
– 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 immediately follow the Annual Meeting/Budget Hearing. The same link is for both meetings:

Event address for

attendees: <https://dce.webex.com/dce/onstage/g.php?MTID=e04872e46764ef18245a6385de1db5602>

Event number: 2489 150 9829

Event password: BoardOct2021

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

Audio Conference Access Code: 2489 150 9829

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

A. Approval of Minutes

1. Approval of Minutes from October 20, 2021

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2. Approval of Minutes from September 15, 2021

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B. Recommended Employment/Resignations/Contract Adjustments

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

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D. Balance Sheet

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

F. Fundraising Requests

G. Gift/Bequests

1. CenFlex Donation to Tech Ed

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H. Early College Credit Requests from the Senior High

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I. Early College Credit Request from Idea

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J. Start College Now Requests from the Senior High

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K. Start College Now Request from Idea School

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L. Bus Accident Report

M. Second Reading of Policies

1. po0100 Definitions

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2. po0143 Authority of Individual Board Members

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3. po0144.2 Board Member Ethics

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4. po0174.2 School Performance Report

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5. po3170 Substance Abuse

6. po4170 Substance Abuse

VII. Reports/Considerations

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

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A. WASB Legislative Network Member	
B. CESA #9 Representative	2
C. Student Representative	
D. Superintendent	
1. Recognition of Katie Felch for Nomination for Young Professional Leadership Award	
2. Community Listening Session, Monday, October 25, Update	
3. Hatley Blue Ribbon	
4. Third Friday Count	85
5. Referendum Update	
6. School Year Update	
VIII. Unfinished Business	
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B. Approval of Band Trip to Pasadena in January 2023	100
IX. New Business	
A. Approval of 2021-2022 D.C. Everest Area School District Annual Budget and Tax Levy	101
B. Student Absences; Parent-Teacher Conferences and Inclement Weather Calendar Adjustments	113
C. First Reading of Policies	
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2. po0145 Board Member Anti-Harassment	117
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4. po1422 Nondiscrimination and Equal Employment Opportunity	120
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6. po1623 Section 504/ADA Prohibition Against Disability Discrimination in Employment	129
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10. po3122 Nondiscrimination and Equal Employment Opportunity	168
11. po3122.02 Nondiscrimination Based on Genetic Information of the Employee	176
12. po3123 Section 504/ADA Prohibition Against Disability Discrimination in Employment	178
13. po3362 Employee Anti-Harassment	185
14. po4122 Nondiscrimination and Equal Employment Opportunity	198
15. po4122.02 Nondiscrimination Based on Genetic Information of the Employee	206
16. po4123 Section 504/ADA Prohibition Against Disability Discrimination in Employment	208
17. po4362 Employee Anti-Harassment	215
18. po5517 Student Anti-Harassment	228
D. Election Cycle - Joshua Dickerson, Bruce Krueger, and Lindsey Lewitzke	
E. Possible Adjustments to Board Meeting Dates for January and February	
F. Invitation for a District Wellness Committee Representative. Involves One Meeting - November 4, 4:00 p.m. virtually.	
X. Petitions and Communications	
A. Thank You for Memorial Tribute from Gloria Degner	241
B. Thank You for Memorial Tribute from the Bindl Family	242
C. Thank You for Memorial Tribute from Steph Hobbins	243
XI. Future Meeting Dates	
A. Regular Board Meeting November 17, 2021, at 6:30 p.m.	

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

Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

B. Regular Board Meeting

December 15, 2021, at 6:30 p.m.

Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

C. Regular Board Meeting

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

Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

D. Regular Board Meeting

January, TBD, 2022, at 6:30 p.m.

Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

E. Wisconsin State Education Convention

January 19-21, 2022

Milwaukee, WI

XII. Adjourn

Minutes

I. **Call to Order**

II. **Roll Call**

In attendance were Katie Felch, Lindsey Lewitzke, Joshua Dickerson, Yee Leng Xiong, and Corina Norrbom. Also present were Superintendent Gilmore and Ellen Suckow, Executive Assistant.

III. **Approval of Agenda**

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

IV. **Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85 (1)(a) to Act Upon the Hearing Officer's Recommendation on the Expulsion of a Senior High Student. The Board will adjourn directly from Closed Session.**

Motion by Lewitzke second by Dickerson to Adjourn to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85 (1)(a) to Act Upon the Hearing Officer's Recommendation on the Expulsion of a Senior High Student. With a roll call vote: Katie Felch, Lindsey Lewitzke, Joshua Dickerson, Yee Leng Xiong, and Corina Norrbom, motion carried.

Meeting adjourned to Closed Session at 6:36 p.m.

Regular School Board Meeting
 Wednesday, September 15, 2021 6:30 PM
 Middle School Theater
 9302 Schofield Ave.
 Weston, WI 54476



I. Call to Order

II. Roll Call

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

III. Pledge of Allegiance

IV. Approval of Agenda

Motion made by Lindsey Lewitzke and seconded by Corina Norrbom to approve the agenda for this meeting. With a voice vote this motion passed.

V. Public Comment

Shannon Grabko, 6213 Quentin Street, Weston, WI 54476
 Jamie Weiland, 7010 Janelle Street, Weston, WI 54476
 Meghan Brandenburg, 2462 Forest Grove Ave., Mosinee, WI 54455
 Steven Frazier (email), 7102 Evergreen Street, Schofield, WI 54476

VI. Consent Agenda

Motion made by Yee Leng Xiong and seconded by Corina Norrbom to approve the Consent Agenda. with a roll call vote. This motion passed.

Joshua Dickerson: Abstain (With Conflict), Katie Felch: Yea, Bruce Krueger: Yea, Lindsey Lewitzke: Yea, Corina Norrbom: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea
 Yea: 6, Nay: 0, Abstain (With Conflict): 1

VI.A. Approval of Minutes

VI.B. Recommended Employment/Resignations/Contract Adjustments

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

VI.D. Balance Sheet

VI.E. Budget Revisions

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

VI.G. Fundraising Requests

VI.H. Gift/Bequests

VI.I. Bus Accident Report

VI.J. Second Reading of Policy

VI.J.1. po4332 Employee Sick Leave

VII. Reports/Considerations

VII.A. WASB Legislative Network Member – Corina Norrbom reported Bruce Krueger has received Level 1 recognition from WASB.

VII.B. CESA #9 Representative – Bruce Krueger directed Board members to the CESA #9 Annual Report document for information about the ongoing work.

VII.C. Student Representative – Elayna Alexander reported school year activities are beginning. The Seniors held their Junior Prom on September 11. The Forest Café has begun selling all types of coffee. Musical auditions have begun. Homecoming planning is underway.

VII.D. Superintendent

VII.D.1. Summary of 2021 Summer School

VII.D.2. Monthly Report/COVID-19 Update

VIII. Unfinished Business

VIII.A. Mission Moment - Rolling Readers

IX. New Business

IX.A. Approve Annual Meeting/Budget Hearing Agenda

Motion to approve the agenda for the Annual Meeting/Budget Hearing made by Joshua Dickerson and seconded by Yee Leng Xiong. With a voice vote this motion passed.

IX.B. Preliminary Budget Approval for 2021-2022

Motion made by Lindsey Lewitzke and seconded by Corina Norrbom to approve the 2021-2022 preliminary budget and to continue spending 2021-2022 revenue. With a voice vote this motion passed.

IX.C. Ten Year Capital Plan

Motion made by Yee Leng Xiong and seconded by Joshua Dickerson to approve the ten-year capital plan as included in the attachment. With a voice vote this motion passed.

IX.D. 2022 Insurance Benefits

Motion made by Yee Leng Xiong and seconded by Bruce Krueger to approve the health, dental, and vision insurance renewals. With a voice vote this motion passed.
Joshua Dickerson: Abstain (With Conflict).

IX.E. Employee's First COVID-19 Leave Reset

Motion made by Yee Leng Xiong and seconded by Corina Norrbom to reset COVID leave eligibility for employees to a five (5) day allotment of Employees First Leave starting October 1, 2021, through December 31, 2021. With a voice vote this motion passed. Joshua Dickerson: Abstain (With Conflict).

IX.F. Employee Handbook Revisions

Motion made by Corina Norrbom and seconded by Bruce Krueger to approve the revised Employee Handbook. With a voice vote this motion passed.

IX.G. First Reading of Policy

Motion made by Lindsey Lewitzke and seconded by Yee Leng Xiong to approve the policies in the background on first reading. With a voice vote this motion passed.

IX.G.1. po0100 Definitions

IX.G.2. po0143 Authority of Individual Board Members

IX.G.3. po0144.2 Board Member Ethics

IX.G.4. po0174.2 School Performance Report

IX.G.5. po3170 Substance Abuse

IX.G.6. po4170 Substance Abuse

X. Petitions and Communications

X.A. Thank You for Memorial Tribute from the Family of Larry Wolfe

XI. Future Meeting Dates

XI.A. Annual Meeting/Budget Hearing

Wednesday, October 27, 2021, at 6:00 p.m.

Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

XI.B. Regular Monthly School Board Meeting

Wednesday, October 27, 2021, immediately following the Annual Meeting/Budget Hearing

Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

XI.C. Regular Monthly School Board Meeting

Wednesday, November 17, 2021, at 6:30 p.m.

Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

XII. Adjourned at 7:24 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 October 27, 2021, meeting of the School Board.



Employment Report

Recommended Employment

Certified Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Jennifer Buenning	Speech & Language Teacher/WE, HA, ODY	1.00	October 11, 2021
Brittany Ollhoff	Early Childhood Special Education Teacher/4K/EC	1.00	October 18, 2021

Support Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Malysa Wagner	Housekeeper/Admin	1	September 20, 2021
Karen Trzebiatowski	Server/RIV	0.36	September 22, 2021
Dianne Young	Education Assistant/MB	0.62	September 27, 2021
Karen Jackson	SWD Assistant/SH	0.37	September 27, 2021
Elizabeth Consolver	Server/SH	0.54	September 29, 2021
Emily Zernicke	Server/MS JH SH	0.36	October 4, 2021
Valerie Contreras	SWD Assistant/MB	0.62	October 11, 2021
McKenzie Kwick	Education Assistant/MB	0.62	October 11, 2021
Foua Lo	SWD Assistant/MB	0.62	October 11, 2021
Paige Manderfield	Housekeeper/District Float	1	October 19, 2021
Casey Sparacino	Housekeeper/WE	1	October 25, 2021
Korey Hoepfner	Education Assistant/MS	0.53	October 25, 2021
Kelly Kasprzycki	SWD Assistant/MS	0.63	October 26, 2021
Roger Plautz Jr.	SWD Assistant/RO	0.62	October 26, 2021
Theresa Bauer	Server/MS	0.46	October 29, 2021
Maria Kloth	Cook II & Housekeeper/District Wide	1	November 1, 2021
Sandra Schmidt	Learning Advocate/MB	N/A	November 1, 2021
Isaac Schiro	Learning Advocate/EV	N/A	November 1, 2021
Carolyn Xiong	Cook II/JH	0.63	November 2, 2021
Belinda Yang	Learning Advocate/EV	N/A	November 2, 2021
Britttany Jensen	Learning Advocate/RO	N/A	November 3, 2021
Teri Engen	Learning Advocate/RO	N/A	November 17, 2021
Lauren Bullis	Learning Advocate/RO	N/A	November 22, 2021
Emily Hunt	Education Assistant/RO	0.62	November 29, 2021

Students

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Jordyn Jakubek	Member Services/GFH	0.25	September 27, 2021
Kassie Hyde	Before & After Care Staff/Elementary Buildings & GFH	0.28	October 18, 2021

Seasonal Staff

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

All Staff

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Brady Uekert	SWD Assistant/Junior High	Resignation	September 17, 2021
Barbara Maguire	SWD Assistant/MS	Resignation	September 28, 2021
Philena Thompson	Education Assistant/Senior High	Resignation	October 1, 2021
Dezirae Stanchik	Housekeeper/Weston	Resignation	October 8, 2021
Peggy Merriam	Test Proctor/District Wide	Resignation	October 12, 2021
Alexis Eaton	Cross-Categorical Special Education Teacher/RI	Resignation	October 13, 2021

Adjustments

Certified Staff

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

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Jennifer Lilly	SWD Assistant/RIV	Education Assistant/RIV	September 20, 2021
Jami Overturf	Server/SH,JH,MS .36 FTE	Server/SH .45 FTE	September 20, 2021
Stephanie Rislove	Education Assistant/MB	Education Assistant/RO	September 27, 2021
Breanna Martin	Education Assistant/MB	Education Interpreter/WE	October 4, 2021
Yvonne Firkus	Cook II/JH .63 FTE	Server/JH .54 FTE Before & After Care	October 4, 2021
Paige Morris	SWD Assistant/RO .62 FTE	Staff/GFH .46 FTE Main Office Secretary/SH	October 6, 2021
Karry Salber	Education Assistant/MS .53 FTE	.66 FTE Health Support	October 18, 2021
Kathleen Clairmore	Substitute Health Assistant	Specialist/District-wide	October 18, 2021

DCE Middle School				
				10
Name	Position	Begin	End	%
Blank, Kara	Forensics Advisor	10/18/21	3/18/22	3.50
Burgess, Julie	Jazz Choir Advisor	10/4/21	5/31/22	1.00
Kirschling, Alexia	Junior Optimist Club Advisor	9/20/21	5/31/22	2.00
Langbehn, David	Basketball 7th Boys Head Coach	10/19/21	12/21/21	7.00
Laporte, Lori	Ski Club	1/4/22	2/26/22	1.00
Murphy, Melissa	Ski Club	1/4/22	2/26/22	1.00
Phalen, Lisa	Jazz Band Advisor	11/1/21	5/31/22	1.00
Ramcheck, Nicholas	Basketball 7th Boys Assistant Coach	10/19/21	12/21/21	5.00
DCE Junior High School				
Name	Position	Begin	End	%
Bohlman, Mark	Basketball 8th Boys Assisstant	10/19/21	12/21/21	6.00
Brecke, Chad	Basketball JV2 Boys Head Coach	11/15/21	3/8/22	11.00
Heller, Christopher	Basketball 8th Boys Head Coach	10/19/21	12/21/21	7.00
DCE Senior High School				
Name	Position	Begin	End	%
Banks Ohearn, Lisa	Student Council Assistant	9/1/21	6/3/22	6.00
Bauer, Daniel	Girls Hockey - Varsity Assistant Coach	11/8/21	3/5/22	10.00
Baumann, Keith	Girls Hockey - JV Assistant Coach	11/8/21	3/5/22	6.50
Brockman, Hannah	Forensics Assistant	12/31/21	4/29/22	2.00
Cepress, Matthew	Point of Convergence Advisor	9/1/21	6/3/22	3.50
Deboer, Joel	Class Advisor 12th	9/1/21	6/3/22	2.00
Du Vair, Jacques	Girls Hockey - Varsity Head Coach	11/8/21	3/5/22	14.00
Levake, Ciera	Mock Trial Advisor	9/1/21	6/3/22	5.00
Oosterhuis, Jenny	Student Council Assistant	9/1/21	6/3/22	6.00
Rislove, Joseph	Class Advisor 12th	9/1/21	6/3/22	2.00
Shulfer, Katie	Softball - Varsity Head Coach	3/14/22	6/11/22	10.00
Thorpe, Peter	Class Advisor 12th	9/1/21	6/3/22	2.00
Tomczik, Claire	Girls Hockey - JV Head Coach	11/8/21	3/5/22	7.00

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

OCTOBER 19, 2021

CASH BALANCE AS OF SEPTEMBER 7, 2021	(\$82,241.95)	
INVESTMENT ACCOUNT TRANSFERS		\$5,567,963.22
RECEIPTS CR#30327 - CR#30449	\$8,439,608.75	
CHECKS FOR APPROVAL #229791 - #230048 ACH: #212200434-212200981		\$2,519,943.70
<u>VOIDS:</u>		
CK#228491, 228628, 229084, 229086, 229459, 229797, 229907, 230007	\$5,218.60	
CASH BALANCE AS OF OCTOBER 19, 2021		\$274,678.48
	\$8,362,585.40	\$8,362,585.40
	\$8,362,585.40	\$8,362,585.40

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (09/07/2021-10/19/2021)**

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
229791	FEDEX, INC.	7-494-17485	9/10/21	28.92
229792	WI PUBLIC SERVICE	3833538904	9/10/21	96,853.25
229793	A & A LOCK SERVICE	ROTH09.02.2021	9/10/21	50.35
229793	A & A LOCK SERVICE	ROTH08.20.2021	9/10/21	129.00
229793	A & A LOCK SERVICE	HS08.26.2021	9/10/21	271.00
229793	A & A LOCK SERVICE	MTBAY08.27.2021	9/10/21	309.00
229794	ABEE INC	9388	9/10/21	2,407.00
229795	BACKGROUND INVESTIGATION BUREAU, LLC	DCE001090121-1	9/10/21	530.10
229796	BATTERIES PLUS	P43083374	9/10/21	-42.00
229796	BATTERIES PLUS	p43078746	9/10/21	536.70
229797	BATTERIES PLUS BULBS #069	P43078746	9/10/21	536.70
229798	BLOOMSIGHTS US LLC	40	9/10/21	1,445.00
229799	BOELTER COMPANIES, THE	97743935	9/10/21	2,282.46
229800	BOHLMAN, KEEGAN	Bohlman-Scholarship	9/10/21	500.00
229801	CELLCOM - WAUSAU	231779	9/10/21	2,094.43
229802	COATES, CARLYNN	0	9/10/21	15.95
229803	CORAL LANES INC	CORALLANES82621	9/10/21	468.00
229804	CULLIGAN	463485	9/10/21	309.90
229805	EL TEQUILA SALSA, LLC.	YLX5	9/10/21	1,055.00
229806	FLAGHOUSE	V023403501026	9/10/21	14.85
229806	FLAGHOUSE	V023403501042	9/10/21	24.10
229806	FLAGHOUSE	V023403501034	9/10/21	1,474.79
229807	FLINN SCIENTIFIC CO	2601675	9/10/21	1.89
229807	FLINN SCIENTIFIC CO	2609003	9/10/21	976.00
229808	FRANKE FOODSERVICE SYSTEMS	26192287	9/10/21	12,605.40
229809	GALE/CENGAGE LEARNING	74614613	9/10/21	50.00
229810	GORDON FOOD SERVICE INC	212589867	9/10/21	890.84
229811	KYLES CONSULTING LLC	44409	9/10/21	1,550.00
229812	LAFORCE	1170278	9/10/21	1,095.00
229813	LAMERS BUS LINES, INC.	582617	9/10/21	137.40
229813	LAMERS BUS LINES, INC.	582619	9/10/21	137.40
229813	LAMERS BUS LINES, INC.	582618	9/10/21	824.46
229814	MCGRAW HILL SCHOOL EDUC HOLDINGS, INC	118496433001	9/10/21	2,754.00
229815	NASCO INC - EDUCATION	140764	9/10/21	44.29
229815	NASCO INC - EDUCATION	140758	9/10/21	193.49
229816	PACIFIC TIER SOLUTIONS INC	7071	9/10/21	237.65
229817	SCHMIDT, SANDY	52898	9/10/21	91.15
229818	STAPLES ADVANTAGE	3486300517	9/10/21	12.11
229818	STAPLES ADVANTAGE	3484006303	9/10/21	13.57
229818	STAPLES ADVANTAGE	3486507474	9/10/21	60.74
229818	STAPLES ADVANTAGE	3485985516	9/10/21	184.54
229818	STAPLES ADVANTAGE	3486507473	9/10/21	210.17
229818	STAPLES ADVANTAGE	3485985517	9/10/21	237.79
229818	STAPLES ADVANTAGE	3486762092	9/10/21	543.36
229819	STERLING WATER INC	342X09432702	9/10/21	451.30

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (09/07/2021-10/19/2021)**

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
229820	TALENT ASSESSMENT, INC.	11544	9/10/21	1,700.00
229821	TEL SOLUTIONS, LLC	3020105	9/10/21	605.00
229822	TFH USA	54476AINV28082	9/10/21	1,524.00
229823	TILTON SR., CHRISTOPHER	REF08262021	9/10/21	55.00
229824	UW WHITEWATER-CASHIERS OFFICE	1002254312	9/10/21	3,912.00
229825	VILLAGE OF WESTON	12422	9/10/21	180.00
229826	WILSON LANGUAGE TRAINING	PLI1005261	9/10/21	22,600.00
229827	YRC, INC.	8579804989	9/10/21	357.11
229828	BEST BUY BUSINESS ADVANTAGE ACCOUNT	5358259	9/10/21	3,800.60
229829	KOHN LAW FIRM SC	09102021A	9/10/21	372.69
229830	UNITED WAY OF MARATHON CNTY	20210910ADUWAY	9/10/21	643.30
229831	BARABOO HIGH SCHOOL	9102021	9/17/21	350.00
229832	NEW LONDON HIGH SCHOOL	9182021	9/17/21	175.00
229833	STEVENS PT AREA HS SPASH	9112021	9/17/21	150.00
229834	ALLIANT UTILITIES/WP&L	44409	9/17/21	976.30
229835	DALEY, MICHELLE	AUG-SEPT2021 MILEAGE	9/17/21	4.82
229836	FAMILY, CAREER & COMM. LEADERS OF AM.	108973	9/17/21	238.00
229837	FLINN SCIENTIFIC CO	2615093	9/17/21	413.22
229838	GORDON FOOD SERVICE INC	212528560	9/17/21	18.53
229838	GORDON FOOD SERVICE INC	212528564	9/17/21	52.24
229838	GORDON FOOD SERVICE INC	212528549	9/17/21	127.82
229838	GORDON FOOD SERVICE INC	212528565	9/17/21	229.83
229838	GORDON FOOD SERVICE INC	212768971	9/17/21	339.25
229838	GORDON FOOD SERVICE INC	212414100	9/17/21	401.33
229838	GORDON FOOD SERVICE INC	212528557	9/17/21	436.76
229838	GORDON FOOD SERVICE INC	21228548	9/17/21	504.24
229838	GORDON FOOD SERVICE INC	212528550	9/17/21	644.36
229838	GORDON FOOD SERVICE INC	212528555	9/17/21	756.92
229838	GORDON FOOD SERVICE INC	212528552	9/17/21	1,701.45
229838	GORDON FOOD SERVICE INC	212528547	9/17/21	3,814.55
229838	GORDON FOOD SERVICE INC	212528553	9/17/21	4,052.72
229839	HANSON SANITATION AND EXCAVATING INC	23133	9/17/21	2,485.00
229840	HIORNS PIANO SERVICE	9.5.21	9/17/21	100.00
229841	HOLIDAY WHOLESale	9865678	9/17/21	761.37
229842	INTEGRITY FIRE PROTECTION INC	61193	9/17/21	238.00
229842	INTEGRITY FIRE PROTECTION INC	61192	9/17/21	238.00
229843	JET-BLACK OF CENTRAL WI	993284	9/17/21	1,315.00
229843	JET-BLACK OF CENTRAL WI	993284	9/17/21	2,920.00
229844	LAKESHORE LEARNING MATERIALS	431013091021	9/17/21	29.09
229845	LAMERS BUS LINES, INC.	582637	9/17/21	50.00
229845	LAMERS BUS LINES, INC.	582946	9/17/21	71.65
229845	LAMERS BUS LINES, INC.	582622	9/17/21	99.49
229845	LAMERS BUS LINES, INC.	582638	9/17/21	128.63
229845	LAMERS BUS LINES, INC.	582620	9/17/21	171.02
229845	LAMERS BUS LINES, INC.	582621	9/17/21	211.50

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
229846	NASCO INC - EDUCATION	148471	9/17/21	117.27
229847	PESANKA, LEEANNE	SEP2021 REFUND	9/17/21	25.00
229848	POSTY CARDS	155251	9/17/21	697.74
229849	PUPP, BROOKLYN	Pupp- Scholarship	9/17/21	400.00
229850	QUADIENT, INC.	58704097	9/17/21	135.00
229851	RYDIN	383798	9/17/21	689.00
229852	SCHOLASTIC INC.	M7180192 2	9/17/21	142.86
229853	SCHOOL HEALTH CORP	3964402-00	9/17/21	295.30
229854	STAPLES ADVANTAGE	3486762093	9/17/21	2.49
229854	STAPLES ADVANTAGE	3486983989	9/17/21	6.50
229854	STAPLES ADVANTAGE	3487159085	9/17/21	9.64
229854	STAPLES ADVANTAGE	3486762096	9/17/21	12.46
229854	STAPLES ADVANTAGE	3487159084	9/17/21	16.49
229854	STAPLES ADVANTAGE	3486983983	9/17/21	21.00
229854	STAPLES ADVANTAGE	3486983984	9/17/21	27.27
229854	STAPLES ADVANTAGE	3486983986	9/17/21	35.61
229854	STAPLES ADVANTAGE	3486983985	9/17/21	74.02
229854	STAPLES ADVANTAGE	3486849053	9/17/21	81.02
229854	STAPLES ADVANTAGE	3486983988	9/17/21	86.34
229854	STAPLES ADVANTAGE	3486983987	9/17/21	90.88
229854	STAPLES ADVANTAGE	3486849054	9/17/21	93.10
229854	STAPLES ADVANTAGE	3486762094	9/17/21	93.70
229854	STAPLES ADVANTAGE	3486578843	9/17/21	173.68
229854	STAPLES ADVANTAGE	3486762095	9/17/21	211.58
229854	STAPLES ADVANTAGE	3485513257	9/17/21	1,360.00
229855	TEACHER DIRECT	INV/2021/25510	9/17/21	100.34
229856	TITO INC	13671	9/17/21	412.66
229857	TRAVERS TOOL CO., INC	23988466-00	9/17/21	863.13
229858	ULINE	138451194	9/17/21	78.29
229859	UNDERGROUND SOUND & LIGHTING PRODUCT	WOR09032021	9/17/21	200.00
229860	US MATH RECOVERY COUNCIL	21-1778	9/17/21	7,180.00
229861	UW WHITEWATER-CASHIERS OFFICE	1002245227	9/17/21	3,302.58
229862	WALSWORTH PUBLISHING CO INC	2-01821-0	9/17/21	3,773.44
229863	WARDS NATURAL SCIENCE	8805897229	9/17/21	55.00
229863	WARDS NATURAL SCIENCE	8805929979	9/17/21	74.98
229864	WI PUBLIC SERVICE	MS GAS AUG2021	9/17/21	204.36
229864	WI PUBLIC SERVICE	MBAY GAS AUG2021	9/17/21	207.74
229864	WI PUBLIC SERVICE	SH GAS AUG2021	9/17/21	296.29
229864	WI PUBLIC SERVICE	RO GAS AUG2021	9/17/21	317.89
229864	WI PUBLIC SERVICE	JH GAS AUG2021	9/17/21	407.65
229864	WI PUBLIC SERVICE	GHF GAS AUG2021	9/17/21	902.67
229865	WILSON LANGUAGE TRAINING	1874040	9/17/21	6,347.81
229866	APPLETON EAST HIGH SCHOOL	9252021	9/24/21	200.00
229867	GREEN BAY PREBLE HS	9292021	9/24/21	125.00
229868	LAMERS BUS LINES, INC.	582856	9/24/21	409.00

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229869	MOSINEE HIGH SCHOOL	9252021	9/24/21	200.00
229870	SCHOLASTIC INC.	M7078021	9/24/21	78.54
229871	THE READING LEAGUE, INC.	68991	9/24/21	100.00
229872	WAUSAU WEST HIGH SCHOOL	9252021	9/24/21	40.00
229873	WI PUBLIC SERVICE	3856940230	9/24/21	4,016.40
229874	A & A LOCK SERVICE	DISTRICT09.16.2021	9/24/21	96.00
229874	A & A LOCK SERVICE	AALock21-1	9/24/21	570.00
229875	BOELTER COMPANIES, THE	enter inv. #97752506	9/24/21	112.32
229875	BOELTER COMPANIES, THE	enter inv. #97752507	9/24/21	185.18
229875	BOELTER COMPANIES, THE	enter inv. #97757531	9/24/21	1,299.49
229876	CDW GOVT IN EDUCATION	G639281	9/24/21	59,421.54
229877	CENTURY LINK	242479559	9/24/21	142.57
229878	CHARTER COMMUNICATIONS, INC.	72595082721	9/24/21	3,298.19
229879	DALE, PAUL	REF09142021	9/24/21	135.00
229880	DC EVEREST SENIOR HIGH SCHOOL	W.West Volleyball In	9/24/21	125.00
229881	FASTSIGNS	629-11027	9/24/21	370.00
229882	FOUR SEASONS SCREEN PRINTING	2950	9/24/21	1,231.00
229883	GOAL LINE, INC.	14761	9/24/21	948.00
229884	GORDON FOOD SERVICE INC	212768966	9/24/21	34.40
229884	GORDON FOOD SERVICE INC	212689222	9/24/21	53.94
229884	GORDON FOOD SERVICE INC	212768968	9/24/21	71.17
229884	GORDON FOOD SERVICE INC	212768975	9/24/21	91.18
229884	GORDON FOOD SERVICE INC	212768973	9/24/21	98.85
229884	GORDON FOOD SERVICE INC	212768972	9/24/21	104.01
229884	GORDON FOOD SERVICE INC	212768960	9/24/21	158.79
229884	GORDON FOOD SERVICE INC	212768962	9/24/21	205.21
229884	GORDON FOOD SERVICE INC	212768969	9/24/21	241.11
229884	GORDON FOOD SERVICE INC	212768979	9/24/21	276.97
229884	GORDON FOOD SERVICE INC	212768978	9/24/21	286.95
229884	GORDON FOOD SERVICE INC	212768963	9/24/21	493.75
229884	GORDON FOOD SERVICE INC	212768965	9/24/21	673.35
229884	GORDON FOOD SERVICE INC	212959190	9/24/21	718.98
229884	GORDON FOOD SERVICE INC	212768961	9/24/21	2,022.36
229884	GORDON FOOD SERVICE INC	212768959	9/24/21	2,461.04
229884	GORDON FOOD SERVICE INC	212768974	9/24/21	7,148.41
229885	GRACENOTES, LLC.	xyy66j	9/24/21	718.25
229886	GUINN, REGINA	1	9/24/21	105.00
229887	HEARTLAND PAYMENT SYS INC	HSSREC019115	9/24/21	8,554.00
229888	HOME INSULATION CO, INC	46557	9/24/21	199.00
229888	HOME INSULATION CO, INC	46552	9/24/21	304.00
229888	HOME INSULATION CO, INC	46551	9/24/21	318.00
229889	HORACE MANN MIDDLE SCHOOL	Horace Mann CC Fee	9/24/21	75.00
229890	JOHN MUIR MIDDLE SCHOOL	44459	9/24/21	75.00
229891	LAMERS BUS LINES, INC.	582909	9/24/21	118.82
229891	LAMERS BUS LINES, INC.	581503	9/24/21	198.26

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229891	LAMERS BUS LINES, INC.	582911	9/24/21	257.40
229891	LAMERS BUS LINES, INC.	582910	9/24/21	276.60
229891	LAMERS BUS LINES, INC.	582922	9/24/21	292.74
229891	LAMERS BUS LINES, INC.	582919	9/24/21	297.52
229891	LAMERS BUS LINES, INC.	582920	9/24/21	325.32
229891	LAMERS BUS LINES, INC.	582914	9/24/21	344.03
229891	LAMERS BUS LINES, INC.	582921	9/24/21	464.78
229891	LAMERS BUS LINES, INC.	582915	9/24/21	495.16
229891	LAMERS BUS LINES, INC.	582916	9/24/21	514.59
229891	LAMERS BUS LINES, INC.	582918	9/24/21	893.80
229891	LAMERS BUS LINES, INC.	582917	9/24/21	901.48
229891	LAMERS BUS LINES, INC.	582974	9/24/21	34,749.19
229892	MARA CTY TREASURER'S OFFICE	21091302	9/24/21	14.00
229893	MS GRAPHICS, LLC	2014-3994	9/24/21	632.00
229894	NDSM HOLDINGS, LLC.	44409	9/24/21	830.73
229895	ROCK RIDGE ORCHARD, LLC.	96174	9/24/21	450.00
229896	SCHOLASTIC INC.	M7154631	9/24/21	217.80
229897	STAPLES ADVANTAGE	3487239776	9/24/21	4.82
229897	STAPLES ADVANTAGE	3487239777	9/24/21	5.95
229897	STAPLES ADVANTAGE	3487672027	9/24/21	10.59
229897	STAPLES ADVANTAGE	3487353745	9/24/21	11.54
229897	STAPLES ADVANTAGE	3487353746	9/24/21	19.58
229897	STAPLES ADVANTAGE	3487494194	9/24/21	20.10
229897	STAPLES ADVANTAGE	3487239775	9/24/21	20.39
229897	STAPLES ADVANTAGE	3487353748	9/24/21	22.89
229897	STAPLES ADVANTAGE	3487353747	9/24/21	40.90
229897	STAPLES ADVANTAGE	3487425676	9/24/21	160.40
229898	TEACHER DIRECT	INV/2021/27451	9/24/21	174.22
229899	TITO INC	13701	9/24/21	326.98
229899	TITO INC	13702	9/24/21	561.99
229899	TITO INC	13703	9/24/21	867.49
229899	TITO INC	13704	9/24/21	1,039.64
229899	TITO INC	13649	9/24/21	3,478.00
229900	U.S. WATER, LLC.	145260	9/24/21	169.00
229901	WI ASSN SCH DIST AD WASDA	200010950	9/24/21	110.00
229902	XIONG, DIANE	44440	9/24/21	25.00
229903	KOHN LAW FIRM SC	09242021A	9/24/21	372.69
229904	UNITED WAY OF MARATHON CNTY	20210827BDUWAY	9/24/21	-5.76
229904	UNITED WAY OF MARATHON CNTY	20210910BDUWAY	9/24/21	-5.76
229904	UNITED WAY OF MARATHON CNTY	20210924ADUWAY	9/24/21	637.54
229905	EAU CLAIRE MEMORIAL HS	10092021	10/1/21	130.00
229906	FEDEX, INC.	7-508-69434	10/1/21	32.35
229907	GREENWOOD HILLS COUNTRY CLUB, INC	10042021	10/1/21	35.00
229908	STEVENS PT AREA HS SPASH	9202021	10/1/21	60.00
229908	STEVENS PT AREA HS SPASH	9202021	10/1/21	160.00

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229909	STRATFORD HIGH SCHOOL	10092021	10/1/21	100.00
229910	WEBKO EMBROIDERY & SCREEN PRINTING, INC	8925	10/1/21	1,269.70
229911	WI DEPT OF PUBLIC INST	RETURN FUNDS TO DPI	10/1/21	5,356.10
229912	A & A LOCK SERVICE	GFH09.16.2021	10/1/21	37.50
229912	A & A LOCK SERVICE	AAlock21-2	10/1/21	238.00
229913	ADVANCED FITNESS SERVICE	1613-B	10/1/21	267.00
229914	AMERICAN BAND ACCESSORIES LLC	43887	10/1/21	2,754.85
229915	AUTO SELECT, INC.	237212	10/1/21	481.55
229916	BAVX RESOURCES, LLC.	20213508	10/1/21	35.88
229917	BETHLEHEM COMM-RO.,INC.	BEYH-Supply-21-22	10/1/21	440.00
229917	BETHLEHEM COMM-RO.,INC.	BETH-4K-SEPT2021	10/1/21	5,333.40
229918	BLUE EDGE ENERGY	3070	10/1/21	354.86
229919	BOELTER COMPANIES, THE	97757532	10/1/21	87.14
229920	BOUND TO STAY BOUND, INC.	160960	10/1/21	195.34
229921	BYTESPEED LLC	INV0151579	10/1/21	4,470.00
229922	CELLCOM - WAUSAU	359862	10/1/21	2,094.14
229923	CEV MULTIMEDIA, LTD.	126454	10/1/21	1,140.00
229924	ELLISON EDUC EQUIP INC	SI099164	10/1/21	59.97
229925	FLAGHOUSE	V023403501018	10/1/21	427.32
229926	FLINN SCIENTIFIC CO	2604477	10/1/21	3.15
229926	FLINN SCIENTIFIC CO	2613032	10/1/21	493.75
229927	FRISCH, RAMES	Frisch-Scholarship	10/1/21	250.00
229928	GORDON FOOD SERVICE INC	212890460	10/1/21	9.43
229928	GORDON FOOD SERVICE INC	212890452	10/1/21	13.16
229928	GORDON FOOD SERVICE INC	212959193	10/1/21	37.14
229928	GORDON FOOD SERVICE INC	212759530	10/1/21	41.16
229928	GORDON FOOD SERVICE INC	212890444	10/1/21	50.84
229928	GORDON FOOD SERVICE INC	212890476	10/1/21	58.69
229928	GORDON FOOD SERVICE INC	212890462	10/1/21	62.02
229928	GORDON FOOD SERVICE INC	212589861	10/1/21	72.39
229928	GORDON FOOD SERVICE INC	212959194	10/1/21	78.73
229928	GORDON FOOD SERVICE INC	212589854	10/1/21	92.74
229928	GORDON FOOD SERVICE INC	212959199	10/1/21	105.28
229928	GORDON FOOD SERVICE INC	212890470	10/1/21	117.50
229928	GORDON FOOD SERVICE INC	212890456	10/1/21	156.53
229928	GORDON FOOD SERVICE INC	212959200	10/1/21	159.38
229928	GORDON FOOD SERVICE INC	212959192	10/1/21	169.09
229928	GORDON FOOD SERVICE INC	212890475	10/1/21	183.05
229928	GORDON FOOD SERVICE INC	212890466	10/1/21	226.87
229928	GORDON FOOD SERVICE INC	212705820	10/1/21	233.26
229928	GORDON FOOD SERVICE INC	212589853	10/1/21	247.86
229928	GORDON FOOD SERVICE INC	212705824	10/1/21	247.90
229928	GORDON FOOD SERVICE INC	212959182	10/1/21	254.04
229928	GORDON FOOD SERVICE INC	212890472	10/1/21	255.54
229928	GORDON FOOD SERVICE INC	212890447	10/1/21	309.39

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229928	GORDON FOOD SERVICE INC	212959197	10/1/21	310.84
229928	GORDON FOOD SERVICE INC	212959185	10/1/21	324.33
229928	GORDON FOOD SERVICE INC	212589866	10/1/21	346.23
229928	GORDON FOOD SERVICE INC	212959187	10/1/21	394.88
229928	GORDON FOOD SERVICE INC	212705818	10/1/21	450.22
229928	GORDON FOOD SERVICE INC	212890442	10/1/21	480.09
229928	GORDON FOOD SERVICE INC	212959180	10/1/21	593.99
229928	GORDON FOOD SERVICE INC	212959186	10/1/21	596.98
229928	GORDON FOOD SERVICE INC	212890474	10/1/21	614.80
229928	GORDON FOOD SERVICE INC	212589849	10/1/21	715.04
229928	GORDON FOOD SERVICE INC	212959183	10/1/21	789.90
229928	GORDON FOOD SERVICE INC	212890471	10/1/21	799.09
229928	GORDON FOOD SERVICE INC	212890454	10/1/21	821.00
229928	GORDON FOOD SERVICE INC	212589864	10/1/21	926.44
229928	GORDON FOOD SERVICE INC	212705822	10/1/21	1,353.56
229928	GORDON FOOD SERVICE INC	212589856	10/1/21	1,587.49
229928	GORDON FOOD SERVICE INC	212890451	10/1/21	1,665.50
229928	GORDON FOOD SERVICE INC	212589858	10/1/21	1,749.37
229928	GORDON FOOD SERVICE INC	212890459	10/1/21	1,795.17
229928	GORDON FOOD SERVICE INC	212890440	10/1/21	2,205.09
229928	GORDON FOOD SERVICE INC	212959179	10/1/21	2,220.73
229928	GORDON FOOD SERVICE INC	212890463	10/1/21	2,837.57
229928	GORDON FOOD SERVICE INC	212959188	10/1/21	3,617.90
229928	GORDON FOOD SERVICE INC	212589857	10/1/21	4,443.55
229928	GORDON FOOD SERVICE INC	212959195	10/1/21	5,893.58
229929	HEALY AWARDS, INC	51110	10/1/21	45.13
229930	HIORNS PIANO SERVICE	9.19.21	10/1/21	100.00
229931	IBA RESOURCES, LLC.	DCE002	10/1/21	3,645.00
229932	INDIANHEAD GOLF AND RECREATION, INC.	12028	10/1/21	1,200.00
229933	LOCKSMITH SHOPPE	15153	10/1/21	44.00
229934	MEDCO SUPPLY COMPANY	IN94273677	10/1/21	192.28
229935	MIDWAY STEEL, INC.	181350	10/1/21	1,188.67
229936	MS GRAPHICS, LLC	2014-3816-2	10/1/21	50.00
229936	MS GRAPHICS, LLC	2014-3823	10/1/21	120.75
229937	MUNSON, INC	83380	10/1/21	7,260.00
229938	NABER, HEIDI	55301/55300	10/1/21	50.00
229939	NAPA AUTO PARTS, INC.	822926	10/1/21	60.45
229940	NATIONAL AUTISM RESOURCES, LLC.	548859	10/1/21	12,122.08
229941	NEUMAN POOLS INC	0021066* 2	10/1/21	32,500.00
229942	O'DONNELL, DANIELLE	44440	10/1/21	20.00
229943	PITNEY BOWES GLOBAL FINANCIAL SERVICES, I	3314274249	10/1/21	168.03
229944	REHABMART	50989	10/1/21	2,825.95
229945	ST JOHN LUTHERAN SCHOOL	STJo-Supply-2021-22	10/1/21	396.00
229945	ST JOHN LUTHERAN SCHOOL	STJO-4K-SEPT2021	10/1/21	4,800.06
229946	STAPLES ADVANTAGE	3488224995	10/1/21	-32.08

