

Regular School Board Meeting
Wednesday, May 18, 2022, 6:30 PM
Middle School Theater
9302 Schofield Ave.
Weston, WI 54476



– 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.

Here's the information to view the meeting live:

Event address for attendees: <https://dce.webex.com/dce/onstage/g.php?MTID=e314f18ed4466325dac783fd05675419b>

Event number: 2499 602 0944

Event password: BoardMay2022

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

Audio Conference Access Code: 2499 602 0944

A day or two after the meeting, the recording will be posted to:

<https://www.youtube.com/channel/UCrYDZCV5lwlInSHhWl0od8g/videos>.

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Public Comment

VI. Consent Agenda

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H. Gift/Bequests	
I. Bus Accident Report	

VII. Reports/Considerations

- A. WASB Legislative Network Member
- B. CESA #9 Representative - No Representative
- C. Student Representative
- D. Superintendent
 - 1. School Year Update

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. Election of Officers - President, Vice President, Clerk, Treasurer	
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1. WASB Representative	
a. WASB Delegate	
2. Education Foundation Representative	
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XI. Future Meeting Dates	
A. Senior High Graduation	
May 25 at 7:00 p.m.	
Stiehm Stadium	
1000 Machmueller Street	
Weston, WI 54476	
B. Regular Board Meeting	
June 15, 2022, at 6:30 p.m.	
D.C. Everest Middle School Theater	
9302 Schofield Ave.	
Weston, WI 54476	

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.

C. Regular Board Meeting
July 20, 2022, at 6:30 p.m.
D.C. Everest Middle School Theater
9302 Schofield Ave.
Weston, WI 54476

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D. Regular Board Meeting
August 17, 2022, at 6:30 p.m.
D.C. Everest Middle School Theater
9302 Schofield Ave.
Weston, WI 54476

XII. Adjourn

Regular School Board Meeting
 Wednesday, April 13, 2022 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. Also present were Superintendent Gilmore, Assistant Superintendents Spets and Nye, Student Representative Alexander, and Executive Assistant Suckow.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion made by Lindsey Lewitzke and seconded by Larry Schaefer to approve tonight's agenda. With a voice vote, this motion passed.

V. Public Comment

There was none.

VI. Consent Agenda

Motion to approve the consent agenda made by Xiong and seconded by Schaefer.

Request made by Joshua Dickerson to approve the consent agenda without item B #2.

Friendly amendment motion made by Xiong and seconded by Schaefer to approve Consent Agenda without B #2. With a roll call vote, this motion passed.

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

Motion made by Corina Norrbom and seconded by Bruce Krueger to approve Consent Agenda B #2. 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.A.1. Minutes from March 16, 2022

VI.B. Recommended Employment/Resignations/Contract Adjustments

VI.B.1. District Administrator Contracts

VI.B.2. Dickerson Teacher Contract

VI.B.3. Teacher Contracts 2022-2023

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

VI.D. Balance Sheet

VI.E. Budget Transfers

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

VI.G. Fundraising Requests

VI.G.1. Senior High Graduation Party Request

VI.H. Gift/Bequests

VI.I. Bus Accident Report

VI.J. Second Reading of Policy 5410

VII. Reports/Considerations

VII.A. School Board Clerk's Election Report – Xiong reported the election totals and three board members will be Lewitzke, Dickerson and Grabko.

VII.B. WASB Legislative Network Member – Norrbom reported webinars and continuing education are being offered.

VII.C. CESA #9 Representative – Krueger reported WI Virtual School is growing and looking to add new opportunities for dual credit.

VII.D. Student Representative – The Board awarded a \$500 scholarship to Elayna Alexander for her work this past year as the student representative. Elayna reported this year's Variety Show will be on Friday night, May 6. Prom will be held Saturday, April 30. Congratulations to the forensics team for all earning medals at the state competition. Last weekend D.C. Everest Performing Arts performed “County Fair: A Country Hits Musical”. Congratulations to HOSA members for competing and assisting at the State Leadership Conference the past two days. Kennedy Stowell, Lauryn Wimmer, and Elina Yang will be taking their skills to the HOSA international meet in Nashville, TN in June. On April 14, high school students will be participating in a Wellness day. Kevin Hines, 47 presenters and many more volunteers from all over our community are coming to share expertise and activities with all of us.

VII.E. Superintendent

VII.E.1. School Year Update

VII.E.2. Referendum Closure

VII.E.3. Governor's Visit

VIII. Unfinished Business

VIII.A. Celebrating Early Literacy

IX. New Business

IX.A. Budget for 2022-2023

Motion made by Lindsey Lewitzke and seconded by Bruce Krueger, to approve maintaining the current building allocations as presented in the board packet for the 2022-2023 year. With a voice vote, all yes, this motion passed.

IX.B. Future Facilities Update - Information Only

IX.C. Recommendation on Administration Building

Motion made by Larry Schaefer and seconded by Bruce Krueger to approve DCE leadership to move forward and approve each bid pack and authorize all aspects of construction for the administration/professional development building. With a voice vote, all yes, this motion passed.

IX.D. Teacher Salaries

Motion made by Yee Leng Xiong and seconded by Corina Norrbom to approve the updated teacher salary schedule. With a voice vote, all yes, except Dickerson abstained this motion passed.

IX.E. Idea Contract

Motion made by Yee Leng Xiong and seconded by Joshua Dickerson to approve the Idea School charter school contract for July 1, 2022 to June 30, 2026. With a voice vote, all yes, this motion passed.

IX.F. WISNP Contract

Motion to approve the following resolution for the Wisconsin School Nutrition Purchasing Cooperative: Whereas the School Districts as listed in this document desire to enter into a cooperative relationship to (1) reduce their respective costs in purchasing food, beverages, supplies, and USDA Foods processing, storage and transportation services for use in the school district's Child Nutrition Program(s) for the school year and beyond, and (2) to educate district representatives with regard to ongoing Child Nutrition Program challenges and regulations, and (3) to make the most efficient use of power by enabling them to cooperate with each other on a basis of mutual advantage; Be it, and it is hereby resolved that the member districts of the Wisconsin School Nutrition Purchasing Cooperative shall share the fees for a procurement consultant and cooperative coordinator, plus reasonable and necessary expenses, through administrative fees paid through approved vendor agreements and through membership dues, pursuant to section 66.0301 of the Wisconsin Statutes. This motion, made by Yee Leng Xiong and seconded by Joshua Dickerson, passed.

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

IX.G. Student Accident Insurance

Motion made by Larry Schaefer and seconded by Yee Leng Xiong to approve guarantee Trust Life Insurance Company to provide student accident insurance for the 2022-2023 school year. With a voice vote. this motion passed.

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

X. Petitions and Communications

X.A. D. Goetsch Thank You for the Memorial Tribute

XI. Future Meeting Dates

XI.A. District Recognition Celebration
 April 18, 2022, at 6:00 p.m.
 D.C. Everest Senior High Auditorium
 6500 Alderson Street
 Weston, WI 54476

XI.B. Regular Board Meeting
 May 18, 2022, at 6:30 p.m.
 D.C. Everest Middle School Theater
 9302 Schofield Ave.
 Weston, WI 54476

XI.C. Regular Board Meeting
 June 15, 2022, at 6:30 p.m.
 D.C. Everest Middle School Theater
 9302 Schofield Ave.
 Weston, WI 54476

XI.D. Regular Board Meeting
 July 20, 2022, at 6:30 p.m.
 D.C. Everest Middle School Theater
 9302 Schofield Ave.
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XII. The Board Will Consider Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c) for an Update to the Board on a Personnel Issue of a Professional Staff Member. The Board Will Adjourn Directly from Closed Session.

Motion made by Yee Leng Xiong and seconded by Joshua Dickerson to adjourn to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(c) for an Update to the Board on a Personnel Issue of a Professional Staff Member. With a roll call vote, this motion passed. Time was 8:00 p.m.

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

Meeting adjourned at 8:24 from Closed Session.

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 May 18, 2022, meeting of the School Board.



Employment Report

Recommended Employment

Certified Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Kaelyn Lyon	EC SPED Teacher	1.00	August 23, 2022
Lindsey Mesalk	Cross-Cat SPED Teacher/MB Math Interventionist/MS & Math Teacher/JH	1.00	August 23, 2022
Conner VanderLeest		1.00	August 23, 2022
Molly Piehler	Literacy Interventionist/MS	1.00	August 23, 2022
Valerie Willems	School Counselor/SH	1.00	August 23, 2022
Cynthia Miller	ELA Teacher/MS	1.00	August 23, 2022
Erika Wilde	ELA Teacher/MS (1-Year Contract)	1.00	August 23, 2022
Becky Kluever	Grade 2 Teacher/RIV	1.00	August 23, 2022
Robert Kratwell	Cross-Cat SPED Teacher/MS	1.00	August 23, 2022

Support Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Tara Giebel	SWD Assistant/RIV	0.62	April 25, 2022
Tanya Streck	SWD Assistant/MB	0.62	April 28, 2022
Ashley Evans	Administrative Assistant to the Assistant Superintendent of Operations/Admin	1	May 12, 2022

Students

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

<i>Name</i>	<i>Position/Building</i>	<i>Start</i>	<i>End</i>
Alison Cook	Summer Camp Staff	May 19, 2022	August 29, 2022
Alex Cappel	Summer Camp Staff	May 19, 2022	August 29, 2022
Bradie Hammond	Summer Camp Staff	May 19, 2022	August 29, 2022
McKenna Hammond	Summer Camp Staff	May 19, 2022	August 29, 2022
Marci Kodl	Summer Camp Staff	May 19, 2022	August 29, 2022
Mekiya Schmidt	Summer Camp Staff	May 19, 2022	August 29, 2022
Tyler Schultz	Summer Camp Staff	May 19, 2022	August 29, 2022
Brady Sendelbach	Summer Camp Staff	May 19, 2022	August 29, 2022
Sadie West	Summer Camp Staff	May 19, 2022	August 29, 2022
Emmitt Peterson	Summer Camp Staff	May 19, 2022	August 29, 2022
Paige Richie	Summer Camp Staff	May 19, 2022	August 29, 2022
Rebekah Mootz	Summer Camp Staff	May 19, 2022	August 29, 2022
Kiara Hammond	Summer Camp Staff	May 19, 2022	August 29, 2022
Lindsey Tatro	Summer Camp Staff	May 19, 2022	August 29, 2022
Grace Wilkins	Summer Camp Staff	May 19, 2022	August 29, 2022
Hannah Nieuwenhuis	Summer Camp Staff	May 19, 2022	August 29, 2022
Delaney Erickson	Summer Camp Staff	May 19, 2022	August 29, 2022

Nicholas Latendresse	Summer Camp Staff	May 19, 2022	August 29, 2022
Emily Hunt	Summer Camp Staff	May 19, 2022	August 29, 2022
Elizabeth Strehlow	Summer Camp Staff	May 19, 2022	August 29, 2022
Anna VanGalder	Summer Camp Staff	May 19, 2022	August 29, 2022
Amanda White	Summer Camp Staff	May 19, 2022	August 29, 2022
Madailyn Abel	Summer Camp Staff	May 19, 2022	August 29, 2022
Keaton Edwards	Summer Camp Staff	May 19, 2022	August 29, 2022
Barbara Wilkins	Summer Camp Kitchen Staff	May 19, 2022	August 29, 2022

Resignation(s)/Retirement(s)

All Staff

<i>Name</i>	<i>Position/Building</i>	<i>Reason</i>	<i>Effective Date</i>
Jodi Thompson	Server/RIV	Resignation	April 8, 2022
Jami Overturf	Server/SH	Resignation	April 12, 2022
Emily Zernicke	Server/JH & SH	Resignation	May 5, 2022
Mai Nhia Friese	English Learner Assistant/WE	Resignation	May 12, 2022
Gayle Tesch	Server/IDEA & ODY	Resignation	May 27, 2022
Melissa Adamski	SWD Assistant/RO	Resignation	June 6, 2022
Alyssa Tepp	FACE Teacher/MS	Resignation	June 6, 2022
Mariah Drach	Grade 3 Teacher/RO	Resignation	June 6, 2022
Alyson Evans	Music Teacher/WE	Resignation	June 6, 2022
Luis Sanchez	SWD Assistant/RO	Resignation	June 6, 2022
Cassandra Doran	Kindergarten Teacher/EV	Resignation	June 6, 2022
Jennifer Zynda	Director of Special Education	Resignation	Per Agreement

Adjustments

Certified Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
Ajay Westfall	Literacy Interventionist/RO	Grade 1 Teacher/RO	August 23, 2022
Sarah Kaminski	Literacy Interventionist/MS Math Interventionist/EV & HA 0.50	Literach Coach	August 23, 2022
Allison Schulist	FTE	Math Interventionist/WE 1.0 FTE	August 23, 2022
Kelly Ziegelbauer	Math Teacher/MS Social Studies Teacher & Dean of	Dean of Students/MS	August 23, 2022
Kathryn Wollersheim	Students/SH	Principal/MS	July 1, 2022

Support Staff

<i>Name</i>	<i>Position From</i>	<i>Position To</i>	<i>Effective Date</i>
	Secretary to the Elementary School		
Cindy Hall	Principal/WE	Employment Specialist/Admin	May 2, 2022
Riana Mefferd	HR Assistant/Admin	Benefits Specialist/Admin	May 2, 2022
Roger Plautz	SWD Assistant/RO	Class I Custodian/GFH	May 16, 2022

No Extra-Curricular Contracts This Month

Summer Learning Contracts

Last Name	First	Title
Amsrud	Kelly	Office Assistant
Anderson	Jessie	Bring Stories to Life with the App 3D Bear AR (5-8)
Anderson	Nicole	Credit Recovery
Atkinson	Scott	Mastering the Stage (5-11) (Co-taught with Vesper)
Baregi	Jill	Gardening Exploration 101
Beaudo	Kayleigh	STEAM: Innovate and Invent 1-2
Befort	Bryce	Sports for Life 3-4
Beitzel	Erik	Sports For Life (5-8)
Benz	Carin	1:1 Associate
Benz	Catherine	Basic Skills Assistant
Beyer	Michael	Strength
Blanchette	Allisha	Summer Fitness
Bolzak	Jamie	Basic Skills Assistant
Brandenburg	Lindsay	Strength
Brink	Rachel	Educational Interpreter
Brost	Tonya	Reading Grade 1
Budai	Robyn	Math Grade 2
Burish	Benjamin	Pokemon & Magic Trainer (5-9).
Cerney	Cassandra	Guidance: Wes/Roth
Clark	Jennifer	Secretary
Coenen	Jake	Strength
Coenen	Luke	Strength
Combs	Cheri	IMC/Office Assistant
Cook	Alison	Crafty Kitchen Chemistry 1-2
Cotton	Allison	Jump into 1st Grade
Curtis	Linda	1:1 Associate
Dickerson	Leslie	Summer Fitness
Ellenbecker	Jordan	Strength
Fiedler	Aaron	Sports for Life 3-4
Fraedrich	Erin	DCE Fellow
Franck	Suzanne	Reading Grade 1
Franklin	William	Strength
Gburek	Jacquelyn	Health Aide

Yellow indicates
student teachers
in process of hiring.

Geier	Brenda	classroom assistant
Graff	Chris	Lego Physics & Enrichment Math
Hack	Samantha	4K Early Evergreens
Hammond	Bradie	4K Early Evergreens
Hanke	Olivia	3/4 Math
Hanne	Judith	1:1 Associate
Harvanek	Angie	Jump into 1st grade
Heil	Logan	Strength
Heinzen	Ann	Reading Grade 2
Henrichs	Heidi	1:1 Associate
Her	Joseph	1:1 Associate
Hoenisch	Kimberly	Classroom Chefs 3-4
Hoenisch	Benjamin	Academic Skills - Science (8th)/Science in Action!
Hoeppner	Korey	Health Aide
Hoesly	Ann	Pokemon & Magic Trainer (5-9) (with Burish)
Holzem	Emily	1:1 Associate for LS (4k)
Howland	Theresa	Health Aide (Week 2/3/4)
Isham	Laura	Grade 2 Reading
Jensen	Joshua	I Heart Art 3-4
Jirik	Kristin	STEAM: Innovate and Invent 1-2
Jirik	Scott	Strength
Juneau	Hayden	Reading Grade 3/4
Juneau	Madeline	DCE Fellow
Kirschling	Alexia	Old School (5-8)
Kluever	Becky	4K Early Evergreens
Kollton	Chris	Basic Skills
Kranz	Olivia	Lego Physics & Enrichment Math
Krentz	Sarah	Jump into 1st grade
Lanctin	Brittany	4K Early Evergreens
Lehrke	Eric	Sports for Life 1-2
Lor	Tow	ELL Assistant
Low	Melissa	Gardening Exploration 101
Lowe	Heidi	Health Aide
Luedke	Ernest	Environmental Camp (5-8)
Macdonald	Theresa	Floating Associate
Marcell	Olivia	Fellowship para-working under Christian
McDonald	Todd	Math (9th Grade)
Miller	Shelley	Plants, Animals, Food, & You (5-8)
Mlodik	Tami	Summer Fitness
Moore	Katelyn	Environmental Camp (5-8)

Mortenson	Heidi	Basic Skills Assistant
Murphy	Melissa	Sports for Life 1-2
Natzke	Andy	Summer Fitness
Neitzel	Brenda	Gardening Exploration 101
Nelson	Jill	Mindfulness and Music 360
Nelson	Trina	Classroom Assistant
Nielson	Joshua	Math Grade 3/4
Nuskiewicz	Kari	Art is Sweet 1-2
Olstad	Glenn	Credit Recovery
Oosterhuis	Jenny	Guidance Counselor
Paulson	Nicole	Space and the Solar System 1-2
Peterson	Greg	Strength
Piepenburg	Peg	Secretary
Prahl	Tina	Strength
Prust	Maria	Credit Recovery
Rainville	Sue	Basic Skills
Rainville	Tammy	IMC Staff
Reamer	Thomas	Strength
Robbins	Jodie	Crafty Kitchen Chemistry 1-2
Rochester	Timothy	Tech. Education
Roskopf	Kaitlyn	New Horizons
Roth-Eckes	Terri	Classroom Chefs 3-4
Satler	Stephanie	I Heart Art 1-2
Schilling	Koleman	Strength
Schuch	Joshua	Basic Skills
Schulfer	Katie	Strength
Schultz	Tyler	STEAM: Innovate and Invent 3-4
Schwartz	Stephanie	1:1 Associate with AX (5k)
Searing	Rebecca	Academic Skills
Sendelbach	Michelle	Math Grade 1
Sosnowski	Nicole	Mindfulness and Music 360
Soukup	Megan	Art is Sweet 3-4
Soukup	Corinthia	Photography and Yoga
Stenger	Molly	Jump into 1st grade
Stingl	Jacob	9th Gr. Credit Recovery Classes - Gradpoint - 9
Strahota	Barbara	Rubik's Cube (5-6) and STEM
Strehlow	Vicki	4K Early Evergreens
Strehlow	Elizabeth	Space and the Solar System 1-2
Strehlow	Timothy	Strength
Stuebs	Jace	Academic Skills - Math (8)
Theiss	Amyah	1:1 Associate

Thomas	Holly	Secretary
Thompson	Chad	American Institutions (9th Grade) Credit Recovery
Thomsen-Stevens	Callie	Jump into 1st grade
Tice	Debra	IMC/Office Assistant
Tomczik	Claire	Fellowship teacher- working with Sports for Life
Torgerson	Wendy	Jump into 1st grade
Traska	Korrin	Jump into 1st grade
Vang	Chi Neng	Math Grade 1
Vesper	Wendy	Mastering the Stage (5-11)
Wanta	David	Strength
Warnke	Kelsey	Math Grade 2
Webb	Theresa	STEAM: Innovate and Invent 3-4
Weller	Amanda	4K Early Evergreens
Wesenick	Casey	Jump into 1st grade
Wistrom	Lisa	Basic Skills
Yang	Louise	ELL Associate
Yang	Xia	ELL Associate
Zirt	Annette	1:1 Associate

**No Extra-Curricular
Contracts this month**

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

MAY 9, 2022

CASH BALANCE AS OF APRIL 5, 2022	(\$144,521.13)	
INVESTMENT ACCOUNT TRANSFERS		\$5,662,195.53
RECEIPTS CR#31001 - CR#31192	\$7,424,365.67	
CHECKS FOR APPROVAL #231013 - #231246 ACH: #212202648-#212202956		\$1,724,758.69
<u>VOIDS:</u> 231036, 231081	\$1,615.00	
CASH BALANCE AS OF MAY 9, 2022		(\$105,494.68)
	\$7,281,459.54	\$7,281,459.54
	\$7,281,459.54	\$7,281,459.54

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(04/05/2022-05/09/2022)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
231013	ALEXANDER, ELAYNA	Scholarship	04/08/2022	500.00
231014	CHESTNUT HEALTH SYSTEMS, INC.	LI-22-80	04/08/2022	1,368.00
231015	DC EVEREST SENIOR HIGH SCHOOL	22.3.28	04/08/2022	294.17
231016	KEMPA-BOB KAY, VP MEMBERSHIP	3.29.22	04/08/2022	55.00
231016	KEMPA-BOB KAY, VP MEMBERSHIP	3.29.22.2	04/08/2022	135.00
231017	LAMERS BUS LINES, INC.	11250	04/08/2022	457.00
231017	LAMERS BUS LINES, INC.	11252	04/08/2022	633.00
231017	LAMERS BUS LINES, INC.	11246	04/08/2022	767.00
231017	LAMERS BUS LINES, INC.	11253	04/08/2022	892.50
231017	LAMERS BUS LINES, INC.	11258	04/08/2022	949.00
231018	MARSHFIELD HIGH SCHOOL	EF04072022	04/08/2022	125.00
231019	SCHOOL NUTRITION ASSN	#589162	04/08/2022	50.00
231020	STEVENS PT AREA HS SPASH	EF04122022	04/08/2022	185.00
231021	APPLE INC - AR	AH35090180	04/08/2022	99.00
231021	APPLE INC - AR	AH35415404	04/08/2022	99.00
231021	APPLE INC - AR	AH35402803	04/08/2022	99.00
231021	APPLE INC - AR	AH35674667	04/08/2022	99.00
231022	ASPIREDU, INC.	dceverest2022	04/08/2022	4,724.00
231023	AWSA ASSOC WI SCHL ADM	25665	04/08/2022	239.00
231024	BACKGROUND INVESTIGATION BUREAU, LLC	DCE001040122-1	04/08/2022	237.15
231024	BACKGROUND INVESTIGATION BUREAU, LLC	DCE002040122-1	04/08/2022	1,141.25
231025	BENCHMARK EDUCATION CO	449184	04/08/2022	1,034.00
231026	BOELTER COMPANIES, THE	97871846	04/08/2022	3,274.76
231027	CELLCOM - WAUSAU	124878	04/08/2022	1,034.35
231027	CELLCOM - WAUSAU	125052	04/08/2022	1,447.22
231028	FASTENAL COMPANY	WISCH347011	04/08/2022	32.79
231029	GLACIER CANYON LODGE	03/24/2022	04/08/2022	492.00
231030	GOPHER SPORT, INC.	IN152728	04/08/2022	67.56
231031	GORDON FOOD SERVICE INC	15965643	04/08/2022	-90.90
231031	GORDON FOOD SERVICE INC	217848020	04/08/2022	9.40
231031	GORDON FOOD SERVICE INC	217735842	04/08/2022	53.07
231031	GORDON FOOD SERVICE INC	217848019	04/08/2022	65.70
231031	GORDON FOOD SERVICE INC	217848026	04/08/2022	90.09
231031	GORDON FOOD SERVICE INC	217848023	04/08/2022	101.12
231031	GORDON FOOD SERVICE INC	217679458	04/08/2022	126.15
231031	GORDON FOOD SERVICE INC	217679472	04/08/2022	129.05
231031	GORDON FOOD SERVICE INC	217848031	04/08/2022	143.95
231031	GORDON FOOD SERVICE INC	217679467	04/08/2022	157.24
231031	GORDON FOOD SERVICE INC	217679461	04/08/2022	231.37
231031	GORDON FOOD SERVICE INC	217739625	04/08/2022	253.82
231031	GORDON FOOD SERVICE INC	217848015	04/08/2022	335.51
231031	GORDON FOOD SERVICE INC	217739622	04/08/2022	374.60
231031	GORDON FOOD SERVICE INC	217848021	04/08/2022	470.19
231031	GORDON FOOD SERVICE INC	217679470	04/08/2022	539.43
231031	GORDON FOOD SERVICE INC	217679469	04/08/2022	588.11
231031	GORDON FOOD SERVICE INC	217848018	04/08/2022	655.63
231031	GORDON FOOD SERVICE INC	217739620	04/08/2022	704.41
231031	GORDON FOOD SERVICE INC	217848010	04/08/2022	705.00

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231031	GORDON FOOD SERVICE INC	217739617	04/08/2022	759.27
231031	GORDON FOOD SERVICE INC	217679464	04/08/2022	811.93
231031	GORDON FOOD SERVICE INC	217739619	04/08/2022	817.66
231031	GORDON FOOD SERVICE INC	217679462	04/08/2022	1,027.41
231031	GORDON FOOD SERVICE INC	217679459	04/08/2022	1,283.53
231031	GORDON FOOD SERVICE INC	217679468	04/08/2022	1,285.21
231031	GORDON FOOD SERVICE INC	217848013	04/08/2022	1,384.22
231031	GORDON FOOD SERVICE INC	217739612	04/08/2022	1,585.11
231031	GORDON FOOD SERVICE INC	217848014	04/08/2022	1,783.91
231031	GORDON FOOD SERVICE INC	217679457	04/08/2022	2,197.09
231031	GORDON FOOD SERVICE INC	217679455	04/08/2022	2,657.20
231031	GORDON FOOD SERVICE INC	217679465	04/08/2022	2,926.96
231031	GORDON FOOD SERVICE INC	217739609	04/08/2022	3,861.04
231032	GRIFFIN, BILL	22949	04/08/2022	139.45
231033	HIORNS PIANO SERVICE	3.12.22	04/08/2022	50.00
231034	HOME INSULATION CO, INC	46892	04/08/2022	614.00
231035	INSTRUMENTAL MUSIC COMPANY INC.	114989036	04/08/2022	56.00
231036	JEM DESIGNS	010422-2.1	04/08/2022	1,240.00
231037	JOSTENS, INC.	28302033	04/08/2022	2,118.89
231038	KYLES CONSULTING LLC	1202	04/08/2022	1,550.00
231039	LAMERS BUS LINES, INC.	11251	04/08/2022	1,520.75
231040	MARA CTY HEALTH DEPARTMENT	INV02553	04/08/2022	14.00
231041	MARSHFIELD CLINIC, INC.	185825MAR2022	04/08/2022	404.40
231042	MOBILE WAREHOUSE, LLC	25945	04/08/2022	240.00
231043	MOUA, SUE	532939230	04/08/2022	39.40
231044	MS GRAPHICS, LLC	2014-4445	04/08/2022	55.00
231044	MS GRAPHICS, LLC	2014-4446	04/08/2022	120.00
231044	MS GRAPHICS, LLC	2014-4447	04/08/2022	155.00
231045	PARTS TOWN, LLC.	29373203	04/08/2022	117.86
231045	PARTS TOWN, LLC.	29399875	04/08/2022	718.36
231046	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC.	3315363340	04/08/2022	168.03
231047	PMA SECURITIES LLC	INV 14911	04/08/2022	1,500.00
231048	SIGN HERE INTERPRETING LLC	DCE220317	04/08/2022	187.50
231049	SONOVA USA, INC.	5135911085	04/08/2022	59.99
231050	STAPLES ADVANTAGE	3503673417	04/08/2022	-18.48
231050	STAPLES ADVANTAGE	3504153179	04/08/2022	4.09
231050	STAPLES ADVANTAGE	3504640196	04/08/2022	10.09
231050	STAPLES ADVANTAGE	3503180557	04/08/2022	18.48
231050	STAPLES ADVANTAGE	3504542977	04/08/2022	18.48
231050	STAPLES ADVANTAGE	3503180556	04/08/2022	26.44
231050	STAPLES ADVANTAGE	3504542973	04/08/2022	32.38
231050	STAPLES ADVANTAGE	3503541293	04/08/2022	47.96
231050	STAPLES ADVANTAGE	3504542974	04/08/2022	54.86
231050	STAPLES ADVANTAGE	3503541292	04/08/2022	54.95
231050	STAPLES ADVANTAGE	3504542975	04/08/2022	61.50
231050	STAPLES ADVANTAGE	3504153178	04/08/2022	71.77
231050	STAPLES ADVANTAGE	3504640195	04/08/2022	94.69
231050	STAPLES ADVANTAGE	3504542976	04/08/2022	123.43

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231051	STERLING WATER INC	APRIL 2022	04/08/2022	159.90
231051	STERLING WATER INC	342X09938609	04/08/2022	1,067.60
231052	SYSCO FOOD SERVICES OF BARABOO	318343701	04/08/2022	677.38
231052	SYSCO FOOD SERVICES OF BARABOO	318352155	04/08/2022	913.52
231052	SYSCO FOOD SERVICES OF BARABOO	318334864	04/08/2022	987.70
231053	TRANSACT COMMUNICATIONS, LLC	2022-11657	04/08/2022	3,357.00
231054	VILLAGE OF WESTON	CHARGE BACK 2020	04/08/2022	102.99
231054	VILLAGE OF WESTON	DEC-MAR2022 5568-00	04/08/2022	3,227.29
231054	VILLAGE OF WESTON	DEC-MAR2022 3456-00	04/08/2022	4,602.50
231055	WOJNOWIAK, TARA	26767	04/08/2022	23.40
231056	MARK HARRING STANDING CHAPTER 13 TRUSTEE	04082022A	04/08/2022	441.96
231057	MESSERLI & KRAMER PA	04082022A	04/08/2022	409.67
231058	UNITED WAY OF MARATHON CNTY	20220408ADUWAY	04/08/2022	754.54
231059	17TH & MONTGOMERY, LLC.	15032	04/15/2022	2,000.00
231060	ADERHOLDT, RONALD	04062022	04/15/2022	349.79
231060	ADERHOLDT, RONALD	040620022.1	04/15/2022	610.21
231061	CENTRAL WI CHILDREN'S THEATER	395	04/15/2022	1,500.00
231062	KMOSENA, STEVEN	APR2022 ITEM	04/15/2022	81.37
231063	MARSHFIELD HIGH SCHOOL	EF04142022	04/15/2022	100.00
231064	MS GRAPHICS, LLC	2014	04/15/2022	688.10
231065	VILLAGE DELI	14	04/15/2022	600.00
231066	WAUPUN AREA JUNIOR/SENIOR HIGH SCHOOL	EF04222022	04/15/2022	225.00
231067	WAUSAU EARLY BIRD ROTARY	2456	04/15/2022	132.00
231068	WI PUBLIC SERVICE	4089369438	04/15/2022	39,559.90
231069	1-WORLD GLOBES & MAPS LLC	180996	04/15/2022	315.95
231070	ADVANCED FITNESS SERVICE	1644	04/15/2022	1,278.66
231071	AV GEAR US	85858	04/15/2022	7,649.00
231072	BOELTER COMPANIES, THE	enter inv. #97875864	04/15/2022	1,027.42
231072	BOELTER COMPANIES, THE	enter inv. #97875863	04/15/2022	4,182.74
231073	BRUER, JEDIDIAH	14121	04/15/2022	324.00
231074	CHARTER COMMUNICATIONS, INC.	0001842040322	04/15/2022	3,498.42
231075	COLLINS, HEATHER	MAR2022 MILEAGE	04/15/2022	44.81
231076	CPI, INC.	IUS0216201	04/15/2022	200.00
231077	DDK LAWN & SNOW SERVICES, LLC.	10899	04/15/2022	2,852.00
231078	ERICKSON, HEIDI	101	04/15/2022	90.00
231079	FASTENAL COMPANY	WISCH346551	04/15/2022	98.18
231080	GORDON FOOD SERVICE INC	#15965643	04/15/2022	-90.90
231080	GORDON FOOD SERVICE INC	16114031	04/15/2022	-77.28
231080	GORDON FOOD SERVICE INC	900627	04/15/2022	-46.14
231080	GORDON FOOD SERVICE INC	16246384	04/15/2022	-37.84
231080	GORDON FOOD SERVICE INC	16394823	04/15/2022	-32.16
231080	GORDON FOOD SERVICE INC	16368662	04/15/2022	-22.79
231080	GORDON FOOD SERVICE INC	16090543	04/15/2022	-13.39
231080	GORDON FOOD SERVICE INC	16368663	04/15/2022	-1.90
231080	GORDON FOOD SERVICE INC	217907983	04/15/2022	5.64
231080	GORDON FOOD SERVICE INC	217907990	04/15/2022	26.07
231080	GORDON FOOD SERVICE INC	217848028	04/15/2022	40.96
231080	GORDON FOOD SERVICE INC	217848025	04/15/2022	240.69

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231080	GORDON FOOD SERVICE INC	217907988	04/15/2022	305.80
231080	GORDON FOOD SERVICE INC	217848012	04/15/2022	322.01
231080	GORDON FOOD SERVICE INC	217848029	04/15/2022	430.89
231080	GORDON FOOD SERVICE INC	217907996	04/15/2022	506.00
231080	GORDON FOOD SERVICE INC	217848011	04/15/2022	558.80
231080	GORDON FOOD SERVICE INC	'217907981	04/15/2022	682.37
231080	GORDON FOOD SERVICE INC	217907985	04/15/2022	728.71
231080	GORDON FOOD SERVICE INC	217907994	04/15/2022	797.08
231080	GORDON FOOD SERVICE INC	217848030	04/15/2022	851.06
231080	GORDON FOOD SERVICE INC	217848024	04/15/2022	1,028.01
231080	GORDON FOOD SERVICE INC	217907980	04/15/2022	1,579.18
231080	GORDON FOOD SERVICE INC	217907986	04/15/2022	1,702.34
231080	GORDON FOOD SERVICE INC	217907992	04/15/2022	2,219.84
231080	GORDON FOOD SERVICE INC	217848009	04/15/2022	3,061.50
231080	GORDON FOOD SERVICE INC	217907991	04/15/2022	3,348.68
231081	GREENHECK FIELD HOUSE	4-4-2022	04/15/2022	375.00
231082	GUINN, REGINA	2	04/15/2022	287.00
231083	HOME INSULATION CO, INC	46799	04/15/2022	319.00
231084	INTEGRITY FIRE PROTECTION INC	62314	04/15/2022	1,173.00
231085	LAMERS BUS LINES, INC.	11525	04/15/2022	135.71
231085	LAMERS BUS LINES, INC.	11526	04/15/2022	213.80
231086	MATHEMATICALLY MINDED	INV-2967	04/15/2022	18.25
231087	MIDWAY STEEL, INC.	185206	04/15/2022	637.71
231088	MOSINEE HOCKEY CLUB, INC	216	04/15/2022	2,400.00
231089	MS GRAPHICS, LLC	2014-4458	04/15/2022	7.00
231089	MS GRAPHICS, LLC	2014-4451	04/15/2022	874.80
231090	MULTI MEDIA CHANNELS, LLC	IN68947	04/15/2022	234.00
231091	NAPA AUTO PARTS, INC.	847516	04/15/2022	47.49
231092	NDSM HOLDINGS, LLC.	4139785	04/15/2022	24,683.46
231093	ORIENTAL TRADING CO INC	715948984-02	04/15/2022	95.11
231094	OVERHEAD DOOR CO	29069	04/15/2022	585.00
231095	PEACEFUL SOLUTIONS COUNSELING, INC.	DCE-13	04/15/2022	1,200.00
231096	SCHOMMER, MARK	FEB2022 ACT PREP	04/15/2022	720.00
231097	STAPLES ADVANTAGE	3504848328	04/15/2022	-10.09
231097	STAPLES ADVANTAGE	3505105518	04/15/2022	10.09
231097	STAPLES ADVANTAGE	3505025309	04/15/2022	36.40
231097	STAPLES ADVANTAGE	3504705636	04/15/2022	422.82
231098	STERLING WATER INC	342X09947105	04/15/2022	597.10
231099	SYSKO FOOD SERVICES OF BARABOO	318371141	04/15/2022	509.45
231100	THOUSAND LUMENS PRODUCTIONS	115	04/15/2022	4,750.00
231101	TRITON SENSORS, LLC.	1019	04/15/2022	748.00
231102	WAUSAU & MARA CTY PARKS	03032022	04/15/2022	4,072.50
231103	WAUSAU AWARDS AND ENGRAVING	3/17/2022	04/15/2022	31.60
231104	WAUSAU EARLY BIRD ROTARY	2439	04/15/2022	150.00
231105	WAUSAU WEST PLANETARIUM	4.7.22	04/15/2022	99.00
231106	WI PUBLIC SERVICE	MBAY GAS MAR2022	04/15/2022	627.84
231106	WI PUBLIC SERVICE	RO GAS MAR2022	04/15/2022	644.35
231106	WI PUBLIC SERVICE	JH GAS MAR2022	04/15/2022	1,078.19

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231106	WI PUBLIC SERVICE	GHF GAS MAR2022	04/15/2022	1,130.43
231106	WI PUBLIC SERVICE	MS GAS MAR2022	04/15/2022	1,193.99
231106	WI PUBLIC SERVICE	SH GAS MAR2022	04/15/2022	1,351.39
231107	WILLE, TRISHA	24679	04/15/2022	19.20
231108	WORDEN ENTERPRISES	INV-100901	04/15/2022	1,700.00
231109	JOE ELLIS MUSIC, LLC	010422-2.1	04/14/2022	1,240.00
231110	FEDEX, INC.	7-729-74178	04/22/2022	20.11
231111	US POSTAL SVC(POSTAGE/PHONE)	46129649-Apr22	04/22/2022	10,000.00
231112	WCASS	5921/5922/5923	04/22/2022	270.00
231113	2510 RESTAURANT	Recognition	04/22/2022	2,281.69
231114	ADVANCED FITNESS SERVICE	1646	04/22/2022	3,533.66
231115	ALLIANT UTILITIES/WP&L	MAR2022	04/22/2022	1,134.10
231116	BIO-RAD LABORATORIES, INC	905360438	04/22/2022	775.57
231117	BOELTER COMPANIES, THE	978839955	04/22/2022	158.25
231117	BOELTER COMPANIES, THE	97883956	04/22/2022	963.85
231117	BOELTER COMPANIES, THE	97883954	04/22/2022	1,365.28
231118	BUELOW VETTER BUIKEMA OLSON & VLIET, LLC	11	04/22/2022	619.50
231119	CENTURY LINK	288380627	04/22/2022	204.35
231120	CITY OF SCHOFIELD	APRIL 2022 CHRGR BACK	04/22/2022	391.57
231121	DA LEARDERSHIP INSTITUTE	EXP 04/12/2023	04/22/2022	2,500.00
231122	FASTENAL COMPANY	WISCH346150	04/22/2022	26.73
231123	GORDON FOOD SERVICE INC	904612	04/22/2022	-175.18
231123	GORDON FOOD SERVICE INC	904614	04/22/2022	-93.60
231123	GORDON FOOD SERVICE INC	904613	04/22/2022	-52.21
231123	GORDON FOOD SERVICE INC	218024486	04/22/2022	7.49
231123	GORDON FOOD SERVICE INC	218024474	04/22/2022	9.33
231123	GORDON FOOD SERVICE INC	218085111	04/22/2022	18.62
231123	GORDON FOOD SERVICE INC	218024490	04/22/2022	46.55
231123	GORDON FOOD SERVICE INC	218024481	04/22/2022	65.36
231123	GORDON FOOD SERVICE INC	218085122	04/22/2022	102.59
231123	GORDON FOOD SERVICE INC	218024483	04/22/2022	131.79
231123	GORDON FOOD SERVICE INC	218085109	04/22/2022	156.64
231123	GORDON FOOD SERVICE INC	218024495	04/22/2022	169.40
231123	GORDON FOOD SERVICE INC	218024477	04/22/2022	238.82
231123	GORDON FOOD SERVICE INC	218085117	04/22/2022	258.44
231123	GORDON FOOD SERVICE INC	218024478	04/22/2022	262.28
231123	GORDON FOOD SERVICE INC	218085120	04/22/2022	294.13
231123	GORDON FOOD SERVICE INC	218024497	04/22/2022	338.29
231123	GORDON FOOD SERVICE INC	218024488	04/22/2022	396.70
231123	GORDON FOOD SERVICE INC	218024482	04/22/2022	451.14
231123	GORDON FOOD SERVICE INC	218024496	04/22/2022	510.97
231123	GORDON FOOD SERVICE INC	218024489	04/22/2022	573.67
231123	GORDON FOOD SERVICE INC	218024487	04/22/2022	645.78
231123	GORDON FOOD SERVICE INC	218024493	04/22/2022	716.05
231123	GORDON FOOD SERVICE INC	218085121	04/22/2022	757.61
231123	GORDON FOOD SERVICE INC	218024473	04/22/2022	782.66
231123	GORDON FOOD SERVICE INC	218085112	04/22/2022	818.09
231123	GORDON FOOD SERVICE INC	218085118	04/22/2022	867.95

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231123	GORDON FOOD SERVICE INC	218024485	04/22/2022	942.68
231123	GORDON FOOD SERVICE INC	218024494	04/22/2022	991.59
231123	GORDON FOOD SERVICE INC	218024475	04/22/2022	1,006.79
231123	GORDON FOOD SERVICE INC	218085119	04/22/2022	1,079.47
231123	GORDON FOOD SERVICE INC	218085113	04/22/2022	1,113.29
231123	GORDON FOOD SERVICE INC	218024492	04/22/2022	1,132.43
231123	GORDON FOOD SERVICE INC	218024480	04/22/2022	1,154.21
231123	GORDON FOOD SERVICE INC	218024479	04/22/2022	1,247.90
231123	GORDON FOOD SERVICE INC	218024498	04/22/2022	1,643.07
231123	GORDON FOOD SERVICE INC	218024491	04/22/2022	2,249.16
231123	GORDON FOOD SERVICE INC	218085107	04/22/2022	4,109.69
231124	HENAMAN, ELIZABETH	52670	04/22/2022	50.00
231125	IROW	298686	04/22/2022	15.00
231126	LAMERS BUS LINES, INC.	11524	04/22/2022	82.60
231126	LAMERS BUS LINES, INC.	11524	04/22/2022	135.22
231126	LAMERS BUS LINES, INC.	11523	04/22/2022	143.95
231126	LAMERS BUS LINES, INC.	11520	04/22/2022	158.76
231126	LAMERS BUS LINES, INC.	S11559	04/22/2022	382.16
231126	LAMERS BUS LINES, INC.	11526B	04/22/2022	482.64
231126	LAMERS BUS LINES, INC.	11528	04/22/2022	2,922.66
231126	LAMERS BUS LINES, INC.	11559	04/22/2022	4,347.97
231127	LAO, LAO	04012022	04/22/2022	400.00
231128	LEE, LINA	Lee- Scholarship	04/22/2022	1,000.00
231129	MAGUIRE, JAYSON	WOR04122022	04/22/2022	35.00
231130	MARA CTY HEALTH DEPARTMENT	INV02608	04/22/2022	14.00
231131	MS GRAPHICS, LLC	2014-4478	04/22/2022	106.24
231131	MS GRAPHICS, LLC	2014-4479	04/22/2022	845.00
231132	MUSIC THERAPY SERVICES OF CENTRAL WISCONSIN	1037	04/22/2022	2,520.00
231133	POSTY CARDS, INC.	157089B	04/22/2022	21.75
231134	RAPTOR EDUC GROUP INC	022-22	04/22/2022	1,350.00
231135	ROTHSCHILD WATERWORKS	DEC-MAR2022	04/22/2022	2,010.87
231136	SCHOOL TECHNOLOGY ASSO INC	INV-8976	04/22/2022	1,931.55
231137	SHRED-IT USA	8001279999	04/22/2022	309.90
231138	STAPLES ADVANTAGE	3505169991	04/22/2022	17.21
231138	STAPLES ADVANTAGE	3505242067	04/22/2022	20.11
231139	SUPERIOR TAXIDERMY	12.4.22	04/22/2022	830.00
231139	SUPERIOR TAXIDERMY	4.12.22	04/22/2022	2,000.00
231140	SYSCO FOOD SERVICES OF BARABOO	318345870	04/22/2022	65.84
231140	SYSCO FOOD SERVICES OF BARABOO	318335906	04/22/2022	66.42
231140	SYSCO FOOD SERVICES OF BARABOO	318310962	04/22/2022	117.50
231140	SYSCO FOOD SERVICES OF BARABOO	318358967	04/22/2022	197.15
231140	SYSCO FOOD SERVICES OF BARABOO	318347360	04/22/2022	320.39
231140	SYSCO FOOD SERVICES OF BARABOO	318380058	04/22/2022	597.71
231140	SYSCO FOOD SERVICES OF BARABOO	318380062	04/22/2022	852.55
231141	THE DESIGN MONKEY	4973	04/22/2022	648.00
231142	UNIVERSAL RECYCLING TECHNOLOGIES LLC	ARINV184909	04/22/2022	1,565.28
231143	US SPECIALTY COATINGS	221327	04/22/2022	134.32
231144	WILLIAM H. SADLIER, INC.	INV123181	04/22/2022	349.93