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229946	STAPLES ADVANTAGE	3487767275	10/1/21	6.82
229946	STAPLES ADVANTAGE	3487913756	10/1/21	17.29
229946	STAPLES ADVANTAGE	3487836782	10/1/21	202.88
229946	STAPLES ADVANTAGE	3487836781	10/1/21	301.85
229947	STREICH EQUIPMENT CO INC	0109052-IN	10/1/21	6,170.00
229948	TEACHER CREATED RESOURCES INC	6560746	10/1/21	88.91
229949	TESTOUT CORPORATION	INV499275	10/1/21	675.00
229950	TIE BOSS	80	10/1/21	249.95
229951	WAUSAU SHARPENING SRVS LLC	3214	10/1/21	27.00
229952	WINDOW ENHANCEMENTS LLC	492	10/1/21	1,488.00
229952	WINDOW ENHANCEMENTS LLC	491	10/1/21	3,748.25
229953	YANG, DER	44440	10/1/21	850.00
229954	YRC, INC.	470-450145-8	10/1/21	287.54
229955	STEVENS PT AREA HS SPASH	5012021	10/6/21	160.00
229956	WI PUBLIC SERVICE	3870106351	10/8/21	93,686.35
229957	A & A LOCK SERVICE	HS09.27.2021	10/8/21	91.00
229958	ADS ON BOARDS	ADONBOARDS10421	10/8/21	550.00
229959	ANTIGO HIGH SCHOOL	Antigo CC FEE	10/8/21	50.00
229960	BOELTER COMPANIES, THE	enter inv. #97762196	10/8/21	2,891.33
229961	BOUND TO STAY BOUND, INC.	161587q	10/8/21	587.18
229961	BOUND TO STAY BOUND, INC.	160632	10/8/21	1,163.26
229962	BUILERS SCHWINN CYCLERY	677051	10/8/21	257.50
229963	COLLINS, HEATHER	SEP2021 MILEAGE	10/8/21	95.20
229964	CRANE MEADOW GOLF COURSE	9242021	10/8/21	700.00
229965	D & D SEALCOATING & STRIPPING, INC.	1076	10/8/21	16,760.00
229966	DC EVEREST DRAMA BOOSTERS	DCEPERMARTS10421	10/8/21	200.00
229967	DECA, INC	99647	10/8/21	32.00
229967	DECA, INC	99647 Students	10/8/21	1,056.00
229968	DECKER EQUIPMENT INC	400758a	10/8/21	64.70
229969	EDUCATIONAL INNOVATIONS INC	842695-1	10/8/21	546.03
229970	FABLEVISION LEARNING	DC092321	10/8/21	4,000.00
229971	FASTSIGNS	2096-11070.	10/8/21	116.67
229971	FASTSIGNS	629-10969.	10/8/21	2,411.62
229972	FISHER SCIENTIFIC CO LLC	2240492	10/8/21	90.00
229973	FLAG CENTER	0104458-IN	10/8/21	1,062.00
229974	GOPHER SPORT, INC.	IN82668	10/8/21	217.81
229975	GORDON FOOD SERVICE INC	213085380	10/8/21	1.90
229975	GORDON FOOD SERVICE INC	213085363	10/8/21	16.35
229975	GORDON FOOD SERVICE INC	213253744	10/8/21	19.14
229975	GORDON FOOD SERVICE INC	213152027	10/8/21	23.69
229975	GORDON FOOD SERVICE INC	213085366	10/8/21	24.54
229975	GORDON FOOD SERVICE INC	213085393	10/8/21	33.71
229975	GORDON FOOD SERVICE INC	213152029	10/8/21	65.00
229975	GORDON FOOD SERVICE INC	21085376	10/8/21	85.99
229975	GORDON FOOD SERVICE INC	213142080	10/8/21	91.14

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229975	GORDON FOOD SERVICE INC	213085373	10/8/21	91.24
229975	GORDON FOOD SERVICE INC	213152018	10/8/21	102.99
229975	GORDON FOOD SERVICE INC	213344549	10/8/21	121.92
229975	GORDON FOOD SERVICE INC	213085382	10/8/21	126.11
229975	GORDON FOOD SERVICE INC	213085379	10/8/21	134.98
229975	GORDON FOOD SERVICE INC	213142083	10/8/21	189.63
229975	GORDON FOOD SERVICE INC	213085368	10/8/21	250.23
229975	GORDON FOOD SERVICE INC	213085372	10/8/21	296.36
229975	GORDON FOOD SERVICE INC	213152024	10/8/21	303.00
229975	GORDON FOOD SERVICE INC	213152028	10/8/21	397.73
229975	GORDON FOOD SERVICE INC	213085360	10/8/21	428.30
229975	GORDON FOOD SERVICE INC	213085365	10/8/21	436.79
229975	GORDON FOOD SERVICE INC	213085361	10/8/21	453.59
229975	GORDON FOOD SERVICE INC	213085369	10/8/21	485.53
229975	GORDON FOOD SERVICE INC	213085374	10/8/21	521.56
229975	GORDON FOOD SERVICE INC	213085370	10/8/21	767.08
229975	GORDON FOOD SERVICE INC	213152017	10/8/21	813.91
229975	GORDON FOOD SERVICE INC	212414107	10/8/21	1,169.26
229975	GORDON FOOD SERVICE INC	213085364	10/8/21	1,310.96
229975	GORDON FOOD SERVICE INC	213085381	10/8/21	1,544.52
229975	GORDON FOOD SERVICE INC	213085371	10/8/21	1,727.38
229975	GORDON FOOD SERVICE INC	213085367	10/8/21	1,999.01
229975	GORDON FOOD SERVICE INC	213085362	10/8/21	2,362.83
229975	GORDON FOOD SERVICE INC	213152026	10/8/21	2,579.49
229975	GORDON FOOD SERVICE INC	212414108	10/8/21	2,970.47
229976	GREINER, JOHN	3575-4185	10/8/21	49.00
229977	HAWKINS, ASH CPA'S LLP	9242021	10/8/21	5,000.00
229978	HOLIDAY WHOLESale	9891229	10/8/21	456.05
229979	HOME INSULATION CO, INC	46576	10/8/21	222.00
229980	HORACE MANN MIDDLE SCHOOL	Horace SWIM FEE	10/8/21	150.00
229981	HOWIES HOCKEY, INC.	INV082778	10/8/21	506.67
229982	JANIK POWER SWEEPING, LLC.	13380	10/8/21	625.00
229983	JWC BUILDING SPECIALTIES, INC.	0221507-IN	10/8/21	1,029.00
229984	KYLES CONSULTING LLC	44440	10/8/21	1,550.00
229985	LEARNING A-Z	4352566	10/8/21	416.69
229986	LITERACY RESOURCES, LLC.	158394	10/8/21	1,295.84
229987	MARA CTY TREASURER'S OFFICE	21092102	10/8/21	14.00
229988	MARCO	30138782	10/8/21	28,892.61
229989	MEDCO SUPPLY COMPANY	IN94292130	10/8/21	53.90
229990	MEDFORD AREA SENIOR HIGH SCHOOL	Medford FEE 9-30-21	10/8/21	50.00
229991	METRO FIRE PROTECTION INC	46326	10/8/21	365.00
229991	METRO FIRE PROTECTION INC	46326B	10/8/21	1,100.50
229992	MS GRAPHICS, LLC	MSGGRAPHICS10121	10/8/21	1,370.25
229993	NASCO INC - EDUCATION	159887	10/8/21	97.15
229994	RESOLUTIONS IN SPEC ED, INC	16616	10/8/21	350.00

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229995	RHINELANDER HIGH SCHOOL	Rhineland FEE	10/8/21	50.00
229996	ROCK RIDGE ORCHARD, LLC.	96181	10/8/21	570.00
229996	ROCK RIDGE ORCHARD, LLC.	96184	10/8/21	570.00
229996	ROCK RIDGE ORCHARD, LLC.	96191	10/8/21	750.00
229996	ROCK RIDGE ORCHARD, LLC.	96189	10/8/21	900.00
229997	SCHOLASTIC INC.	M7185786	10/8/21	143.99
229997	SCHOLASTIC INC.	M7184773	10/8/21	143.99
229997	SCHOLASTIC INC.	M7184809	10/8/21	654.50
229998	SHI INTERNATIONAL CORP.	B14146500	10/8/21	1,950.00
229999	STAPLES ADVANTAGE	3487989197	10/8/21	2.35
229999	STAPLES ADVANTAGE	3488329374	10/8/21	16.99
229999	STAPLES ADVANTAGE	3489265922	10/8/21	19.49
229999	STAPLES ADVANTAGE	3488329373	10/8/21	22.27
229999	STAPLES ADVANTAGE	3488329375	10/8/21	22.99
229999	STAPLES ADVANTAGE	3488224997	10/8/21	27.30
229999	STAPLES ADVANTAGE	3488224996	10/8/21	32.08
229999	STAPLES ADVANTAGE	3488686423	10/8/21	60.30
229999	STAPLES ADVANTAGE	3487767274	10/8/21	64.48
229999	STAPLES ADVANTAGE	3487836780	10/8/21	126.06
229999	STAPLES ADVANTAGE	3488224999	10/8/21	322.41
230000	STERLING WATER INC	93021	10/8/21	159.90
230000	STERLING WATER INC	342X09506208	10/8/21	1,120.30
230001	STEVENS PT AREA HS SPASH	Standing Rock FEE	10/8/21	50.00
230002	TEACHER CREATED RESOURCES INC	6563831	10/8/21	12.99
230003	TYLER, ANDREA	44440	10/8/21	60.00
230004	VILLAGE OF WESTON	06-09 2021 5568-00	10/8/21	4,320.85
230004	VILLAGE OF WESTON	06-09 2021 3456-00	10/8/21	7,146.50
230005	VILLAGE OF ROTHSCHILD	JUL-DEC2021	10/8/21	20,120.00
230006	WARDS NATURAL SCIENCE	8806174278	10/8/21	105.56
230007	WEBIT TREASURER, DIANE WEINHEIMER-WEBI	1164	10/8/21	175.00
230007	WEBIT TREASURER, DIANE WEINHEIMER-WEBI	1125	10/8/21	175.00
230007	WEBIT TREASURER, DIANE WEINHEIMER-WEBI	1146	10/8/21	199.00
230008	WI LIONS FOUNDATION, INC.	2321	10/8/21	1,546.00
230009	YOUNG, DIANNE	OCT COBRA DENTAL	10/8/21	166.88
230010	KOHN LAW FIRM SC	10082021A	10/8/21	372.69
230011	UNITED WAY OF MARATHON CNTY	20211008ADUWAY	10/8/21	637.54
230012	ASCD	2580199-2022	10/15/21	239.00
230013	REGISTRATION FEE TRUST	SENSORY TITLE/PLATES	10/15/21	169.50
230014	SCHOOL NUTRITION ASSN	637182-Cert Dues	10/15/21	12.00
230014	SCHOOL NUTRITION ASSN	660776-Cert Dues	10/15/21	17.00
230014	SCHOOL NUTRITION ASSN	662537-Dues	10/15/21	53.00
230015	ALLIANT UTILITIES/WP&L	44440	10/15/21	669.32
230016	BACKGROUND INVESTIGATION BUREAU, LLC	DCE001100121-1	10/15/21	828.90
230017	BECKER, ANDREW	WOR1012021	10/15/21	30.00
230018	BOELTER COMPANIES, THE	674197	10/15/21	1.17

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230018	BOELTER COMPANIES, THE	6745766	10/15/21	95.38
230018	BOELTER COMPANIES, THE	97771469	10/15/21	4,504.59
230019	CENTURY LINK	246343621	10/15/21	272.63
230020	COMPLEX SECURITY SOLUTIONS, INC	2076002	10/15/21	1,062.00
230021	CONJUGUEMOS	37896	10/15/21	55.00
230022	D & D SEALCOATING & STRIPPING, INC.	1075	10/15/21	2,295.00
230023	FLINN SCIENTIFIC CO	2625407	10/15/21	130.59
230024	GORDON FOOD SERVICE INC	15737752	10/15/21	-21.50
230024	GORDON FOOD SERVICE INC	15597354	10/15/21	-14.06
230024	GORDON FOOD SERVICE INC	213469547	10/15/21	13.75
230024	GORDON FOOD SERVICE INC	213469842	10/15/21	22.40
230024	GORDON FOOD SERVICE INC	213469826	10/15/21	22.68
230024	GORDON FOOD SERVICE INC	213535903	10/15/21	33.43
230024	GORDON FOOD SERVICE INC	213469835	10/15/21	68.05
230024	GORDON FOOD SERVICE INC	213535905	10/15/21	104.59
230024	GORDON FOOD SERVICE INC	213469845	10/15/21	149.08
230024	GORDON FOOD SERVICE INC	213535904	10/15/21	188.05
230024	GORDON FOOD SERVICE INC	213535917	10/15/21	218.56
230024	GORDON FOOD SERVICE INC	213469831	10/15/21	244.17
230024	GORDON FOOD SERVICE INC	213469844	10/15/21	272.01
230024	GORDON FOOD SERVICE INC	213469830	10/15/21	301.76
230024	GORDON FOOD SERVICE INC	213525453	10/15/21	337.12
230024	GORDON FOOD SERVICE INC	213469839	10/15/21	383.29
230024	GORDON FOOD SERVICE INC	213535919	10/15/21	402.05
230024	GORDON FOOD SERVICE INC	213535902	10/15/21	403.19
230024	GORDON FOOD SERVICE INC	213535918	10/15/21	443.39
230024	GORDON FOOD SERVICE INC	213469840	10/15/21	500.35
230024	GORDON FOOD SERVICE INC	213469836	10/15/21	624.53
230024	GORDON FOOD SERVICE INC	213469827	10/15/21	989.10
230024	GORDON FOOD SERVICE INC	213469828	10/15/21	1,080.84
230024	GORDON FOOD SERVICE INC	213469837	10/15/21	1,184.64
230024	GORDON FOOD SERVICE INC	213469833	10/15/21	1,405.73
230024	GORDON FOOD SERVICE INC	213469843	10/15/21	1,691.60
230024	GORDON FOOD SERVICE INC	213535910	10/15/21	2,086.03
230024	GORDON FOOD SERVICE INC	213469834	10/15/21	2,110.70
230024	GORDON FOOD SERVICE INC	213535908	10/15/21	4,111.46
230024	GORDON FOOD SERVICE INC	213535915	10/15/21	4,208.02
230024	GORDON FOOD SERVICE INC	213469841	10/15/21	4,666.44
230024	GORDON FOOD SERVICE INC	213152014	10/15/21	9,173.96
230025	GRAYBAR, INC.	9322996255	10/15/21	210.14
230026	JAECK, DEVIN	Jaeck-Scholarship	10/15/21	1,000.00
230027	MECA SPORTSWEAR, INC.	SIP208743	10/15/21	436.00
230028	MS GRAPHICS, LLC	2014-4018	10/15/21	1,165.00
230029	MUSIC THERAPY SERVICES OF CENTRAL WISCO	901034	10/15/21	1,545.00
230030	NELCO INC	7614623	10/15/21	256.25

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230031	NORTH CENTRAL WI WDB	221	10/15/21	200.00
230032	PAOLI CLAY COMPANY	26764 WE	10/15/21	198.00
230032	PAOLI CLAY COMPANY	26764 RIV	10/15/21	236.00
230032	PAOLI CLAY COMPANY	26764 EV	10/15/21	354.00
230032	PAOLI CLAY COMPANY	26764 MTN BAY	10/15/21	354.00
230032	PAOLI CLAY COMPANY	26764 MS	10/15/21	787.00
230033	PARTS TOWN, LLC.	27745485	10/15/21	45.15
230033	PARTS TOWN, LLC.	27990509	10/15/21	156.65
230034	PLAYSCRIPTS, INC.	2250937&2250974	10/15/21	4,100.00
230035	ROCK RIDGE ORCHARD, LLC.	82720	10/15/21	570.00
230036	ROTHSCHILD WATERWORKS	JUL-SEP2021	10/15/21	1,431.76
230037	SADDLEBACK EDUCATIONAL, INC.	686399	10/15/21	640.58
230038	SCHOLASTIC INC.	54476010	10/15/21	104.39
230039	SCHOOL DATEBOOKS, INC.	S21-0215116	10/15/21	390.00
230039	SCHOOL DATEBOOKS, INC.	S21-0208408	10/15/21	712.69
230040	SHIFFLER EQUIPMENT SALES, INC.	2127002300	10/15/21	358.56
230041	STAPLES ADVANTAGE	3489359323	10/15/21	20.08
230041	STAPLES ADVANTAGE	3489359325	10/15/21	22.99
230041	STAPLES ADVANTAGE	3489499792	10/15/21	27.12
230041	STAPLES ADVANTAGE	3489569090	10/15/21	98.55
230041	STAPLES ADVANTAGE	3489359324	10/15/21	153.42
230042	TEAM FITZ GRAPHICS	53339	10/15/21	1,680.00
230043	ULINE	139262781	10/15/21	634.26
230044	UNDERGROUND SOUND & LIGHTING PRODUCT	1108	10/15/21	2,000.00
230045	WAUSAU AWARDS AND ENGRAVING	92921	10/15/21	72.00
230046	WAUSAU EARLY BIRD ROTARY	2303	10/15/21	150.00
230047	WI PUBLIC SERVICE	RO GAS SEP2021	10/15/21	310.48
230047	WI PUBLIC SERVICE	MBAY GAS SEP2021	10/15/21	409.57
230047	WI PUBLIC SERVICE	JH GAS SEP2021	10/15/21	539.39
230047	WI PUBLIC SERVICE	SH GAS SH SEP2021	10/15/21	628.55
230047	WI PUBLIC SERVICE	MS GAS SEP2021	10/15/21	670.78
230047	WI PUBLIC SERVICE	GHF GAS SEP2021	10/15/21	847.37
230048	WEBIT TREASURER, DIANE WEINHEIMER-WEBI	1125	10/18/21	175.00
230048	WEBIT TREASURER, DIANE WEINHEIMER-WEBI	1164	10/18/21	175.00
230048	WEBIT TREASURER, DIANE WEINHEIMER-WEBI	1146	10/18/21	199.00
212200434	1ST PLACE TROPHY & ENGRAVING	3925	9/10/21	68.75
212200435	ADAMUS, AMY	AUG2021 MILEAGE	9/10/21	26.82
212200436	ADVANCED DISPOSAL SOLID WASTE MIDWEST,	44409	9/10/21	3,858.35
212200437	ALPHA BAKING CO., INC.	210126242006	9/10/21	245.60
212200437	ALPHA BAKING CO., INC.	210126242018	9/10/21	568.30
212200437	ALPHA BAKING CO., INC.	210126242008	9/10/21	1,765.08
212200438	ALVIS, LEROY JR	WOR09022021	9/10/21	30.00
212200438	ALVIS, LEROY JR	REF09042021	9/10/21	200.00
212200439	AMAZON CAPITAL SERVICES	1NKD-W7X7-TNNK	9/10/21	-200.00
212200439	AMAZON CAPITAL SERVICES	1THM-L6MG-X69L	9/10/21	-47.97

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212200439	AMAZON CAPITAL SERVICES	17QJ-F13Q-J6LD	9/10/21	-15.99
212200439	AMAZON CAPITAL SERVICES	1YNG-WT6T-J6XV	9/10/21	-12.18
212200439	AMAZON CAPITAL SERVICES	147W-NHWD-6M9P	9/10/21	8.44
212200439	AMAZON CAPITAL SERVICES	1T6C-6VRX-1PFV	9/10/21	9.82
212200439	AMAZON CAPITAL SERVICES	17W1-YT6W-KTTQ	9/10/21	12.99
212200439	AMAZON CAPITAL SERVICES	13G1-MMW9-XLVD	9/10/21	14.99
212200439	AMAZON CAPITAL SERVICES	1LDQ-7QCW-MYQ6	9/10/21	16.50
212200439	AMAZON CAPITAL SERVICES	1GRJ-4T7Y-N7H4	9/10/21	17.99
212200439	AMAZON CAPITAL SERVICES	1HLW-P9RQ-6HMMW	9/10/21	29.99
212200439	AMAZON CAPITAL SERVICES	1KJR-LG1K-LPRK	9/10/21	33.66
212200439	AMAZON CAPITAL SERVICES	1RDC-YPQX-TJ9X	9/10/21	38.80
212200439	AMAZON CAPITAL SERVICES	1J3X-N6FD-KW7X	9/10/21	39.89
212200439	AMAZON CAPITAL SERVICES	1LG4-WLX1-GCRW	9/10/21	39.98
212200439	AMAZON CAPITAL SERVICES	1TMJ-L6P1-N1LK	9/10/21	41.99
212200439	AMAZON CAPITAL SERVICES	1P74-W1XR-KCTM	9/10/21	42.86
212200439	AMAZON CAPITAL SERVICES	1THM-L6MG-4PPR	9/10/21	46.19
212200439	AMAZON CAPITAL SERVICES	19XQ-11X7-QRNP	9/10/21	52.99
212200439	AMAZON CAPITAL SERVICES	139P-W1QX-Y979	9/10/21	63.96
212200439	AMAZON CAPITAL SERVICES	1QDW-R93R-YNXT	9/10/21	65.79
212200439	AMAZON CAPITAL SERVICES	1TMF-9K7K-P4RX	9/10/21	66.54
212200439	AMAZON CAPITAL SERVICES	13G1-MMW9-VPNR	9/10/21	74.77
212200439	AMAZON CAPITAL SERVICES	1T6C-6VRX-GXJM	9/10/21	76.03
212200439	AMAZON CAPITAL SERVICES	1KG9-G93L-CV4J	9/10/21	80.27
212200439	AMAZON CAPITAL SERVICES	17QJ-F13Q-VCRY	9/10/21	88.47
212200439	AMAZON CAPITAL SERVICES	1NLM-MJFL-X6YV	9/10/21	89.55
212200439	AMAZON CAPITAL SERVICES	147W-NHWD-M1MK	9/10/21	89.63
212200439	AMAZON CAPITAL SERVICES	177R-7Y39-J6RM	9/10/21	91.04
212200439	AMAZON CAPITAL SERVICES	171N-DXTH-HX1X	9/10/21	92.80
212200439	AMAZON CAPITAL SERVICES	17W1-YT6W-HFGC	9/10/21	107.64
212200439	AMAZON CAPITAL SERVICES	1CWK-L6MQ-NNJJ	9/10/21	123.20
212200439	AMAZON CAPITAL SERVICES	17W1-YT6W-4YDJ	9/10/21	131.72
212200439	AMAZON CAPITAL SERVICES	1RDC-YPQX-QLJK	9/10/21	138.20
212200439	AMAZON CAPITAL SERVICES	1WRR-MMXJ-JVLV	9/10/21	141.70
212200439	AMAZON CAPITAL SERVICES	1L6X-GXV3-6VXX	9/10/21	168.17
212200439	AMAZON CAPITAL SERVICES	1THM-L6MG-1VY7	9/10/21	180.18
212200439	AMAZON CAPITAL SERVICES	1YG3-YKLH-TLNT	9/10/21	198.19
212200439	AMAZON CAPITAL SERVICES	1QDW-R93R-CM17	9/10/21	224.64
212200439	AMAZON CAPITAL SERVICES	17XM-7L6H-4RMQ	9/10/21	228.57
212200439	AMAZON CAPITAL SERVICES	1NLM-MJFL-XT7T	9/10/21	283.95
212200439	AMAZON CAPITAL SERVICES	17VD-YRTF-T1MF	9/10/21	284.31
212200439	AMAZON CAPITAL SERVICES	13DN-GWH1-XVJP	9/10/21	304.93
212200439	AMAZON CAPITAL SERVICES	1TPR-QPVL-9GG7	9/10/21	340.44
212200439	AMAZON CAPITAL SERVICES	16QX-Y9L4-TXC4	9/10/21	428.22
212200439	AMAZON CAPITAL SERVICES	1LG4-WLX1-1NXX	9/10/21	566.56
212200439	AMAZON CAPITAL SERVICES	1THM-L6MG-PCCV	9/10/21	723.58

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212200439	AMAZON CAPITAL SERVICES	1GRJ-4T7Y-9NM6	9/10/21	733.56
212200439	AMAZON CAPITAL SERVICES	19KT-3LDK-RTPL	9/10/21	812.52
212200439	AMAZON CAPITAL SERVICES	1KFW-Q1VJ-9KGP	9/10/21	1,358.72
212200440	AMERICAN WELDING & GAS INC	8023506	9/10/21	121.70
212200441	APEX LEARNING, INC.	SOINV00157930	9/10/21	1,000.00
212200442	ARAMARK UNIFORM SERVICES, INC	AUG2021 FOOD	9/10/21	531.15
212200442	ARAMARK UNIFORM SERVICES, INC	AUG2021 CUST	9/10/21	1,699.34
212200443	BABCOCK, HARRY	REF09022021	9/10/21	135.00
212200443	BABCOCK, HARRY	REF09042021	9/10/21	230.00
212200444	BARTMANN, ALEX	REF09032021	9/10/21	90.00
212200445	BECK, EMILY	AUG2021 MILEAGE	9/10/21	50.29
212200446	BEHRENS, MICHAEL	WOR09032021	9/10/21	30.00
212200447	BELANGER, SCOTT	REF08262021 - 3	9/10/21	55.00
212200448	BRECKE, CHAD	AUG2021 ITEM	9/10/21	307.23
212200449	BROST, TONYA	AUG2021 ITEM	9/10/21	100.12
212200450	BRUX, AUBREE	REF09022021	9/10/21	135.00
212200451	BUCHBERGER, LARRY	REF09022021-2	9/10/21	75.00
212200452	CAROLINA BIOLOGICAL SUPPLY CO	51442416 RI	9/10/21	2,629.99
212200453	CHARACTER DEVELOPEMENT & LEADERSHIP	909G	9/10/21	340.00
212200454	COMPLETE OFFICE OF WISCONSIN	151455	9/10/21	16.06
212200454	COMPLETE OFFICE OF WISCONSIN	207368	9/10/21	11,940.00
212200455	DODEN, JON	REF09032021	9/10/21	90.00
212200456	FINNEGAN, JOSEPH	AUG2021 ITEM	9/10/21	79.12
212200457	FORE-FRONT MECHANICAL, INC.	7656	9/10/21	1,177.00
212200457	FORE-FRONT MECHANICAL, INC.	7657	9/10/21	4,425.24
212200458	FRISCH, TAMMY	AUG2021 MILEAGE	9/10/21	4.31
212200459	GLEASON, DEBRA	REF09042021	9/10/21	210.00
212200460	GOETSCH, DIANE	SEPT2021 ITEM	9/10/21	361.53
212200461	GRAINGER INC, WW	9033697138	9/10/21	156.80
212200461	GRAINGER INC, WW	9032360548	9/10/21	427.14
212200461	GRAINGER INC, WW	9044575604	9/10/21	504.58
212200462	GROTE, MICHAEL	REF08262021-2	9/10/21	55.00
212200463	GUNNERSON, JOHN	REF09042021	9/10/21	200.00
212200464	HABECK, MIKE	WOR09032021	9/10/21	30.00
212200465	HALL, KIMBERLY	AUG2021 MILEAGE	9/10/21	27.50
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2857978	9/10/21	16.79
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2798996	9/10/21	22.50
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2798997	9/10/21	29.99
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2793254	9/10/21	45.90
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2799968	9/10/21	95.75
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2799986	9/10/21	139.90
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2799982	9/10/21	148.50
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2837769	9/10/21	188.99
212200466	HEID MUSIC COMPANY, INC.-APPLETON	2857710-1	9/10/21	1,431.41
212200467	HEISE, STACY	REF Volley 09022021	9/10/21	55.00

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212200467	HEISE, STACY	REFVolley9/2/21 JV3	9/10/21	55.00
212200468	HELLER, KATHLEEN	WOR09042021	9/10/21	135.00
212200469	HELLER, LUKE	REFVolley09022021-2	9/10/21	55.00
212200469	HELLER, LUKE	REFVolley9/2/21JV3	9/10/21	55.00
212200470	HOFFMAN, AARON	AUG2021 ITEM	9/10/21	60.63
212200471	HURNER, SCOTT	WOR09022021	9/10/21	30.00
212200472	JAGLINSKI, PETER	WOR08312021	9/10/21	35.00
212200473	JEHN, KALLY	AUG2021 mileage	9/10/21	8.46
212200474	JULIOT, DAVID	REF083021	9/10/21	55.00
212200475	KENITZER, DICK	WOR09032021	9/10/21	35.00
212200476	KRAUSE, DOUGLAS	REF08312021	9/10/21	90.00
212200477	KRUEGER, SAVANNA	AUG2021 MILEAGE	9/10/21	42.56
212200478	KWICK, SARAH	AUG2021 ITEM	9/10/21	69.40
212200479	KWIK TRIP INC	00054784 AUG2021	9/10/21	2,644.57
212200480	LAMMERT, SARAH	AUG2021 ITEM	9/10/21	111.65
212200481	LANCELLE, GARRETT	REF08312021	9/10/21	55.00
212200482	LANGBEHN, DAVID	REF09022021	9/10/21	75.00
212200483	LEHRKE, CAROLYN	AUG2021 ITEM	9/10/21	31.94
212200484	LEMKE, ALEXSANDRA	AUG2021 ITEM	9/10/21	42.24
212200485	LIDDELL, STEVEN	REF09032021	9/10/21	90.00
212200486	LORGE, ERIC	REF08312021	9/10/21	55.00
212200487	M3 INSURANCE SOLU INC	66075	9/10/21	46,377.00
212200488	MARATHON PEST CONTROL	59311	9/10/21	28.00
212200488	MARATHON PEST CONTROL	42165	9/10/21	28.00
212200488	MARATHON PEST CONTROL	42167	9/10/21	28.00
212200488	MARATHON PEST CONTROL	42236	9/10/21	28.00
212200488	MARATHON PEST CONTROL	42175	9/10/21	28.00
212200488	MARATHON PEST CONTROL	42164	9/10/21	28.00
212200488	MARATHON PEST CONTROL	42166	9/10/21	35.00
212200488	MARATHON PEST CONTROL	42170	9/10/21	35.00
212200488	MARATHON PEST CONTROL	42237	9/10/21	35.00
212200489	MATHIES, MICHAEL	REF09022021 - 3	9/10/21	75.00
212200490	MC MILLAN-HEHIR, HEATHER	AUG2021 MILEAGE	9/10/21	77.17
212200491	MACMILLAN HOLDINGS LLC	63705389	9/10/21	7,876.03
212200492	MURPHY, MICHAEL	REF08312021	9/10/21	90.00
212200493	NASSCO INC - CUSTODIAL	6039279	9/10/21	10.97
212200493	NASSCO INC - CUSTODIAL	6042196	9/10/21	19.82
212200493	NASSCO INC - CUSTODIAL	6042456	9/10/21	49.64
212200493	NASSCO INC - CUSTODIAL	6037406	9/10/21	95.73
212200493	NASSCO INC - CUSTODIAL	6037405	9/10/21	360.28
212200494	NEISIUSUIS, ZACH	REF09032021	9/10/21	90.00
212200495	NORTHWAY COMMUNICATIONS INC	114647	9/10/21	32.38
212200496	ORNSTEIN, JOE	REF09032021	9/10/21	90.00
212200497	PACOLT, DIANNE	REF09042021	9/10/21	200.00
212200498	PARLIER, DANIEL	REF08312021	9/10/21	90.00

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212200499	PER MAR SECURITY SERVICES, INC.	2590555	9/10/21	70.50
212200500	PERIPOLE INC	188481	9/10/21	438.14
212200501	PREGONT, DANIEL	WOR09032021	9/10/21	35.00
212200502	REINHART FOODS INC	492797	9/10/21	850.29
212200503	RYAN, DESIREE	RYAN8221	9/10/21	26.50
212200504	SCHMITZ, KURTIS	WOR09032021	9/10/21	35.00
212200505	SCHOEN, NANCY	REF09042021	9/10/21	200.00
212200506	SCHUELLER, DAWNEEN	SEPT2021 ITEM	9/10/21	27.60
212200507	SCHWAN, MARTIN	WOR09032021	9/10/21	30.00
212200508	SEKEL, AMY	WOR09032021	9/10/21	35.00
212200509	SEKEL, JAMES	REF09042021	9/10/21	200.00
212200510	SENDELBACH, MICHELLE	AUG2021 ITEM	9/10/21	117.65
212200511	SIERAKOWSKI, CHAD	WOR09032021	9/10/21	30.00
212200512	TARRAS, STEPHEN	REF08262021-4	9/10/21	55.00
212200513	TEAM SPORTING GOODS INC	AAC026789	9/10/21	1,008.00
212200514	TIENOR, JENNA	AUG2021 MILEAGE	9/10/21	18.42
212200515	TREPTOW, FELECITY	AUG2021 MILEAGE	9/10/21	20.38
212200516	USIC RECEIVABLES, LLC	459540	9/10/21	2,160.00
212200517	VAARA, DAVID	REF09042021	9/10/21	233.00
212200518	VERNIER SOFTWARE & TECHNOLOGY	5404680	9/10/21	68.81
212200519	VIKING ELECTRIC SUPPLY	S005034875.001	9/10/21	2.49
212200519	VIKING ELECTRIC SUPPLY	S005038808.001	9/10/21	16.42
212200519	VIKING ELECTRIC SUPPLY	S005035297.003	9/10/21	18.88
212200519	VIKING ELECTRIC SUPPLY	S005035297.001	9/10/21	66.33
212200519	VIKING ELECTRIC SUPPLY	S005034875.002	9/10/21	78.43
212200519	VIKING ELECTRIC SUPPLY	S005047040.002	9/10/21	96.52
212200519	VIKING ELECTRIC SUPPLY	S005047040.001	9/10/21	192.50
212200519	VIKING ELECTRIC SUPPLY	S005035297.002	9/10/21	218.24
212200519	VIKING ELECTRIC SUPPLY	S005034875.003	9/10/21	900.42
212200520	WASB-WI ASSN OF SCHL BOARDS	29575	9/10/21	98.00
212200521	WELLES, DAVID	REF08302021-2	9/10/21	55.00
212200522	WELSH, SARA	AUG2021 MILEAGE	9/10/21	46.82
212200523	WINTER, AMANDA	AUG2021 ITEM	9/10/21	270.66
212200524	ALVIS, LEROY JR	REF090921 VB	9/17/21	60.00
212200524	ALVIS, LEROY JR	REF09112021	9/17/21	150.00
212200525	AMAZON CAPITAL SERVICES	1H9P-6TLV-J3MF	9/17/21	-98.34
212200525	AMAZON CAPITAL SERVICES	16XL-4J4D-HX3L	9/17/21	-98.34
212200525	AMAZON CAPITAL SERVICES	16XL-4J4D-JMRF	9/17/21	-98.11
212200525	AMAZON CAPITAL SERVICES	16XL-4J4D-KHX3	9/17/21	-67.95
212200525	AMAZON CAPITAL SERVICES	1VYD-J94L-MHNN	9/17/21	-51.45
212200525	AMAZON CAPITAL SERVICES	1MQY-PYVJ-LKW4	9/17/21	-50.78
212200525	AMAZON CAPITAL SERVICES	1RWR-DHQN-6VNC	9/17/21	-49.99
212200525	AMAZON CAPITAL SERVICES	1MQY-PYVJ-LMHY	9/17/21	-17.15
212200525	AMAZON CAPITAL SERVICES	16V7-T3HH-LN3C	9/17/21	-16.92
212200525	AMAZON CAPITAL SERVICES	1XRM-RRLM-JYHC	9/17/21	-12.30

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212200525	AMAZON CAPITAL SERVICES	1MHQ-JM6Q-TDLG	9/17/21	6.06
212200525	AMAZON CAPITAL SERVICES	1DDX-VN9P-Q7JC	9/17/21	7.49
212200525	AMAZON CAPITAL SERVICES	1GYJ-RRMV-1HHN	9/17/21	10.99
212200525	AMAZON CAPITAL SERVICES	1TMF-9K7K-QWP9	9/17/21	14.49
212200525	AMAZON CAPITAL SERVICES	1PRX-4VFR-94DG	9/17/21	19.58
212200525	AMAZON CAPITAL SERVICES	1TVW-TGWK-H1FV	9/17/21	20.91
212200525	AMAZON CAPITAL SERVICES	174Q-R9YK-NX3J	9/17/21	21.87
212200525	AMAZON CAPITAL SERVICES	1C9Y-NGHT-9H1C	9/17/21	21.98
212200525	AMAZON CAPITAL SERVICES	16T6-C6GH-LDYY	9/17/21	23.38
212200525	AMAZON CAPITAL SERVICES	1MWM-ND74-G344	9/17/21	24.76
212200525	AMAZON CAPITAL SERVICES	1XKY-NR3V-CQNN	9/17/21	25.85
212200525	AMAZON CAPITAL SERVICES	1H1W-QJXF-7PWT	9/17/21	29.87
212200525	AMAZON CAPITAL SERVICES	174Q-R9YK-YCHQ	9/17/21	32.75
212200525	AMAZON CAPITAL SERVICES	1LG4-WLX1-VYWY	9/17/21	37.20
212200525	AMAZON CAPITAL SERVICES	1QV3-KWMN-HJ3H	9/17/21	39.95
212200525	AMAZON CAPITAL SERVICES	14J3-FDGR-RWCM	9/17/21	42.06
212200525	AMAZON CAPITAL SERVICES	1XNX-R4CW-LPK3	9/17/21	45.69
212200525	AMAZON CAPITAL SERVICES	1QX9-FQ4R-94DV	9/17/21	47.92
212200525	AMAZON CAPITAL SERVICES	1HX1-NCJL-3XPF	9/17/21	49.99
212200525	AMAZON CAPITAL SERVICES	1LG4-WLX1-R14Q	9/17/21	51.54
212200525	AMAZON CAPITAL SERVICES	19TJ-GD1X-X3XY	9/17/21	54.15
212200525	AMAZON CAPITAL SERVICES	1LYG-WJKX-KTNT	9/17/21	55.17
212200525	AMAZON CAPITAL SERVICES	1NND-K9RM-R1QH	9/17/21	56.97
212200525	AMAZON CAPITAL SERVICES	13NY-TFM3-R69H	9/17/21	57.06
212200525	AMAZON CAPITAL SERVICES	1PL3-Y496-4CXD	9/17/21	60.48
212200525	AMAZON CAPITAL SERVICES	1P74-W1XR-N4GG	9/17/21	63.40
212200525	AMAZON CAPITAL SERVICES	1VYD-J94L-RX3L	9/17/21	75.45
212200525	AMAZON CAPITAL SERVICES	1H6X-4JW3-1XRK	9/17/21	78.33
212200525	AMAZON CAPITAL SERVICES	1RT7-HW64-41YD	9/17/21	80.93
212200525	AMAZON CAPITAL SERVICES	1WKT-QDWH-936N	9/17/21	89.96
212200525	AMAZON CAPITAL SERVICES	1QV3-KWMN-D9CK	9/17/21	98.18
212200525	AMAZON CAPITAL SERVICES	19QJ-CKF9-3QM1	9/17/21	99.94
212200525	AMAZON CAPITAL SERVICES	1166-LXL6-CP6X	9/17/21	103.96
212200525	AMAZON CAPITAL SERVICES	1MWM-ND74-NV6P	9/17/21	104.85
212200525	AMAZON CAPITAL SERVICES	1XRM-RRLM-D934	9/17/21	114.26
212200525	AMAZON CAPITAL SERVICES	1H6X-4JW3-7199	9/17/21	133.81
212200525	AMAZON CAPITAL SERVICES	1RT7-HW64-G4TY	9/17/21	139.88
212200525	AMAZON CAPITAL SERVICES	16L4-JJHT-CXK9	9/17/21	150.78
212200525	AMAZON CAPITAL SERVICES	1J3X-N6FD-XC3Y	9/17/21	208.68
212200525	AMAZON CAPITAL SERVICES	177R-7Y39-47CF	9/17/21	280.06
212200525	AMAZON CAPITAL SERVICES	1TPR-QPVL-9M6J	9/17/21	281.23
212200525	AMAZON CAPITAL SERVICES	1CLX-DXJK-CCDJ	9/17/21	286.95
212200525	AMAZON CAPITAL SERVICES	1THM-L6MG-DKCG	9/17/21	331.63
212200525	AMAZON CAPITAL SERVICES	16V7-T3HH-CF61	9/17/21	440.07
212200525	AMAZON CAPITAL SERVICES	1YMC-JW4M-3C3N	9/17/21	461.98

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212200525	AMAZON CAPITAL SERVICES	1PJC-HMMM-N47C	9/17/21	649.00
212200526	AMERICAN WELDING & GAS INC	8037431	9/17/21	475.71
212200527	ANDREAS, HEATHER	AUG2021 ITEM	9/17/21	235.05
212200528	APFELBECK (ROBERT) TRUCKING	09.02.2021	9/17/21	650.00
212200529	ASSETWORKS RISK MANAGEMENT, INC.	2506	9/17/21	13,520.00
212200530	BRAUN, LISA	SEP2021 ITEM	9/17/21	185.26
212200531	BUCHBERGER, LARRY	REF09072021 Footbal2	9/17/21	100.00
212200532	CENGAGE LEARNING	74746529	9/17/21	4,417.88
212200532	CENGAGE LEARNING	74718118	9/17/21	6,961.50
212200533	COMPLETE OFFICE OF WISCONSIN	207390	9/17/21	905.00
212200533	COMPLETE OFFICE OF WISCONSIN	207245	9/17/21	59,413.00
212200534	CREATIVE PROD SOURCING INC	140924	9/17/21	1,046.60
212200535	DEAF AND HARD OF HEARING EDUCATIONAL	1610	9/17/21	1,912.50
212200536	EDENS, SARAH	AUG2021 MILEAGE	9/17/21	37.35
212200537	EDF ENERGY SERVICES, LLC	124120ES	9/17/21	6,842.68
212200538	FIRST SUPPLY LLC	115015*00	9/17/21	123.34
212200539	FISCHER, TAMMY	AUG2021 ITEM	9/17/21	18.03
212200540	FOLLETT SCHOOL SOLUTIONS, INC	895364F	9/17/21	14.89
212200540	FOLLETT SCHOOL SOLUTIONS, INC	309064	9/17/21	249.68
212200540	FOLLETT SCHOOL SOLUTIONS, INC	895364	9/17/21	1,816.41
212200541	FORE-FRONT MECHANICAL, INC.	7503	9/17/21	2,413.60
212200542	FROOM, PAUL	AUG2021 ITEM	9/17/21	136.29
212200543	GRAINGER INC, WW	9048934740	9/17/21	256.48
212200543	GRAINGER INC, WW	9044197888	9/17/21	268.05
212200543	GRAINGER INC, WW	9045455897	9/17/21	275.42
212200543	GRAINGER INC, WW	9044197896	9/17/21	847.21
212200544	GREAT MINDS PBC	INV076193	9/17/21	12,785.51
212200545	GUTSCH, RYAN	REF09072021	9/17/21	90.00
212200546	HACK, THOMAS	REF090721 8th FB	9/17/21	50.00
212200547	HEID MUSIC COMPANY, INC.-APPLETON	2863156	9/17/21	37.96
212200547	HEID MUSIC COMPANY, INC.-APPLETON	2818012	9/17/21	80.00
212200547	HEID MUSIC COMPANY, INC.-APPLETON	2817994	9/17/21	213.98
212200548	HEITING, MARK	REF09072021	9/17/21	90.00
212200549	HELLER, CHRISTOPHER	REF090921 VB8	9/17/21	60.00
212200550	HELLER, LUKE	REF090921 VB	9/17/21	110.00
212200551	HOENISCH, KIMBERLY	SEPT2021 ITEM	9/17/21	135.62
212200552	HURNER, SCOTT	REF09112021	9/17/21	150.00
212200553	JAGLINSKI, PETER	WOR09072021	9/17/21	35.00
212200554	JULIOT, DAVID	REF091021	9/17/21	55.00
212200554	JULIOT, DAVID	REF090921	9/17/21	80.00
212200555	LANCELLE, GARRETT	REF09072021	9/17/21	55.00
212200556	LANGBEHN, DAVID	REF090721 7th fb	9/17/21	50.00
212200557	LICHTENWALD, ALLISON	LICHTENWALD91021	9/17/21	29.50
212200558	LORGE, ERIC	REF09072021	9/17/21	55.00
212200559	MACH, DENNIS	REF09112021	9/17/21	180.00

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212200560	MARATHON PEST CONTROL	42345	9/17/21	28.00
212200560	MARATHON PEST CONTROL	42389	9/17/21	28.00
212200560	MARATHON PEST CONTROL	42390	9/17/21	28.00
212200561	MARCELLINO, ANTHONY	AUG2021 MILEAGE	9/17/21	138.88
212200562	MATHIES, MICHAEL	REF090721 Football3	9/17/21	100.00
212200563	MURPHY, PATRICK	REF09072021	9/17/21	90.00
212200564	MUZZY, SANDRA	REF09112021	9/17/21	210.00
212200565	NASSCO INC - CUSTODIAL	6046255	9/17/21	150.13
212200565	NASSCO INC - CUSTODIAL	6044913	9/17/21	1,739.93
212200565	NASSCO INC - CUSTODIAL	6047404	9/17/21	4,110.53
212200566	NORTHWAY COMMUNICATIONS INC	114649	9/17/21	22.00
212200567	OFFICE ENTERPRISES INC	493873	9/17/21	1,149.00
212200568	PISCA, SARAH	PISCA91021	9/17/21	188.00
212200569	PRO ED, INC.	2900450	9/17/21	134.20
212200570	QUADIENT FINANCE USA, INC.	44409	9/17/21	4,000.00
212200571	REALLY GOOD STUFF, LLC	7694130	9/17/21	113.73
212200572	RENAISSANCE LEARNING	2102021dak-2	9/17/21	3,475.99
212200573	RESCH, KAMI	AUG2021 ITEM	9/17/21	57.88
212200574	ROCHESTER 100 INC	INV99655	9/17/21	135.00
212200575	ROMATOWSKI, LAURIE	ref090921 VB	9/17/21	110.00
212200576	SCHILLING, BRYAN	REF090721 Football	9/17/21	100.00
212200577	SCHNECK, TRINA	SEP2021 ITEM	9/17/21	31.50
212200578	SCHOOL SPECIALTY, LLC.	308103829105	9/17/21	205.45
212200579	SECURITY HEALTH PLAN	44470	9/17/21	843,387.30
212200580	SEEHAFER, EMILY	SEP2021 ITEM	9/17/21	390.54
212200581	SEUBERT, APRIL	AUG2021 ITEM	9/17/21	359.51
212200582	SIMONSON, ALISHA	REF09112021	9/17/21	170.00
212200583	SOMMER, JENNIFER	SEP2021 ITEM	9/17/21	49.58
212200584	STV ADVISORS, INC.-STOP THE VANILLA	3930	9/17/21	2,800.80
212200585	TAYLOR, JULIANN	AUG2021 MILEAGE	9/17/21	6.38
212200586	TESKE, STEFANIE	AUG2021 MILEAGE	9/17/21	12.99
212200587	THAPA, SANGITA	SEPT2021 ITEM	9/17/21	48.94
212200588	USI-NEW PRECISION TECHNOLOGY, LLC	393594201013	9/17/21	457.13
212200589	VIKING ELECTRIC SUPPLY	S005065074.001	9/17/21	-173.20
212200589	VIKING ELECTRIC SUPPLY	S005070912.001	9/17/21	17.32
212200589	VIKING ELECTRIC SUPPLY	S005075783.001	9/17/21	19.19
212200589	VIKING ELECTRIC SUPPLY	S005051723.001	9/17/21	20.75
212200589	VIKING ELECTRIC SUPPLY	S005069317.002	9/17/21	102.88
212200589	VIKING ELECTRIC SUPPLY	S005069317.001	9/17/21	102.88
212200589	VIKING ELECTRIC SUPPLY	S005078179.001	9/17/21	215.65
212200589	VIKING ELECTRIC SUPPLY	S005065050.001	9/17/21	435.24
212200590	WEBKO EMBROIDERY & SCREEN PRINTING, INC	8940	9/17/21	2,502.00
212200591	WELLES, DAVID	REF91021	9/17/21	55.00
212200591	WELLES, DAVID	REF090921 Soccer	9/17/21	80.00
212200592	WENNING GRINDING SUPPLY INC., J	100782	9/17/21	130.00

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212200593	ZELL, BRIAN	AUG2021 ITEM	9/17/21	174.95
212200594	1ST PLACE TROPHY & ENGRAVING	3949	9/24/21	95.00
212200595	ABLE DISTRIBUTING CO INC	S016980376.001	9/24/21	47.57
212200596	ALVIS, LEROY JR	WOR09142021	9/24/21	35.00
212200596	ALVIS, LEROY JR	WOR09162021	9/24/21	35.00
212200596	ALVIS, LEROY JR	REF91421	9/24/21	60.00
212200596	ALVIS, LEROY JR	REF91621	9/24/21	60.00
212200597	AMAZON CAPITAL SERVICES	1MP7-FGC9-PGVP	9/24/21	-171.80
212200597	AMAZON CAPITAL SERVICES	1NMG-4Q6K-K9J1	9/24/21	-102.78
212200597	AMAZON CAPITAL SERVICES	1CKL-JD37-FCG3	9/24/21	-92.80
212200597	AMAZON CAPITAL SERVICES	16GM-JJNH-QT9T	9/24/21	-24.02
212200597	AMAZON CAPITAL SERVICES	1YWH-Q7RH-J69T	9/24/21	-17.89
212200597	AMAZON CAPITAL SERVICES	1FJ4-NHTW-YJCL	9/24/21	-12.99
212200597	AMAZON CAPITAL SERVICES	16K9-DVNG-RV9R	9/24/21	-12.92
212200597	AMAZON CAPITAL SERVICES	1P4T-63JM-GVH7	9/24/21	-8.99
212200597	AMAZON CAPITAL SERVICES	1FJ4-NHTW-TMXG	9/24/21	4.99
212200597	AMAZON CAPITAL SERVICES	1FMT-R17C-TX3X	9/24/21	12.99
212200597	AMAZON CAPITAL SERVICES	1LHL-9V7R-HHDX	9/24/21	13.49
212200597	AMAZON CAPITAL SERVICES	1XNX-R4CW-NY6G	9/24/21	21.99
212200597	AMAZON CAPITAL SERVICES	1WGH-91ML-6WYQ	9/24/21	23.98
212200597	AMAZON CAPITAL SERVICES	174Q-R9YK-YFYK	9/24/21	25.26
212200597	AMAZON CAPITAL SERVICES	16T6-C6GH-TRG9	9/24/21	26.16
212200597	AMAZON CAPITAL SERVICES	133P-DWRY-96NH	9/24/21	29.99
212200597	AMAZON CAPITAL SERVICES	1DRR-GN39-DDYX	9/24/21	31.99
212200597	AMAZON CAPITAL SERVICES	1VDD-FJQ4-D3DH	9/24/21	35.96
212200597	AMAZON CAPITAL SERVICES	1T3N-47F6-4YCR	9/24/21	44.24
212200597	AMAZON CAPITAL SERVICES	133P-DWRY-979C	9/24/21	50.14
212200597	AMAZON CAPITAL SERVICES	1V3T-V3WR-MTNQ	9/24/21	50.18
212200597	AMAZON CAPITAL SERVICES	1TF6-DVMW-N1VX	9/24/21	54.49
212200597	AMAZON CAPITAL SERVICES	1PQH-KGF6-JNJT	9/24/21	59.94
212200597	AMAZON CAPITAL SERVICES	1V3T-V3WR-D13F	9/24/21	64.35
212200597	AMAZON CAPITAL SERVICES	1QMQ-DFF4-LHJC	9/24/21	77.75
212200597	AMAZON CAPITAL SERVICES	17PK-F3JR-14YL	9/24/21	79.94
212200597	AMAZON CAPITAL SERVICES	1HVN-C4R3-RX7D	9/24/21	81.82
212200597	AMAZON CAPITAL SERVICES	1FJ4-NHTW-4N3M	9/24/21	108.92
212200597	AMAZON CAPITAL SERVICES	1HVN-C4R3-FLPK	9/24/21	117.00
212200597	AMAZON CAPITAL SERVICES	1LR1-JDGY-VX1G	9/24/21	134.19
212200597	AMAZON CAPITAL SERVICES	133P-DWRY-QP4Y	9/24/21	149.99
212200597	AMAZON CAPITAL SERVICES	1NXW-91D4-D3J1	9/24/21	181.49
212200597	AMAZON CAPITAL SERVICES	1FJ4-NHTW-6HHY	9/24/21	199.00
212200597	AMAZON CAPITAL SERVICES	1PPQ-319P-C3JN	9/24/21	209.60
212200597	AMAZON CAPITAL SERVICES	1HJ7-F1KQ-YCH3	9/24/21	239.58
212200597	AMAZON CAPITAL SERVICES	16NT-H1DY-DXLT	9/24/21	298.60
212200597	AMAZON CAPITAL SERVICES	179F-VLYH-9NTT	9/24/21	332.46
212200597	AMAZON CAPITAL SERVICES	1TYF-1XJF-DNFW	9/24/21	371.31

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212200597	AMAZON CAPITAL SERVICES	16K9-DVNG-Q9PK	9/24/21	991.00
212200598	BAIER, TERESE	AUG2021 ITEM	9/24/21	32.00
212200598	BAIER, TERESE	AUG2021 MILEAGE	9/24/21	40.32
212200599	BAILEY, JOANNA	JUL2021 CONF.	9/24/21	300.00
212200600	BAUDHUIN, LATICIA	AUG2021 MILEAGE	9/24/21	49.84
212200601	BEFORT, ANNIE	AUG2021 ITEM	9/24/21	15.00
212200602	BEHRENS, MICHAEL	WOR09172021	9/24/21	30.00
212200603	BELANGER, SCOTT	REF91621	9/24/21	55.00
212200604	BERNDT, DARYL	WOR09132021	9/24/21	30.00
212200605	BLAKE, KARRIE	SEP2021 ITEM	9/24/21	29.60
212200606	BOSMAN, TOM	WOR09132021	9/24/21	30.00
212200607	BUCHBERGER, LARRY	REF91621 FOOTBALL	9/24/21	55.00
212200608	BURDICK, THOMAS	AUG2021 MILEAGE	9/24/21	162.90
212200609	COLVIN, ASHLEY	COLVIN 91421	9/24/21	12.50
212200610	COMPLETE OFFICE OF WISCONSIN	207369	9/24/21	55,387.22
212200611	CREATIVE PROD SOURCING INC	141089	9/24/21	168.00
212200612	D & L SIGNS INC	13690	9/24/21	412.30
212200613	DEMCO, INC - ATTN:	7004916	9/24/21	57.29
212200614	DETERT, DAWN	REF09162021	9/24/21	73.00
212200615	DISCOVERY EDUCATION, INC	CINV-024945	9/24/21	1,369.65
212200615	DISCOVERY EDUCATION, INC	CINV-024919	9/24/21	27,270.00
212200616	FIRST SUPPLY LLC	115671-00	9/24/21	9.78
212200616	FIRST SUPPLY LLC	108656-03	9/24/21	94.80
212200616	FIRST SUPPLY LLC	113598-00	9/24/21	101.00
212200617	FORMS SPECIALISTS INC	49419	9/24/21	217.50
212200618	GIORDANO, ERIC	REF09132021	9/24/21	55.00
212200619	GRAINGER INC, WW	9051845239	9/24/21	211.15
212200619	GRAINGER INC, WW	9051845254	9/24/21	268.56
212200619	GRAINGER INC, WW	9053198645	9/24/21	429.60
212200619	GRAINGER INC, WW	9051845247	9/24/21	472.32
212200619	GRAINGER INC, WW	9052227890	9/24/21	517.49
212200619	GRAINGER INC, WW	9051845221	9/24/21	520.64
212200620	GROSSKLAUS, THOMAS	WOR09132021	9/24/21	30.00
212200621	HABECK, MIKE	WOR09172021	9/24/21	30.00
212200622	HAHN, WILLIAM	REF09172021	9/24/21	90.00
212200623	HEAT & POWER PRODUCTS INC.	41508	9/24/21	53.59
212200624	HEID MUSIC COMPANY, INC.-APPLETON	2865309	9/24/21	78.00
212200624	HEID MUSIC COMPANY, INC.-APPLETON	2865309	9/24/21	88.33
212200624	HEID MUSIC COMPANY, INC.-APPLETON	2801605	9/24/21	144.00
212200624	HEID MUSIC COMPANY, INC.-APPLETON	2858912	9/24/21	299.60
212200624	HEID MUSIC COMPANY, INC.-APPLETON	2858907	9/24/21	623.52
212200625	HEISE, STACY	REF91421	9/24/21	60.00
212200626	HEITING, MARK	REF091321	9/24/21	40.00
212200627	HELLER, CHRISTOPHER	AUG2021 MILEAGE	9/24/21	144.37
212200628	HELLER, LUKE	REF091621	9/24/21	60.00

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212200628	HELLER, LUKE	REF91421 JV2/JV3	9/24/21	110.00
212200629	HURNER, SCOTT	REF09142021	9/24/21	135.00
212200630	JENKIN, DOUGLAS	JENKIN91521	9/24/21	77.00
212200631	JULIOT, DAVID	REF91621	9/24/21	80.00
212200632	KENITZER, DICK	WOR09132021	9/24/21	35.00
212200632	KENITZER, DICK	WOR09172021	9/24/21	35.00
212200633	KOLODZIEJ, HEIDI	SEP2021 FOOD	9/24/21	2.00
212200634	KRUEGER, JAMES	WOR09162021	9/24/21	60.00
212200635	LEE, CHEE	SEP2021 ITEM	9/24/21	42.70
212200636	LINDELL, JEFF	AUG2021 MILEAGE	9/24/21	29.40
212200637	LORGE, ERIC	REF091321	9/24/21	40.00
212200637	LORGE, ERIC	REF91621	9/24/21	80.00
212200638	MACCO'S COMMERICAL INTERIORS	#MC007576	9/24/21	1,078.00
212200638	MACCO'S COMMERICAL INTERIORS	#MC007902	9/24/21	10,081.00
212200638	MACCO'S COMMERICAL INTERIORS	#MC008163	9/24/21	14,344.00
212200639	MADISON NATL LIFE INS CO	44470	9/24/21	15,922.28
212200640	MARATHON PEST CONTROL	42529	9/24/21	28.00
212200641	MARCUM, CHESTER	REF09132021	9/24/21	55.00
212200642	MATHIES, MICHAEL	REF091621	9/24/21	55.00
212200643	MCELDOWNEY, TODD	REF09162021	9/24/21	135.00
212200644	MID WISCONSIN BEVERAGE	2790829	9/24/21	551.72
212200645	NASSCO INC - CUSTODIAL	3053506-000	9/24/21	188.00
212200645	NASSCO INC - CUSTODIAL	6045334	9/24/21	232.80
212200646	NORTHWAY COMMUNICATIONS INC	178098	9/24/21	8,055.00
212200647	NOVAK, NANCY	AUG2021 ITEM	9/24/21	52.18
212200648	NYE, CASEY	AUG2021 MILEAGE	9/24/21	24.58
212200649	OFFICE ENTERPRISES INC	494889	9/24/21	6,752.98
212200650	PAULSON, JOHN	SEP2021 ITEM	9/24/21	282.67
212200651	PLACE, AMY	SEPT2021 ITEM	9/24/21	40.00
212200652	PREGONT, DANIEL	WOR09132021	9/24/21	35.00
212200652	PREGONT, DANIEL	WOR09172021	9/24/21	35.00
212200653	R & R SPECIALTIES INC	73466-IN	9/24/21	1,423.13
212200654	REINHART FOODS INC	508762	9/24/21	597.10
212200655	RENZELMANN, CHRISTOPHER	REF09132021	9/24/21	55.00
212200656	ROMATOWSKI, LAURIE	REF91421JV2/JV3	9/24/21	110.00
212200657	ROTO-GRAPHIC PRINTING INC	2750-21	9/24/21	180.00
212200657	ROTO-GRAPHIC PRINTING INC	2744-21	9/24/21	1,099.74
212200658	SCHAUB, ED	REF09162021	9/24/21	135.00
212200659	SCHMITZ, KURTIS	WOR09172021	9/24/21	35.00
212200660	SCHOOL SPECIALTY, LLC.	208128578923	9/24/21	52.69
212200660	SCHOOL SPECIALTY, LLC.	308103784047	9/24/21	128.87
212200660	SCHOOL SPECIALTY, LLC.	208128310623	9/24/21	698.46
212200660	SCHOOL SPECIALTY, LLC.	208128273562	9/24/21	1,592.15
212200661	SCHUBRING, KIRT	WOR09142021	9/24/21	35.00
212200661	SCHUBRING, KIRT	WOR09162021	9/24/21	35.00

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212200662	SCHULTZ, DAVID	REF09172021	9/24/21	90.00
212200663	SCHWAN, MARTIN	WOR09172021	9/24/21	30.00
212200664	SCUPIEN, DONALD	REF09172021	9/24/21	90.00
212200665	SECURIAN FINANCIAL GROUP, INC.	44470	9/24/21	20,006.42
212200666	SEEHAFER, DAWN	AUG2021 ITEM	9/24/21	12.11
212200667	SEKEL, AMY	WOR09172021	9/24/21	35.00
212200668	SENDELBACH, MICHELLE	SEP2021 ITEM	9/24/21	215.00
212200669	SIERAKOWSKI, CHAD	WOR09172021	9/24/21	30.00
212200670	TARRAS, STEPHEN	REF91621	9/24/21	55.00
212200671	TAUER, TIMOTHY	REF09172021	9/24/21	90.00
212200672	TEAM SPORTING GOODS INC	AAC026815	9/24/21	84.37
212200672	TEAM SPORTING GOODS INC	AAF017824 reenter	9/24/21	1,500.00
212200673	TILTON SR., CHRISTOPHER	REF9192021	9/24/21	55.00
212200673	TILTON SR., CHRISTOPHER	REF09132021	9/24/21	55.00
212200674	VANDERWYST, AMY	SEP2021 ITEM	9/24/21	197.00
212200675	VIKING ELECTRIC SUPPLY	S005080912.001	9/24/21	1.30
212200676	WEGGE, KAREN	SEP2021 ITEM	9/24/21	100.00
212200677	WENNING GRINDING SUPPLY INC., J	100669	9/24/21	130.00
212200677	WENNING GRINDING SUPPLY INC., J	100798	9/24/21	172.00
212200678	WESTERGARD, KATHLEEN	SEP2021 ITEM	9/24/21	171.62
212200679	ZELL, BRIAN	SEPT2021 ITEM	9/24/21	88.07
212200689	ALFONSO, JAMES	REF09232021	10/1/21	135.00
212200690	ALVIS, LEROY JR	REF09212021	10/1/21	60.00
212200690	ALVIS, LEROY JR	REF92321 vball	10/1/21	60.00
212200691	AMAZON CAPITAL SERVICES	1V1G-GTPY-DL4N	10/1/21	-314.83
212200691	AMAZON CAPITAL SERVICES	113R-VF16-R3QY	10/1/21	-14.99
212200691	AMAZON CAPITAL SERVICES	141X-D9JL-1VTD	10/1/21	6.47
212200691	AMAZON CAPITAL SERVICES	1V1G-GTPY-71P9	10/1/21	7.38
212200691	AMAZON CAPITAL SERVICES	1JDY-46PC-Q9GP	10/1/21	9.24
212200691	AMAZON CAPITAL SERVICES	1JDY-46PC-3YVf	10/1/21	9.99
212200691	AMAZON CAPITAL SERVICES	1YJW-GRR1-MVMY	10/1/21	13.89
212200691	AMAZON CAPITAL SERVICES	1KQJ-76JX-C9R3	10/1/21	13.99
212200691	AMAZON CAPITAL SERVICES	1GDC-ML1D-7NRC	10/1/21	14.99
212200691	AMAZON CAPITAL SERVICES	1QMQ-DFF4-6HLX	10/1/21	15.48
212200691	AMAZON CAPITAL SERVICES	1HNG-NXWC-6TKM	10/1/21	17.88
212200691	AMAZON CAPITAL SERVICES	16XH-NLQ4-7YX3	10/1/21	20.39
212200691	AMAZON CAPITAL SERVICES	1G3P-QGVY-D4JT	10/1/21	21.55
212200691	AMAZON CAPITAL SERVICES	1RCG-RPG6-KCH7	10/1/21	27.90
212200691	AMAZON CAPITAL SERVICES	1WGH-91ML-F1TK	10/1/21	27.98
212200691	AMAZON CAPITAL SERVICES	1PGQ-1NTV-F96P	10/1/21	30.84
212200691	AMAZON CAPITAL SERVICES	1KGF-QPKV-7CMN	10/1/21	31.98
212200691	AMAZON CAPITAL SERVICES	1G3P-QGVY-31YF	10/1/21	33.99
212200691	AMAZON CAPITAL SERVICES	1G3P-QGVY-619Q	10/1/21	39.87
212200691	AMAZON CAPITAL SERVICES	1LL7-44YP-M4KY	10/1/21	40.97
212200691	AMAZON CAPITAL SERVICES	1FY9-YKN4-6CWG	10/1/21	41.95

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212200691	AMAZON CAPITAL SERVICES	1GH3-HXVC-WTGQ	10/1/21	43.11
212200691	AMAZON CAPITAL SERVICES	1HX1-NCJL-DK99	10/1/21	48.84
212200691	AMAZON CAPITAL SERVICES	13T3-1H79-WH9Q	10/1/21	50.38
212200691	AMAZON CAPITAL SERVICES	1N4D-RHTT-FX7N	10/1/21	52.74
212200691	AMAZON CAPITAL SERVICES	1FV9-Q7GD-QCTR	10/1/21	55.20
212200691	AMAZON CAPITAL SERVICES	1KHJ-7XVM-HDFW	10/1/21	57.96
212200691	AMAZON CAPITAL SERVICES	1YWH-Q7RH-XJX3	10/1/21	58.14
212200691	AMAZON CAPITAL SERVICES	1DTH-GQV1-PW44	10/1/21	59.97
212200691	AMAZON CAPITAL SERVICES	1CH7-DDV9-F9LY	10/1/21	60.76
212200691	AMAZON CAPITAL SERVICES	1R3X-RC4N-3JXC	10/1/21	63.98
212200691	AMAZON CAPITAL SERVICES	1RPF-T97Y-773V	10/1/21	64.95
212200691	AMAZON CAPITAL SERVICES	1HKV-4MQF-C9CY	10/1/21	68.55
212200691	AMAZON CAPITAL SERVICES	1TGN-X6VM-4XHN	10/1/21	69.63
212200691	AMAZON CAPITAL SERVICES	17WR-DGVQ-N3XQ	10/1/21	69.98
212200691	AMAZON CAPITAL SERVICES	11C1-RH6K-6M7N	10/1/21	71.92
212200691	AMAZON CAPITAL SERVICES	1KFN-19G3-K6TH	10/1/21	71.92
212200691	AMAZON CAPITAL SERVICES	1T9T-WRPR-4F3R	10/1/21	75.83
212200691	AMAZON CAPITAL SERVICES	1MJL-9D67-DX9X	10/1/21	79.90
212200691	AMAZON CAPITAL SERVICES	1LL7-44YP-MHF1	10/1/21	84.72
212200691	AMAZON CAPITAL SERVICES	164T-QRLT-MMJ4	10/1/21	90.22
212200691	AMAZON CAPITAL SERVICES	1371-4JP9-GKGH	10/1/21	96.75
212200691	AMAZON CAPITAL SERVICES	1FMT-R17C-334C	10/1/21	102.57
212200691	AMAZON CAPITAL SERVICES	1QMQ-DFF4-PG1Y	10/1/21	105.03
212200691	AMAZON CAPITAL SERVICES	1KGT-FTDG-WXKT	10/1/21	105.15
212200691	AMAZON CAPITAL SERVICES	17WR-DGVQ-9WQ7	10/1/21	113.63
212200691	AMAZON CAPITAL SERVICES	1MJL-9D67-PT4K	10/1/21	117.70
212200691	AMAZON CAPITAL SERVICES	1R36-N3WR-THJ9	10/1/21	129.62
212200691	AMAZON CAPITAL SERVICES	1QVT-XP4Q-J9JF	10/1/21	136.96
212200691	AMAZON CAPITAL SERVICES	1WYR-H9RG-JY7C	10/1/21	141.80
212200691	AMAZON CAPITAL SERVICES	1G69-6PXF-FXQ1	10/1/21	144.00
212200691	AMAZON CAPITAL SERVICES	11LJ-TKQX-DX74	10/1/21	144.90
212200691	AMAZON CAPITAL SERVICES	174Q-R9YK-VV19	10/1/21	219.00
212200691	AMAZON CAPITAL SERVICES	17TF-QMHK-PM1L	10/1/21	284.98
212200691	AMAZON CAPITAL SERVICES	1N4D-RHTT-CN91	10/1/21	335.00
212200691	AMAZON CAPITAL SERVICES	1VFY-CC7W-GFDX	10/1/21	490.08
212200691	AMAZON CAPITAL SERVICES	1JQW-7CJG-K436	10/1/21	535.20
212200691	AMAZON CAPITAL SERVICES	1R3X-RC4N-XWYY	10/1/21	599.92
212200691	AMAZON CAPITAL SERVICES	1J14-YHNW-JJWR	10/1/21	798.21
212200691	AMAZON CAPITAL SERVICES	19TX-RGJC-7FKJ	10/1/21	976.80
212200692	AMERICAN WELDING & GAS INC	8061642	10/1/21	478.37
212200693	ASPIRUS YMCA CHILD DEV CTR	YMCA-Supply-21-22	10/1/21	2,068.00
212200693	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-SEPT2021	10/1/21	25,066.98
212200694	AUGUST WINTER & SONS INC	34494	10/1/21	764.00
212200695	BASSETT MECHANICAL, INC.	6060431	10/1/21	448.85
212200696	CENGAGE LEARNING	75825215	10/1/21	2,354.00

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212200697	CERNY, CASSANDRA	SEP2021 ITEM	10/1/21	474.31
212200698	COMBS, CHERI	SEP2021 ITEM	10/1/21	2.55
212200699	DAVIES, THOMAS	SEP2021 ITEM	10/1/21	14.97
212200700	DOESCHER, LAUREN	SEP2021 ITEM	10/1/21	18.00
212200700	DOESCHER, LAUREN	SEP2021 ITEM.	10/1/21	32.00
212200701	DRAKE, PENNY	SEP2021 FOOD	10/1/21	10.14
212200702	FIRKUS, YVONNE	AUG2021 ITEM	10/1/21	46.72
212200703	FIRST SUPPLY LLC	116007-00	10/1/21	22.87
212200703	FIRST SUPPLY LLC	115586-00	10/1/21	73.75
212200704	FISCHER-GUY, MARY	REF09112021	10/1/21	180.00
212200705	FOREMAN, RONALD	44470	10/1/21	60.00
212200705	FOREMAN, RONALD	20210924	10/1/21	120.00
212200706	FRITSCH, ASHLEY	SEP2021 ITEM	10/1/21	45.05
212200707	GILMORE, KRISTINE	SEP2021 MILEAGE	10/1/21	154.56
212200708	GRAINGER INC, WW	9064534218	10/1/21	11.82
212200708	GRAINGER INC, WW	9064534200	10/1/21	50.25
212200708	GRAINGER INC, WW	9059879248	10/1/21	63.98
212200708	GRAINGER INC, WW	9064534184	10/1/21	185.04
212200708	GRAINGER INC, WW	9059838145	10/1/21	449.55
212200708	GRAINGER INC, WW	9064534192	10/1/21	537.80
212200709	HEID MUSIC COMPANY, INC.-APPLETON	2871079	10/1/21	13.00
212200709	HEID MUSIC COMPANY, INC.-APPLETON	2878299	10/1/21	38.16
212200709	HEID MUSIC COMPANY, INC.-APPLETON	247108	10/1/21	59.00
212200709	HEID MUSIC COMPANY, INC.-APPLETON	2877737	10/1/21	66.37
212200710	HEISE, STACY	REF92121 Volley	10/1/21	60.00
212200711	HELLER, LUKE	REF92321	10/1/21	60.00
212200712	HOFFMAN, DIAN	SEP2021 ITEM	10/1/21	50.00
212200713	J.W. PEPPER & SON	363618959	10/1/21	18.45
212200713	J.W. PEPPER & SON	363604874	10/1/21	43.00
212200713	J.W. PEPPER & SON	363570528	10/1/21	132.49
212200713	J.W. PEPPER & SON	363572415	10/1/21	140.70
212200713	J.W. PEPPER & SON	363575677	10/1/21	163.39
212200713	J.W. PEPPER & SON	363582019	10/1/21	287.84
212200714	JOZWIAK, PAMELA	AUG2021 ITEM	10/1/21	50.00
212200715	JULIOT, DAVID	REF92021	10/1/21	80.00
212200716	KAMPMANN, KEVIN	SEP2021a ITEM	10/1/21	89.86
212200716	KAMPMANN, KEVIN	SEP2021 ITEM	10/1/21	110.30
212200717	KARCZ, KAYLIN	SEP2021 ITEM	10/1/21	15.99
212200718	KEY TO LIFE CHILDCARE CENTER, INC.	KEYL-Supply-2021-22	10/1/21	814.00
212200718	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-SEPT2021	10/1/21	9,866.79
212200719	KINDERCARE LEARNING CTR, INC.	KIND-4K-2021-22	10/1/21	682.00
212200719	KINDERCARE LEARNING CTR, INC.	KIND-4K-SEPT2021	10/1/21	8,266.77
212200720	KISLOW, JAMES	WOR09172021	10/1/21	35.00
212200721	KLOPOTIC, JAMY	KLOPOTIC92721	10/1/21	162.50
212200722	KOLODZIEJ, HEIDI	SEP2021 ITEM	10/1/21	112.24

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212200723	LOR, TRUE	REF92021	10/1/21	55.00
212200724	MAATTA, PAMELA	AUG2021 ITEM.	10/1/21	100.00
212200725	MACMILLAN HOLDINGS LLC	63042061	10/1/21	488.40
212200725	MACMILLAN HOLDINGS LLC	63042045	10/1/21	1,080.00
212200725	MACMILLAN HOLDINGS LLC	62948970	10/1/21	2,903.20
212200725	MACMILLAN HOLDINGS LLC	62948962	10/1/21	4,667.10
212200725	MACMILLAN HOLDINGS LLC	63042053	10/1/21	5,783.00
212200725	MACMILLAN HOLDINGS LLC	6304207x	10/1/21	10,559.50
212200726	MANION EDUCATIONAL SERVICES, LLC.	44470	10/1/21	60.00
212200726	MANION EDUCATIONAL SERVICES, LLC.	20210924	10/1/21	60.00
212200727	MARA CTY CHILD DEVELOPMENT	MCCD-4KSupply-21-22	10/1/21	330.00
212200727	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-SEPT2021	10/1/21	4,000.05
212200728	MARATHON PEST CONTROL	42780	10/1/21	45.00
212200729	MARCO TECHNOLOGIES LLC	INV9143172	10/1/21	250.00
212200730	MEDIN, ERIN	AUG2021 ITEM	10/1/21	50.00
212200731	MID WISCONSIN BEVERAGE	2793660	10/1/21	30.24
212200731	MID WISCONSIN BEVERAGE	2793661	10/1/21	291.76
212200732	MORGAN, ROBERT	WOR09232021	10/1/21	35.00
212200733	MOUNT OLIVE 4K PROGRAM	MTOL-Supply-21-22	10/1/21	528.00
212200733	MOUNT OLIVE 4K PROGRAM	MTOL-4K-SEPT2021	10/1/21	6,400.08
212200734	NASSCO INC - CUSTODIAL	6055247	10/1/21	37.32
212200734	NASSCO INC - CUSTODIAL	6041347	10/1/21	42.60
212200734	NASSCO INC - CUSTODIAL	6042547	10/1/21	49.64
212200734	NASSCO INC - CUSTODIAL	6032041	10/1/21	301.36
212200734	NASSCO INC - CUSTODIAL	6052578	10/1/21	2,649.59
212200735	NEWMAN CATHOLIC-ST MARK	STMA-Supply-21-22	10/1/21	616.00
212200735	NEWMAN CATHOLIC-ST MARK	STMA-4K-SEPT2021	10/1/21	7,466.76
212200736	NEWMAN CATHOLIC-ST THERESE	STTH-Supply-21-22	10/1/21	814.00
212200736	NEWMAN CATHOLIC-ST THERESE	STTH-4K-SEPT2021	10/1/21	9,866.79
212200737	PAGEL, ADRIA	SEP2021 ITEM	10/1/21	74.59
212200738	PLACE, AMY	SEP2021 FOOD	10/1/21	76.72
212200739	REIMANN, DAVID	2021-2022 PHONE	10/1/21	250.00
212200740	ROTO-GRAPHIC PRINTING INC	2908-21	10/1/21	239.04
212200741	SCHOOL SPECIALTY, LLC.	308103890246	10/1/21	428.73
212200741	SCHOOL SPECIALTY, LLC.	308103887386	10/1/21	1,246.39
212200742	SCHUMANN, DAVID	REF092021 Soccer	10/1/21	55.00
212200743	STRANG PATTESON RENNING LEWIS & LACY S.	1005854	10/1/21	961.00
212200744	SUCKOW, ELLEN	SEP2021 MILEAGE	10/1/21	26.88
212200745	TODRYK, RONALD	REF09232021	10/1/21	126.00
212200746	TSA CONSULTING GROUP, INC.	70882	10/1/21	274.48
212200747	VIKING ELECTRIC SUPPLY	S005117088.001	10/1/21	2.87
212200747	VIKING ELECTRIC SUPPLY	S005115105.001	10/1/21	9.62
212200747	VIKING ELECTRIC SUPPLY	S005111601.001	10/1/21	11.43
212200747	VIKING ELECTRIC SUPPLY	S005111601.002	10/1/21	24.94
212200747	VIKING ELECTRIC SUPPLY	S005084817.003	10/1/21	52.74

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212200747	VIKING ELECTRIC SUPPLY	S005116587.001	10/1/21	61.53
212200747	VIKING ELECTRIC SUPPLY	S005117088.002	10/1/21	130.35
212200747	VIKING ELECTRIC SUPPLY	S005084817.001	10/1/21	197.01
212200747	VIKING ELECTRIC SUPPLY	S005120098.001	10/1/21	302.63
212200747	VIKING ELECTRIC SUPPLY	s005120098.002	10/1/21	333.33
212200748	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-Supply-21-22	10/1/21	396.00
212200748	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-SEPT2021	10/1/21	4,800.06
212200749	WELLES, DAVID	REF 92021	10/1/21	80.00
212200750	WIERZBA, ROBIN	SEP2021 ITEM	10/1/21	50.00
212200751	WSMA	12608	10/1/21	454.00
212200751	WSMA	11906	10/1/21	454.00
212200751	WSMA	11817	10/1/21	532.00
212200752	YACH, MARGIE	SEP2021 ITEM	10/1/21	23.46
212200753	1ST PLACE TROPHY & ENGRAVING	3970	10/8/21	50.00
212200754	ABLE DISTRIBUTING CO INC	S017023386.001	10/8/21	579.98
212200755	ADAMUS, AMY	SEP2021 MILEAGE	10/8/21	127.85
212200756	ADVANCED DISPOSAL SOLID WASTE MIDWEST,	44440	10/8/21	3,484.19
212200757	ALVIS, LEROY JR	REF092821 VB	10/8/21	60.00
212200757	ALVIS, LEROY JR	REF93021	10/8/21	60.00
212200757	ALVIS, LEROY JR	92721 Alvis	10/8/21	140.00
212200758	AMAZON CAPITAL SERVICES	1XF4-X7RM-M3FC	10/8/21	-66.82
212200758	AMAZON CAPITAL SERVICES	1CTX-FKTJ-CDHF	10/8/21	-56.16
212200758	AMAZON CAPITAL SERVICES	1PPJ-C7QJ-7MNP	10/8/21	-13.99
212200758	AMAZON CAPITAL SERVICES	1PWV-3QPL-HNP7	10/8/21	11.95
212200758	AMAZON CAPITAL SERVICES	1K3C-WQGH-9XFK	10/8/21	12.99
212200758	AMAZON CAPITAL SERVICES	11N3-3GD4-H9JM	10/8/21	13.99
212200758	AMAZON CAPITAL SERVICES	1LT7-4RK9-WGTQ	10/8/21	15.75
212200758	AMAZON CAPITAL SERVICES	11WG-DFPH-R1D1	10/8/21	15.90
212200758	AMAZON CAPITAL SERVICES	11WG-DFPH-GTND	10/8/21	22.95
212200758	AMAZON CAPITAL SERVICES	1CHW-KDHX-1FGW	10/8/21	24.99
212200758	AMAZON CAPITAL SERVICES	1K1Y-DJKP-1YW3	10/8/21	33.99
212200758	AMAZON CAPITAL SERVICES	1YFV-GYMG-LKJQ	10/8/21	39.96
212200758	AMAZON CAPITAL SERVICES	1Q7R-CDJH-JCNN	10/8/21	39.97
212200758	AMAZON CAPITAL SERVICES	1KY9-TFYH-1MCX	10/8/21	40.67
212200758	AMAZON CAPITAL SERVICES	16L6-1JVQ-41R3	10/8/21	41.58
212200758	AMAZON CAPITAL SERVICES	1K3C-WQGH-9PTT	10/8/21	49.31
212200758	AMAZON CAPITAL SERVICES	16XH-NLQ4-LV9V	10/8/21	52.19
212200758	AMAZON CAPITAL SERVICES	17LG-LRLG-QLH6	10/8/21	64.07
212200758	AMAZON CAPITAL SERVICES	11C4-TMXL-GTWJ	10/8/21	67.72
212200758	AMAZON CAPITAL SERVICES	1CJN-V67W-CQW7	10/8/21	73.33
212200758	AMAZON CAPITAL SERVICES	16FT-HLCC-6YLY	10/8/21	96.52
212200758	AMAZON CAPITAL SERVICES	1PWV-3QPL-69TX	10/8/21	104.58
212200758	AMAZON CAPITAL SERVICES	1F4R-NYG1-JR9P	10/8/21	130.00
212200758	AMAZON CAPITAL SERVICES	16FT-HLCC-J7YC	10/8/21	134.97
212200758	AMAZON CAPITAL SERVICES	1RPF-T97Y-MV3D	10/8/21	151.62

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212200758	AMAZON CAPITAL SERVICES	17LG-LRLG-VKD7	10/8/21	188.00
212200758	AMAZON CAPITAL SERVICES	177L-N6Q3-DFMX	10/8/21	272.13
212200758	AMAZON CAPITAL SERVICES	1F91-7TW9-FN7K	10/8/21	282.00
212200758	AMAZON CAPITAL SERVICES	11WG-DFPH-JRCY	10/8/21	291.60
212200758	AMAZON CAPITAL SERVICES	11N3-3GD4-W9XP	10/8/21	299.40
212200758	AMAZON CAPITAL SERVICES	1NHW-TMPY-X9Y4	10/8/21	368.25
212200758	AMAZON CAPITAL SERVICES	1QKM-QPLC-747H	10/8/21	393.69
212200758	AMAZON CAPITAL SERVICES	1QN9-HMRD-L6TP	10/8/21	449.28
212200758	AMAZON CAPITAL SERVICES	1YJW-GRR1-P9FY	10/8/21	994.46
212200758	AMAZON CAPITAL SERVICES	16GD-WGFK-CR7X	10/8/21	2,075.80
212200759	AMERICAN WELDING & GAS INC	8084362	10/8/21	121.70
212200759	AMERICAN WELDING & GAS INC	8031877	10/8/21	811.42
212200760	ARAMARK UNIFORM SERVICES, INC	SEP2021 CUSTODIAL	10/8/21	1,702.84
212200761	BAHR, MICHELLE	SEP2021 ITEM	10/8/21	20.69
212200762	BAIER, TERESE	SEP2021 MILEAGE	10/8/21	160.16
212200763	BAILEY, SARAH	SEP2021 MILEAGE	10/8/21	23.52
212200764	BAND INSTRUMENT REPAIR SPECIALISTS	30187	10/8/21	25.00
212200765	BATES, CRISTIE	SEP2021 MILEAGE	10/8/21	129.92
212200766	BECK, THOMAS	REF10012021	10/8/21	90.00
212200767	BEFORT, BRYCE	SEP2021 ITEM	10/8/21	24.88
212200768	BEHRENS, MICHAEL	WOR10012021	10/8/21	30.00
212200769	BELANGER, SCOTT	REF10121	10/8/21	55.00
212200769	BELANGER, SCOTT	REF92821 belang	10/8/21	100.00
212200770	BERNDT, DARYL	WOR09272021	10/8/21	30.00
212200771	BIZJAK, CHRISTOPHER	REF09282021	10/8/21	90.00
212200772	BLANCHETTE, ALLISHA	JUL2021 CONF	10/8/21	300.00
212200773	BOSMAN, TOM	WOR09272021	10/8/21	30.00
212200774	BRANTON, MICHELLE	SEP2021 MILEAGE	10/8/21	26.71
212200775	BRECKE, CHAD	SEP2021 ITEM	10/8/21	59.52
212200776	BUCHBERGER, LARRY	REF10121	10/8/21	55.00
212200777	BULLIS, KRISTINE	SEP2021 MILEAGE	10/8/21	13.44
212200778	BURDICK, THOMAS	SEP2021 MILEAGE	10/8/21	213.36
212200779	BURGESS, DENIS	REF09282021	10/8/21	145.00
212200780	COLVIN, ASHLEY	COLVIN10421	10/8/21	12.50
212200781	DALEY, MICHELLE	SEP2021 MILEAGE	10/8/21	9.07
212200782	DEAF/HH EDUCATIONAL CONSULTING	1	10/8/21	5,025.00
212200783	DEMCO, INC - ATTN:	6998487	10/8/21	90.12
212200784	DETERT, DAWN	REF09302021	10/8/21	73.00
212200785	DEVINE-SCHWANTES, JODI	SEP2021 FOOD	10/8/21	179.51
212200786	DREWEK, DAVID	REF09292021	10/8/21	55.00
212200787	EBSCO INFORMATION SERVICES	1627877	10/8/21	201.99
212200788	FIRST SUPPLY LLC	116131-00	10/8/21	15.56
212200788	FIRST SUPPLY LLC	115005-00	10/8/21	30.77
212200788	FIRST SUPPLY LLC	114447-01	10/8/21	39.07
212200788	FIRST SUPPLY LLC	115672-00	10/8/21	290.06