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231145	MARK HARRING STANDING CHAPTER 13 TRUSTEE	04222022A	04/22/2022	441.96
231146	MESSERLI & KRAMER PA	04222022A	04/22/2022	413.36
231147	UNITED WAY OF MARATHON CNTY	20220422ADUWAY	04/22/2022	759.54
231148	DC EVEREST SENIOR HIGH SCHOOL	042522	04/29/2022	1,000.00
231149	DC EVEREST SENIOR HIGH SCHOOL	4.22.22	04/29/2022	575.00
231150	DC EVEREST SENIOR HIGH SCHOOL	Kmosena	04/29/2022	475.00
231151	KMOSENA, STEVEN	REF04212022	04/29/2022	60.00
231152	A & A LOCK SERVICE	MAR.07.2022	04/29/2022	126.00
231152	A & A LOCK SERVICE	APR.14.2022	04/29/2022	189.00
231152	A & A LOCK SERVICE	APR.22.2022	04/29/2022	349.50
231152	A & A LOCK SERVICE	MAR.30.2022	04/29/2022	534.00
231153	ADS ON BOARDS	ADSONBOARDS42122	04/29/2022	85.00
231154	APG MEDIA OF WI-REGIONAL	JetApr'22	04/29/2022	565.00
231155	APPLE INC - AR	AH40416197	04/29/2022	99.00
231156	AUTO SELECT, INC.	241822	04/29/2022	818.14
231157	BEHAVIORAL HEALTH CLINIC	4-14-2022 MHG	04/29/2022	1,000.00
231158	BENNETT HARDWOODS INC	16805	04/29/2022	1,040.40
231159	BLUE EDGE ENERGY	3514	04/29/2022	1,435.72
231160	BURKE, JOHN	WOR04222022	04/29/2022	125.00
231161	CELLCOM - WAUSAU	253323	04/29/2022	1,034.90
231161	CELLCOM - WAUSAU	253529	04/29/2022	1,447.22
231162	CLASS CREATOR, LLC.	INV-3840	04/29/2022	660.80
231163	CONDON OIL COMPANY	T60581	04/29/2022	1,100.50
231164	FASTENAL COMPANY	WISCH347823	04/29/2022	123.51
231165	FASTSIGNS	629-11718	04/29/2022	372.67
231166	FEDEX, INC.	7-737-43225	04/29/2022	23.11
231167	FRAAZA ROCKS & SAND	6950	04/29/2022	2,700.00
231168	GORDON FOOD SERVICE INC	218192539	04/29/2022	9.17
231168	GORDON FOOD SERVICE INC	218192516	04/29/2022	32.75
231168	GORDON FOOD SERVICE INC	218192531	04/29/2022	33.52
231168	GORDON FOOD SERVICE INC	218250310	04/29/2022	53.23
231168	GORDON FOOD SERVICE INC	218250316	04/29/2022	63.32
231168	GORDON FOOD SERVICE INC	218250307	04/29/2022	87.29
231168	GORDON FOOD SERVICE INC	218192535	04/29/2022	99.00
231168	GORDON FOOD SERVICE INC	218192519	04/29/2022	102.69
231168	GORDON FOOD SERVICE INC	216250311	04/29/2022	155.31
231168	GORDON FOOD SERVICE INC	218192518	04/29/2022	162.96
231168	GORDON FOOD SERVICE INC	218192534	04/29/2022	187.53
231168	GORDON FOOD SERVICE INC	218192524	04/29/2022	253.08
231168	GORDON FOOD SERVICE INC	218250298	04/29/2022	276.11
231168	GORDON FOOD SERVICE INC	218250300	04/29/2022	277.98
231168	GORDON FOOD SERVICE INC	218192525	04/29/2022	299.51
231168	GORDON FOOD SERVICE INC	218192523	04/29/2022	312.50
231168	GORDON FOOD SERVICE INC	218192528	04/29/2022	333.25
231168	GORDON FOOD SERVICE INC	218192527	04/29/2022	369.12
231168	GORDON FOOD SERVICE INC	218250296	04/29/2022	371.85
231168	GORDON FOOD SERVICE INC	218192513	04/29/2022	500.39
231168	GORDON FOOD SERVICE INC	218192515	04/29/2022	528.84

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231168	GORDON FOOD SERVICE INC	218250306	04/29/2022	535.77
231168	GORDON FOOD SERVICE INC	218192517	04/29/2022	857.59
231168	GORDON FOOD SERVICE INC	218250303	04/29/2022	875.92
231168	GORDON FOOD SERVICE INC	218250297	04/29/2022	880.90
231168	GORDON FOOD SERVICE INC	218192533	04/29/2022	912.54
231168	GORDON FOOD SERVICE INC	218192532	04/29/2022	1,017.62
231168	GORDON FOOD SERVICE INC	218250304	04/29/2022	1,200.43
231168	GORDON FOOD SERVICE INC	218250301	04/29/2022	1,268.23
231168	GORDON FOOD SERVICE INC	218192520	04/29/2022	1,292.64
231168	GORDON FOOD SERVICE INC	218192526	04/29/2022	2,227.82
231168	GORDON FOOD SERVICE INC	218250315	04/29/2022	2,616.24
231168	GORDON FOOD SERVICE INC	217230044	04/29/2022	2,902.77
231168	GORDON FOOD SERVICE INC	218192530	04/29/2022	3,295.33
231168	GORDON FOOD SERVICE INC	218250314	04/29/2022	3,974.46
231169	HOME INSULATION CO, INC	46920	04/29/2022	248.00
231170	LAMERS BUS LINES, INC.	12034	04/29/2022	52.17
231170	LAMERS BUS LINES, INC.	11528a	04/29/2022	73.38
231170	LAMERS BUS LINES, INC.	11522	04/29/2022	114.26
231170	LAMERS BUS LINES, INC.	12036	04/29/2022	123.68
231170	LAMERS BUS LINES, INC.	11528	04/29/2022	133.82
231170	LAMERS BUS LINES, INC.	12026	04/29/2022	138.26
231170	LAMERS BUS LINES, INC.	1377276	04/29/2022	265.94
231171	MARSHFIELD PARKS & RECREATION	R15841	04/29/2022	100.00
231172	METRO FIRE PROTECTION INC	47377	04/29/2022	484.50
231173	MS GRAPHICS, LLC	April 2022	04/29/2022	63.75
231173	MS GRAPHICS, LLC	2014-4459	04/29/2022	615.00
231173	MS GRAPHICS, LLC	2014-4461	04/29/2022	4,537.50
231174	NATIONAL GEOGRAPHIC	4.20.22.3	04/29/2022	39.00
231175	NORTHLAND PAINTING & COATINGS, INC.	3714	04/29/2022	1,993.95
231175	NORTHLAND PAINTING & COATINGS, INC.	3716	04/29/2022	2,977.95
231176	NSTA MEMBER SERVICES	1.20.22.1	04/29/2022	60.00
231177	OUTDOOR NEWS-SUBSCRIBER SERVICES	4.20.22.4	04/29/2022	54.00
231178	PARRFECTION PRODUCE, LLC	007174	04/29/2022	1,395.60
231179	PJ JACOBS JUNIOR HIGH SCHOOL	042022	04/29/2022	100.00
231180	PLAYBOOK MUSIC, INC.	1042	04/29/2022	550.00
231181	STAPLES ADVANTAGE	3505749884	04/29/2022	43.37
231181	STAPLES ADVANTAGE	3505815210	04/29/2022	112.07
231182	SYSKO FOOD SERVICES OF BARABOO	318398268	04/29/2022	559.20
231182	SYSKO FOOD SERVICES OF BARABOO	318389273	04/29/2022	3,143.93
231183	TEUKE, MICHAEL	WOR04222022	04/29/2022	55.00
231184	VILLAGE OF HATLEY	JAN-MAR2022	04/29/2022	328.78
231185	WISCONSIN NATURAL RESOURCES-ATTN RENEWAL I	4.20.22.2	04/29/2022	12.00
231186	GRAFF, AMY	WOR04222022	04/29/2022	55.00
231187	MAGUIRE, JAYSON	WOR04212022	04/29/2022	35.00
231187	MAGUIRE, JAYSON	WOR04192022	04/29/2022	35.00
231188	STEVENS PT AREA HS SPASH	EF042905032022	04/29/2022	290.00
231189	TEAM SPORTING GOODS INC	AAG023339	04/29/2022	25.90
231190	UW EAU CLAIRE	EF05062022	04/29/2022	215.00

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231191	GLACIER CANYON LODGE	DCE4222022	05/03/2022	164.00
231192	MERRILL AREA PUBLIC SCHOOLS	EF05072022	05/06/2022	100.00
231193	POLITO'S PIZZA-ROTHSCHILD	Politos-5-6-22	05/06/2022	825.00
231194	UW WHITEWATER-CASHIERS OFFICE	SUMMER 22	05/06/2022	2,608.00
231195	VILLAGE OF ROTHSCHILD	RO Pav	05/06/2022	125.00
231196	WI PUBLIC SERVICE	4113039470	05/06/2022	2,091.96
231197	FIRST LOAN	05062022A	05/06/2022	751.66
231198	MARK HARRING STANDING CHAPTER 13 TRUSTEE	05062022A	05/06/2022	441.96
231199	MESSERLI & KRAMER PA	05062022A	05/06/2022	435.96
231200	UNITED WAY OF MARATHON CNTY	20220506ADUWAY	05/06/2022	759.54
231201	ACHIEVE CENTER, INC.	20220422	05/06/2022	200.00
231202	ADVANCED BIONICS, LLC	4190499648	05/06/2022	402.90
231203	ALLIANT UTILITIES/WP&L	APRIL 2022	05/06/2022	1,148.02
231204	AWSA ASSOC WI SCHL ADM	26219	05/06/2022	318.00
231205	BECKER ARENA PROD INC	604147	05/06/2022	942.99
231206	BEHAVIORAL HEALTH CLINIC	4-14-22	05/06/2022	1,000.00
231207	BETHLEHEM COMM-RO.,INC.	BETH-4K-APR2022	05/06/2022	5,333.40
231208	BOELTER COMPANIES, THE	97889279	05/06/2022	107.44
231208	BOELTER COMPANIES, THE	97887735	05/06/2022	337.68
231208	BOELTER COMPANIES, THE	97887895	05/06/2022	1,303.09
231208	BOELTER COMPANIES, THE	97888524	05/06/2022	7,375.88
231209	BOUND TO STAY BOUND, INC.	173105	05/06/2022	2,287.64
231210	BRICKHOUSE SCHOOL SERVICES	NHSCords22	05/06/2022	367.55
231211	BROCKMAN, HANNAH	ForSt22-2	05/06/2022	100.00
231212	BURKE, JOHN	WOR04292022	05/06/2022	90.00
231213	COLTS YOUTH ORGANIZATION	59482	05/06/2022	998.62
231214	COMPASS COUNSELING WAUSAU	4-14-2022	05/06/2022	500.00
231215	ELENCO ELECTRONICS INC.	626851	05/06/2022	5.55
231216	ERFFMEYER AND SON COMPANY, INC.	2022-03-39059	05/06/2022	1,098.00
231217	EVEREST WRESTLING CLUB	EVERWRESTLING42422	05/06/2022	246.45
231218	FINNEGAN, ZACHARY	100	05/06/2022	200.00
231219	GOPHER SPORT, INC.	IN171441	05/06/2022	135.12
231220	GORDON FOOD SERVICE INC	218360559	05/06/2022	13.07
231220	GORDON FOOD SERVICE INC	217164234	05/06/2022	26.35
231220	GORDON FOOD SERVICE INC	218360549	05/06/2022	31.65
231220	GORDON FOOD SERVICE INC	21421435	05/06/2022	70.76
231220	GORDON FOOD SERVICE INC	21842144	05/06/2022	105.95
231220	GORDON FOOD SERVICE INC	218360555	05/06/2022	125.83
231220	GORDON FOOD SERVICE INC	218360562	05/06/2022	130.09
231220	GORDON FOOD SERVICE INC	218360567	05/06/2022	160.68
231220	GORDON FOOD SERVICE INC	218360568	05/06/2022	249.18
231220	GORDON FOOD SERVICE INC	218360550	05/06/2022	254.54
231220	GORDON FOOD SERVICE INC	21836057	05/06/2022	298.41
231220	GORDON FOOD SERVICE INC	218421443	05/06/2022	328.65
231220	GORDON FOOD SERVICE INC	218421436	05/06/2022	334.04
231220	GORDON FOOD SERVICE INC	28421434	05/06/2022	338.18
231220	GORDON FOOD SERVICE INC	218360554	05/06/2022	392.94
231220	GORDON FOOD SERVICE INC	21360547	05/06/2022	449.70

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231220	GORDON FOOD SERVICE INC	218421441	05/06/2022	479.25
231220	GORDON FOOD SERVICE INC	218360551	05/06/2022	494.69
231220	GORDON FOOD SERVICE INC	218360561	05/06/2022	512.75
231220	GORDON FOOD SERVICE INC	218421439	05/06/2022	581.87
231220	GORDON FOOD SERVICE INC	218360552	05/06/2022	797.52
231220	GORDON FOOD SERVICE INC	218360560	05/06/2022	896.94
231220	GORDON FOOD SERVICE INC	218360553	05/06/2022	898.69
231220	GORDON FOOD SERVICE INC	218421445	05/06/2022	1,090.79
231220	GORDON FOOD SERVICE INC	218360566	05/06/2022	1,329.08
231220	GORDON FOOD SERVICE INC	218360569	05/06/2022	1,462.68
231220	GORDON FOOD SERVICE INC	218421433	05/06/2022	1,698.31
231220	GORDON FOOD SERVICE INC	218360556	05/06/2022	1,776.10
231220	GORDON FOOD SERVICE INC	218360548	05/06/2022	1,880.05
231220	GORDON FOOD SERVICE INC	218421446	05/06/2022	1,912.04
231220	GORDON FOOD SERVICE INC	218360558	05/06/2022	2,698.36
231220	GORDON FOOD SERVICE INC	218421437	05/06/2022	4,355.24
231221	HAND2MIND, INC.	60406685	05/06/2022	127.49
231222	HIORNS PIANO SERVICE	4.11.22	05/06/2022	470.00
231223	HVA PRODUCTS, INC.	55478	05/06/2022	5,210.00
231224	IVANCICH, MARKO	13406	05/06/2022	36.28
231225	JOSTENS OF NORTHERN WI	#606Annis-DCEHS2022	05/06/2022	150.00
231226	JOSTENS, INC.	28567231	05/06/2022	60.85
231227	KYLES CONSULTING LLC	1225	05/06/2022	1,550.00
231228	LAMERS BUS LINES, INC.	12021	05/06/2022	51.06
231228	LAMERS BUS LINES, INC.	12024	05/06/2022	51.06
231228	LAMERS BUS LINES, INC.	12020	05/06/2022	54.42
231228	LAMERS BUS LINES, INC.	12023	05/06/2022	57.70
231228	LAMERS BUS LINES, INC.	12018	05/06/2022	65.38
231228	LAMERS BUS LINES, INC.	12211	05/06/2022	65.92
231228	LAMERS BUS LINES, INC.	1377880	05/06/2022	73.07
231228	LAMERS BUS LINES, INC.	12019	05/06/2022	95.52
231228	LAMERS BUS LINES, INC.	12017	05/06/2022	102.12
231228	LAMERS BUS LINES, INC.	12214	05/06/2022	195.71
231228	LAMERS BUS LINES, INC.	12218	05/06/2022	247.44
231228	LAMERS BUS LINES, INC.	12213	05/06/2022	255.25
231228	LAMERS BUS LINES, INC.	12217	05/06/2022	262.09
231228	LAMERS BUS LINES, INC.	12221	05/06/2022	330.58
231228	LAMERS BUS LINES, INC.	12220	05/06/2022	399.76
231228	LAMERS BUS LINES, INC.	12222	05/06/2022	424.58
231228	LAMERS BUS LINES, INC.	12223	05/06/2022	431.86
231228	LAMERS BUS LINES, INC.	12216	05/06/2022	498.50
231229	MARA CTY HEALTH DEPARTMENT	INV02666	05/06/2022	14.00
231230	MARENEM INC	10371	05/06/2022	113.30
231231	MECA SPORTSWEAR, INC.	SIP218017	05/06/2022	305.00
231232	MS GRAPHICS, LLC	2014-4488	05/06/2022	300.00
231233	NATL SCHOOL PUBLIC RELATIONS ASSOC	2226-6610	05/06/2022	485.00
231234	NTC CAMPUS STORE	RC1-00043313-2-1	05/06/2022	1,704.25
231235	RUSH MEDIA COMPANY, LLC.	5128	05/06/2022	437.50

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231236	ST JOHN LUTHERAN SCHOOL	STJO-4K-APR2022	05/06/2022	4,266.72
231237	STAPLES ADVANTAGE	3506910285	05/06/2022	9.16
231237	STAPLES ADVANTAGE	3506285934	05/06/2022	10.05
231237	STAPLES ADVANTAGE	3506285933	05/06/2022	18.98
231237	STAPLES ADVANTAGE	3506910289	05/06/2022	30.59
231237	STAPLES ADVANTAGE	3506196347	05/06/2022	33.86
231237	STAPLES ADVANTAGE	3506196345	05/06/2022	35.22
231237	STAPLES ADVANTAGE	3505996167	05/06/2022	49.14
231237	STAPLES ADVANTAGE	3506910287	05/06/2022	55.09
231237	STAPLES ADVANTAGE	3506196346	05/06/2022	66.99
231237	STAPLES ADVANTAGE	3506131043	05/06/2022	109.21
231237	STAPLES ADVANTAGE	3507099496	05/06/2022	241.99
231238	STERLING WATER INC	342X10069105	05/06/2022	159.90
231238	STERLING WATER INC	342X10018003	05/06/2022	1,269.30
231239	STREICH EQUIPMENT CO INC	3839	05/06/2022	3,650.00
231240	TEUKE, MICHAEL	WOR04292022	05/06/2022	55.00
231241	U.S. WATER, LLC.	151864	05/06/2022	169.00
231242	ULINE	148076920	05/06/2022	1,334.32
231243	VILLAGE OF WESTON	JAN-APR 2022 4772-00	05/06/2022	12.50
231243	VILLAGE OF WESTON	JAN-APR2022 3036-00	05/06/2022	714.02
231243	VILLAGE OF WESTON	JAN-APR 2022 692-00	05/06/2022	3,619.66
231244	WAUSAU AWARDS AND ENGRAVING	4/18/2022	05/06/2022	14.00
231245	WILSON LANGUAGE TRAINING	1916497	05/06/2022	68.00
231245	WILSON LANGUAGE TRAINING	1916384	05/06/2022	1,485.00
231246	WINTER, JENNIFER	APR2022 ITEM	05/06/2022	72.45
212202648	ABLE DISTRIBUTING CO INC	S017651848.001	04/08/2022	3,663.60
212202649	ADAMUS, AMY	MAR2022 MILEAGE	04/08/2022	92.25
212202650	AMAZON CAPITAL SERVICES	1M9P-JT7T-Q9MN	04/08/2022	18.20
212202650	AMAZON CAPITAL SERVICES	13WX-TQMP-4YFC	04/08/2022	29.99
212202650	AMAZON CAPITAL SERVICES	1GYT-JPP7-X7NH	04/08/2022	99.98
212202650	AMAZON CAPITAL SERVICES	1JL1-NNFN-GHJ6	04/08/2022	119.57
212202650	AMAZON CAPITAL SERVICES	1NJ7-3XD1-X64L	04/08/2022	136.73
212202651	AMERICAN WELDING & GAS INC	08434210	04/08/2022	131.40
212202652	BAILEY, SARAH	MAR2022 MILEAGE	04/08/2022	19.89
212202653	BATES, CRISTIE	MAR2022 MILEAGE	04/08/2022	110.27
212202654	BECK, EMILY	MAR2022 MILEAGE	04/08/2022	90.15
212202655	BORNTREGER, SIERRA	MAR2022 ITEMb	04/08/2022	70.35
212202656	BULLIS, KRISTINE	MAR2022 MILEAGE	04/08/2022	107.76
212202657	COUNTY MATERIALS CORP.	3723693-00	04/08/2022	39.38
212202658	FIRST SUPPLY LLC	123986-00	04/08/2022	10.42
212202659	FOLLETT CONTENT SOLUTIONS, LLC.	396592F	04/08/2022	64.60
212202659	FOLLETT CONTENT SOLUTIONS, LLC.	403793F	04/08/2022	251.23
212202660	GADKE, GARY	MAR2022 MILEAGE	04/08/2022	7.49
212202661	GEBERT, SAMANTHA	MAR2022 MILEAGE	04/08/2022	9.36
212202662	GHOST PEPPER CONSULTING, LLC	1017	04/08/2022	905.00
212202663	GRAF, MORGAN	MAR2022 MILEAGE	04/08/2022	52.65
212202664	GRAINGER INC, WW	9246210380	04/08/2022	-71.59
212202664	GRAINGER INC, WW	9254759534	04/08/2022	120.65

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212202665	HAAKENSEN, BRITTANY	MAR2022 MILEAGE	04/08/2022	179.89
212202666	HEID MUSIC COMPANY, INC.-APPLETON	3005719	04/08/2022	39.00
212202666	HEID MUSIC COMPANY, INC.-APPLETON	3016580	04/08/2022	58.99
212202666	HEID MUSIC COMPANY, INC.-APPLETON	3011593	04/08/2022	62.47
212202666	HEID MUSIC COMPANY, INC.-APPLETON	3005715	04/08/2022	74.50
212202666	HEID MUSIC COMPANY, INC.-APPLETON	3021585	04/08/2022	117.88
212202666	HEID MUSIC COMPANY, INC.-APPLETON	3013474	04/08/2022	241.15
212202666	HEID MUSIC COMPANY, INC.-APPLETON	3002881	04/08/2022	1,402.50
212202667	HELLER, CHRISTOPHER	MAR2022 MILEAGE.	04/08/2022	214.34
212202668	HINTZ, MORGAN	MAR2022 MILEAGE	04/08/2022	48.61
212202669	HORAK REFRIGERATION INC	3777	04/08/2022	460.28
212202670	IBA RESOURCES, LLC.	February 2022B	04/08/2022	456.00
212202671	J.H. FINDORFF & SON, INC.	221063	04/08/2022	3,936.04
212202672	J.W. PEPPER & SON	364186717	04/08/2022	47.25
212202672	J.W. PEPPER & SON	364201269	04/08/2022	74.00
212202673	JAIPURI, SANDRA	APR2022 ITEM	04/08/2022	495.56
212202674	JEHN, KALLY	MAR2022 MILEAGE	04/08/2022	171.41
212202675	KMOSENA, STEVEN	MAR2022 CONF	04/08/2022	26.91
212202676	KRAEMER, SARAH	MAR2022 ITEMa	04/08/2022	4.00
212202676	KRAEMER, SARAH	MAR2022 ITEM	04/08/2022	46.00
212202677	KWIK TRIP INC	00054784 MAR2022	04/08/2022	2,975.26
212202678	MADA CUSTOM , LLC.	576520	04/08/2022	1,886.34
212202679	MARATHON PEST CONTROL	45381	04/08/2022	28.00
212202679	MARATHON PEST CONTROL	45378	04/08/2022	28.00
212202679	MARATHON PEST CONTROL	45390	04/08/2022	28.00
212202679	MARATHON PEST CONTROL	45395	04/08/2022	35.00
212202679	MARATHON PEST CONTROL	45392	04/08/2022	35.00
212202679	MARATHON PEST CONTROL	45389	04/08/2022	35.00
212202679	MARATHON PEST CONTROL	45388	04/08/2022	280.00
212202680	MCMILLAN-HEHIR, HEATHER	MAR2022 MILEAGE	04/08/2022	20.83
212202681	MESENBERG, BRADY	MAR2022 MILEAGE	04/08/2022	138.06
212202682	MIDLAND PAPER COMPANY, INC.	IN01766374	04/08/2022	2,710.12
212202683	NASSCO INC - CUSTODIAL	6142042	04/08/2022	222.10
212202683	NASSCO INC - CUSTODIAL	6142870	04/08/2022	669.04
212202683	NASSCO INC - CUSTODIAL	6142005	04/08/2022	1,028.20
212202684	NORTHCENTRAL TECH COLLEGE	180032869	04/08/2022	1,504.03
212202685	NYE, CASEY	MAR2022 MILEAGE	04/08/2022	82.89
212202686	OFFICE ENTERPRISES INC	506876	04/08/2022	3,588.00
212202687	OVERDRIVE INC	CD0258422101727	04/08/2022	4,000.00
212202688	PERFORMANCE FOODSERVICE	673337	04/08/2022	610.07
212202688	PERFORMANCE FOODSERVICE	661607	04/08/2022	901.80
212202688	PERFORMANCE FOODSERVICE	661122	04/08/2022	1,505.92
212202689	PHALEN, LISA	MAR2022 ITEMa	04/08/2022	132.00
212202690	PICKRUHN, TERESE	MAR2022 MILEAGE	04/08/2022	40.60
212202691	REALLY GOOD STUFF, LLC	7885606	04/08/2022	241.48
212202692	SCHLINKMANN, SUSAN	MAR2022 MILEAGE	04/08/2022	23.99
212202693	SCHOOL SPECIALTY, LLC.	208129633351	04/08/2022	2,138.23
212202694	SHULFER, KATIE	MAR2022 MILEAGE	04/08/2022	135.72

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212202695	TAYLOR, JULIANN	MAR2022 MILEAGE	04/08/2022	171.81
212202696	TEAM SPORTING GOODS INC	AAG023276	04/08/2022	113.70
212202696	TEAM SPORTING GOODS INC	AAG023332	04/08/2022	227.40
212202697	TESKE, STEFANIE	MAR2022 MILEAGE	04/08/2022	41.71
212202698	THAO, PANYIA	MAR2022 MILEAGE	04/08/2022	27.85
212202699	THOMPSON, CHAD	APR2022 ITEM	04/08/2022	111.03
212202700	TIENOR, JENNA	MAR2022 MILEAGE	04/08/2022	35.69
212202701	TRETTER, TODD	MAR2022 MILEAGE	04/08/2022	22.76
212202702	USIC RECEIVABLES, LLC	499618	04/08/2022	480.00
212202703	VIKING ELECTRIC SUPPLY	S005666280.001	04/08/2022	-49.20
212202703	VIKING ELECTRIC SUPPLY	S005678017.001	04/08/2022	1.14
212202703	VIKING ELECTRIC SUPPLY	S005665916.002	04/08/2022	32.08
212202703	VIKING ELECTRIC SUPPLY	S005675936.001	04/08/2022	55.91
212202703	VIKING ELECTRIC SUPPLY	S005665916.001	04/08/2022	68.47
212202703	VIKING ELECTRIC SUPPLY	S005662155.001	04/08/2022	168.36
212202704	VLIETSTRA, ALISON	MAR2022 MILEAGE	04/08/2022	144.38
212202705	WAGNER, KARI	MAR2022 ITEM	04/08/2022	41.93
212202706	WM CORPORATE SERVICES, INC	5486220-0414-9	04/08/2022	118.17
212202706	WM CORPORATE SERVICES, INC	5485645-0414-8	04/08/2022	118.17
212202706	WM CORPORATE SERVICES, INC	5485479-0414-2	04/08/2022	129.46
212202706	WM CORPORATE SERVICES, INC	5485480-0414-0	04/08/2022	129.46
212202706	WM CORPORATE SERVICES, INC	5486067-0414-4	04/08/2022	200.37
212202706	WM CORPORATE SERVICES, INC	5485541-0414-9	04/08/2022	205.50
212202706	WM CORPORATE SERVICES, INC	5485913-0414-0	04/08/2022	210.64
212202706	WM CORPORATE SERVICES, INC	5486051-0414-8	04/08/2022	244.55
212202706	WM CORPORATE SERVICES, INC	5485126-0414-9	04/08/2022	251.74
212202706	WM CORPORATE SERVICES, INC	5486297-0414-7	04/08/2022	287.70
212202706	WM CORPORATE SERVICES, INC	5486438-0414-7	04/08/2022	334.88
212202706	WM CORPORATE SERVICES, INC	5485481-0414-8	04/08/2022	498.34
212202706	WM CORPORATE SERVICES, INC	5485089-0414-9	04/08/2022	559.99
212202706	WM CORPORATE SERVICES, INC	5485090-0414-7	04/08/2022	626.78
212202707	WSMA	14414	04/08/2022	10.45
212202708	XIONG, JOSEPH	MAR2022 MILEAGE	04/08/2022	31.36
212202709	YANG, XIA	MAR2022 ITEM	04/08/2022	110.85
212202710	ZIMMERMAN, BRENDA	MAR2022 ITEM	04/08/2022	125.00
212202711	1ST PLACE TROPHY & ENGRAVING	4174	04/15/2022	25.00
212202711	1ST PLACE TROPHY & ENGRAVING	4173	04/15/2022	47.00
212202712	ALPHA BAKING CO., INC.	200126275014	04/15/2022	32.34
212202713	AMAZON CAPITAL SERVICES	1YKG-R74R-44XW	04/15/2022	4.89
212202713	AMAZON CAPITAL SERVICES	14GH-KD14-3WYH	04/15/2022	5.98
212202713	AMAZON CAPITAL SERVICES	1Q7P-FXGD-4MY	04/15/2022	6.82
212202713	AMAZON CAPITAL SERVICES	1K76-R97X-G4JD	04/15/2022	7.99
212202713	AMAZON CAPITAL SERVICES	1YGP-VFMN-4XMJ	04/15/2022	8.99
212202713	AMAZON CAPITAL SERVICES	1196-F6F9-VPFR	04/15/2022	13.49
212202713	AMAZON CAPITAL SERVICES	1LLW-HV9X-F9HR	04/15/2022	14.99
212202713	AMAZON CAPITAL SERVICES	1MKM-9JXJ-G14P	04/15/2022	14.99
212202713	AMAZON CAPITAL SERVICES	16K9-1NJ1-DWT1	04/15/2022	14.99
212202713	AMAZON CAPITAL SERVICES	16K9-1NJ1-G7VJ	04/15/2022	14.99

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212202713	AMAZON CAPITAL SERVICES	1FD6-D1NV-GT7G	04/15/2022	14.99
212202713	AMAZON CAPITAL SERVICES	119H-CWG3-941K	04/15/2022	14.99
212202713	AMAZON CAPITAL SERVICES	1YGK-TMFD-RC9H	04/15/2022	15.80
212202713	AMAZON CAPITAL SERVICES	1LJM-XW9M-JYDR	04/15/2022	18.18
212202713	AMAZON CAPITAL SERVICES	1WGL-XT1T-1TND	04/15/2022	18.49
212202713	AMAZON CAPITAL SERVICES	1R1H-RFYJ-T47K	04/15/2022	18.99
212202713	AMAZON CAPITAL SERVICES	16K7-CR3W-FMRP	04/15/2022	23.27
212202713	AMAZON CAPITAL SERVICES	1PVT-C96T-4JFT	04/15/2022	28.99
212202713	AMAZON CAPITAL SERVICES	1WRT-DGH9-7H6T	04/15/2022	39.27
212202713	AMAZON CAPITAL SERVICES	1R44-TH4K-X4XJ	04/15/2022	41.73
212202713	AMAZON CAPITAL SERVICES	1KMR-V19Q-P3M4	04/15/2022	41.99
212202713	AMAZON CAPITAL SERVICES	1HXM-MF6F-P3XQ	04/15/2022	46.47
212202713	AMAZON CAPITAL SERVICES	1VLH-F6RP-Q1CP	04/15/2022	47.96
212202713	AMAZON CAPITAL SERVICES	1QPR-VFRQ-G1Y7	04/15/2022	49.99
212202713	AMAZON CAPITAL SERVICES	1G7C-3HNV-7D9F	04/15/2022	51.75
212202713	AMAZON CAPITAL SERVICES	1YLC-3NH9-LV3W	04/15/2022	55.56
212202713	AMAZON CAPITAL SERVICES	1LJM-XW9M-LWTM	04/15/2022	57.13
212202713	AMAZON CAPITAL SERVICES	1K3V-VLMV-PY6Q	04/15/2022	61.13
212202713	AMAZON CAPITAL SERVICES	19F6-1PJW-VHFR	04/15/2022	63.96
212202713	AMAZON CAPITAL SERVICES	1XDQ-9JKH-GXJW	04/15/2022	79.38
212202713	AMAZON CAPITAL SERVICES	1JMX-VP1Y-91VY	04/15/2022	80.43
212202713	AMAZON CAPITAL SERVICES	1VPN-F1LJ-JFKN	04/15/2022	117.76
212202713	AMAZON CAPITAL SERVICES	1XJX-6KJ4-4LCD	04/15/2022	129.85
212202713	AMAZON CAPITAL SERVICES	1VLH-F6RP-1QDF	04/15/2022	131.55
212202713	AMAZON CAPITAL SERVICES	1KMR-V19Q-TGKP	04/15/2022	131.74
212202713	AMAZON CAPITAL SERVICES	1KXX-H4YF-LMJW	04/15/2022	148.35
212202713	AMAZON CAPITAL SERVICES	1VJC-WM4K-M63L	04/15/2022	158.90
212202713	AMAZON CAPITAL SERVICES	1H7V-F7Q4-CQYW	04/15/2022	162.80
212202713	AMAZON CAPITAL SERVICES	1VP6-6VNJ-NRT7	04/15/2022	162.94
212202713	AMAZON CAPITAL SERVICES	1XP6-63JC-6RY7	04/15/2022	191.24
212202713	AMAZON CAPITAL SERVICES	117J-J4JY-4XXG	04/15/2022	220.33
212202713	AMAZON CAPITAL SERVICES	1LLW-HV9X-XF37	04/15/2022	280.11
212202713	AMAZON CAPITAL SERVICES	1GGM-GDL3-9C67	04/15/2022	285.00
212202713	AMAZON CAPITAL SERVICES	1NKH-3RTD-61QJ	04/15/2022	371.37
212202713	AMAZON CAPITAL SERVICES	1WGL-XT1T-37GG	04/15/2022	525.21
212202713	AMAZON CAPITAL SERVICES	1QPR-VFRQ-3CFW	04/15/2022	533.08
212202713	AMAZON CAPITAL SERVICES	11TX-YHKN-9P3C	04/15/2022	534.95
212202713	AMAZON CAPITAL SERVICES	1DKY-FWLC-N6WM	04/15/2022	590.37
212202713	AMAZON CAPITAL SERVICES	1GHD-VWLH-CRQP	04/15/2022	803.05
212202714	AMERICAN WELDING & GAS INC	08447356	04/15/2022	41.50
212202714	AMERICAN WELDING & GAS INC	3.31.22	04/15/2022	742.95
212202715	ARAMARK UNIFORM SERVICES, INC	MAR2022 FOOD	04/15/2022	818.94
212202715	ARAMARK UNIFORM SERVICES, INC	MAR2022 CUST	04/15/2022	1,710.28
212202716	BAILEY, SARAH	APR2022 ITEM	04/15/2022	45.33
212202717	BASSETT MECHANICAL, INC.	6063610	04/15/2022	249.00
212202718	BRECKE, ROXANNE	MAR2022 MIELAGE	04/15/2022	35.57
212202719	BUENNING, JENNIFER	MAR2022 MILEAGE	04/15/2022	51.25
212202720	DAHLGREN, JAMES	APR2022 ITEM	04/15/2022	96.42

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212202721	DAVIES, ELYSE	MAR2022 ITEM	04/15/2022	125.00
212202722	DAVIES, THOMAS	FEB2022 ITEM	04/15/2022	48.34
212202723	DEAF AND HARD OF HEARING EDUCATIONAL	2204	04/15/2022	5,250.00
212202724	DEAF/HH EDUCATIONAL CONSULTING	20	04/15/2022	2,456.25
212202725	FALKOWSKI, DAVID	MAR2022 ITEM	04/15/2022	106.90
212202726	FIRST SUPPLY LLC	124323-00	04/15/2022	11.58
212202726	FIRST SUPPLY LLC	124728-00	04/15/2022	76.21
212202726	FIRST SUPPLY LLC	124777-00	04/15/2022	113.75
212202726	FIRST SUPPLY LLC	123596-00	04/15/2022	133.06
212202727	FISCHER, TAMMY	APR2022 ITEM	04/15/2022	38.00
212202728	FOLLETT CONTENT SOLUTIONS, LLC.	441262	04/15/2022	354.03
212202728	FOLLETT CONTENT SOLUTIONS, LLC.	461335B	04/15/2022	574.80
212202729	FORE-FRONT MECHANICAL, INC.	8343	04/15/2022	379.00
212202729	FORE-FRONT MECHANICAL, INC.	8342	04/15/2022	1,300.00
212202730	GILMORE, JAMES	MAR2022 MILEAGE	04/15/2022	115.83
212202730	GILMORE, JAMES	March 2022	04/15/2022	510.00
212202731	GLYNN, JOHN	MAR2022 MILEAGE	04/15/2022	31.92
212202732	GRAINGER INC, WW	9262045934	04/15/2022	39.30
212202732	GRAINGER INC, WW	9263015456	04/15/2022	40.24
212202732	GRAINGER INC, WW	9268492056	04/15/2022	47.76
212202732	GRAINGER INC, WW	9270588263	04/15/2022	85.75
212202733	HEBEIN, HALEY	MAR2022 MILEAGE	04/15/2022	199.66
212202734	HEID MUSIC COMPANY, INC.-APPLETON	3009491	04/15/2022	161.15
212202734	HEID MUSIC COMPANY, INC.-APPLETON	3002887	04/15/2022	286.15
212202735	HER, KAZOUA	APR2022 ITEM	04/15/2022	125.00
212202736	J.W. PEPPER & SON	364205330	04/15/2022	45.15
212202737	JIRIK, KRISTIN	MAR2022 ITEM	04/15/2022	16.29
212202737	JIRIK, KRISTIN	MAR2022a ITEM	04/15/2022	29.47
212202738	JOHNSON, ANN	APR2022 ITEM	04/15/2022	299.00
212202739	KLOTH, MARIA	MAR2022 MILEAGE	04/15/2022	47.03
212202740	KRESSMAN, AMANDA	March 2022	04/15/2022	239.70
212202741	LEPAK, MOLLY	MAR2022 MILEAGE	04/15/2022	249.91
212202742	LICHTENWALD, ALLISON	LICHTENWALD4822	04/15/2022	30.00
212202743	LINDNER, REBECCA	MAR2022 MILEAGE	04/15/2022	21.53
212202744	LUKASKO, TIFFANY	MAR2022 MILEAGE	04/15/2022	103.89
212202745	MACIAZ, KENNETH	MAR2022 ITEMa	04/15/2022	30.61
212202746	MADISON NATL LIFE INS CO	MAY 2022	04/15/2022	17,145.73
212202747	MARA CTY SPEC ED	AUD 03-2122	04/15/2022	12,681.87
212202748	MARATHON PEST CONTROL	45443	04/15/2022	28.00
212202748	MARATHON PEST CONTROL	45446	04/15/2022	28.00
212202748	MARATHON PEST CONTROL	54550	04/15/2022	28.00
212202748	MARATHON PEST CONTROL	45486	04/15/2022	28.00
212202749	MARCELLINO, ANTHONY	MAR2022 MILEAGE	04/15/2022	56.28
212202750	NASSCO INC - CUSTODIAL	6146752	04/15/2022	-96.69
212202750	NASSCO INC - CUSTODIAL	6145095	04/15/2022	64.70
212202750	NASSCO INC - CUSTODIAL	6145821	04/15/2022	281.24
212202750	NASSCO INC - CUSTODIAL	6145416	04/15/2022	345.53
212202750	NASSCO INC - CUSTODIAL	6145868	04/15/2022	1,071.34

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212202750	NASSCO INC - CUSTODIAL	6143824	04/15/2022	3,030.50
212202751	NORTHERN VALLEY WORKSHOP, INC.	105	04/15/2022	6,501.60
212202752	OFFICE ENTERPRISES INC	505899	04/15/2022	731.00
212202753	OMNI GLASS & PAINT, LLC	0144321-IN	04/15/2022	380.00
212202753	OMNI GLASS & PAINT, LLC	0144322-IN	04/15/2022	705.00
212202754	PERFORMANCE FOODSERVICE	684523	04/15/2022	1,011.57
212202754	PERFORMANCE FOODSERVICE	679177	04/15/2022	1,386.11
212202755	PHALEN, LISA	APR2022 ITEM	04/15/2022	10.00
212202756	PINSONNEAULT, SARA	April2022 Supplies	04/15/2022	53.17
212202756	PINSONNEAULT, SARA	APR2022 ITEM	04/15/2022	79.10
212202756	PINSONNEAULT, SARA	PINSONNEAULT4822	04/15/2022	217.00
212202757	PISCA, SARAH	PISCA4822	04/15/2022	242.50
212202758	REIMANN, DAVID	MAR2022 MILEAGE	04/15/2022	71.43
212202759	REINDERS INC	2427197-01	04/15/2022	1,763.32
212202760	ROBBINS, KYLE	MAR2022 MILEAGE	04/15/2022	29.64
212202761	RON CHRISTIANSEN TRUCKING INC.	2021-2022 4 of 5	04/15/2022	18,600.00
212202762	SCHOOL SPECIALTY, LLC.	208129293198	04/15/2022	-153.85
212202762	SCHOOL SPECIALTY, LLC.	208129731327	04/15/2022	18.12
212202762	SCHOOL SPECIALTY, LLC.	208129496986	04/15/2022	57.15
212202762	SCHOOL SPECIALTY, LLC.	202501821905	04/15/2022	237.50
212202762	SCHOOL SPECIALTY, LLC.	308103955470	04/15/2022	372.86
212202762	SCHOOL SPECIALTY, LLC.	208129464774	04/15/2022	2,696.60
212202763	SECURIAN FINANCIAL GROUP, INC.	MAY 2022	04/15/2022	20,214.55
212202764	SECURITY HEALTH PLAN	MAY 2022	04/15/2022	831,330.59
212202765	STV ADVISORS, INC.-STOP THE VANILLA	4082	04/15/2022	4,100.00
212202766	TIENOR, JENNA	APR2022 ITEM	04/15/2022	24.20
212202767	TREPTOW, FELECITY	MAR2022 MILEAGE	04/15/2022	16.15
212202768	TRZEBIATOWSKI, TAMMY	MAR2022 MILEAGE	04/15/2022	11.96
212202769	WALDVOGEL, MONICA	WALDVOGEL4322	04/15/2022	78.00
212202770	WENNINGER, ERIC	APR2022 ITEM	04/15/2022	26.22
212202771	WENNING GRINDING SUPPLY INC.	101620	04/15/2022	173.00
212202772	1ST PLACE TROPHY & ENGRAVING	4201	04/22/2022	404.05
212202773	ALVIS, LEROY JR	REF04122022	04/22/2022	60.00
212202774	AMAZON CAPITAL SERVICES	13VG-C7K9-HPWP	04/22/2022	-168.00
212202774	AMAZON CAPITAL SERVICES	1HM4-FVWR-TDYG	04/22/2022	-29.99
212202774	AMAZON CAPITAL SERVICES	1QGT-NKYP-NRPX	04/22/2022	6.61
212202774	AMAZON CAPITAL SERVICES	1VYC-GY6J-7CKX	04/22/2022	9.06
212202774	AMAZON CAPITAL SERVICES	1WXN-T1JY-3HC6	04/22/2022	10.49
212202774	AMAZON CAPITAL SERVICES	1XP6-63JC-PHWL	04/22/2022	18.53
212202774	AMAZON CAPITAL SERVICES	1C64-KLPF-QRTD	04/22/2022	19.99
212202774	AMAZON CAPITAL SERVICES	1NL6-TRKF-FQDH	04/22/2022	20.88
212202774	AMAZON CAPITAL SERVICES	19RH-GCDW-6QFR	04/22/2022	23.49
212202774	AMAZON CAPITAL SERVICES	16YF-CD4K-TXJP	04/22/2022	27.00
212202774	AMAZON CAPITAL SERVICES	13XV-XF1Q-XVXR	04/22/2022	29.99
212202774	AMAZON CAPITAL SERVICES	1NXN-DF9V-V1MT	04/22/2022	30.99
212202774	AMAZON CAPITAL SERVICES	19RH-GCDW-3617	04/22/2022	35.85
212202774	AMAZON CAPITAL SERVICES	1L6X-4YGF-V4YF	04/22/2022	38.04
212202774	AMAZON CAPITAL SERVICES	1MXL-1X16-CWJP	04/22/2022	39.18