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212200788	FIRST SUPPLY LLC	1YFV-GYMG-LKJQ	10/8/21	354.26
212200789	FIX, CARLA	REF09302021	10/8/21	86.20
212200790	FOLLETT SCHOOL SOLUTIONS, INC	346476F	10/8/21	37.96
212200790	FOLLETT SCHOOL SOLUTIONS, INC	345054	10/8/21	207.16
212200791	FORE-FRONT MECHANICAL, INC.	7758	10/8/21	247.00
212200791	FORE-FRONT MECHANICAL, INC.	7759	10/8/21	2,236.00
212200792	FRISCH, TAMMY	SEP2021 MILEAGE	10/8/21	4.20
212200793	FULLERTON, JASON	REF92721 Full	10/8/21	140.00
212200794	FUN AND FUNCTION LLC	512528	10/8/21	3,254.20
212200795	GILBERTSON, KENDRA	SEP2021 ITEM	10/8/21	7.47
212200795	GILBERTSON, KENDRA	AUG-SEP2021 ITEM	10/8/21	36.26
212200796	GILBERTSON, MOLLIE	SEP2021 MILEAGE	10/8/21	28.78
212200797	GIORDANO, ERIC	REF09272021	10/8/21	55.00
212200798	GRAINGER INC, WW	9069678911	10/8/21	145.06
212200799	GROSSKLAUS, THOMAS	WOR09272021	10/8/21	30.00
212200800	HAAKENSON, BRITTANY	SEP2021 MILEAGE	10/8/21	229.60
212200801	HABECK, MIKE	WOR10012021	10/8/21	30.00
212200802	HEID MUSIC COMPANY, INC.-APPLETON	2882923	10/8/21	6.00
212200802	HEID MUSIC COMPANY, INC.-APPLETON	2864041	10/8/21	44.17
212200802	HEID MUSIC COMPANY, INC.-APPLETON	2863405	10/8/21	63.48
212200802	HEID MUSIC COMPANY, INC.-APPLETON	2870861	10/8/21	390.90
212200803	HEISE, STACY	92721 Heise	10/8/21	140.00
212200804	HEITING, MARK	REF092721	10/8/21	80.00
212200805	HELLER, LUKE	REF92821 VB8	10/8/21	60.00
212200805	HELLER, LUKE	093021 VB7	10/8/21	60.00
212200805	HELLER, LUKE	92721 Heller	10/8/21	140.00
212200806	HORST DISTRIBUTING INC	92989-000	10/8/21	1,000.98
212200807	HURON CONSULTING SERVICES, LLC.	CINV-00012147	10/8/21	7,840.00
212200808	HURT, RYAN	WOR10012021	10/8/21	35.00
212200809	J.H. FINDORFF & SON, INC.	211106.0102B	10/8/21	1,637.99
212200810	JAGLINSKI, PETER	WOR09282021	10/8/21	35.00
212200811	JEHN, KALLY	SEP2021 MILEAGE	10/8/21	115.53
212200812	JENKIN, DOUGLAS	JENKIN10521	10/8/21	37.50
212200813	JOHNSON, CURT	REF10012021	10/8/21	90.00
212200814	JULIOT, DAVID	REF92721	10/8/21	140.00
212200815	KENITZER, DICK	WOR09272021	10/8/21	35.00
212200815	KENITZER, DICK	WOR10012021	10/8/21	35.00
212200816	KISLOW, JAMES	WOR10012021	10/8/21	35.00
212200817	KRAUTKRAMER, ANDY	REF10121	10/8/21	55.00
212200817	KRAUTKRAMER, ANDY	REF92821	10/8/21	100.00
212200818	KRENTZ, SARAH	SEP2021 MILEAGE	10/8/21	17.92
212200819	KRUEGER, JAMES	WOR09302021	10/8/21	50.00
212200820	KWIK TRIP INC	00054784 SEP2021	10/8/21	3,302.53
212200821	LEE, CHEE	SEP2021a ITEM	10/8/21	65.27
212200822	LEHNERT, MADDIE	OCT2021 ITEM	10/8/21	119.00

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212200823	LICHTENWALD, ALLISON	LICHTENWALD10321	10/8/21	44.00
212200824	LLOYD, YOLANDA	SEP2021 ITEM	10/8/21	29.74
212200825	LOR, TRUE	REF10121 Soccer	10/8/21	55.00
212200826	LORGE, ERIC	REF10121 Soccer	10/8/21	55.00
212200826	LORGE, ERIC	REF09282021	10/8/21	55.00
212200827	MAKEMUSIC INC	INV-MM6864485	10/8/21	4,668.70
212200828	MARATHON PEST CONTROL	42845	10/8/21	28.00
212200828	MARATHON PEST CONTROL	42846	10/8/21	35.00
212200829	MARCUM, CHESTER	REF09292021	10/8/21	55.00
212200829	MARCUM, CHESTER	REF10012021	10/8/21	90.00
212200830	MAYR, TODD	REF10012021	10/8/21	90.00
212200831	NASSCO INC - CUSTODIAL	6052598	10/8/21	14.46
212200831	NASSCO INC - CUSTODIAL	6053950	10/8/21	188.00
212200831	NASSCO INC - CUSTODIAL	6050858	10/8/21	265.56
212200831	NASSCO INC - CUSTODIAL	6055955	10/8/21	514.10
212200831	NASSCO INC - CUSTODIAL	6058249	10/8/21	1,407.02
212200832	NEITZEL, BRENDA	JUNE2021 ITEM	10/8/21	41.32
212200833	NELSON, JILL	SEP2021 ITEM	10/8/21	111.37
212200834	NERISON, KAREN	SEP2021 MILEAGE	10/8/21	35.22
212200835	NIEVINSKI, PETER	REF09272021	10/8/21	55.00
212200835	NIEVINSKI, PETER	REF09292021	10/8/21	55.00
212200836	NORTHCENTRAL TECH COLLEGE	585	10/8/21	991.70
212200837	NORTHWAY COMMUNICATIONS INC	178311	10/8/21	225.00
212200838	OMNI GLASS & PAINT, LLC	0142540-IN	10/8/21	190.00
212200839	PHALEN, LISA	SEP2021 ITEM	10/8/21	17.50
212200840	PICKRUHN, TERESE	SEP2021 MILEAGE	10/8/21	100.18
212200841	PISCA, SARAH	PISCA10421	10/8/21	242.50
212200842	PREGONT, DANIEL	WOR09272021	10/8/21	35.00
212200842	PREGONT, DANIEL	WOR10012021	10/8/21	35.00
212200843	R & R SPECIALTIES INC	73469-IN	10/8/21	1,600.00
212200844	REINDERS INC	2426034-00	10/8/21	62.19
212200845	REINHART FOODS INC	501380	10/8/21	461.13
212200845	REINHART FOODS INC	520783	10/8/21	1,126.53
212200845	REINHART FOODS INC	495422	10/8/21	1,889.31
212200845	REINHART FOODS INC	514701	10/8/21	2,404.95
212200845	REINHART FOODS INC	508911	10/8/21	3,262.87
212200845	REINHART FOODS INC	523072	10/8/21	3,464.63
212200846	RENZELMANN, CHRISTOPHER	REF09272021	10/8/21	55.00
212200847	RIFTON EQUIPMENT	Q293P-1	10/8/21	1,503.75
212200848	ROMATOWSKI, LAURIE	REF92721 Roma	10/8/21	140.00
212200849	RYAN, DESIREE	RYAN92921	10/8/21	51.50
212200850	SCHILLING, BRYAN	REF10121	10/8/21	55.00
212200850	SCHILLING, BRYAN	REF10012021	10/8/21	90.00
212200851	SCHOOL SPECIALTY, LLC.	208128747059	10/8/21	19.62
212200851	SCHOOL SPECIALTY, LLC.	308103886192	10/8/21	36.04

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212200851	SCHOOL SPECIALTY, LLC.	208128749386	10/8/21	53.58
212200851	SCHOOL SPECIALTY, LLC.	208128737239	10/8/21	159.10
212200851	SCHOOL SPECIALTY, LLC.	208128401824	10/8/21	209.37
212200851	SCHOOL SPECIALTY, LLC.	208128749299	10/8/21	219.40
212200851	SCHOOL SPECIALTY, LLC.	308103876917	10/8/21	286.95
212200851	SCHOOL SPECIALTY, LLC.	202501800387	10/8/21	434.45
212200851	SCHOOL SPECIALTY, LLC.	208128748881	10/8/21	549.40
212200852	SCHUMANN, DAVID	REF09282021	10/8/21	90.00
212200853	SCHWAN, MARTIN	WOR10012021	10/8/21	30.00
212200854	SEEHAFER, EMILY	OCT2021 ITEM	10/8/21	79.00
212200855	SEKEL, AMY	WOR10012021	10/8/21	35.00
212200856	SIERAKOWSKI, CHAD	WOR10012021	10/8/21	30.00
212200857	STASHEK, JACQUELINE	SEP2021 FOOD	10/8/21	60.85
212200858	STEINIGER, BUCK	REF09272021	10/8/21	55.00
212200859	STENGER, MOLLY	SEP2021A MILEAGE	10/8/21	30.80
212200859	STENGER, MOLLY	SEP2021 MILEAGE	10/8/21	75.04
212200860	STORTECKY, LISA	SEP2021 ITEM	10/8/21	71.94
212200861	SWENO, JARED	REF92821 SWENO	10/8/21	100.00
212200862	TABOR, PETER	SEP2021 ITEM	10/8/21	284.62
212200863	TAYLOR, JULIANN	SEP2021 MILEAGE	10/8/21	222.83
212200864	TESKE, STEFANIE	SEP2021 MILEAGE	10/8/21	31.58
212200865	THE LIBRARY STORE INC	530994	10/8/21	107.49
212200866	THOMPSON, KELLY	SEP2021 MILEAGE	10/8/21	80.58
212200867	TIENOR, JENNA	SEP2021 MILEAGE	10/8/21	86.63
212200868	TILTON SR., CHRISTOPHER	REF092921	10/8/21	55.00
212200868	TILTON SR., CHRISTOPHER	REF92821 Football	10/8/21	100.00
212200869	TREPTOW, FELECITY	SEP2021 MILEAGE	10/8/21	40.10
212200870	USIC RECEIVABLES, LLC	465509	10/8/21	2,160.00
212200871	VIKING ELECTRIC SUPPLY	S005135462.001	10/8/21	55.27
212200871	VIKING ELECTRIC SUPPLY	S005035297.004	10/8/21	96.21
212200872	VLIETSTRA, ALISON	SEP2021 MILEAGE	10/8/21	175.50
212200873	WEGGE, KAREN	AUG-SEP2021 MILEAGE	10/8/21	30.41
212200873	WEGGE, KAREN	SEP2021 ITEMb	10/8/21	31.98
212200873	WEGGE, KAREN	SEP2021 ITEMa	10/8/21	135.00
212200874	WEINKAUF, TONI	WEINKAUF91821	10/8/21	1,173.00
212200875	WELLES, DAVID	REF 092721	10/8/21	80.00
212200876	WILICHOWSKI, KIM	AUG2021 ITEM	10/8/21	36.00
212200877	WYSKOARKO, JUDITH	SEP2021 MILEAGE	10/8/21	92.96
212200878	ALVIS, LEROY JR	REF10521	10/15/21	60.00
212200878	ALVIS, LEROY JR	REF10721	10/15/21	60.00
212200878	ALVIS, LEROY JR	REF1042021	10/15/21	125.00
212200879	AMAZON CAPITAL SERVICES	1KY1-3F3T-3PJM	10/15/21	-49.35
212200879	AMAZON CAPITAL SERVICES	14QL-6HGX-3PCF	10/15/21	-36.00
212200879	AMAZON CAPITAL SERVICES	1Y3Q-76Q4-79WX	10/15/21	-12.16
212200879	AMAZON CAPITAL SERVICES	1ND3-R61X-V391	10/15/21	8.79

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212200879	AMAZON CAPITAL SERVICES	1FQJ-MPXM-4QJN	10/15/21	11.92
212200879	AMAZON CAPITAL SERVICES	16V7-T3HH-3PDR	10/15/21	12.12
212200879	AMAZON CAPITAL SERVICES	1ND3-R61X-MKP4	10/15/21	12.98
212200879	AMAZON CAPITAL SERVICES	14PC-LFWX-LHWT	10/15/21	12.98
212200879	AMAZON CAPITAL SERVICES	1KNV-PVHY-CLN3	10/15/21	13.99
212200879	AMAZON CAPITAL SERVICES	1CLF-N3RV-F7KQ	10/15/21	17.90
212200879	AMAZON CAPITAL SERVICES	139X-D914-HRCP	10/15/21	17.98
212200879	AMAZON CAPITAL SERVICES	1XRJ-PDCP-X6TN	10/15/21	22.99
212200879	AMAZON CAPITAL SERVICES	1RGV-9CKG-QJ9C	10/15/21	29.95
212200879	AMAZON CAPITAL SERVICES	14QL-6HGX-N7DL	10/15/21	29.99
212200879	AMAZON CAPITAL SERVICES	1WV4-HX94-MQVJ	10/15/21	35.43
212200879	AMAZON CAPITAL SERVICES	1MPX-1JKM-9QMQ	10/15/21	38.78
212200879	AMAZON CAPITAL SERVICES	1N6V-9TN7-H9D1	10/15/21	43.97
212200879	AMAZON CAPITAL SERVICES	1KQX-NW1H-LNF6	10/15/21	47.92
212200879	AMAZON CAPITAL SERVICES	1MX1-LQWW-4JWN	10/15/21	47.95
212200879	AMAZON CAPITAL SERVICES	1NT3-T6FH-QM1V	10/15/21	51.48
212200879	AMAZON CAPITAL SERVICES	1L91-MFWL-Y1PV	10/15/21	57.24
212200879	AMAZON CAPITAL SERVICES	14QL-6HGX-KHRM	10/15/21	59.91
212200879	AMAZON CAPITAL SERVICES	1MX1-LQWW-X316	10/15/21	61.04
212200879	AMAZON CAPITAL SERVICES	113R-VF16-N1D6	10/15/21	68.18
212200879	AMAZON CAPITAL SERVICES	1Q7R-CDJH-RTJV	10/15/21	69.89
212200879	AMAZON CAPITAL SERVICES	1QLX-LNMK-NJY4	10/15/21	69.99
212200879	AMAZON CAPITAL SERVICES	1J4T-KHHR-3RYR	10/15/21	74.75
212200879	AMAZON CAPITAL SERVICES	1YY7-MWLR-C9GK	10/15/21	80.90
212200879	AMAZON CAPITAL SERVICES	1JJG-CL33-1FML	10/15/21	85.35
212200879	AMAZON CAPITAL SERVICES	1LT7-4RK9-1RF4	10/15/21	87.50
212200879	AMAZON CAPITAL SERVICES	1RDM-KJ1R-HMQY	10/15/21	90.46
212200879	AMAZON CAPITAL SERVICES	1ND3-R61X-YMFY	10/15/21	90.92
212200879	AMAZON CAPITAL SERVICES	1LGR-MH7X-C9KF	10/15/21	96.25
212200879	AMAZON CAPITAL SERVICES	1GXL-9FX7-CLYH	10/15/21	104.21
212200879	AMAZON CAPITAL SERVICES	1K3C-WQGH-GP4X	10/15/21	125.34
212200879	AMAZON CAPITAL SERVICES	1Y3Q-76Q4-FWF3	10/15/21	175.86
212200879	AMAZON CAPITAL SERVICES	1T9C-GW9V-33VV	10/15/21	178.45
212200879	AMAZON CAPITAL SERVICES	14VP-HLLH-LNJY	10/15/21	218.77
212200879	AMAZON CAPITAL SERVICES	16LJ-NDJK-139V	10/15/21	469.62
212200880	ARAMARK UNIFORM SERVICES, INC	SEP2021 FOOD	10/15/21	1,870.27
212200881	ATKINSON, SCOTT	OCT2021 ITEM	10/15/21	44.99
212200882	BAUDHUIN, LATICIA	SEP2021 MILEAGE	10/15/21	91.22
212200883	BECK, EMILY	SEP2021 MILEAGE	10/15/21	87.25
212200884	BEHRENS, MICHAEL	WOR10082021	10/15/21	30.00
212200885	BELANGER, SCOTT	REF1072021	10/15/21	55.00
212200886	BIGGER FASTER STRONGER INC	606647	10/15/21	179.28
212200887	BLACKDEER, GREGORY	REF10082021	10/15/21	90.00
212200888	BLUE INFINITY YOGA, LLC.	LAMOVEC101121	10/15/21	39.50
212200889	BRICE, MATTHEW	REF10072021	10/15/21	135.00

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212200890	BUCHBERGER, LARRY	REF10721	10/15/21	55.00
212200890	BUCHBERGER, LARRY	REF10521	10/15/21	60.00
212200891	BUKOWSKI, JENNIFER	SEP2021 ITEM	10/15/21	42.85
212200892	CARRICO AQUATIC RESOURCES, INC	20215434	10/15/21	836.00
212200893	COMPLETE OFFICE OF WISCONSIN	178218	10/15/21	294.99
212200893	COMPLETE OFFICE OF WISCONSIN	207881	10/15/21	347.00
212200893	COMPLETE OFFICE OF WISCONSIN	207883	10/15/21	536.00
212200893	COMPLETE OFFICE OF WISCONSIN	207886	10/15/21	1,340.00
212200893	COMPLETE OFFICE OF WISCONSIN	207882	10/15/21	1,823.00
212200893	COMPLETE OFFICE OF WISCONSIN	207859	10/15/21	1,860.00
212200894	DEAF AND HARD OF HEARING EDUCATIONAL	1620	10/15/21	6,000.00
212200895	DEMCO, INC - ATTN:	7015648	10/15/21	84.52
212200896	DILBECK, KATHERINE	SEP2021 ITEM	10/15/21	130.40
212200897	DISCOVERY EDUCATION, INC	CINV-026552	10/15/21	3,000.00
212200898	DRANGSTVEIT, ERIC	REF10082021	10/15/21	90.00
212200899	FIRST SUPPLY LLC	116627-00	10/15/21	10.43
212200899	FIRST SUPPLY LLC	116346-00	10/15/21	21.03
212200899	FIRST SUPPLY LLC	116423-00	10/15/21	53.19
212200899	FIRST SUPPLY LLC	116385-01	10/15/21	59.04
212200899	FIRST SUPPLY LLC	116336-00	10/15/21	280.78
212200900	FOLLETT SCHOOL SOLUTIONS, INC	345488	10/15/21	438.78
212200901	FOSS, MALLORY	OCT2021 ITEM	10/15/21	24.95
212200902	GADKE, GARY	SEP2021 MILEAGE	10/15/21	7.17
212200903	GEBERT, SAMANTHA	SEP2021 MILEAGE	10/15/21	17.92
212200904	GILBERTSON, KENDRA	OCT2021 ITEM	10/15/21	103.56
212200905	GILMORE, JAMES	SEP2021 MILEAGE	10/15/21	56.00
212200905	GILMORE, JAMES	44440	10/15/21	285.00
212200906	GRAF, MORGAN	SEP2021 MILEAGE	10/15/21	41.89
212200907	GREAT MINDS PBC	INV86288	10/15/21	8,000.00
212200907	GREAT MIINDS PBC	INV86286	10/15/21	93,194.56
212200908	HAAKENSON, BRITTANY	OCT2021 ITEM	10/15/21	60.83
212200909	HABECK, MIKE	WOR10082021	10/15/21	30.00
212200910	HALL, KIMBERLY	SEP2021 MILEAGE	10/15/21	27.50
212200911	HEBEIN, HALEY	SEP2021 MILEAGE	10/15/21	177.74
212200912	HEEREN, ERIC	SEP2021 MILEAGE	10/15/21	99.68
212200913	HEISE, STACY	REF10721	10/15/21	60.00
212200913	HEISE, STACY	REF10421	10/15/21	125.00
212200914	HELLER, CHRISTOPHER	SEP2021 MILEAGE	10/15/21	53.42
212200915	HELLER, LUKE	REF10521	10/15/21	60.00
212200915	HELLER, LUKE	REF10721	10/15/21	110.00
212200915	HELLER, LUKE	REF10421	10/15/21	125.00
212200916	HINTZ, MORGAN	SEP2021 MILEAGE	10/15/21	64.68
212200917	HOBART SALES AND SERVICE INC	ZB88771	10/15/21	74.00
212200918	HURT, RYAN	WOR10082021	10/15/21	35.00
212200919	IVERSON, GARY	REF10082021	10/15/21	90.00

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212200920	JAGLINSKI, PETER	WOR10052021	10/15/21	35.00
212200920	JAGLINSKI, PETER	WOR10072021	10/15/21	35.00
212200921	JOHNSON, ANGELA	OCT2021 ITEM	10/15/21	50.00
212200922	JULIOT, DAVID	WOR10072021	10/15/21	35.00
212200923	KAFczykNSKI, MORGAN	SEP2021 MILEAGE	10/15/21	80.81
212200924	KARCZ, KAYLIN	OCT2021 ITEM	10/15/21	24.95
212200925	KENITZER, DICK	WOR10082021	10/15/21	35.00
212200926	KIETLINSKI, TED	WOR10072021	10/15/21	35.00
212200927	KISLOW, JAMES	WOR10082021	10/15/21	35.00
212200928	KLEINSCHMIDT, KATHERINE	AUGSEP2021 ITEM	10/15/21	378.09
212200929	KONKOL, LOIS	SEP2021 MILEAGE	10/15/21	32.31
212200930	KRUEGER, SAVANNA	SEP2021 MILEAGE	10/15/21	35.34
212200931	LANGBEHN, DAVID	REF1052021	10/15/21	60.00
212200932	LEPAK, MOLLY	SEP2021 MILEAGE	10/15/21	128.35
212200933	LEWIS, MARCUS	REF10082021	10/15/21	90.00
212200934	LOR, TRUE	REF10072021	10/15/21	90.00
212200934	LOR, TRUE	REF10052021	10/15/21	145.00
212200935	LORGE, ERIC	REF10052021	10/15/21	55.00
212200935	LORGE, ERIC	REF10072021	10/15/21	55.00
212200936	LUKASKO, TIFFANY	SEP2021 MILEAGE	10/15/21	119.73
212200937	M3 INSURANCE SOLU INC	66076	10/15/21	46,377.00
212200938	MARA CTY SPEC ED	AUD 01-2122	10/15/21	5,620.20
212200939	MARATHON PEST CONTROL	42886	10/15/21	28.00
212200939	MARATHON PEST CONTROL	42942	10/15/21	28.00
212200939	MARATHON PEST CONTROL	42946	10/15/21	28.00
212200939	MARATHON PEST CONTROL	42948	10/15/21	28.00
212200939	MARATHON PEST CONTROL	43009	10/15/21	28.00
212200939	MARATHON PEST CONTROL	43010	10/15/21	28.00
212200939	MARATHON PEST CONTROL	42887	10/15/21	35.00
212200939	MARATHON PEST CONTROL	42890	10/15/21	35.00
212200939	MARATHON PEST CONTROL	42961	10/15/21	40.00
212200940	MARCELLINO, ANTHONY	SEP2021 MILEAGE	10/15/21	121.18
212200941	MATHIES, MICHAEL	REF10721	10/15/21	55.00
212200941	MATHIES, MICHAEL	REF1052021	10/15/21	60.00
212200942	MC MILLAN-HEHIR, HEATHER	SEP2021 MILEAGE	10/15/21	14.39
212200943	MEFFERD, RIANA	OCT2021 MILEAGE	10/15/21	22.40
212200944	MEYER, RICK	SEP2021 ITEM	10/15/21	38.96
212200945	MID WISCONSIN BEVERAGE	2795156	10/15/21	133.00
212200945	MID WISCONSIN BEVERAGE	2795155	10/15/21	413.76
212200946	MINNIHAN, JOHN	OCT2021 ITEM	10/15/21	19.98
212200947	NASSCO INC - CUSTODIAL	6061904	10/15/21	141.06
212200947	NASSCO INC - CUSTODIAL	6060297	10/15/21	191.07
212200947	NASSCO INC - CUSTODIAL	6061965	10/15/21	656.92
212200947	NASSCO INC - CUSTODIAL	6060523	10/15/21	682.22
212200948	NCS PEARSON INC	3788974	10/15/21	-450.00

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212200948	NCS PEARSON INC	16213368	10/15/21	3,120.00
212200949	OLSON, JULIE	44440	10/15/21	683.20
212200950	PETERSON, JODI	SEP2021 MILEAGE	10/15/21	16.24
212200951	PETERSON, STEVEN	REF10082021	10/15/21	90.00
212200952	PLISCH, SANDRA	SEP2021 ITEM	10/15/21	38.44
212200953	PREGONT, DANIEL	WOR10082021	10/15/21	35.00
212200954	RASE, LUCAS	SEP2021 ITEM	10/15/21	24.95
212200955	REALLY GOOD STUFF, LLC	7784895	10/15/21	187.93
212200956	REIMANN, DAVID	SEP2021 MILEAGE	10/15/21	31.02
212200957	REINHART FOODS INC	506215	10/15/21	46.55
212200957	REINHART FOODS INC	496409	10/15/21	307.61
212200957	REINHART FOODS INC	497783	10/15/21	521.99
212200957	REINHART FOODS INC	525241	10/15/21	660.12
212200957	REINHART FOODS INC	529511	10/15/21	1,177.90
212200957	REINHART FOODS INC	527457	10/15/21	1,810.42
212200958	ROMATOWSKI, LAURIE	REF1072021	10/15/21	110.00
212200958	ROMATOWSKI, LAURIE	REF10421	10/15/21	125.00
212200959	SCHILLING, BRYAN	REF1052021	10/15/21	60.00
212200960	SCHNECK, TRINA	SEP2021 MILEAGE	10/15/21	31.58
212200961	SCHOOL SPECIALTY, LLC.	208128794842	10/15/21	30.48
212200961	SCHOOL SPECIALTY, LLC.	208128750918	10/15/21	50.92
212200961	SCHOOL SPECIALTY, LLC.	208128773162	10/15/21	148.53
212200961	SCHOOL SPECIALTY, LLC.	208128775670	10/15/21	217.20
212200962	SCHWAN, MARTIN	WOR10082021	10/15/21	30.00
212200963	SELLE, SUZANNE	SEP2021 MILEAGE	10/15/21	9.63
212200964	SHULFER, KATIE	SEP2021 MILEAGE	10/15/21	188.10
212200965	SIERAKOWSKI, CHAD	WOR10082021	10/15/21	30.00
212200966	SOUKUP, CORINTHIA	OCT2021 ITEM	10/15/21	18.50
212200966	SOUKUP, CORINTHIA	SEP2021 MILEAGE	10/15/21	23.46
212200967	STV ADVISORS, INC.-STOP THE VANILLA	3952	10/15/21	390.00
212200968	TEAM SPORTING GOODS INC	AAF020683	10/15/21	1,288.00
212200968	TEAM SPORTING GOODS INC	AAF020683 JH	10/15/21	1,288.00
212200969	TIENOR, JENNA	OCT2021 ITEM	10/15/21	75.00
212200970	TILTON SR., CHRISTOPHER	REF10721	10/15/21	55.00
212200971	TLACHAC, MATTHEW	REF10052021	10/15/21	90.00
212200971	TLACHAC, MATTHEW	REF10072021	10/15/21	90.00
212200972	TRETTER, TODD	SEP2021 MILEAGE	10/15/21	22.06
212200973	TURNQUIST, EUGENE	REF10072021	10/15/21	135.00
212200974	VANGALDER, KIMBERLY	OCT2021 ITEM	10/15/21	24.95
212200975	VANOYEN, JENNIFER	OCT2021 ITEM	10/15/21	50.00
212200976	VIKING ELECTRIC SUPPLY	S005156629.002	10/15/21	6.66
212200976	VIKING ELECTRIC SUPPLY	S005165875.001	10/15/21	42.97
212200976	VIKING ELECTRIC SUPPLY	S005156629.001	10/15/21	374.89
212200977	WELLES, DAVID	REF10052021	10/15/21	90.00
212200977	WELLES, DAVID	REF10072021	10/15/21	145.00

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212200978	WELLER, JULIE	SEP2021 MILEAGE	10/15/21	53.87
212200979	WELSH, SARA	OCT2021 ITEM	10/15/21	50.00
212200979	WELSH, SARA	SEP2021 MILEAGE	10/15/21	127.74
212200980	WHITSETT, DAWN	OCT2021 ITEM	10/15/21	25.71
212200981	WIDMANN, SARA	OCT2021 ITEM	10/15/21	56.90
				2,519,943.70

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49 FUND CHECKING

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4900503	MOBILE WAREHOUSE, LLC	25119	9/10/21	100.00
4900504	CAMERA CORNER CONNECTING POINT	540104P-IN	9/17/21	110,816.62
4900505	AIR QUALITY CONTROL, LLC	BP12 PA5 AUG REF MS	9/24/21	81,415.00
4900506	B & P MECHANICAL, INC.	BP11 PA4 AUG REF HAT	9/24/21	52,631.90
4900507	EARTH, INC.	BP5 PA3F AUG REF MB	9/24/21	5,248.23
4900508	EGI MECHANICAL, INC	BP9 PA11 AUG REF RIV	9/24/21	121,876.93
4900509	ELLIS CONSTRUCTION	BP9 PA12 AUG REF RIV	9/24/21	85,821.24
4900510	GRAPHIC HOUSE, INC.	7126	9/24/21	6,501.50
4900511	GREENFIRE MANAGEMENT SERVICES, LLC	BP12 PA6 AUG REF MS	9/24/21	74,694.70
4900512	H.J. MARTIN AND SON, INC	BP7 PA13 AUG REF SH	9/24/21	4,449.80
4900513	HOME INSULATION CO, INC	BP8 PA8 AUG REF EV	9/24/21	969.00
4900513	HOME INSULATION CO, INC	BP8 PPA9 AUG REF EV	9/24/21	700.00
4900513	HOME INSULATION CO, INC	BP9 PA7 AUG REF RIV	9/24/21	1,586.50
4900514	HOOPER CORPORATION	BP9 PA10 AUG REF RIV	9/24/21	5,239.25
4900515	MIRACLE METHOD SURFACE REFINISHING	BP4 PA1 AUG REF JH	9/24/21	264,955.00
4900516	PIEPER ELECTRIC, INC.	BP9 PA11 AUG REF RIV	9/24/21	9,595.00
4900516	PIEPER ELECTRIC, INC.	BP11 PA5 AUG REF HAT	9/24/21	16,686.75
4900517	SCHERRER CONSTRUCTION CO. INC.	BP8 PA11 AUG REF EV	9/24/21	298,044.27
4900518	SOMERVILLE ARCHITECTS	37213	9/24/21	7,422.00
4900519	THE BOLDT COMPANY	BP11 PA2 AUG REF HAT	9/24/21	72,805.88
4900520	NORTHLAND PAINTING & COATINGS, INC.	3655	10/8/21	10,750.00
4900521	MOBILE WAREHOUSE, LLC	25253	10/15/21	100.00
212200432	FORE-FRONT MECHANICAL, INC.	7655	9/10/21	4,823.00
212200433	J.H. FINDORFF & SON, INC.	211106	9/10/21	3,989.95
212200433	J.H. FINDORFF & SON, INC.	211106	9/10/21	22,498.60
212200433	J.H. FINDORFF & SON, INC.	211106	9/10/21	2,169.88
212200433	J.H. FINDORFF & SON, INC.	211106	9/10/21	10,074.36
212200680	C.D. SMITH CONSTRUCTION, INC.	BP6 PA14 AUG REF WE	9/24/21	112,835.50
212200681	FORE-FRONT MECHANICAL, INC.	BP7 PA17 AUG REF SH	9/24/21	49,192.90
212200682	MACCO'S COMMERICAL INTERIORS	#MC008191	9/24/21	1,937.00
212200682	MACCO'S COMMERICAL INTERIORS	#MC007297A	9/24/21	6,998.00
212200682	MACCO'S COMMERICAL INTERIORS	#MC007297-A	9/24/21	57,611.00
212200683	NEXUS SOLUTIONS, LLC	1334 AUG RLE HAT	9/24/21	150,431.56
212200683	NEXUS SOLUTIONS, LLC	1334 AUG RLE EV	9/24/21	120,829.15
212200683	NEXUS SOLUTIONS, LLC	1334 AUG RLE RIV	9/24/21	109,318.74
212200683	NEXUS SOLUTIONS, LLC	1334 AUG RLE WE	9/24/21	944.63
212200683	NEXUS SOLUTIONS, LLC	1334 AUG RLE MS	9/24/21	34,165.05
212200683	NEXUS SOLUTIONS, LLC	1334 AUG RLE SH	9/24/21	91,793.87
212200683	NEXUS SOLUTIONS, LLC	1335 AUG REF HAT	9/24/21	1,513.25
212200683	NEXUS SOLUTIONS, LLC	1335 AUG REF EV	9/24/21	8,136.82
212200683	NEXUS SOLUTIONS, LLC	1335 AUG REF RIV	9/24/21	8,410.75
212200683	NEXUS SOLUTIONS, LLC	1335 AUG REF WE	9/24/21	13,065.33
212200683	NEXUS SOLUTIONS, LLC	1335 AUG REF MS	9/24/21	1,376.45
212200683	NEXUS SOLUTIONS, LLC	1335 AUG REF SH	9/24/21	16,199.60

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (09/07/2021-10/19/2021)
49 FUND CHECKING**

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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
212200684	NORTHSTAR ENVIRONMENTAL TESTING, LLC	BP11 210-466 AUG REF	9/24/21	930.00
212200685	STAINLESS SPECIALISTS INC	BP12 PA3 AUG REF MS	9/24/21	4,845.00
212200686	TOTAL ELECTRIC, INC.	BP8 PA16 AUG REF EV	9/24/21	99,123.00
212200686	TOTAL ELECTRIC, INC.	BP12 PA5 AUG REF MS	9/24/21	10,450.00
212200687	VAN ERT ELECTRIC COMPANY INC.	56446	9/24/21	29,418.42
212200688	C.D. SMITH CONSTRUCTION, INC.	BP6 PA13 JUN REF WE.	10/1/21	1,000.00
				2,206,491.38

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(08/21/2021-10/08/2021)**

Tran Date	Where Used	District Card Name	Amount
08/23/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	890.00
08/23/2021	Olive Garden 0021864, Wausau, WI, 54401, US	KEMP, JANE	542.34
08/23/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	SEEHAFER, DAWN	415.78
08/23/2021	Paypal Glowstore, 4029357733, BC, V8T5G4, CA	MULL, AARON	277.96
08/23/2021	Amzn Mktp US 2d3dh02b0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	262.58
08/23/2021	Country Inn And Suites, Roseville, MN, 551130000, US	NYE, CASEY	240.62
08/23/2021	Country Inn And Suites, Roseville, MN, 551130000, US	NYE, CASEY	240.62
08/23/2021	Country Inn And Suites, Roseville, MN, 551130000, US	NYE, CASEY	240.62
08/23/2021	Amazon.Com 2d3mi4sm0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	223.38
08/23/2021	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	18.82
08/23/2021	Amzn Mktp US 2d3ta7v12, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	18.49
08/23/2021	Apple.Com/Bill, 866-712-7753, CA, 95014, US	THOMPSON, KELLY	0.99
08/24/2021	Amazon.Com 256492o31 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	271.67
08/24/2021	Jimmy Johns - 1575, Schofield, WI, 54476, US	KEMP, JANE	76.58
08/24/2021	Vino Latte - Weston, Schofield, WI, 54476, US	KEMP, JANE	44.26
08/24/2021	Amzn Mktp US 2d2nk4yz0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	7.58
08/25/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MCFARLANE, JASON	999.90
08/25/2021	Amazon.Com 253ym6o20, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	339.98
08/25/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	217.42
08/25/2021	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	94.58
08/25/2021	Amazon.Com 253uw7l01, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	47.88
08/25/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	38.45
08/25/2021	Target 00003640, Schofield, WI, 54476, US	SUCKOW, ELLEN	26.34
08/25/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	26.00
08/25/2021	Weston Hardware, Weston, WI, 54476, US	ANGELONI, FAYE	14.98
08/25/2021	Kwik Trip 35600003566, Weston, WI, 54476, US	HALL, KIM	12.59
08/25/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	10.99
08/26/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	2,798.00
08/26/2021	Cdw Govt #j805204, 800-808-4239, IL, 60061, US	RAVEY, TRACY	1,383.90
08/26/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	318.00
08/26/2021	Eemusicclass, 4147743630, WI, 53213, US	GOETSCH, DIANE	195.00
08/26/2021	Samsclub #6535, Wausau, WI, 54401, US	KAMPMANN, KEVIN	125.01
08/26/2021	Sams Club #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	95.06
08/26/2021	Samsclub #6535, Wausau, WI, 54401, US	WAGNER, KARI	91.74
08/26/2021	Amzn Mktp US 2529274j0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	90.12
08/26/2021	Sams Club #6535, Wausau, WI, 54401, US	JABLONSKI, JAMIE A	83.64
08/26/2021	Pick N Save #406, Schofield, WI, 54476, US	WELLER, JULIE	82.22
08/26/2021	Target 00003640, Schofield, WI, 54476, US	TRIMNER, SARAH	43.94
08/26/2021	Bestbuycom806485185825, 888bestbuy, MN, 55423, US	RAVEY, TRACY	28.26
08/26/2021	Bestbuycom806485177932, 888bestbuy, MN, 55423, US	RAVEY, TRACY	21.63
08/26/2021	Bestbuycom806485177932, 888bestbuy, MN, 55423, US	RAVEY, TRACY	15.59
08/26/2021	Officemax/Depot 6367, 800-463-3768, WI, 54401, US	DALEY, MICHELLE	14.75
08/26/2021	Wal-Mart #2127, Wausau, WI, 54401, US	SEEHAFER, DAWN	14.22
08/26/2021	Bestbuycom806485177932, 888bestbuy, MN, 55423, US	RAVEY, TRACY	-6.04
08/26/2021	Bestbuycom806485177932, 888bestbuy, MN, 55423, US	RAVEY, TRACY	-15.59
08/27/2021	Rogue, 614-3586190, OH, 43201, US	MULL, AARON	1,265.09
08/27/2021	Amzn Mktp US 2d1ef62j2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	1,238.05

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(08/21/2021-10/08/2021)**

Tran Date	Where Used	District Card Name	Amount
08/27/2021	La Prima, Wausau, WI, 54401, US	TRIMNER, SARAH	1,163.47
08/27/2021	Lee S Famous Recipe Ch, 715-845-7206, WI, 54403, US	SABEY, RENA	613.83
08/27/2021	Lee S Famous Recipe Ch, 715-845-7206, WI, 54403, US	HALL, KIM	280.17
08/27/2021	Wal-Mart #2813, Marshfield, WI, 54449, US	WAGNER, KARI	199.40
08/27/2021	Pick N Save 5404, 866-611-1979, WI, 54474, US	KOEPKE, RICHARD	194.86
08/27/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
08/27/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
08/27/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
08/27/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
08/27/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
08/27/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
08/27/2021	Pick N Save #406, Schofield, WI, 54476, US	MCFARLANE, JASON	91.60
08/27/2021	Sq Judy Endow, Gosq.Com, WI, 53558, US	ZYNDA, JENNIFER	59.83
08/27/2021	Trigs, Schofield, WI, 54476, US	SEEHAFER, DAWN	56.00
08/27/2021	Bestbuycom806485177932, 888bestbuy, MN, 55423, US	RAVEY, TRACY	41.36
08/27/2021	Uwrf - Career Services, River Falls, WI, 54022, US	HALL, KIM	40.00
08/27/2021	Fieldprint Inc, 8882911369, PA, 18974, US	HALL, KIM	36.00
08/27/2021	Fieldprint Inc, 8882911369, PA, 18974, US	HALL, KIM	36.00
08/27/2021	Amazon.Com 253s74nv0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	34.99
08/27/2021	Doordash Panera Bread, San Francisco, CA, 94107, US	SABEY, RENA	22.67
08/27/2021	Kwik Trip 78700007872, Weston, WI, 54476, US	KEMP, JANE	19.90
08/27/2021	Kwik Trip 35600003566, Weston, WI, 54476, US	RAVEY, TRACY	17.98
08/27/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	14.99
08/27/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HINSON, DERALD	7.30
08/27/2021	Bestbuycom806485177932, 888bestbuy, MN, 55423, US	RAVEY, TRACY	6.04
08/30/2021	The Webstaurant Store, 717-392-7472, PA, 17602, US	HOFFMAN, AARON	14,366.94
08/30/2021	Amzn Mktp US 259wk6e10, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	671.76
08/30/2021	Amzn Mktp US 2d5r02u02, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	659.78
08/30/2021	Amzn Mktp US 2d8902iy2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	615.78
08/30/2021	Amzn Mktp US 259t090c1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	503.82
08/30/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	180.56
08/30/2021	Beccas Cafe, 715-432-9324, WI, 54476, US	KEMP, JANE	176.82
08/30/2021	Ezcatersubway, 8004881803, MA, 02108, US	BRAUN, LISA	138.96
08/30/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	137.08
08/30/2021	Podbean.Com, New York, NY, 10022, US	DALEY, MICHELLE	108.00
08/30/2021	Politos Pizza, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	80.00
08/30/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	73.65
08/30/2021	Starfall Education, 8888578990, CO, 80302, US	JABLONSKI, JAMIE A	70.00
08/30/2021	Politos Pizza, Rothschild, WI, 54474, US	JAKUBEK, JACQUE	68.00
08/30/2021	Fremont T/P-Citgo P, Fremont, WI, 54940, US	JABLONSKI, JASON	55.90
08/30/2021	Samsclub #6535, Wausau, WI, 54401, US	JABLONSKI, JAMIE A	54.90
08/30/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	49.00
08/30/2021	Kwik Trip 14000001404, Schofield, WI, 54476, US	KAMPMANN, KEVIN	39.96
08/30/2021	Amzn Mktp US 259sj0tq0, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	31.94
08/30/2021	Kwik Trip 73500007351, Wausau, WI, 54403-0000, US	MCFARLANE, JASON	28.26
08/30/2021	Kwik Trip 98600009860, Weston, WI, 54476, US	BRAUN, LISA	20.01
08/30/2021	Kwik Trip 35600003566, Weston, WI, 54476, US	HALL, KIM	19.63

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(08/21/2021-10/08/2021)**

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Tran Date	Where Used	District Card Name	Amount
08/31/2021	Www.Paessler.Com, Nuernberg, 90411, DE	RAVEY, TRACY	1,836.00
08/31/2021	Amzn Mktp US 258m18c42, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	615.78
08/31/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	537.00
08/31/2021	Panera Bread #601700 O, 715-261-2217, WI, 54401, US	WELLER, JULIE	411.73
08/31/2021	Chalkola.Com, Abu Dhabi, AZ, 51133, AE	FRISCH, TAMMY	131.40
08/31/2021	Generation Genius, Dover, DE, 19901, US	JAKUBEK, JACQUE	120.00
08/31/2021	Pick N Save #404, Rothschild, WI, 54474, US	SEEHAFER, DAWN	37.10
08/31/2021	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	25.00
08/31/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	17.37
08/31/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	17.36
08/31/2021	Quicktrophy Nametag, 8662001234, MI, 49855, US	ANGELONI, FAYE	15.00
08/31/2021	Gimkit Pro - 1 Year, Seattle, WA, 98109, US	DALEY, MICHELLE	-25.59
08/31/2021	Gimkit Pro - 1 Year, Seattle, WA, 98109, US	DALEY, MICHELLE	-50.69
09/01/2021	Cdw Govt #k047017, 800-808-4239, IL, 60061, US	RAVEY, TRACY	2,491.02
09/01/2021	Bulk Bookstore, 5038678738, OR, 97201, US	DALEY, MICHELLE	537.60
09/01/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	ANGELONI, FAYE	194.48
09/01/2021	Amzn Mktp US 256ps74v2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	179.94
09/01/2021	Tds Telecom, 8665716662, WI, 53717, US	RAVEY, TRACY	137.71
09/01/2021	Deltamath.Com, Larchmont, NY, 10538, US	FRISCH, TAMMY	95.00
09/01/2021	Deltamath.Com, Larchmont, NY, 10538, US	FRISCH, TAMMY	95.00
09/01/2021	Deltamath.Com, Larchmont, NY, 10538, US	FRISCH, TAMMY	95.00
09/01/2021	Deltamath.Com, Larchmont, NY, 10538, US	FRISCH, TAMMY	95.00
09/01/2021	Deltamath.Com, Larchmont, NY, 10538, US	FRISCH, TAMMY	95.00
09/01/2021	Deltamath.Com, Larchmont, NY, 10538, US	FRISCH, TAMMY	95.00
09/01/2021	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	91.53
09/01/2021	Reallyville Media Ll, Front Royal, VA, 22630, US	ANGELONI, FAYE	60.00
09/01/2021	Walgreens #9609, 800-289-2273, WI, 54476, US	DALEY, MICHELLE	35.86
09/01/2021	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	34.73
09/01/2021	50-50 Factory Outlet, Schofield, WI, 54476, US	SABEY, RENA	30.15
09/01/2021	Amzn Mktp US 258vt5h60, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	25.63
09/01/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	17.57
09/01/2021	Facebk Fgpjn6kkt2, Menlo Park, CA, 94025, US	MULL, AARON	10.00
09/01/2021	Amzn Mktp US 259pl94p2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	9.19
09/01/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	3.81
09/01/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	2.69
09/01/2021	Gimkit Pro - 1 Year, 3609260882, WA, 98109, US	DALEY1, MICHELLE	-5.09
09/01/2021	Gimkit Pro - 1 Year, 3609260882, WA, 98109, US	DALEY1, MICHELLE	-15.75
09/02/2021	Sp Swimoutlet.Com, Campbell, CA, 95138, US	MCFARLANE, JASON	1,035.39
09/02/2021	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	980.82
09/02/2021	Safelite Autoglass, 6142109192, OH, 43235, US	JABLONSKI, JASON	439.20
09/02/2021	Wisconsin Center For E, 608-262-1234, WI, 53719, US	KEMP, JANE	391.00
09/02/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	119.95
09/02/2021	Pick N Save #406, Schofield, WI, 54476, US	HOFFMAN, AARON	111.55
09/02/2021	Amzn Mktp US 252us6qx0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	55.98
09/02/2021	Trigs Foods, Wausau, WI, 54401, US	SPETS, MATT	52.94
09/02/2021	Advanced Disposal Serv, Schofield, WI, 54476, US	HERNING, CODY	43.00
09/02/2021	Newegg Inc, 8003901119, CA, 91748, US	RAVEY, TRACY	38.83

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(08/21/2021-10/08/2021)**

Tran Date	Where Used	District Card Name	Amount
09/02/2021	Target 00003640, Schofield, WI, 54476, US	MULLALEY, JESSICA	35.94
09/02/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	30.00
09/02/2021	Kwik Trip 78700007872, Weston, WI, 54476, US	SEKEL, JAMES	21.85
09/02/2021	Sq Gfh Skating & Rock, Weston, WI, 54476, US	MULLALEY, JESSICA	5.00
09/02/2021	Sq Gfh Fanstand, Gosq.Com, WI, 54476, US	MULLALEY, JESSICA	2.00
09/02/2021	Sq Gfh Fanstand, Schofield, WI, 54476, US	MULLALEY, JESSICA	-2.00
09/02/2021	Bestbuycom806485177932, 888bestbuy, MN, 55423, US	RAVEY, TRACY	-21.63
09/03/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	STROIK, MIRANDA	348.63
09/03/2021	24hourwristbands.Com, 855-711-4467, TX, 77083, US	ANGELONI, FAYE	202.00
09/03/2021	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	65.97
09/03/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	ANGELONI, FAYE	59.82
09/03/2021	Tst Sams Pizza Schof, Schofield, WI, 54476, US	MULL, AARON	47.11
09/03/2021	Gopher Sport, 8776997927, MN, 55060, US	MULL, AARON	39.84
09/06/2021	Dcb Blick Art Material, 800-447-1892, IL, 61401, US	DALEY, MICHELLE	1,661.89
09/06/2021	Cpm Educational Progra, 209-7452055, CA, 957580000, US	FRISCH, TAMMY	855.00
09/06/2021	Rogans Shoes Inc Wausa, Wausau, WI, 54401, US	WELLER, JULIE	613.50
09/06/2021	Les Mills US Trading, 6308285949, IL, 21236, US	MULL, AARON	529.00
09/06/2021	Ntc Campus Store, Wausau, WI, 54401-1880, US	HOFFMAN, AARON	296.25
09/06/2021	Ntlrest Servsafe, Chicago, IL, 60606, US	FRISCH, TAMMY	206.79
09/06/2021	Control Concepts Tech, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	137.84
09/06/2021	Amazon Prime 251yi2990, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	119.00
09/06/2021	Qdoba 1874, Weston, WI, 54476, US	WAGNER, KARI	106.05
09/06/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	61.15
09/06/2021	Www.Northstar-Av.Com, 631-482-9515, NY, 11752, US	RAVEY, TRACY	56.00
09/06/2021	Amzn Mktp US 257kc07j0, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	23.99
09/06/2021	Cost Cutters 11, Rothschild, WI, 54474-1022, US	SUCKOW, ELLEN	17.00
09/06/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	9.66
09/06/2021	Fastenal Company 01wis, Weston, WI, 54476, US	SUCHOMSKI, JOHN	5.25
09/06/2021	The Osthoff Resort, Elkhart Lake, WI, 53020, US	SPETS, MATT	-132.00
09/06/2021	The Osthoff Resort, Elkhart Lake, WI, 53020, US	SPETS, MATT	-132.00
09/07/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	RAVEY, TRACY	1,998.00
09/07/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	776.84
09/07/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	475.00
09/07/2021	Mindbody, 805-5462000, CA, 93401, US	MULL, AARON	166.80
09/07/2021	Canva I03170-21523991, Camden, DE, 19934, US	SUCKOW, ELLEN	119.40
09/07/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	25.56
09/08/2021	Gan Winewspapercirc, 888-426-0491, IN, 46038, US	BRAUNEL, CRAIG	257.02
09/08/2021	Wal-Mart #2127, Wausau, WI, 54401, US	STROIK, MIRANDA	184.84
09/08/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	54.83
09/08/2021	Amazon.Com 2g91j84m1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	45.68
09/08/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	31.13
09/08/2021	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	16.87
09/08/2021	Target.Com, 800-591-3869, MN, 55445, US	ZYNDA, JENNIFER	13.38
09/08/2021	Dollar Tree, Schofield, WI, 54476, US	MULLALEY, JESSICA	5.28
09/08/2021	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	4.59
09/09/2021	Uline Ship Supplies, 800-295-5510, WI, 53158, US	MULL, AARON	333.52
09/09/2021	Sp Clearmask, Baltimore, MD, 21230, US	ZYNDA, JENNIFER	268.00

**DC EVEREST AREA SCHOOL DISTRICT
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Tran Date	Where Used	District Card Name	Amount
09/09/2021	Sams Club #6535, Wausau, WI, 54401, US	MCFARLANE, JASON	250.58
09/09/2021	Kalahari Resort - Wi E, 1305 Kalahari, WI, 53965, US	SUCKOW, ELLEN	119.00
09/09/2021	Amazon.Com 2g4j233n1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	68.77
09/09/2021	Tst Papillon S, Rothschild, WI, 54474, US	SEKEL, JAMES	57.91
09/09/2021	Amzn Mktp US 2g9jy23d1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	7.99
09/09/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	STROIK, MIRANDA	-25.52
09/09/2021	The Webstaurant Store, 717-392-7472, PA, 17602, US	HOFFMAN, AARON	-30.30
09/10/2021	Sp Zipgrow Inc, Cornwall, ON, K6J 2S7, CA	FRISCH, TAMMY	652.53
09/10/2021	Actfl Amrcn Cncl Tchng, 703-8942900, VA, 22314-1587, US	DALEY, MICHELLE	165.00
09/10/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MEYER, MELISSA	153.96
09/10/2021	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	148.60
09/10/2021	Amzn Mktp US 2g2rl7j81, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	92.36
09/10/2021	Beccas Cafe, 715-432-9324, WI, 54476, US	WAGNER, KARI	81.31
09/10/2021	S&s Worldwide, Inc., Colchester, CT, 06415, US	JAKUBEK, JACQUE	71.68
09/10/2021	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	WELLER, JULIE	48.67
09/10/2021	Amzn Mktp US 2g1gp83b0, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	46.78
09/10/2021	Dominos 2042, 208-877-4992, WI, 54476, US	LINDELL, JEFF	33.47
09/10/2021	Weston Hardware, Weston, WI, 54476, US	HINSON, DERALD	23.31
09/10/2021	Amazon.Com 2g61h8nn0 A, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	14.14
09/10/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	ANGELONI, FAYE	9.97
09/10/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	9.67
09/10/2021	Amzn Mktp Us, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	-23.39
09/13/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	878.00
09/13/2021	Safety Glasses Usa.Com, 2692732850, MI, 49093, US	FRISCH, TAMMY	198.93
09/13/2021	Rochester 100 Inc., 585-475-0200, NY, 14623, US	GOETSCH, DIANE	190.00
09/13/2021	Amazon.Com 2g08451e1 A, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	188.97
09/13/2021	Aapt, 3012093301, MD, 20740, US	FRISCH, TAMMY	174.00
09/13/2021	Actfl Amrcn Cncl Tchng, 703-8942900, VA, 22314-1587, US	DALEY, MICHELLE	165.00
09/13/2021	Actfl Amrcn Cncl Tchng, 703-8942900, VA, 22314-1587, US	DALEY, MICHELLE	165.00
09/13/2021	Actfl Amrcn Cncl Tchng, 703-8942900, VA, 22314-1587, US	DALEY, MICHELLE	165.00
09/13/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	DALEY, MICHELLE	135.00
09/13/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	115.80
09/13/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	JABLONSKI, JASON	105.38
09/13/2021	Target 00003640, Schofield, WI, 54476, US	WELLER, JULIE	99.80
09/13/2021	Natl Art Edu Assoc, 7038608000, VA, 22314, US	DALEY, MICHELLE	90.00
09/13/2021	Cpm Educational Progra, 209-7452055, CA, 957580000, US	FRISCH, TAMMY	75.00
09/13/2021	Amazon.Com 255bq4sk2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	54.39
09/13/2021	Actfl, 7038942900, VA, 22314, US	DALEY, MICHELLE	45.00
09/13/2021	Actfl, 7038942900, VA, 22314, US	DALEY, MICHELLE	45.00
09/13/2021	Actfl, 7038942900, VA, 22314, US	DALEY, MICHELLE	45.00
09/13/2021	Walgreens #9609, 800-289-2273, WI, 54476, US	ANGELONI, FAYE	39.98
09/13/2021	Amzn Mktp US 2g55510y1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	32.49
09/13/2021	Amzn Mktp US 253m292b2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	32.49
09/13/2021	Amazon.Com 2g7dk6p80, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	25.72
09/13/2021	Amzn Mktp US 2g3j58aa0, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	19.98
09/13/2021	Wal-Mart #2127, Wausau, WI, 54401, US	ABEL, SCOT	18.20
09/13/2021	Weston Hardware, Weston, WI, 54476, US	WAKSMONSKI, MIKE	5.00

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Tran Date	Where Used	District Card Name	Amount
09/13/2021	American Red Cross, 800-733-2767, DC, 20006, US	WEGGE, KAREN A	5.00
09/14/2021	Cdw Govt #k636944, 800-808-4239, IL, 60061, US	RAVEY, TRACY	1,181.31
09/14/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	511.82
09/14/2021	Abcyal Kids Edu Games, San Mateo, CA, 94404, US	JABLONSKI, JAMIE A	299.99
09/14/2021	Sp Gardensupplyguys, Green Bay, WI, 54303, US	FRISCH, TAMMY	283.87
09/14/2021	Teacherspayteachers.Co, 6465880910, NY, 10003, US	SABEY, RENA	226.83
09/14/2021	Event Wisconsin Skywa, Tysons Corner, VA, 22102, US	HALL, KIM	200.00
09/14/2021	Event Wisconsin Skywa, Tysons Corner, VA, 22102, US	HALL, KIM	200.00
09/14/2021	Walmart.Com Az, 800-966-6546, AR, 72716, US	SEEHAFER, DAWN	110.95
09/14/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
09/14/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
09/14/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
09/14/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
09/14/2021	Walgreens #9609, Weston, WI, 54476, US	SPETS, MATT	74.10
09/14/2021	Wal-Mart #2127, Wausau, WI, 54401, US	STROIK, MIRANDA	59.42
09/14/2021	Amazon.Com 2g54d5va1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	48.28
09/14/2021	Fitness Finders Inc, 5177501500, MI, 49201, US	GOETSCH, DIANE	46.95
09/14/2021	Dominos 2042, 208-877-4992, WI, 54476, US	LINDELL, JEFF	42.15
09/14/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	MCFARLANE, JASON	20.38
09/14/2021	Sams Club #6535, Wausau, WI, 54401, US	MCFARLANE, JASON	10.74
09/14/2021	Weston Hardware, 7153551500, WI, 54476, US	BAUDHUIN, LATICIA	-12.64
09/15/2021	Cdw Govt #k683096, 800-808-4239, IL, 60061, US	RAVEY, TRACY	2,362.61
09/15/2021	Cdw Govt #k682341, 800-808-4239, IL, 60061, US	RAVEY, TRACY	780.63
09/15/2021	Pellets Inc, 360-7333012, WA, 98225, US	FRISCH, TAMMY	480.00
09/15/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	DALEY, MICHELLE	220.00
09/15/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	DALEY, MICHELLE	135.00
09/15/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	DALEY, MICHELLE	135.00
09/15/2021	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	LINDELL, JEFF	105.41
09/15/2021	Trigs, Schofield, WI, 54476, US	SPETS, MATT	99.00
09/15/2021	Amzn Mktp US 2g8ug9hu1, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	58.98
09/15/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	38.86
09/15/2021	Amzn Mktp US 2g0hs9ve0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	26.94
09/15/2021	Weston Hardware, Weston, WI, 54476, US	HINSON, DERALD	24.99
09/15/2021	Kalahari Resort - Wi, Wisconsin Del, WI, 53965, US	SUCKOW, ELLEN	-119.00
09/16/2021	Follett School Solutio, 888-511-5114, IL, 60050, US	BRAUNEL, CRAIG	1,495.77
09/16/2021	Wisconsin Music Educat, 608-8503566, WI, 53597, US	DALEY, MICHELLE	230.00
09/16/2021	Mjp Wiesered9498584920, 949-8584920, CA, 92688, US	JABLONSKI, JAMIE A	145.58
09/16/2021	Menards Wausau Wi, Wausau, WI, 54401, US	JABLONSKI, JASON	124.50
09/16/2021	Wisconsin Music Educat, 608-8503566, WI, 53597, US	DALEY, MICHELLE	115.00
09/16/2021	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	108.61
09/16/2021	Dbc Blick Art Material, 800-447-1892, IL, 61401, US	DALEY, MICHELLE	51.56
09/16/2021	Amzn Mktp US 2g5bs84k2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	43.99
09/16/2021	Teacherspayteachers.Co, 6465880910, NY, 10003, US	SABEY, RENA	31.64
09/16/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	30.75
09/16/2021	Amzn Mktp US 2g3tc98r0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	27.98
09/16/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	22.11
09/16/2021	Sams Club #6535, Wausau, WI, 54401, US	JAKUBEK, JACQUE	20.94

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09/17/2021	Delta 00624742117856, Delta.Com, CA, 30354-1989, US	GILMORE, KRISTINE	365.40
09/17/2021	Audible 2g88c7dz1, Amzn.Com/Bill, NJ, 07102, US	JABLONSKI, JAMIE A	242.12
09/17/2021	Northern Battery 1100, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	215.18
09/17/2021	Education_com Premium, San Mateo, CA, 94401, US	JABLONSKI, JAMIE A	119.88
09/17/2021	Amzn Mktp US 2g9mk7sj1, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	69.93
09/17/2021	Wal-Mart #2127, Wausau, WI, 54401, US	ANGELONI, FAYE	35.12
09/17/2021	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	8.89
09/20/2021	Frontier Comm Corp Web, 8009218101, CT, 06851, US	RAVEY, TRACY	2,328.37
09/20/2021	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	318.01
09/20/2021	Menards Wausau Wi, Wausau, WI, 54401, US	JABLONSKI, JASON	229.08
09/20/2021	Learning A-Z, Llc, 866-889-3729, TX, 75287, US	JABLONSKI, JAMIE A	216.00
09/20/2021	Cpm Educational Progra, 209-7452055, CA, 957580000, US	FRISCH, TAMMY	200.00
09/20/2021	Smore.Com, Pittsburgh, PA, 15206, US	GOETSCH, DIANE	149.00
09/20/2021	Dunkin #352546 Q35, Weston, WI, 54476, US	MULL, AARON	144.74
09/20/2021	Education.Com, 6503724040, CA, 94401, US	JABLONSKI, JAMIE A	119.88
09/20/2021	Amazon.Com 2g6e78j22 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	111.05
09/20/2021	Walmart.Com Aa, 8009666546, AR, 72716, US	STROIK, MIRANDA	107.80
09/20/2021	Vortex Tool Company In, Therasas@vort, WI, 54476, US	PERNSTEINER, CHAD	91.24
09/20/2021	Smartsign, 7187971900, NY, 11201, US	STINGL, JACOB	66.00
09/20/2021	The Home Depot #4931, Wausau, WI, 544010000, US	MULL, AARON	59.96
09/20/2021	Heat & Power Products, Little Chute, WI, 54140, US	HINSON, DERALD	53.59
09/20/2021	Amzn Mktp US 2g1j290p2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	29.49
09/20/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	16.04
09/20/2021	Usps Po 5674400919, Schofield, WI, 54476, US	SEEHAFER, DAWN	15.90
09/20/2021	Bib Background Checks, Huntersville, NC, 28078, US	HALL, KIM	14.00
09/20/2021	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	13.68
09/20/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HINSON, DERALD	7.10
09/20/2021	T1w Conference, 8559786578, WI, 54401, US	NYE, CASEY	-280.00
09/20/2021	T1w Conference, 8559786578, WI, 54401, US	JABLONSKI, JAMIE A	-420.00
09/20/2021	Wasbo Foundation, Madison, WI, 53704, US	SPETS, MATT	-680.00
09/21/2021	Learn By Doing, Inc., Chicago, IL, 60601, US	SEEHAFER, DAWN	6,000.00
09/21/2021	The Webstaurant Store, 717-392-7472, PA, 17602, US	MULLALEY, JESSICA	304.25
09/21/2021	Amzn Mktp US 2g6x16m32, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	13.98
09/21/2021	Cen Century Ma, 800-626-2787, OK, 73110, US	WEGGE, KAREN A	429.79
09/21/2021	Menards Wausau Wi, Wausau, WI, 54401, US	KAMPMANN, KEVIN	151.04
09/21/2021	Trigs, Schofield, WI, 54476, US	MEYER, MELISSA	131.66
09/21/2021	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
09/21/2021	Deltamath.Com, Larchmont, NY, 10538, US	FRISCH, TAMMY	95.00
09/21/2021	In Created Anew Desig, 715-6930114, WI, 54455-1414, US	ANGELONI, FAYE	75.00
09/21/2021	Speedy Worm, 3207628247, MN, 56308, US	FRISCH, TAMMY	68.10
09/21/2021	Amzn Mktp US 2g6tz1v72, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	50.46
09/21/2021	Wal-Mart #2127, Wausau, WI, 54401, US	STROIK, MIRANDA	48.24
09/21/2021	Amazon.Com 2c57w0c01, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	43.92
09/21/2021	W. Atlee Burpee Compan, 2156744900, PA, 18974, US	FRISCH, TAMMY	40.82
09/21/2021	State College Of Beaut, Wausau, WI, 54403, US	WELLER, JULIE	30.00
09/21/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	16.65
09/21/2021	Apple.Com/Bill, 866-712-7753, CA, 95014, US	THOMPSON, KELLY	0.99

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Tran Date	Where Used	District Card Name	Amount
09/22/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	103.57
09/22/2021	Amzn Mktp US 2g3d33yt0, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	48.88
09/22/2021	Amzn Mktp US 2g8hp0582, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	8.79
09/22/2021	The Lincoln Electric C, 2163832436, OH, 44117, US	FRISCH, TAMMY	1,862.94
09/22/2021	Delta 00624753382713, Delta.Com, CA, 30354-1989, US	JABLONSKI, JAMIE A	366.90
09/22/2021	Delta 00624753382702, Delta.Com, CA, 30354-1989, US	JABLONSKI, JAMIE A	366.90
09/22/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MEYER, MELISSA	293.23
09/22/2021	Pick N Save #406, Schofield, WI, 54476, US	SPETS, MATT	149.75
09/22/2021	Educationcom Premium, 6503724040, CA, 94401, US	JABLONSKI, JAMIE A	119.88
09/22/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	STROIK, MIRANDA	64.55
09/22/2021	Trigs, Schofield, WI, 54476, US	SPETS, MATT	40.84
09/22/2021	Sp Scenic Hill Farm, Albany, OR, 97321, US	FRISCH, TAMMY	33.95
09/22/2021	Teacherspayteachers.Co, 6465880910, NY, 10003, US	SABEY, RENA	33.24
09/22/2021	Wisconsin Educational, 608-5886006, WI, 53713, US	SOUKUP, CORINTHIA	22.00
09/22/2021	Napa Parts Schofield, Schofield, WI, 54476, US	HERNING, CODY	17.69
09/22/2021	Lincoln Contractors Su, Weston, WI, 54476, US	SUCHOMSKI, JOHN	107.99
09/23/2021	Rogue, 614-3586190, OH, 43201, US	MULL, AARON	5,425.53
09/23/2021	Amazon.Com 2g3if3qa2 A, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	360.05
09/23/2021	Amazon.Com 2c2cd7of0 A, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	10.30
09/23/2021	Mavericklabel.Com, 4257716500, WA, 98020, US	RAVEY, TRACY	716.90
09/23/2021	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	158.94
09/23/2021	Westone Laboratories,, 7195409333, CO, 80906, US	JABLONSKI, JAMIE A	137.34
09/23/2021	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	133.28
09/23/2021	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	129.99
09/23/2021	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	96.10
09/23/2021	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	SPETS, MATT	90.00
09/23/2021	Walmart.Com Aa, 8009666546, AR, 72716, US	STROIK, MIRANDA	81.74
09/23/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	8.58
09/23/2021	T1w Conference, Wausau, WI, 54401, US	NYE, CASEY	-140.00
09/23/2021	T1w Conference, Wausau, WI, 54401, US	NYE, CASEY	-280.00
09/23/2021	United 01623490671040, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490671036, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490671025, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490671014, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490671003, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490670992, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490670981, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490670970, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	United 01623490670966, 800-932-2732, TX, 77002, US	KEMP, JANE	-387.52
09/23/2021	T1w Conference, Wausau, WI, 54401, US	NYE, CASEY	-560.00
09/23/2021	T1w Conference, Wausau, WI, 54401, US	NYE, CASEY	-1,260.00
09/24/2021	Amzn Mktp US 2g4yn9ke2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	18.99
09/24/2021	Amazon.Com 2c2zh23f1 A, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	10.88
09/24/2021	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	6.65
09/24/2021	Lockdown Securities In, 719-6765555, CO, 81019, US	FRISCH, TAMMY	187.72
09/24/2021	Pick N Save #406, Schofield, WI, 54476, US	MEYER, MELISSA	152.89
09/24/2021	Kalahari Resort - Wi E, 1305 Kalahari, WI, 53965, US	RAVEY, TRACY	134.00

**DC EVEREST AREA SCHOOL DISTRICT
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Tran Date	Where Used	District Card Name	Amount
09/24/2021	Teacherspayteachers.Co, 6465880910, NY, 10003, US	SABEY, RENA	125.04
09/24/2021	Fablevision Learning, Dedham, MA, 02026, US	RAVEY, TRACY	75.00
09/24/2021	Janke Book Store, Wausau, WI, 54403, US	STINGL, JACOB	42.20
09/24/2021	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	25.26
09/24/2021	Kings Campers, Wausau, WI, 54401-5293, US	HERNING, CODY	17.35
09/24/2021	W. Atlee Burpee Compan, 2156744900, PA, 18974, US	FRISCH, TAMMY	7.94
09/24/2021	Napa Parts Schofield, Schofield, WI, 54476, US	HERNING, CODY	-17.69
09/24/2021	Delta 0062475338271, Delta.Com, CA, 30354-1989, US	JABLONSKI, JAMIE A	-366.90
09/24/2021	Delta 0062475338270, Delta.Com, CA, 30354-1989, US	JABLONSKI, JAMIE A	-366.90
09/27/2021	Dunkin #352546 Q35, Weston, WI, 54476, US	MULL, AARON	187.63
09/27/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	166.23
09/27/2021	Amzn Mktp US 2c9078jw0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	55.77
09/27/2021	Amazon.Com 2c3o26191, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	47.58
09/27/2021	Agr Gardener Supply Co, 800-876-5520, VT, 05401, US	FRISCH, TAMMY	721.05
09/27/2021	The Webstaurant Store, 717-392-7472, PA, 17602, US	FRISCH, TAMMY	380.39
09/27/2021	Rschool Today, 6122843967, FL, 33609, US	MCFARLANE, JASON	375.00
09/27/2021	Buildersfirstsource637, 7158422001, WI, 54401, US	PERNSTEINER, CHAD	296.00
09/27/2021	Country Inn And Suites, Roseville, MN, 551130000, US	NYE, CASEY	240.62
09/27/2021	Country Inn And Suites, Roseville, MN, 551130000, US	NYE, CASEY	240.62
09/27/2021	Country Inn And Suites, Roseville, MN, 551130000, US	NYE, CASEY	240.62
09/27/2021	Menards Wausau Wi, Wausau, WI, 54401, US	ABEL, SCOT	129.72
09/27/2021	Amazon.Com 2c59q5oj2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	119.98
09/27/2021	Target.Com, 800-591-3869, MN, 55445, US	SUCKOW, ELLEN	104.45
09/27/2021	Walmart.Com Aa, 800-966-6546, AR, 72716, US	STROIK, MIRANDA	75.70
09/27/2021	Samsclub #6535, Wausau, WI, 54401, US	RAVEY, TRACY	47.48
09/27/2021	Math League Press, 201-5686328, NJ, 07670-2307, US	KAMPMANN, KEVIN	40.00
09/27/2021	Coral Lanes - Rothschi, Rothschild, WI, 54474, US	WELLER, JULIE	32.50
09/27/2021	Great American Publish, 616-5202169, MI, 49345, US	SEKEL, JAMES	24.98
09/27/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	RAVEY, TRACY	22.17
09/27/2021	Bestbuycom806495539841, 888bestbuy, MN, 55423, US	RAVEY, TRACY	19.99
09/27/2021	Tool Repair Parts, 7602018800, CA, 92081, US	FRISCH, TAMMY	17.03
09/27/2021	Usps Po 5674400919, Schofield, WI, 54476, US	SUCKOW, ELLEN	15.90
09/27/2021	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	12.42
09/27/2021	Napa Parts Schofield, Schofield, WI, 54476, US	HERNING, CODY	4.69
09/27/2021	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	0.01
09/28/2021	Irow-, Mosinee, WI, 54455, US	SUCHOMSKI, JOHN	818.75
09/28/2021	Amazon.Com 2c8ep6gu1 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	128.95
09/28/2021	Amzn Mktp US 2c71d8l42, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	35.98
09/28/2021	Amzn Mktp US 2c9lx9180, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	907.92
09/28/2021	Socrative, Edmonton, AB, T5J1A1, CA	FRISCH, TAMMY	208.00
09/28/2021	Pick N Save #406, Schofield, WI, 54476, US	MEYER, MELISSA	202.78
09/28/2021	Teacherspayteachers.Co, 6465880910, NY, 10003, US	SABEY, RENA	99.72
09/28/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	ANGELONI, FAYE	95.72
09/28/2021	Environmental Informat, 3019614999, MD, 20815, US	JABLONSKI, JASON	65.00
09/28/2021	Sherwin Williams 70349, Schofield, WI, 54476, US	JABLONSKI, JASON	47.26
09/28/2021	Outdoor News Inc, 7635464251, MN, 55442, US	FRISCH, TAMMY	29.00
09/28/2021	Trigs, Schofield, WI, 54476, US	WELLER, JULIE	26.21

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Tran Date	Where Used	District Card Name	Amount
09/28/2021	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	11.18
09/28/2021	Pick N Save #406, Schofield, WI, 54476, US	SUCKOW, ELLEN	5.28
09/29/2021	Linder Electronic Moto, Wausau, WI, 54401, US	HERNING, CODY	379.09
09/29/2021	Sp Sparx Hockey, Acton, MA, 01720, US	MULL, AARON	134.97
09/29/2021	Amzn Mktp US 2c9e33nm2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	24.99
09/29/2021	Tst Sams Pizza Schof, Schofield, WI, 54476, US	MULL, AARON	17.99
09/29/2021	The Bold Look, 3056878725, FL, 33147, US	WEGGE, KAREN A	1,162.94
09/29/2021	Centralinst, 3149770132, MO, 63110, US	JABLONSKI, JAMIE A	450.00
09/29/2021	Wf Wayfair3033633431, 8662638325, MA, 02116, US	SUCKOW, ELLEN	144.52
09/29/2021	Hemostat Labratories I, 707-6789594, CA, 95620-9779, US	FRISCH, TAMMY	79.50
09/29/2021	Trigs, Schofield, WI, 54476, US	SPETS, MATT	74.71
09/29/2021	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	37.09
09/29/2021	Amzn Mktp US 2c7c47n12, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	32.45
09/29/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	18.07
09/29/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	11.96
09/30/2021	Pb Leasing, 844-256-6444, CT, 06484, US	SEEHAFER, DAWN	424.59
09/30/2021	Samsclub #6535, Wausau, WI, 54401, US	MULLALEY, JESSICA	186.12
09/30/2021	Trigs, Schofield, WI, 54476, US	MULLALEY, JESSICA	40.55
09/30/2021	Officemax/Depot 6367, Wausau, WI, 54401, US	MULLALEY, JESSICA	35.68
09/30/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	4,800.00
09/30/2021	Samsclub.Com, 888-746-7726, AR, 72712, US	RAVEY, TRACY	2,397.00
09/30/2021	B&h Photo 800-606-6969, 800-2215743, NY, 10001, US	DALEY, MICHELLE	1,384.50
09/30/2021	Amzn Mktp US 2c6fp9jh2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	546.50
09/30/2021	Concourse Hotel, Madison, WI, 53703, US	GILMORE, KRISTINE	388.00
09/30/2021	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	239.99
09/30/2021	Wonder Media, Llc, Canoga Park, CA, 91303, US	JABLONSKI, JAMIE A	220.00
09/30/2021	Sq Clay House/Pizza K, Weston, WI, 54476, US	WELLER, JULIE	131.70
09/30/2021	Pick N Save 5406, 866-611-1979, WI, 54476, US	STROIK, MIRANDA	103.58
09/30/2021	Dbc Blick Art Material, 800-447-1892, IL, 61401, US	DALEY, MICHELLE	77.56
09/30/2021	Abcmouse.Com, 800-633-3331, CA, 91203, US	JABLONSKI, JAMIE A	59.99
09/30/2021	Educationcom Premium, 6503724040, CA, 94401, US	JABLONSKI, JAMIE A	59.94
09/30/2021	Educationcom Premium, 6503724040, CA, 94401, US	JABLONSKI, JAMIE A	59.94
09/30/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	38.44
09/30/2021	Weston Hardware, Weston, WI, 54476, US	ABEL, SCOT	37.55
09/30/2021	Heat & Power Products, Little Chute, WI, 54140, US	HINSON, DERALD	189.85
09/30/2021	Red Clover Market, Weston, WI, 54476, US	BAUDHUIN, LATICIA	12.45
10/01/2021	Fishdonkeysubscription, Shoreview, MN, 55126, US	SEEHAFER, DAWN	347.00
10/01/2021	Amzn Mktp US 2c8ep1022, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	62.98
10/01/2021	Amzn Mktp US 2c1hc58o0, Amzn.Com/Bill, WA, 98109, US	MULLALEY, JESSICA	54.90
10/01/2021	Displays2go, 401-247-0333, MA, 02720, US	MCFARLANE, JASON	1,074.33
10/01/2021	Decker Equipment, 800-7624899, MI, 48768, US	JABLONSKI, JASON	550.56
10/01/2021	Amzn Mktp US 2c4ah7eo2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	479.98
10/01/2021	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	95.33
10/01/2021	Gopher Sport, 8776997927, MN, 55060, US	JABLONSKI, JAMIE A	55.95
10/01/2021	Amazon.Com 2c96b2ev2 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	50.97
10/01/2021	Tds Telecom, 8665716662, WI, 53717, US	RAVEY, TRACY	50.71
10/01/2021	Npg Scientic American, 800-333-1199, NY, 10013, US	FRISCH, TAMMY	34.99

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Tran Date	Where Used	District Card Name	Amount
10/01/2021	Cke Log Cabin Restaura, Schofield, WI, 54476, US	SPETS, MATT	34.53
10/01/2021	Wis Natural Resources, 800-678-9472, WI, 53707, US	FRISCH, TAMMY	8.97
10/01/2021	Village Deli, Schofield, WI, 54476, US	BAUDHUIN, LATICIA	150.00
10/04/2021	Amzn Mktp US 2c7z16d80, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	319.85
10/04/2021	Olive Garden 0021864, Wausau, WI, 54401, US	SEEHAFER, DAWN	269.07
10/04/2021	Amazon.Com 2c11152i0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	163.17
10/04/2021	Amzn Mktp US 2c6vu7670, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	63.65
10/04/2021	Amazon.Com 2c25o7hn2 A, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	16.54
10/04/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,947.00
10/04/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	537.00
10/04/2021	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	445.00
10/04/2021	Amazon.Com 2c6z74yj1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	319.95
10/04/2021	Amzn Mktp US 2c02n9u40, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	267.34
10/04/2021	Amzn Mktp US 2c2mr57c0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	139.99
10/04/2021	Midland Plastics Inc, 2629387000, WI, 53151, US	PERNSTEINER, CHAD	125.50
10/04/2021	Hsu Growing Supply, Wausau, WI, 54403, US	FRISCH, TAMMY	111.00
10/04/2021	360training.Com, 5125392740, TX, 78746, US	JABLONSKI, JAMIE A	51.70
10/04/2021	Our Wi Mag, 877-9029760, WI, 54557, US	FRISCH, TAMMY	19.98
10/05/2021	Mindbody, 805-5462000, CA, 93401, US	MULL, AARON	165.75
10/05/2021	Sams Club #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	105.36
10/05/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	6.79
10/05/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	1.50
10/05/2021	Amzn Mktp US 2798i0oj1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	1,999.90
10/05/2021	Apple.Com/Us, 8006927753, CA, 95014, US	RAVEY, TRACY	1,341.00
10/05/2021	Amzn Mktp US 274me6cz0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	119.76
10/05/2021	Dollar Tree, Schofield, WI, 54476, US	STROIK, MIRANDA	30.00
10/05/2021	Trigs, Schofield, WI, 54476, US	MEYER, MELISSA	24.56
10/05/2021	Amzn Mktp US 270nw1cs0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	22.09
10/05/2021	Amzn Mktp US 2c0wf8dz2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	19.99
10/05/2021	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	2.64
10/05/2021	Dollar Tree, Schofield, WI, 54476, US	BAUDHUIN, LATICIA	64.86
10/05/2021	Target 00003640, Schofield, WI, 54476, US	BAUDHUIN, LATICIA	29.67
10/06/2021	Nearpod, 8556327763, FL, 33004, US	GOETSCH, DIANE	159.00
10/06/2021	Menards Wausau Wi, Wausau, WI, 54401, US	JABLONSKI, JASON	77.15
10/06/2021	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	13.59
10/06/2021	Kalahari Resort - Wi, Wisconsin Del, WI, 53965, US	MCFARLANE, JASON	118.89
10/06/2021	Amzn Mktp US 2724e8l71, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	47.98
10/06/2021	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	29.96
10/06/2021	Amzn Mktp US 2c5jk5ko2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	17.99
10/06/2021	Weston Hardware, Weston, WI, 54476, US	SUCKOW, ELLEN	15.80
10/06/2021	Displays2go, 401-247-0333, MA, 02720, US	MCFARLANE2, JASON	-98.05
10/07/2021	Sams Club #6535, Wausau, WI, 54401, US	MULLALEY, JESSICA	80.48
10/07/2021	Dollar Tree, Schofield, WI, 54476, US	JAKUBEK, JACQUE	66.00
10/07/2021	Amzn Mktp US 2c16v5ud2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	40.95
10/07/2021	Pick N Save #404, Rothschild, WI, 54474, US	MULLALEY, JESSICA	11.75
10/07/2021	Crossroads County Ma, Wausau, WI, 54401, US	MULLALEY, JESSICA	9.87
10/07/2021	Cdw Govt #1773363, 800-808-4239, IL, 60061, US	RAVEY, TRACY	2,351.00

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Tran Date	Where Used	District Card Name	Amount
10/07/2021	Fleet Farm Ecom 4000, 8776337456, MN, 56425, US	FRISCH, TAMMY	239.98
10/07/2021	Wonder Media, Llc, Canoga Park, CA, 91303, US	JABLONSKI, JAMIE A	220.00
10/07/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	NYE, CASEY	220.00
10/07/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	NYE, CASEY	220.00
10/07/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	NYE, CASEY	220.00
10/07/2021	Ferguson Ent, Inc 331, 7156753384, WI, 54401, US	PERNSTEINER, CHAD	186.24
10/07/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	NYE, CASEY	135.00
10/07/2021	Starfall Education, 8888578990, CO, 80302, US	JABLONSKI, JAMIE A	70.00
10/07/2021	Amazon.Com 275vi3zd0 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	48.60
10/07/2021	Target.Com, 800-591-3869, MN, 55445, US	DALEY, MICHELLE	21.08
10/07/2021	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	283.32
10/07/2021	Weston Hardware, Weston, WI, 54476, US	JABLONSKI, JASON	260.09
10/08/2021	Quill Corporation, 800-982-3400, SC, 29203, US	MULL, AARON	46.29
10/08/2021	Greenheck Field House-, Schofield, WI, 54476, US	MULL, AARON	15.00
10/08/2021	Fishdonkeyssubscription, Shoreview, MN, 55126, US	SEEHAFER, DAWN	-347.00
10/08/2021	Id Wholesaler, Miami Lakes, FL, 33014, US	RAVEY, TRACY	1,947.40
10/08/2021	Learning A-Z, Llc, 866-889-3729, TX, 75287, US	KEMP, JANE	570.00
10/08/2021	Esgi Software, Itasca, IL, 60143, US	SABEY, RENA	225.00
10/08/2021	Event Wisconsin Art E, Tysons Corner, VA, 22102, US	NYE, CASEY	220.00
10/08/2021	M-F Manufacturing Co I, 8172819488, TX, 76117, US	FRISCH, TAMMY	189.65
10/08/2021	W.V.C.Ed, Louisville, KY, 40205, US	SABEY, RENA	126.35
10/08/2021	Safety Glasses Usa.Com, 2692732850, MI, 49093, US	FRISCH, TAMMY	67.26
10/08/2021	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	60.57
10/08/2021	Wm Supercenter #2127, Wausau, WI, 54401, US	DALEY, MICHELLE	55.66
10/08/2021	Amzn Mktp US 279tw3ak1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	12.64
10/08/2021	Displays2go, 401-247-0333, MA, 02720, US	MCFARLANE2, JASON	-111.51
10/08/2021	Learning A-Z, Llc, 866-889-3729, TX, 75287, US	KEMP, JANE	81.00
			129,366.81