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212202774	AMAZON CAPITAL SERVICES	1XC3-6TMQ-NVGQ	04/22/2022	45.96
212202774	AMAZON CAPITAL SERVICES	1XK1-PFYC-9W3R	04/22/2022	48.96
212202774	AMAZON CAPITAL SERVICES	1XMC-7NGD-CN3H	04/22/2022	54.53
212202774	AMAZON CAPITAL SERVICES	1XK1-PFYC-PYJW	04/22/2022	60.77
212202774	AMAZON CAPITAL SERVICES	11NL-Y6P4-DLDX	04/22/2022	67.86
212202774	AMAZON CAPITAL SERVICES	1YKG-R74R-X7TF	04/22/2022	72.81
212202774	AMAZON CAPITAL SERVICES	1VMT-YGWP-1CNV	04/22/2022	73.74
212202774	AMAZON CAPITAL SERVICES	11YW-TDNL-3TWR	04/22/2022	90.21
212202774	AMAZON CAPITAL SERVICES	1VYC-GY6J-JKL1	04/22/2022	100.40
212202774	AMAZON CAPITAL SERVICES	1PYR-N3WG-KWPV	04/22/2022	133.60
212202774	AMAZON CAPITAL SERVICES	1NR7-979W-4PMR	04/22/2022	136.97
212202774	AMAZON CAPITAL SERVICES	1CW6-VT4N-MVTW	04/22/2022	139.51
212202774	AMAZON CAPITAL SERVICES	1XC3-6TMQ-FCMJ	04/22/2022	158.48
212202774	AMAZON CAPITAL SERVICES	1PYR-N3WG-GR3L	04/22/2022	168.00
212202774	AMAZON CAPITAL SERVICES	19RL-TR9F-DJXP	04/22/2022	219.95
212202774	AMAZON CAPITAL SERVICES	1QN1-NKR3-MPT6	04/22/2022	229.43
212202774	AMAZON CAPITAL SERVICES	1MX9-WPP4-XHHD	04/22/2022	258.05
212202774	AMAZON CAPITAL SERVICES	16NT-C1G4-VYT7	04/22/2022	286.89
212202774	AMAZON CAPITAL SERVICES	1DY9-Q7JM-NL6F	04/22/2022	293.86
212202774	AMAZON CAPITAL SERVICES	1QGT-NKYP-1DH9	04/22/2022	306.80
212202774	AMAZON CAPITAL SERVICES	1KKQ-KHKT-DCXR	04/22/2022	337.64
212202774	AMAZON CAPITAL SERVICES	1VYC-GY6J-1FFL	04/22/2022	359.17
212202774	AMAZON CAPITAL SERVICES	1M4W-1YMG-N4HN	04/22/2022	389.26
212202774	AMAZON CAPITAL SERVICES	1RDD-DV9V-113N	04/22/2022	758.39
212202774	AMAZON CAPITAL SERVICES	1PMV-GV63-X7WM	04/22/2022	1,507.90
212202775	AMERICAN WELDING & GAS INC	08463036	04/22/2022	525.18
212202776	BAIER, TERESE	MAR2022 MILEAGE	04/22/2022	116.42
212202777	BOUFFLEUR, BETH	APR2022 ITEMb	04/22/2022	10.00
212202777	BOUFFLEUR, BETH	APR2022 ITEMc	04/22/2022	12.50
212202777	BOUFFLEUR, BETH	APR2022 ITEM	04/22/2022	36.92
212202777	BOUFFLEUR, BETH	APR2022 ITEMa	04/22/2022	46.91
212202778	BROWN, JUDI	1001	04/22/2022	75.00
212202779	BUCHBERGER, LARRY	REF04122022	04/22/2022	90.00
212202779	BUCHBERGER, LARRY	REF04152022	04/22/2022	165.00
212202780	COUNTY MATERIALS CORP.	3729408-00	04/22/2022	23.55
212202781	DILBECK, KATHERINE	APR2022 ITEM	04/22/2022	69.88
212202782	EDF ENERGY SERVICES, LLC	133604ES	04/22/2022	25,000.65
212202783	EDMENTUM, INC.	INV177783	04/22/2022	250.00
212202784	FIRST SUPPLY LLC	125046-00	04/22/2022	18.41
212202784	FIRST SUPPLY LLC	124964-00	04/22/2022	44.79
212202784	FIRST SUPPLY LLC	124986-00	04/22/2022	114.37
212202784	FIRST SUPPLY LLC	124307-00	04/22/2022	150.20
212202784	FIRST SUPPLY LLC	125001-00	04/22/2022	1,438.01
212202785	FOLLETT CONTENT SOLUTIONS, LLC.	443912	04/22/2022	667.69
212202785	FOLLETT CONTENT SOLUTIONS, LLC.	461335A	04/22/2022	2,153.81
212202786	GADKE, GARY	APR2022 ITEM	04/22/2022	71.62
212202787	GRAINGER INC, WW	9273473521	04/22/2022	76.75
212202787	GRAINGER INC, WW	9273101312	04/22/2022	116.33

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212202787	GRAINGER INC, WW	9273101304	04/22/2022	338.88
212202787	GRAINGER INC, WW	9273473513	04/22/2022	579.39
212202787	GRAINGER INC, WW	9272632374	04/22/2022	809.48
212202788	GREAT MINDS PBC	INV094819	04/22/2022	42,210.92
212202789	HACK, THOMAS	REF04152022	04/22/2022	135.00
212202790	HEID MUSIC COMPANY, INC.-APPLETON	3035252	04/22/2022	27.50
212202790	HEID MUSIC COMPANY, INC.-APPLETON	3034445	04/22/2022	835.00
212202791	HOBART SALES AND SERVICE INC	ZB90725	04/22/2022	3,368.44
212202792	HOFFMAN, AARON	MAR2022 MILEAGE	04/22/2022	97.46
212202793	HOSTVEDT, JAMES	MAR2022 MILEAGE	04/22/2022	60.20
212202794	J.W. PEPPER & SON	364247473	04/22/2022	77.97
212202795	JAGLINSKI, PAUL	REF04122022	04/22/2022	90.00
212202796	JAIPURI, SANDRA	APR2022 ITEMa	04/22/2022	87.55
212202797	KENITZER, DICK	WOR04122022	04/22/2022	35.00
212202798	KROSHUS, PATRISHA	MAR2022 MILEAGE	04/22/2022	269.58
212202799	LANCTIN, BRITTANY	MAR2022 MILEAGE	04/22/2022	83.72
212202800	MID WISCONSIN BEVERAGE	5589699	04/22/2022	-20.00
212202800	MID WISCONSIN BEVERAGE	2837712	04/22/2022	63.00
212202800	MID WISCONSIN BEVERAGE	2837711	04/22/2022	839.29
212202801	MISSISSIPPI WELDERS SUPPLY CO., INC	3735382	04/22/2022	166.26
212202802	NASSCO INC - CUSTODIAL	6148788	04/22/2022	320.15
212202803	OFFICE ENTERPRISES INC	504847	04/22/2022	237.16
212202804	OLSON, JULIE	March 2022a	04/22/2022	463.97
212202805	PAN O GOLD BAKING CO ST CLOUD	1795888	04/22/2022	181.78
212202805	PAN O GOLD BAKING CO ST CLOUD	1796367	04/22/2022	514.92
212202806	PATTERSON-HAWK, KRISTI	APR2022 ITEM	04/22/2022	45.56
212202807	PAXTON PATTERSON	403931	04/22/2022	254.64
212202808	QUADIENT FINANCE USA, INC.	MARCH 2022	04/22/2022	1,000.00
212202809	ROCHESTER 100 INC	INV012349	04/22/2022	145.00
212202810	ROTO-GRAPHIC PRINTING INC	0995	04/22/2022	112.00
212202810	ROTO-GRAPHIC PRINTING INC	1236-22	04/22/2022	133.00
212202811	RYAN, DESIREE	RYAN41222	04/22/2022	259.00
212202812	SCHOOL SPECIALTY, LLC.	208129760554	04/22/2022	166.12
212202812	SCHOOL SPECIALTY, LLC.	208129760657	04/22/2022	302.22
212202812	SCHOOL SPECIALTY, LLC.	308103959468	04/22/2022	442.66
212202812	SCHOOL SPECIALTY, LLC.	308103962168	04/22/2022	521.82
212202812	SCHOOL SPECIALTY, LLC.	308103959530	04/22/2022	920.87
212202813	SKYWARD INC	0000217780	04/22/2022	119.00
212202814	SUN PRINTING INC	128119	04/22/2022	1,564.00
212202815	THOMPSON, KELLY	MAR2022 MILEAGE	04/22/2022	92.25
212202816	TILTON SR., CHRISTOPHER	REF04122022	04/22/2022	60.00
212202817	VIKING ELECTRIC SUPPLY	S005707075.002	04/22/2022	-72.22
212202817	VIKING ELECTRIC SUPPLY	S005707346.001	04/22/2022	23.70
212202817	VIKING ELECTRIC SUPPLY	S005707075.001	04/22/2022	47.08
212202817	VIKING ELECTRIC SUPPLY	S005715203.001	04/22/2022	94.33
212202818	WELSH, SARA	MAR2022 MILEAGE	04/22/2022	81.61
212202819	YANG, XIA	MAR2022 MILEAGE	04/22/2022	22.69
212202820	ALFONSO, JAMES	REF04222022	04/29/2022	100.00

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212202821	ALLEN, ELMER	REF04232022	04/29/2022	55.00
212202822	ALVIS, LEROY JR	REF04232022	04/29/2022	55.00
212202822	ALVIS, LEROY JR	REF4262022-5	04/29/2022	145.00
212202823	AMAZON CAPITAL SERVICES	1RC3-119D-MQ14	04/29/2022	-221.88
212202823	AMAZON CAPITAL SERVICES	1RC3-119D-4QWF	04/29/2022	-61.30
212202823	AMAZON CAPITAL SERVICES	1PM9-KJ6Q-41QV	04/29/2022	-17.99
212202823	AMAZON CAPITAL SERVICES	136T-VM1J-WQNG	04/29/2022	7.99
212202823	AMAZON CAPITAL SERVICES	1QMR-WM9V-C4TK	04/29/2022	13.99
212202823	AMAZON CAPITAL SERVICES	1XJ9-YH4C-6NM4	04/29/2022	30.98
212202823	AMAZON CAPITAL SERVICES	1WYX-1K44-16DT	04/29/2022	31.96
212202823	AMAZON CAPITAL SERVICES	1416-Y6D3-9VYW	04/29/2022	42.83
212202823	AMAZON CAPITAL SERVICES	1TT6-1G9N-MKKD	04/29/2022	44.99
212202823	AMAZON CAPITAL SERVICES	1XGR-33R9-XJFQ	04/29/2022	52.07
212202823	AMAZON CAPITAL SERVICES	19RH-GCDW-N7LT	04/29/2022	58.20
212202823	AMAZON CAPITAL SERVICES	11JC-6TYT-DLHX	04/29/2022	58.78
212202823	AMAZON CAPITAL SERVICES	1K4T-Q6LL-CKFN	04/29/2022	66.45
212202823	AMAZON CAPITAL SERVICES	1T6H-4WWW-G93T	04/29/2022	66.47
212202823	AMAZON CAPITAL SERVICES	S005748082.001	04/29/2022	66.63
212202823	AMAZON CAPITAL SERVICES	1CHM-6KWL-T6KJ	04/29/2022	69.90
212202823	AMAZON CAPITAL SERVICES	1XHF-TJJQ-3FQF	04/29/2022	83.64
212202823	AMAZON CAPITAL SERVICES	1JFC-VY74-3YYL	04/29/2022	86.10
212202823	AMAZON CAPITAL SERVICES	1YLF-YRHM-4JW3	04/29/2022	91.27
212202823	AMAZON CAPITAL SERVICES	1RMY-J4YR-LJ4N	04/29/2022	94.99
212202823	AMAZON CAPITAL SERVICES	111J-D4GF-19FX	04/29/2022	108.33
212202823	AMAZON CAPITAL SERVICES	19FM-F9NK-X6RF	04/29/2022	125.56
212202823	AMAZON CAPITAL SERVICES	1FJD-Y3HP-K13V	04/29/2022	167.58
212202823	AMAZON CAPITAL SERVICES	1RWD-KT9N-494R	04/29/2022	219.84
212202823	AMAZON CAPITAL SERVICES	11YW-TDNL-VTH4	04/29/2022	311.15
212202823	AMAZON CAPITAL SERVICES	1YMC-CD33-MYYL	04/29/2022	327.74
212202823	AMAZON CAPITAL SERVICES	1K76-R97X-VRQ6	04/29/2022	369.80
212202823	AMAZON CAPITAL SERVICES	1XHW-FKYY-4XYC	04/29/2022	425.99
212202823	AMAZON CAPITAL SERVICES	1GQT-DDL3-3PJP	04/29/2022	755.25
212202824	AMERICAN WELDING & GAS INC	08417306	04/29/2022	28.11
212202825	AUSTIN, CHAD	REF04212022	04/29/2022	90.00
212202826	BELANGER, SCOTT	REF4262022-4	04/29/2022	55.00
212202827	BLOCK IRON/SUPPLY CO INC	763823	04/29/2022	495.00
212202828	BRAUN, LISA	APR2022 ITEM	04/29/2022	224.96
212202829	BUCHBERGER, LARRY	REF04232022	04/29/2022	80.00
212202830	BYCHINSKI, LORI	APR2022 ITEM	04/29/2022	215.30
212202831	CARLSON, JOSEPH	REF04192022	04/29/2022	90.00
212202832	CARRICO AQUATIC RESOURCES, INC	20221280	04/29/2022	852.00
212202832	CARRICO AQUATIC RESOURCES, INC	20221899	04/29/2022	1,183.24
212202833	FIRST SUPPLY LLC	125457-00	04/29/2022	7.35
212202833	FIRST SUPPLY LLC	125389-00	04/29/2022	12.00
212202833	FIRST SUPPLY LLC	124830-00	04/29/2022	33.82
212202833	FIRST SUPPLY LLC	124810-00	04/29/2022	39.87
212202833	FIRST SUPPLY LLC	125277-00	04/29/2022	77.68
212202833	FIRST SUPPLY LLC	125281-00	04/29/2022	118.18

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212202833	FIRST SUPPLY LLC	125268-00	04/29/2022	958.81
212202834	FLEISCHMANN, WAYNE	REF04212022	04/29/2022	90.00
212202835	FRAAZA, MELISSA	APR2022 ITEM	04/29/2022	38.99
212202836	GAJEWSKI, JOHN	REF04262022	04/29/2022	90.00
212202837	GHOST PEPPER CONSULTING, LLC	1018	04/29/2022	1,357.50
212202838	GILBERTSON, KENDRA	APR2022 ITEM	04/29/2022	275.00
212202839	HABECK, MIKE	WOR04222022	04/29/2022	90.00
212202840	HEID MUSIC COMPANY, INC.-APPLETON	364251566	04/29/2022	66.91
212202841	HEITING, MARK	REF04232022	04/29/2022	80.00
212202842	HORAK REFRIGERATION INC	3899	04/29/2022	2,311.40
212202843	J.W. PEPPER & SON	364251566	04/29/2022	66.91
212202843	J.W. PEPPER & SON	364251833	04/29/2022	333.35
212202844	JANKE, TODD	REF04212002	04/29/2022	55.00
212202845	JULIOT, DAVID	REF04192022	04/29/2022	55.00
212202845	JULIOT, DAVID	REF4262022-2	04/29/2022	160.00
212202846	KENITZER, DICK	WOR04192022	04/29/2022	35.00
212202846	KENITZER, DICK	WOR04212022	04/29/2022	35.00
212202846	KENITZER, DICK	WOR04222022	04/29/2022	35.00
212202847	KIETLINSKI, TED	WOR04222022	04/29/2022	55.00
212202848	KINDLARSKI, JENNIFER	APR2022 ITEM	04/29/2022	21.97
212202849	KOLODZIEJ, HEIDI	APR2022 ITEM.	04/29/2022	79.53
212202850	LOR, TRUE	REF04192022	04/29/2022	145.00
212202851	MCCARTHY, SEAN	WOR04222022	04/29/2022	55.00
212202852	MCCARTHY, SHEILA	WOR04222022	04/29/2022	55.00
212202853	MCDONNELL, BRITTANY	APR2022 ITEM	04/29/2022	16.48
212202854	MEYER, MELISSA	APR2022 ITEM	04/29/2022	57.55
212202855	NCS PEARSON INC	17937910	04/29/2022	115.50
212202856	PAGEL, AMY	APR2022 ITEM	04/29/2022	50.00
212202857	PERFORMANCE FOODSERVICE	693500	04/29/2022	462.18
212202857	PERFORMANCE FOODSERVICE	679089	04/29/2022	621.32
212202857	PERFORMANCE FOODSERVICE	697547	04/29/2022	1,236.04
212202857	PERFORMANCE FOODSERVICE	668204	04/29/2022	3,947.64
212202858	PLISCH, SANDRA	APR2022 ITEM	04/29/2022	107.48
212202859	RAETHER, MICHAEL	APR2022 CONF	04/29/2022	19.00
212202860	RINDFLEISCH, JOSEPH	REF04212022	04/29/2022	55.00
212202861	ROZAK, PAUL	REF04222022	04/29/2022	100.00
212202862	SANDQUIST, BREE	APR2022 ITEM	04/29/2022	17.99
212202863	SCHOEN, NANCY	REF04222022	04/29/2022	100.00
212202864	SCHOOL SPECIALTY, LLC.	308103963936	04/29/2022	95.52
212202865	STRICK, ANGELA	APR2022 ITEM	04/29/2022	172.66
212202866	STROIK, MIRANDA	APR2022 ITEM	04/29/2022	52.64
212202867	TACKES, CALVIN	REF04212022	04/29/2022	80.00
212202868	TEAM SPORTING GOODS INC	AAC027034	04/29/2022	1,000.00
212202868	TEAM SPORTING GOODS INC	AAC027031	04/29/2022	11,323.00
212202869	THAO, YER	MAR2022 ITEMa	04/29/2022	134.40
212202870	THAPA, SANGITA	100	04/29/2022	200.00
212202871	TILTON SR., CHRISTOPHER	REF04212022	04/29/2022	60.00
212202872	TOTZKE, ANGELA	REF04212022	04/29/2022	80.00

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212202873	VIKING ELECTRIC SUPPLY	S005730711.001	04/29/2022	10.57
212202873	VIKING ELECTRIC SUPPLY	S005743217.001	04/29/2022	34.20
212202873	VIKING ELECTRIC SUPPLY	S005742654.001	04/29/2022	232.94
212202873	VIKING ELECTRIC SUPPLY	S005748082.001	04/29/2022	312.52
212202874	WAGNER, KARI	APR2022 ITEM	04/29/2022	51.46
212202875	WAUSAU SCHOOL DISTRICT	04212022 DCEGOLF	04/29/2022	350.00
212202876	WELLES, DAVID	REF04192022	04/29/2022	90.00
212202876	WELLES, DAVID	REF4262022-3	04/29/2022	160.00
212202877	WI DEPT OF PUBLIC INST	255-0000045878	04/29/2022	28,260.00
212202878	WSMA	15629	04/29/2022	107.55
212202878	WSMA	15630	04/29/2022	895.15
212202879	ALECKSON, SARAH	ForSt22-1	05/06/2022	100.00
212202880	ALFONSO, JAMES	REFM04222022	05/06/2022	34.20
212202880	ALFONSO, JAMES	REF04292022	05/06/2022	134.20
212202881	ALVIS, LEROY JR	REF04282022	05/06/2022	60.00
212202882	AMAZON CAPITAL SERVICES	1RVL-N11T-X7QH	05/06/2022	7.79
212202882	AMAZON CAPITAL SERVICES	1GWD-TJVD-GVW4	05/06/2022	12.76
212202882	AMAZON CAPITAL SERVICES	1WGF-XYPN-JHX1	05/06/2022	13.99
212202882	AMAZON CAPITAL SERVICES	1P1G-CK97-FVCG	05/06/2022	15.49
212202882	AMAZON CAPITAL SERVICES	1W74-YRJ1-KD6K	05/06/2022	21.99
212202882	AMAZON CAPITAL SERVICES	116R-M76K-Y16P	05/06/2022	26.99
212202882	AMAZON CAPITAL SERVICES	1JK4-MX1Y-G43H	05/06/2022	29.95
212202882	AMAZON CAPITAL SERVICES	1GMN-9JX6-G3HD	05/06/2022	30.00
212202882	AMAZON CAPITAL SERVICES	1W47-14PD-P7C1	05/06/2022	39.39
212202882	AMAZON CAPITAL SERVICES	1X3H-YG6F-YJNY	05/06/2022	39.98
212202882	AMAZON CAPITAL SERVICES	1WGF-XYPN-JJG4	05/06/2022	67.75
212202882	AMAZON CAPITAL SERVICES	1KJ4-3L46-6VGR	05/06/2022	67.82
212202882	AMAZON CAPITAL SERVICES	1Q4M-113K-4GGP	05/06/2022	75.39
212202882	AMAZON CAPITAL SERVICES	1W74-YRJ1-9JK7	05/06/2022	79.58
212202882	AMAZON CAPITAL SERVICES	1WTQ-PMW6-D6YC	05/06/2022	81.12
212202882	AMAZON CAPITAL SERVICES	19NK-9QWC-JJMC	05/06/2022	87.94
212202882	AMAZON CAPITAL SERVICES	191H-NN4V-CGFX	05/06/2022	95.33
212202882	AMAZON CAPITAL SERVICES	19RJ-JKVV-9K6M	05/06/2022	97.88
212202882	AMAZON CAPITAL SERVICES	1F6X-PPYK-GRYL	05/06/2022	100.78
212202882	AMAZON CAPITAL SERVICES	1GCI-XHPC-F6MR	05/06/2022	131.35
212202882	AMAZON CAPITAL SERVICES	1X3H-YG6F-PFG9	05/06/2022	199.35
212202882	AMAZON CAPITAL SERVICES	1PYP-RWMQ-JCXF	05/06/2022	299.88
212202882	AMAZON CAPITAL SERVICES	1MV1-XX3P-M9QD	05/06/2022	319.69
212202882	AMAZON CAPITAL SERVICES	1T1H-K4GD-M61D	05/06/2022	359.74
212202882	AMAZON CAPITAL SERVICES	1JFT-QJ64-RKJW	05/06/2022	371.40
212202882	AMAZON CAPITAL SERVICES	1GCI-XHPC-1FTT	05/06/2022	399.75
212202882	AMAZON CAPITAL SERVICES	1H3T-MCRF-D4KP	05/06/2022	413.91
212202882	AMAZON CAPITAL SERVICES	14DT-RMRY-DT3J	05/06/2022	664.22
212202882	AMAZON CAPITAL SERVICES	11R6-WXQ3-VKMQ	05/06/2022	2,245.56
212202883	AMERICAN WELDING & GAS INC	08498145	05/06/2022	147.15
212202883	AMERICAN WELDING & GAS INC	08505514	05/06/2022	496.18
212202884	ASPIRUS YMCA CHILD DEV CTR	YMCA-4K-APR2022	05/06/2022	24,533.64
212202885	BAILEY, JOANNA	APR2022 CONF REIMB	05/06/2022	400.00

**DC EVEREST AREA SCHOOL DISTRICT
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CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
212202886	BAILEY, SARAH	APR2022 ITEMa	05/06/2022	40.67
212202887	BOLDER, RICHARD JR	REF04272022	05/06/2022	55.00
212202888	BORNTREGER, SIERRA	MAY2022 ITEM	05/06/2022	41.76
212202889	BUELOW, JON	REF04282022	05/06/2022	90.00
212202890	BULLIS, KRISTINE	APR2022 MILEAGE	05/06/2022	114.08
212202891	DEMCO, INC - ATTN:	7100111	05/06/2022	206.99
212202892	EDER, KRISTY	APR2022 MILEAGE	05/06/2022	24.57
212202893	FIRST SUPPLY LLC	125514-00	05/06/2022	18.90
212202893	FIRST SUPPLY LLC	125589-00	05/06/2022	22.74
212202894	FLETCHER, KATHRYN	APR2022 ITEM	05/06/2022	144.14
212202895	FOLLETT CONTENT SOLUTIONS, LLC.	441262F	05/06/2022	241.03
212202895	FOLLETT CONTENT SOLUTIONS, LLC.	469599	05/06/2022	1,619.98
212202895	FOLLETT CONTENT SOLUTIONS, LLC.	469599A	05/06/2022	2,005.96
212202896	FOREMAN, RONALD	MAY 2022	05/06/2022	60.00
212202897	FULLERTON, JASON	REF04292022	05/06/2022	117.10
212202898	GADKE, GARY	APR2022 MILEAGE	05/06/2022	5.62
212202899	GILMORE, KRISTINE	APR2022 MILEAGE	05/06/2022	168.48
212202900	GRAINGER INC, WW	9290987636	05/06/2022	66.12
212202900	GRAINGER INC, WW	9281062654	05/06/2022	648.24
212202901	HABECK, MIKE	WOR04292022	05/06/2022	90.00
212202902	HEID MUSIC COMPANY, INC.-APPLETON	3002881	05/06/2022	10.00
212202902	HEID MUSIC COMPANY, INC.-APPLETON	3009488	05/06/2022	12.99
212202902	HEID MUSIC COMPANY, INC.-APPLETON	3002886	05/06/2022	80.00
212202902	HEID MUSIC COMPANY, INC.-APPLETON	3033357	05/06/2022	448.00
212202902	HEID MUSIC COMPANY, INC.-APPLETON	3042884	05/06/2022	2,300.00
212202903	JEHN, KALLY	APR2022 MILEAGE	05/06/2022	152.10
212202904	JENKIN, DOUGLAS	JENKIN4822	05/06/2022	98.05
212202905	JOHNSON, KEVIN	REF04282022	05/06/2022	90.00
212202906	KENITZER, DICK	WOR04282022	05/06/2022	35.00
212202907	KEY TO LIFE CHILDCARE CENTER, INC.	KYLF-4K-APR2022	05/06/2022	9,600.12
212202908	KINDER CARE LEARNING CTR, INC.	KIND-4K-APR2022	05/06/2022	8,000.10
212202909	KINDLARSKI, JENNIFER	APR2022 ITEMa	05/06/2022	11.98
212202910	KOLODZIEJ, HEIDI	APR2022 ITEMa	05/06/2022	37.80
212202911	LANCTIN, BRITTANY	APR2022 MILEAGE	05/06/2022	153.56
212202912	LEHMAN, GINA	APR2022 ITEM	05/06/2022	65.18
212202913	LICHTENWALD, ALLISON	LICHTENWALD5222	05/06/2022	22.50
212202914	MANION EDUCATIONAL SERVICES, LLC.	MAY2022	05/06/2022	60.00
212202915	MARA CTY CHILD DEVELOPMENT	MCCDA-4K-APR2022	05/06/2022	3,378.33
212202916	MARATHON PEST CONTROL	45748	05/06/2022	28.00
212202916	MARATHON PEST CONTROL	45751	05/06/2022	28.00
212202916	MARATHON PEST CONTROL	45753	05/06/2022	28.00
212202916	MARATHON PEST CONTROL	45746	05/06/2022	28.00
212202916	MARATHON PEST CONTROL	45745	05/06/2022	28.00
212202916	MARATHON PEST CONTROL	45771	05/06/2022	28.00
212202916	MARATHON PEST CONTROL	45747	05/06/2022	35.00
212202916	MARATHON PEST CONTROL	45750	05/06/2022	35.00
212202916	MARATHON PEST CONTROL	45752	05/06/2022	35.00
212202917	MCCARTHY, SEAN	WOR04292022	05/06/2022	55.00

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212202918	MCCARTHY, SHEILA	WOR04292022	05/06/2022	55.00
212202919	MCMILLAN-HEHIR, HEATHER	APR2022 MILEAGE	05/06/2022	14.98
212202920	MOUNT OLIVE 4K PROGRAM	MTOL-4K-APR2022	05/06/2022	6,400.08
212202921	NASSCO INC - CUSTODIAL	6153639	05/06/2022	1,670.59
212202921	NASSCO INC - CUSTODIAL	6154153	05/06/2022	1,670.59
212202921	NASSCO INC - CUSTODIAL	6154396	05/06/2022	2,633.13
212202922	NATL ELEVATOR INSPECTION SERVICES, INC.	RI 22012004	05/06/2022	110.00
212202923	NEWMAN CATHOLIC-ST MARK	STMA-4K-APR2022	05/06/2022	8,000.10
212202924	NEWMAN CATHOLIC-ST THERESE	STTH-4K-APR2022	05/06/2022	10,400.13
212202925	NORTHWAY COMMUNICATIONS INC	1792410	05/06/2022	225.00
212202925	NORTHWAY COMMUNICATIONS INC	1158771	05/06/2022	248.07
212202926	OETTINGER, PHILLIP	WOR04292022	05/06/2022	55.00
212202927	OVERDRIVE INC	CD0258422131492	05/06/2022	1,063.41
212202928	PARLIER, DANIEL	REF04272022	05/06/2022	80.00
212202929	PICKRUHN, TERESE	APR2022 MILEAGE	05/06/2022	43.82
212202930	PISCA, SARAH	PISCA5322	05/06/2022	277.00
212202931	POLAR ELECTRO INC.	331650610	05/06/2022	1,969.35
212202932	REI ENGINEERING, INC	42969	05/06/2022	440.00
212202932	REI ENGINEERING, INC	42967	05/06/2022	5,659.13
212202933	REIMANN, DAVID	APR2022 MILEAGE	05/06/2022	88.16
212202934	ROTHMEYER, MICHELLE	APR2022 ITEM	05/06/2022	12.95
212202935	ROZAK, PAUL	REFM04222022	05/06/2022	27.90
212202936	SCHOEN, NANCY	REFM04022022	05/06/2022	17.10
212202936	SCHOEN, NANCY	REF04292022	05/06/2022	117.10
212202937	SCHOOL SPECIALTY, LLC.	208129850149	05/06/2022	101.64
212202937	SCHOOL SPECIALTY, LLC.	208129815296	05/06/2022	111.78
212202937	SCHOOL SPECIALTY, LLC.	208129832427	05/06/2022	242.13
212202938	TAYLOR, JULIANN	APR2022 MILEAGE	05/06/2022	223.12
212202939	TEAM SPORTING GOODS INC	AAG023473	05/06/2022	198.00
212202939	TEAM SPORTING GOODS INC	AAK008484	05/06/2022	2,098.60
212202940	TESKE, STEFANIE	APR2022 MILEAGE	05/06/2022	33.70
212202941	THOMPSON, CHAD	APR2022 ITEMa	05/06/2022	100.64
212202942	TILTON SR., CHRISTOPHER	REF04282022	05/06/2022	60.00
212202943	TREPTOW, FELECITY	APR2022 MILEAGE	05/06/2022	56.98
212202944	TRETTER, TODD	APR2022 MILEAGE	05/06/2022	38.55
212202945	US OMNI & TSACG COMPLIANCE SERVICES	79176	05/06/2022	295.16
212202946	USIC RECEIVABLES, LLC	505456	05/06/2022	2,331.00
212202947	VANDERWYST, AMY	APR2022 ITEM	05/06/2022	27.88
212202948	VIKING ELECTRIC SUPPLY	S005771467.001	05/06/2022	81.07
212202948	VIKING ELECTRIC SUPPLY	S005752195.001	05/06/2022	117.50
212202948	VIKING ELECTRIC SUPPLY	S005754440.001	05/06/2022	568.29
212202949	VLIETSTRA, ALISON	APR2022 MILEAGE	05/06/2022	191.65
212202950	VRUWINK, EDWARD	REF04272022	05/06/2022	55.00
212202951	WAGNER, JAMIE	APR2022 ITEM	05/06/2022	100.00
212202952	WAUSAU CHILD CARE-CEDAR CR,INC.	WACC-4K-APR2022	05/06/2022	4,533.39
212202953	WEISE, ROBERT	REF04272022	05/06/2022	80.00
212202954	WELSH, SARA	APR2022 MILEAGE	05/06/2022	144.55
212202955	WM CORPORATE SERVICES, INC	5488092-0414-0	05/06/2022	118.17

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212202955	WM CORPORATE SERVICES, INC	5487514-0414-4	05/06/2022	118.17
212202955	WM CORPORATE SERVICES, INC	5487345-0414-3	05/06/2022	129.46
212202955	WM CORPORATE SERVICES, INC	5487347-0414-9	05/06/2022	129.46
212202955	WM CORPORATE SERVICES, INC	5487938-0414-5	05/06/2022	200.37
212202955	WM CORPORATE SERVICES, INC	5487409-0414-7	05/06/2022	205.50
212202955	WM CORPORATE SERVICES, INC	5487776-0414-9	05/06/2022	210.64
212202955	WM CORPORATE SERVICES, INC	5487923-0414-7	05/06/2022	244.55
212202955	WM CORPORATE SERVICES, INC	5486995-0414-6	05/06/2022	251.74
212202955	WM CORPORATE SERVICES, INC	5488167-0414-0	05/06/2022	287.70
212202955	WM CORPORATE SERVICES, INC	5487348-0414-7	05/06/2022	498.34
212202955	WM CORPORATE SERVICES, INC	5486960-0414-0	05/06/2022	559.99
212202955	WM CORPORATE SERVICES, INC	5486961-0414-8	05/06/2022	626.78
212202956	ZELL, BRIAN	215930	05/06/2022	50.00
				1,724,758.69

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(04/05/2022-05/09/2022)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4900577	ELLIS CONSTRUCTION	BP9 PA15F MAR REF RI	04/08/2022	4,786.53
4900578	PIEPER ELECTRIC, INC.	BP11 PA6 MAR REF HAT	04/08/2022	-1,057.66
4900578	PIEPER ELECTRIC, INC.	BP11 PA7F MAR REF HA	04/08/2022	2,703.12
4900579	TWEET/GAROT MECHANICAL INC	BP6 PA10 MAR REF WE	04/08/2022	3,210.05
4900579	TWEET/GAROT MECHANICAL INC	BP6 PA11F MAR REF WE	04/08/2022	9,998.95
4900580	WISCONSIN MECHANICAL SOLUTIONS, INC	BP8 PA11 MAR REF EV	04/08/2022	25,047.63
4900580	WISCONSIN MECHANICAL SOLUTIONS, INC	BP8 PA13 MAR REF EV	04/08/2022	-4,548.50
4900581	NORTHLAND PAINTING & COATINGS, INC.	3715	04/29/2022	3,600.00
212202647	TOTAL ELECTRIC, INC.	BP12 PA12 MAR REF MS	04/08/2022	2,500.00
				46,240.12

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Tran Date	Where Used	District Card Name	Amount
04/05/2022	Officemax/Depot 6869, 800-463-3768, IL, 60143, US	HOFFMAN, AARON	7.45
04/05/2022	50-50 Factory Outlet, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	9.96
04/05/2022	Amzn Mktp US 1h56u07z1, Amzn.Com/Bill, WA, 98109, US	DALEY, MICHELLE	9.99
04/05/2022	Amzn Mktp US 1666b3r22, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	42.99
04/05/2022	Ebay O 15-08467-88759, San Jose, CA, 95131, US	MULL, AARON	47.26
04/05/2022	Tlf Krueger Floral And, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	47.69
04/05/2022	Dollar Tree, Schofield, WI, 54476, US	SUCKOW, ELLEN	68.30
04/05/2022	Amzn Mktp US 1h81s4s71, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	72.96
04/05/2022	Napa Parts Schofield, Schofield, WI, 54476, US	MULL, AARON	105.40
04/05/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	111.12
04/05/2022	Office Depot #1090, 800-463-3768, MN, 55441, US	HOFFMAN, AARON	230.60
04/05/2022	United States Indoor S, 7033106151, VA, 23454, US	MULL, AARON	395.00
04/05/2022	Janke Book Store, Wausau, WI, 54403, US	DALEY, MICHELLE	418.50
04/05/2022	B&h Photo 800-606-6969, 800-2215743, NY, 10001, US	DALEY, MICHELLE	1,584.37
04/06/2022	Weston Hardware, Weston, WI, 54476, US	MULLALEY, JESSICA	11.42
04/06/2022	Hardware Distributors, Sauk Rapids, MN, 56379, US	PERNSTEINER, CHAD	22.00
04/06/2022	Amzn Mktp US 1h67w0pk0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	59.38
04/06/2022	Menards Wausau Wi, Wausau, WI, 54401, US	DALEY, MICHELLE	60.51
04/06/2022	Samsclub #6535, Wausau, WI, 54401, US	KAMPMANN, KEVIN	66.10
04/06/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	72.81
04/06/2022	Joann Stores #1585, Wausau, WI, 54401, US	JAKUBEK, JACQUE	79.16
04/06/2022	Cornerstone Team Sport, 8779104519, IL, 60188, US	SEKEL, JAMES	80.00
04/06/2022	American Camp Associat, 7653493315, IN, 46151, US	JAKUBEK, JACQUE	95.00
04/06/2022	Janke Book Store, Wausau, WI, 54403, US	STINGL, JACOB M	133.20
04/06/2022	Hardware Distributors, Sauk Rapids, MN, 56379, US	PERNSTEINER, CHAD	145.14
04/06/2022	Texas Roadhouse #2288, Wausau, WI, 54401, US	WELLER, JULIE	158.25
04/06/2022	Really Good Stuff, 800-366-1920, CT, 06468, US	BRAUN, LISA	189.98
04/06/2022	Menards Wausau Wi, Wausau, WI, 54401, US	MULL, AARON	219.31
04/06/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	253.72
04/06/2022	Scholastic Education, 573-632-1834, MO, 65101, US	NYE, CASEY	1,178.89
04/07/2022	Qualifiedhardwarecom, Brooklyn, NY, 11238, US	MULL, AARON	-7.10
04/07/2022	Amzn Mktp US 1h6ik2tl2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	10.34
04/07/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	12.78
04/07/2022	Amazon.Com 1a82o94l1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	14.39
04/07/2022	The Webstaurant Store, 717-392-7472, PA, 17602, US	BAUDHUIN, LATICIA	21.54
04/07/2022	Festival Foods Westo, Weston, WI, 54476, US	STROIK, MIRANDA	27.50
04/07/2022	Western Psychological, Torrance, CA, 90503, US	ZYNDA, JENNIFER	34.20
04/07/2022	Amzn Mktp US 1a2bd6zb1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	39.98
04/07/2022	Kwik Trip 68300006833, Portage, WI, 53901-0000, US	HOFFMAN, AARON	54.75
04/07/2022	Dollar Tree, Inc., 877-530-8733, VA, 23320, US	HOFFMAN, AARON	64.05
04/07/2022	Sams Club #6535, Wausau, WI, 54401, US	GOETSCH, DIANE	80.19
04/07/2022	Bestbuycom806635773425, 888bestbuy, MN, 55423, US	RAVEY, TRACY	119.28
04/07/2022	Dollar Tree, Inc., 877-530-8733, VA, 23320, US	HOFFMAN, AARON	134.21
04/07/2022	Walmart.Com Aa, 800-966-6546, AR, 72716, US	TEPP, ALYSSA	136.16
04/07/2022	Otc Brands Inc, Omaha, NE, 68137, US	SABEY56, RENA	142.35

**DC EVEREST AREA SCHOOL DISTRICT
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Tran Date	Where Used	District Card Name	Amount
04/07/2022	Mindbody, 805-5462000, CA, 93401, US	MULL, AARON	165.75
04/07/2022	Bennett Hardwoods Inc, Wausau, WI, 54401, US	PERNSTEINER, CHAD	960.48
04/07/2022	Bestbuycom806635773425, 888bestbuy, MN, 55423, US	RAVEY, TRACY	1,349.70
04/07/2022	Awg 2501, Wausau, WI, 54401, US	JASON JABLONSKI	2,042.00
04/07/2022	Cablexpresscorp Cxtec, 315-476-3000, NY, 13212, US	RAVEY, TRACY	7,792.20
04/08/2022	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	5.00
04/08/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	13.56
04/08/2022	Kwik Trip 10300010330, Wausau, WI, 54401-0000, US	HOFFMAN, AARON	15.00
04/08/2022	Amzn Mktp US 1h0606s60, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	25.73
04/08/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	SUCKOW, ELLEN	27.96
04/08/2022	Amzn Mktp US 1h4mn9sq0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	35.99
04/08/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	60.32
04/08/2022	Elenco Electronics, 847-5413800, IL, 600900000, US	HOFFMAN, AARON	60.35
04/08/2022	Apperson Inc., Kent, WA, 98032, US	HOFFMAN, AARON	62.10
04/08/2022	Samsclub #6535, Wausau, WI, 54401, US	ANGELONI, FAYE	66.72
04/08/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	89.00
04/08/2022	Control Concepts Tech, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	125.93
04/08/2022	Enterprise Rent-A-Car, Wausau, WI, 54401, US	HOFFMAN, AARON	131.62
04/08/2022	Amzn Mktp US 1h5wl3s70, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	159.92
04/08/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	STROIK, MIRANDA	190.65
04/08/2022	Wis Hs Forensic Assoc, La Crosse, WI, 54603, US	SEEHAFER, DAWN	243.60
04/08/2022	The Home Depot #4931, Wausau, WI, 544010000, US	JASON JABLONSKI	698.00
04/08/2022	Wpy Teamsideline, 855-469-3729, CA, 95678, US	MULL, AARON	1,398.00
04/08/2022	Kaplan Early Learning, 336-6766737, NC, 27023, US	MULL, AARON	7,532.83
04/11/2022	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	-1.00
04/11/2022	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	-1.00
04/11/2022	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	-1.00
04/11/2022	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	1.00
04/11/2022	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	1.00
04/11/2022	Avid By Ihg, Monona, WI, 53716, US	HOFFMAN, AARON	1.00
04/11/2022	Sq The Deca Depot, Weston, WI, 54476, US	WELLER, JULIE	4.00
04/11/2022	Amzn Mktp US 1h73838u2, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	5.59
04/11/2022	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	5.74
04/11/2022	Dropbox D1yk6r7896ms, Db.Tt/Cchelp, DE, 19808, US	WELLER, JULIE	11.99
04/11/2022	Kwik Trip 14000001404, Schofield, WI, 54476, US	ANGELONI, FAYE	14.94
04/11/2022	50-50 Factory Outlet, Schofield, WI, 54476, US	WELLER, JULIE	15.76
04/11/2022	Dropbox Pdvthb82bpnq, Dropbox.Com, CA, 94107, US	SEEHAFER, DAWN	19.99
04/11/2022	Amzn Mktp US 1a5kh95w1, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	25.64
04/11/2022	American 0010651253874, 8004337300, TX, 76155, US	NYE, CASEY	27.72
04/11/2022	Pizza Hut 032799, 7153598873, WI, 54476, US	LINDELL, JEFF	31.72
04/11/2022	Sconnis Alehouse And, Schofield, WI, 54476, US	NYE, CASEY	50.00
04/11/2022	The Webstaurant Store, 717-392-7472, PA, 17602, US	BAUDHUIN, LATICIA	50.60
04/11/2022	Tlf Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	67.50
04/11/2022	Wisconsin Center For E, 608-262-1234, WI, 53719, US	NYE, CASEY	100.00
04/11/2022	Politos Pizza, Rothschild, WI, 54474, US	JABLONSKI, JAMIE A	113.00