Account Level		Beginning	2021-22	2021-22	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	-3,399,062.23	38,425,027.77	34,763,671.77	262,293.77
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	11,871,082.08	12,530,674.82	-659,592.74
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	15,912,308.09	24,474,584.11	34,356,721.35	6,030,170.85
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	500,045.52	30.72	0.00	500,076.24
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,071,831.85	0.00	7,071,831.85	0.00
10 A 000 000 713200 000 000 000	GENERAL FUND/AC ACCOUNTS RECEIVABLE	1,116.83	0.00	1,116.83	0.00
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	0.00	0.00	0.00	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	17,171.88	0.00	17,171.88	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	840,285.27	0.00	840,285.27	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	1,188,267.12	0.00	1,102,897.24	85,369.88
10 A 000 000 716000 000 000 000	GENERAL FUND/IN INVENTORY	53,684.08	0.00	53,684.08	0.00
10 A 000 000 717000 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	161,953.85	8,035.51	111,281.60	58,707.76
10 A 000 000 717001 000 000 000	GENERAL FUND/PR PREPAID EXPENSE	0.00	0.00	0.00	0.00
10 A 000 000 751000 000 000 000	GENERAL FUND/FI FIXED ASSETS-SITES	0.00	0.00	0.00	0.00
10 A 000 000 753000 000 000 000	GENERAL FUND/FI FIXED ASSETS-BUILDINGS	0.00	0.00	0.00	0.00
10 A 000 000 754000 000 000 000	GENERAL FUND/FI FIXED ASSETS-EQUIPMENT	0.00	0.00	0.00	0.00
10 A 000 000 754100 000 000 000	GENERAL FUND/EQ FIXED ASSETS-ACCUM DEPRECIATN	0.00	0.00	0.00	0.00
10 L 000 000 000000 000 000 000	GENERAL FUND/N/	0.00	0.00	0.00	0.00
10 L 000 000 811100 000 000 000	GENERAL FUND/TE TEMPORARY NOTES PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-820,391.69	7,292,791.53	6,475,694.84	-3,295.00
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	-53,654.16	462,788.40	458,066.72	-48,932.48
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-229,415.26	1,976,091.40	1,954,867.60	-208,191.46
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	1,037,569.87	1,158,498.35	-120,928.48
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-84,371.23	671,354.67	662,008.35	-75,024.91
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-718,512.05	1,801,730.41	1,971,014.78	-887,796.42
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	-10,241.42	46,509.48	47,118.57	-10,850.51

Fd T Loc		Obj Func		Prj DeptJob		Account Level		Beginning	2021-22		2021-22	Ending	
Fd T Loc		Obj Func		Prj DeptJob		Description		Balance	FYTD Debits	FYTD Credits	Balance		
10	L	000	000	811634	000	000	000	GENERAL FUND/SP	SPOUSE/DEP'T LIFE INSURANCE	-1,997.45	3,120.03	4,043.02	-2,920.44
10	L	000	000	811635	000	000	000	GENERAL FUND/DE	DEPENDENT CARE - CHPT125	-1,817.99	29,667.79	48,392.04	-20,542.24
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	-877.43	25,477.69	33,626.72	-9,026.46
10	L	000	000	811640	000	000	000	GENERAL FUND/UN	UNITED WAY	0.00	5,900.50	6,538.04	-637.54
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	4,061.24	59,145.68	-55,084.44
10	L	000	000	811644	000	000	000	GENERAL FUND/DE	DENTAL INS. - SELF PAY - COBRA	0.00	333.76	5,910.38	-5,576.62
10	L	000	000	811645	000	000	000	GENERAL FUND/LI	LIFE INS - EMPLOYER CONTRIBUTI	-20,417.77	31,542.45	32,914.22	-21,789.54
10	L	000	000	811647	000	000	000	GENERAL FUND/LI	LIMITED FLEX PLAN-CHAPTER 125	-1,371.07	0.00	0.00	-1,371.07
10	L	000	000	811648	000	000	000	GENERAL FUND/SU	SUPPLEMENTAL LIFE INSURANCE	-2,878.89	12,038.72	16,174.49	-7,014.66
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	130.25	130.25	0.00
10	L	000	000	811655	000	000	000	GENERAL FUND/V	V VISION PLAN (DELTA)	63.14	14,321.51	13,777.49	607.16
10	L	000	000	811656	000	000	000	GENERAL FUND/V	V SHORT TERM DISABILITY	7,478.79	18,087.88	24,414.54	1,152.13
10	L	000	000	811665	000	000	000	GENERAL FUND/RO	ROTH 403(B)	0.00	29,982.12	32,461.37	-2,479.25
10	L	000	000	811670	000	000	000	GENERAL FUND/TS	TSA'S	0.00	327,529.26	362,708.41	-35,179.15
10	L	000	000	811673	000	000	000	GENERAL FUND/RE	RETIREE HEALTH	0.00	0.00	3,631.05	-3,631.05
10	L	000	000	811674	000	000	000	GENERAL FUND/RE	RETIREE DENTAL	0.00	0.00	0.00	0.00
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	811697	000	000	000	GENERAL FUND/CH	CHAMBER GIFT CERTIFICATES	0.00	0.00	6,389.97	-6,389.97
10	L	000	000	811699	000	000	000	GENERAL FUND/MI	MISCELLANEOUS DEDUCTION	0.00	17,221.20	19,247.77	-2,026.57
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	27,266,544.86	27,266,840.69	-295.83
10	L	000	000	811820	000	000	000	GENERAL FUND/VO	VOUCHERS PAYABLE	-3,719,974.79	3,719,974.79	0.00	0.00
10	L	000	000	812000	000	000	000	GENERAL FUND/DU	Due To Other Funds	-4,051,105.45	4,357,259.52	306,154.07	0.00
10	L	000	000	815100	000	000	000	GENERAL FUND/SE	SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
10	L	000	000	815901	000	000	000	GENERAL FUND/OP	OPEB 73	0.00	0.00	0.00	0.00
10	L	000	000	816000	000	000	000	GENERAL FUND/DE	DEFERRED REVENUES	0.00	0.00	0.00	0.00
10	L	000	000	816200	000	000	000	GENERAL FUND/DE	DEFERRED REVENUE STATE AID	0.00	0.00	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	816999	000	000	000	GENERAL FUND/OT	DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00
10	L	000	000	817100	000	000	000	GENERAL FUND/HE	HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00

Account Level		Beginning	2021-22	2021-22	Ending
Fd T Loc Obj Func Prj DeptJob	Fd T Loc Obj Fu Description	Balance	FYTD Debits	FYTD Credits	Balance
10 L 000 000 817101 000 000 000	GENERAL FUND/SE SECURITY PREMIUM PAYABLE	-1,246,116.08	3,676,656.52	3,691,933.81	-1,261,393.37
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	-55,000.00	326,732.13	356,843.42	-85,111.29
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	1,266,470.66	1,657,970.11	-391,499.45
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	0.00	0.00	0.00	0.00
10 Q 000 000 936130 000 000 000	GENERAL FUND/UN UNSPENT COMMON SCHOOL LIBRARY	-12,490.23	271,618.33	136,042.97	123,085.13
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)	-11,325,491.23	22,749,975.51	14,560,346.26	-3,135,861.98
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	152,222,242.67	152,222,242.67	0.00

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Description	Beginning	2021-22		Ending
									Balance	FYTD Debits	FYTD Credits	Balance	
27	A	000	000	711000	000	000	000	SPECIAL EDUCATI	CASH	470,334.87	681,304.82	2,895,567.21	-1,743,927.52
27	A	000	000	711100	000	000	000	SPECIAL EDUCATI	PAYROLL CLEARANCE ACCOUNT	0.00	2,879,774.81	3,319,801.22	-440,026.41
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	613,384.56	613,384.56	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	622,138.11	39,972.99	662,111.10	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	-57,645.69	226,920.63	169,274.94	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	-10,147.07	10,147.07	0.00	0.00
27	L	000	000	811611	000	000	000	SPECIAL EDUCATI	SOCIAL SECURITY TAX	-43,387.32	43,387.32	0.00	0.00
27	L	000	000	811620	000	000	000	SPECIAL EDUCATI	RETIREMENT DEDUCTION	-47,919.71	47,919.71	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	-2,387.45	2,387.45	0.00	0.00
27	L	000	000	811645	000	000	000	SPECIAL EDUCATI	LIFE INS - EMPLOYER CONTRIBUTI	-1,171.37	1,171.37	0.00	0.00
27	L	000	000	811815	000	000	000	SPECIAL EDUCATI	NET EFT PAYABLE	0.00	5,295,062.97	5,295,062.97	0.00
27	L	000	000	811820	000	000	000	SPECIAL EDUCATI	VOUCHERS PAYABLE	-709,923.96	709,923.96	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	-202,754.97	202,754.97	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	-17,135.44	17,135.44	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	106,555.13	201,696.97	-95,141.84
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	3,757,307.25	1,478,211.48	2,279,095.77
27	-	-	-	-	-	-	-	-	-	0.00	14,635,110.45	14,635,110.45	0.00

		Account Level		Beginning	2021-22	2021-22	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	1,655,206.81	550,245.34	593,501.84	1,611,950.31	
50 A 000 000 711100 000 000 000	FOOD SERVICE FU	PAYROLL CLEARANCE ACCOUNT	0.00	255,063.41	323,784.52	-68,721.11	
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	665,819.46	558,586.35	107,233.11	
50 A 000 000 713200 000 000 000	FOOD SERVICE FU	ACCOUNTS RECEIVABLE	81.75	0.00	81.75	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	115,013.15	0.00	115,013.15	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	-42,378.75	250,292.92	207,914.17	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	-316.52	316.52	0.00	0.00	
50 L 000 000 811611 000 000 000	FOOD SERVICE FU	SOCIAL SECURITY TAX	-1,353.46	1,353.46	0.00	0.00	
50 L 000 000 811620 000 000 000	FOOD SERVICE FU	RETIREMENT DEDUCTION	-1,465.73	1,465.73	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	371,639.39	371,639.39	0.00	
50 L 000 000 811820 000 000 000	FOOD SERVICE FU	VOUCHERS PAYABLE	-22,359.58	22,359.58	0.00	0.00	
50 L 000 000 812000 000 000 000	FOOD SERVICE FU	Due To Other Funds	-85,920.82	85,920.82	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	0.00	0.00	0.00	0.00	
50 L 000 000 815900 000 000 000	FOOD SERVICE FU	Other Deposits Payable	-122,382.86	0.00	0.00	-122,382.86	
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	768.94	78,605.77	-77,836.83	
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	-1,494,216.99	616,712.46	572,831.09	-1,450,335.62	
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	2,821,958.03	2,821,958.03	0.00	

Fd T Loc		Obj Func		Prj DeptJob		Fd T Loc Obj Fu		Account Level	Beginning	2021-22		Ending
								Description	Balance	FYTD Debits	FYTD Credits	Balance
80	A	000	000	711000	000	000	000	COMMUNITY SERVI CASH	-58,335.57	755,398.69	767,505.65	-70,442.53
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	292,730.25	319,797.81	-27,067.56
80	A	000	000	711105	000	000	000	COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
80	A	000	000	711200	000	000	000	COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00	1,030.00
80	A	000	000	711300	000	000	000	COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00
80	A	000	000	712000	000	000	000	COMMUNITY SERVI INVESTMENTS	0.00	0.00	0.00	0.00
80	A	000	000	713100	000	000	000	COMMUNITY SERVI TAXES RECEIVABLE	0.00	0.00	0.00	0.00
80	A	000	000	713200	000	000	000	COMMUNITY SERVI ACCOUNTS RECEIVABLE	115,684.79	0.00	115,684.79	0.00
80	A	000	000	713205	000	000	000	COMMUNITY SERVI RECEIVABLES - UNCOLLECTED GHF	11,538.90	0.00	11,253.90	285.00
80	A	000	000	714100	000	000	000	COMMUNITY SERVI Due From Other Funds	42,389.45	306,154.07	348,543.52	0.00
80	A	000	000	715600	000	000	000	COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	1,804.40	0.00	1,804.40	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	-37,372.44	146,226.26	108,853.82	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	-668.04	668.04	0.00	0.00
80	L	000	000	811611	000	000	000	COMMUNITY SERVI SOCIAL SECURITY TAX	-2,856.70	2,856.70	0.00	0.00
80	L	000	000	811620	000	000	000	COMMUNITY SERVI RETIREMENT DEDUCTION	-1,472.88	1,472.88	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	417,043.91	417,043.91	0.00
80	L	000	000	811820	000	000	000	COMMUNITY SERVI VOUCHERS PAYABLE	-46,124.24	46,124.24	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	-1,320.00	1,320.00	0.00	0.00
80	L	000	000	816901	000	000	000	COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-21,630.82	21,630.82	0.00	0.00
80	L	000	000	816902	000	000	000	COMMUNITY SERVI DEFER.REV.-ADULT & FAMILY FEES	-1,039.20	1,039.20	0.00	0.00
80	L	000	000	816903	000	000	000	COMMUNITY SERVI DEFERRED REVENUE-VARIOUS CAMPS	-34,615.17	34,615.17	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	-5,264.64	5,264.64	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	-2,355.50	2,355.50	0.00	0.00
80	L	000	000	816909	000	000	000	COMMUNITY SERVI DEF.REV.- H.S. HOCKEY	-900.00	900.00	0.00	0.00
80	L	000	000	816911	000	000	000	COMMUNITY SERVI DEF.REV.-MEMBERSHIPS	-3,411.38	3,411.38	0.00	0.00
80	L	000	000	816913	000	000	000	COMMUNITY SERVI DEFERRED REVENUE-GHF CONCESSIO	-2,799.38	2,799.38	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

Fd T		Loc		Obj Func		Prj DeptJob		Account Level		Beginning	2021-22		Ending
Fd T		Loc		Obj Fu		Description		Balance	FYTD Debits	FYTD Credits	Balance		
80	Q	000	000	000000	000	000	000	COMMUNITY SERVI	0.00	0.00	0.00	0.00	
80	Q	000	000	931000	000	000	000	COMMUNITY SERVI FUND BALANCE - RESERVED	0.00	896.07	896.07	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	47,468.42	452,292.77	403,816.10	95,945.09	
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	2,495,199.97	2,495,199.97	0.00	

Fd T Loc Obj Func	Prj DeptJob	Fd T Loc Obj Fu	Account Level Description	Beginning Balance	2021-22 FYTD Debits	2021-22 FYTD Credits	Ending Balance
Grand Asset Totals				25,325,811.92	81,818,608.59	101,495,758.46	5,648,662.05
Grand Liability Totals				-12,541,081.89	61,133,305.41	51,588,335.84	-2,996,112.32
Grand Equity Totals				-12,784,730.03	29,222,597.12	19,090,416.82	-2,652,549.73
Grand Totals				0.00	172,174,511.12	172,174,511.12	0.00

Number of Accounts: 227

***** 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: CenFlex
(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: brett@cenflex.com

OR

Donor Address: _____

Description of Gift/Donation: 1 Tormach 1100M CNC Mill and 1 Tormach 15L Slant-Pro Lathe
\$25,345

Estimated Value: D.C. Everest Technology Education Department -Metal Manufacturing

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

Date Received: 9-20-21

Recipient - District employee we may contact with questions: Aaron Hoffman
Incorporate CNC programming/machining

Purpose of Gift/Donation: _____

Principal Approval of Gift: YES NO

[Signature]
(Principal's Signature)

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

Superintendent Approval of Gift: YES NO

[Signature]
(Superintendent's Signature)

School Board Approval of Gift: YES NO

(School Board Clerk's Signature)

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



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Michael J. Raether, Principal
Todd J. Bohm, Assistant Principal
Jeffrey A. See, Assistant Principal
James E. Sekel, Athletic Director

September 28, 2021

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

Dear Dr. Gilmore:

I have received applications from the following high school students for the Early College Credit Program enrollment at UW-Stevens Point for the second semester of the 2021-22 school year. These course selections meet the requirements for the Early College Credit course enrollments. I recommend these applications be approved and tuition be paid in full.

Name	Course(s) Applied For	HS Credit
Student 1 (also see below)	Pluralism for Education, EDUC205	.5
	Human Growth & Development, HD265	.75
Student 2	Concepts in Nursing Practice, Nurs455	.75
	Aging and Health, Nurs452	.75
	Foundations of Professional Nursing Practice, Nurs407	.75
	Human Pathophysiology, HS390	1

I have received an application from the following high school student for the Early College Credit Program enrollment at UW-Stevens Point for the second semester of the 2021-22 school year. Please be aware that the courses are comparable courses to what we offer at the high school; therefore, the student is required to pay their own tuition in full.

Name	Course(s) Applied For	HS Credit
Student 1 (also see above)	Astronomy, Astr100 General Biology, Biol101 World History Before 1500, Hist101 Biological Prin & the Human Environment, Biol100 Programs for Children & Family, HD262	

Sincerely,

Michael J. Raether, Principal



D.C. Everest IDEA School
4707 Camp Phillips Road
Weston, WI 54476

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

From: Diane Goetsch, *Administrative Liaison DC Everest Idea School*

Subject: Early College Credit Program

Date: September 30, 2021

I have received an application from the following high school student for the Early College Credit Program (ECCP) enrollment at UW Stevens Point - Wausau Campus for the second semester of the 2021-22 school year. These course selections meet the requirements for ECCP course enrollments. I recommend this application be approved and tuition be paid in full by the district.

<i>Student</i>	<i>Course(s) Applied For</i>
Student 1	ECON 111 – Principles of Microeconomics – 3 credits



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

Michael J. Raether, Principal
Todd J. Bohm, Assistant Principal
Jeffrey A. See, Assistant Principal
James E. Sekel, Athletic Director

September 9, 2021

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

Dear Dr. Gilmore:

I received applications from the following high school students for the Start College Now Program enrollment at NTC for the second semester of the 2021-22 school year. These course selections meet the requirements for Start College Now course enrollments. I recommend these applications be approved and tuition be paid in full by the district.

Name	Course(s) Applied For	HS Credit	Alternate Course(s) Applied For	HS Credit
Student 1	CNA, 30-543-300	.75		
Student 2	Into to Human Services, 10520101	.75		
	Intro to Counseling, 10520115	.75		
	Understanding Addiction	.75		

I received an application from the following high school student for the Start College Now Program enrollment at NTC for the second semester of the 2021-22 school year. Please be aware that the course is a comparable course to what we offer at the high school; therefore, the student is required to pay their own tuition in full.

Name	Course(s) Applied For	HS Credit	Alternate Course(s) Applied For	HS Credit
Student 3	Gen Anatomy & Physiology	1		

Sincerely,

Michael J. Raether
Principal



D.C. Everest IDEA School
4707 Camp Phillips Road
Weston, WI 54476

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

From: Diane Goetsch, *Administrative Liaison DC Everest Idea School*

Subject: Start College Now Program

Date: September 28, 2021

I have received applications from the following high school students for the Start College Now Credit Program enrollment at North Central Technical College Campus for the second semester of the 2021-22 school year. This course selection meets the requirements for Start College Now course enrollments.

This course is not offered at DC Everest Senior High or at Idea School. As a result of this situation, I recommend this application be approved and tuition be paid in full by the district.

<i>Student</i>	<i>Course(s) Applied For</i>
Student 1	Beginning Sign Language – 3 credits



Book	Policy Manual
Section	Second Reading by Board
Title	DEFINITIONS
Code	po0100
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 15, 2021
Prior Revised Dates	6/16/2021, 10/21/2020, 3/22/2017

0100 - DEFINITIONS

The bylaws of the Board ~~of Education~~ of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws and policies, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Agreement

A collectively-negotiated contract with a recognized bargaining unit.

Apps and Services

Apps and services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network, or client-server applications in which the user interface runs in a web browser. Apps and services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps and services also are used to facilitate communication to, from and among and between, staff, students, parents, Board members, and/or other stakeholders and members of the community.

Board

The School Board also commonly referred to as the Board. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy.

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0170)

District

The School District. Within these bylaws and policies, the terms Board and District may be used interchangeably, depending on the context of the policy. 76

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agencies

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. [The DRC is designated in Policy 8310 - Public Records.](#)

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. (PI 8.01(2)(g)3.)

Meeting

Any gathering which is attended by or open to all of the members of the Board, held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. Wis. Stat. 19.82(2).

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintain those expectations.

President

The chief executive officer of the Board. (See Bylaw 0170)

Principal

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The educational leader and head administrator of one (1) or more District schools. In policy and administrative guidelines, implies authority to delegate responsibilities to appropriate members of his/her staff.

Professional Staff Member

District employees who are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees who are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child or step-child, grandparents, grandchild, ~~or~~ dependent or member of ~~in~~ the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11). A school nurse has the authority to exclude students for signs of illness.

School Official

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers).

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage with one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts. Apps and web services shall not be considered social media unless they are listed on the District's website as District-approved social media platforms/sites.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the school district is referred to as Superintendent. He/She has the authority of the Superintendent by law. In policy, capitalization of the "S" in Superintendent implies delegation of responsibilities to appropriate staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals, even though it is a requirement to hold a special education program aide license issued by the Wisconsin Department of Public Instruction (DPI) or another valid and current DPI license

or permit.

Technology Resources

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The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board. (See Bylaw 0170)

Vice-President

The Vice-President of the Board. (See Bylaw 0170)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

~~Revised 3/22/17~~

~~Revised 10/21/20~~

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Last Modified by Ellen Suckow on September 29, 2021



Book	Policy Manual
Section	Second Reading by Board
Title	AUTHORITY OF INDIVIDUAL BOARD MEMBERS
Code	po0143
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 7, 2021
Prior Revised Dates	10/21/2020

0143 - **AUTHORITY OF INDIVIDUAL BOARD MEMBERS**

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

[X] Board member information requests will be considered under the procedures outlined in Bylaw 0143.2 - Board Member Information Requests.

~~OR what we already have:~~

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

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Last Modified by Ellen Suckow on September 29, 2021



Book	Policy Manual
Section	Second Reading by Board
Title	BOARD MEMBER ETHICS
Code	po0144.2
Status	Second Reading
Adopted	May 25, 2016

DELETE BYLAW - VOL. 30, NO. 2

~~0144.2~~ BOARD MEMBER ETHICS

~~As members of the Board, Board members will strive to improve public education and to that end, they will:~~

- ~~A. attend all regularly scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;~~
- ~~B. recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings;~~
- ~~C. render all decisions based on the available facts and independent judgment, and refuse to surrender that judgment to individuals or special interest groups;~~
- ~~D. encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community;~~
- ~~E. work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator;~~
- ~~F. communicate to other Board members and the District Administrator expressions of public reaction to Board policies and school programs;~~
- ~~G. inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and National School Boards Associations;~~
- ~~H. support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;~~
- ~~I. avoid being placed in a position of conflict of interest, and refrain from using their Board positions for personal partisan gain;~~
- ~~J. take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law;~~
- ~~K. remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.~~

~~Source: Board of Directors, National School Boards Association.~~

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Book	Policy Manual
Section	Second Reading by Board
Title	SCHOOL PERFORMANCE REPORT
Code	po0174.2
Status	Second Reading
Adopted	May 25, 2016
Last Revised	September 15, 2020

DELETE BYLAW - VOL. 30, NO. 2

~~0174.2 SCHOOL PERFORMANCE REPORT~~

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

~~[] The School and School District Performance Report will be posted on the District's website. **[required for those District's that maintain a website]**~~

~~© Neola 2020~~

Legal 115.38, Wis. Stats.

Last Modified by Ellen Suckow on September 29, 2021



Book	Policy Manual
Section	Second Reading by Board
Title	SUBSTANCE ABUSE
Code	po3170
Status	Second Reading
Adopted	May 25, 2016

DELETE POLICY - VOL. 30, NO. 2

~~3170~~ SUBSTANCE ABUSE

~~The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of professional staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.~~

~~A professional staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to professional staff members having any other illness.~~

~~The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected alcohol or drug problem rests with the professional staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the Board. The Board will assist an employee with an alcohol or drug problem in developing reasonable accommodations so that the employee may perform his/her work, consistent with State and Federal law. Existence of a substance abuse problem does not excuse misconduct in employment or violation of Board policy.~~

~~No professional staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.~~

~~Professional staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.~~

~~This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.~~

~~© Neola 2006~~

Legal	Americans with Disabilities Act of 1990
	Wis. Stat. 111.34

Last Modified by Ellen Suckow on September 29, 2021



Book	Policy Manual
Section	Second Reading by Board
Title	SUBSTANCE ABUSE
Code	po4170
Status	Second Reading
Adopted	May 25, 2016

~~4170—SUBSTANCE ABUSE~~

~~The Board of Education recognizes alcoholism and drug abuse as treatable illnesses. When such illnesses impair the performance of support staff members, the Board recognizes the responsibility to assist in a manner recommended by appropriate specialists in the treatment of those illnesses.~~

~~A support staff member having an illness or other problem relating to the use of alcohol or other drugs will receive the same careful consideration and offer of assistance that is presently extended to support staff members having any other illness.~~

~~The responsibility to correct unsatisfactory job performance or behavior resulting from a suspected alcohol or drug problem rests with the support staff member. Failure to do so will result in appropriate corrective or disciplinary action as determined by the () District Administrator () Board. The DistrictBoard will assist an employee with an alcohol or drug problem in developing reasonable accommodations so that the employee may perform his/her work, consistent with State and Federal law. Existence of a substance abuse problem does not excuse misconduct in employment or violation of Board policy.~~

~~No support staff member will have his/her job security or promotion opportunities jeopardized by his/her request for counseling or referral assistance.~~

~~Support staff members who suspect they may have an alcohol or other drug abuse problem are encouraged to seek counseling and information on a confidential basis by contacting resources available for such service.~~

~~This policy shall be administered in accordance with the Americans with Disabilities Act of 1990 and applicable State laws.~~

~~© Neola 2006~~

Legal	Americans with Disabilities Act of 1990
	Wis. Stat. 111.34

Last Modified by Ellen Suckow on September 29, 2021

Comparison of 3rd Friday Count (Sept. 18, 2020) to 3rd Friday Count (Sept. 17, 2021)	9/18/2020	9/17/2021	Difference / Impact on Count
Friday Head Count (per building student rosters by grade)	5992	6018	26
Journey - partially attending DCE (*Note: 0 are counted above in Friday Head Count)	0	0	0
Journey - not attending DCE (District paying Tuition), (not counted above in Friday Count) (add)	0	0	0
Resident Virtual School/Partnership "OUT" (66.03 agreements- Appleton Connection Academy) (add)	1	0	(1)
Tuition/Hearing, Visually Impaired, etc. (add)	0	0	0
Students Attending a Residential Treatment Center (District paying tuition) (add)	0	0	0
Resident DCE Students attending other schools on Open Enrollment-"OUT" (add)	356	331	(25)
Resident DCE Students attending other schools on Add. Tuition Waiver "OUT" (add)	0	0	0
Non-resident students attending DCE, Open Enrollment-"IN" (subtract)	-470	-430	40
Non-resident students attending DCE on Additional Year Tuition Waivers (TWA) "IN" (subtract)	0	-1	(1)
Non-resident students attending DCE on 9 Week Waiers "IN" (subtract)	0	-1	(1)
Youth Challenge Academy (Reported on different count report)	0	0	0
OFFICIAL Friday Count	5879	5917	38 +23.5 FTE difference

Net Student Count Comparison by Category	9/18/2020	9/17/2021	Difference in Students for Count
Preschool - Special Education	26	19	(7)
4 Year Old Kindergarten (524.5 hrs)	307	352	45
5 Year Old Kindergarten 5 Full Days	384	389	5
Grades 1 - 12	5162	5157	(5)
	5879	5917	38

Net FTE for Revenue Limit Comparison by Category	9/18/2020	9/17/2021	Difference in FTE for Count
Preschool - Special Education	13	9.5	(3.5)
4 Year Old Kindergarten (524.5 hrs)	184.2	211.2	27.0
5 Year Old Kindergarten 5 Full Days	384	389	5.0
Grades 1 - 12	5162	5157	(5.0)
	5743.2	5766.7	23.5

D. C. Everest Area School District

3rd Friday Count 9/17/2021

Friday Head Count (per building student rosters by grade)	6018
Journey - partially attending DCE (*Note: 0 are counted above in Friday Head Count)	0
Journey - not attending DCE (District paying Tuition), (not counted above in Friday Count) (add)	0
Resident Partnership "OUT" (66.03 agreements) (add)	0
Tuition/Hearing, Visually Impaired, etc. (add)	0
Students Attending a Residential Treatment Center (District paying tuition) (add)	0
Resident DCE Students attending other schools on Open Enrollment-"OUT" (add)	331
Resident DCE Students attending other schools on Add. Tuition Waiver "OUT" (add)	0
Non-resident students attending DCE, Open Enrollment-"IN" (subtract)	-430
Non-resident students attending DCE on Additional Year Tuition Waivers (TWA) "IN" (subtract)	-1
Non-resident students attending DCE on 9 Week Waivers "IN" (subtract)	-1
Youth Challenge Academy (Do not count students here. Reported on different count report)	0
Official 3rd Friday Count, 9/17/2021	5917

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

Count, Including Youth Challenge Students 5917

HEADCOUNT Data :
9/17/2021

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

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

<u>Physically Present</u> on count day	Absent on Count Day, but attended b/4 and after	Total Count <u>PRESENT</u> (before adds/subtr.)
2	15	17
307	48	355
381	24	405
4855	386	5241
5545	473	6018

	<u>Special Ed (SL/EC) present</u>	<u>Special Ed (SL/EC) ABSENT</u>	<u>5 Year old Kinderg. (5 full days) present</u>	<u>5 Year old Kinderg. (5 full days) ABSENT</u>	<u>4 Year old Kinderg. (524.5 hrs) present</u>	<u>4 Year old Kinderg. (524.5 hrs) ABSENT</u>	<u>Grades 1-12 present</u>	<u>Grades 1-12 ABSENT</u>	<u>Total by Building</u>
Middle School (2000)	0	0	0	0	0	0	766	66	832
Jr. High (3000)	0	0	0	0	0	0	824	52	876
Sr. High (4000)	0	0	0	0	0	0	1184	81	1265
Charter	0	0	0	0	0	0	61	11	72
Evergreen	0	0	61	5	0	0	385	21	472
EVA	0	0	4	0	0	0	43	72	119
Hatley	2	15	12	0	0	0	84	3	116
** KIND (4K)	0	0	0	0	275	46	0	0	321
Mountain Bay	0	0	84	3	0	0	356	22	465
Multi-Age	0	0	11	2	0	0	49	4	66
Riverside	0	0	66	8	0	0	401	12	487
Rothschild	0	0	63	2	0	0	313	16	394
Weston	0	0	80	4	32	2	389	26	533
TOTAL.....	2	15	381	24	307	48	4855	386	6018
		17		405		355		5241	6018

Crosscheck:
(present on count date) 5545
(Absent on count date, but present before & after) 473
Total..... 6018

Head Count as of the Count Date, 9/17/2021 (Detail by Grade Level)

Building		1	2	3	4	5	6	7	8	9	10	11	12	K	0.6	0.5	0.5	Total Head Count	(less) Open Enrolled "in"	(less) Partial for EC/SL	(less) Partial for K4	FTE for Revenue Purposes	Report Emailed to Bldg.	Report received & verified
															K4	PK	--							
IDEA Charter	Present						4	7	7	10	12	10	11					61						
	Absent						0	1	3	4	1	0	2					11						
	Total	0	0	0	0	0	4	8	10	14	13	10	13		0	0	0	72	-18	0	0	54	ok, 9/28/21	ok, 9/30/21
EVA	Present	5	9	6	15	7	4	0	1	0	0	0	0	4				47						
	Absent	0	1	0	0	0	10	7	4	7	15	13	15	0				72						
	Total	5	10	6	15	7	10	7	5	7	15	13	15	4	0	0	0	119	-9	0	0	110	ok, 9/28/21	ok, 9/30/21
Evergreen	Present	72	90	62	73	88								61		0		446						
	Absent	6	5	4	3	3								5		0		26						
	Total	78	95	66	76	91	0	0	0	0	0	0	0	66	0	0	0	472	-22	0	0	450	ok, 9/28/21	ok, 10/5/21
Hatley	Present	16	19	18	13	18								12		2		98						
	Absent	1	0	1	0	1								0		15		18						
	Total	17	19	19	13	19	0	0	0	0	0	0	0	12	0	17	0	116	-18	-8.5	0	89.5	ok, 9/28/21	ok, 9/30/21
Jr. High	Present								414	410								824						
	Absent								19	33								52						
	Total	0	0	0	0	0	0	0	433	443	0	0	0	0	0	0	0	876	-47	0	0	829	ok, 9/28/21	ok, 9/30/21
4-K	Present														275			275						
	Absent														46			46						
	Total	0	0	0	0	0	0	0	0	0	0	0	0	0	321	0	0	321	-37	0	-113.6	170.4	ok, 9/28/21	ok, 9/28/21
Middle School	Present						383	383										766						
	Absent						27	39										66						
	Total	0	0	0	0	0	410	422	0	0	0	0	0	0	0	0	0	832	-51	0	0	781	ok, 9/28/21	ok, 9/30/21
Mountain Bay	Present	66	69	74	72	75								84		0		440						
	Absent	5	2	8	2	5								3		0		25						
	Total	71	71	82	74	80	0	0	0	0	0	0	0	87	0	0	0	465	-40	0	0	425	ok, 9/28/21	ok, 9/30/21
Multi-Age *(Odyssey)	Present	9	9	13	10	8								11				60						
	Absent	1	0	1	1	1								2				6						
	Total	10	9	14	11	9	0	0	0	0	0	0	0	13	0	0	0	66	-9	0	0	57	ok, 9/28/21	ok, 9/30/21
Riverside	Present	87	83	85	80	66								66		0		467						
	Absent	2	2	3	0	5								8		0		20						
	Total	89	85	88	80	71	0	0	0	0	0	0	0	74	0	0	0	487	-28	0	0	459	ok, 9/28/21	ok, 10/12/21
Rothschild	Present	67	55	66	68	57								63		0		376						
	Absent	5	1	4	4	2								2		0		18						
	Total	72	56	70	72	59	0	0	0	0	0	0	0	65	0	0	0	394	-18	0	0	376	ok, 9/28/21	ok, 9/28/21
Sr. High	Present										399	379	406					1184						
	Absent										25	28	28					81						
	Total	0	0	0	0	0	0	0	0	0	424	407	434	0	0	0	0	1265	-92	0	0	1173	ok, 9/28/21	ok, 9/30/21
Weston	Present	83	68	86	79	73								80	32	0		501						
	Absent	6	7	4	2	7								4	2	0		32						
	Total	89	75	90	81	80	0	0	0	0	0	0	0	84	34	0	0	533	-43	0	-13.6	476.4	ok, 9/28/21	ok, 9/28/21
(Totals)	Present	405	402	410	410	392	387	390	422	420	411	389	417	381	307	2	0	5545						
	Absent	26	18	25	12	24	37	47	26	44	41	41	45	24	48	15	0	473						
	Total	431	420	435	422	416	424	437	448	464	452	430	462	405	355	17	0	6018	-432	-8.5	-127.2	5,450.30	5450.3	

Crosscheck 6018 (+) OE out (295 @1.00, reg.) 295.00 (K-12)
 (+) OE out (2 @.50, EC) 1.00 (PK)
 (+) OE out (34 @.50, 4K) 20.40 (4K)
 (+) Tuition Waiver Additional Year 0.00
 (+) 66.03 Partnership Agreement 0.00
 (+) Visual/Hearing Impaired 0.00
 (+) Youth Challenge Academy Students 0.00
 (estimated FTE credit for revenue purposes) 5,766.70

(+) Part Time Students, (3) students @ 5 courses 0.29 (Homeschooled Part Time)

2546 (Elem. Incl. PK) 861 (6-7) 912 (8-9) 1344 (10-12) 355 (4K) 6018 Total Head Count

2529 (K-5 only) 17 (EC/SL) 5241 (1-12) 405 (K) 355 (4K) 6018 Total Hd.Ct.



Greenheck Group □ DC Everest □ Northern Valley
Industries

GET Academy

A Competitive Integrated Employment Program

Jennifer Zynda • Julie Weller • Sue Schlinkmann

GET Academy Beginnings

- A collaboration that began in the Spring of 2020 with:
 - Greenheck Group
 - DC Everest Area School District
 - Northern Valley Industries
- To create a Competitive Integrated Employment Transition program



Our Pre-Interns



The Purpose of GET

- Provide transition services for DC Everest Students age 18-21
- Provide hands on PAID work experience
- Provide on the job skill development for students



The GET Experience



- Pre-Interns - fully immersed in the operations of their departments
- Will complete two, 14-week rotations
- Pre-Interns explore career interests while learning critical job skills

Job Placements

Currently, GET Academy provides hands-on job training in the following departments at Greenheck Group:

- Custodial and Maintenance
- Environmental, Health and Safety Compliance
- Facilities Management
- Hospitality
- Marketing
- Production (louvers, axial)



A True Integrated Program

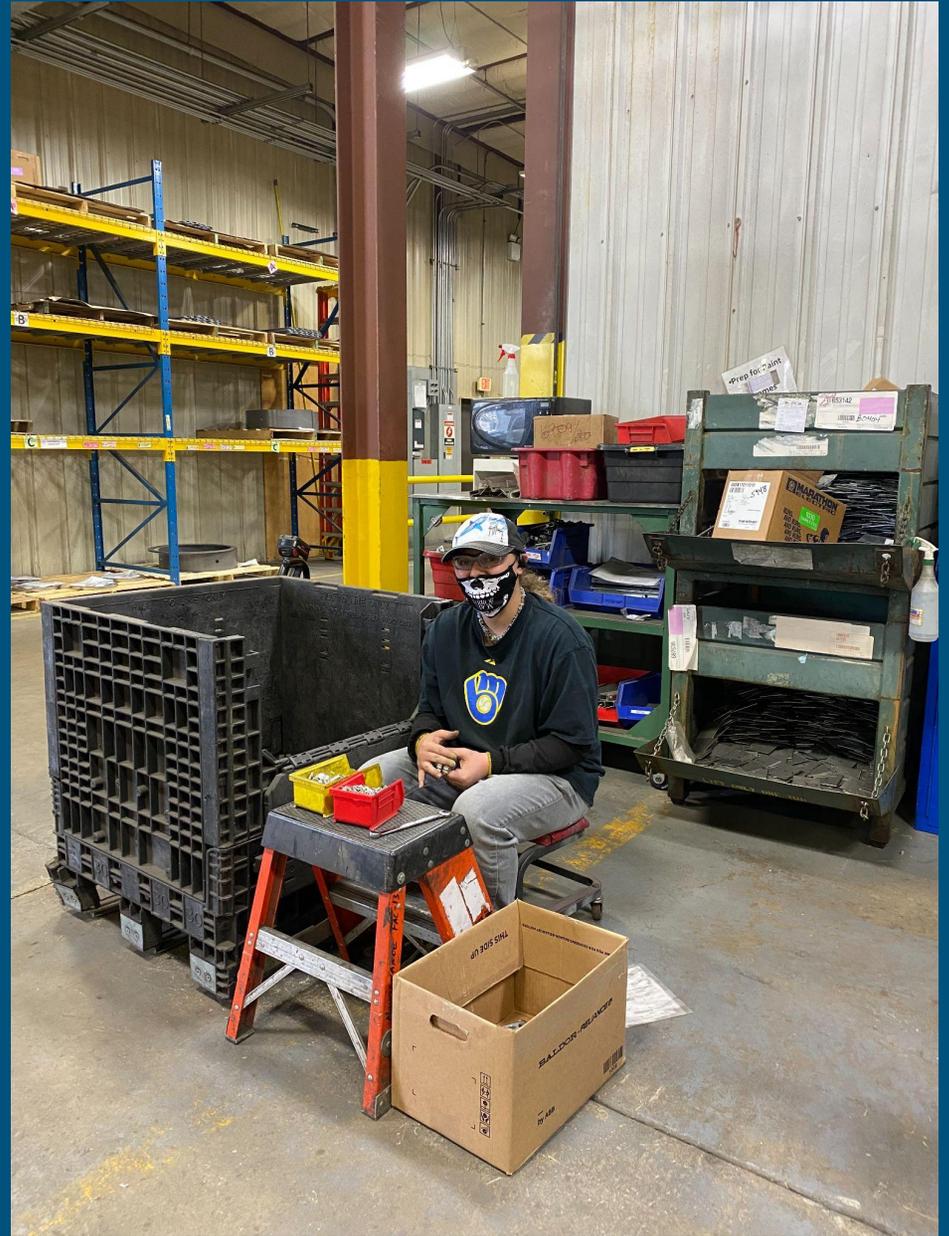
- GET Academy Orientation began on October 4, 2021
- The GET Academy Pre-Interns attended orientation alongside all of the Greenheck Group new employees
- GET Academy Pre-Interns began their first day on the job on October 13, 2021
 - Each Pre-Intern has a mentor



At WORK



At WORK



Post GET Benefits

- Integrated paid employment
- Skill development and confidence in employment ability
- Future employment in the broader workforce
- Increase the number of Competitive Integrated Employment partnerships

Thank you





D.C. EVEREST
SENIOR HIGH SCHOOL
6500 Alderson Street, Weston, WI 54476

100

To: Dr. Kristine Gilmore
From: Mike Raether *M. Raether*
Date: October 21, 2021
Subject: Band Trip to Anaheim, CA (Rose Bowl Parade)

The D.C. Everest High School Band is asking, tentative to Covid protocols, for final approval to travel and perform in the January 2, 2023, California Rose Bowl Parade. This 6-day trip (12/29/22-1/3/23) 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. 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 continue. Thank you for your time and assistance with this request.



D.C. Everest Area School District

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

Matthew A. Spets
Assistant Superintendent

MISSION STATEMENT

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

DATE October 27, 2021
TO Dr. Kristine Gilmore, Superintendent
FROM Matt Spets, Assistant Superintendent
RE Recommendations for Regular Board Meeting on Actual 2021-2022 Budget

Objective

This memo contains dual recommendations; the 2021-2022 All Funds Expenditure Budget and the Total Tax Levy amount. Supporting data and context is provided throughout.

Recommendations

1 2021-2022 All Funds Expenditure Budget

It is recommended the Board approve the 2021-2022 Expenditure Budget of **\$106,495,945**. As has been true since 2018-2019, this budget includes both referendum and energy efficiency spending.

Attachment 1 – D.C. Everest Area School District 2021-2022 Actual Budget

2 Revenue and Setting the Total Tax Levy

It is recommended the Board approve each individual levy amount, as attached, totaling **\$27,577,743**. This is an increase of only **\$97,053 (0.35%)** over last year.

Supporting Details

The total tax levy includes an additional **\$4,000,000** to prepay and defease existing debt. This is an important strategic action step designed to contribute to long-term fiscal sustainability.

The total levy amount is derived from a **9.38** mill rate. This represents a **\$.32** decrease from the 2020-2021 year. This conservative mill rate is the lowest in D.C.Everest's recent history.

We are fortunate to be able to accomplish the aforementioned; while concurrently recommending a decrease in mill rate. This is due to maintaining our enrollment while the State, as a whole, lost over 30,000 students. This helped DCE level-off our minor increase in total equalized property value (**3.8%**). This, among other factors, resulted in a significant increase in general aid.

The final determination of general aid was **\$46,527,733**. In 2020-2021, this amount was **\$44,113,830**. The increase calculates to **\$2,413,903** or **(5.5%)**. In summary, property owners in our community have made solid investments while learning opportunities for all kids are more likely to be enhanced and maintained.

Attachment 2 – Revenue Limit Worksheet

Attachment 3 – Final Tax Levy (by municipality)

Attachment 4 – October 15, 2021 Certification of General Aid

D.C. EVEREST AREA SCHOOL DISTRICT
2021-22 BUDGET

GENERAL FUND (FUND 10)						
		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
BEGINNING FUND BALANCE		\$ 8,817,822	\$ 8,901,052	\$ 10,006,050	\$ 10,182,977	\$ 11,337,981
ENDING FUND BALANCE		\$ 8,901,052	\$ 10,006,050	\$ 10,182,977	\$ 11,337,981	\$ 10,252,795
<i>REVENUES & OTHER FINANCING SOURCES</i>						
100	OPERATING TRANSFERS IN	-	-	-	-	-
200	LOCAL SOURCES	21,160,179	18,987,813	20,812,878	19,448,899	16,916,023
300 + 500	OTHER DISTRICTS & INTERMEDIATE SOURCES	2,513,451	2,799,688	3,305,407	3,815,179	3,628,065
600	STATE SOURCES	43,173,724	46,717,773	47,194,907	49,703,625	51,888,290
700	FEDERAL SOURCES	962,443	1,038,869	1,242,582	3,870,638	1,182,286
800 + 900	TRANSFERS & OTHER FINANCING SOURCES	3,480,274	570,618	143,667	4,441,668	713,104
TOTAL FUND REVENUES		\$ 71,290,071	\$ 70,114,761	\$ 72,699,441	\$ 81,280,009	\$ 74,327,768
<i>EXPENDITURES & OTHER FINANCING USES</i>						
100 000	INSTRUCTION	37,215,178	35,489,600	35,743,206	42,110,360	37,909,724
200 000	SUPPORT SERVICES	24,716,850	23,203,441	24,307,847	23,478,126	25,457,557
300 000	COMMUNITY SERVICES	-	-	-	-	5,000
400 000	NON-PROGRAM TRANSACTIONS	9,274,814	10,316,722	12,471,462	14,536,518	12,040,673
TOTAL FUND EXPENDITURES		\$ 71,206,842	\$ 69,009,762	\$ 72,522,515	\$ 80,125,004	\$ 75,412,954

SPECIAL PROJECTS FUNDS (FUND 20)						
		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
BEGINNING FUND BALANCE		\$ 443,249	\$ 400,035	\$ 310,680	\$ 666,061	\$ 600,254
ENDING FUND BALANCE		\$ 400,035	\$ 310,680	\$ 666,061	\$ 600,254	\$ 600,254
<i>TOTAL FUND REVENUES</i>						
TOTAL FUND REVENUES		\$ 9,466,887	\$ 9,831,829	\$ 11,570,374	\$ 11,465,991	\$ 12,490,353
<i>EXPENDITURES & OTHER FINANCING USES</i>						
100 000	INSTRUCTION	7,046,955	7,198,986	8,120,145	8,812,711	9,462,122
200 000	SUPPORT SERVICES	2,280,473	2,537,749	2,898,046	2,522,795	2,803,749
400 000	NON-PROGRAM TRANSACTIONS	182,673	184,450	196,802	196,292	224,482
TOTAL FUND EXPENDITURES		\$ 9,510,100	\$ 9,921,185	\$ 11,214,993	\$ 11,531,798	\$ 12,490,353

D.C. EVEREST AREA SCHOOL DISTRICT
2021-22 BUDGET

DEBT SERVICE FUND (FUND 30)

		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
BEGINNING FUND BALANCE		\$ 297,203	\$ 264,799	\$ 2,727,363	\$ 2,279,564	\$ 1,992,133
ENDING FUND BALANCE		\$ 264,799	\$ 2,727,363	\$ 2,279,564	\$ 1,992,133	\$ 1,992,133
<i>TOTAL FUND REVENUES</i>						
		\$ 5,046,987	\$ 10,410,786	\$ 7,597,876	\$ 13,473,506	\$ 10,579,538
<i>EXPENDITURES & OTHER FINANCING USES</i>						
280 000	DEBT SERVICES	5,079,392	7,948,222	8,045,675	13,760,937	10,579,538
<i>TOTAL FUND EXPENDITURES</i>		\$ 5,079,392	\$ 7,948,222	\$ 8,045,675	\$ 13,760,937	\$ 10,579,538

CAPITAL PROJECTS FUND (FUND 40)

		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
BEGINNING FUND BALANCE		\$ 1,421,649	\$ 24,902,725	\$ 75,743,523	\$ 38,078,060	\$ 17,374,900
ENDING FUND BALANCE		\$ 24,902,725	\$ 75,743,523	\$ 38,078,060	\$ 17,374,900	\$ 7,286,918
<i>TOTAL FUND REVENUES</i>						
		\$ 25,942,629	\$ 62,813,865	\$ 1,707,374	\$ 4,180,775	\$ 37,500
<i>EXPENDITURES & OTHER FINANCING USES</i>						
200 000	SUPPORT SERVICES	2,461,553	11,973,067	39,372,837	24,883,935	10,125,482
<i>TOTAL FUND EXPENDITURES</i>		\$ 2,461,553	\$ 11,973,067	\$ 39,372,837	\$ 24,883,935	\$ 10,125,482

FOOD SERVICE FUND (FUND 50)

		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
BEGINNING FUND BALANCE		\$ 834,148	\$ 997,060	\$ 1,138,330	\$ 1,121,893	\$ 1,494,218
ENDING FUND BALANCE		\$ 997,060	\$ 1,138,330	\$ 1,121,893	\$ 1,494,218	\$ 1,375,539
<i>TOTAL FUND REVENUES</i>						
		\$ 2,426,257	\$ 2,453,146	\$ 2,394,990	\$ 2,958,360	\$ 3,331,776
<i>EXPENDITURES & OTHER FINANCING USES</i>						
200 000	SUPPORT SERVICES	2,263,345	2,311,876	2,411,428	2,586,035	3,450,454
<i>TOTAL FUND EXPENDITURES</i>		\$ 2,263,345	\$ 2,311,876	\$ 2,411,428	\$ 2,586,035	\$ 3,450,454

D.C. EVEREST AREA SCHOOL DISTRICT
2021-22 BUDGET

AGENCY FUND (FUND 60)

		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
700 000	ASSETS	\$ 397,212	\$ 460,040	\$ -	\$ -	\$ -
800 000	LIABILITIES	\$ 397,212	\$ 460,040	\$ -	\$ -	\$ -

TRUST FUND (FUND 70)

		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
	BEGINNING FUND BALANCE	\$ 5,136,149	\$ 5,207,860	\$ 5,063,601	\$ 4,862,492	\$ 4,659,489
	ENDING FUND BALANCE	\$ 5,207,860	\$ 5,063,601	\$ 4,862,492	\$ 4,659,489	\$ 4,390,855
	<i>TOTAL FUND REVENUES</i>	\$ 1,036,505	\$ 866,125	\$ 889,306	\$ 848,865	\$ 853,801
	<i>EXPENDITURES & OTHER FINANCING USES</i>					
400 000	NON-PROGRAM TRANSACTIONS	964,793	1,010,384	1,090,415	1,051,868	1,122,435
	<i>TOTAL FUND EXPENDITURES</i>	\$ 964,793	\$ 1,010,384	\$ 1,090,415	\$ 1,051,868	\$ 1,122,435

COMMUNITY SERVICE FUND (FUND 80)

		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
	BEGINNING FUND BALANCE	\$ -	\$ 7,978	\$ 13,338	\$ 107,922	\$ (47,468)
	ENDING FUND BALANCE	\$ 7,978	\$ 13,338	\$ 107,922	\$ (47,468)	\$ (47,468)
	<i>TOTAL FUND REVENUES</i>	\$ 1,320,159	\$ 1,400,557	\$ 1,347,879	\$ 998,265	\$ 1,649,907
	<i>EXPENDITURES & OTHER FINANCING USES</i>					
200 000	SUPPORT SERVICES	315,890	313,104	249,896	284,991	295,017
300 000	COMMUNITY SERVICES	996,291	1,082,094	1,003,399	867,037	1,354,890
400 000	NON-PROGRAM TRANSACTIONS	-	-	-	1,627	-
	<i>TOTAL FUND EXPENDITURES</i>	\$ 1,312,181	\$ 1,395,198	\$ 1,253,295	\$ 1,153,655	\$ 1,649,907

Total Revenue-All Funds (Except Agency)	\$ 116,529,496	\$ 157,891,069	\$ 98,207,239	\$ 115,205,771	\$ 103,270,643
Total Expenditure-All Funds (Except Agency)	\$ 92,798,206	\$ 103,569,693	\$ 135,911,157	\$ 135,093,232	\$ 114,831,123

D.C. EVEREST AREA SCHOOL DISTRICT
2021-22 BUDGET

FUND TRANSFERS						
		AUDITED 2017-18	AUDITED 2018-19	AUDITED 2019-20	PRELIM AUDITED 2020-21	BUDGET 2021-22
411000	Fund 10 to 27 Transfer	6,029,876	6,125,684	6,991,471	6,807,015	8,335,178
411000	Fund 10 to 46 Transfer	720,410	1,183,436	750,000	4,000,000	-
		\$ 6,750,286	\$ 7,309,120	\$ 7,741,471	\$ 10,807,015	\$ 8,335,178
<hr/>						
Net Rev-All Funds (Except Agency & Fund Transfers)		\$ 109,779,210	\$ 150,581,949	\$ 90,465,768	\$ 104,398,756	\$ 94,935,465
Net Exp-All Funds (Except Agency & Fund Transfers)		\$ 86,047,920	\$ 96,260,573	\$ 128,169,686	\$ 124,286,217	\$ 106,495,945

**DEPARTMENT OF PUBLIC INSTRUCTION
2021-22 REVENUE LIMIT WORKSHEET**

2021-2022 Revenue Limit Worksheet		
1.	2021-22 Base Revenue (Funds 10, 38, 41)	(from left) 62,573,133
2.	Base Sept Membership Avg (2018+.4ss, 2019+.4ss, 2020+.4ss)/3	(from left) 5,831
3.	2021-22 Base Revenue Per Member (Ln 1 / Ln2)	(with cents) 10,731.12
4.	2021-22 Per Member Change (A+B)	0.00
	2021-22 Low Revenue Ceiling per s.121.905(1):	10,000.00
A.	Allowed Per-Member Change for 21-22	0.00
B.	Low Rev Incr ((Low Rev Ceiling-(3+4A))-4C) NOT<0	0.00
C.	Value of the CCDEB (21-22 DPI Computed-CCDEB Dists only)	0.00
5.	2021-22 Maximum Revenue / Member (Ln 3 + Ln 4)	10,731.12
6.	Current Membership Avg (2019+.4ss, 2020+.4ss, 2021+.4ss)/3	(from left) 5,807
7.	2021-22 Rev Limit, No Exemptions (Ln7A + Ln 7B)	(rounded) 62,573,133
A.	Max Rev/Memb x Cur Memb Avg (Ln 5 x Ln 6)	62,315,614
B.	Hold Harmless Non-Recurring Exemption	257,519
8.	Total 2021-22 Recurring Exemptions (A+B+C+D+E)	(rounded) 0
A.	Prior Year Carryover	0
B.	Transfer of Service	0
C.	Transfer of Territory/Other Reorg (if negative, include sign)	0
D.	Federal Impact Aid Loss (2019-20 to 2020-21)	0
E.	Recurring Referenda to Exceed (If 2021-22 is first year)	0
9.	2021-22 Limit with Recurring Exemptions (Ln 7 + Ln 8)	62,573,133
10.	Total 2021-22 Non-Recurring Exemptions (A+B+C+D+E+F+G+H+I)	2,731,735
A.	Non-Recurring Referenda to Exceed 2021-22 Limit	0
B.	Declining Enrollment Exemption for 2021-22 (from left)	257,547
C.	Energy Efficiency Net Exemption for 2021-22 (see pg 4 for details)	1,680,488
D.	Adjustment for Refunded or Rescinded Taxes, 2021-22	0
E.	Prior Year Open Enrollment (uncounted pupil[s])	48,287
F.	Reduction for Ineligible Fund 80 Expenditures (enter as negative)	0
G.	Other Adjustments (Fund 39 Bal Transfer)	0
H.	WPCP and RPCP Private School Voucher Aid Deduction	711,051
I.	SNSP Private School Voucher Aid Deduction	34,362
11.	2021-22 Revenue Limit With All Exemptions (Ln 9 + Ln 10)	65,304,868
12.	Total Aid to be Used in Computation (12A + 12B + 12C + 12D)	46,833,363
A.	2021-22 OCTOBER 15 CERT OF GENERAL AID	46,527,733
B.	State Aid to High Poverty Districts (not all districts)	0
C.	State Aid for Exempt Computers (Source 691)	128,616
D.	State Aid for Exempt Personal Property (Source 691)	177,014
DISTRICTS MUST USE THE OCT 15 AID CERT WHEN SETTING THE DISTRICT LEVY.		
13.	Allowable Limited Revenue: (Line 11 - Line 12) (10, 38, 41 Levies)	18,471,505
14.	Total Limited Revenue To Be Used (A+B+C)	Not >line 13 18,471,505
Entries Required Below: Enter amnts needed by purpose and fund:		
A.	Gen Operations: Fnd 10 Src 211	16,625,205 (Proposed Fund 10)
B.	Non-Referendum Debt (inside limit) Fund 38 Src 211	1,846,300 (to Budget Rpt)
C.	Capital Exp, Annual Meeting Approved: Fund 41 Src 211	0 (to Budget Rpt)
15.	Total Revenue from Other Levies (A+B+C+D)	9,106,238
A.	Referendum Apprvd Debt (Fund 39 Debt-Src 211)	8,731,238
B.	Community Services (Fund 80 Src 211)	375,000 (to Budget Rpt)
C.	Prior Year Levy Chargeback for Uncollectible Taxes (Src 212)	0 (to Budget Rpt)
D.	Other Levy Revenue - Milwaukee & Kenosha Only	0 (to Budget Rpt)
16.	Total Fall, 2021 ESTIMATED All Fund Tax Levy (14A + 14B + 14C + 15) <i>Line 16 is the total levy to be apportioned in the PI-401.</i>	27,577,743
	Levy Rate =	0.00938032

Districts are responsible for the integrity of their revenue limit data & computation. Data appearing here reflects information submitted to DPI and is unaudited.

**DEPARTMENT OF PUBLIC INSTRUCTION
2021-22 REVENUE LIMIT WORKSHEET**

Revenue Limit Summary

Category	Amount
Allowable Limited Revenue	18,471,505.00
Fund 10, PI-401	16,625,205.00
Fund 38, PI-401	1,846,300.00
Fund 41, PI-401	0.00
Line 14 Total (Revenue Limit Levies)	18,471,505.00
Over Levy	0.00
Under Levy	0.00
Carryover to FY22, if applicable	#VALUE!

21-22 Base-Building Information	Amount
Total non-recurring exemptions (10 + 7B)	2,989,254.00
Levied total non-recurring exemptions*	2,989,254.00

*to be removed from next year's base

**DEPARTMENT OF PUBLIC INSTRUCTION
2021-22 REVENUE LIMIT WORKSHEET**

D C Everest Area ▼

2021-22 ENERGY EFFICIENCY EXEMPTION NET TOTAL - LINE 10C.

(Carry bright yellow box amount to Line 10C. on page 1. See detail computation boxes below.)

ENTER ALL NUMBERS AS POSITIVE EXCEPT WHERE INDICATED. FORMULAS WILL AUTO-CALCULATE.

1.) 2019-20 Adjustment for Unspent Debt Energy Exemption (see box below)	\$0
2.) 2020-21 Adjustment for Unspent Non-Debt Energy Exemption (see box below)	\$0
3.) 2021-22 EE Expenses for Non-Debt (1-Year Project) per Board Resolution	\$0
4.) 2021-22 EE Expenses for Debt per Board Resolution	\$1,827,300
5.) Measured Utility Savings Applied to 2021-22 (entered as a negative)	-\$146,812
6. Total 2021-22 Energy Efficiency Exemption (carry to Line 10 C. on page 2)	\$1,680,488

(Amount can be < 0.)

The 2021-22 Net EE exemption will include adjustments for unspent Fall, 2019 Levy (DEBT) and Fall, 2020 Levy (NON-DEBT) BOE resolutions. Actual expenditures will be reported to DPI by your auditor in September, 2021 via the PI-1506-AC. Until then, districts are to enter their estimates of expenditures made related to the respective EE BOE resolutions.

If, after you enter your anticipated expenditures, negative numbers appear in Line 1 (cells X38 and X46) in either or both the 2019-20 or 2020-21 tables below, this indicates the estimated expenditures entered are less than the amount of the exemption that year. Call a School Finance Consultant if you have questions.

2019-20 Energy Efficiency Reconciliation - Debt

1.) 2019-20 Adjustment for Unspent Energy Exemption (-A+B+C, can be < 0)		\$0
A. 2019-20 EE Debt Amount Levied (per 19-20 PI-1506-AC, entered as a negative)	-\$911,300	
B. Jan-Jun 2020 Debt Service Payment (per 19-20 PI-1506AC)	\$455,650	
C. Jul-Dec 2020 Debt Service Payment (per 20-21 PI-1506AC)	\$455,650	

(If Line 1 in this box is < 0, see 2019-20 Adjustment in "2021-22 Net Energy Efficiency Exemption" box above.)

2020-21 Energy Efficiency Reconciliation - Non-Debt

1.) 2020-21 Adjustment for Unspent Energy Exemption (-A+B, can be < 0)		\$0
A. 2020-21 EE Non-Debt Amount Levied (per 20-21 PI-1506-AC, entered as a negative)	\$0	
B. 2020-21 Actual EE Expenses (per 20-21 PI-1506AC)	\$0	

(If Line 1 in this box is < 0, see 2020-21 Adjustment in "2021-22 Net Energy Efficiency Exemption" box above.)

D.C. Everest Area School District
 Tax Levy by Municipality 2021-2022 Budget Year

Fund Number	Fund	2020-21		2021-22	
		Levy	Mill Rate	Levy	Mill Rate
Fund 10 (Src 211 & 212)	General Fund	\$ 19,171,409	\$ 6.77	\$ 16,625,205	\$ 5.65
Fund 38	Debt Service Fund	\$ 1,394,523	\$ 0.49	\$ 1,846,300	\$ 0.63
Fund 39	Referendum Debt Service	\$ 6,664,759	\$ 2.35	\$ 8,731,238	\$ 2.97
Fund 80	Community Service Fund	\$ 250,000	\$ 0.09	\$ 375,000	\$ 0.13
	Total	\$ 27,480,691	\$ 9.70	\$ 27,577,743	\$ 9.38

Municipality	2020-21			2021-22		
	Equalized Property Values (TIF Out)	Percent of District Property Value	Allocation of Tax Levy	Equalized Property Values (TIF Out)	Percent of District Property Value	Allocation of Tax Levy
City Schofield	233,029,900	8.23%	2,260,391	229,257,100	7.80%	2,150,506
City Wausau	154,403,921	5.45%	1,497,719	149,950,969	5.10%	1,406,588
Town Easton	88,866,800	3.14%	862,008	96,109,200	3.27%	901,535
Town Norrie	10,096,941	0.36%	97,940	10,239,900	0.35%	96,054
Town Reid	17,425,340	0.62%	169,026	18,407,990	0.63%	172,673
Town Ringle	177,980,600	6.28%	1,726,413	198,289,200	6.74%	1,860,016
Town Wausau	52,747,364	1.86%	511,650	56,759,097	1.93%	532,419
Town Weston	65,295,200	2.30%	633,364	72,181,500	2.46%	677,086
Village Hatley	31,725,600	1.12%	307,738	34,023,800	1.16%	319,154
Village Kronenwetter	440,407,466	15.55%	4,271,954	473,619,740	16.11%	4,442,706
Village Rothschild	514,074,100	18.15%	4,986,521	523,346,900	17.80%	4,909,162
Village Weston	1,047,006,500	36.96%	10,155,967	1,077,771,600	36.66%	10,109,844
Total:	2,833,059,732	100.00%	27,480,690	2,939,956,996	100.00%	27,577,743



D.C. Everest Area School District

1699 Schofield Ave., Suite 300
Schofield, WI 54476
Phone 715-359-4221
www.dce.k12.wi.us

Casey Nye, Ed.D.
Assistant Superintendent of Learning

MISSION STATEMENT

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

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TO: Dr. Kristine Gilmore, Superintendent

FROM: Dr. Casey Nye, Assistant Superintendent of Learning

DATE: October 20, 2021

SUBJECT: Student Absences / Parent-Teacher Conferences / Inclement Weather

As D.C. Everest Schools navigate the new dynamics that 2021 brings, several updates have converged that make sense to share in one communication. A theme connecting these unique topics is ensuring quality learning and parent communication while protecting quality teaching and the preparation that makes that possible.

In the interest of providing families - and our staff - clarity, recent communication has been shared at schools that clarify how and when remote learning plans (REM) will be implemented. School teams have made concerted efforts to ensure students stay connected to learning and that families know how/when/where to access resources. One key adjustment in these communications includes being clearer that short-term absences (1-3 days) will be handled similar to historic expectations.

Similarly, based on a review of current practices and existing instructional minute projections, I recommend an adjustment to when instruction is provided should any district-wide cancellations be needed this school year:

- In the event of inclement weather cancellations, D.C. Everest will provide instruction on the third cancelled school day, the first two being non-instructional. We are projected to exceed state minimums by a range of 17-37 hours, varying by school/level. Were we to experience two non-instructional cancellations, we would still exceed state minimum time expectations.
- Instruction for students with extended absences, including quarantines, will continue to be provided remotely, as needed and noted above.

Finally, our Elementary Schools were uniquely impacted by adjustments to the school calendar, so I'm offering this set of recommendations related to those needs:

- a) Fall Parent Teacher Conferences be implemented as virtual (either phone or Webex, per parent preference). This is consistent with our current mitigation efforts that limit visitors.
- b) Our October 28 Professional Development Day protect an additional four hours (half of the work day) to be either for preparation purposes and/or parent-teacher communication.

- c) February 17 be reinstated as a full non-instructional day to allow for Parent-Teacher Conferences. Our hope is that winter/spring conferences offer a full range of delivery options, but will revisit this at a later date.

Thank you for your consideration of these adjustments. Once formally approved, district calendars, websites and building communication adjustments would follow.



Book	Policy Manual
Section	First Reading by Board
Title	CONFLICT OF INTEREST
Code	po0144.3
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 27, 2021
Prior Revised Dates	2/1/2021, 9/15/2020

0144.3 - **CONFLICT OF INTEREST**

Board members shall perform their official duties in a n ethical manner and free from conflict of interest pursuant to 19.59, Wis. Stats. To this end:

- A. no Board member shall use his/her position as a Board member to obtain financial gain or anything of substantial value for himself/herself, immediate family as defined in 19.42(7), Wis. Stats., or any organization with which s/he is associated;
- B. no Board member shall accept any offer of anything of value from a person either directly or indirectly, nor shall solicit or accept anything of value, if it could be reasonably expected to influence the Board member's actions;
- C. no Board member shall engage in or have a financial interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system and as a public officer;
- D. when a member of the Board determines that the possibility of such a personal or financial interest conflict exists, s/he should, prior to the matter being considered, disclose his/her interest (such disclosure shall become a matter of record in the minutes of the Board), and thereafter shall abstain from participation in both the discussion of the matter and the vote thereon.
- E. Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in a contract with the District in an amount that exceeds \$15,000 annually or by participating in making or performing some function as a Board member with respect to a contract in which the Board member has a private pecuniary interest, unless statutory exceptions apply.

~~Board members shall also perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats., by having a private interest in a contract with the District in an amount that exceeds \$15,000 annually.
FC 9/15/20~~

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Legal	19.42(7), Wis. Stats.
	19.59, Wis. Stats
	946.13, Wis. Stats.



Book	Policy Manual
Section	First Reading by Board
Title	BOARD MEMBER ANTI-HARASSMENT
Code	po0145
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 27, 2021
Prior Revised Dates	6/16/2021

0145 - ~~BOARD MEMBER ANTI-SEXUAL AND OTHER FORMS OF HARASSMENT~~

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

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

The harassment of a District staff member, student (X) or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student (X) or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities.

The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. (See also Policy 1422 - Nondiscrimination and Equal Employment Opportunity, Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, Policy 3122 - Nondiscrimination and Equal Employment Opportunity, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct is such that a reasonable person under the same circumstances as the person/employee would consider the conduct based on sex or one of the other Protected Classes referenced above, sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. (See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)

~~The harassment of a District staff member, student, or another Board member by a member of the Board is strictly forbidden. Any member, who is found to have harassed a member of the staff, a student, or another Board member will be subject to discipline by the Board and may be reported to law enforcement authorities. (See Bylaw 0144.5—Board Member Behavior and Code of Conduct)~~

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Legal 118.13, 120.13(1), 111.32(13), 111.36(1) Wis. Stats.
P.I. 9, Wis. Adm. Code
Title IX Education Amendments of 1972, Chapter 227

Last Modified by Ellen Suckow on October 20, 2021



Book	Policy Manual
Section	First Reading by Board
Title	PRESIDENT
Code	po0171.1
Status	First Reading
Adopted	May 25, 2016
Last Revised	September 27, 2021

0171.1 - **PRESIDENT**

The President of the School Board shall:

- A. act as chairperson at meetings of the Board and ensure that minutes of meetings are properly recorded, approved, and signed;
- B. countersign all checks, share drafts, or other drafts for disbursement of District funds;
- C. defend on behalf of the District all actions brought against it;
- D. prosecute, when authorized by an annual meeting of the District School Board, actions brought by the District and an action for the recovery of any forfeiture incurred under Chapters 115 and 121 in which the District has an interest;
- E. Perform other duties appropriate to the office of the President under 120.15 Wis. Stats.

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Legal 120.15, Wis. Stats.

Last Modified by Ellen Suckow on October 20, 2021



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po1422
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 15, 2021
Prior Revised Dates	6/22/2020, 04/24/2019

1422 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

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District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets, Assistant Superintendent
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1243
 mspets@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.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972,~~ Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. ~~(X-) Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from these materials. such contracts.~~~~[END-OF OPTION] A copy of each of the Acts and regulations on which this notice is available upon request from the CO.~~

Reports and Complaints of ~~Unlawful~~ Discrimination and Retaliation

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

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

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

The COs will be available during regular school/work hours to discuss concerns related to ~~unlawful~~ discrimination/retaliation. COs shall accept ~~reports~~~~complaints~~ of ~~unlawful~~ discrimination/retaliation directly from any member of the School District community ~~or a Third Party,~~ ~~or receive reports that are initially filed with another Board employee (District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District.~~ Upon receipt of a ~~report of alleged discrimination/retaliation~~~~complaint,~~ ~~the either directly or through a school building administrator, a~~ ~~[X.]~~ ~~The CO will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators.~~ ~~the CO will designate a specific individual to conduct such a process.~~ The CO will provide a copy of this policy to ~~the Complainant and the Respondent upon~~

~~request any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.~~

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

Investigation and Complaint Procedure

~~Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been~~ ~~Any employee who believes that s/he has been~~ subjected to ~~unlawful~~ discrimination or retaliation may seek resolution of ~~the~~ ~~his/her~~ complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims ~~of discrimination/retaliation~~ and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Complaint Procedure

~~A Complainant who alleges discrimination/retaliation~~ ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant");~~ may file a complaint, either orally or in writing, ~~1) with a Principal;~~ ~~2) the CO;~~ ~~or 3) to the Superintendent or other supervisory employees.~~ Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall ~~coordinate with the other appointed/designated~~ ~~assume the role of~~ CO ~~or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO. for such complaints.~~

Due to the sensitivity surrounding complaints of ~~unlawful~~ discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals ~~are encouraged~~ ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO ~~at the employee's first opportunity, but no later than~~ ~~within~~ two (2) ~~business~~ days.

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

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

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

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

~~Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process. Within two (2) business days of receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.~~

Simultaneously, the CO will inform the Respondent that a formal individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) ~~business~~ days. 123

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. [END OF OPTIONS] Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

The investigation will include:

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

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

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

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

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~ days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

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

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of the party's his/her receipt of the Superintendent's ~~final~~ decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~business~~ days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of ~~unlawful~~ discrimination/retaliation regardless of whether the ~~Complainant~~~~employee alleging the misconduct~~ pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board ~~or its designee~~. 124

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint ~~process~~~~procedure~~ is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity. ~~Additionally, the Respondent must be provided the Complainant's identity. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.~~

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

Remedial Action ~~Sanctions~~ and Monitoring

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

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation 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 ~~disciplinary~~~~remedial~~ action has been taken against ~~the Respondent~~~~an employee~~, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~unlawful~~ discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an

investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy. Specifically, ~~the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.~~ 125

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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/or received as part of an investigation, which may include~~including,~~ but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any ~~supportive~~interim measures offered and/or provided to the Complainant and/or the Respondent~~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;

- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks); 126
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.; ~~REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]]~~

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

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

~~Revised 4/24/19~~

~~T.C. 6/22/20~~

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Legal

111.31 et seq., Wis. Stats.

111.335(d)(2), Wis. Stats.

118.195, Wis. Stats.

118.20, Wis. Stats.

Fourteenth Amendment, U.S. Constitution

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

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

29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended

38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act

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

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended

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

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

29 C.F.R. Part 1635, The GINA Regulations

34 C.F.R. Part 110, The Age Discrimination Act Regulations

Last Modified by Ellen Suckow on October 15, 2021



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po1422.02
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 15, 2021

1422.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board ~~of Education~~ prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify ~~applicants or~~ employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of ~~the person as an employee~~ ~~as an employee~~, based on genetic information. Harassment of a person because of ~~his/her~~ genetic information ~~is also~~ ~~is~~ prohibited. Likewise, retaliation against ~~a person for identifying, objecting to, or filing a complaint concerning a violation of this policy~~ ~~an applicant or employee for engaging in protected activity~~ is prohibited.

The identity of the Compliance Officer (see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA this Act, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided ~~acquired~~ as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a District employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the District.

The ~~Board District~~ recognizes that genetic information may be acquired through commercially and publicly available media including documents like newspapers, books, magazines, periodicals, television shows or the Internet. The ~~Board District~~ prohibits, ~~however,~~ ~~District its~~ employees and agents including commercial background investigation agents from searching ~~these such~~ sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.

As used in this policy, "Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, ~~or receipt of,~~ genetic services, ~~or the participation in clinical research that includes genetic services by the individual or a family member of the individual;~~ or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA. 128

If the District's employees or agents District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment, or a medical provider it shall be treated as a confidential medical record in accordance with law.

The District's Superintendent shall appoint a Compliance Officer (see Policy 1422 - Nondiscrimination and Equal Employment Opportunity) who shall be responsible for overseeing the Board District's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA Federal regulations and promptly dealing with any inquiries or complaints. This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer S/He shall also shall verify that proper notice of nondiscrimination for Title II of GINA the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement

The Genetic Information Nondiscrimination Act of 2008 or ("GINA") prohibits employers and other entities covered by the law GINA Title II, including the Board of Education, from requesting or requiring genetic information of an employee or applicant individual or family member of an employee or applicant the individual, except as specifically allowed by law. To comply with GINA this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at 715-359-4221.

The Board District offers health services. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the District Board and no applicant or employee shall be identified or identifiable from the reported information.

The grievance procedure for complaints of discrimination in Policy 1422 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if an employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

42 U.S.C. 2000ff et seq.
Title II, The Genetic Information Nondiscrimination Act of 2008
29 C.F.R. Part 1635

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Legal 42 U.S.C. 2000ff et seq.
Title II, The Genetic Information Nondiscrimination Act of 2008
29 C.F.R. Part 1635

Last Modified by Ellen Suckow on October 15, 2021



Book	Policy Manual
Section	First Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po1623
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 15, 2021
Prior Revised Dates	6/22/2020

1623 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

An individual with a disability means a person who has, **has had** a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working. 130

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

~~An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.~~

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the such individual holds or desires and ~~with or without reasonable accommodation,~~ can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board District's program and/or activities. A reasonable accommodation is not ~~necessarily~~ required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets, Assistant Superintendent
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1243
 mspets@dce.K12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

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The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO. ~~Any sections of the and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District COs.~~

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Training

~~The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.~~

~~The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.~~

Facilities

~~No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.~~

~~For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.~~

Notice

~~Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.~~

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies,

including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

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- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) ~~calendar~~ days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) ~~business~~ days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) ~~business~~ days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) ~~business~~ days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to ~~unlawful~~ discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

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The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation 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 disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~unlawful~~ discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, ~~Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten~~ or interfere with any individual because the person opposed any act or practice made ~~unlawful~~ by Section 504 or the ADA, or because that individual made a report, formal complaint charge, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this

- policy;
- D. written witness statements;
 - E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
 - F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
 - G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
 - H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
 - I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
 - J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
 - K. 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;
 - L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
 - M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
 - N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy.

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

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

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Legal	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
	29 C.F.R. Part 1630
	34 C.F.R. Part 104

Last Modified by Ellen Suckow on October 15, 2021



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
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1662 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, ~~(collectively, "Protected Classes")~~, or any other characteristic protected by law in its employment practices (hereinafter referred to as ~~"harassment"~~ ~~"Protected Classes Characteristics"~~), and encourages those within the School District community as well as ~~T~~third ~~P~~parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, ~~the Board will~~ take immediate steps ~~calculated~~ to end the harassment, prevent its reoccurrence, and, ~~if applicable,~~ remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

~~[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

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

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

Notice

Respondent: is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

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School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

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

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

"Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

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

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

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

Sexual Harassment covered by Policy 2266/AG 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos videotapes, posters, audio recordings, or literature, placed in the work or educational environment that reasonably may embarrass or offend individuals; ~~remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;~~
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work

environment; ~~and~~

- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and 138
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Boundary Invasions

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

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

- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior.

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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.

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or "CO" "COs"):

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets Assistant Superintendent
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~

SchofieldWeston, WI 54476
 715-359-4221 ext. 1243
 mspets@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.

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

Reports and Complaints of Harassing Conduct

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the 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 individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or X.]the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community ~~and third parties, which includes all staff,~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report/complaint~~ shall file it with the ~~District's~~ Compliance Officer within two (2) days of receiving the report of harassment at his/her first opportunity.

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

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:

1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO. ~~for such complaints.~~
 2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

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

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

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, a Any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have/s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of the his/her complaint through the procedures ~~as~~ described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

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

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), the Wisconsin Equal Rights Division, and/or Equal Employment Opportunity Commission ("EEOC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Complaint Procedure

A Complainant ~~An individual who believes s/he has been subjected to harassment hereinafter referred to as the "Complainant,"~~ who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a teacher, Principal, 2) directly to one of the 7 COs, or 3) to the Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall

assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who ~~may will consult, in consultation~~ with the other ~~appointed/designated CO~~, if any, ~~and if necessary~~ ~~appoint/designate another individual to serve in the role of CO~~ ~~assume the role of the CO~~ for ~~such a~~ complaint ~~regarding a CO~~. 142

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

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

All written complaints must include the following information to the extent ~~known it is available~~: the identity of the ~~Respondent individual believed to have engaged in, or be actively engaging in, harassment~~; a detailed description of the facts upon which the complaint is based ~~(i.e., when, where, and what occurred)~~; ~~and~~ a list of potential witnesses; ~~and the resolution sought by the Complainant~~.

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

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

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

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

~~Within five (5) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.~~

~~Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. -[END OF OPTIONS]~~

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

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

- A. interview(s) with the Complainant;
- B. interview(s) with the ~~R~~espondent;
- C. interviews with any other witnesses who ~~may~~ reasonably ~~may~~ 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, ~~R~~espondent, 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 ~~or designee~~ shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the ~~Respondent engaged in harassment of or~~

retaliation toward the Complainant~~Complainant has been subjected to harassment~~. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used. 143

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

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

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

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

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

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

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

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

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

Directives During Investigation

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

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution. 144

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

Remedial Action Sanctions and Monitoring

~~The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.~~

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, 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.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct

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

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

Any reports made to local law enforcement shall not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the

harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the Superintendent.

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Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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/or received as part of an investigation, which may include~~including,~~ but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

- J. dated written determinations to the parties;
 - K. dated written descriptions of verbal notifications to the parties;
 - L. written documentation of any supportive/interim measures offered and/or provided to Complainant and/or the Respondent/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.
 - N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
 - O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
 - P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.; ~~REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]]~~
- ~~[DRAFTING NOTE: The following options should be selected if the district concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~
- Q. ~~documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;)(~~
 - R. ~~copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;)(~~
 - S. ~~) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;)(~~
 - T. ~~copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.)(~~

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

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

Revised 4/24/19

T.C. 6/22/20

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Legal

111.31, 118.195, 118.20, Wis. Stats.
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 1983
42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1635
National School Boards Association Inquiry and Analysis - May 2008

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Last Modified by Ellen Suckow on October 15, 2021



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 15, 2021
Prior Revised Dates	11/18/2020

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

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

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

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

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

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the

Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

Notice of the Board's policy on nondiscrimination and the identity of the District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

Superintendent's Responsibilities

In furtherance of the aforesaid goal, the Superintendent shall:

A. Curriculum Content

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

B. Staff Training

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

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;
2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;
3. verify that the educational programs of this District are accessible to all students;
All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities.
4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

D. District Support

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

E. Student Evaluation

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

Definitions

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Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent: is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

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

~~[] The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility under Section 504 that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.~~

~~The Superintendent shall attempt annually to identify children with disabilities, ages 3—21, who reside in the District but do not receive a public education.~~

In addition, ~~the Superintendent/s/he~~ shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students. This program shall include procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis. ~~.) The Superintendent is responsible for verifying that a concentration of students who are Limited English Proficient English Learner (EL) (LEP) in one or more programs is not the result of discrimination.~~

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties ~~Students, parents and all other members of the School District community~~ are encouraged to promptly report suspected violations of this policy to ~~ana~~ teacher or administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, ~~or~~ administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days at his/her first opportunity. **[NOTE: While students are advised to report discrimination/retaliation to administrators, supervisors, or other District officials, the Board recognizes that some students may report discrimination/retaliation to a teacher. When a teacher receives such a report, the teacher must file it with the CO as indicated above.]**

Students who believe they have been denied equal access to District educational opportunities in a manner inconsistent with this policy may initiate a complaint and the investigation process that is set forth below. Initiating a complaint will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with the knowledge that it is false. 151

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute unlawful discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Title IX Complaint Coordinators/ District Compliance Officers (hereinafter referred to as the "COs")

The Board designates the following individuals to serve as the District's CO's:

Dr. Kimberly Hall
 Director of Human Resources
 1699 Schofield Ave., Suite 300 ~~6300 Alderson Street~~
 Schofield ~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Dr. Jeff Lindell
 Director of Student Services
 1699 Schofield Ave., Suite 300 ~~6300 Alderson Street~~
 Schofield ~~Weston~~, WI 54476
 715-359-4221 ext. 1351
 jlindell@dce.K12.wi.us

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

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

Investigation and Complaint Procedure

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

All complaints must include the following information to the extent ~~known it is available~~: a description of the alleged violation, the identity of the ~~Respondent individual(s) believed to have engaged in, or to be actively engaging in, conduct in violation of this policy, if any~~; a detailed description of the facts upon which the complaint is based ~~(i.e., when, where, and what occurred)~~; ~~and~~ a list of 152 potential witnesses; ~~and the resolution sought by the Complainant.~~

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of ~~work assignment or~~ class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the ~~Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent. 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 Respondent any individual named by the Complainant in connection with an alleged violation of this policy~~, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

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

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with ~~the Respondent any persons named in the complaint~~;
- C. interviews with any other witnesses who ~~may~~ reasonably ~~may~~ 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 ~~or designee~~ shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

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

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

Absent extenuating circumstances, within ~~five (5) ten (10) business~~ days of receiving the report of the CO ~~or designee~~, the Superintendent ~~must~~ either ~~must~~ issue a ~~written final~~ decision regarding ~~whether the charges have been substantiated the complaint~~ or request further investigation. A copy of the Superintendent's final decision will be delivered to ~~both the Complainant and Respondent (-) and to the Respondent, if any [END OF OPTION]~~. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~five (5) ten (10) business~~ days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or Superintendent shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

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

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity level of any student involved. In those cases where discrimination/retaliation 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 disciplinary action has been taken against the Respondent, 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.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because the individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy. 154

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

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

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts related to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive interim measures offered and/or provided to Complainant and/or the Respondent/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, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with

respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.; ~~REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.] [DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~
- Q. ~~documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;)(~~
- R. ~~copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;)(~~
- S. ~~copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;)(~~
- T. ~~copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;)(~~
- U. ~~copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.)(~~

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

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

Revised 10/25/17
Revised 4/24/19
T.C. 6/22/20
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- Legal
- 118.13 Wis. Stats.
 - P.I. 9, Wis. Adm. Code
 - P.I. 41, Wis. Adm. Code
 - Fourteenth Amendment, U.S. Constitution
 - 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974
 - 20 U.S.C. 7905, Boy Scouts of America Equal Access Act
 - 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended
 - 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
 - 42 U.S.C. 2000 et seq., Civil Rights Act of 1964
 - 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
 - 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
 - 29 C.F.R. Part 1635, The GINA Regulations
 - 34 C.F.R. Part 110, The Age Discrimination Act Regulations
 - Guidelines for Vocational Education Programs, Department of Education, Office for Civil Rights, March 21, 1979



Book	Policy Manual
Section	First Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 15, 2021
Prior Revised Dates	10/21/2020

2260.01 - SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall, ~~solely by reason of his/her disability,~~ be excluded from participation in, ~~be~~ denied the benefits of, or ~~be~~ subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, ~~or~~ participation in, ~~or~~ treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities ~~will make accessible to qualified individuals with disabilities its facilities, programs, and activities~~. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Free Appropriate Public Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students with disabilities within its jurisdiction who are determined eligible for special education and related services under the Individuals with Disabilities Education Act ("IDEA") or Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities (see Definitions below), the Board shall provide the student a FAPE. An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For students with disabilities who are not eligible for specially designed instruction under the IDEA, the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of students without disabilities are met shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities shall be equal to the quality of services provided to students without disabilities.