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

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Tran Date	Where Used	District Card Name	Amount
04/11/2022	Festival Foods, Wausau, WI, 54401, US	JABLONSKI, JAMIE A	125.00
04/11/2022	Politos Pizza, Rothschild, WI, 54474, US	SEEHAFER, DAWN	130.00
04/11/2022	Marco Learning Llc, Wrightstown, NJ, 08562, US	DALEY, MICHELLE	356.00
04/11/2022	American 0012419324628, 8004337300, TX, 76155, US	NYE, CASEY	411.20
04/11/2022	Amzn Mktp US 1a8j391o1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	770.70
04/11/2022	Bestbuydirect241875384, 8003733050, MN, 55423, US	RAVEY, TRACY	22,086.16
04/12/2022	Target 00003640, Schofield, WI, 54476, US	WELLER, JULIE	4.88
04/12/2022	Teacherspayteachers.Co, 6465880910, NY, 10003, US	DALEY, MICHELLE	5.28
04/12/2022	Target 00003640, Schofield, WI, 54476, US	WELLER, JULIE	6.47
04/12/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	12.72
04/12/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	18.01
04/12/2022	Sams Club #6535, Wausau, WI, 54401, US	MCFARLANE, JASON	19.64
04/12/2022	Target 00003640, Schofield, WI, 54476, US	RAVEY, TRACY	25.98
04/12/2022	Amzn Mktp US 1h19g8uv2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	64.95
04/12/2022	Jimmy Johns - 1575, Schofield, WI, 54476, US	HALL, KIM	71.75
04/12/2022	Tif Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	78.45
04/12/2022	Tif Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	82.45
04/12/2022	3doodlerusa, New York, NY, 10003, US	DALEY, MICHELLE	104.40
04/12/2022	Allianz Travel Ins, 8772524264, VA, 23233, US	SEEHAFER, DAWN	185.73
04/12/2022	Paypal Rinksystems, 4029357733, CA, 95131, US	MULL, AARON	762.68
04/12/2022	Delta 00623109165475, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	917.20
04/12/2022	Delta 00623109165486, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	917.20
04/12/2022	Delta 00623109165490, Delta.Com, CA, 30354-1989, US	SEEHAFER, DAWN	917.20
04/13/2022	Weston Hardware, Weston, WI, 54476, US	HERNING, CODY	3.78
04/13/2022	Teacherspayteachers.Co, 6465880910, NY, 10003, US	DALEY, MICHELLE	5.28
04/13/2022	Amzn Mktp US 1a20k5n00, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	15.99
04/13/2022	Lumabooth, East Brunswick, NJ, 08816, US	STINGL, JACOB M	18.00
04/13/2022	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	57.46
04/13/2022	Sconnis Alehouse And, Schofield, WI, 54476, US	MULL, AARON	68.81
04/13/2022	Potawatomi Hotel, Milwaukee, WI, 53233, US	NYE, CASEY	95.00
04/13/2022	Potawatomi Hotel, Milwaukee, WI, 53233, US	NYE, CASEY	95.00
04/13/2022	Texas Roadhouse #2288, Wausau, WI, 54401, US	WELLER, JULIE	100.00
04/13/2022	Politos Pizza, Rothschild, WI, 54474, US	WELLER, JULIE	208.00
04/13/2022	Samsclub #6535, Wausau, WI, 54401, US	WEGGE, KAREN A	325.83
04/13/2022	Les Mills US Trading, 6308285949, IL, 21236, US	MULL, AARON	529.00
04/13/2022	Cdw Govt #v785595, 800-808-4239, IL, 60061, US	RAVEY, TRACY	4,574.00
04/14/2022	Teacherspayteachers.Co, 6465880910, NY, 10003, US	DALEY, MICHELLE	-5.28
04/14/2022	Walmart.Com Aa, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	15.96
04/14/2022	McDonalds F10874, Schofield, WI, 54476, US	SABEY56, RENA	18.73
04/14/2022	Amzn Mktp US 1o9ug1fd1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	26.99
04/14/2022	Pizza Hut 032799, 7153598873, WI, 54476, US	LINDELL, JEFF	31.72
04/14/2022	Dunkin #352546 Q35, Weston, WI, 54476, US	HOFFMAN, AARON	62.94
04/14/2022	Sconnis Alehouse And, Schofield, WI, 54476, US	NYE, CASEY	65.97
04/14/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	MEYER, MELISSA	75.75
04/14/2022	Decker Equipment, 800-7624899, MI, 48768, US	JASON JABLONSKI	90.95

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04/14/2022	Holiday Inn Exp & Suit, 7153591280, WI, 54476, US	JABLONSKI, JAMIE A	92.00
04/14/2022	Office Depot #1090, 800-463-3768, MN, 55441, US	NYE, CASEY	116.44
04/14/2022	Otc Brands Inc, Omaha, NE, 68137, US	JABLONSKI, JAMIE A	129.01
04/14/2022	Walmart.Com Aa, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	431.02
04/15/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	8.40
04/15/2022	Dollar Tree, Inc., 877-530-8733, VA, 23320, US	HOFFMAN, AARON	12.20
04/15/2022	Target.Com, 800-591-3869, MN, 55445, US	ZYNDA, JENNIFER	25.98
04/15/2022	Tine & Cellar, Schofield, WI, 54476, US	SPETS, MATT	36.49
04/15/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	HOFFMAN, AARON	38.76
04/15/2022	Officemax/Depot 6367, Wausau, WI, 54401, US	RAVEY, TRACY	44.28
04/15/2022	Consumer Cellular Inc, 800-6864460, OR, 97223-8517, US	SABEY56, RENA	56.51
04/15/2022	Eb Uw-Stevens Point T, 8014137200, CA, 94105, US	HALL, KIM	77.00
04/15/2022	Target.Com, 800-591-3869, MN, 55445, US	LINDELL, JEFF	219.99
04/15/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	372.18
04/15/2022	Nassp Product & Servic, 703-8600200, VA, 20191, US	MCFARLANE, JASON	385.00
04/15/2022	Amzn Mktp US 1a4mq9m30, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	519.84
04/15/2022	Pitsco Education Llc, 6202310000, KS, 66762, US	HOFFMAN, AARON	651.37
04/15/2022	Frontier Comm Corp Web, 8009218101, CT, 06851, US	RAVEY, TRACY	2,547.53
04/18/2022	Michaels Stores 2735, Wausau, WI, 54401, US	WELLER, JULIE	-44.20
04/18/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	-8.40
04/18/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	14.21
04/18/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	15.08
04/18/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	22.64
04/18/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	31.84
04/18/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	39.58
04/18/2022	Maple Hollow, Merrill, WI, 54452, US	ABEL, SCOT	43.00
04/18/2022	Weston Hardware, Weston, WI, 54476, US	JASON JABLONSKI	56.94
04/18/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	81.06
04/18/2022	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	95.70
04/18/2022	The Osthoff Resort, Elkhart Lake, WI, 53020, US	GILMORE, KRISTINE	114.00
04/18/2022	Menards Wausau Wi, Wausau, WI, 54401, US	JASON JABLONSKI	124.67
04/18/2022	Walmart.Com Aa, 8009666546, AR, 72716, US	JAKUBEK, JACQUE	153.32
04/18/2022	Pb Leasing, 844-256-6444, CT, 06484, US	ANGELONI, FAYE	168.03
04/18/2022	Weston Hardware, Weston, WI, 54476, US	WEGGE, KAREN A	309.99
04/18/2022	Politos Pizza Of Waus, Wausau, WI, 54403, US	MCFARLANE, JASON	360.00
04/18/2022	Politos Pizza, Rothschild, WI, 54474, US	MCFARLANE, JASON	660.00
04/18/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,398.60
04/19/2022	Samsclub #6535, Wausau, WI, 54401, US	WELLER, JULIE	-20.68
04/19/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	30.74
04/19/2022	Pick N Save #406, Schofield, WI, 54476, US	BAUDHUIN, LATICIA	45.12
04/19/2022	Tlf Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	78.45
04/19/2022	Samsclub #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	84.48
04/19/2022	The Webstaurant Store, 717-392-7472, PA, 17602, US	SUCKOW, ELLEN	139.87
04/20/2022	Pick N Save #406, Schofield, WI, 54476, US	SEKEL, JAMES	11.59
04/20/2022	Target 00003640, Schofield, WI, 54476, US	HOFFMAN, AARON	13.06

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Tran Date	Where Used	District Card Name	Amount
04/20/2022	Pick N Save #406, Schofield, WI, 54476, US	SPETS, MATT	13.99
04/20/2022	Bib Background Checks, Huntersville, NC, 28078, US	HALL, KIM	14.00
04/20/2022	Samsclub #6535, Wausau, WI, 54401, US	KEMP, JANE	34.42
04/20/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	62.17
04/20/2022	Teachers Discovery, Auburn Hills, MI, 48326, US	DALEY, MICHELLE	64.55
04/20/2022	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	SPETS, MATT	94.95
04/20/2022	Teachers Discovery, Auburn Hills, MI, 48326, US	DALEY, MICHELLE	112.09
04/20/2022	Dominos 2042, 208-877-4992, WI, 54476, US	HOFFMAN, AARON	150.06
04/20/2022	School Outfitters, 8002602776, OH, 45212, US	MCFARLANE, JASON	944.08
04/21/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	36.90
04/21/2022	Wieser Educational Inc, Rancho Santa, CA, 92688, US	SEEHAFER, DAWN	73.95
04/21/2022	Allianz Travel Ins, 8772524264, VA, 23233, US	RAETHER, MICHAEL	84.19
04/21/2022	Paypal Allspeciese, 4029357733, CA, 95131, US	SEEHAFER, DAWN	149.00
04/21/2022	Sams Club #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	152.12
04/21/2022	Delta 00623121022985, Delta.Com, CA, 30354-1989, US	RAETHER, MICHAEL	1,247.20
04/21/2022	Act Hyt Hy-Tek 2177334, 4692910300, TX, 75024, US	SEKEL, JAMES	25.00
04/21/2022	Tim Time Magazine, 866-478-8851, NY, 10281, US	HOFFMAN, AARON	29.00
04/21/2022	Pick N Save #406, Schofield, WI, 54476, US	KAMPMANN, KEVIN	38.28
04/21/2022	Politos Pizza, Rothschild, WI, 54474, US	RAVEY, TRACY	57.00
04/21/2022	Samsclub #6535, Wausau, WI, 54401, US	MULLALEY, JESSICA	79.90
04/21/2022	Sconnis Alehouse And, Schofield, WI, 54476, US	NYE, CASEY	161.23
04/21/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	NYE, CASEY	167.12
04/21/2022	Walmart.Com Aa, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	167.16
04/21/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	STROIK, MIRANDA	270.27
04/21/2022	Bennett Hardwoods Inc, Wausau, WI, 54401, US	PERNSTEINER, CHAD	1,408.60
04/22/2022	Weston Hardware, Weston, WI, 54476, US	HINSON, DERALD	16.99
04/22/2022	Target 00003640, Schofield, WI, 54476, US	WELLER, JULIE	17.96
04/22/2022	Agent Fee 89077405321715, Travel Consul, WI, 22201-3862, US	SEEHAFER, DAWN	30.00
04/22/2022	The Webstaurant Store, 717-392-7472, PA, 17602, US	BAUDHUIN, LATICIA	52.72
04/22/2022	Northern Battery 1100, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	130.87
04/22/2022	Beccas Cafe, 715-432-9324, WI, 54476, US	NYE, CASEY	163.39
04/22/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	NYE, CASEY	167.12
04/22/2022	Regal Awards Unlimited, 4024740815, NE, 68522, US	SEEHAFER, DAWN	362.39
04/22/2022	Growng School-Based M, 6082575939, WI, 53703, US	JABLONSKI, JAMIE A	425.00
04/22/2022	Orbitz 72290309302258, Orbitz.Com, WA, 98119, US	SEEHAFER, DAWN	509.68
04/22/2022	Delta 00677405321714, Wausau, WI, 30354-1989, US	SEEHAFER, DAWN	687.21
04/22/2022	Fccla, 7037161306, VA, 20191, US	SEEHAFER, DAWN	735.00
04/22/2022	Outdoor Life, 8586999029, FL, 33131, US	HOFFMAN, AARON	12.00
04/22/2022	Target 00003640, Schofield, WI, 54476, US	SEKEL, JAMES	12.22
04/22/2022	The Osthoff Resort F&b, Elkhart Lake, WI, 53020, US	GILMORE, KRISTINE	20.22
04/22/2022	Dtp Outside, New York, NY, 10017, US	HOFFMAN, AARON	24.00
04/22/2022	Tine & Cellar, Schofield, WI, 54476, US	NYE, CASEY	27.61
04/22/2022	Subway 6908, Rothschild, WI, 54474, US	SABEY56, RENA	31.83
04/22/2022	Dominos 2042, 208-877-4992, WI, 54476, US	SUCKOW, ELLEN	72.48
04/22/2022	Venmo, 8558124430, NY, 10001, US	JAKUBEK, JACQUE	88.58

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04/22/2022	Menards Wausau Wi, Wausau, WI, 54401, US	MULL, AARON	96.80
04/22/2022	Potawatomi Hotel, Milwaukee, WI, 53233, US	NYE, CASEY	109.73
04/22/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	109.74
04/22/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	128.35
04/22/2022	Amazon Prime 1o2tz43p0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	139.00
04/22/2022	Homedepot.Com, 800-430-3376, GA, 303390000, US	MULL, AARON	210.56
04/22/2022	McKay Nursery Holding, 800-2364242, WI, 53594-9120, US	ABEL, SCOT	475.94
04/22/2022	Acorn Naturalists, 714-838-4888, CA, 92780-3698, US	HOFFMAN, AARON	1,035.64
04/22/2022	Pick N Save #406, Schofield, WI, 54476, US	RAVEY, TRACY	33.25
04/25/2022	Menards Wausau Wi, Wausau, WI, 54401, US	JASON JABLONSKI	6.71
04/25/2022	Target.Com, 800-591-3869, MN, 55445, US	SEEHAFER, DAWN	7.88
04/25/2022	Kwik Trip 14000001404, Schofield, WI, 54476, US	KEMP, JANE	30.47
04/25/2022	The Webstaurant Store, 717-392-7472, PA, 17602, US	BAUDHUIN, LATICIA	43.58
04/25/2022	Target.Com, 800-591-3869, MN, 55445, US	SEEHAFER, DAWN	89.28
04/25/2022	American 00106521503123, 8004337300, TX, 75261, US	SEEHAFER, DAWN	93.36
04/25/2022	American 00106521503131, 8004337300, TX, 75261, US	SEEHAFER, DAWN	93.36
04/25/2022	American 00106521503149, 8004337300, TX, 75261, US	SEEHAFER, DAWN	93.36
04/25/2022	American 00106521503164, 8004337300, TX, 75261, US	SEEHAFER, DAWN	93.36
04/25/2022	Village Deli, Schofield, WI, 54476, US	KEMP, JANE	95.00
04/25/2022	American 00106521503115, 8004337300, TX, 75261, US	SEEHAFER, DAWN	125.29
04/25/2022	American 00106521503156, 8004337300, TX, 75261, US	SEEHAFER, DAWN	125.29
04/25/2022	Uline Ship Supplies, 800-295-5510, WI, 53158, US	SEEHAFER, DAWN	167.22
04/25/2022	American 00124223247667, 8004337300, TX, 75261, US	SEEHAFER, DAWN	1,002.21
04/25/2022	American 00124223247675, 8004337300, TX, 75261, US	SEEHAFER, DAWN	1,002.21
04/25/2022	American 00124223247683, 8004337300, TX, 75261, US	SEEHAFER, DAWN	1,002.21
04/25/2022	American 00124223247691, 8004337300, TX, 75261, US	SEEHAFER, DAWN	1,002.21
04/25/2022	American 00124223247709, 8004337300, TX, 75261, US	SEEHAFER, DAWN	1,002.21
04/25/2022	American 00124223247717, 8004337300, TX, 75261, US	SEEHAFER, DAWN	1,002.21
04/25/2022	The Osthoff Resort, Elkhart Lake, WI, 53020, US	GILMORE, KRISTINE	0.75
04/25/2022	Our Wi Mag, 877-9029760, WI, 54557, US	HOFFMAN, AARON	34.98
04/25/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	38.03
04/25/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	51.81
04/25/2022	Amzn Mktp US 1o6891gz0, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	79.45
04/25/2022	Little Caesars 1792 00, Schofield, WI, 54476, US	GOETSCH, DIANE	82.74
04/25/2022	Shanghai Grill, Schofield, WI, 54476-6802, US	NYE, CASEY	106.40
04/25/2022	Walmart.Com Aa, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	109.44
04/25/2022	Maple Hollow, Merrill, WI, 54452, US	HOFFMAN, AARON	112.36
04/25/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	132.53
04/25/2022	Amzn Mktp US 1q0ui8ji1, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	146.79
04/25/2022	The Osthoff Resort, Elkhart Lake, WI, 53020, US	GILMORE, KRISTINE	270.00
04/25/2022	McKenzie Sports Produc, 704-279-8363, NC, 28146, US	HOFFMAN, AARON	276.78
04/25/2022	Samsclub #6535, Wausau, WI, 54401, US	MCFARLANE, JASON	297.54
04/25/2022	Farrell Equip And Supp, 7158354356, WI, 54476, US	PERNSTEINER, CHAD	559.97
04/25/2022	Didax Inc, 800-458-0024, MA, 01969, US	NYE, CASEY	773.70
04/25/2022	Displays2go, 401-247-0333, MA, 02720, US	MCFARLANE, JASON	808.51

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04/25/2022	Dimensions Educational, 4024676112, NE, 68516, US	HOFFMAN, AARON	1,108.60
04/25/2022	Vwr International Inc, 8009325000, PA, 19087, US	MCFARLANE, JASON	1,188.00
04/25/2022	Eai Education, 8007708010, NJ, 07436, US	HOFFMAN, AARON	2,806.32
04/25/2022	Amzn Mktp US 1o87f03d2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	174.95
04/26/2022	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
04/26/2022	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	114.65
04/26/2022	Pizza Ranch - Weston, Weston, WI, 54476, US	SABEY56, RENA	22.60
04/26/2022	Registry: The Registry, Fitchburg, WI, 53719, US	JAKUBEK, JACQUE	25.00
04/26/2022	Samsclub #6535, Wausau, WI, 54401, US	HALL, KIM	31.91
04/26/2022	Kwik Trip 14000001404, Schofield, WI, 54476, US	JAKUBEK, JACQUE	32.76
04/26/2022	Tlf Krueger Floral And, Schofield, WI, 54476, US	SABEY56, RENA	65.00
04/26/2022	Sq Briqs Soft Serve, Weston, WI, 54476, US	NYE, CASEY	80.44
04/26/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	153.87
04/26/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	ANGELONI, FAYE	174.16
04/26/2022	Sp Sunbutter Direct, Fargo, ND, 58102, US	BAUDHUIN, LATICIA	375.96
04/27/2022	Carquest 2345, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	9.66
04/27/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	30.06
04/27/2022	Kellymahler, 7174685446, PA, 17033, US	JABLONSKI, JAMIE A	59.00
04/27/2022	Giordanos Oakbrook Te, Oakbrook, IL, 60181, US	WELLER, JULIE	121.06
04/27/2022	Old Town Pour House Ob, Oak Brook, IL, 60523, US	WELLER, JULIE	137.64
04/27/2022	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	149.11
04/27/2022	Greater Wausau Chamber, 7158456231, WI, 54403, US	JABLONSKI, JAMIE A	200.00
04/27/2022	Greater Wausau Chamber, 7158456231, WI, 54403, US	JABLONSKI, JAMIE A	325.00
04/27/2022	School Nutrition Assoc, Kimberly, WI, 54136, US	BAUDHUIN, LATICIA	1,110.00
04/27/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	18.32
04/27/2022	Shanghai Grill, Schofield, WI, 54476-6802, US	NYE, CASEY	30.19
04/27/2022	Registry: The Registry, Fitchburg, WI, 53719, US	JAKUBEK, JACQUE	50.00
04/27/2022	Wal-Mart #2127, Wausau, WI, 54401, US	ABEL, SCOT	59.36
04/27/2022	Tlf Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	78.45
04/27/2022	Amzn Mktp US 1q2g437t1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	143.91
04/27/2022	Schoolmart, 410-6748202, MD, 21113, US	HOFFMAN, AARON	669.63
04/27/2022	Epic Sports, 888-2692440, KS, 67226-8718, US	SEKEL, JAMES	1,521.61
04/27/2022	Zarnoth Brush Works In, 9208494525, WI, 53014, US	SUCHOMSKI, JOHN	1,604.80
04/27/2022	Bulk Bookstore, 5038678738, OR, 97201, US	DALEY, MICHELLE	3,196.60
04/27/2022	Pick N Save #406, Schofield, WI, 54476, US	RAVEY, TRACY	38.93
04/28/2022	Target.Com, 800-591-3869, MN, 55445, US	SEEHAFER, DAWN	-5.06
04/28/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	12.76
04/28/2022	Ohare Bar & Grill Ord, Chicago, IL, 60666, US	NYE, CASEY	29.31
04/28/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	30.45
04/28/2022	Menards Wausau Wi, Wausau, WI, 54401, US	KOEPKE, RICHARD	14.73
04/28/2022	Festival Foods Westo, Weston, WI, 54476, US	GILMORE, KRISTINE	24.99
04/28/2022	Teachers Discovery, Auburn Hills, MI, 48326, US	DALEY, MICHELLE	39.38
04/28/2022	Dbc Blick Art Material, 800-447-1892, IL, 61401, US	DALEY, MICHELLE	53.85
04/28/2022	Carly And Adam, Elkhart, IN, 46514, US	TRIMNER, SARAH	144.00
04/28/2022	Paypal Cumberlandr, 4029357733, TN, 38541, US	DALEY, MICHELLE	193.00

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
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Tran Date	Where Used	District Card Name	Amount
04/28/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	STROIK, MIRANDA	204.88
04/28/2022	Petsmart # 1415, Wausau, WI, 54401, US	ABEL, SCOT	1,172.72
04/29/2022	Tst Theismanns Resta, Alexandria, VA, 22314, US	NYE, CASEY	42.41
04/29/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	SUCHOMSKI, JOHN	63.22
04/29/2022	Dpi Educator Licensing, 608-2669616, WI, 53703, US	JABLONSKI, JAMIE A	100.00
04/29/2022	Old Town Pour House Ob, Oak Brook, IL, 60523, US	WELLER, JULIE	114.55
04/29/2022	Olive Garden 0021864, Wausau, WI, 54401, US	RAETHER, MICHAEL	332.00
04/29/2022	Schofield Oriental Mar, Schofield, WI, 54476, US	ANGELONI, FAYE	15.74
04/29/2022	Festival Foods Westo, Weston, WI, 54476, US	SABEY56, RENA	28.45
04/29/2022	Beccas Cafe, 7152989727, WI, 54401, US	KAMPMANN, KEVIN	46.38
04/29/2022	Zoom.Us 888-799-9666, San Jose, CA, 95113, US	MULL, AARON	110.71
04/29/2022	Village Deli, Schofield, WI, 54476, US	ANGELONI, FAYE	252.00
04/29/2022	Weston Hardware, Weston, WI, 54476, US	ABEL, SCOT	1,030.94
04/29/2022	Aentropy Llc, 504-5647456, LA, 70175, US	MULL, AARON	1,503.75
05/02/2022	Target 00003640, Schofield, WI, 54476, US	HALL, KIM	8.08
05/02/2022	Dollar Tree, Schofield, WI, 54476, US	MULLALEY, JESSICA	9.23
05/02/2022	Sp Fork Farms, Green Bay, WI, 54304, US	ABEL, SCOT	14.95
05/02/2022	Uber Trip, 8005928996, CA, 94105, US	NYE, CASEY	15.68
05/02/2022	Weston Hardware, Weston, WI, 54476, US	HOFFMAN, AARON	15.99
05/02/2022	Dunkin #352545 Q35, 6086924505, WI, 54401, US	ANGELONI, FAYE	19.48
05/02/2022	Chilis Bar T3h3 Ord, Chicago, IL, 60666, US	NYE, CASEY	21.75
05/02/2022	Dollar Tree, Schofield, WI, 54476, US	MULLALEY, JESSICA	27.69
05/02/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	36.00
05/02/2022	Amzn Mktp US 1q7yj9ph2, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	37.82
05/02/2022	Naesp-Peap, 7035186241, VA, 22314, US	TRIMNER, SARAH	44.45
05/02/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	61.80
05/02/2022	Dominos 2042, 208-877-4992, WI, 54476, US	ANGELONI, FAYE	65.35
05/02/2022	Bp#6293898bp Pleasaqps, Cottage Grove, WI, 53527, US	WELLER, JULIE	74.57
05/02/2022	Ascd Membership, Alexandria, VA, 22311, US	GOETSCH, DIANE	79.00
05/02/2022	Ereplacementparts.Com, 866-3229842, FL, 34238, US	HOFFMAN, AARON	87.32
05/02/2022	Samsclub #6535, Wausau, WI, 54401, US	KAMPMANN, KEVIN	88.08
05/02/2022	Tds Telecom, 8665716662, WI, 53717, US	RAVEY, TRACY	114.87
05/02/2022	Joann Stores #1585, Wausau, WI, 54401, US	STROIK, MIRANDA	142.03
05/02/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	222.44
05/02/2022	Beccas Cafe, 715-432-9324, WI, 54476, US	NYE, CASEY	258.64
05/02/2022	Amzn Mktp US 1q0yi4pk2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	447.72
05/02/2022	Hyatt Oak Brook Lodge, 6305681234, IL, 60523, US	JABLONSKI, JAMIE A	519.93
05/02/2022	Hyatt Oak Brook Lodge, 6305681234, IL, 60523, US	JABLONSKI, JAMIE A	519.93
05/02/2022	Hyatt Oak Brook Lodge, 6305681234, IL, 60523, US	JABLONSKI, JAMIE A	519.93
05/02/2022	Courtyard By Marriott, New Orleans, LA, 70116, US	WEGGE, KAREN A	580.68
05/02/2022	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	636.66
05/02/2022	Hilton Garden Inn Alex, 7033028300, VA, 22314, US	NYE, CASEY	827.28
05/02/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,183.00
05/02/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,489.50
05/02/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	1,498.50

**DC EVEREST AREA SCHOOL DISTRICT
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Tran Date	Where Used	District Card Name	Amount
05/02/2022	Hoo Hootsuite Inc, 778-5889767, CA, 94104, US	RAVEY, TRACY	1,548.00
05/02/2022	Emmons Business Interi, Jreaves@cowiw, WI, 53204, US	MCFARLANE, JASON	1,989.00
05/02/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	2,940.00
05/02/2022	Apple.Com/Us, 8006927753, CA, 95014, US	RAVEY, TRACY	2,997.00
05/02/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	9,793.00
05/02/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	12,792.00
05/03/2022	Amzn Mktp Us, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	-93.96
05/03/2022	Dunkin #352546 Q35, Weston, WI, 54476, US	MCFARLANE, JASON	38.79
05/03/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	39.70
05/03/2022	Cke Log Cabin Restaura, Schofield, WI, 54476, US	HALL, KIM	60.68
05/03/2022	Michaels Stores 2735, Wausau, WI, 54401, US	STROIK, MIRANDA	74.16
05/03/2022	Jimmy Johns - 1575, Schofield, WI, 54476, US	KEMP, JANE	97.84
05/03/2022	Ezcatersubway, 8004881803, MA, 02108, US	SABEY56, RENA	139.49
05/03/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	152.58
05/03/2022	Bulk Bookstore, 5038678738, OR, 97201, US	DALEY, MICHELLE	276.00
05/03/2022	The Webstaurant Store, 717-392-7472, PA, 17602, US	BAUDHUIN, LATICIA	299.17
05/03/2022	Bestbuydirect241939441, 8003733050, MN, 55423, US	RAVEY, TRACY	7,579.02
05/04/2022	Consumer Cellular Inc, 800-6864460, OR, 97223-8517, US	SABEY56, RENA	-56.51
05/04/2022	Zoom.Us 888-799-9666, San Jose, CA, 95113, US	MULL, AARON	-5.78
05/04/2022	Carquest 2345, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	11.19
05/04/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	11.95
05/04/2022	Teacherspayteachers.Co, 6465880910, NY, 10003, US	DALEY, MICHELLE	15.18
05/04/2022	Weston Hardware, Weston, WI, 54476, US	JASON JABLONSKI	39.55
05/04/2022	Dollar Tree, Stevens Point, WI, 54481, US	TEPP, ALYSSA	43.25
05/04/2022	Kwik Trip 35600003566, Weston, WI, 54476-0000, US	MCFARLANE, JASON	52.17
05/04/2022	Panera Bread #601700 O, 715-261-2217, WI, 54401, US	ANGELONI, FAYE	98.17
05/04/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	STROIK, MIRANDA	123.93
05/04/2022	Psn Village Of Rothsch, 866-917-7368, WI, 54474, US	SUCKOW, ELLEN	128.75
05/04/2022	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	134.94
05/04/2022	Sams Club #6535, Wausau, WI, 54401, US	KAMPMANN, KEVIN	162.04
05/04/2022	Western Psychological, Torrance, CA, 90503, US	LINDELL, JEFF	171.97
05/05/2022	Elenco Electronics, 847-5413800, IL, 600900000, US	HOFFMAN, AARON	5.55
05/05/2022	Wm Supercenter #2127, Wausau, WI, 54401, US	SEEHAFER, DAWN	15.84
05/05/2022	Paypal Velasasport, 4029357733, MA, 01720, US	MULL, AARON	26.35
05/05/2022	Columbia Coatings, 9313887730, TN, 38401, US	HOFFMAN, AARON	43.39
05/05/2022	Strombergs, 800-720-1134, MN, 56452, US	HOFFMAN, AARON	50.84
05/05/2022	Shred-It Usa Llc, 8666474733, IL, 60061, US	SEEHAFER, DAWN	68.02
05/05/2022	Regal Awards Unlimited, 4024740815, NE, 68522, US	STROIK, MIRANDA	110.98
05/05/2022	Jimmy Johns - 1575 - E, Schofield, WI, 54476, US	NYE, CASEY	127.08
05/05/2022	Beccas Cafe, 715-432-9324, WI, 54476, US	KEMP, JANE	173.16
05/05/2022	Sams Club #6535, Wausau, WI, 54401, US	SEEHAFER, DAWN	189.40
05/05/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	TEPP, ALYSSA	201.99
05/05/2022	Wasbo Foundation, Madison, WI, 53704, US	JABLONSKI, JAMIE A	275.00
05/05/2022	Subway 6908, Rothschild, WI, 54474, US	KOEPKE, RICHARD	437.23
05/06/2022	Epic Sports, 888-2692440, KS, 67226-8718, US	SEKEL, JAMES	-79.32

**DC EVEREST AREA SCHOOL DISTRICT
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Tran Date	Where Used	District Card Name	Amount
05/06/2022	Weston Hardware, Weston, WI, 54476, US	JASON JABLONSKI	17.99
05/06/2022	Amzn Mktp US 1q35b8wi0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	18.96
05/06/2022	Kwik Trip 14000001404, Schofield, WI, 54476, US	KAMPMANN, KEVIN	37.95
05/06/2022	2510 Restaurant, Wausau, WI, 54401, US	KAMPMANN, KEVIN	80.00
05/06/2022	Tst Lake Delton Monks, Lake Delton, WI, 53940, US	WELLER, JULIE	83.69
05/06/2022	Fields At The Wilderne, Wisconsin Del, WI, 53965, US	WELLER, JULIE	106.46
05/06/2022	Hobby Lobby Ecomm, 405-745-1100, OK, 73179, US	HOFFMAN, AARON	116.71
05/06/2022	Onzoom, Marceline, MO, 64658, US	SEEHAFER, DAWN	126.60
05/06/2022	The Home Depot #4931, Wausau, WI, 544010000, US	BAUDHUIN, LATICIA	257.04
05/06/2022	Festival Foods Westo, Weston, WI, 54476, US	MCFARLANE, JASON	405.63
05/06/2022	Bestbuycom806645905188, 888bestbuy, MN, 55423, US	RAVEY, TRACY	1,599.98
05/09/2022	Samsclub #6535, Wausau, WI, 54401, US	JAKUBEK, JACQUE	-11.48
05/09/2022	McDonalds F10874, Schofield, WI, 54476, US	SABEY, RENA	17.89
05/09/2022	Sq Briqs Soft Serve, Schofield, WI, 54476, US	WELLER, JULIE	21.82
05/09/2022	Qdoba 1874, Weston, WI, 54476, US	WAGNER, KARI	30.00
05/09/2022	Il Tollway -Pay By Pla, 6302416181, IL, 60515, US	KEMP, JANE	32.40
05/09/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	TEPP, ALYSSA	45.16
05/09/2022	McKenzie Sports Produc, 704-279-8363, NC, 28146, US	HOFFMAN, AARON	65.82
05/09/2022	The Ingleside Hotel, Pewaukee, WI, 53072, US	MULL, AARON	90.00
05/09/2022	Kwik Trip 35600003566, Weston, WI, 54476-0000, US	JASON JABLONSKI	101.00
05/09/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	ANGELONI, FAYE	127.00
05/09/2022	New Zoo, Suamico, WI, 54313-8514, US	ANGELONI, FAYE	150.17
05/09/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	170.66
05/09/2022	Pick N Save #406, Schofield, WI, 54476, US	KAMPMANN, KEVIN	180.14
05/09/2022	Menards Wausau Wi, Wausau, WI, 54401, US	MULL, AARON	184.62
05/09/2022	Amzn Mktp US 1l6du64m1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	191.88
05/09/2022	Menards Wausau Wi, Wausau, WI, 54401, US	JASON JABLONSKI	204.58
05/09/2022	Pick N Save 5132, 866-611-1979, WI, 54481, US	TEPP, ALYSSA	208.56
05/09/2022	Les Mills US Trading, 6308285949, IL, 21236, US	MULL, AARON	529.00
			177,237.08

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	132,480,383.12	125,893,342.93	3,187,977.96
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	31,839,064.26	31,839,064.26	0.00
10 A 000 000 711105 000 000 000	GENERAL FUND/A/ A/P ACH Cash Clearing Account	0.00	0.00	0.00	0.00
10 A 000 000 711200 000 000 000	GENERAL FUND/PE PETTY CASH	980.00	0.00	0.00	980.00
10 A 000 000 712000 000 000 000	GENERAL FUND/IN INVESTMENTS	15,912,308.09	109,236,164.43	112,159,574.64	12,988,897.88
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	500,045.52	1,000,087.35	1,000,000.00	500,132.87
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,071,831.85	17,551,865.33	17,700,941.68	6,922,755.50
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 713208 000 000 000	GENERAL FUND/FO FOUNDATION RECEIVABLE	0.00	16,850.00	0.00	16,850.00
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	3,131.44	-3,131.44
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	1,188,267.12	0.00
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	5,900,000.00	5,900,000.00	0.00
10 L 000 000 811200 000 000 000	GENERAL FUND/AC ACCOUNTS PAYABLE	-820,391.69	19,265,713.43	18,445,616.74	-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	1,211,489.85	1,157,835.69	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-229,415.26	5,167,712.22	4,938,296.96	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	2,867,378.97	2,867,378.97	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-84,371.23	1,751,146.55	1,666,775.32	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-718,512.05	5,107,526.09	5,013,765.92	-624,751.88
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

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 811633 000 000 000	GENERAL FUND/DI DISABILITY INS DEDUCTION	-10,241.42	125,109.90	120,296.62	-5,428.14
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-1,997.45	10,311.83	10,838.98	-2,524.60
10 L 000 000 811635 000 000 000	GENERAL FUND/DE DEPENDENT CARE - CHPT125	-1,817.99	99,286.09	108,038.74	-10,570.64
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	79,401.80	83,789.89	-5,265.52
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	16,587.18	16,587.18	0.00
10 L 000 000 811641 000 000 000	GENERAL FUND/OT OTHER MEDICAL - CHPT 125	0.00	0.00	0.00	0.00
10 L 000 000 811642 000 000 000	GENERAL FUND/EB EBC - FLEX CLAIMS TAIL	0.00	0.00	0.00	0.00
10 L 000 000 811643 000 000 000	GENERAL FUND/HE HEALTH INS. - SELF PAY - COBRA	0.00	6,923.21	116,489.74	-109,566.53
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	389.69	13,876.52	-13,486.83
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-20,417.77	85,674.64	83,923.07	-18,666.20
10 L 000 000 811647 000 000 000	GENERAL FUND/LI LIMITED FLEX PLAN-CHAPTER 125	-1,371.07	1.00	1.00	-1,371.07
10 L 000 000 811648 000 000 000	GENERAL FUND/SU SUPPLEMENTAL LIFE INSURANCE	-2,878.89	38,104.90	40,604.28	-5,378.27
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	39,782.83	37,718.47	2,127.50
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	7,478.79	62,999.03	65,788.19	4,689.63
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	73,115.87	73,115.87	0.00
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	925,558.77	925,558.77	0.00
10 L 000 000 811673 000 000 000	GENERAL FUND/RE RETIREE HEALTH	0.00	0.00	8,326.36	-8,326.36
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	7,289.97	7,289.97	0.00
10 L 000 000 811699 000 000 000	GENERAL FUND/MI MISCELLANEOUS DEDUCTION	0.00	57,134.16	57,134.16	0.00
10 L 000 000 811700 000 000 000	GENERAL FUND/IN INTEREST PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 811810 000 000 000	GENERAL FUND/NE NET PAYROLL PAYABLE (CHECKS)	0.00	0.00	0.00	0.00
10 L 000 000 811815 000 000 000	GENERAL FUND/NE NET EFT PAYABLE	0.00	54,333,927.10	54,333,927.10	0.00
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	745,801.00	-745,801.00
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

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 817100 000 000 000	GENERAL FUND/HE HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817101 000 000 000	GENERAL FUND/SE HEALTH INS. PREMIUM PAYABLE	-1,246,116.08	9,785,167.82	9,299,831.87	-760,780.13
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	869,555.96	624,331.21	190,224.75
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	2,710,075.91	2,998,347.99	-288,272.08
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	479,815.37	498,390.69	-31,065.55
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	57,085,172.88	66,998,344.26	-21,238,662.61
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	468,372,167.58	468,372,167.58	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
27 A 000 000 711000 000 000 000	SPECIAL EDUCATI CASH	470,334.87	3,053,753.01	9,977,169.29	-6,453,081.41
27 A 000 000 711100 000 000 000	SPECIAL EDUCATI PAYROLL CLEARANCE ACCOUNT	0.00	9,269,394.54	9,269,394.54	0.00
27 A 000 000 711105 000 000 000	SPECIAL EDUCATI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
27 A 000 000 712000 000 000 000	SPECIAL EDUCATI INVESTMENTS	0.00	2,806,594.89	2,806,594.89	0.00
27 A 000 000 713200 000 000 000	SPECIAL EDUCATI ACCOUNTS RECEIVABLE	0.00	0.00	0.00	0.00
27 A 000 000 714100 000 000 000	SPECIAL EDUCATI Due From Other Funds	0.00	0.00	0.00	0.00
27 A 000 000 715420 000 000 000	SPECIAL EDUCATI DUE FROM CESA	0.00	0.00	0.00	0.00
27 A 000 000 715500 000 000 000	SPECIAL EDUCATI DUE FROM STATE GOVERNMENT	0.00	0.00	0.00	0.00
27 A 000 000 715600 000 000 000	SPECIAL EDUCATI DUE FROM FED GOVERNMENT	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	913,278.17	855,632.48	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	11,253,305.38	11,253,305.38	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	227,718.56	230,988.91	-3,270.35
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	10,457,294.05	4,000,942.29	6,456,351.76
27 - - - - -		0.00	39,056,138.88	39,056,138.88	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	3,265,595.75	2,880,858.43	2,039,944.13	
50 A 000 000 711100 000 000 000	FOOD SERVICE FU	PAYROLL CLEARANCE ACCOUNT	0.00	1,234,707.46	1,234,707.46	0.00	
50 A 000 000 711105 000 000 000	FOOD SERVICE FU	A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00	
50 A 000 000 711200 000 000 000	FOOD SERVICE FU	PETTY CASH	93.00	0.00	0.00	93.00	
50 A 000 000 712000 000 000 000	FOOD SERVICE FU	INVESTMENTS	0.00	3,093,916.67	3,093,916.67	0.00	
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	1,540,278.81	1,497,900.06	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	1,282,601.19	1,282,601.19	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	279.28	-279.28	
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	187,267.47	371,781.38	-184,513.91	
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	3,256,012.56	3,494,656.65	-1,732,861.08	
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	13,971,796.02	13,971,796.02	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
80 A 000 000 711000 000 000 000	COMMUNITY SERVI CASH	-58,335.57	1,911,934.88	1,465,789.83	387,809.48
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	710,704.39	710,704.39	0.00
80 A 000 000 711105 000 000 000	COMMUNITY SERVI A/P ACH CASH ACCOUNT INTERCITY	0.00	0.00	0.00	0.00
80 A 000 000 711200 000 000 000	COMMUNITY SERVI PETTY CASH	1,030.00	0.00	0.00	1,030.00
80 A 000 000 711300 000 000 000	COMMUNITY SERVI HOLDING ACCOUNT - CASH	0.00	0.00	0.00	0.00
80 A 000 000 712000 000 000 000	COMMUNITY SERVI INVESTMENTS	0.00	63,908.18	63,908.18	0.00
80 A 000 000 713100 000 000 000	COMMUNITY SERVI TAXES RECEIVABLE	0.00	375,000.00	375,000.00	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	350.00	11,603.90	285.00
80 A 000 000 714100 000 000 000	COMMUNITY SERVI Due From Other Funds	42,389.45	309,564.79	348,543.52	3,410.72
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	364,479.99	327,107.55	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	807,950.49	807,950.49	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	30.00	-30.00
80 L 000 000 816901 000 000 000	COMMUNITY SERVI DEFERRED REV.-YOUTH ACTIV.FEES	-21,630.82	21,630.82	39,094.78	-39,094.78
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	2,124.00	-2,124.00
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	920.00	-920.00
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	0000000	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	2,110.83	2,110.83	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	1,120,825.72	1,518,910.56	-350,616.42	
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	5,791,287.22	5,791,287.22	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
Grand Asset Totals		25,325,811.92	318,267,847.55	323,940,748.02	19,652,911.45
Grand Liability Totals		-12,541,081.89	133,397,248.80	123,136,168.12	-2,280,001.21
Grand Equity Totals		-12,784,730.03	75,526,293.35	80,114,473.56	-17,372,910.24
Grand Totals		0.00	527,191,389.70	527,191,389.70	0.00

Number of Accounts: 228

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00304	Tr for food expense for staff luncheon	2021-2022	05/05/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 411 to 415 acct for food expense	10 E 108 411 241000 000 241 000		05/05/2022	0.00	30.00
2		Tr from 411 to 415 acct for food expense	10 E 108 415 241000 000 241 000		05/05/2022	30.00	0.00
TOTALS						30.00	30.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00303	Funds Needed to Reconcile Pcard Purchases - t	2021-2022	05/04/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds Needed to Reconcile Pcard Purchases - tennis posts, waterproof bags, tech update software	10 E 410 360 162000 000 160 000		05/04/2022	0.00	450.00
2		Funds Needed to Reconcile Pcard Purchases - tennis posts, waterproof bags, tech update software	10 E 410 411 162000 000 160 000		05/04/2022	450.00	0.00
TOTALS						450.00	450.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00302	To cover Memorial Tributes	2021-2022	05/03/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Did not attend as many conferences	10 E 811 940 231100 000 231 000		05/03/2022	0.00	500.00
2		To cover end of year memorial tributes for staff. This will cover about 6.	10 E 811 999 231100 000 231 000		05/03/2022	500.00	0.00
TOTALS						500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00301	Transfer of funds to pay for furniture (desks	2021-2022	05/02/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer of funds to pay for furniture (desks)	10 E 101 411 241000 000 241 000		05/02/2022	0.00	995.40
2		Transfer of funds to to pay for furniture (desks)	10 E 101 440 110000 000 241 000		05/02/2022	995.40	0.00
TOTALS						995.40	995.40

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00299	Tr to cover hotel expense for AWSA Conference	2021-2022	05/02/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Reallocate funds from 411 to 342 travel expense acct	10 E 108 411 241000 000 241 000		04/29/2022	0.00	458.00
2		Reallocate funds from 411 to 342 travel expense acct	10 E 108 342 241000 000 241 000		04/29/2022	458.00	0.00
TOTALS						458.00	458.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00298	Transfer to match approved budget revision MH	2021-2022	04/27/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to purchased services to cover additional training/PD purchases for MH team	10 E 809 310 264400 297 809 000		04/27/2022	1,036.00	0.00
2		Transfer from student transportation account	10 E 809 341 256730 297 809 000		04/27/2022	0.00	600.00
3		transfer from wages for mental health team	10 E 809 100 264900 297 809 205		04/27/2022	0.00	436.00
TOTALS						1,036.00	1,036.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00297	Transfer due to approved budget revision for	2021-2022	04/27/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		From wages (for associates) to purchased services (speakers for mental wellness days)	10 E 809 100 221300 297 809 505		04/27/2022	0.00	6,530.00
2		increase purchased services by \$9000	10 E 809 310 110000 297 809 000		04/27/2022	9,000.00	0.00
3		From benefits (for associates) to purchased services	10 E 809 212 221300 297 809 505		04/27/2022	0.00	457.00
4		From benefits (for associates) to purchased services	10 E 809 222 221300 297 809 505		04/27/2022	0.00	734.00
5		From 4K staff training stipend account to purchased services	10 E 809 310 221300 297 809 000		04/27/2022	0.00	1,279.00
TOTALS						9,000.00	9,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00296	Tr funds for upcoming bussing expenses	2021-2022	04/26/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Reallocate from 411 to 341 for pupil travel	10 E 108 411 110000 000 103 000		04/26/2022	0.00	597.00
2		Reallocate from 411 to 341 for pupil travel	10 E 108 341 256770 000 103 000		04/26/2022	597.00	0.00
TOTALS						597.00	597.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00295	Transfer to supplies account	2021-2022	04/25/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		NPF Food	50 E 834 415 257250 000 257 000		04/25/2022	0.00	30,000.00
2		general supplies - NSLP	50 E 834 411 257000 547 257 000		04/25/2022	30,000.00	0.00
TOTALS						30,000.00	30,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00294	Transfers to supplies accounts	2021-2022	04/25/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		After school snack supplies	50 E 834 411 257000 561 257 000		04/25/2022	0.00	200.00
2		after school snack food	50 E 834 415 257000 561 257 000		04/25/2022	0.00	6,000.00
3		breakfast supplies	50 E 834 411 257210 546 257 000		04/25/2022	6,200.00	0.00
TOTALS						6,200.00	6,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00293	Transfers to NPF expenditures	2021-2022	04/25/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		staff apparel	50 E 834 420 257000 000 257 000		04/25/2022	0.00	2,000.00
2		NPF Supplies	50 E 834 411 257250 000 257 000		04/25/2022	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00292	Odyssey Budget Transfer - General	2021-2022	04/25/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Odyssey Budget Transfer - General	10 E 105 479 110000 000 241 000		04/25/2022	0.00	189.00
2		Odyssey Budget Transfer - General	10 E 105 411 110000 000 101 000		04/25/2022	189.00	0.00
3		Odyssey Budget Transfer - General	10 E 105 341 256770 000 103 000		04/25/2022	0.00	292.00
4		Odyssey Budget Transfer - General	10 E 105 411 110000 000 101 000		04/25/2022	292.00	0.00
TOTALS						481.00	481.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00291	Odyssey Budget Transfer - Postage	2021-2022	04/25/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Odyssey Budget Transfer - Postage	10 E 105 341 256770 000 103 000		04/25/2022	0.00	14.00
2		Odyssey Budget Transfer - Postage	10 E 105 353 263000 000 241 000		04/25/2022	14.00	0.00
TOTALS						14.00	14.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
21-00290	Funds for tennis nets, team sports orders, wr	2021-2022	04/25/2022	Submit Transfer	History			
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT	
1		Funds for tennis nets, team sports orders, wrestling mats, pupil travel	10 E 410 310 162000 000 160 000		04/25/2022	0.00	1,373.88	
2		Funds for tennis nets, team sports orders, wrestling mats, pupil travel	10 E 410 411 162000 000 160 000		04/25/2022	1,373.88	0.00	
3		Funds for tennis nets, team sports orders, wrestling mats, pupil travel	10 E 410 342 162000 000 160 000		04/25/2022	0.00	1,500.00	
4		Funds for tennis nets, team sports orders, wrestling mats, pupil travel	10 E 410 341 256740 000 160 000		04/25/2022	1,500.00	0.00	
5		Funds for tennis nets, team sports orders, wrestling mats, pupil travel	10 E 410 415 162000 000 160 000		04/25/2022	0.00	497.76	
6		Funds for tennis nets, team sports orders, wrestling mats, pupil travel	10 E 410 411 162000 000 160 000		04/25/2022	497.76	0.00	
TOTALS						3,371.64	3,371.64	

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
21-00289	to cover supplies for Brian Buege	2021-2022	04/25/2022	Submit Transfer	History			
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT	
1		to cover supplies for Brian Buege	10 E 400 479 124000 000 124 000		04/25/2022	0.00	172.62	
2		to cover supplies for Brian Buege	10 E 400 411 124000 000 124 000		04/25/2022	172.62	0.00	
TOTALS						172.62	172.62	

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
21-00288	to cover 100 foot tape measures for Sandra Ja	2021-2022	04/25/2022	Submit Transfer	History			
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT	
1		to cover 100 foot tape measures for Sandra Jaipari	10 E 300 415 124000 000 124 000		04/25/2022	0.00	100.00	
2		to cover 100 foot tape measures for Sandra Jaipari	10 E 300 411 124000 000 124 000		04/25/2022	100.00	0.00	
TOTALS						100.00	100.00	

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS			
21-00287	Tr funds for chairs for multipurpose room	2021-2022	04/25/2022	Submit Transfer	History			
LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT	
1		Reallocate from art to noncapital equipment account	10 E 108 411 121000 000 121 000		04/25/2022	0.00	996.00	
2		Reallocate from general supplies to noncapital equipment account	10 E 108 411 241000 000 241 000		04/25/2022	0.00	308.00	

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00287	Tr funds for chairs for multipurpose room	2021-2022	04/25/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
3		Reallocate from paper to noncapital equipment account	10 E 108 417 110000 000 241 000		04/25/2022	0.00	1,000.00
4		Tr funds for chairs for multipurpose room	10 E 108 440 241000 000 241 000		04/25/2022	2,304.00	0.00
TOTALS						2,304.00	2,304.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00286	to cover WIT AND WISDOM SUPPLIES FOR JAMIE SA	2021-2022	04/25/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 480 122000 000 122 000		04/25/2022	0.00	424.00
2		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 411 122000 000 122 000		04/25/2022	424.00	0.00
3		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 479 122000 000 122 000		04/25/2022	0.00	852.96
4		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 411 122000 000 122 000		04/25/2022	852.96	0.00
5		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 434 122000 000 122 000		04/25/2022	0.00	500.00
6		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 411 122000 000 122 000		04/25/2022	500.00	0.00
7		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 415 122000 000 122 000		04/25/2022	0.00	143.68
8		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 411 122000 000 122 000		04/25/2022	143.68	0.00
9		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 413 122000 000 122 000		04/25/2022	0.00	9.00
10		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 411 122000 000 122 000		04/25/2022	9.00	0.00
11		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 342 122000 000 122 000		04/25/2022	0.00	500.00
12		to cover WIT AND WISDOM SUPPLIES FOR JAMIE SALZMAN	10 E 200 411 122000 000 122 000		04/25/2022	500.00	0.00
TOTALS						2,429.64	2,429.64

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
21-00285	to cover supply order for Jen and Rose	2021-2022	04/22/2022	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover supply order for Jen and Rose	10 E 400 342 300000 000 300 000		04/22/2022	0.00	936.82
2		to cover supply order for Jen and Rose	10 E 400 411 300000 000 300 000		04/22/2022	936.82	0.00
3		to cover supply order for Jen and Rose	10 E 400 341 300000 000 300 000		04/22/2022	0.00	1,500.00
4		to cover supply order for Jen and Rose	10 E 400 411 300000 000 300 000		04/22/2022	1,500.00	0.00
TOTALS						2,436.82	2,436.82

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
21-00284	to cover text books The complete Persepolis v	2021-2022	04/22/2022	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 940 122000 000 122 000		04/22/2022	0.00	1,800.00
2		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 479 122000 000 122 000		04/22/2022	1,800.00	0.00
3		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 342 122000 000 122 000		04/22/2022	0.00	580.80
4		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 479 122000 000 122 000		04/22/2022	580.80	0.00
5		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 411 122000 000 122 000		04/22/2022	0.00	229.14
6		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 479 122000 000 122 000		04/22/2022	229.14	0.00
7		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 415 122000 000 122 000		04/22/2022	0.00	112.49
8		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 479 122000 000 122 000		04/22/2022	112.49	0.00
9		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 434 122000 000 122 000		04/22/2022	0.00	400.00
10		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 479 122000 000 122 000		04/22/2022	400.00	0.00
11		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 440 122000 000 122 000		04/22/2022	0.00	400.00
12		to cover text books The complete Persepolis vol 1 & 2 for Dawn W	10 E 400 479 122000 000 122 000		04/22/2022	400.00	0.00
TOTALS						3,522.43	3,522.43

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00283	Idea Budget Transfer	2021-2022	04/22/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Idea Budget Transfer	10 E 301 411 129000 000 301 000		04/22/2022	0.00	360.00
2		Idea Budget Transfer	10 E 301 354 129000 000 301 000		04/22/2022	360.00	0.00
TOTALS						360.00	360.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00282	to cover baking pans for Melissa Meyer	2021-2022	04/22/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover baking pans for Melissa Meyer	10 E 400 415 135000 000 135 000		04/22/2022	0.00	38.76
2		to cover baking pans for Melissa Meyer	10 E 300 411 135000 000 135 000		04/22/2022	38.76	0.00
TOTALS						38.76	38.76

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00281	to cover keyboards Tracy Ravey ordered	2021-2022	04/22/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover keyboards Tracy Ravey ordered	10 E 400 411 127000 000 127 000		04/22/2022	0.00	0.60
2		to cover keyboards Tracy Ravey ordered	10 E 400 481 127000 000 127 000		04/22/2022	0.60	0.00
TOTALS						0.60	0.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00280	to cover amazon for AP The Practice Statistic	2021-2022	04/22/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 411 124000 000 124 000		04/22/2022	0.00	549.11
2		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 479 124000 000 124 000		04/22/2022	549.11	0.00
3		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 342 124000 000 124 000		04/22/2022	0.00	360.00
4		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 479 124000 000 124 000		04/22/2022	360.00	0.00
5		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 415 124000 000 124 000		04/22/2022	0.00	162.68
6		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 479 124000 000 124 000		04/22/2022	162.68	0.00
7		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 480 124000 000 124 000		04/22/2022	0.00	335.00
8		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 479 124000 000 124 000		04/22/2022	335.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00280	to cover amazon for AP The Practice Statistic	2021-2022	04/22/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
9		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 940 124000 000 124 000		04/22/2022	0.00	352.00
10		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 479 124000 000 124 000		04/22/2022	352.00	0.00
11		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 341 256740 000 124 000		04/22/2022	0.00	350.00
12		to cover amazon for AP The Practice Statistics for Brian Buege	10 E 400 479 124000 000 124 000		04/22/2022	350.00	0.00
TOTALS						2,108.79	2,108.79

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00279	Transfer for Math Books	2021-2022	04/22/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer for Math Books	10 E 821 342 122110 000 210 000		04/22/2022	0.00	2,000.00
2		Transfer for Math Books	10 E 821 440 122110 000 210 000		04/22/2022	2,000.00	0.00
3		Transfer for Math Books	10 E 821 411 122110 000 210 000		04/22/2022	0.00	3,971.21
4		Transfer for Math Books	10 E 821 440 122110 000 210 000		04/22/2022	3,971.21	0.00
TOTALS						5,971.21	5,971.21

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00278	to cover check to Heidi	2021-2022	04/22/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover check to Heidi	10 E 400 480 127000 000 127 000		04/22/2022	0.00	100.00
2		to cover check to Heidi	10 E 400 411 127000 000 127 000		04/22/2022	100.00	0.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00277	Idea Budget Transfer - License Reimbursement	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Idea Budget Transfer - License Reimbursement	10 E 301 411 129000 000 301 000		04/21/2022	0.00	50.00
2		Idea Budget Transfer - License Reimbursement	10 E 301 940 241000 000 241 000		04/21/2022	50.00	0.00
TOTALS						50.00	50.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00276	to cover check for Heidi and some supplies fo	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover check for Heidi and some supplies for Brad Seeley	10 E 400 434 127000 000 127 000		04/21/2022	0.00	65.00
2		to cover check for Heidi and some supplies for Brad Seeley	10 E 400 411 127000 000 127 000		04/21/2022	65.00	0.00
3		to cover check for Heidi and some supplies for Brad Seeley	10 E 400 341 256770 000 127 000		04/21/2022	0.00	250.00
4		to cover check for Heidi and some supplies for Brad Seeley	10 E 400 411 127000 000 127 000		04/21/2022	250.00	0.00
5		to cover check for Heidi and some supplies for Brad Seeley	10 E 400 342 127000 000 127 000		04/21/2022	0.00	167.00
6		to cover check for Heidi and some supplies for Brad Seeley	10 E 400 411 127000 000 127 000		04/21/2022	167.00	0.00
TOTALS						482.00	482.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00275	to cover Amazon banner, wooden spoons, dice e	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon banner, wooden spoons, dice etc for Libby	10 E 200 480 123000 000 123 000		04/21/2022	0.00	100.37
2		to cover Amazon banner, wooden spoons, dice etc for Libby	10 E 200 411 123000 000 123 000		04/21/2022	100.37	0.00
TOTALS						100.37	100.37

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00274	to cover Amazon order for lollipops and choco	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon order for lollipops and chocolate for Libby	10 E 200 481 123000 000 123 000		04/21/2022	0.00	30.98
2		to cover Amazon order for lollipops and chocolate for Libby	10 E 200 415 123000 000 123 000		04/21/2022	30.98	0.00
TOTALS						30.98	30.98

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00273	to cover Amazon book order for Rebecca Searin	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon book order for Rebecca Searin	10 E 300 940 122000 000 122 000		04/21/2022	0.00	78.43
2		to cover Amazon book order for Rebecca Searin	10 E 300 479 122000 000 122 000		04/21/2022	78.43	0.00
TOTALS						78.43	78.43

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00272	funds not used for Adv Day	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds not used for Adv Day	10 E 300 341 256770 000 241 000		04/21/2022	0.00	10,000.00
2		funds not used for Adv Day	10 E 300 411 241000 000 241 000		04/21/2022	4,000.00	0.00
3		funds not used for Adv Day	10 E 300 440 241000 000 241 000		04/21/2022	5,000.00	0.00
4		funds for Wellness day pizza	10 E 300 415 241000 000 241 000		04/21/2022	1,000.00	0.00
TOTALS						10,000.00	10,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00271	funds needed for end of year picnic/staff app	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for end of year picnic/staff appreciation week	10 E 300 341 256770 000 241 000		04/21/2022	0.00	600.00
2		funds for end of year picnic/staff appreciation week	10 E 300 415 241000 000 241 000		04/21/2022	600.00	0.00
TOTALS						600.00	600.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00270	to cover magazine subscription for Scot Abel	2021-2022	04/21/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover magazine subscription for Scot Abel	10 E 823 411 126241 000 210 000		04/21/2022	0.00	34.98
2		to cover magazine subscription for Scot Abel	10 E 823 940 126241 000 210 000		04/21/2022	34.98	0.00
TOTALS						34.98	34.98

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00269	transfer to purchase books for Middle School	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to purchase books for Middle School Multicultural Family Night	10 E 809 415 219000 391 809 000		04/20/2022	0.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00269	transfer to purchase books for Middle School	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		transfer to purchase books for Middle School Multicultural Family Night	10 E 809 411 219000 391 809 000		04/20/2022	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00268	transfer to cover travel expenses	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover travel expenses	10 E 820 411 232000 000 210 000		04/20/2022	0.00	1,000.00
2		transfer to cover travel expenses	10 E 820 342 221100 000 210 000		04/20/2022	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00267	funds needed for science supplies	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds needed for science supplies	10 E 300 310 126000 000 126 000		04/20/2022	0.00	602.07
2		funds needed for science supplies	10 E 300 411 126000 000 126 000		04/20/2022	602.07	0.00
TOTALS						602.07	602.07

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00266	to cover supplies and invoices for Scot Abel	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies and invoices for Scot Abel	10 E 823 341 256770 000 210 000		04/20/2022	0.00	93.54
2		to cover supplies and invoices for Scot Abel	10 E 823 411 126241 000 210 000		04/20/2022	93.54	0.00
3		to cover supplies and invoices for Scot Abel	10 E 823 490 221200 000 210 000		04/20/2022	0.00	770.00
4		to cover supplies and invoices for Scot Abel	10 E 823 411 126241 000 210 000		04/20/2022	770.00	0.00
TOTALS						863.54	863.54

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00265	to cover office max for Libby Plamann	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover office max for Libby Plamann	10 E 200 940 123000 000 123 000		04/20/2022	0.00	181.04
2		to cover office max for Libby Plamann	10 E 200 411 123000 000 123 000		04/20/2022	181.04	0.00
3		to cover office max for Libby Plamann	10 E 200 481 123000 000 123 000		04/20/2022	0.00	57.01
4		to cover office max for Libby Plamann	10 E 200 411 123000 000 123 000		04/20/2022	57.01	0.00
TOTALS						238.05	238.05

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00264	Transfer of funds to cover food (testing snack	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer of funds to cover food (testing snacks, etc.)	10 E 101 411 241000 000 241 000		04/20/2022	0.00	150.00
2		Transfer of funds to cover food (testing snacks, etc.)	10 E 101 415 241000 000 241 000		04/20/2022	150.00	0.00
TOTALS						150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00263	transfer money from Employee travel to Genera	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Counselors did not do any traveling this year.. we would like to transfer this money over to use before end of year.	10 E 300 342 213200 000 213 000		04/20/2022	0.00	250.00
2		Transferring money from travel to General Funds to use before year end.	10 E 300 411 213200 000 213 000		04/20/2022	250.00	0.00
TOTALS						250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00262	to cover JW Pepper invoice #364247473 for Cri	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover JW Pepper invoice #364247473 for Cristie Bates	10 E 400 411 125004 000 125 000		04/20/2022	0.00	77.97
2		to cover JW Pepper invoice #364247473 for Cristie Bates	10 E 400 473 125004 000 125 000		04/20/2022	77.97	0.00
TOTALS						77.97	77.97

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00261	to cover amazon order for markers for Rebecca	2021-2022	04/20/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover amazon order for markers for Rebecca Searing	10 E 300 342 122000 000 122 000		04/20/2022	0.00	58.78
2		to cover amazon order for markers for Rebecca Searing	10 E 300 411 122000 000 122 000		04/20/2022	58.78	0.00
TOTALS						58.78	58.78

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00260	other athletic needs	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		other athletic needs	10 E 310 480 223100 000 160 000		04/19/2022	0.00	455.00
2		other athletic needs	10 E 310 940 162000 000 160 000		04/19/2022	455.00	0.00
TOTALS						455.00	455.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00259	other athletic needs	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		other athletic needs	10 E 210 420 162000 000 160 000		04/19/2022	0.00	2,525.00
2		other athletic needs	10 E 210 411 162000 000 160 000		04/19/2022	2,525.00	0.00
3		other athletic needs	10 E 210 940 162000 000 160 000		04/19/2022	455.00	0.00
4		other athletic needs	10 E 210 480 223100 000 160 000		04/19/2022	0.00	455.00
TOTALS						2,980.00	2,980.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00258	to cover reimbursement for Lori Bychinski	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Lori Bychinski	10 E 300 481 122000 000 122 000		04/19/2022	0.00	51.44
2		to cover reimbursement for Lori Bychinski	10 E 300 415 122000 000 122 000		04/19/2022	51.44	0.00
TOTALS						51.44	51.44

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00257	to cover magazine subscriptions for Scot Abel	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover magazine subscriptions for Scot Abel	10 E 823 490 221200 000 210 000		04/19/2022	0.00	230.00
2		to cover magazine subscriptions for Scot Abel	10 E 823 940 126241 000 210 000		04/19/2022	230.00	0.00
TOTALS						230.00	230.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00256	Funds Transfer to cover higher Field Trip Cos	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds Transfer to cover higher Field Trip Costs	10 E 103 440 110000 000 241 000		04/19/2022	0.00	463.00
2		Funds Transfer to cover higher Field Trip Costs	10 E 103 341 256770 000 103 000		04/19/2022	70.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00256	Funds Transfer to cover higher Field Trip Cos	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
3		Funds Transfer to cover higher Field Trip Costs	10 E 103 341 256770 000 101 000		04/19/2022	393.00	0.00
TOTALS						463.00	463.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00255	to cover Staples white mailing labels 25 shee	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Staples white mailing labels 25 sheets 5000 labels 1x4 inch for Audrey	10 E 400 341 256740 000 122 000		04/19/2022	0.00	43.37
2		to cover Staples white mailing labels 25 sheets 5000 labels 1x4 inch for Audrey	10 E 400 411 122435 000 122 000		04/19/2022	43.37	0.00
TOTALS						43.37	43.37

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00254	to cover postage for year book mailing for Au	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover postage for year book mailing for Audrey needs to go to Dawns acct	10 E 400 353 122435 000 122 000		04/19/2022	0.00	58.72
2		to cover postage for year book mailing for Audrey needs to go to Dawns acct	10 E 400 353 263000 000 241 000		04/19/2022	58.72	0.00
TOTALS						58.72	58.72

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00253	funds for radio batteries	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for radio batteries	10 E 300 310 120000 000 241 000		04/19/2022	0.00	200.00
2		funds for radio batteries	10 E 300 411 241000 000 241 000		04/19/2022	200.00	0.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00252	funds for additional radios	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds for additional radios	10 E 300 360 120000 000 241 000		04/19/2022	0.00	500.00
2		funds for additional radios	10 E 300 411 241000 000 241 000		04/19/2022	500.00	0.00
TOTALS						500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00251	to cover fastenal invoice for Steve	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover fastenal invoice for Steve	10 E 400 342 136360 000 136 000		04/19/2022	0.00	26.73
2		to cover fastenal invoice for Steve	10 E 400 411 136360 000 136 000		04/19/2022	26.73	0.00
TOTALS						26.73	26.73

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00250	to cover Amazon purchase for Alyssa Dercks st	2021-2022	04/19/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon purchase for Alyssa Dercks stools and stand up desk	10 E 400 342 123000 000 123 000		04/19/2022	0.00	302.70
2		to cover Amazon purchase for Alyssa Dercks stools and stand up desk	10 E 400 411 123000 000 123 000		04/19/2022	302.70	0.00
3		to cover Amazon purchase for Alyssa Dercks stools and stand up desk	10 E 400 341 256770 000 123 000		04/19/2022	0.00	123.29
4		to cover Amazon purchase for Alyssa Dercks stools and stand up desk	10 E 400 411 123000 000 123 000		04/19/2022	123.29	0.00
TOTALS						425.99	425.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00249	transfer dues and paper funds that were not n	2021-2022	04/18/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer dues and paper funds that were not needed this year to get extra needed supplies for class	10 E 106 411 213200 000 213 000		04/18/2022	115.94	0.00
2		transfer dues and paper funds that were not needed this year to get extra needed supplies for class	10 E 106 417 213200 000 213 000		04/18/2022	0.00	100.00
3		transfer dues and paper funds that were not needed this year to get extra needed supplies for class	10 E 106 940 213200 000 213 000		04/18/2022	0.00	15.94
TOTALS						115.94	115.94

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00248	to cover supplies form amazon for JH Beth Bou	2021-2022	04/18/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies form amazon for JH Beth Bouffleur	10 E 300 342 123000 000 123 000		04/18/2022	0.00	2.19

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00248	to cover supplies form amazon for JH Beth Bou	2021-2022	04/18/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		to cover supplies form amazon for JH Beth Bouffleur	10 E 300 415 123000 000 123 000		04/18/2022	2.19	0.00
3		to cover supplies form amazon for JH Beth Bouffleur	10 E 300 342 123000 000 123 000		04/18/2022	0.00	26.98
4		to cover supplies form amazon for JH Beth Bouffleur	10 E 300 417 123000 000 123 000		04/18/2022	26.98	0.00
TOTALS						29.17	29.17

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00247	to cover staples, scissors, batteries and sup	2021-2022	04/18/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover staples, scissors, batteries and supplies for Beth Bouffleur	10 E 400 341 256770 000 123 000		04/18/2022	0.00	74.24
2		to cover staples, scissors, batteries and supplies for Beth Bouffleur	10 E 400 411 123000 000 123 000		04/18/2022	74.24	0.00
TOTALS						74.24	74.24

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00246	to cover Teachers Discovery order for Beth Bo	2021-2022	04/18/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Teachers Discovery order for Beth Bouffleur for stickers and posters	10 E 400 341 256770 000 123 000		04/18/2022	0.00	112.10
2		to cover Teachers Discovery order for Beth Bouffleur for stickers and posters	10 E 400 411 123000 000 123 000		04/18/2022	112.10	0.00
TOTALS						112.10	112.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00245	to cover supply order for Beth Buffleur from	2021-2022	04/18/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supply order for Beth Buffleur from Amazon	10 E 400 341 256770 000 123 000		04/18/2022	0.00	230.60
2		to cover supply order for Beth Buffleur from Amazon	10 E 400 411 123000 000 123 000		04/18/2022	230.60	0.00
TOTALS						230.60	230.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00244	to cover reimbursement for mardi gras supplie	2021-2022	04/18/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for mardi gras supplies for Beth Bouffleur	10 E 400 341 256770 000 123 000		04/18/2022	0.00	10.00
2		to cover reimbursement for mardi gras supplies for Beth Bouffleur	10 E 400 411 123000 000 123 000		04/18/2022	10.00	0.00
TOTALS						10.00	10.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00243	Correction - 21-00240	2021-2022	04/14/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Correction - 21-00240	10 E 104 417 110000 000 241 000		04/14/2022	0.00	364.26
2		Correction - 21-00240	10 E 104 432 222200 031 220 000		04/14/2022	364.26	0.00
TOTALS						364.26	364.26

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00242	end of year spending	2021-2022	04/14/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		end of year spending	10 E 102 434 143000 000 140 000		04/14/2022	0.00	32.00
2		end of year spending	10 E 102 440 143000 000 140 000		04/14/2022	32.00	0.00
TOTALS						32.00	32.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00241	to cover graphic plus invoice for Josh Ulrich	2021-2022	04/14/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover graphic plus invoice for Josh Ulrich	10 E 300 473 125004 000 125 000		04/14/2022	0.00	51.60
2		to cover graphic plus invoice for Josh Ulrich	10 E 300 411 125004 000 125 000		04/14/2022	51.60	0.00
TOTALS						51.60	51.60

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00240	Transfer of funds to cover price increase lib	2021-2022	04/14/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		From Paper to Library Books	10 E 104 417 110000 000 241 000		04/14/2022	182.13	0.00
2		Into Library Books from Paper	10 E 104 432 222200 031 220 000		04/14/2022	0.00	182.13
TOTALS						182.13	182.13

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00239	Transfer to Cover Matt's Membership (Per Deb	2021-2022	04/14/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to Cover Matt's Membership (Per Deb Kaminski)	10 E 830 551 251000 000 251 000		04/14/2022	0.00	500.00
2		Transfer to Cover Matt's Membership (Per Deb Kaminski)	10 E 830 940 251000 000 251 000		04/14/2022	500.00	0.00
TOTALS						500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00238	to cover book and candy order from Amazon for	2021-2022	04/14/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover book and candy order from Amazon for Jessie Anderson	10 E 300 481 122000 000 122 000		04/14/2022	0.00	16.90
2		to cover book and candy order from Amazon for Jessie Anderson	10 E 300 479 122000 000 122 000		04/14/2022	16.90	0.00
3		to cover book and candy order from Amazon for Jessie Anderson	10 E 300 481 122000 000 122 000		04/14/2022	0.00	163.86
4		to cover book and candy order from Amazon for Jessie Anderson	10 E 300 415 122000 000 122 000		04/14/2022	163.86	0.00
TOTALS						180.76	180.76

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00237	Tr funds to cover bussing expense to Twin Oak	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tr from 411 to 341	10 E 108 411 110000 000 103 000		04/13/2022	0.00	68.31
2		Tr from 411 to 341	10 E 108 341 256770 000 103 000		04/13/2022	68.31	0.00
TOTALS						68.31	68.31

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00236	to cover wite out and correction tape for Lib	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover wite out and correction tape for Libby P	10 E 200 417 123000 000 123 000		04/13/2022	0.00	6.61
2		to cover wite out and correction tape for Libby P	10 E 200 411 123000 000 123 000		04/13/2022	6.61	0.00
TOTALS						6.61	6.61

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00235	to cover Amazon order for Libby P	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon order for Libby P	10 E 200 940 123000 000 123 000		04/13/2022	0.00	48.96
2		to cover Amazon order for Libby P	10 E 200 411 123000 000 123 000		04/13/2022	48.96	0.00
TOTALS						48.96	48.96

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00234	to cover Amazon order for Libby P	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon order for Libby P	10 E 200 417 123000 000 123 000		04/13/2022	0.00	11.42
2		to cover Amazon order for Libby P	10 E 200 415 123000 000 123 000		04/13/2022	11.42	0.00
TOTALS						11.42	11.42

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00233	to cover taxidermy invoices for Scot Abel	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover taxidermy invoices for Scot Abel	10 E 823 310 126241 000 210 000		04/13/2022	0.00	2,696.29
2		to cover taxidermy invoices for Scot Abel	10 E 823 411 126241 000 210 000		04/13/2022	2,696.29	0.00
3		to cover taxidermy invoices for Scot Abel	10 E 823 342 126241 000 210 000		04/13/2022	0.00	1,750.00
4		to cover taxidermy invoices for Scot Abel	10 E 823 411 126241 000 210 000		04/13/2022	1,750.00	0.00
5		to cover taxidermy invoices for Scot Abel	10 E 823 415 126241 000 210 000		04/13/2022	0.00	129.00
6		to cover taxidermy invoices for Scot Abel	10 E 823 411 126241 000 210 000		04/13/2022	129.00	0.00
7		to cover taxidermy invoices for Scot Abel	10 E 823 440 126241 000 210 000		04/13/2022	0.00	1,000.00
8		to cover taxidermy invoices for Scot Abel	10 E 823 411 126241 000 210 000		04/13/2022	1,000.00	0.00
9		to cover taxidermy invoices for Scot Abel	10 E 823 940 126241 000 210 000		04/13/2022	0.00	582.00
10		to cover taxidermy invoices for Scot Abel	10 E 823 411 126241 000 210 000		04/13/2022	582.00	0.00
TOTALS						6,157.29	6,157.29

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00232	to cover keyboards for Brad Seeley	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover keyboards for Brad Seeley	10 E 400 940 127000 000 127 000		04/13/2022	0.00	1,000.00
2		to cover keyboards for Brad Seeley	10 E 400 481 127000 000 127 000		04/13/2022	1,000.00	0.00
3		to cover keyboards for Brad Seeley	10 E 400 415 127000 000 127 000		04/13/2022	0.00	300.00
4		to cover keyboards for Brad Seeley	10 E 400 481 127000 000 127 000		04/13/2022	300.00	0.00
5		to cover keyboards for Brad Seeley	10 E 400 342 127000 000 127 000		04/13/2022	0.00	98.00
6		to cover keyboards for Brad Seeley	10 E 400 481 127000 000 127 000		04/13/2022	98.00	0.00
TOTALS						1,398.00	1,398.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00231	Funds needed for upcoming popcorn, WOF plaque	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for upcoming popcorn, WOF plaques, spray paint purchases	10 E 410 310 162000 000 160 000		04/12/2022	0.00	1,000.00
2		Funds needed for upcoming popcorn, WOF plaques, spray paint purchases	10 E 410 411 162000 000 160 000		04/12/2022	1,000.00	0.00
3		Funds needed for upcoming popcorn, WOF plaques, spray paint purchases	10 E 410 342 162000 000 160 000		04/12/2022	0.00	1,000.00
4		Funds needed for upcoming popcorn, WOF plaques, spray paint purchases	10 E 410 411 162000 000 160 000		04/12/2022	1,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00230	Transfer to cover higher than anticipated cos	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover higher than anticipated costs for contracted DHH and Music Therapy	27 E 809 371 436000 011 809 000		04/12/2022	6,000.00	0.00
2		Transfer to cover higher than anticipated costs for contracted DHH and Music Therapy from funds set aside for DHH equipment (not needed this year)	27 E 809 440 156100 019 809 000		04/12/2022	0.00	2,000.00
3		Transfer to cover higher than anticipated costs for contracted DHH and Music Therapy from funds set aside for PT equipment (not needed this year)	27 E 809 440 218200 019 809 000		04/12/2022	0.00	4,000.00
TOTALS						6,000.00	6,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00229	to cover staples order for Jessie Anderson	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover staples order for Jessie Anderson	10 E 300 481 122000 000 122 000		04/12/2022	0.00	30.16
2		to cover staples order for Jessie Anderson	10 E 300 411 122000 000 122 000		04/12/2022	30.16	0.00
TOTALS						30.16	30.16

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00228	Transfer to cover higher than anticipated cos	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transportation costs for GET Academy and Project Search no longer needed due to Transition Readiness Grant.	27 E 809 341 256770 341 809 000		04/12/2022	0.00	15,000.00
2		Transfer to cover cost of additional job coaching provided by IBA.	27 E 809 371 436000 341 809 000		04/12/2022	15,000.00	0.00
TOTALS						15,000.00	15,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00227	to cover Amazon order for Jessie Anderson	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon order for Jessie Anderson	10 E 300 481 122000 000 122 000		04/12/2022	0.00	7.99
2		to cover Amazon order for Jessie Anderson	10 E 300 411 122000 000 122 000		04/12/2022	7.99	0.00
3		to cover Amazon order for Jessie Anderson	10 E 300 481 122000 000 122 000		04/12/2022	0.00	150.49
4		to cover Amazon order for Jessie Anderson	10 E 300 415 122000 000 122 000		04/12/2022	150.49	0.00
TOTALS						158.48	158.48

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00226	to cover supplies for Brenda Zimmerman	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Brenda Zimmerman	10 E 200 341 256743 000 125 000		04/12/2022	0.00	200.00
2		to cover supplies for Brenda Zimmerman	10 E 200 411 125003 000 125 000		04/12/2022	200.00	0.00
TOTALS						200.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00225	to cover reimbursement for keyboard for Ann J	2021-2022	04/13/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for keyboard for Ann Johnson and Brenda	10 E 200 342 125003 000 125 000		04/12/2022	0.00	250.00
2		to cover reimbursement for keyboard for Ann Johnson and Brenda	10 E 200 411 125003 000 125 000		04/12/2022	250.00	0.00
TOTALS						250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00224	Reallocation of funds due to high than antici	2021-2022	04/11/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Tech hardware	10 E 814 440 295000 000 232 000		04/11/2022	0.00	13,000.00
2		Tech Telephone	10 E 814 355 263100 000 232 000		04/11/2022	13,000.00	0.00
TOTALS						13,000.00	13,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00223	to cover Office depot for Libby P	2021-2022	04/11/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Office depot for Libby P	10 E 200 342 123000 000 123 000		04/11/2022	0.00	200.00
2		to cover Office depot for Libby P	10 E 200 411 123000 000 123 000		04/11/2022	200.00	0.00
3		to cover Office depot for Libby P	10 E 200 415 123000 000 123 000		04/11/2022	0.00	38.05
4		to cover Office depot for Libby P	10 E 200 411 123000 000 123 000		04/11/2022	38.05	0.00
TOTALS						238.05	238.05

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00222	to cover negative balance	2021-2022	04/11/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover negative balance	10 E 400 940 125001 000 125 000		04/11/2022	0.00	0.10
2		to cover negative balance	10 E 400 411 122600 000 125 000		04/11/2022	0.10	0.00
TOTALS						0.10	0.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00221	to cover Amazon order for Libby P	2021-2022	04/11/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon order for Libby P	10 E 200 415 123000 000 123 000		04/11/2022	0.00	19.33
2		to cover Amazon order for Libby P	10 E 200 411 123000 000 123 000		04/11/2022	19.33	0.00
TOTALS						19.33	19.33

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00220	TO COVER COST OF NEW PROGRAM	2021-2022	04/11/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		YOUTH GENERAL SUPLIES ACCOUNT	80 E 860 411 393000 000 340 000		04/11/2022	0.00	1,400.00
2		YOUTH DUES AND FEE ACCOUNT	80 E 860 940 393000 000 340 000		04/11/2022	1,400.00	0.00
TOTALS						1,400.00	1,400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00219	to cover year end spending	2021-2022	04/08/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		To cover year end spending	10 E 102 411 110000 000 102 000		04/08/2022	1.00	0.00
2		To cover year end spending	10 E 102 411 110000 000 101 000		04/08/2022	0.00	1.00
TOTALS						1.00	1.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00218	to cover Marco Learning for Brad Seeley	2021-2022	04/08/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Marco Learning for Brad Seeley	10 E 400 471 127000 000 127 000		04/08/2022	0.00	30.32
2		to cover Marco Learning for Brad Seeley	10 E 400 360 127000 000 127 000		04/08/2022	30.32	0.00
3		to cover Marco Learning for Brad Seeley	10 E 400 479 127000 000 127 000		04/08/2022	0.00	115.53
4		to cover Marco Learning for Brad Seeley	10 E 400 360 127000 000 127 000		04/08/2022	115.53	0.00
5		to cover Marco Learning for Brad Seeley	10 E 400 411 127000 000 127 000		04/08/2022	0.00	150.15
6		to cover Marco Learning for Brad Seeley	10 E 400 360 127000 000 127 000		04/08/2022	150.15	0.00
TOTALS						296.00	296.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00217	to cover Chinese beads and bracelet thread an	2021-2022	04/08/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Chinese beads and bracelet thread and string for Sarah Bailey	10 E 400 342 123000 000 123 000		04/08/2022	0.00	45.96
2		to cover Chinese beads and bracelet thread and string for Sarah Bailey	10 E 400 411 123000 000 123 000		04/08/2022	45.96	0.00
TOTALS						45.96	45.96

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00216	to cover MS graphics invoice for Scott Atkins	2021-2022	04/08/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover MS graphics invoice for Scott Atkinson	10 E 400 411 122600 000 125 000		04/08/2022	0.00	13.10
2		to cover MS graphics invoice for Scott Atkinson	10 E 400 351 122600 000 125 000		04/08/2022	13.10	0.00
TOTALS						13.10	13.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00215	Funds needed for JH Phy Ed Shelving Unit	2021-2022	04/08/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for JH Phy Ed Shelving Unit	10 E 300 310 143000 000 140 000		04/08/2022	0.00	309.99
2		Funds needed for JH Phy Ed Shelving Unit	10 E 300 440 143000 000 140 000		04/08/2022	309.99	0.00
TOTALS						309.99	309.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00214	to cover Amazon order Smarties, circe, jawbre	2021-2022	04/08/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Amazon order Smarties, circe, jawbreaker, rootbeer barrels, life saver for Rebecca Searing	10 E 300 481 122000 000 122 000		04/08/2022	0.00	56.28
2		to cover Amazon order Smarties, circe, jawbreaker, rootbeer barrels, life saver for Rebecca Searing	10 E 300 411 122000 000 122 000		04/08/2022	56.28	0.00
3		to cover Amazon order Smarties, circe, jawbreaker, rootbeer barrels, life saver for Rebecca Searing	10 E 300 481 122000 000 122 000		04/08/2022	0.00	302.89
4		to cover Amazon order Smarties, circe, jawbreaker, rootbeer barrels, life saver for Rebecca Searing	10 E 300 415 122000 000 122 000		04/08/2022	302.89	0.00
TOTALS						359.17	359.17

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00213	Funds to cover guest speaker for wellness day	2021-2022	04/07/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds to cover guest speaker for wellness day	10 E 809 100 213900 395 809 205		04/07/2022	0.00	1,500.00
2		Funds to cover guest speaker for wellness day	10 E 809 310 110000 395 809 000		04/07/2022	1,500.00	0.00
TOTALS						1,500.00	1,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00212	to cover Staples order Post it page markers f	2021-2022	04/07/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Staples order Post it page markers for Ann Hoesly	10 E 300 481 122000 000 122 000		04/07/2022	0.00	28.20
2		to cover Staples order Post it page markers for Ann Hoesly	10 E 300 411 122000 000 122 000		04/07/2022	28.20	0.00
TOTALS						28.20	28.20

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00211	to cover Ann Hoeslys book order on Amazon	2021-2022	04/07/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Ann Hoeslys book order on Amazon	10 E 300 481 122000 000 122 000		04/07/2022	0.00	151.59
2		to cover Ann Hoeslys book order on Amazon	10 E 300 479 122000 000 122 000		04/07/2022	151.59	0.00
TOTALS						151.59	151.59

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00210	to cover AWG invoices #08296152,08337890,083	2021-2022	04/07/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover AWG invoices #08296152,08337890,08366606 and 08433955	10 E 400 440 136360 000 136 000		04/07/2022	0.00	371.47
2		to cover AWG invoices #08296152,08337890,08366606 and 08433955	10 E 400 411 136360 000 136 000		04/07/2022	371.47	0.00
TOTALS						371.47	371.47

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00209	to cover AWG invoices #08296152,08337890,083	2021-2022	04/07/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover AWG invoices #08296152,08337890,08366606 and 08433955	10 E 400 440 136230 000 136 000		04/07/2022	0.00	371.48
2		to cover AWG invoices #08296152,08337890,08366606 and 08433955	10 E 400 411 136230 000 136 000		04/07/2022	371.48	0.00
TOTALS						371.48	371.48

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00208	to cover rental of lights (Ron Aderholdt) for	2021-2022	04/07/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover rental of lights (Ron Aderholdt) for Scott Atkinson	10 E 300 411 122600 000 125 000		04/07/2022	0.00	14.79
2		to cover rental of lights (Ron Aderholdt) for Scott Atkinson	10 E 300 325 122600 000 125 000		04/07/2022	14.79	0.00
TOTALS						14.79	14.79

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00207	to pay for supplies and invoices for Stacy He	2021-2022	04/06/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to pay for supplies and invoices for Stacy Heise	10 E 300 310 136000 000 136 000		04/06/2022	0.00	200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00207	to pay for supplies and invoices for Stacy He	2021-2022	04/06/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED							
2		to pay for supplies and invoices for Stacy Heise	10 E 300 411 136000 000 136 000		04/06/2022	200.00	0.00
3		to pay for supplies and invoices for Stacy Heise	10 E 300 440 136000 000 136 000		04/06/2022	0.00	500.00
4		to pay for supplies and invoices for Stacy Heise	10 E 300 411 136000 000 136 000		04/06/2022	500.00	0.00
TOTALS						700.00	700.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00206	to cover cabinet for Melissa Clay	2021-2022	04/06/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover cabinet for Melissa Clay	10 E 400 434 121000 000 121 000		04/06/2022	0.00	74.34
2		to cover cabinet for Melissa Clay	10 E 400 411 121000 000 121 000		04/06/2022	74.34	0.00
TOTALS						74.34	74.34

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00205	to cover The Song of Achilles: A Novel for Re	2021-2022	04/06/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		The Song of Achilles: A Novel for Rebecca Searing	10 E 300 481 122000 000 122 000		04/06/2022	0.00	51.75
2		The Song of Achilles: A Novel for Rebecca Searing	10 E 300 479 122000 000 122 000		04/06/2022	51.75	0.00
TOTALS						51.75	51.75

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00204	to cover supplies for Mike Wendorf	2021-2022	04/05/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover supplies for Mike Wendorf	10 E 200 415 126000 000 126 000		04/05/2022	0.00	64.56
2		to cover supplies for Mike Wendorf	10 E 200 411 126000 000 126 000		04/05/2022	64.56	0.00
TOTALS						64.56	64.56

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00202	to cover JW pepper invoice for Cristie Bates	2021-2022	04/05/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover JW pepper invoice for Cristie Bates	10 E 400 411 125004 000 125 000		04/05/2022	0.00	12.10
2		to cover JW pepper invoice for Cristie Bates	10 E 400 473 125004 000 125 000		04/05/2022	12.10	0.00
TOTALS						12.10	12.10

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00201	to cover Projector and lenses for Scott Atkin	2021-2022	04/05/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Projector and lenses for Scott Atkinson	10 E 400 940 122600 000 125 000		04/05/2022	0.00	2,000.00
2		to cover Projector and lenses for Scott Atkinson	10 E 400 411 122600 000 125 000		04/05/2022	2,000.00	0.00
TOTALS						2,000.00	2,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00200	to cover Projector for Scott Atkinson	2021-2022	04/05/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Projector for Scott Atkinson	10 E 400 417 125001 000 125 000		04/05/2022	0.00	450.00
2		to cover Projector for Scott Atkinson	10 E 400 411 125001 000 125 000		04/05/2022	450.00	0.00
3		to cover Projector for Scott Atkinson	10 E 400 440 125001 000 125 000		04/05/2022	0.00	390.85
4		to cover Projector for Scott Atkinson	10 E 400 411 125001 000 125 000		04/05/2022	390.85	0.00
5		to cover Projector for Scott Atkinson	10 E 400 940 125001 000 125 000		04/05/2022	0.00	652.13
6		to cover Projector for Scott Atkinson	10 E 400 411 125001 000 125 000		04/05/2022	652.13	0.00
TOTALS						1,492.98	1,492.98

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00199	to cover Apple pen for Heidi K	2021-2022	04/05/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover Apple pen for Heidi K	10 E 400 342 123000 000 123 000		04/05/2022	0.00	81.99
2		to cover Apple pen for Heidi K	10 E 400 481 123000 000 123 000		04/05/2022	81.99	0.00
TOTALS						81.99	81.99

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

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

PROFESSIONAL & SUPPORT
STAFF 7230F1/page 1

Approval to Apply for Grant

A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
 - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
 - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: SEL Life Tools Grant

Funding Source: Marshfield Clinic

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Melissa Meyer</u>	<u>Melissa B Meyer</u>	<u>mmeyer@dce.k12.wi.us</u>

Amount Requested: \$ 3,600 Total Project Cost: \$ 3,600

Targeted Age Group/Grade: 4th/5th School: Evergreen

Date of Request: 5/6/22 Signatures: _____

Principal Approval: Yes No [Signature]

Assist. Superintendent of Learning: Yes No [Signature]

Assist. Supt. of Business/Personnel: Yes No [Signature]

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No [Signature]

School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000051

87

Melissa Meyer - mmeyer@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000051

Review Life Tools program Application Packet

Completed - Apr 22 2022

SEL-Life Tools Application Packet

Introduction:

The unmet mental health needs of youth have garnered significant legislative and media attention. One in five Wisconsin children experience mental illness and less than half of those receive treatment. One in five students are managing the challenges of behavioral health in our schools; of those, 80 percent do not get the treatment and supports that are needed to be ready to learn¹. Youth in poverty are disproportionately represented in this data. Access to mental health professionals and services can be extremely difficult especially in rural Wisconsin. For example, the ratio of population to mental health providers in Clark County is 3,846: 1, in Chippewa County the ratio is 1,578:1

Social Emotional Learning: Life Tools program

Marshfield Clinic Health System (MCHS) child psychologists developed Life Tools, a program using individual therapy techniques as the foundation to build a small group delivery model. The program is designed for students ages 7-14 struggling with mental health and social emotional learning issues.