The Board is committed to educating (or providing for the education of) each qualified student with a disability within its jurisdiction with students without disabilities to the maximum extent appropriate. Generally, the District will place a student with a disability in the general education environment unless it is demonstrated that the education of the student in the general education environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the District places a student in a setting other than the general education environment, it shall take into account the proximity of the alternate setting to the student's home. If the Board operates a separate class or facility that is identified as being provided for students with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without disabilities.

The District will provide non-academic extra-curricular services and activities in such a manner as is necessary to afford qualified students with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extra-curricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special¹⁵⁸ interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to individuals with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods and nonacademic and extracurricular services and activities, including those listed above, the District will verify that students with disabilities participate with students without disabilities in such services and activities to the maximum extent appropriate.

In accordance with Section 504, parents and students shall be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents shall be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). Finally, students and parents shall be advised of their right to request a due process hearing before an Impartial Hearing Officer ("IHO") regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant education records. (See also AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures).

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Individual "An individual with a disability" means a person who has, ~~has had~~ a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

~~An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.~~

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

With respect to public preschool, elementary, and secondary educational services, a qualified individual person with a disability means a student with a disability~~disabled person~~:

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- A. who is of an age during which ~~nondisabled~~ persons without disabilities are provided educational services;
- B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to ~~disabled~~ persons with disabilities; or
- C. to whom the State is required to provide a free appropriate public education pursuant to the IDEA Individuals with Disabilities Education Improvement Act (IDEIA).

With respect to vocational education services, a qualified individual person with a disability means a student~~disabled person~~ with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The Board will not deny a student with disability access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

With respect to employment, a qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

With respect to employment, the Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under any program or activity to which Section 504/ADA applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers (hereinafter referred to as the "COs")

The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s):

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Dr. Jeff Lindell
 Director of Student Services~~Matt Spets, Assistant Superintendent~~
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. ~~13512~~
 jlindell~~mspets~~@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.

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

Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO and fulfill its responsibilities under Section 504 and Title II of the ADA. A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the CO. 160

The CO will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See below.) The Board will further will establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing, for parents of students with disabilities. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents and representation of counsel, and their right to examine relevant education records.

Training

The CO will also oversee the training of employees of the Board so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.

The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.

Facilities

No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. Programs and activities will be designed and scheduled so that the location and nature of the facility or area will not deny a student with a disability the opportunity to participate on the same basis as students without disabilities.

Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities, the Board will provide the student with a free appropriate public education ("FAPE"). An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For disabled students who are not eligible for specially designed instruction under the Individuals with Disabilities Education Improvement Act ("IDEIA"), the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of nondisabled students are met, shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan.

The Board is committed to educating (or providing for the education of) each qualified person with a disability who resides within the District with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment even with the use of supplementary aids and services cannot be achieved satisfactorily. If the District places a person in a setting other than the regular educational environment, it shall take into account the proximity of the alternate setting to the person's home.

The Board will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extracurricular services and activities may include counseling services, physical recreational athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to persons with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods, and nonacademic and extracurricular services and activities, including those listed above, the District will verify that persons with disabilities participate with persons without disabilities in such services and activities to the maximum extent appropriate.

Reports and Complaints of Discrimination and Retaliation

Students and District employees are required, and all other members of the District community and Third Parties are encouraged, to promptly report incidents of discrimination and/or retaliation to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) days. **[NOTE: While students are advised to report discrimination/retaliation to administrators, supervisors, or other District officials, the Board recognizes that some students may report discrimination/retaliation to a teacher. When a teacher receives such a report, the teacher must file it with the CO as indicated above.]**

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

A student and/or parent may initiate the internal complaint procedure when they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are identified as having a disability or believed to have a disability pursuant to Section 504 and are not eligible under the IDEA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR or requesting an impartial due process hearing.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

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

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

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

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further discrimination or retaliation/loss of educational opportunity, including but not limited to a change of work

~~assignment or~~ class schedule for the Complainant ~~and/or the Respondent~~; ~~tentative enrollment in a program, or other appropriate action~~. In making such a determination, the CO should consult the **Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent** ~~(-) Principal (-) Superintendent~~ **[END OF OPTIONS]** ~~prior to any action being taken. The Complainant should be notified of any proposed action prior to such action being taken.~~

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

Within ~~two (2) five (5) business~~ days of receiving the complaint, the CO ~~or designee~~ will initiate an investigation ~~to determine whether the Complainant has been subjected to discrimination/retaliation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.~~

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with ~~the Respondent~~ ~~any persons named in the complaint~~;
- C. interviews with any other witnesses who ~~reasonably~~ may ~~reasonably~~ be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other ~~information~~ ~~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 ~~or the designee~~ 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 discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant~~ ~~definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard~~. The CO's recommendations must be based upon the totality of the circumstances, ~~including the ages and maturity levels of those involved~~. ~~In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.~~

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

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

Absent extenuating circumstances, within ~~five (5) ten (10) business~~ days of receiving the report of the CO ~~or designee~~, the Superintendent must either issue a final decision regarding ~~whether the charges have been substantiated~~ ~~the complaint~~ or request further investigation. A copy of the Superintendent's final decision will be delivered to the Complainant ~~(-)~~ and to the Respondent, ~~if any~~ **[END OF OPTION]**. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ~~five (5) ten (10) business~~ days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint, or report of, discrimination/retaliation regardless of whether the Complainant pursues ~~member of the School District community or third party chooses to pursue~~ the complaint. The Board also ¹⁶³ 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 or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

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

Privacy/Confidentiality

The District will employ all make reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations ~~privacy of any individuals involved in the investigation process~~. Confidentiality cannot be guaranteed, however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

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

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, the opportunity to complete assignments missed due to absences related to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of any relevant code of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation 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 disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Impartial Due Process Hearing

A student and/or parent may request an impartial due process hearing regarding the identification, evaluation, or placement of a student with a disability. The student and/or parent may but are not required to first exhaust the above complaint procedure before

requesting an impartial due process hearing. The parent of a student with a disability and a student over eighteen (18) years old (if not under guardianship) or an emancipated student has the right to: (1) examine records or documents that the school relied on in making its decision about the student; (2) request an impartial due process hearing that provides the parent and/or student with an opportunity to participate and permits representation by an attorney; and (3) have an opportunity for review of the decision made at the hearing.

A request for an impartial due process hearing should be made as soon as possible following a dispute in order to ensure that witnesses are available but no more than two years following the date of the matter in dispute. A request for an impartial due process hearing must be put in writing, identify the specific circumstances or areas of dispute that have given rise to the request for a hearing, and offer possible solutions to the dispute. The request for due process hearing must be filed with a District CO within the time limits specified above. The CO is available to assist individuals in filing a request for an impartial due process hearing.

When a request for an impartial due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an IHO (i.e., by a person not employed by the District, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with the IHO's objectivity in the hearing). The District will maintain a list of trained IHOs that may include IDEA/Article 7 hearing officers, attorneys, and Directors of Special Education outside the District. The District CO will appoint an IHO from that list, and the District will bear the costs of the hearing. The appointment of an IHO will be made within fifteen (15) days after the request for an impartial due process hearing is received.

A party to an impartial due process hearing has the right to:

- A. be accompanied and advised by legal counsel and individuals with special knowledge or training with respect to the problems of students with disabilities at the party's own cost;
- B. present evidence and confront, cross-examine and compel the attendance of witnesses;
- C. a written or electronic verbatim record of the hearing; and
- D. written findings of fact and conclusions of law setting forth the reasons for the decision.

The IHO shall conduct the impartial due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) days from the request for a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances). The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

- A. a statement of the time, place and nature of the hearing;
- B. a statement of the legal authority and jurisdiction under which the hearing is being held;
- C. a reference to the particular section(s) of the statutes and rules involved;
- D. a statement of the availability of relevant records for examination;
- E. a short and plain statement of the matters asserted; and
- F. a statement of the right to be represented by counsel.

The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and otherwise to be heard. The parent and/or student may be represented by another person of the parent or student's choice, including an attorney. The IHO shall make a full and complete record of the proceedings.

The IHO shall render a decision in writing to the parties within thirty (30) days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision (conclusions of law). The IHO's decision shall include a statement that either party may appeal the decision.

Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

OCR Complaint

At any time, if a student or parent believes that the student has been subjected to discrimination based upon disability in violation of Section 504 or the ADA, the student or parent may file a complaint with the OCR. The OCR can be reached at:

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U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the COs will be published on the District's website and posted throughout the District, and included published in the District's recruitment statements or general information publications.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, made a report/formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

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

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
 - F. all documentary evidence;
 - G. e-mails, texts, or social media posts related to the investigation;
 - H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
 - I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
 - J. dated written determinations to the parties;
 - K. dated written descriptions of verbal notifications to the parties;
 - L. written documentation of any supportive interim measures offered and/or provided to the Complainant and/or the Respondent/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, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects.
 - N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
 - O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
 - P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy. ~~REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.~~
- ~~[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]~~
- Q. ~~documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;)(~~
 - R. ~~copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;)(~~
 - S. ~~) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;)(~~
 - T. ~~copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;)(~~
 - U. ~~copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.)(~~

Additionally, the CO shall retain copies of any written request for an impartial due process hearing, the IHO's notices to the parties, the evidence entered in the hearing, any transcript of the hearing, and the IHO's decision.

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.

~~F.C. 6/22/20~~
~~F.C. 8/24/20~~

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Legal 29 C.F.R. Part 1630
 34 C.F.R. Part 104
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Ellen Suckow on October 20, 2021



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 18, 2021
Prior Revised Dates	6/22/2020, 04/24/2019

3122 - NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

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

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term “day” or “days” as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

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District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets, Assistant Superintendent
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1243
 mspets@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.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972,~~ Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. (X) Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from these materials. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

Reports and Complaints of ~~Unlawful~~ Discrimination and Retaliation

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

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

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

The COs will be available during regular school/work hours to discuss concerns related to ~~unlawful~~ discrimination/retaliation. COs shall accept reports~~complaints~~ of ~~unlawful~~ discrimination/retaliation directly from any member of the School District community or a Third Party, ~~or receive reports that are initially filed with another Board employee (District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District.~~ Upon receipt of a report of alleged discrimination/retaliation~~complaint,~~ the~~either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) investigation, or [] Option 1 [~~ the CO will designate a specific individual to conduct such a process as

~~identified in a pre-defined list of investigators. the CO will designate a specific individual to conduct such a process.~~ The CO will provide a copy of this policy to ~~the Complainant and the Respondent upon request. any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.~~

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

Investigation and Complaint Procedure

~~Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been~~ ~~Any employee who believes that s/he has been~~ subjected to ~~unlawful~~ discrimination or retaliation may seek resolution of ~~the~~ ~~his/her~~ complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims ~~of discrimination/retaliation~~ and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Complaint Procedure

~~A Complainant who alleges discrimination/retaliation~~ ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"),~~ may file a complaint, either orally or in writing, ~~;~~ ~~1.)~~ with a Principal; ~~;~~ ~~2.)~~ the CO; ~~;~~ ~~or 3.)~~ to the Superintendent or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall ~~coordinate with the other appointed/designated~~ ~~assume the role of~~ CO ~~or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.~~ ~~for such complaints.~~

Due to the sensitivity surrounding complaints of ~~unlawful~~ discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals ~~are encouraged~~ ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO ~~at the employee's first opportunity, but no later than~~ ~~within~~ two (2) ~~business~~ days.

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

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

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

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

~~Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.~~ ~~Within two (2) business days of~~

~~receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.~~

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

~~Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. [END-OF-OPTIONS] Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:~~

The investigation will include:

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

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

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

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

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~-days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

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

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~-days of the party's/his/her receipt of the Superintendent's ~~final~~ decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their

representatives within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~business~~ days of its decision. The decision of the Board will be final.

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

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint ~~process~~ procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity. ~~Additionally, the Respondent must be provided the Complainant's identity. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.~~

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

Remedial Action ~~Sanctions~~ and Monitoring

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

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation 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 ~~disciplinary~~ remedial action has been taken against ~~the Respondent~~ an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~unlawful~~ discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy. ~~Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.~~ 173

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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/or received as part of an investigation, which may include ~~including,~~ but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any ~~supportive interim~~ measures offered and/or provided to the Complainant and/or the Respondent ~~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; ~~;~~ 174
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy. ~~;~~
- Q. ~~) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms; (~~
- R. ~~copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;) (~~
- S. ~~) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing; (~~
- T. ~~copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;) (~~
- U. ~~copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.) (~~

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

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

~~Revised 10/4/18~~
~~Revised 4/24/19~~
~~T.C. 6/22/20~~

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Legal	111.31 et seq., Wis. Stats.	175
	111.335(d)(2), Wis. Stats.	
	118.195, Wis. Stats.	
	118.20, Wis. Stats.	
	Fourteenth Amendment, U.S. Constitution	
	20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974	
	20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act	
	29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended	
	38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act	
	42 U.S.C. 2000 et seq., Civil Rights Act of 1964	
	42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964	
	42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964	
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended	
	42 U.S.C. 6101 et seq., Age Discrimination Act of 1975	
	42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended	
	29 C.F.R. Part 1635, The GINA Regulations	
	34 C.F.R. Part 110, The Age Discrimination Act Regulations	

Last Modified by Ellen Suckow on October 18, 2021



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po3122.02
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 18, 2021

3122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also is prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy an applicant or employee for engaging in protected activity is prohibited.

The identity of the Compliance Officer (see Policy 3122 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA this Act, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided acquired as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a District employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the District.

The Board District recognizes that genetic information may be acquired through commercially and publicly available media including documents like newspapers, books, magazines, periodicals, television shows or the Internet. The Board District prohibits, however, District its employees and agents including commercial background investigation agents from searching these such sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.

As used in this policy, "Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services; or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA. 177

If the District's employees or agents District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment, or a medical provider it shall be treated as a confidential medical record in accordance with law.

The District's Superintendent shall appoint a Compliance Officer (see Policy 3122 - Nondiscrimination and Equal Employment Opportunity) who shall be responsible for overseeing the Board District's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA Federal regulations and promptly dealing with any inquiries or complaints. This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer S/He shall also shall verify that proper notice of nondiscrimination for Title II of GINA the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement

The Genetic Information Nondiscrimination Act of 2008 or ("GINA") prohibits employers and other entities covered by the law GINA Title II, including the Board of Education, from requesting or requiring genetic information of an employee or applicant individual or family member of an employee or applicant the individual, except as specifically allowed by law. To comply with GINA this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at 715-359-4221.

The Board District offers health services. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the District Board and no applicant or employee shall be identified or identifiable from the reported information.

The grievance procedure for complaints of discrimination in Policy 3122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if an employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

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Legal 42 U.S.C. 2000ff et seq.
Title II, The Genetic Information Nondiscrimination Act of 2008
29 C.F.R. Part 1635

Last Modified by Ellen Suckow on October 18, 2021



Book	Policy Manual
Section	First Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123
Status	
Adopted	May 25, 2016
Last Revised	October 18, 2021
Prior Revised Dates	6/22/2020

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

An individual with a disability means a person who has, **has had** a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working. 179

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

~~An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.~~

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the such individual holds or desires and ~~with or without reasonable accommodation,~~ can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board District's program and/or activities. A reasonable accommodation is not ~~necessarily~~ required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets, Assistant Superintendent
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1243
 mspets@dce.K12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

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The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO. ~~Any sections of the and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District COs.~~

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Training

~~The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.~~

~~The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.~~

Facilities

~~No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.~~

~~For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.~~

Notice

~~Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.~~

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies,

including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

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- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) ~~calendar~~ days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) ~~business~~ days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) ~~business~~ days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) ~~business~~ days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to ~~unlawful~~ discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

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The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation 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 disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~unlawful~~ discrimination/retaliation, or participates as a witness in an investigation, is prohibited. ~~Neither the Board nor any other person may intimidate, threaten, coerce, Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten~~ or interfere with any individual because the person opposed any act or practice made ~~unlawful~~ by Section 504 or the ADA, or because that individual made a ~~report, formal complaint~~ charge, testified, assisted or participated, ~~or refused to participate~~ in any manner in an investigation, proceeding, or hearing under those laws ~~and/or this policy~~, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws ~~and/or this policy~~.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this

policy;

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- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. 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;
- L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;
- O. ~~) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;(-~~
- P. ~~) copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;(-~~
- Q. ~~) copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;(-~~
- R. ~~) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.(-~~

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

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

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Legal 29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended
 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
 29 C.F.R. Part 1630
 34 C.F.R. Part 104



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362
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3362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

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

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, the Board will take immediate steps calculated to end the harassment, prevent its reoccurrence, and, if applicable, remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

~~[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

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

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

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

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Complainant: is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

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

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

"Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

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Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

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

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

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

Sexual Harassment covered by Policy 2266/AG 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact assault;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos videotapes, posters, audio recordings, or literature, placed in the work or educational environment that reasonably may embarrass or offend individuals; remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;

- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; ~~and~~
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Boundary Invasions

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

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

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

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or "CO" "COs"):

Dr. Kimberly Hall
 Director of Human Resources
 1699 Schofield Ave., Suite 300
 Schofield, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets Assistant Superintendent
 Business/Personnel Services
 1699 Schofield Ave., Suite 300
 Schofield, WI 54476
 715-359-4221 ext. 1243
 mspets@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.

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

Reports and Complaints of Harassing Conduct

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the 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 individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. Option 2 the Superintendent will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2] The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community ~~and third parties, which includes all staff,~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report/complaint~~ shall file it with the ~~District's~~ Compliance Officer within two (2) days of receiving the report of harassment at his/her first opportunity.

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

Reporting procedures are as follows:

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

- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below. 191
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO. for such complaints.
 2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

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

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

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, aAny employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have/he has been subjected to harassment or has witnessed harassment of another may seek resolution of the his/her complaint through the procedures ~~as~~ described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

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

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), the Wisconsin Equal Rights Division, and/or Equal Employment Opportunity Commission ("EEOC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Complaint Procedure

A Complainant An individual who believes s/he has been subjected to harassment hereinafter referred to as the "Complainant," who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a teacher, Principal; 2) directly to one of the COs; or 3) to the Superintendent, or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who may will consult, in consultation with the other appointed/designated CO, if any, and if necessary, appoint/designate another individual to serve in the role of CO assume the role of the CO for such a complaint regarding a CO.

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

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

All written complaints must include the following information to the extent known it is available: the identity of the Respondent individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses; and the resolution sought by the Complainant.

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

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

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

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. [END-OF-OPTIONS]

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

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

- A. interview(s) with the Complainant;

- B. interview(s) 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.

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At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. ~~Complainant has been subjected to harassment.~~ The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

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

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

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

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

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

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

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

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

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided~~s/he learns or that s/he provides~~ during the course of the investigation. 194

Directives During Investigation

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

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

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

Remedial Action ~~Sanctions~~ and Monitoring

~~The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.~~

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all ~~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.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct

If the CO has reason to believe that the Complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the Superintendent shall be advised that local law enforcement was notified. 195

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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/or received as part of an investigation, which may include ~~including,~~ but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive interim measures offered and/or provided to Complainant and/or the Respondent/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.
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.
- Q. ~~) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;(-~~
- R. ~~copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;)(-~~
- S. ~~) copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;(-~~
- T. ~~copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.)(-~~

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

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

Revised 4/24/19

T.C. 6/22/20

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Legal	111.31, 118.195, 118.20, Wis. Stats.	197
	29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967	
	29 U.S.C. 794, Rehabilitation Act of 1973	
	42 U.S.C. 1983	
	42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964	
	42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964	
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act	
	42 U.S.C. 6101 et seq., Age Discrimination Act of 1975	
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended	
	29 C.F.R. Part 1635	
	National School Boards Association Inquiry and Analysis - May 2008	

Last Modified by Ellen Suckow on October 18, 2021



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po4122
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 18, 2021
Prior Revised Dates	6/22/2020, 04/24/2019

4122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

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

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

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District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

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

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, ~~Title IX of the Education Amendment Act of 1972,~~ Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public. (X) Any sections of the District's postings, notifications, advertisements, or other materials regarding recruiting, hiring, and promotion need to contain a statement of nondiscrimination similar to that in the Board's statement above. In addition, any gender-specific terms should be eliminated from these materials.~~A copy of each of the Acts and regulations on which this notice is available upon request from the CO.~~

Reports and Complaints of ~~Unlawful~~ Discrimination and Retaliation

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

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

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

The COs will be available during regular school/work hours to discuss concerns related to ~~unlawful~~ discrimination/retaliation. COs shall accept reports~~complaints~~ of ~~unlawful~~ discrimination/retaliation directly from any member of the School District community or a Third Party,~~or receive reports that are initially filed with another Board employee (District employees, students, parent(s), and member of the Board), a resident of the District, or a visitor to the District.~~ Upon receipt of a report of alleged discrimination/retaliation~~complaint, the either directly or through a school building administrator, a CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) investigation, or [] Option 1 the CO will designate a specific individual to conduct such a process as~~

~~identified in a pre-defined list of investigators. [END OF OPTION 1] [] Option 2 the Superintendent will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2] the CO will designate a specific individual to conduct such a process.~~ The CO will provide a copy of this policy to the Complainant and the Respondent ~~200~~ request any person who files a complaint. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

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

Investigation and Complaint Procedure

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been ~~Any employee who believes that s/he has been~~ subjected to ~~unlawful~~ discrimination or retaliation may seek resolution of the his/her complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

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

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

Complaint Procedure

A Complainant who alleges discrimination/retaliation ~~An individual who believes s/he has been subjected to unlawful discrimination/retaliation (hereinafter referred to as the "Complainant"),~~ may file a complaint, either orally or in writing, ~~;~~ 1) with a Principal; 2) the CO; ~~;~~ or 3) to the Superintendent or other supervisory employees. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated ~~assume the role of~~ CO or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO. for such complaints.

Due to the sensitivity surrounding complaints of ~~unlawful~~ discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged ~~should make every effort~~ to file a complaint within thirty (30) ~~calendar~~ days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, Superintendent, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than ~~within~~ two (2) ~~business~~ days.

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

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

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

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

Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process. ~~Within two (2) business days of~~

~~receiving the complaint, the CO will initiate an investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.~~

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

~~Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. [END-OF-OPTIONS]Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:~~

The investigation will include:

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

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

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

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

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

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) ~~business~~ days, ~~or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents~~. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

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

A Complainant or Respondent who is dissatisfied with the final decision of the Superintendent may appeal through a signed written statement to the Board within five (5) ~~business~~ days of ~~the party's his/her~~ receipt of the Superintendent's ~~final~~ decision. The written statement of appeal must be submitted to the Superintendent, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their

representatives within twenty (20) ~~business~~ days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) ~~business~~ days of its decision. The decision of the Board will be final.

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

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint ~~process~~ procedure is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity. ~~Additionally, the Respondent must be provided the Complainant's identity. All Complainants will be advised that their identities may become known to the Respondent(s) through the investigation process.~~

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

Remedial Action ~~Sanctions~~ and Monitoring

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

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation 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 ~~disciplinary~~ remedial action has been taken against ~~the Respondent~~ an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~unlawful~~ discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy. ~~Specifically, the Board will not retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing under those laws, or because that individual exercised their rights, aided or encouraged any other person in the exercise of any right granted or protected by those laws.~~ 203

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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/or received as part of an investigation, which may include ~~including,~~ but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any ~~supportive interim~~ measures offered and/or provided to the Complainant and/or the Respondent ~~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;
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- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.;
- Q. ~~documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;)(~~
- R. ~~() copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;~~
- S. ~~() copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;~~
- T. ~~() copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;~~
- U. ~~() copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.~~

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

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

~~Revised 10/4/18~~

~~Revised 4/24/19~~

~~T.C. 6/22/20~~

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Legal	111.31 et seq., Wis. Stats.	205
	111.335(d)(2), Wis. Stats.	
	118.195, Wis. Stats.	
	118.20, Wis. Stats.	
	Fourteenth Amendment, U.S. Constitution	
	20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974	
	20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act	
	29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended	
	38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act	
	42 U.S.C. 2000 et seq., Civil Rights Act of 1964	
	42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964	
	42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964	
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act of 1973 as amended	
	42 U.S.C. 6101 et seq., Age Discrimination Act of 1975	
	42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended	
	29 C.F.R. Part 1635, The GINA Regulations	
	34 C.F.R. Part 110, The Age Discrimination Act Regulations	

Last Modified by Ellen Suckow on October 18, 2021



Book	Policy Manual
Section	First Reading by Board
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po4122.02
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 18, 2021

4122.02 - NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee as an employee, based on genetic information. Harassment of a person because of his/her genetic information is also is prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy an applicant or employee for engaging in protected activity is prohibited.

The identity of the Compliance Officer (see Policy 41222 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA this Act, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided acquired as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a District employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the District.

The Board District recognizes that genetic information may be acquired through commercially and publicly available media including documents like newspapers, books, magazines, periodicals, television shows or the Internet. The Board District prohibits, however, District its employees and agents including commercial background investigation agents from searching these such sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.

As used in this policy, "Genetic information," as defined by GINA, means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA. 207

If the District's employees or agents District either legally and/or inadvertently receives genetic information about an employee or applicant for employment from the employee, applicant for employment, or a medical provider it shall be treated as a confidential medical record in accordance with law.

The District's Superintendent shall appoint a Compliance Officer (see Policy 4122 - Nondiscrimination and Equal Employment Opportunity) who shall be responsible for overseeing the Board District's compliance with this policy and GINA and proposing revisions and additions to this policy as necessary to ensure the Board's compliance with GINA Federal regulations and promptly dealing with any inquiries or complaints. This person shall be responsible for working with the Board's legal counsel to fully implement the requirements of GINA in all activities of the School District. The Compliance Officer S/He shall also shall verify that proper notice of nondiscrimination for Title II of GINA the Genetic Information Nondiscrimination Act of 2008 is provided to staff members, and that all District requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) are accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information. The warning shall read as follows:

Genetic Information Nondiscrimination Act of 2008 (GINA) Disclosure Requirement

The Genetic Information Nondiscrimination Act of 2008 or ("GINA") prohibits employers and other entities covered by the law GINA Title II, including the Board of Education, from requesting or requiring genetic information of an employee or applicant individual or family member of an employee or applicant the individual, except as specifically allowed by law. To comply with GINA this law, do not provide any genetic information when responding to this request for medical information (unless the request pertains to a request for FMLA leave for purposes of caring for an immediate family member with a serious health condition). "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic test, the fact that an individual or an individual's family member sought or received genetic services or participated in clinical research that includes genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. Questions concerning compliance with the requirements of GINA may be directed to the Compliance Officer at 715-359-4221.

The Board District offers health services. Participation in the services/program is voluntary. Genetic information (such as family medical history) may be obtained as part of an individual's participation in the service/program. If that occurs, individual genetic information may be provided to the individual receiving the services and to his/her health services providers, but only genetic information in aggregate form will be provided to the District Board and no applicant or employee shall be identified or identifiable from the reported information.

The grievance procedure for complaints of discrimination in Policy 4122 applies to complaints of discrimination, including harassment, or retaliation prohibited by GINA and may be utilized if an employee alleges discrimination or harassment on the basis of genetic information or retaliation for identifying, objecting to, or filing a complaint concerning a violation of GINA or this policy.

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Legal 42 U.S.C. 2000ff et seq.
 Title II, The Genetic Information Nondiscrimination Act of 2008
 29 C.F.R. Part 1635

Last Modified by Ellen Suckow on October 18, 2021



Book	Policy Manual
Section	First Reading by Board
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po4123
Status	First Reading
Adopted	May 25, 2016
Last Revised	October 18, 2021
Prior Revised Dates	6/22/2020

4123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board prohibits discrimination against any employee or applicant based upon his/her disability. As such, the Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

An individual with a disability means a person who has, **has had** a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working. 209

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

~~An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.~~

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual person with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the such individual holds or desires and ~~with or without reasonable accommodation,~~ can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board District's program and/or activities. A reasonable accommodation is not ~~necessarily~~ required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officer(s)

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets, Assistant Superintendent
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1243
 mspets@dce.K12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually on the School District's website.

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The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO. ~~Any sections of the and fulfill its responsibilities under Section 504 and Title II of the Americans with Disabilities Act, as amended ("ADA"). A copy of Section 504 and the ADA, including copies of their implementing regulations, may be obtained from the District COs.~~

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Training

~~The COs will also oversee the training of employees in the District so that all employees understand their rights and responsibilities under Section 504 and the ADA, and are informed of the Board's policies, administrative guidelines, and practices with respect to fully implementing and complying with the requirements of Section 504/ADA.~~

~~The Board will provide in-service training and consultation to staff responsible for the education of persons with disabilities, as necessary and appropriate.~~

Facilities

~~No qualified person with a disability will, because the District's facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies.~~

~~For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.~~

Notice

~~Notice of the Board's policy on nondiscrimination in employment practices and the identity of the COs will be posted throughout the District, and published in the District's recruitment statements or general information publications.~~

Complaint Procedures

If a person believes that s/he has been discriminated against on the basis of his/her disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies,

including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

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- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) ~~calendar~~ days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) ~~business~~ days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) ~~business~~ days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The Superintendent will render his/her decision within ten (10) ~~business~~ days of the hearing.
- E. The employee may be represented, at his/her own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to ~~unlawful~~ discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

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The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation 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 disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging ~~unlawful~~ discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten or interfere with any individual because the person opposed any act or practice made ~~unlawful~~ by Section 504 or the ADA, or because that individual made a report, formal complaint charge, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

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

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this

policy;

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- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. 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;
- L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy.
- O. ~~) documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;(-~~
- P. ~~) copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;(-~~
- Q. ~~) copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;(-~~
- R. ~~) copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.(~~

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

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

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Legal	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended	214
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended	
	29 C.F.R. Part 1630	
	34 C.F.R. Part 104	

Last Modified by Ellen Suckow on October 18, 2021



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE ANTI-HARASSMENT
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Last Revised	October 18, 2021
Prior Revised Dates	10/21/2020

4362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

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

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, ~~(collectively, "Protected Classes")~~, or any other characteristic protected by law in its employment practices (hereinafter referred to as ~~"harassment"~~ ~~"Protected Classes Characteristics"~~), and encourages those within the School District community as well as ~~T~~third ~~P~~parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual’s work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, ~~the Board will~~ take immediate steps ~~calculated~~ to end the harassment, prevent its reoccurrence, and, ~~if applicable,~~ remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

~~[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

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

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

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

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Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

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

- ~~A. places a school employee in reasonable fear of harm to his/her person or damage to his/her property;~~

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

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"Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

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

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

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

Sexual Harassment covered by Policy 2266/AG 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact ~~assault~~;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions ~~of a sexual nature~~, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;

- E. sexually suggestive objects, pictures, graffiti, videos, videotapes, posters, audio recordings, or literature, placed in the work ~~of educational~~ environment that reasonably may embarrass or offend individuals; ~~remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;~~
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment; ~~and~~
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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

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

Boundary Invasions

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

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;
- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;

- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior.

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

Religious (Creed) Harassment

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

National Origin/Ancestry Harassment

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

Age Harassment

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

Race/Color Harassment

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

Disability Harassment

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

Anti-Harassment Compliance Officers

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The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or "CO" "COs"):

Dr. Kimberly Hall
 Director of Human Resources
 1699 Schofield Ave., Suite 300 ~~6300 Alderson Street~~
 Schofield ~~Weston~~, WI 54476
 715-359-4221 ext. 1225
 khall@dce.K12.wi.us

Matt Spets Assistant Superintendent
 Business/Personnel Services
 1699 Schofield Ave., Suite 300 ~~6300 Alderson Street~~
 Schofield ~~Weston~~, WI 54476
 715-359-4221 ext. 1243
 mspets@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.

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

Reports and Complaints of Harassing Conduct

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the 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 individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or [] Option 1 the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. [END OF OPTION 1] [] Option 2 the Superintendent will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2] The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community ~~and third parties, which includes all staff,~~ along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a ~~report~~ complaint shall file it with the ~~District's~~ Compliance Officer within two (2) days of receiving the report of harassment ~~at his/her first opportunity.~~

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

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report ~~2014~~ alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.
- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the Superintendent, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO. for such complaints.
 2. Any complaint under this policy regarding the Superintendent or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the Superintendent or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

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

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

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, aAny employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have/s/he has been subjected to harassment or has witnessed harassment of another may seek resolution of the his/her complaint through the procedures ~~as~~ described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

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

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The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), the Wisconsin Equal Rights Division, and/or Equal Employment Opportunity Commission ("EEOC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Complaint Procedure

~~A Complainant~~~~An individual who believes s/he has been subjected to harassment hereinafter referred to as the "Complainant,"~~ who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a teacher; Principal; 2) directly to one of the COs; or 3) to the Superintendent; or other supervisory employee. As noted above, any complaint received regarding the Superintendent or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who ~~may will consult; in consultation~~ with the other appointed/designated CO, if any, and if necessary appoint/designate another individual to serve in the role of CO ~~assume the role of the CO~~ for such a complaint regarding a CO.

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

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

All written complaints must include the following information to the extent known it is available: the identity of the Respondent individual believed to have engaged in, or be actively engaging in, harassment; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); and a list of potential witnesses; and the resolution sought by the Complainant.

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

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

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

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. [END-OF-OPTIONS]

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

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

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who ~~may~~ reasonably may 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 or designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant ~~Complainant has been subjected to harassment~~. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

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

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

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

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

If the Superintendent determines the Respondent engaged in harassment of or retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

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

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

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

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

Privacy/Confidentiality

The ~~School~~ District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's

~~identity. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the respondent.~~

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

Directives During Investigation

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

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

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

Remedial Action ~~Sanctions~~ and Monitoring

~~The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.~~

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the Superintendent shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all ~~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.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct

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

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

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

Reprisal

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

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

Miscellaneous

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

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

Education and Training

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

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

Retention of Investigatory Records and Materials

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. 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/or received as part of an investigation, which may include~~including,~~ but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;

- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive interim measures offered and/or provided to Complainant and/or the Respondent/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.
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;.
- Q. ~~documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;(-)~~
- R. ~~copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;(-)~~
- S. ~~copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;(-)~~
- T. ~~copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.(-)~~

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

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

~~Revised 4/24/19~~

~~T.C. 6/22/20~~

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Legal

111.31, 118.195, 118.20, Wis. Stats.
29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
29 U.S.C. 794, Rehabilitation Act of 1973
42 U.S.C. 1983
42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964
42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended
29 C.F.R. Part 1635
National School Boards Association Inquiry and Analysis - May 2008

Last Modified by Ellen Suckow on October 18, 2021



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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 ~~trans~~gender 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 Classes"), and encourages those within the School District community as well as ~~I~~third ~~P~~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 Classes, through its policies on bullying (See Policy 5517.01 – Bullying).

~~[] The District will offer counseling services to any person found to have been subjected to harassment and, where appropriate, the person(s) who committed the harassment.~~

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 investigation of allegations of harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's **supervisory** duties

Sexual Harassment covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Notice

Notice of the Board's policy on anti-harassment in the educational environment and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the 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).

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 Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including **trans**gender 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. Complaints brought under this policy that are more appropriately handled under the Bullying policy shall be referred for investigation consistent with the procedures in that policy.

Bullying that rises to the level of Sexual Harassment is covered by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

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 Class 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.

"Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "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 any either gender against a person of the same or another opposite gender.

Prohibited acts that constitute sexual harassment under this policy 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. threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs, activities, or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls and obscene gestures;
- E. Sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings or literature, placed in the work or educational environment, that may reasonably embarrass or offend individuals;
- F. 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;
- G. unwelcome sexual behavior or words including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- H. 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;

I. 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, telephone calls, or materials of a sexual nature;
6. displaying pictures, calendars, cartoons, or other materials with sexual content.

J. inappropriate boundary invasions by a District employee or other adult member of the District community into a student's personal space and personal life.

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

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

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 behavior.

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

- H. ~~(X) a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;~~
- I. ~~remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history; and~~
- J. verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

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; creating an intimidating, hostile, or offensive learning environment; or 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 regarding 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; creating an intimidating, hostile, or offensive learning environment; or 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/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of: interfering with the individual's educational performance; creating an intimidating, hostile, or offensive working and/or learning environment; or 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 or ancestry, 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; creating an intimidating, hostile, or offensive learning environment; or 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 disability~~disabling condition~~, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. 233

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (also known as "Anti-Harassment Compliance Officers"; hereinafter referred to as the "COs").

Employee Issues:

Dr. Kimberly Hall
 Director of Human Resources
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
715-359-4221, ext. 1225
 khall@dce.k12.wi.us

Matt Spets, Assistant Superintendent
 Business/Personnel Services
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 ext. 1243
 mspets@dce.k12.wi.us

Student Issues:

Dr. Casey Nye
 Assistant Superintendent of Learning
 D.C. Everest Area School District
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 Ext. 1327
 cnyemjlechner@dce.k12.wi.us

Dr. Jeff Lindell
 Student Services Director
 D.C. Everest Area School District
1699 Schofield Ave., Suite 300~~6300 Alderson Street~~
Schofield~~Weston~~, WI 54476
 715-359-4221 Ext. 1351
 jlindell@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.

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

Reports and Complaints of Harassing Conduct~~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 of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with this policy.~~

Reporting procedures are as follows:

- A. Any student who believes s/he has been the victim of harassment prohibited under this policy will be encouraged to report the alleged harassment to any District employee, such as a teacher, administrator or other employees.
- 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 received notice that a student has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the Compliance Officer.
- D. Any other person with knowledge or belief that a student has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to any District employee, such as a teacher, administrator or other employees.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. (5517F)
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, each school's building principal shall be advised to designate both a male and a female Compliance Officer for receiving reports of harassment prohibited by this policy. At least one (1) Compliance Officer or other individuals shall be available outside regular school hours to address complaints of harassment that may require immediate attention.

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 COs must contact the Complainant student, if over age eighteen (18) or the Complainant's student's parents/guardians 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 Third Party 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 contact the Complainant and begin either an informal or formal process (depending on the request of the Complainant or the nature of the alleged harassment), review and investigation or [] Option 1~~ the CO(s) will designate a specific individual to conduct such a process as identified in a pre-defined list of investigators. ~~[END OF OPTION 1] [] Option 2 the Superintendent will designate a specific individual to conduct the process necessary for an informal or formal investigation. [END OF OPTION 2] or the CO will designate a specific individual to conduct such a process.~~ The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. The CO will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All Board employees ~~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) ~~calendar~~ days of learning of the incident.

Investigation and Complaint Procedure

Except for Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, a Any student who believes that they have s/he has been subjected to harassment may seek resolution of the his/her complaint through the procedures described below. The formal complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated. Further, a process for investigating claims of harassment and a process for rendering a decision regarding whether the claim of harassment was substantiated are set forth below.

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).

The procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR") and/or the Wisconsin Equal Rights Division. The Chicago Office of the OCR can be reached at:

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U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: <http://www.ed.gov/ocr>

~~John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.~~

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

Complaint Procedure

~~A Complainant~~ 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 ~~official~~ 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 ~~official~~ employee at the student's school, the CO, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the CO within two (2) ~~business~~ days.

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

All complaints must include the following information to the extent ~~known it is available~~: the identity of the ~~Respondent 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 ~~(i.e., when, where, and what occurred)~~; 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 ~~Respondent 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 ~~Respondent 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 ~~any relevant policies and/or 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 an investigation by at a minimum confirming receipt of the complaint with the complainant and informing the complainant of the investigation process.

~~Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the complainant reasonably informed of the investigation's progress.~~

~~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.~~

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Although certain cases may require additional time, the ~~CO or designee~~ ~~Compliance Officer~~ will attempt to complete an investigation into the allegations of harassment based on a Protected Class or retaliation within fifteen (15) ~~calendar~~ days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who ~~may~~ reasonably may 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 Respondent engaged in harassment/retaliation of the Complainant ~~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.

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

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation the CO may in consultation with the Superintendent or Board President, if the matter involves 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~~ must 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 ~~written final~~ decision will be delivered to both the Complainant and the Respondent.

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

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

If the decision of the Superintendent is that there is no finding of harassment pursuant to this policy, the student/parent will be informed of the provisions of Policy 5517.01 - Bullying.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or ~~Third Party~~ ~~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.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

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. 237

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.

Privacy/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. Additionally, the Respondent must be provided the Complainant's identity. ~~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 or designee 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 is learned or provided ~~s/he learns or that s/he provides~~ during the course of the investigation.

Remedial Action Sanctions and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct ~~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 level ~~levels~~ of any student ~~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 disciplinary ~~remedial~~ action has been taken against the Respondent ~~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.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Reprisal

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

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

Education and Training

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

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

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address and telephone number of the Compliance Officers, 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

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation including but not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive interim measures offered and/or provided to the Complainant and/or the Respondent/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. 239
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy.
- Q. ~~documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;(-)~~
- R. ~~copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;(-)~~
- S. ~~copies of any notices sent to the Complainant and the Respondent in advance of any interview or hearing;(-)~~
- T. ~~copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.(-)~~

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~~

~~T.C. 6/22/20~~

~~Revised 2/17/21~~

~~T.C. 7/14/21~~

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Legal

48.981, Wis. Stats.

118.13, Wis. Stats.

P.I. 9, Wis. Admin. Code

P.I. 41 Wis. Admin. Code

20 U.S.C. 1400 et seq., the Individuals with Disabilities Education Act of 2004, as amended (IDEA)

29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended

42 U.S.C. 1983

42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964

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

34 C.F.R. Part 104, Section 504 Regulations

34 C.F.R. Part 300, IDEA Regulations

Cross References [5517 F2 - Student Bullying Complaint Form](#)
 [5517F1 - Student Harassment Complaint Form](#)

Last Modified by Ellen Suckow on October 18, 2021

Thank you for the
beautiful plant
in memory of my
mom, Shirley
Landowski.

Gloria Segner

Perhaps you sent a lovely card,
or sat quietly on a chair.
Perhaps you sent a funeral spray,
If so we saw it there.
Perhaps you spoke the kindest words,
that anyone could say.
Perhaps you were not there at all,
Just thought of us that day.
Whatever you did to console our hearts, We
Thank You
so much whatever the part.

DC Everest School Board,

The family of Harry
Bundl would like to thank
you for your thoughtfulness
and prayers during this
time of loss.

The Bundl
Family

In moments of *Sorrow*,
it's Family & *Friends*
who bring
Love & Peace.

Thank You Sincerely.

Dear D.C. Everest School Board,
Thank you for the
beautiful memorial plant in
honor of my father. I
deeply appreciate your kindness,
Steph Hobbins