Life Tools is an 8-week program that consists of weekly one hour group sessions facilitated by a school counselor, school social worker or an adequately credentialed professional counselor for identified youth experiencing social emotional and/or mental health challenges. The program provides research-based activities geared for youth to enhance social, emotional, physical and recreational functioning. The Life Tools Group session are intended to be a safe place for youth to learn practical skills for their day-to-day lives, called Tools. Wrap-around case management with parents and schools are another critical component of the program.

MCHS child psychologists provide technical assistance and consultation to the school counselors to ensure quality and fidelity of the program.

The goal of the Life Tools program is to provide youth with the tools to be more successful at home, at school, and in the community. During each one hour session, youth work on developing social and emotional learning skills in a group setting such as **Self-Awareness: Knowing your strengths and limitations, with a well-grounded sense of confidence, optimism, and a “growth mindset.” Self-Management: Effectively managing stress, controlling impulses and motivating oneself to set and achieve goals. Social awareness: Effectively managing stress, controlling impulses and motivating oneself to set and achieve goals. Relationship skills: Communicating clearly, listening well, cooperating with others, negotiating conflict constructively and seeing and offering help when needed.**

The Life Tools program is not group therapy. Youth are not asked personal questions about their home life or family. Life Tools does not evaluate or diagnose children.

Students that struggle with any of the following skills would benefit from the program:

- **Self-Awareness**
- **Self-Management**
- **Social-Awareness**
- **Relationship Skills**
- **Responsible Decision Making**

Examples of participant outcomes:

- **Improvement in controlling impulses**
- **Improvement in controlling emotions and behaviors**
- **Ability to share feelings**
- **Ability to understand strengths and weaknesses**

School districts, afterschool programs or other youth serving organizations may offer the program during the fall, winter or spring of an academic year during non-school hours. Pre and post survey data is collected from students, caregivers, and staff across school and community settings.

1. **Organization must be a 501c organization. Non-501c organizations may partner with another 501c to apply for funding, with the understanding that the 501 c partner would be solely responsible for submission of the Application, administration of the Project it is was awarded funding, execution of and compliance with the Agreement and repayment of any funding not utilized in accordance with the Agreement.**
2. **Project must be based within the MCHS service area**
3. **Applicants not eligible include, but not limited to:**
 - **Political campaigns, candidates, parties or partisan activities**
 - **Religious organizations whose proposals support theological functions**
 - **Organizations whose mission is not consistent with that of MCHS**
 - **Youth and adult sports leagues**
 - **Labor or fraternal groups**
 - **MCHS competitors**

Timeline

- **May 2022**
 - **Applications due Friday, May 13, 2022**
- **June 2022:**
 - **Awardees announced**
 - **Agreements sent to awardees**
- **August 2022:**
 - **Mandatory virtual Train-the-Trainer Training for facilitators**
- **September 2022**
 - **Agreements filed with Marshfield Clinic Health System**
 - **Funds will be distributed**

Funding Guidelines

90

Award categories are based on the number of Life Tools Groups to facilitate during the 2021-2022 academic school year.

- **Awarded \$3600 for three 8 week groups**
- **Awarded \$2400 for two 8 week groups**
- **Awarded \$1200 for one 8 week group**

- **A MCHS review committee will be established to review, prioritize and approve funding.**
- **The Committee will take into account a number of factors when determining which funding applications to approve, including but not limited to, meeting of eligibility requirements, the community needs, and alignment with MCHS mission, vision and values.**
- **The intent of the funds is to support the Life Tools facilitator. All applicants must provide the co-facilitator.**
- **All awarded funds must be fully expended by May 2023 or shall be returned to MCHS, unless MCHS has granted an extension in writing.**
- **Applicants may not apply for funds for existing services, services that are/or will be covered by other funding sources.**
- **Any awards granted for Social and Emotional Learning: Life Tools program that an Awardee has applied for and received non-MCHS funding for shall result in the cancelation of the MCHS funding award, unless MCHS deems it appropriate to continue all or part of such funding.**
- **No funding shall be granted for:**
 - **Expenditures incurred by Awardee prior to the effective date of the Agreement**
 - **Capital campaigns**
 - **Fundraisers**
 - **Entry fees/pledges**
 - **Funding that solely benefits an individual or individual family**

Assurances

Marshfield Clinic Health System Center for Community Health Advancement will:

- **Award financial support to each Life Tools program**

- Provide curriculum and supplemental materials for Life Tools program
- Provide ongoing education, training, technical assistance and other resources to programs, facilitators and co-facilitators
- Host ongoing teleconference calls for Life Tools programs, facilitators and co-facilitators

School or Youth Organization will:

- Appoint an adequately credentialed facilitator and co-facilitator to conduct Life Tools program. In accordance with the requirements of the program
 - Credentials include: school counselor, school social worker, L.P.C., LCSW, M.S.W., Psy.D., Ph.D.
- Provide outreach to school district, school staff and afterschool programs regarding the Life Tools program
- Provide parental education regarding Life Tools program
- Identify 4-8 participants for each Life Tools group
 - Optional referral form provided
 - Recommendations for groupings provided at train the trainer
- Secure parental permission for participant to be in Life Tools Group
- Provide assistance with administering Life Tools groups in afterschool setting
- Provide the facilitator and co-facilitator with dedicated and adequate room space
 - Guidelines provided at train the trainer

Facilitator will:

- Attend Train the Trainer Training hosted by MCHS
- Administer Life Tools groups. Each group has eight sessions and each session is 60 minutes long using the required Life Tools curriculum provided
- Maintain confidentiality of students and program
- Debrief with co-facilitator after sessions and before start of new groups
- Provide family follow-up and family engagement as needed.
- Debrief with teachers regarding tools participants will learn in Life Tools Group
- Participate in required virtual conferences
- Deliver pre- and post-surveys to correct audiences
 - Survey questions cannot be altered
- Provide summary data report (Guidelines provided)

- **Perform other discretionary service as assigned**

Co-facilitator will:

- **Attend the Life Tools group sessions and help facilitate**
- **Provide behavior management during sessions for duration of the group session**
- **Debrief with facilitator after sessions and before start of new groups**
- **Disperse end-of-session summaries to all families and teachers. Disbursement recommendations include:**
 - **Email to families and teachers after each session**
 - **Provide to each family in person after each session**
- **Ensure each participant, teacher and family has completed the necessary pre-survey and post-survey for Life Tools group session**

SEL-Life Tools program Grant Application

Completed - May 3 2022

SEL-Life Tools program Grant Application

Life Tools program is an 8-week program that consists of weekly one hour group sessions conducted during afterschool hours facilitated by a school counselor, school social worker or an adequately credentialed professional counselor for identified youth ages 7-14 experiencing social emotional and/or mental health difficulties. The program includes engagement with parents and schools to provide wrap-around case management. MCHS child psychologist provides technical assistance and consultation to facilitators to ensure quality and fidelity of the program.

Organization Name

Evergreen Elementary School

City

Rothschild

County Serving

Marathon

Name of person completing application (Point of Contact)

Melissa Meyer

Title

School Counselor

Email

mmeyer@dce.k12.wi.us

Work Phone

7153596591

Did you attend one of the Life Tools program Grant Summits?

Responses Selected:

Yes, April 20, 2022

Fund Request Details

1. Has your organization received funding from Marshfield Clinic Health System for Social Emotional Learning: Life Tools program in the past?

Responses Selected:

No

2. Provide a short description of your school district or afterschool program where the Life Tools program would be facilitated.

Evergreen Elementary is a K-5 school on the Southwest side of the DC Everest School District in Rothschild, WI. We currently have around 470 students attending our school, and a Free/Reduced percentage of about 33%. There are 21 different classes (currently) in the school, and all have been striving to become more educated in Social Emotional Learning and body regulation. This T2 opportunity sounds like it would be a great fit for some of the kids needing more intense skills taught to them. Currently we have after school clubs that meet to work on various topic areas from 3:45-4:45 PM. The Life Skills group could meet during the same time frame and utilize district bussing to help get kids home after the group.

3. Please provide a description of your school district or afterschool program's current mental health needs.

Mental Health needs are in high demand at our school. Our current Community Health therapist works part time in our building and has had a full caseload since January. With the stressors brought on by COVID, all students and families have the felt extra stress in their lives- whether it be financial stress, political stress, or even the stress of missing school days and being behind academically- all kids are feeling the pull to some degree. We could easily double her caseload in terms of student Mental Health needs.

Students in our school (and district at the elementary levels) currently learn Social Emotional Regulation through the Zones of Regulation program that is taught through the School Counseling Curriculum. Many students could use extra practice and tools learning to regulate their bodies and finding wellness on a daily basis. Grade levels that will be targeted with these skills will include 4th and 5th grade classes.

4. Please check the funding category that your organization is applying for

95

Responses Selected:

Awarded \$3600 for three 8 week groups

Please check when you plan to implement the Life Tools Program.

Responses Selected:

Fall (September - December)

Winter (December - February)

Spring (March - May)

I have reviewed the Life Tools Application Packet and can commit to the activities outlined.

Responses Selected:

Yes

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Responses Selected:

Yes

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

PROFESSIONAL & SUPPORT
STAFF 7230F1/page 1

Approval to Apply for Grant

A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
 - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
 - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: Marshfield Clinic SEL Tool Kit Grant

Funding Source: Marshfield Clinic

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Dawn Schueller</u>		<u>dschueller@dce.k12.wi.us</u>

Amount Requested: \$ 3600 Total Project Cost: \$ 3600

Targeted Age Group/Grade: 3,4,5 School: Mountain Bay

Date of Request: 5/2/22

Signatures: 

Principal Approval: Yes No

Assist. Superintendent of Learning: Yes No 

Assist. Supt. of Business/Personnel: Yes No 

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No 

School Board Clerk: Yes No

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

Approved 2/7/2022

Application: 0000000068

97

Dawn Schueller - dschueller@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000068

Last submitted: Apr 27 2022 11:20 AM (CDT)

SEL-Life Tools program Grant Application

Completed - Apr 27 2022

SEL-Life Tools program Grant Application

Life Tools program is an 8-week program that consists of weekly one hour group sessions conducted during afterschool hours facilitated by a school counselor, school social worker or an adequately credentialed professional counselor for identified youth ages 7-14 experiencing social emotional and/or mental health difficulties. The program includes engagement with parents and schools to provide wrap-around case management. MCHS child psychologist provides technical assistance and consultation to facilitators to ensure quality and fidelity of the program.

Organization Name

Mountain Bay Elementary
DC Everest Area School District

City

Weston

County Serving

Marathon

Name of person completing application (Point of Contact)

98

Dawn Schueller

Title

School Counselor

Email

dschueller@dce.k12.wi.us

Work Phone

715-355-0302 ext.5826

Did you attend one of the Life Tools program Grant Summits?

Responses Selected:

No

Fund Request Details

1. Has your organization received funding from Marshfield Clinic Health System for Social Emotional Learning: Life Tools program in the past?

Responses Selected:

Yes

2. Provide a short description of your school district or afterschool program where the Life Tools program would be facilitated.

99

I am a school counselor in a building of approximately 475 children in grades Kindergarten through fifth. During the 2021-2022 school year I had groups of third grade girls and fourth grade boys. I am hoping to run a group at each of the upper grade levels this year. My target audience would be third grade girls, fourth grade boys and fifth grade girls.

3. Please provide a description of your school district or afterschool program's current mental health needs.

With the stress of the pandemic, there has been an increase in mental health concerns in children. There is a greater need now more than ever for kids to have necessary self-regulation skills to add to their tool boxes. Currently in a day's time, I am working with about 10 students in a one-on-one basis to help them with developing these coping skills. Kids who need community resources are often times unable to access them due to monetary reasons. One hour of mental health therapy in the community on average costs \$170 an hour. Most insurances do not cover it until your deductible is met unless you are on Badger-care. Additionally, if you have the financial means to access the resource, there is often times a 90 day waiting period.

By being able to offer the Life Tools Group, I was able to see students who are not on my daily schedule. We were able to see 17 students this year in group.

4. Please check the funding category that your organization is applying for

Responses Selected:

Awarded \$3600 for three 8 week groups

Please check when you plan to implement the Life Tools Program.

100

Responses Selected:

Fall (September - December)

Winter (December - February)

Spring (March - May)

I have reviewed the Life Tools Application Packet and can commit to the activities outlined.

Responses Selected:

Yes

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Responses Selected:

Yes

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

PROFESSIONAL & SUPPORT
STAFF 7230F1/page 1

Approval to Apply for Grant

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 - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: SEL Life Tools

Funding Source: Marshfield Clinic

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Deb Chapman</u>	<u>[Signature]</u>	<u>dchapman@dce.k12.wi.us</u>

on behalf of Emily Gilmore

Amount Requested: \$ 2400.00 Total Project Cost: \$ 2400.00

Targeted Age Group/Grade: any 2-5 School: Rothschild Elementary

Date of Request: May 6 2022

Principal Approval: Yes No [Signature]

Assist. Superintendent of Learning: Yes No [Signature]

Assist. Supt. of Business/Personnel: Yes No [Signature]

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No [Signature]

School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000082

102

Debbie Chapman - dchapman@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000082

SEL-Life Tools program Grant Application

Completed - May 6 2022

SEL-Life Tools program Grant Application

Life Tools program is an 8-week program that consists of weekly one hour group sessions conducted during afterschool hours facilitated by a school counselor, school social worker or an adequately credentialed professional counselor for identified youth ages 7-14 experiencing social emotional and/or mental health difficulties. The program includes engagement with parents and schools to provide wrap-around case management. MCHS child psychologist provides technical assistance and consultation to facilitators to ensure quality and fidelity of the program.

Organization Name

DC Everest-Rothschild Elementary

City

Rothschild

County Serving

WI

Name of person completing application (Point of Contact)

Deb Chapman/Emily Gilmore

Title

School Counselor

Email

dchapman@dce.k12.wi.us

Work Phone

7153593186

Did you attend one of the Life Tools program Grant Summits?

Responses Selected:

Yes, April 20, 2022

Fund Request Details

1. Has your organization received funding from Marshfield Clinic Health System for Social Emotional Learning: Life Tools program in the past?

Responses Selected:

Yes

2. Provide a short description of your school district or afterschool program where the Life Tools program would be facilitated.

104

Rothschild is an elementary school located in Rothschild, WI. We participated in the Life Tools program during the 2021-22 school year. The program was held after school for one hour. We offer many after school clubs, like Gaming, Math Games, and Crochet Clubs. We offered and plan to offer the Life Tools Group the same way this up coming school year.

We are located in the Dc Everest school district and have an enrollment of about 400 students, K-5. Fifty percent of our population receives free and reduced lunch, and our population is about 70 percent White Non-Hispanic and about 30 percent Asian, Hispanic, American Indian, and Pacific Islander.

We have 1 full-time school counselor, 1, fifty percent social worker , and 1, fifty percent school psychologist to help support the mental and behavioral needs of our students. We have also implemented Caring Schools Community in all of our classrooms this current school year.

3. Please provide a description of your school district or afterschool program's current mental health needs.

At Rothschild, our behavioral and mental health needs are great. So far this school year, we have 360 minor behavior referrals and almost 590 major behavior referrals. Although we recognize that this is somewhat subjective to the person who is filling out the referral, we know that our needs are great.

Along with all that, COVID has negatively impacted mental health of our students and their ability to handle stress and anxiety, to be tolerant, to regulate emotions and take responsibility for their actions, to have empathy and be kind.

We also know that early intervention is so important and we recognize that we can help change the path more easily than if we wait until the students are older. We were so excited to use Life Tools for the first time during the 2021-22 school year. We received wonderful feedback from students, staff and families about the group. We would like to continue the group for next year.

4. Please check the funding category that your organization is applying for

105

Responses Selected:

Awarded \$2400 for two 8 week groups

Please check when you plan to implement the Life Tools Program.

Responses Selected:

Fall (September - December)

Spring (March - May)

I have reviewed the Life Tools Application Packet and can commit to the activities outlined.

Responses Selected:

Yes

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Responses Selected:

Yes

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

PROFESSIONAL & SUPPORT
STAFF 7230F1/page 1

Approval to Apply for Grant

A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
 - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
 - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: Social Emotional Learning: Life Tools Program

Funding Source: Marshfield Clinic Health Systems, Inc.

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Cassie Cerny</u>		<u>ccerny@dce.k12.wi.us</u>

Amount Requested: \$ 3,600 Total Project Cost: \$ 3,600

Targeted Age Group/Grade: 3-5 grade School: Weston Elementary

Date of Request: 05/10/2022 Signatures:

Principal Approval:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assist. Superintendent of Learning:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Assist. Supt. of Business/Personnel:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<u>Mark</u>

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No Kristine A. Goleme

School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000092

Cassandra Cerny - ccerny@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000092

Last submitted: May 10 2022 01:31 PM (CDT)

SEL-Life Tools program Grant Application

Completed - May 10 2022

SEL-Life Tools program Grant Application

Life Tools program is an 8-week program that consists of weekly one hour group sessions conducted during afterschool hours facilitated by a school counselor, school social worker or an adequately credentialed professional counselor for identified youth ages 7-14 experiencing social emotional and/or mental health difficulties. The program includes engagement with parents and schools to provide wrap-around case management. MCHS child psychologist provides technical assistance and consultation to facilitators to ensure quality and fidelity of the program.

Organization Name

Weston Elementary

City

Weston

County Serving

WI

Name of person completing application (Point of Contact)

108

Cassie Cerny

Title

School Counselor

Email

ccerny@dce.k12.wi.us

Work Phone

7153594181

Did you attend one of the Life Tools program Grant Summits?

Responses Selected:

No

Fund Request Details

1. Has your organization received funding from Marshfield Clinic Health System for Social Emotional Learning: Life Tools program in the past?

Responses Selected:

Yes

2. Provide a short description of your school district or afterschool program where the Life Tools program would be facilitated. 109

I work at Weston Elementary. We are a Title 1 school who provides educational services to over 540 students from Pre-Kindergarten to Fifth grade. Our population consists of different abilities, races, religions, ethnicities, and languages! Over 55% of our families come from poverty stricken households. We offer a before and after school program for our families, for free, through the 21st Century Grant.

3. Please provide a description of your school district or afterschool program's current mental health needs.

At Weston Elementary, many of our students are at-risk. We utilize the B.E.S.T. screener to identify students who are struggling with external and internal behaviors. Our level of health for our internalizers is 73% this year. This is a 3% decrease from the previous year and a 6% decrease from the year before that. Many of our students have experienced multiple ACES. I would love to be able to share the Life Tools program with my students again-they need more skills to help them grow their coping skills!

4. Please check the funding category that your organization is applying for

Responses Selected:

Awarded \$3600 for three 8 week groups

Please check when you plan to implement the Life Tools Program.

Responses Selected:

Fall (September - December)

Winter (December - February)

Spring (March - May)

I have reviewed the Life Tools Application Packet and can commit to the activities outlined. 110

Responses Selected:

Yes

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Responses Selected:

Yes

Application: 0000000092

Cassandra Cerny - ccerny@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000092

Last submitted: May 10 2022 01:31 PM (CDT)

Review Life Tools program Application Packet

Completed - May 10 2022

SEL-Life Tools Application Packet

Introduction:

The unmet mental health needs of youth have garnered significant legislative and media attention. One in five Wisconsin children experience mental illness and less than half of those receive treatment. One in five students are managing the challenges of behavioral health in our schools; of those, 80 percent do not get the treatment and supports that are needed to be ready to learn¹. Youth in poverty are disproportionately represented in this data. Access to mental health professionals and services can be extremely difficult especially in rural Wisconsin. For example, the ratio of population to mental health providers in Clark County is 3,846: 1, in Chippewa County the ratio is 1,578:1

Social Emotional Learning: Life Tools program

Marshfield Clinic Health System (MCHS) child psychologists developed Life Tools, a program using individual therapy techniques as the foundation to build a small group delivery model. The program is designed for students ages 7-14 struggling with mental health and social emotional learning issues.

Life Tools is an 8-week program that consists of weekly one hour group sessions facilitated by a school counselor, school social worker or an adequately credentialed professional counselor for identified youth experiencing social emotional and/or mental health challenges. The program provides research-based activities geared for youth to enhance social, emotional, physical and recreational functioning. The Life Tools Group session are intended to be a safe place for youth to learn practical skills for their day-to-day lives, called Tools. Wrap-around case management with parents and schools are another critical component of the program.

MCHS child psychologists provide technical assistance and consultation to the school counselors to ensure quality and fidelity of the program.

The goal of the Life Tools program is to provide youth with the tools to be more successful at home, at school, and in the community. During each one hour session, youth work on developing social and emotional learning skills in a group setting such as **Self-Awareness: Knowing your strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."** **Self-Management: Effectively managing stress, controlling impulses and motivating oneself to set and achieve goals.** **Social awareness: Effectively managing stress, controlling impulses and motivating oneself to set and achieve goals.** **Relationship skills: Communicating clearly, listening well, cooperating with others, negotiating conflict constructively and seeing and offering help when needed.**

The Life Tools program is not group therapy. Youth are not asked personal questions about their home life or family. Life Tools does not evaluate or diagnose children.

Students that struggle with any of the following skills would benefit from the program:

- Self-Awareness
- Self-Management
- Social-Awareness
- Relationship Skills
- Responsible Decision Making

Examples of participant outcomes:

- Improvement in controlling impulses
- Improvement in controlling emotions and behaviors
- Ability to share feelings
- Ability to understand strengths and weaknesses

School districts, afterschool programs or other youth serving organizations may offer the program during the fall, winter or spring of an academic year during non-school hours. Pre and post survey data is collected from students, caregivers, and staff across school and community settings.

- 1. Organization must be a 501c organization. Non-501c organizations may partner with another 501c to apply for funding, with the understanding that the 501 c partner would be solely responsible for submission of the Application, administration of the Project it is was awarded funding, execution of and compliance with the Agreement and repayment of any funding not utilized in accordance with the Agreement.**
- 2. Project must be based within the MCHS service area**
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 - **Religious organizations whose proposals support theological functions**
 - **Organizations whose mission is not consistent with that of MCHS**
 - **Youth and adult sports leagues**
 - **Labor or fraternal groups**
 - **MCHS competitors**

Timeline

- **May 2022**
 - **Applications due Friday, May 13, 2022**
- **June 2022:**
 - **Awardees announced**
 - **Agreements sent to awardees**
- **August 2022:**
 - **Mandatory virtual Train-the-Trainer Training for facilitators**
- **September 2022**
 - **Agreements filed with Marshfield Clinic Health System**
 - **Funds will be distributed**

Award categories are based on the number of Life Tools Groups to facilitate during the 2021-2022 academic school year.

- **Awarded \$3600 for three 8 week groups**
- **Awarded \$2400 for two 8 week groups**
- **Awarded \$1200 for one 8 week group**

- **A MCHS review committee will be established to review, prioritize and approve funding.**
- **The Committee will take into account a number of factors when determining which funding applications to approve, including but not limited to, meeting of eligibility requirements, the community needs, and alignment with MCHS mission, vision and values.**
- **The intent of the funds is to support the Life Tools facilitator. All applicants must provide the co-facilitator.**
- **All awarded funds must be fully expended by May 2023 or shall be returned to MCHS, unless MCHS has granted an extension in writing.**
- **Applicants may not apply for funds for existing services, services that are/or will be covered by other funding sources.**
- **Any awards granted for Social and Emotional Learning: Life Tools program that an Awardee has applied for and received non-MCHS funding for shall result in the cancelation of the MCHS funding award, unless MCHS deems it appropriate to continue all or part of such funding.**
- **No funding shall be granted for:**
 - **Expenditures incurred by Awardee prior to the effective date of the Agreement**
 - **Capital campaigns**
 - **Fundraisers**
 - **Entry fees/pledges**
 - **Funding that solely benefits an individual or individual family**

Assurances

Marshfield Clinic Health System Center for Community Health Advancement will:

- **Award financial support to each Life Tools program**

- Provide curriculum and supplemental materials for Life Tools program
- Provide ongoing education, training, technical assistance and other resources to programs, facilitators and co-facilitators
- Host ongoing teleconference calls for Life Tools programs, facilitators and co-facilitators

School or Youth Organization will:

- Appoint an adequately credentialed facilitator and co-facilitator to conduct Life Tools program. In accordance with the requirements of the program
 - Credentials include: school counselor, school social worker, L.P.C., LCSW, M.S.W., Psy.D., Ph.D.
- Provide outreach to school district, school staff and afterschool programs regarding the Life Tools program
- Provide parental education regarding Life Tools program
- Identify 4-8 participants for each Life Tools group
 - Optional referral form provided
 - Recommendations for groupings provided at train the trainer
- Secure parental permission for participant to be in Life Tools Group
- Provide assistance with administering Life Tools groups in afterschool setting
- Provide the facilitator and co-facilitator with dedicated and adequate room space
 - Guidelines provided at train the trainer

Facilitator will:

- Attend Train the Trainer Training hosted by MCHS
- Administer Life Tools groups. Each group has eight sessions and each session is 60 minutes long using the required Life Tools curriculum provided
- Maintain confidentiality of students and program
- Debrief with co-facilitator after sessions and before start of new groups
- Provide family follow-up and family engagement as needed.
- Debrief with teachers regarding tools participants will learn in Life Tools Group
- Participate in required virtual conferences
- Deliver pre- and post-surveys to correct audiences
 - Survey questions cannot be altered
- Provide summary data report (Guidelines provided)

- **Perform other discretionary service as assigned**

Co-facilitator will:

- **Attend the Life Tools group sessions and help facilitate**
- **Provide behavior management during sessions for duration of the group session**
- **Debrief with facilitator after sessions and before start of new groups**
- **Disperse end-of-session summaries to all families and teachers. Disbursement recommendations include:**
 - **Email to families and teachers after each session**
 - **Provide to each family in person after each session**
- **Ensure each participant, teacher and family has completed the necessary pre-survey and post-survey for Life Tools group session**

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

PROFESSIONAL & SUPPORT
STAFF 7230F1/page 1

Approval to Apply for Grant

A copy of all grant applications must be submitted to the Curriculum Office.

1. Obtain your principal's signature on this document.
 - a. **Prior to submitting your request**, send original and completed grant application to Curriculum Office at the Administration Building.
 - b. **Include signed/approved** copy along with original grant application to the funding source.
2. Once Assistant Superintendents review the grant and sign this form, a copy of the signature page will be returned to the building principal.
3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: SEL- Life Tools - Middle School
 Funding Source: Marshfield Clinic
 Name(s) of Grant Writer(s): for the 2022-2023 school year.

- am willing to hold 3 groups

Name	Signature	Email
<u>Deb Chapman</u>	<u>[Signature]</u>	<u>dchapman@dce.k12.dc.gov</u>

Amount Requested: \$ either 2400.00 or 3600.00 Total Project Cost: \$ either 2400.00 or 3600.00
 Targeted Age Group/Grade: 6-7 School: DC Middle School

Date of Request: May 6 2022 Signatures:
 Principal Approval: Yes No [Signature]
 Assist. Superintendent of Learning: Yes No [Signature]
 Assist. Supt. of Business/Personnel: Yes No [Signature]

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No [Signature]
 School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000076

118

Debbie Chapman - dchapman@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000076

Last submitted: May 4 2022 09:30 AM (CDT)

SEL-Life Tools program Grant Application

Completed - May 4 2022

SEL-Life Tools program Grant Application

Life Tools program is an 8-week program that consists of weekly one hour group sessions conducted during afterschool hours facilitated by a school counselor, school social worker or an adequately credentialed professional counselor for identified youth ages 7-14 experiencing social emotional and/or mental health difficulties. The program includes engagement with parents and schools to provide wrap-around case management. MCHS child psychologist provides technical assistance and consultation to facilitators to ensure quality and fidelity of the program.

Organization Name

DC Everest District: Middle School

City

Weston

County Serving

Marathon

Name of person completing application (Point of Contact)

119

Debbie Chapman

Title

School Counselor

Email

dchapman@dce.k12.wi.us

Work Phone

715359-3186, ext 5419; I will have a new extension next year

Did you attend one of the Life Tools program Grant Summits?

Responses Selected:

Yes, April 20, 2022

Fund Request Details

1. Has your organization received funding from Marshfield Clinic Health System for Social Emotional Learning: Life Tools program in the past?

Responses Selected:

Yes

2. Provide a short description of your school district or afterschool program where the Life Tools program would be facilitated.

120

D C Everest Middle is a public school located in Weston, WI, which is in a small city setting. The student population of D C Everest Middle is 897 and the school serves 6-7. At D C Everest Middle, 36% of students scored at or above the proficient level for math, and 42% scored at or above that level for reading.

The school's minority student enrollment is 25%. The student-teacher ratio is 18:1, which is better than that of the district.

The student population is made up of 47% female students and 53% male students. The school enrolls 35% economically disadvantaged students.

A few of our elementary schools have run the Life Tools program in the 2021-22 school year and found it to be very beneficial. We would like to expand to our middle school for the year 2022-23.

At the DC Everest middle school, there are many clubs that students can attend. The current plan is to hold the SEL Life Tools Group just like any other after school club. We also have a Boys and Girls Club at our middle school, so we may be able to get students from there as well.

3. Please provide a description of your school district or afterschool program's current mental health needs.

121

At the DC Everest Middle School we have students who struggle with behavior/mental health.

The school has a Principal, an Assistant Principal, a Dean of Students, 2-full time school counselors, a school psychologist, and a part-time social worker. We also have an SRO with a therapy dog. This team strives to help students reach their learning and life potentials.

Life Tools would be a great supplement to our 6th grade SEL class and our all-school Mental Health Day and its boosters. 7th graders do not have a SEL class, so as many opportunities to build these types of skills that we can give them, the better.

COVID has negatively impacted mental health of our students and their ability to handle stress and anxiety, to be tolerant, to regulate emotions and take responsibility for their actions, to have empathy and be kind.

Middle school can be a rollercoaster ride of emotions and hormones, drama and peer acceptance; have additional supports in place for students to learn and practice skills to put themselves in the drivers' seats of their choices and behaviors will help them be successful teens and adults.

4. Please check the funding category that your organization is applying for

Responses Selected:

Awarded \$3600 for three 8 week groups

Awarded \$2400 for two 8 week groups

either one!

Please check when you plan to implement the Life Tools Program.

Responses Selected:

Fall (September - December)

Winter (December - February)

Spring (March - May)

I have reviewed the Life Tools Application Packet and can commit to the activities outlined.

122

Responses Selected:

Yes

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Responses Selected:

Yes

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

PROFESSIONAL & SUPPORT
STAFF 7230F1/page 1

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3. In order to accept a successful grant of \$2500 or more, Board approval is required.

Project Title: SEL Life Tools Group Grant

Funding Source: Marshfield Clinic

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Sara Tatro</u>	<u>Sara Tatro</u>	<u>Statro@dce.k12.wi.us</u>

Amount Requested: \$ 2400 Total Project Cost: \$ 2400

Targeted Age Group/Grade: 4th + 5th School: Riverside

Date of Request: 5/11/2022

Principal Approval: Yes No K. Kom

Assist. Superintendent of Learning: Yes No [Signature]

Assist. Supt. of Business/Personnel: Yes No Mato Spas

All grants having a **value of more than \$2,500** shall be accepted by the Board. The Superintendent may accept gifts of lesser value for the Board.

Superintendent Approval: Yes No Kristine Glee

School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000066

Sara Tatro - statro@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Review Life Tools program Application Packet

Completed - Apr 26 2022

SEL-Life Tools Application Packet

Introduction:

The unmet mental health needs of youth have garnered significant legislative and media attention. One in five Wisconsin children experience mental illness and less than half of those receive treatment. One in five students are managing the challenges of behavioral health in our schools; of those, 80 percent do not get the treatment and supports that are needed to be ready to learn¹. Youth in poverty are disproportionately represented in this data. Access to mental health professionals and services can be extremely difficult especially in rural Wisconsin. For example, the ratio of population to mental health providers in Clark County is 3,846: 1, in Chippewa County the ratio is 1,578:1

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The goal of the Life Tools program is to provide youth with the tools to be more successful at

home, at school, and in the community. During each one hour session, youth work on developing social and emotional learning skills in a group setting such as **Self-Awareness: Knowing your strengths and limitations, with a well-grounded sense of confidence, optimism, and a "growth mindset."** **Self-Management: Effectively managing stress, controlling impulses and motivating oneself to set and achieve goals.** **Social awareness: Effectively managing stress, controlling impulses and motivating oneself to set and achieve goals.** **Relationship skills: Communicating clearly, listening well, cooperating with others, negotiating conflict constructively and seeing and offering help when needed.**

The Life Tools program is not group therapy. Youth are not asked personal questions about their home life or family. Life Tools does not evaluate or diagnose children.

Students that struggle with any of the following skills would benefit from the program:

- **Self-Awareness**
- **Self-Management**
- **Social-Awareness**
- **Relationship Skills**
- **Responsible Decision Making**

Examples of participant outcomes:

- **Improvement in controlling impulses**
- **Improvement in controlling emotions and behaviors**
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Assurances

Marshfield Clinic Health System Center for Community Health Advancement will:

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 - Credentials include: school counselor, school social worker, L.P.C., LCSW, M.S.W., Psy.D., Ph.D.
- Provide outreach to school district, school staff and afterschool programs regarding the Life Tools program
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- **Ensure each participant, teacher and family has completed the necessary pre-survey and post-survey for Life Tools group session**

SEL-Life Tools program Grant Application

Completed - May 12 2022

SEL-Life Tools program Grant Application

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Organization Name

DCE - Riverside Elementary School

City

Ringle

County Serving

WI

Name of person completing application (Point of Contact)

Sara Tatro

Title

School Counselor

Email

statro@dce.k12.wi.us

Work Phone

7153592417

Did you attend one of the Life Tools program Grant Summits?

Responses Selected:

Yes, April 20, 2022

Fund Request Details

1. Has your organization received funding from Marshfield Clinic Health System for Social Emotional Learning: Life Tools program in the past?

Responses Selected:

Yes

2. Provide a short description of your school district or afterschool program where the Life Tools program would be facilitated.

D.C. Everest Area School District is located in Wausau, WI.

School District Website: <https://www.dce.k12.wi.us/>

Riverside Elementary School, one of 12 schools within the D.C. Everest Area School District is located in Ringle, WI. We are a K-5 school with a current enrollment of 491 students and 24 classrooms (4 for each grade level). We also have a Gifted and Talented program at our school. Riverside's current free and reduced percentage is about 24%. We are working hard and strive to become more educated in Social Emotional Learning, body regulation and wellness. Riverside Elementary also offers a variety of after school clubs for our students from 3:45-4:45 and the Life Tools Group would be one of them. I facilitated one group during the 2021-2022 school year and it was very informative, enjoyable and successful for both the students and facilitators - a great fit for our school and our student needs. I am interested in facilitating two groups for the 2022-2023 school year after school. Thank you for offering this opportunity again and considering us.

Elementary School Website: <https://www.dce.k12.wi.us/riversideelementary>

3. Please provide a description of your school district or afterschool program's current mental health needs.

Mental health needs are in high demand at our school/district. Our current Community Mental Health Therapist works part time in our building one day a week, all day, and has a full caseload with a waiting list of students to get in. With the stressors brought on by COVID, all students and families have felt the extra stress and anxiety in their lives, whether it may be financial stress, political stress, or even the stress of missing school days due to quarantine or illness and being behind academically. All students and families are feeling it to some varying degree. We could easily double our Mental Health Therapist's caseload of student Mental Health needs.

Students in our school (and district at the elementary level) currently learn Social Emotional Regulation through our Zones of Regulation curriculum that is taught through the School Counseling Curriculum. We also utilize the Caring School Communities SEL curriculum which is taught by all of our grade level teachers each day, which includes a morning and closing meeting. Even with all that we are doing to educate and help support our students across all grade levels, students could use extra practice and added tools learning to self-regulate their bodies and make time for wellness on a daily basis. Grade levels that will be targeted with these skills as part of the Life Tools Group will include 4th and 5th grade students.

4. Please check the funding category that your organization is applying for

Responses Selected:

Awarded \$2400 for two 8 week groups

Please check when you plan to implement the Life Tools Program.

Responses Selected:

Fall (September - December)

Spring (March - May)

I have reviewed the Life Tools Application Packet and can commit to the activities outlined.

Responses Selected:

Yes

I certify that the information submitted in this application is true and correct to the best of my knowledge.

Responses Selected:

Yes



Early Learning Initiative

D.C. Everest Area School Board
Concept Presentation, May 2022

Executive Summary

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Community needs, fortunate partnerships and Board priorities have intersected in a strong, positive way.

Thanks to a grant opportunity we are moving quickly to expand DCE's continuum of early childhood services to include **3-year-old kindergarten**.

We believe this effort supports a number of **District and community needs**.

We aim to develop model options that are compatible for a **future, expanded version of Early Evergreens**.

Early Evergreens: Looking Back, Looking Ahead

- Admin/PD/Early
- Admin/GTCC
- Community
 - Childcare
 - Covid



Great Place to Learn

GOALS

LITERACY

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

PORTRAIT OF A GRADUATE

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

Great Place to Work

GOALS

COMPENSATION

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

PROFESSIONAL DEVELOPMENT

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

Great Community

GOALS

FISCAL RESPONSIBILITY

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

DIVERSITY & INCLUSION

- Attract and retain a diverse group of individuals to better reflect our community and student body, and foster an inclusive environment for all learners and employees.

COMMUNITY LEARNING CENTER

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

EQUITY, INNOVATION & MENTAL WELLBEING

Each of the D.C. Everest Area School District's goals is designed to promote equity, innovation and mental wellbeing. Our aim is to foster a culture that provides each individual with the tools and opportunities needed to succeed now and into the future, and which prioritizes the social, emotional, and mental wellbeing of our students and staff.

OUR MISSION

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

And at the same time...

A lack of quality childcare access is contributing negatively the experience of working parents and, subsequently, our local economy.

- Marathon County Childcare Availability:
 - *In the last decade, **lost 50%** of childcare providers*
 - *Half of our county is considered a “childcare desert”*
- Marathon County Employment Metrics:
 - Unemployment rate of 1.5%
 - Over 6,000 open jobs

35% living in poverty (slightly less than DCE), with that rate highest among females ages 25-34

Note: *Additional Grant Engagement, Outcomes TBD*

Early Evergreens:

Shared interests in tackling broad community challenges...



Great Place to Learn

GOALS

LITERACY

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

Primary Aims

Implement high quality early learning experience that gets further upstream

- Grant targets: *3 year olds, language rich environment, second language learners*
- Sustainability, Scalability
- Access/Fee-Based
- Depth of Impact/Number Reached
-

Conceptual Considerations

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- **Sustainability:** *what happens post-grant?*
- **Scalability:** *how can we expand in the future?*
- **Access/Fees:** *how does cost impact our ability to serve all who would benefit?*
- **Depth of Impact/Number Reached:** *how do we design a program model that uses time in a way that is developmentally appropriate and expands our support*

As of today:

- **Established a leadership team:** *including two chairpersons*
- **Engaging in early collaboration:** *grant team, other school districts, local community leaders, experts in EC development*
- **Exploring model options:** *there is no single approach*
- **Determining timelines/launch feasibility:** *moving at an optimistically aggressive pace*

Discussion/Questions

D.C. Everest Middle School

Community Connections

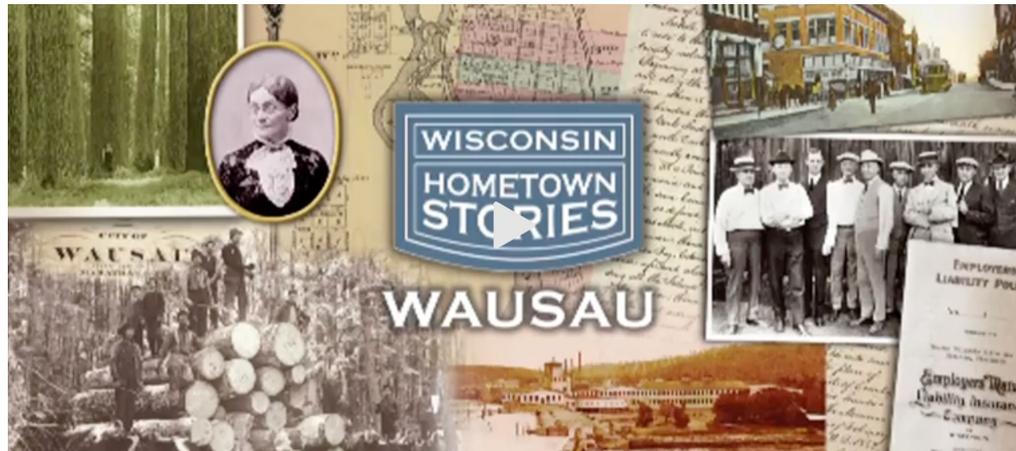
Community Connections - Overall Themes

- Local history of our community
- Career-based connections -career pathway explorations
- Central theme for middle school students and staff

History of our Community

PBIS Video - [Wisconsin Hometown Stories: Wausau](#)

- All 6th and 7th Graders watched the video in the theater
- Help draw students closer to our local history



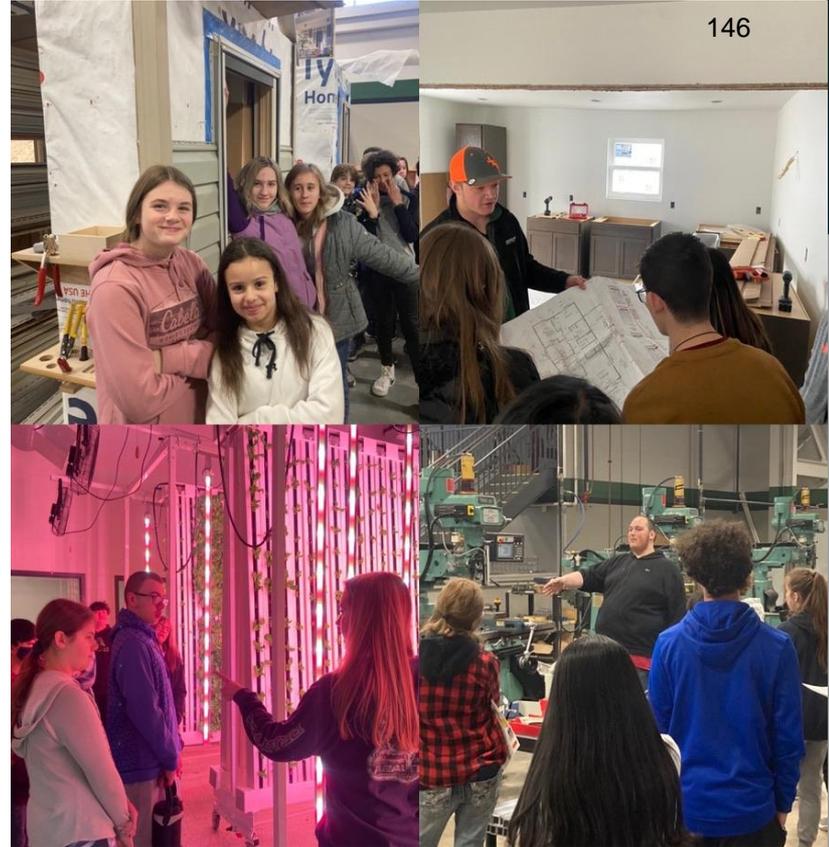
Career Pathway Explorations J&D Tube Benders, Inc.

- All 6th Grade students and staff toured
- Highlighted one of 2 major economic drivers
 - Manufacturing
 - Healthcare
- Reinforcement of all content areas
- Student Quote:
 - “I liked the tour because I was able to see what my future could look like in a manufacturing career.”



Career Pathway Explorations High School Tours

- All 7th Grade students and staff toured
- Highlighted newly renovated learning spaces
- Reinforcement of all content areas
- Student Quote:
 - “The tour was cool, but we needed more time; there was so much to see!”



Middle School Central Theme Engineering Tomorrow



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ENGINEERING TOMORROW
Today's Students, Tomorrow's Engineers

- STEAM Team Pilot -Peer Mentorship
- All 6th and 7th grade students and staff participated and engaged with engineers
- 5 Day program: Intro, plan/build, Q+A, test
- Staff Quote:
 - **“I have never, in 15 years in my experience in middle school, seen 850 students so engaged, creative, collaborative, and focused on solving a problem like this at the same time. It truly is an extremely cool experience to witness. It makes my heart happy.”**



Middle School Central Theme Engineering Tomorrow -Day 1



- Introduction to Engineering Design Process and how bridges connect communities
- NASA engineering shared his background and how he uses the engineering design process to solve problems
- Led a great overview of how we would plan, build, and test our bridge solutions

Bending Equations Help Solve NASA Part Lead Fracture

Bridge Fundamental Equation

$$F = k * x$$

Force or Pressure Response (Movement)

Stiffness / Strength (Material & Shape) Hooke's Law

Bending Stiffness, k

$$k = 48 * E * I / L^3$$

Material or Elasticity Shape "Inertia" Length

Beam Bending

Load // PCB Plane

Lead in-plane and out-of-plane bending

<https://ntrs.nasa.gov/api/citations/2009041057/downloads/2009041057.pdf>

Will Milton

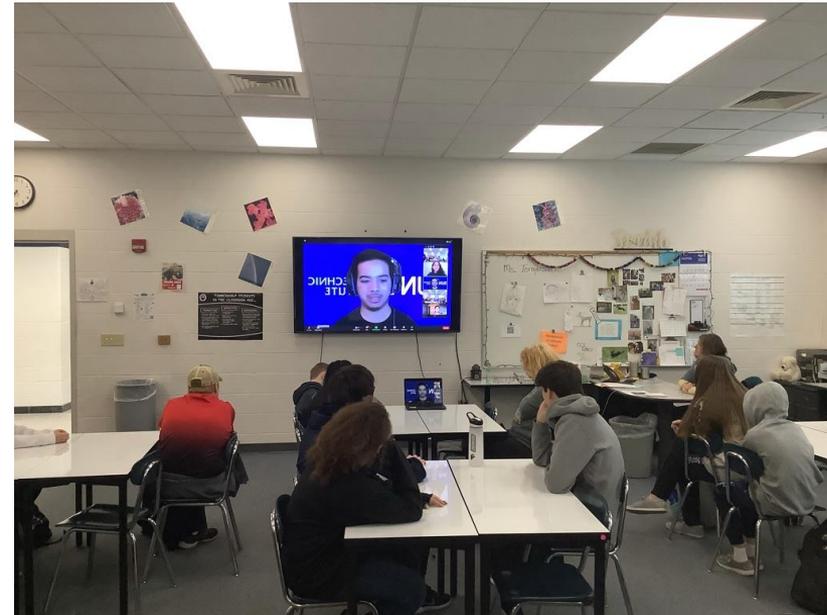
Middle School Central Theme Engineering Tomorrow -Day 2

- Apply Engineering Design Process to design and begin constructing bridge
- Overview of Kit Materials



Middle School Central Theme Engineering Tomorrow -Day 3

- Question and Answer session featuring an engineer and 2 senior engineering students from NYU (architectural engineering) and Notre Dame (chemical engineering)
- Shared their backgrounds and stressed that despite studying different paths in engineering, the same process is utilized
- Provided feedback and gave suggestions on our bridge designs



Middle School Central Theme Engineering Tomorrow -Day 4



- 2nd Main Work Day
- Discussion on materials that were allowed
- Feedback on time remaining from staff and students



Middle School Central Theme Engineering Tomorrow -Day 5

- Wrap-up Session with NASA engineer leading into the evaluations of our bridges with local engineers
- Engaged with 15 engineers from Greenheck, CTECH, Schuette Metals, and independent contractors



Community Connections -A look to the future

- Continue to explore more career pathways
- Add additional all-school common theme experiences
- Provide students with opportunities to mentor their peers
- Help students SEE and EXPERIENCE their future!





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 May 18, 2022
TO Dr. Kristine Gilmore, Superintendent
FROM Matt Spets, Assistant Superintendent
RE Debt Defeasance

Recommendation

I recommend approval of the proposed defeasance of a portion of outstanding 2018 Long Term Bonds.

Impact

If approved, this recommendation will provide two fiscal advantages for the taxpayers of the District:

1. Future interest savings are estimated to be **\$2,118,571** over the next 16 years (see "Preliminary 2022 Defeasance Analysis"). These savings are on top of the roughly **\$550,000** that was saved last fiscal year.
2. The defeasance transaction is projected to increase funding from the State of Wisconsin in fiscal year 2022-23 by **approximately \$1.3 million**. Please make note, this increase in funding is forced to decrease property taxes and is **not new revenue** to support programs.

Background (provided by PMA Securities)

District leadership has worked with our Financial Advisors, PMA Securities ("PMA"), to review existing debt to determine opportunities to create long term interest savings. This review has identified the best use of additional levy put in place in the Fall of 2021 that will save long term interest. The recommendation is to defease a portion of outstanding 2018 Long Term Bonds.

A recommendation is being brought forward for your consideration related to the additional Fund 39 levy from November of 2021. The District currently has two outstanding Fund 39 debt issues that were analyzed to determine the best use of funds.¹⁵⁵

- **Defease a portion of the outstanding 2018 Bonds.** As part of the District's property tax levy management strategy, there is an additional \$4.0 million available to reduce future debt obligations of the District. PMA conducted an analysis of applying these funds for debt prepayment, taking into account the impact on the overall future annual debt repayment structure. Making a partial prepayment on the final maturity of the District's outstanding referendum debt was determined to be the best use of the \$4,000,000.

This is the second year for the defeasance strategy targeted at paying down the longest-term debt to maximize interest savings.

An updated, potential debt schedule is included with this memo.

D.C. Everest School District

Final 2022 Defeasance Analysis

Calendar Year	BEFORE DEFEASANCE						AFTER DEFEASANCE				ANNUAL REDUCTION IN FUND 39 PAYMENTS (1)
	\$59,875,000				OTHER	TOTAL	\$59,875,000		2021-2022	TOTAL	
	G.O. School Building & Improvement Bonds				FUND 39	FUND 39	G.O. School Building & Improvement Bonds		INCREMENTAL	FUND 39	
	Dated July 2, 2018				D/S	D/S	Dated July 2, 2018		LEVY	LEVY	
	PRINCIPAL (4/1)	RATE	INTEREST (4/1 & 10/1)	TOTAL			PRINCIPAL (4/1)	INTEREST (4/1 & 10/1)			
2022	\$1,200,000	5.000%	\$2,184,888	\$3,384,888	\$1,346,350	\$4,731,238	\$1,200,000	\$2,114,200	\$4,000,000	\$8,731,238	\$0
2023	\$1,125,000	5.000%	\$2,126,763	\$3,251,763	\$1,350,950	\$4,602,713	\$1,125,000	\$1,985,388		\$4,461,338	\$141,375
2024	\$1,350,000	5.000%	\$2,064,888	\$3,414,888	\$1,354,950	\$4,769,838	\$1,350,000	\$1,923,513		\$4,628,463	\$141,375
2025	\$1,550,000	5.000%	\$1,992,388	\$3,542,388	\$1,353,400	\$4,895,788	\$1,550,000	\$1,851,013		\$4,754,413	\$141,375
2026	\$3,100,000	5.000%	\$1,876,138	\$4,976,138		\$4,976,138	\$3,100,000	\$1,734,763		\$4,834,763	\$141,375
2027	\$3,275,000	5.000%	\$1,716,763	\$4,991,763		\$4,991,763	\$3,275,000	\$1,575,388		\$4,850,388	\$141,375
2028	\$3,475,000	5.000%	\$1,548,013	\$5,023,013		\$5,023,013	\$3,475,000	\$1,406,638		\$4,881,638	\$141,375
2029	\$3,650,000	3.000%	\$1,406,388	\$5,056,388		\$5,056,388	\$3,650,000	\$1,265,013		\$4,915,013	\$141,375
2030	\$3,775,000	3.000%	\$1,295,013	\$5,070,013		\$5,070,013	\$3,775,000	\$1,153,638		\$4,928,638	\$141,375
2031	\$3,900,000	3.375%	\$1,172,575	\$5,072,575		\$5,072,575	\$3,900,000	\$1,031,200		\$4,931,200	\$141,375
2032	\$4,050,000	3.500%	\$1,035,888	\$5,085,888		\$5,085,888	\$4,050,000	\$894,513		\$4,944,513	\$141,375
2033	\$4,175,000	3.250%	\$897,169	\$5,072,169		\$5,072,169	\$4,175,000	\$755,794		\$4,930,794	\$141,375
2034	\$4,325,000	3.375%	\$756,341	\$5,081,341		\$5,081,341	\$4,325,000	\$614,966		\$4,939,966	\$141,375
2035	\$4,475,000	3.500%	\$605,044	\$5,080,044		\$5,080,044	\$4,475,000	\$463,669		\$4,938,669	\$141,375
2036	\$4,625,000	3.500%	\$445,794	\$5,070,794		\$5,070,794	\$4,625,000	\$304,419		\$4,929,419	\$141,375
2037	\$4,800,000	3.625%	\$277,856	\$5,077,856		\$5,077,856	\$4,800,000	\$136,481		\$4,936,481	\$141,375
2038	\$5,265,000	3.625%	\$95,428	\$5,360,428		\$5,360,428	\$1,365,000	\$24,741		\$1,389,741	\$3,970,688
	<u>\$58,115,000</u>		<u>\$21,497,331</u>	<u>\$79,612,331</u>	<u>\$5,405,650</u>	<u>\$85,017,981</u>	<u>\$54,215,000</u>	<u>\$19,235,331</u>	<u>\$4,000,000</u>	<u>\$82,926,669</u>	<u>\$6,091,313</u>

Callable: April 1, 2027 @ Par

(1) Calendar Year 2022 interest savings of \$70,688 is being applied to the defeasance.

\$3,900,000
Principal Reduction

TOTAL REDUCTION IN FUTURE DEBT SERVICE LEVIES: \$6,091,313
 LESS INCREMENTAL 2022 LEVY APPLIED TO FUND 39 DEFEASANCE: (\$3,996,259)
 NET FUND 39 SAVINGS: \$2,095,054

2022 LEVY APPLIED TO FUND 39 DEFEASANCE

Deposit to Escrow (Earmarked for Defeasance)*:	\$4,052,327
Total Costs of Defeasance:	\$14,619
Bond Counsel Fee (Quarles & Brady):	\$5,500
FA Fee (PMA):	\$4,000
CPA Fee (Dunbar):	\$2,000
Escrow Agent Fee (Associated):	\$2,900
CUSIP Fee (Standard & Poor's):	\$219
Total Amount Needed for Defeasance at Closing:	\$4,066,946
Calendar Year 2022 Interest Savings Applied:	\$70,688
Incremental Levy Applied:	\$3,996,259

2021-22 Tertiary Aid %: 32.39%
 Est. one-time aid increase to be received in 2022-23: \$1,317,284

Closing Date: June 1, 2022

*Based on final escrow investment rates as of May 17, 2022.



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

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

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

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

WHEREAS, since the 2018 Bonds are not currently callable, it is necessary for the available Funds to be irrevocably deposited into an escrow account, invested in direct obligations of the United States of America, treated as a portion of the debt service fund for the 2018 Bonds and applied to pay the principal of and interest on \$3,915,000 of the 2038 maturity of the 2018 Bonds (the "Defeased Obligations") on the April 1, 2027 early redemption date.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

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

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

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

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

Adopted and recorded May 18, 2022.

District President

ATTEST:

District Clerk

(SEAL)

D.C. EVEREST AREA SCHOOL DISTRICT

May 18th 2022

FACSIMILE RESOLUTION

WHEREAS, it is necessary for the D.C. Everest School District to issue checks for purposes of payrolls and accounts payable during the period of May 18, 2022, and June 30, 2022, and

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

WHEREAS, the School Board did authorize, by resolution dated May 18, 2022, the use of facsimile signatures of duly elected officers.

NOW, THEREFORE, BE IT RESOLVED the facsimile signatures of the President, Treasurer, and Clerk adopted May 18, 2022, be authorized for use in signing school district checks or orders until new facsimile signature plates are acquired for the period mentioned above to wit:

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

Adopted _____
Treasurer

Adopted _____
Clerk

Adopted _____
President

This is to certify, that the foregoing is a true and correct copy of a resolution duly and legally adopted by D.C. EVEREST AREA SCHOOL DISTRICT at a legal meeting held on 18th day of May 2022.

Date: May 18, 2022

(Signed) _____
Clerk



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

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DATE May 18, 2022
TO Dr. Kristine Gilmore, Superintendent
FROM Matt Spets, Assistant Superintendent
RE Line of Credit Renewal Recommendation

Recommendation

We recommend the Board pass the attached resolution authorizing the use of a line of credit in the amount of \$7,500,000 for the 2022-2023 fiscal year.

Rationale

Years ago, D.C. Everest opened a line of credit rather than utilize short term borrowing to ensure our cash flow was adequate over the course of each year. An example of when the line of credit might be used is when revenue such as state aids are delayed.

In the 2019-2020 fiscal year, the district increased our line of credit from \$4,500,000 to \$7,500,000. I commend this cost-neutral adjustment and added fiscal flexibility.

On an annual basis, the Board must pass the resolution for us to renew the line of credit.

**RESOLUTION AUTHORIZING A TAXABLE TAX AND REVENUE ANTICIPATION
PROMISSORY NOTE FOR CASH FLOW PURPOSES
IN AN AMOUNT NOT TO EXCEED \$7,500,000**

WHEREAS, the D.C. Everest Area School District (the “District”), Weston, Wisconsin, may be temporarily in need of funds in the amount of \$7,500,000 to meet the immediate expenses of operating and maintaining the public instruction in the District during the current school year; and

WHEREAS, this District Board deems it necessary and in the best interests of the District said funds be borrowed from time to time pursuant to the provisions of Section 67.12(8)(a)1, Wis. Stats., and

WHEREAS, the estimated receipts (taxes and other revenues) for the operation and maintenance of the schools in the district for the current school year exceed by at least two times the total borrowings of the district for such purposes (including the amount to be borrowed pursuant to this resolution along with any other borrowings made by the District); and

WHEREAS the tax for operating and maintaining the schools of the District for the current school year has been previously voted; and

WHEREAS Incredible Bank, Wausau, Wisconsin has agreed to provide the District with a revolving line of credit in an amount up to \$7,500,000, which line of credit is authorized by this resolution in accordance with the provisions of Wis. Stat. 67.12(8)(a)1; and

NOW, THEREFORE, be it resolved by this School Board that:

1. For the purposes set forth above, the District President and District Clerk are authorized and directed, pursuant to Section 67.12(8)(a)1, Wisconsin Statutes, to borrow from time to time from Incredible Bank, Wausau, Wisconsin (the “Lender”), a total sum not to exceed \$7,500,000 in the aggregate and, to evidence the District’s obligation, the President and District Clerk shall execute and deliver to the Lender on behalf of the District the Taxable Tax and Revenue Anticipation Note (the “Note”) of the District in the form attached hereto as Attachment A, incorporated herein by reference. The terms of the borrowing shall be as set forth in the Note.

2. So long as the Note or interest thereon remains unpaid, the tax for operation and maintenance of the schools shall be and continue irrevocable. A sufficient amount of the receipts (taxes and other revenues) with respect to operation and maintenance of the District are pledged to payment of the Note and shall be segregated in a special fund to be used solely to pay the Note and interest thereon. If there shall be insufficient sums in said special fund to meet such payments, the District shall promptly pay the principal and interest on the Note when due from other available funds.

3. The appropriate officers of the District are directed and authorized to furnish the Lender all documents as may be necessary and to do all things required in order to procure the loan.

4. The proceeds of the Note shall be used solely for paying the immediate expenses of operating and maintaining the public instruction within the District during the current school year.

5. The District Clerk shall keep records for the registration and for the transfer of the Note. The Person in whose name the Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on the Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid. The Note may be transferred by the registered owner thereof by presentation of the note at the office of the District Clerk, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his legal representative duly authorized in writing. Upon such presentation the Note shall be transferred by appropriate entry in the registration records and a similar notation, including date of registration, name of new registered owner and signature of the District Clerk, shall be made on such Note.

6. The District represents that it is in compliance with, and will continue to comply with, Wis. Stat. 121.91 and 121.92 concerning revenue limits.

7. The borrowing shall also be subject to the terms and conditions of the Commitment Letter of Incredible Bank, a copy of which is attached hereto and incorporated by reference herein as Attachment B.

Adopted and recorded this 18th day of May, 2022

By: _____
School Board President

And: _____
School District Clerk



~~A Culture of Excellence:~~
A ~~Positive Place~~ Great Place to ~~Learn~~
~~and~~ Work

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EMPLOYEE HANDBOOK

Board Approved ~~09-15-2021~~ 05-18-2022

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If any provision of this *Employee Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this *Employee Handbook* shall not be affected thereby.

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Employee Acknowledgment

D.C. Everest Area School District employees must acknowledge the District's *Employee Handbook* online through *Skyward™*. New District employees will acknowledge the *Employee Handbook* as part of their New Employee Orientation paperwork. The *Employee Handbook* is always available to employees on the [DCE Staff Intranet](#).

General Provisions Applicable to All Employees

Preamble and Definitions

About this Handbook

- A. **Employees Covered:** This *Employee Handbook* is provided as a reference document for the **D.C. EVEREST AREA SCHOOL DISTRICT**'s (hereinafter referred to as "District") employees.
- B. **Disclaimer:** The contents of this *Employee Handbook* are presented as a matter of information only. The plans, policies, and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language, which appears in this *Employee Handbook*, is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Employee Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Employee Handbook* or individual contract.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, and expectations of the District; however, this *Employee Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Guidelines are available on the District website at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and at the Superintendent's office. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code, and the policies of the D.C. Everest School Board.

Definitions

- A. **Administrative Employees:** "Administrative Employees" are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. **Casual Employees:** "Casual Employees" are defined as persons who are not scheduled to work on a regular basis and/or a student employee.
- C. **Discipline:** Any discipline taken by the District will be related to the frequency and seriousness of the issue and is not limited to but may include the following: coaching, verbal or written warning, employee assistance referral, suspension (with or without pay), and termination.
- D. **Regular Employees:** "Regular Employees" are defined as employees whom the District considers continuously employed. These employees are employed either year-round or during the school year.
- E. **Seasonal/Summer School Employees:** "Seasonal employees" are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A "summer school employee" is defined as an employee who is hired to work for the District during the summer school session. "Summer school session" is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.
 1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school employment to the applicable qualified regular employees. The District is free to use external employees to perform such work.
 2. The terms and conditions of employment for seasonal/summer school session shall be established by the District at the time of hire. Unless specifically determined by the District at the time of hire, work performed by a regular employee during a seasonal or summer

school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels. An exception to this guideline is School Nutrition employees.

- F. **Substitute/Temporary Employees:** "Substitute/Temporary Employees" are defined as persons hired to replace a regular employee during a regular employee's absence as needed, on an on-call basis, or for a specific project for a specific length of time. A substitute/temporary employee has no expectation of continued employment or benefits.
- G. **Supervisor:** The District will identify the individual employee's supervisor on the employee's job description.
- H. **Teachers:** "Teachers" are defined as persons hired under a contract under § 118.22, Wis. Stats.
- I. **Termination:** "Termination" is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- J. **Workplace Safety Definition for Grievance Procedure:** In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety.

General Personnel Policies

This *Employee Handbook* is subservient to, and does not supersede the provisions set forth in Board Policies at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employment Law

Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

Nondiscrimination and Equal Employment Opportunity

The District does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or nonuse of lawful products off the District's premises during nonworking 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. See *Policies 1422, 3122, and 4122* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Reasonable accommodations shall be made for qualified individuals with a disability. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act (ADA) and/or under the Wisconsin Fair Employment Act (WFEA) from employees must be made in writing in accordance with Board Policy. See *Policies 1623, 3123, 4123* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, to address allegations of violations of the policy. See *Policies 1422, 3122, and 4122* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Fair Labor Standards Act (FSLA)

See *Policy 6700* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and the Department of Labor website at <https://www.dol.gov/agencies/whd/flsa>.

Immigration Reform and Control Act of 1986

See *Administrative Guideline 3111B and 4111B* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and *the USCIS website* at <https://www.uscis.gov/i-9>.

Nondiscrimination on the Basis of Sex in Education Programs or Activities

See *Policy 2266* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Notice of Privacy Practices

Effective date April 4, 2004

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The D.C. Everest Area School District Group Medical Plan (the "Plan"), which includes medical, dental, and FSA coverages offered under the D.C. Everest Area School District Plans, are required by law (under the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA's privacy rule) to take reasonable steps to ensure the privacy of your personally identifiable health information. This Notice is being provided to inform you of the policies and procedures D.C. Everest Area School District has implemented and your rights under them, as well as under HIPAA. These policies are meant to prevent any unnecessary disclosure of your health information.

Use and Disclosure of Your Health Information by the Plan that Do Not Require Your Authorization:

The plan may use or disclose your health information (that is protected health information [PHI], as defined by HIPAA's privacy rule) for:

1. **Payment and Health Care Operations:**

In order to make coverage determinations and payment (including, but not limited to, billing, claims management, subrogation, and plan reimbursement). For example, the Plan may provide information regarding your coverage or health care treatment to other health plans to coordinate payment of benefits. Your health information may also be used or disclosed in order for the Plan to carry out its own operations regarding the administration of the Plan and provide coverage and services to the Plan's participants. For example, the Plan may use your health information to project future benefit costs, to determine premiums, conduct or arrange for case management or medical review, for internal grievances, for auditing purposes, business planning, and management activities such as planning related analysis, or to contract for stop-loss coverage. Pursuant to the Genetic Information Non-Discrimination Act (GINA), the Plan does not use or disclose genetic information for underwriting purposes.

2. **Disclosure to the Plan Sponsor:** As required, in order to administer benefits under the Plan. The Plan may also provide health information to the plan sponsor to allow the plan sponsor to solicit premium bids from health insurers, to modify the Plan, or to amend the Plan.

3. **Requirements of Law:**

When required to do so by any federal, state, or local law.

4. **Health Oversight Activities:**

To a health oversight agency for activities such as audits, investigations, inspections, licensure, and other proceedings related to the oversight of the health plan.

5. **Threats to Health or Safety:**

As required by law, to public health authorities if the Plan, in good faith, believe the disclosure is necessary to prevent or lessen a serious or imminent threat to your health or safety or to the health and safety of the public.

6. **Judicial and Administrative Proceedings:**

In the course of any administrative or judicial proceeding in response to an order from a court of administrative tribunal, in response to a subpoena, discovery request, or other similar process. The Plan will make a good faith attempt to provide written notice to you to allow you to raise an objection.

7. **Law Enforcement Purposes:**

To a law enforcement official for certain enforcement purposes, including, but not limited to, the purpose of identifying or locating a suspect, fugitive, material witness, or missing person.

8. **Coroners, Medical Examiners, or Funeral Directors:**

For the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law.

9. **Organ or Tissue Donation:**

If you are an organ or tissue donor, for purposes related to that donation.

10. **Specified Government Functions:**

For military, national security and intelligence activities, protective services, and correctional institutions and inmates.

11. **Workers' Compensation:**

As necessary to comply with Workers' Compensation or other similar programs.

12. **Distribution of Health Related Benefits and Services:**

To provide information to you on health-related benefits and services that may be of interest to you.

Use and Disclosure of Your Health Information by the Plan that Does Require Your Authorization: Other than as listed above, the Plan will not use or disclose without your written authorization. You may revoke your authorization in writing at any time, and the Plan will no longer be able to use or disclose the health information. However, the Plan will not be able to take back any disclosures already made in accordance with the Authorization prior to its revocation.

Your Rights with Respect to Your Health Information: You have the following rights under the Plan's policies and procedures, and as required by HIPAA's privacy rule:

Right to Request Restrictions on Uses and Disclosures: You may request the Plan to restrict uses and disclosures of your health information. The Plan will accommodate reasonable requests; however, it is not required to agree to the request. If you wish to request a restriction, please send it in writing to HIPAA Privacy Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221.

Right to Inspect and Copy Your Health Information: You may inspect and obtain a copy of your health information the Plan maintains. The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. If you request a copy of your health information, the Plan may charge a reasonable fee for copying, assembling costs, and postage, if applicable, associated with your request.

Right to Amend Your Health Information: You may request the Plan to amend your health information if you feel that it is incorrect or incomplete. The Plan has 60 days after the request is made to make the amendment. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. Your request may be denied in whole or in part, and, if so, the Plan will provide you with a written explanation of the denial.

Right to an Accounting of Disclosures: You may request a list of disclosures made by the Plan of your health information during the six years prior to your request (or for a specified shorter period of time), however, the list will not include disclosures made: (1) to carry out treatment, payment, or health care options; (2) disclosures made prior to April 14th, 2004; (3) to individuals about their own health information; and (4) disclosures for which you provided a valid authorization.

A request for an accounting form must be used to make the request and can be obtained by contacting your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The accounting will be provided within 60 days from your submission of the request form. An additional 30 days is allowed if this deadline cannot be met.

Right to Receive Confidential Communications: You may request that the Plan communicate with you about your health information in a certain way or at a certain location if you feel the disclosure could endanger you. You must provide the request in writing to your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. The Plan will attempt to honor all reasonable requests.

Right to a Paper Copy of This Notice: You may request a paper copy of this Notice at any time, even if you have agreed to receive this Notice electronically. Please contact your HIPAA Privacy Officer at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI, 715.359.4221 to make this request.

The Plan's Duties: The Plan is required by law to maintain the privacy of your health information as related in this Notice and to provide this Notice to you of its duties and privacy practices. The Plan is required to abide by the terms of this Notice, which may be amended from time to time. The Plan reserves the right to change the terms of this Notice and to make the new Notice provisions effective for all health information that it maintains.

Complains and Contact Person: If you wish to exercise your rights under this Notice, communicate with the Plan about its privacy policies and procedures, or file a complaint with the Plan, please contact the HIPAA Contact Person, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221. You may also file a complaint with the Secretary of Health and Human Services if you believe your privacy rights have been violated.

Any questions/concerns should be directed to the HIPAA Privacy Officer, at D.C. Everest Area School District, 1699 Schofield Avenue, Suite 300, Schofield, WI 54476, 715.359.4221

General Employment Practices and Expectations

Professional Expectations

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care, as well as an overall professional environment. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally. See *Policies 3216 and 4216* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
- Staying current in your work assignment by actively engaging in professional development activities in and/or out of the District.
- Representing the District in a positive fashion in community venues.

Teachers' professional conduct also includes:

- Attending/participating in scheduled meetings as requested (examples include, but are not limited to IEP meetings and faculty meetings).
- Attending/participating in scheduled school/District events as requested (examples include, but are not limited to parent/teacher conferences, parent open houses, student back-to-school orientations, extra-curricular activities, and graduation ceremonies).

It is recognized that professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board Policies, work rules, job descriptions, terms of this *Employee Handbook* and legal obligations.

Job Postings

When the District deems it necessary to post a vacancy within the District, a notice will be emailed to staff, as well as advertised as needed. See *Policies 3132 and 4132* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Hiring

Applications for all open positions will be submitted online via the District's application system. The Director of Human Resources shall ensure that an appropriate team will screen and interview applicants selected for the interview process. Only application materials submitted in the online application will be accepted (application materials sent outside of the application will not be considered part of the application). While the online application system is strongly preferred for Custodial and School Nutrition applications, paper applications are also accepted.

Qualifications

Candidates must have the necessary training and skills as required to successfully carry out the requirements of the assignment.

Duties

The duties and responsibilities of all employees will be in their written job description. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. Copies of all job descriptions shall be on file in the Human Resources Department and shall be revised from time to time as deemed necessary. See *Policies 1400, 3120.01, and 4120.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Attendance

The District expects employees to make every effort to be present for work. Employees are expected to adhere to their assigned schedule. In order for the schools to operate effectively, employees are expected to perform all assigned duties and work scheduled hours during each workday, unless the employee has an approved absence. Meal periods may only be taken during times designated by the employee's supervisor/building administrator.

Employees who are unable to report to work shall follow the applicable procedures in **Skyward™** for reporting their absence. The District will monitor attendance and absence patterns. Inaccurate reporting of time worked will be investigated and may result in disciplinary action, up to and including termination.

Staff Bulletin Boards

The District shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with Board Policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by the applicable collective bargaining agreement. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students, or board members and shall not be in contravention of any Board Policy or law. The Building Administrator will be provided a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

Child Abuse and Neglect Reporting

See Policy 8462 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Threats of Violence Reporting

See Policy 8462.01 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Anonymous Reporting Hotline

The District has contracted with Lighthouse Services, Inc. for an anonymous reporting hotline.

The purpose of the hotline is for reporting fraud, unlawful, unethical and other types of improper behavior. The hotline is NOT a substitute for routine communications within our organization between associates and their supervisors and managers, particularly as to workplace duties. Likewise, it does not replace communications with Human Resources staff about benefit issues or other job-related issues. This hotline is an additional communication tool for specific types of situations and it is provided because we believe that it is a good business practice to do so. Regular business matters that do not require anonymity should be directed to the employee's supervisor or the Human Resources Department and should not be submitted using this service.

Additional information is on the [DCE Staff Intranet](#).

Employee Anti-Harassment

See Policies 1662, 3362, 4362 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Communication

District employees are expected to abide by the following rules when using information technology and communication resources. See Policy 7540.04 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> and the [Staff Acceptable Use Agreement for Technology Resource](#).

A. *Electronic Communications:*

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-messages and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.

3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. External electronic storage devices are subject to monitoring if used with District resources.
- B. *User Responsibilities*: The following standards will apply to all users (students and employees) of the network/internet:
1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
 2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Board Policy.
 3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, Board Policy, and administrative regulations.
 4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing inappropriate material. The user must then notify the network administrator and/or immediate supervisor of the website address that should be blocked by the filtering software.
 5. A user may not disable internet-tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.
- C. *Electronic Communications with Students*: Employees are prohibited from communicating through electronic media with students who are enrolled in the District, except as set forth in Section D. An employee is not subject to this prohibition if the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.
- The following definitions apply for purposes of this section on Electronic Communication with Students:
- "Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a building principal.
- "Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.
- "Electronic media" includes all forms of media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, Myspace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.
- D. *Limited Electronic Communication with Students*: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:
1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities).

2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or District-sponsored extra-curricular activities), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
 3. The employee is prohibited from communicating with students through a personal social network page, unless the employee has a pre-existing social or family relationship with the student as listed in C above.
 4. The employee must create a separate social network page ("professional page") for communicating with students through a social network. The employee must enable administration and parents to access the employee's professional page.
 5. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
 6. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with students.
- E. *Retention of Electronic Communications and other Electronic Media*: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.
- F. *Electronic Recording*: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- G. *Compliance with Federal, State and Local Law*: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records. See *Policy 8330* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
 2. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses. See *Policy 8320* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- H. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.

- I. **Personal Web Pages:** Employees may not misrepresent the District by creating, or posting any content to any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- J. **Disclaimer:** The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
- K. **District Property:** The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

Drug-, Alcohol-, and Tobacco-Free Workplace

See *Policies 3122.01, 4122.01, 3215, 4215, 7434* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. **Drugs and Alcohol:** The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. The District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. **Tobacco Products:** Employees shall not use tobacco or nicotine products (with the exception of tobacco cessation products) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Two supervisors must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- D. **Consequence for Violation:** Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies 41 U.S.C. 702(a0) (1) (A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.

- E. **Notification of Conviction:** As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source– the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)]
- F. **Employee Assistance Program:** The Employee Assistance Program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical, or productivity concerns or problems. EAP helps in the prevention, identification, and resolution of work-related or personal problems. Additional information is on the [DCE Staff Intranet](#).

Physical Examination

See Policies 1460, 3160, and 4160 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Identification Badges

The School Board recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers, and visitors to wear a District or school-issued identification badge. Identification badges should be displayed in plain view by all employees while carrying out regular employment duties.

Issuing Identification Badges

The District will provide the initial badge, clip, or lanyard to all employees, volunteers, and coaches at no cost to the employee.

Additional or Replacement Badges

Identification badges will be replaced at no cost to the employee when there is a change in employment status upon surrender of the old badge. Identification badges that malfunction without any apparent physical damage to the card will be replaced at no cost to the employee. Identification badges that are lost, stolen, broken, or worn out will be replaced without cost to the employee once every three years.

There shall be a charge of \$10.00 for each identification badge replaced more often than once every three years. Lost or stolen identification badges are to be immediately reported to the Human Resources Department at extension 1225 or 1226, or to the Technology Department at extension 1352 for access security reasons. If lost or stolen, the old identification badge will be de-activated.

Visitors/Volunteers

All visitors/volunteers in school buildings are required to check in to the main office to obtain a Visitor's Identification Badge.

Licensure/Certification

Each employee who is required to be licensed or certified by law must provide Human Resources with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification. See Policy 3120 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Payroll

Payroll Cycle

Employees will be paid bi-weekly by direct deposit.

Direct Deposit Payment Method

All employees are required to receive their payroll check via direct deposit. Check history is available in **Skyward™**. Direct deposit account changes may be made after giving thirty (30) calendar days' notice in writing to the Payroll department.

Overtime

Non-exempt employees will be paid at time and one-half the regular rate of pay for all hours worked in excess of 40 hours in the workweek.

Time Cards or other Form of Electronic Tracking of Hours Worked

Time cards or an electronic time card system shall be used by all non-exempt employees. Employees will punch in only at such time as they are fully prepared to begin work. Employees are responsible for their own time cards and shall not punch in or out for any other employee. If an employee leaves the premises for any personal reason, the electronic system is to be used to clock in and out.

Mileage Reimbursement

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available electronically and updated by the Business Office when rates change.

Reduction in Force

The Board may reduce staff based on the best interest of the District when necessary. Employees in affected areas will receive notice in accordance with applicable statutory requirements. The District will consider the following factors, including, but not limited to qualifications, job performance, experience, certification, and professionalism.

Workers Compensation**Supervisor Responsibilities**

- When employee is injured, follow the most current Workers Compensation Workplace Injury Procedure.
- Assist the Business Office with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying job tasks.
- Assist in monitoring the progress of injured employees during recovery period.

Employee Responsibilities

- Report all injuries, illnesses, and incidents immediately to your supervisor.
- Work with supervisor to report the incident to the insurance company.
- Cooperate with the workers' compensation insurance claims staff, the school District, and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities during recovery.
- Upon returning to work, provide the Business Office with your medical provider's medical release and any information regarding your recovery process.
- Comply with work restrictions during your recovery process.

Business Office Responsibilities

- Help supervisors and employees fully understand their role and function within our Return-To-Work program and how each will be expected to perform when needed.
- Work with the injured worker's supervisor to find a suitable temporary assignment within his or her recovering functional capabilities and limitations.
- Work closely with the Workers Compensation insurance company.

- Investigate all on-the-job incidents.

Return-To-Work Program

The District has implemented a Return-To-Work program to help ensure that our employees receive the best care on their way to full recovery from work-related injuries. All employees and supervisors are expected to fully participate in all components of the program. Any questions, comments, or concerns about this program or related procedures can be directed to the Business Office.

The District believes that the best approach to controlling incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone. Our employees are our greatest assets and we are committed to providing prompt, high-quality medical care and returning injured workers to productive employment as soon as medically possible.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. We will make every effort to provide a modified transitional work position until the employee is able to resume normal duties. All of our modified work is temporary and intended to facilitate a "return to regular work duties" when medically feasible. These positions may be offered at any location or any department or shift that the District can accommodate.

Any employee who is off because of an excused Workers Compensation situation will be paid from their accumulated [paid time off, then](#) sick leave balance for hours not worked during time of injury and recovery, up to the time the accumulated sick leave balance is exhausted. During this same period, any monies reimbursed to the District by the Workers Compensation carrier will be deposited by the District into the appropriate salary account. The dollar amount of the check will then be divided by the employee's current hourly rate, to arrive at the amount of [paid time off, then](#) sick leave hours to be credited back to the employee's [paid time off, then](#) sick leave accumulated balance. Upon exhaustion of the employee's accumulated [paid time off, then](#) sick leave balance, the employee will only be paid directly by the Workers Compensation carrier, and payment from the District will cease, until the employee resumes work.

TTWA (Temporary Transitional Work Assignments) Guidelines

- The District will determine appropriate work hours, shifts, and locations of all Temporary Transitional Work Assignments (TTWA). The District reserves the right to determine the availability and appropriateness of all jobs.
- TTWAs will be reviewed regularly and extended or ended at the discretion of the school District based on workflow needs.
- District supervisors will monitor the employee's recovery progress through regular contact or meetings to reassess when and how often duties may be changed. Upon receipt of increased physical capacities, the supervisor will assess the ability to adjust the TTWA accordingly. All changes to TTWAs will be made after receiving concurrence from the employee's attending physician.
- If the employee is later determined to have a permanent disability, which restricts his/her ability to return to their job at time of injury, the TTWA may end.
- The District will determine whether the worker's physical restrictions require substantial modification to job tasks and whether such modifications are possible.
- To the extent possible, the District will consider work site modifications to allow the injured employee to continue employment.

Conflict Resolution

Problems, misunderstandings and frustrations may arise in the workplace. It is the District's intent to be responsive to its employees and their concerns. Therefore, an employee who is confronted with a problem may use the procedure described below to resolve or clarify his or her concerns.

The purpose of this process is to provide a quick, effective and consistently applied method for an employee to present his or her concerns to management and have those concerns internally resolved.

Step 1: Discussion with Supervisor

- Initially, employees should bring their concerns or complaints to their immediate supervisor. If the complaint involves the employee's supervisor, the employee should schedule an appointment with the next level supervisor to discuss the problem that gave rise to the complaint within five working days of the date the incident occurred.

- b. The supervisor should respond in writing to the complaint within five days of the meeting.

Step 2: Written Complaint and Decision

- a. If the discussion with the immediate supervisor does not resolve the problem to the mutual satisfaction of the employee and the supervisor, or if the supervisor does not respond to the complaint, the employee may submit a written complaint to the employee's director/supervisor/department head within five days.
- b. The employee's director/supervisor/department head should forward a copy of the complaint to the superintendent's office.

The submission of the written complaint is due within five working days of the response from the supervisor. The complaint should include:

- The problem and the date when the incident occurred.
 - Suggestions on ways to resolve the problem.
 - A copy of the immediate supervisor's written response or a summary of his or her verbal response and the date when the employee met with the immediate supervisor. If the supervisor provided no response, the complaint should note no response was given.
- c. Upon receipt of the formal complaint, the director/supervisor/department head must schedule a meeting with the employee within five working days to discuss the complaint. Within five working days after the discussion, the director/supervisor/department head should issue a decision both in writing and orally to the employee filing the complaint.

Step 3: Appeal of Decision

- a. If the employee is dissatisfied with the decision of the director/supervisor/department head, the employee may, within five working days, appeal this decision in writing to the superintendent's office.
- b. The superintendent or designee may call a meeting with the parties directly involved to facilitate a resolution. Or the superintendent or designee may refer complaints to a review committee if it believes that the complaint raises serious questions of fact or interpretation of policy. The superintendent or designee may gather further information from involved parties.
- c. The superintendent or designee should issue a decision both in writing and orally to the employee filing the complaint within five days.

Additional Guidance

If an employee fails to appeal from one level to the next level of this procedure within the time limits set forth above, the problem should be considered settled on the basis of the last decision and the problem should not be subject to further consideration.

Because problems are best resolved on an individual basis, the conflict resolution procedure may be initiated only by individual employees and not by groups of employees. All complaints must be made in good faith.

The District reserves the right to impose appropriate disciplinary action for any conduct it considers to be disruptive or inappropriate. The circumstances of each situation may differ, and the level of disciplinary action may also vary, depending on factors such as the nature of the offense, whether it is repeated, the employee's work record and the impact of the conduct on the organization.

No District employee will be subject to retaliation for filing a complaint under this policy.

Grievance Procedure

See *Policies 3340 and 4340* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Leave

Sick Leave

[Effective starting July 1, 2022:](#)

[Employees may have a Sick Leave bank which can be maintained up to a maximum of eighty \(80\) days. If an employee currently has more than eighty \(80\) days of Sick Leave, all previously earned days will remain in the](#)

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employee's Sick Leave bank, but the employee will not be able to roll any additional days over until they are below the maximum. Each new fiscal year, employees must use all of their allocated PTO days in total before utilizing Sick Leave from their Sick Leave bank.

After PTO is exhausted, Sick Leave may be used for illness or medical reasons for self, medical/dental appointments for self, medical/dental appointments for a family member, and to care for an ill family member. Sick Leave application for family members is exclusively reserved for a spouse, parents, and children under the age of 18. Sick Leave cannot be used for childcare reasons with the exception of Wisconsin FMLA for birth or adoption.

Sick Leave must be taken in one-hour increments. The only exception would be employees whose full day is a partial hour (ex. 5.5 hours), then they will be required to use 5.5 hours when requesting an entire day off.

See Policies 3432 and 4432 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Paid Time Off (PTO)

Effective starting July 1, 2022.

Benefit Description

PTO is a leave benefit enhancement that will begin on July 1, 2022. PTO provides a bank of leave time for employees to use at their discretion when requesting time away from work. PTO is designed to increase flexibility and choice by empowering employees to prioritize elements of their flexible compensation and positively influence their work-life balance. Employees in the following categories receive the stated number of PTO days at the start of each year:

<u>52 Week Administrators</u> <u>52 Week Salary</u> <u>52 Week Hourly</u> <u>Buildings & Grounds</u>	<u>Extended SY Administrators</u> <u>Extended SY Salary</u> <u>Extended SY Hourly</u>	<u>Teachers</u> <u>School Year Hourly</u> <u>School Nutrition</u>
18	14	11

Employees that are not full-time (8 hours per day), will receive the same number of days, however, the hourly equivalency will be based on the number of hours per day they are scheduled to work (ex. 6 hours per day equals 6 hours per PTO day for a total of 66 hours for the school year).

Employees who start on the first day of the work year will receive the annual allocation of PTO days to use immediately. New employees hired after the first day of the work year will receive a prorated number of PTO days based on the number of remaining work days.

Guidelines

A reason is not required when requesting pre-planned PTO. PTO requests will be approved/denied by the employee's supervising administrator in the order received without detriment to the learning or work environment. The supervising administrator will determine if they will approve or deny the request based on the needs of each building and department at the time of the request. The operational needs of the building or department will be taken into consideration prior to approving or denying a request for PTO.

PTO requests that are less than a full work day in duration may only be taken in increments of one hour. For PTO requests that are a full work day in duration, employees will use the number of hours they are scheduled to work (ex. 5.5 hours).

Employees requesting extended pre-planned PTO (between 3-5 days) are advised to submit their request as soon as possible, preferably two weeks or more notice. Employees may take off a maximum of 5 consecutive days of extended pre-planned PTO. In the case of illness or emergency, employees are required to contact their supervising administrator immediately and if possible, at least two (2) hours before the start of the workday.

For all employees except Buildings and Grounds & School Nutrition*:

It is recommended that absence requests for PTO be entered into Skyward and Frontline/Aesop (if a substitute is needed) at least 72 hours prior to the day being requested off (except in the case of illness or emergency), to give the supervising administrator time to review the request.

*See the Provisions for Buildings and Grounds Employees and Provisions for School Nutrition Employees sections.

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See the Provisions for Teachers and Provisions for 12 Month Employees (Technology Department employees only) section for PTO daily maximums.

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If pre-planned PTO absences deplete an employee's total balance for the year and prior to those pre-planned absences an employee needs to use an unplanned PTO day (examples: employee becomes ill, has an emergency, sick family member, etc.) a PTO day must be canceled and applied to the unplanned day. For example, an employee pre-plans and schedules their total allocation of PTO days in advance to go on a vacation in February. In November, the employee calls in sick. A PTO day will be taken from the pre-planned absences and will be applied to the sick day. Therefore, the day that was canceled will be a leave without pay day if the employee still wants time off. As mentioned above, employees cannot access their sick leave bank until all PTO has been exhausted.

Payout/Conversion of PTO

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Each PTO day has a cash value of (value is subject to change based on district budget allocations). At the end of the work year, employees may request any unused PTO days be paid out or rolled into their Sick Leave bank, subject to the maximum. PTO days will not roll over as PTO days to the next work year.

Employees will be provided with an electronic form near the end of the school year to allocate any remaining cash value or convert unused time to their sick leave bank. Cash value will be paid on a separate payroll date in June for school year employees and in July for year-round employees. The date will be determined annually, and the Operations department will notify all employees.

If an employee does not make a decision regarding unused PTO, the days will automatically roll over to the employee's individual sick leave bank. If the employee's individual Sick Leave bank has reached the cap, the employee will receive a pay out of the unused PTO days.

Since employees are given the option/discretion to convert unused PTO to cash, the payment is not WRS reportable earnings. In cases of resignation, retirement, or layoff, unused PTO days will be paid out on the employee's last paycheck and will not be WRS reportable earnings. In cases of terminations or non-renewal, a payout of unused PTO days will not occur.

Each PTO day has a cash value and is only valid during the year they were earned. If PTO days are converted into sick leave (rolled into employee's sick leave bank), they do not retain their cash value.

Upon Termination of Employment

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In cases of resignation (in addition to giving a two-week notice), retirement, or layoff, PTO days not used prior to the last date of employment (subject to prorate below) will be paid out on the employee's last paycheck at the PTO cash value rate. In cases of termination or non-renewal, a payout of unused PTO days will not occur.

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If an employee does not work the entire year for which the PTO was allotted, the PTO the employee is entitled to may be prorated. Any PTO from the prorate that the employee did not use will be paid out at the PTO cash value rate on the employee's last check. If an employee used more PTO than the prorate, the employee may be required to reimburse the District.

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PTO may be prorated based on how many months of the fiscal year that the employee worked. For example, if the employee worked nine months out of the twelve months and received 18 days of PTO at the start of the year, the prorate would be calculated as $9/12 \times 18 = 13.5$ days.

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Leaves of Absence

See Policies 3430 and 4430 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

A leave of absence without compensation for a period of up to one (1) semester or one (1) school year may be considered provided a suitable replacement can be obtained. Request for leave of absence shall be made to the Director of [Human Resources/Talent and Culture](#) by March 1 of the year preceding the year that the leave commences.

Leave Without Pay

Should a situation arise where all PTO and any remaining sick leave has been depleted, or the absence does not qualify for use of sick leave, the employee should contact their supervising administrator and the Director of Talent and Culture. Depending on the unique circumstances, additional time off may be granted and would be unpaid. The employee will then enter their unpaid time off in Skyward. The Leave Without Pay Request Form will no longer be used.

If an employee is absent for a sick-related reason and has exhausted all of their PTO and any remaining sick leave from their individual sick leave bank, approval is not required via the above process. The employee will need to notify their supervisor and enter their unpaid time off in Skyward.

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

Unrequested Leaves of Absence/Fitness for Duty

See Policies 1461, 3161, and 4161 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Employee Leaves

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> for the following:

~~Personal/Emergency Leave (Policy 3431 only)
Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver
Leave for Voting
Election Official Leave
Leave to Testify~~

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Jury Duty Leave

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

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

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

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> for the fillable Jury Duty – Payment of Fees form.

Bereavement Leave

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

In case of death in the immediate family of the employee (spouse, child, parent) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime to attend services and manage detail the week or after the death.

In case of death in the family of parent-in-law, sibling, sibling-in-law, grandparent, grandchild, or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor to attend services and manage details the week of or after the death.

Funeral leave of one (1) day with pay shall be granted to attend the funeral of the employee's uncle, aunt, niece, nephew, great grandparent, and grandparent-in-law.

This provision shall not be applicable if an employee is on leave-of-absence, paid sick leave or vacation.

Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for paid time off. This provision shall not be applicable if an employee is on leave of absence, paid sick leave, or vacation, or the funeral is on the weekend.

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

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

Bereavement Leave Table

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

Organ Donor Leave

See Policies 3431 and 4431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

The Bone Marrow and Organ Donation Leave Act requires all employers with 50 or more permanent employees must allow employees up to six (6) weeks leave in a 12-month period for the purpose of serving as a bone marrow or organ donor, if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. Leave may be taken only for the period necessary for the employee to undergo the donation procedure and to recover from the procedure.

The law applies only to an employee who has worked for the employer more than 52 consecutive weeks and for at least 1000 hours during that 52-week period.

The law also requires that employees be allowed to substitute paid or unpaid leave provided by the employer for Wisconsin Family and Medical Leave. Please contact Human Resources for further details.

Family Medical Leave

See *Policies 3430.01 and 4430.01* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

To request Family and Medical Leave, employees will log in to the District web site at <http://personnel.dce.k12.wi.us/> and go to the Family Medical Leave Act (FMLA) Time Off Request link. Directions for submitting a request for FMLA leave are located there.

Family or Medical Leave Act 1987 Wisconsin Act 187 Section 103.10 Wisconsin Statutes <https://docs.legis.wisconsin.gov/statutes/statutes/103/10/13/b/2>.

Federal Medical Leave Act Pub. of 1993 Public Law 103-3 enacted February 5, 1993 <http://www.dol.gov/whd/fmla/fmlaAmended.htm>.

Other Employee Leaves

See *Policies 3431 and 4431* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public> for the following:

- [Personal/Emergency Leave \(Policy 3431 only\)](#)
- [Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver Leave for Voting](#)
- [Election Official Leave](#)
- [Leave to Testify](#)

Nondiscrimination Based on Genetic Information of the Employee

See *Policies 1422.02, 3122.02, and 4122.02* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

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Benefits Applicable to Regular Employees

Insurance Coverage

Contact the Human Resources Department for more specific coverage information. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Cafeteria Plan/Flexible Spending Account

The District will provide an Internal Revenue Service authorized cafeteria plan/flexible spending account [FSA] under applicable sections of the Internal Revenue Code (§ 105, § 106, § 125 and § 129) to eligible employees to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- Dependent care flex plan costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.
- Employees are eligible to participate in a Dependent Care FSA on their date of hire. There is no hourly requirement for the Dependent Care FSA.

Dental Insurance

The Board shall provide dental insurance to regular employees. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family dental plan and cover the spouse under their plan. The spouse that is not the subscriber will not be allowed to carry a single plan.

Vision Insurance

The Board offers employees who work 600 hours per year or more an opportunity to purchase vision insurance. The plan provides benefits for exams, glasses, and contacts. Coverage is available for dependent children until the end of the month in which they reach age twenty-six. This insurance is 100% employee funded.

Health Insurance

The Board shall provide health insurance to eligible employees that are scheduled to work 30 hours or more per week. If both husband and wife are employed by the District, only one employee (the subscriber) will be allowed to carry a family health plan. If both husband and wife qualify for insurance and there are no dependents, each employee has the option to take a single health plan.

Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Life Insurance

The Board shall provide Basic life insurance to eligible employees that are scheduled to work over 880 hours a year.

Short-Term Disability

The Board offers employees who work 600 hours or more per year an opportunity to purchase Short Term Disability insurance. This plan provides income protection in the event that the employee is ill or injured and unable to work for a short-term period of time. Benefits under Short Term Disability will be governed by the plan document. Short Term Disability coverage is 100% employee funded with monthly premiums varying by coverage election amounts.

Long-Term Disability

The Board shall provide long-term disability insurance to employees that are scheduled to work over 600 hours a year.

Tax Sheltered Annuities (TSA)/Deferred Compensation

The District provides employees the opportunity to participate in a 403(b) Tax-Sheltered Annuity Plan and/or the Wisconsin Deferred Compensation Plan (457). Plan highlights can be found on the [DCE Staff Intranet](#).

Wisconsin Retirement System (WRS) Contributions

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The Board agrees to contribute the employer's share for eligible employees as required by state statute. The employee shall pay the employee's required WRS contribution as required by state statute.

Post-Employment Benefits for Employees Hired or Rehired after June 30, 2014

All newly hired or rehired employees who begin working in the District after June 30, 2014 will not be eligible for post-employment health, dental, life, or disability benefits when they retire. If an employee retires because of a disability, and is considered disabled, then they may be eligible for post-employment disability benefits.

Additionally, all newly hired or rehired employees who begin working in the District after June 30, 2014 will not be eligible to remain on any of the District benefit plans upon retirement, nor will they receive any premium credits. Post-employment, all employees will be required to obtain all health-related insurances outside the District's plan(s). COBRA rules apply.

Other Post Employment Benefit: Health Benefit

Post-Employment Health Benefits				
Group (on date of retirement)	Age Eligibility	Years of Service	Benefit if retiring prior to reaching the age of Medicare eligibility	Benefit if retiring at/after reaching the age of Medicare eligibility
Teachers (DCETA)	55 (before September 1 st of the next school year)	15	\$60,000	\$30,000
At-Will Salaried	55 (on date of retirement)	15	\$60,000	\$30,000
Hourly	57 (on date of retirement)	25	\$30,000	\$15,000
Hourly	57 (on date of retirement)	30	\$40,000	\$20,000
Hourly	57 (on date of retirement)	35	\$50,000	\$25,000
General Notes				
For All Employees	Funds will be deposited into personal HRA accounts and can be used for medical premiums only. Medical premiums include health insurance, dental insurance, optical insurance and long-term care insurance.			
Years of service do not need to be consecutive.				

Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990 and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.

General Provisions for Employees

Wage of New Employees

The wage for a new employee shall be determined on the basis of qualifications, skills, training, and experience and shall be within the range established for that position.

Work Year, Week, Day**Full Time Employees**

The normal work year will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours, with one-half (1/2) hour being provided for unpaid lunch. These hours can be adjusted by the immediate supervisor on the basis of need.

Part Time Employees

Individuals working less than 2,080 hours will have their work year, week, and day tailored to the District's need.

Overtime

See *Policy 6700* at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Mandatory Overtime

The District may require employees to work extended hours. Overtime is considered a condition of employment, and refusal to accept it when reasonable notice has been given is cause for discipline, up to and including termination.

Consequences of Unauthorized Overtime

Full time employees who fail to obtain approval prior to working hours that extend beyond their normal 40-hour workweek will be subject to disciplinary action up to and including termination.

Nonexempt Employees

The purpose of this guideline is to instruct nonexempt employees concerning use of electronic communications devices when not scheduled for work duty.

Employees may perform job duties using a variety of electronic communications depending on the nature of the work and responsibilities involved. Some of the required communication mediums might include cellphones, text messaging devices, computers, and handheld computers such as personal digital assistants (PDA).

As with other types of authorized work, all time spent by nonexempt employees using electronic communications for work purposes will be considered hours worked; the time is compensable and will count toward overtime eligibility as required by law. Therefore, to avoid incurring unnecessary expenses, electronic communications should not be used outside regularly scheduled work hours unless required by management. This includes all types of work-related communication.

Nonexempt employees should not check for, read, send, or respond to work-related e-mails outside their normal work schedules unless specifically authorized based on job duties or direction by management to do so.

Nonexempt employees using electronic communications for work-related correspondence during unauthorized times may be subject to discipline for violating this guideline. Supervisors requiring nonexempt employees to use electronic communications for work-related correspondence at unauthorized times are also subject to discipline up to and including termination.

Reasonable Assurance

The District shall inform less than twelve months employees in writing by June 1st of each year whether the employee can be reasonable assured of continuing employment for the following year.

Provisions for Twelve (12) Month Employees

These Provisions are specifically for 52 Week Hourly and 52 Week Salary employees. Buildings and Grounds employees should review the Provisions for Buildings and Grounds Employees section. 52 Week Administrators should review their Individual Administrator Contract.

Paid Time Off

[See the Paid Time Off section above for more information. The guidelines below only apply to Technology department employees.](#)

It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervising administrator time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to the ability to provide coverage.

In reference to pre-planned absences, no more than the following # per work area can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances. This can be modified at the discretion of the supervisor when students are not present (Extended Breaks, Summer).

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<u>Building Technicians</u>	<u>Networking Team</u>	<u>Data Team</u>
<u>2</u>	<u>1</u>	<u>2</u>

Vacation

Effective July 1, 2022:

- Upon Hire: Fifteen (15) days (prorated from the date of hire through June 30th, if hired after July 1st.)
- The Start of the Second Year in the District: Fifteen (15) days
- The Start of the Tenth Year in the District: Twenty (20) days
- The Start of the Twentieth Year in the District: Twenty-five (25) days
- The Start of the Third Year in the District: Fifteen (15) days
- The Start of the Eighth Year in the District: Eighteen (18) days
- The Start of the Thirteenth Year in the District: Twenty (20) days
- The Start of the Eighteenth Year in the District: Twenty-three (23) days
- The Start of the Twenty-Fifth Year in the District: Twenty-five (25) days

Effective July 1, 2020:

- Upon Hire: Ten (10) days (prorated from the date of hire through June 30th, if hired after July 1st.)
- The Start of the Second Year in the District: Thirteen (13) days
- The Start of the Third Year in the District: Fifteen (15) days
- The Start of the Eighth Year in the District: Eighteen (18) days
- The Start of the Thirteenth Year in the District: Twenty (20) days
- The Start of the Eighteenth Year in the District: Twenty-three (23) days
- The Start of the Twenty-Fifth Year in the District: Twenty-five (25) days

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. As of July 1, 2020, unused vacation will not roll (carry over) into the next work year. Unused days will be forfeited.

Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the District afford them additional vacation based upon the above schedule.

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay out.

If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to may be prorated. Any vacation from the prorate that the employee did not use will be paid out on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

- Employment end date is between July 1st – September 30th, the vacation allotment will be prorated to 25%
- Employment end date is between October 1st – December 31st, vacation allotment will be prorated to 50%
- Employment end date is between January 1st – March 31st, the vacation allotment will be prorated to 75%
- Employment end date is between April 1st – June 30th, the vacation allotment will be prorated to 100%

Vacation may be prorated based on how many months of the fiscal year that the employee worked. For example, if the employee worked nine months out of the twelve months and received 15 days of vacation at the start of the year, the prorate would be calculated as $9/12 \times 15 = 11.25$ days.

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay-out.

If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to will be prorated. Any vacation from the prorate that the employee did not use will be paid out on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

~~Employment end date is between July 1st—September 30th, the vacation allotment will be prorated to 25%~~

~~Employment end date is between October 1st—December 31st, vacation allotment will be prorated to 50%~~

~~Employment end date is between January 1st—March 31st, the vacation allotment will be prorated to 75%~~

~~Employment end date is between April 1st—June 30th, the vacation allotment will be prorated to 100%~~

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Holidays

All employees working **twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

July 4	Friday after Thanksgiving	New Year's Eve Day
Labor Day	Christmas Eve	New Year's Day
Thanksgiving Day	Christmas Day	Memorial Day

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Personal Days

~~Each employee will be allocated two (2) Personal Leave Days each July 1st. They can be taken as half day or full day. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the District. Personal leave days are to be taken during the year in which they are earned. If personal days are not taken they will not be paid out and they do not roll over.~~

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Provisions for Less Than Twelve (12) Month Employees

These Provisions are specifically for School Year Hourly and Extended School Year Hourly employees. Extended School Year Salary employees should review the Provisions for Less Than Twelve (12) Month Extended School Year Salary Employees section. School Nutrition employees should review the Provisions for School Nutrition Employees section. Extended School Year Administrators should review their Individual Administrator Contract.

Holidays

All employees working **less than twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	Memorial Day
Day after Thanksgiving	

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Personal Day

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~~Each employee will be allocated One (1) Personal Leave Day each school year. They can be taken as half day or full day. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the District. Personal leave days are to be taken during the year in which they are earned. If personal days are not taken they will not be paid out and they do not roll over.~~

Provisions for Less Than Twelve (12) Month Extended School Year Salary Employees

Personal Days

Each employee will be allocated two (2) Personal Leave Days each July 1st. They can be taken as half day or full day. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the District. Personal leave days are to be taken during the year in which they are earned. If personal days are not taken they will not be paid out and they do not roll over.

Provisions for Buildings and Grounds Employees

Paid Time Off

See the Paid Time Off section above for more information. The guidelines below only apply to Buildings and Grounds employees.

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It is recommended that absence requests for PTO be entered into Skyward and at least ten (10) days prior to the day being requested off (except in the case of illness or emergency), to give the supervising administrator time to review the request. If the request is submitted less than five (5) days in advance the approval will be subject to substitute availability.

In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances.

<u>Days All Buildings When Students are Present</u>	<u>Days District-wide When Students are Present</u>	<u>Nights All Buildings When Students are Present</u>	<u>Nights District-wide When Students are Present</u>
<u>1</u>	<u>2</u>	<u>1</u>	<u>4</u>

Vacation

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Effective July 1, 2020:

~~Upon Hire: Fifteen (15) days~~ (prorated from the date of hire through June 30th, if hired after July 1st.)

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~~The Start of the Second Year in the District: Thirteen (13) days~~

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~~The Start of the Tenth Year in the District: Twenty (20) days~~

~~The Start of the Twentieth Year in the District: Twenty-five (25) days~~

~~The Start of the Third Year in the District: Fifteen (15) days~~

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~~The Start of the Eighth Year in the District: Eighteen (18) days~~

~~The Start of the Thirteenth Year in the District: Twenty (20) days~~

~~The Start of the Eighteenth Year in the District: Twenty-three (23) days~~

~~The Start of the Twenty-Fifth Year in the District: Twenty-five (25) days~~

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. As of July 1, 2020, unused vacation will not roll (carry over) into the next work year. Unused days will be forfeited.

Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the District afford them additional vacation based upon the above schedule.

Vacation will be allocated on July 1st of each year (starting July 1, 2021).

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay out.

If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to may be prorated. Any vacation from the prorate that the employee did not use will be paid out on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

Employment end date is between July 1st— September 30th, the vacation allotment will be prorated to 25%

Employment end date is between October 1st— December 31st, vacation allotment will be prorated to 50%

Employment end date is between January 1st— March 31st, the vacation allotment will be prorated to 75%

Employment end date is between April 1st— June 30th, the vacation allotment will be prorated to 100%

Vacation may be prorated based on how many months of the fiscal year that the employee worked. For example, if the employee worked nine months out of the twelve months and received 15 days of vacation at the start of the year, the prorate would be calculated as 9/12 x 15 = 11.25 days.

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid earned, but unused vacation (subject to proration). If an employee is terminated, they are not entitled to a vacation pay out.

If an employee does not work the entire year for which the vacation was allotted, the vacation the employee is entitled to will be prorated. Any vacation from the prorate that the employee did not use will be paid out on the employee's last check. If an employee used more vacation than the prorate, the employee may be required to reimburse the District.

Proration Schedule:

Employment end date is between July 1st— September 30th, the vacation allotment will be prorated to 25%

Employment end date is between October 1st— December 31st, vacation allotment will be prorated to 50%

Employment end date is between January 1st— March 31st, the vacation allotment will be prorated to 75%

Employment end date is between April 1st— June 30th, the vacation allotment will be prorated to 100%

Vacation Requirements

Vacation days may be used:

- During the months of June, July, August, or when teachers are not working.
- During the school year when students are not present.
- During the school year on days with scheduled student/staff breaks.
- During teacher grading days.
- During teacher professional development days.
- Two student contact days, more than two would require pre-approval from supervisor.

Vacation days must be entered into Skyward by August 15th for the upcoming school year. Once vacation days are entered into Skyward, occasional changes may be made with supervisor approval.

The District may, at its discretion, allow more than one custodian per building be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the District and the employee.

~~Employees with ten (10) days of vacation will be required to use five (5) days of their vacation during the months of June, July, or August when teachers are not working. The remaining five (5) days of vacation can be used in as little as one day increments any time of the year. Vacation days that occur during student contact days must be entered into Skyward™ by August 15th for the upcoming school year for effective substitute management purposes. Personal Days may not be combined with Vacation Days unless pre-approved by supervisor.~~

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~~Employees with between thirteen (13) and eighteen (18) days of vacation will be required to use eight (8) days of vacation during the months of June, July, or August when teachers are not working. The remaining five (5) or ten (10) days of vacation can be used in as little as one day increments any time of the year. Vacation days that occur during student contact days must be entered into *Skyward™* by August 15th for the upcoming school year for effective substitute management purposes. Personal Days may not be combined with Vacation Days unless pre-approved by supervisor.~~

~~Employees with between twenty (20) and twenty-five (25) days of vacation will be required to use thirteen (13) days of vacation during the months of June, July, or August when teachers are not working. The remaining seven (7) or twelve (12) days of vacation can be used in as little as one day increments any time of the year. Vacation days that occur during student contact days must be entered into *Skyward™* by August 15th for the upcoming school year for effective substitute management purposes. Personal Days may not be combined with Vacation Days unless pre-approved by supervisor.~~

~~Beginning August 15, 2020, non-student contact vacation days may be banked and used on any non-student contact day during the school year through June 30th.~~

~~Once vacation days are entered and approved in *Skyward™*, occasional changes may be made as long as it is approved by the supervisor. If changes are approved, supervisor will inform payroll of the approved changes and payroll will adjust the time off in *Skyward™*.~~

~~The District may, at its discretion, allow more than one custodian per building to be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the District and the employee.~~

Holidays

All employees working **twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

July 4	Friday after Thanksgiving	New Year's Eve Day
Labor Day	Christmas Eve	New Year's Day
Thanksgiving Day	Christmas Day	Memorial Day

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Double time shall be paid for all work performed on holidays.

Personal Days

~~Each employee will be allocated two (2) Personal Leave Days each July 1st. They can be taken as half day or full day. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the District. Personal leave days are to be taken during the year in which they are earned. If personal days are not taken they will not be paid out and they do not roll over.~~

Provisions for School Nutrition Employees

Paid Time Off

[See the Paid Time Off section above for more information. The guidelines below only apply to School Nutrition employees.](#)

[It is recommended that absence requests for PTO be entered into Skyward and at least 5 days prior to the day being requested off \(except in the case of illness or emergency\), to give the supervising administrator time to review the request. If the request is submitted less than 5 days in advance the approval will be subject to substitute availability.](#)

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In reference to pre-planned absences, no more than the following # per building and per the department district-wide can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances.

All Buildings	District-wide
<u>1</u>	<u>3</u>

Holidays

All employees working **less than twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

Labor Day	Christmas Day
Thanksgiving Day	Memorial Day
Day after Thanksgiving	

If any holiday falls on a Saturday or Sunday, the District shall determine the day the holiday will be allowed.

Profit-Sharing Plan for Fund 50

Effective with the close of the 2021-2022 school year:

All members of the School Nutrition department (those employees with at least 50% of their time coded to Fund 50) are eligible for the profit sharing*. The amount received by each employee will be allocated based on their years of service at the District (employees with longer tenure will receive a higher bonus). To receive a share of the profits, the employee must work through the last expected work day of the school year. Profit-sharing will only be distributed if the fund balance is in excess of the allowed amount by DPI and the profit distributed will not reduce the fund balance below the required level.

*Any employee that takes Leave Without Pay (LWOP) during the school year will automatically be disqualified from receiving a share of the profit. Any employee that takes LWOP while on approved Family and Medical Leave (FMLA) will not be disqualified.

~~Personal Days~~

~~Each employee will be allocated two (2) Personal Leave Days each school year. They can be taken as half day or full day. If personal days are not taken they will not be paid out and they do not roll over. A personal leave day may be taken at the discretion of the employee with the approval of the supervisor. The number of employees off in a given day shall be determined by the District. Personal leave days are to be taken during the year in which they are earned.~~

~~Approval of unpaid leave of absence and/or Personal Leave Days will follow the following guidelines:~~

~~No more than two staff members per day will be approved for personal days and/or unpaid leave of absence AND approval of leave will be subject to the availability of substitutes.~~

~~Positions exempt from this guideline include: School Nutrition Secretary, Nutrition Support Specialist, and Middle School Kitchen Coordinator.~~

Certification

Any employee who earns and maintains certification in the School Nutrition Association for a complete school year will receive a lump sum payment of \$200.00 included with their final paycheck of the current school year. Loss of certification will result in the employee having to start this certification process again as if the employee had never before qualified.

Free Meals

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Employees will be furnished a daily meal at no charge. The meal must be consumed on the premises. The supervisor will identify what constitutes a meal.

Educational Improvement

Any employee who pursues a course of study approved in advance by the supervisor will receive reimbursement for registration costs. New employees will be required to complete a course in food handling and sanitation as deemed necessary by the supervisor. The District will pay the cost of tuition and compensate the employee their normal rate of pay for scheduled classroom time. The supervisor may require any employee to attend a food handling and sanitation course at any time after initial attendance.

Any employee desiring to become a member of the School Nutrition Association of Wisconsin will have their cost of membership paid for by the District.

Provisions for Teachers

Normal Hours of Work

Regular building hours for teachers shall be eight (8) per day including a duty-free lunch period of at least thirty (30) minutes. The starting and dismissal times, which may vary from school to school, shall be determined by the District. Altered work schedules may be set up with the building principal. ~~On Fridays, teachers may elect to leave 15 minutes early.~~

~~For elementary teachers, every effort will be made to allow fifty (50) minutes of preparation time either before or after each student contact day.~~ It is understood that the current practice of scheduling parent/teacher conferences, District, and faculty meetings will still be followed.

~~Secondary~~ Teachers will have preparation time built into their daily schedule.

Compensation

The District will follow the most current compensation model.

Paid Time Off

In reference to pre-planned absences, no more than the following # per building can take PTO on the same day. At the discretion of the supervising administrator, the daily PTO limit may be exceeded due to extenuating circumstances.

<u>Building</u>	<u>Maximum Per Day</u>
<u>Elementary Schools (besides HA, ODY)</u>	<u>2</u>
<u>Hatley Elementary</u>	<u>1</u>
<u>Odyssey Elementary</u>	<u>1</u>
<u>Middle School</u>	<u>3</u>
<u>Junior High School</u>	<u>3</u>
<u>Senior High School</u>	<u>4</u>
<u>Idea School</u>	<u>1</u>

Holidays

All employees shall not be required to work and shall be paid their normal day's pay for the following holidays:

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Labor Day
Thanksgiving
Memorial Day

~~Personal/Emergency Leave~~

See Policy 3431 at <https://go.boarddocs.com/wi/dcea/Board.nsf/Public>.

Evaluation

Teacher evaluations will follow the Educator Effectiveness Guidelines.

Assignments and Transfers

Assignments

Grade, subject, and activity assignments shall be made by the District taking into consideration the employee's professional training, experience, specific achievements, and service to the District. Notice of such assignments will be given to teachers as soon as possible.

The District recognizes the importance of high-quality teaching. Secondary level assignments will be made after student registration for courses. ~~A sixth class may be assigned when necessary, in lieu of a supervisory duty.~~

Transfers

When making transfers, the District shall take the training, experience, specific achievements, service to the District, wishes, and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the pupils are of primary importance in making such decisions.

Voluntary Early Retirement

Application

Irrevocable requests for participation in the voluntary early retirement plan must be filed with the Director of Human Resources no later than March 10th of the year in which the teacher wishes to retire in order to qualify for early retirement in that year. This policy shall not apply to any teacher who is discharged or non-renewed.

Incentive

Teachers who complete and submit the irrevocable early retirement form to the Director of Human Resources by December 31st prior to the year of retirement will receive a \$750 incentive. This is for retirees only. Resignations do not apply. This incentive payment will be added to their second payroll check in January.

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Book	Policy Manual
Section	First Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 6, 2022
Prior Revised Dates	11/18/2020

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

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

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

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

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

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

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

If, as a result of his/her such examination, the administrator is found to be unable to perform assigned duties, the administrator shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

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

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

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

Revised 2/22/17

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Legal

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

Last Modified by Ellen Suckow on May 9, 2022



Book	Policy Manual
Section	First Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01
Status	First Reading
Adopted	May 25, 2016
Last Revised	June 30, 2022
Prior Revised Dates	8/16/2017

1630.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the School Board will provide family and medical leave to administrative staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. **All full-time instructional staff members are deemed to meet the 1,250-hour requirement.**

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to a staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations

of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition. 202

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Please see also Policy 3430. Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling back calendar year for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

The 12 month benefit period designated for the purpose of complying with the provisions of the **state WF**FMLA shall begin on January 1 and end on December 31.

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The 12 month benefit period designated for the purpose of complying with the provisions of the federal FMLA shall be a "rolling back" 12 month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the state and federal laws may differ. When both state and federal laws provide for family and medical leaves, the leaves will run concurrently.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining and employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member's family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months. 204

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption ~~leave, under WFMLA,~~ the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

See Policy 3430. The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the Superintendent (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must

request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

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If the Superintendent doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through and intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the Superintendent may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the **Superintendent District Administrator** for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration; 206
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

~~Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member may use vacation or personal leave, if available, for any family or medical leave.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

~~For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.~~

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:

- A. If available, Paid Time Off (PTO);
- B. After Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. After Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:

- A. If available, Paid Time Off (PTO);
- B. After Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. After Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.

For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:

- A. For the birth of a child and to care for the newborn child;
- B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child;
- C. To care for the staff member's child over the age of eighteen.

After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.

If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.

Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

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A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the **Superintendent** ~~District Administrator~~ for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans with Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member **may, may** be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to **his/her supervisor** ~~the Human Resources Director~~ upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall see that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

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Legal 29 U.S.C. 2601 et seq.
 29 C.F.R. Part 825
 103.10, Wis. Stats.
 Wis. Admin. Department of Workforce Development (DWD) 225
 National Defense Authorization Act of 2010

Cross References [ag1630.01B - FMLA RECORDKEEPING REQUIREMENTS](#)

Last Modified by Ellen Suckow on May 9, 2022



Book	Policy Manual
Section	First Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po3161
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 6, 2022
Prior Revised Dates	11/18/2020

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

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

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

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

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

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

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

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

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

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

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Legal	111.32, et seq., the Wisconsin Fair Employment Act	210
	29 C.F.R., Part 1630	
	29 C.F.R., Part 1635	
	42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended	
	42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act	

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Book	Policy Manual
Section	First Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po3430.01
Status	First Reading
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Prior Revised Dates	8/16/2017

3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the **School** Board will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. **All full-time instructional staff members are deemed to meet the 1,250-hour requirement.**

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if the employee is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short- notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post- deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a rolling back twelve (12) month period measured backwards from the date an employee uses a FMLA leave for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above. When both State and Federal laws provided for FMLA, the leaves will run concurrently.

The 12 month benefit period designated for the purpose of complying with the provisions of the **state** **W**FMLA shall begin on January 1 and end on December 31.

The 12 month benefit period designated for the purpose of complying with the provisions of the federal FMLA shall be a "rolling back" 12 month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the state and federal laws may differ. When both state and federal laws provide for family and medical leaves, the leaves will run concurrently. 213

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a health care provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a health care provider, a nurse, physician's assistant or physical therapist under a health care provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a health care provider, or by a nurse or physician's assistant under a health care provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. You or your family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months. 214

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the ~~Superintendent District Administrator~~ with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for ~~the staff member's~~ ~~your~~ own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave through the online system, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form.

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's health care provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Health Care Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider ~~or~~ to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the **Superintendent District Administrator** to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through and intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the **Superintendent District Administrator** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the Superintendent for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The Superintendent may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

~~Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member will be allowed to use thirty (30) days from their sick leave bank for the purposes of Child Rearing Leave per State FMLA, Federal Child-rearing Leave is unpaid.~~

~~Employees will be allowed to use ten (10) days from their sick leave bank for the purposes of caring for a child, spouse, domestic partner, as defined in 40.02(1) Wis. Stats. or 770.01(1) Wis. Stats. or parent or parent of a domestic partner with a serious health condition per state FMLA. Federal Leave is unpaid.~~

~~Employees will be allowed to use available sick leave for self.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

~~For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

~~Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.~~

For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:

- A. If available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:

- A. If available, Paid Time Off (PTO);
- B. after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and
- C. after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.

For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:

- A. For the birth of a child and to care for the newborn child
- B. For placement with the staff member of a child for adoption or foster care and to care for the newly placed child
- C. To care for the staff member's child over the age of eighteen

After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.

If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

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Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.

Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the **Superintendent** ~~District Administrator~~ for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans with Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff

member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990. 218

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans with Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's health care provider may contact the staff member's health care provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The Superintendent shall see that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

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Legal	29 U.S.C. 2601 et. seq.
	29 C.F.R. Part 825
	103.10, Wis. Stats.
	Wis. Admin. Department of Workforce Development (DWD) 225
	National Defense Authorization Act of 2010

Cross References [ag3430.01B - FMLA RECORDKEEPING REQUIREMENTS](#)

Last Modified by Ellen Suckow on May 10, 2022



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE LEAVES
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Status	First Reading
Adopted	May 25, 2016
Last Revised	June 30, 2022
Prior Revised Dates	2/1/2021

3431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (Unrequested Leaves of Absence), Policy 3432 (sick leave/paid time off), Policy 3430.01(FMLA), and Policy 3430 (Leaves of Absence).

Personal/Emergency Leave

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

Paid Time Off

Staff members are eligible for Paid Time Off (PTO) as specified in the Employee Handbook.

Sick Leave

Staff members may use individual banked Sick Leave as specified in the Employee Handbook.

Bereavement Leave

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

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

Jury Duty Leaves

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

Bereavement Leave

~~Staff members are eligible for bereavement leave as specified in the Employee Handbook.~~

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

Leave for Voting

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

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

Election Official Leave

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

If available, a staff member must substitute paid leave such PTO or vacation leave before taking unpaid leave. Banked sick leave may not be used. Staff members may not be penalized for using leave to serve as an election official.

Leave to Testify

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

If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;

Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off, which will not be deducted from the employee's PTO bank, to do so, such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

Military Leave

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

Organ Donor Leave

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

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

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

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

- A. ~~By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation; **When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency;**~~
- B. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
- C. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

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

Organ Donor Leave

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

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

Leave for Voting

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

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

Election Official Leave

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

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

Leave to Testify

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

- A. ~~If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;~~
- A. ~~Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a~~

~~crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.~~

~~Reviewed 5/8/19~~

~~Revised 1/27/20~~

~~T.C. 8/25/20~~

~~Revised 11/18/20~~

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Legal 7.33, 103.88, Wis. Stats.

Cross References [po3430 - LEAVES OF ABSENCE](#)
[po3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY](#)
[po3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE \("FMLA"\)](#)
[po3432 - EMPLOYEE SICK LEAVE](#)

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

Last Modified by Ellen Suckow on May 12, 2022



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE SICK LEAVE
Code	po3432
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 6, 2022

~~3432 – EMPLOYEE SICK LEAVE~~

~~Benefit and Accumulation~~

~~Teaching staff is granted ten (10) days personal sick leave per year, cumulative to one hundred and twenty (120). Employees assigned fewer than 188 days will receive pro-rata fewer days leave.~~

~~Advance Notice to Administration~~

~~Teachers who are sick and unable to report for work shall notify the District's automated absence management system prior to the start of the work day and indicate when they anticipate returning. Sick leave benefits shall begin on the first day of absence and continue until the teacher returns to work or has used all accumulated sick leave. The Board may question or investigate the use of sick leave.~~

~~Physician's Certificate~~

~~The School Board may require a physician's certificate after a teacher has been absent three (3) days for personal illness, or, as it deems necessary in other cases.~~

~~Limitations~~

~~Sick leave benefits are granted upon sickness of a teacher. Up to five (5) days of accrued sick leave per school year may be used for illness, care of, or appointment for a spouse, legally dependent child, parent, or self. The District encourages staff to make doctor appointments outside working hours whenever possible, but recognizes that from time to time appointments may need to take place during regular working hours. Sick leave may be used in one hour increments to allow for minimal time away from duties for medical appointments.~~

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Book	Policy Manual
Section	First Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
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Prior Revised Dates	12/15/2021

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

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

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

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

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

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

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

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

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

The Superintendent may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 4430.01 as provided by law.

Revised 2/22/17
Revised 11/18/20

Legal

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

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4430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the School Board will provide family and medical leave to support staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years **and** must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. **All full-time instructional staff members are deemed to meet the 1,250 hour requirement.**

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as your rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of

a parent. A child must be **either** under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition. 227

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short- notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post- deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The Superintendent will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

See policy 4430. Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a calendar year for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

The 12 month benefit period designated for the purpose of complying with the provisions of the state **W**FMLA shall begin on January 1 and end on December 31.

The 12 month benefit period designated for the purpose of complying with the provisions of the federal FMLA shall be a "rolling back" 12 month period measured backwards from the date an employee uses an FMLA leave. Under some circumstances, the state and federal laws may differ. When both state and federal laws provide for family and medical leaves, the leaves will run concurrently.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a **calendar year** as follows:

- A. a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a health care provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a health care provider, a nurse, physician's assistant or physical therapist under a health care provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a health care provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the health care provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a health care provider, or by a nurse or physician's assistant under a health care provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); **and**
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. You or your family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the Superintendent with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for ~~the staff member's your own~~ serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

~~See Policy 4430. The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the Superintendent (forms available from the U.S. Department of Labor).~~

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's health care provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the Superintendent within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Health Care Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the Superintendent within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the Superintendent as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The Superintendent will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare ~~provider or~~ to clarify illegible answers and to authenticate the Certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

If the Superintendent doubts the validity of a certification, it may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The Superintendent may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the Superintendent to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The Superintendent will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the Superintendent will, at a minimum, verbally notify the staff member whether leave is being designated as FMLA leave within two business days of the date the staff member provides information to the Superintendent sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The Superintendent will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through and intermittent or reduced leave schedule, as certified by the healthcare provider in the certification.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the **Superintendent District Administrator** may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Coordinating Leaves - Substitution

~~Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member may use the following leaves provided by the Board, if available:~~

- ~~A. vacation or personal leave, if available, for any family or medical leave;~~
- ~~B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and~~
- ~~C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.~~

~~A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.~~

~~For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.~~

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

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For leave governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he has earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

For leave governed by the WFMLA, the staff member may elect to substitute accrued paid or unpaid leave of any other type provided by the Board for any family or medical leave in the following order:

- A. **If available, Paid Time Off (PTO);**
- B. **after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and**
- C. **after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.**

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leave governed exclusively by the FMLA (not running concurrently with the WFMLA), the Board requires accrued Paid Time Off (PTO) and Sick Leave to be substituted. Leave is substituted for medical and certain family leave (except for family leave as indicated below) in the following order:

- A. **If available, Paid Time Off (PTO);**
- B. **after Paid Time Off (PTO) is exhausted, if available, Sick Leave; and**
- C. **after Paid Time Off (PTO) and Sick Leave are exhausted, unpaid leave.**

For leave governed exclusively by the FMLA, staff members may not substitute Sick Leave for the following family leaves:

- A. **For the birth of a child and to care for the newborn child**
- B. **For placement with the staff member of a child for adoption or foster care and to care for the newly placed child**
- C. **To care for the staff member's child over the age of eighteen**

After Paid Time Off (PTO) is exhausted, leave for the family leaves indicated above would be unpaid unless staff member substitutes Vacation Leave, if available.

If available, Vacation Leave may be substituted during any portion of any family or medical leave under FMLA and/or WFMLA. The Board cannot require staff members to substitute Vacation Leave during FMLA and/or WFMLA leave.

Staff members may not substitute paid sick leave, medical, or family leave for any situation not covered by the employer's leave plan.

Any paid leave substituted for unpaid FMLA or WFMLA leave will decrease, in whole or part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the Superintendent for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave. 232

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the Superintendent will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans with Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's health care provider may contact the staff member's health care provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The Superintendent may designate another administrator to perform his/her duties under this policy.

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A staff member who fraudulently obtains leave under this policy is not protected by this policy’s job restoration or maintenance of health benefits provisions.

The Superintendent shall see that the policy is posted properly.

The Superintendent shall provide a copy of the policy upon the request of a staff member.

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- Legal
 - 29 U.S.C. 2601 et. seq.
 - 29 C.F.R. Part 825
 - 103.10, Wis. Stats.
 - Wis. Admin. Department of Workforce Development (DWD) 225
 - National Defense Authorization Act of 2010

Cross References [ag4430.01B - FMLA RECORDKEEPING REQUIREMENTS](#)

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4431 - **EMPLOYEE LEAVES**

The Board recognizes that there may be instances in which employees cannot report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 4161 (Unrequested Leave of Absence), Policy 4430.01 (FMLA), Policy 4432 (Sick Leave), and Policy 4430 (Leaves of Absence).

Paid Time Off

Staff members are eligible for Paid Time Off (PTO) as specified in the Employee Handbook.

Sick Leave

Staff members may use individual banked Sick Leave as specified in the Employee Handbook.

Vacation Leave

Staff members are eligible for Vacation Leave as specified in the Employee Handbook.

Bereavement Leave

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

Jury Duty Leave

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

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Leave for Voting

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

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

Election Official Leave

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

~~Leave to serve as an election official is provided on an unpaid basis.~~ If available, a staff member must may substitute paid leave such as **PTO or vacation leave**. Banked sick leave may not be used. ~~personal leave.~~ Staff members may not be penalized for using leave to serve as an election official.

Leave to Testify

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

If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;

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

Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off **which will not be deducted from the employee's PTO bank**, to do so, such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

Military Leave

Military Leave

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

Organ Donor Leave

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

Leave taken for this purpose is PTO first, then sick leave, then unpaid leave. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.

Leave for Jury Duty

~~Staff members who are called to jury duty shall be excused as specified in the Employee Handbook.~~

~~While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.~~

~~Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver~~

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

- A. ~~By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;~~
- B. ~~When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire~~

~~company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and~~

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

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

~~Organ Donor Leave~~

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

~~Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 4430.01.~~

~~Leave for Voting~~

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

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

~~Election Official Leave~~

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

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

~~Leave to Testify~~

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

- ~~A. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;~~

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

~~If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;~~

~~Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off, which will not be deducted from the employee's PTO bank, to do so, such that no loss of wages or benefits occurs as a result of compliance with the subpoena.~~

~~Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.~~

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

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work using PTO or unpaid leave, if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

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

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

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

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

Reviewed 5/8/19

Revised 1/27/20

T.C. 8/25/20

Revised 11/18/20

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- Cross References [po4430 - LEAVES OF ABSENCE](#)
- [po4430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE \("FMLA"\)](#)
- [po4161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY](#)
- [po4432 - EMPLOYEE SICK LEAVE](#)

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

Last Modified by Ellen Suckow on May 9, 2022



Book	Policy Manual
Section	First Reading by Board
Title	EMPLOYEE SICK LEAVE
Code	po4432
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 6, 2022
Prior Revised Dates	9/15/2021

~~4432 – EMPLOYEE SICK LEAVE~~

~~Employees are eligible to use paid sick leave in accordance with this policy. Any employee that will not be able to attend work on a scheduled workday shall contact their immediate supervisor as early as possible. The District may require a certification by a physician after an employee has been absent for an illness or any other use of sick leave. All doctors' certifications must be kept in the medical files at the Human Resources office.~~

~~The Board may question or investigate the use of sick leave. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action including, but not limited to, suspension or dismissal.~~

~~Limitations for All Groups~~

~~Sick leave may be charged in no less than one (1) hour increments, and any time of absence for sickness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave.~~

~~Sick leave will only be paid for the illness of the employee with the exception that up to five (5) days of accrued sick leave per school year may be used for illness, care of, and/or appointment for a spouse, legally dependent child, parent, or self. The District encourages staff to make doctor appointments outside working hours whenever possible. School year employees who work five and one-half (5.5) hours or less and year-round employees who work four (4) hours or less may use up to five (5) additional days of accrued sick leave per school year for illness, care of, and/or appointment for a spouse, legally dependent child, parent, or self.~~

~~FIFTY-TWO (52) WEEK HOURLY & BUILDINGS AND GROUNDS EMPLOYEES~~

~~Each employee shall be granted twelve (12) days of sick leave equal in time to the employee's workday each year. For newly hired employees, they will be allocated leave on a prorated basis. Unused sick leave may accumulate to a maximum of 120 days.~~

~~EXTENDED SCHOOL YEAR HOURLY & SCHOOL YEAR HOURLY EMPLOYEES~~

~~Each employee shall be granted nine (9) days of sick leave equal in time to the employee's workday each year. For newly hired employees, they will be allocated leave on a prorated basis. Unused sick leave may accumulate to a maximum of 120 days.~~

~~SCHOOL NUTRITION EMPLOYEES~~

~~Each employee shall be granted nine (9) days of sick leave equal in time to the employee's workday each year. For newly hired employees, they will be allocated leave on a prorated basis. Unused sick leave may accumulate to a maximum of 100 days.~~

~~All School Nutrition employees must sign the Food Employee Reporting Agreement as required by the Food Service Safety Plan and the Marathon County Health Department.~~

Last Modified by Ellen Suckow on May 6, 2022



Book	Policy Manual
Section	First Reading by Board
Title	FAIR LABOR STANDARDS ACT (FLSA)
Code	po6700
Status	First Reading
Adopted	May 25, 2016
Last Revised	May 6, 2022
Last Reviewed	October 4, 2018
Prior Revised Dates	3/22/2017

6700 - FAIR LABOR STANDARDS ACT (FLSA)

It is the School Board's policy to comply with the provisions of State and Federal Law, and their respective implementing regulations, relating to minimum wages and overtime. Further, the Board recognizes the safe and efficient operation of the District may occasionally require covered, non-exempt employees to work more than forty (40) hours during a given work week. Such employees shall be paid overtime compensation.

Work week is defined as the seven (7) day period of time beginning on Sunday at 12:00 a.m. and continuing to the following Saturday at 11:59 p.m. (or Monday at 12:00 a.m. and continuing to the following Sunday at 11:59 p.m.).

Covered, non-exempt employees who work (i.e., perform work on behalf of or for the benefit of the Board) more than forty (40) hours in a given work week will receive overtime compensation at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay for all hours worked in excess of forty (40) in the work week.

The Superintendent or his/her designee shall determine the necessity and availability of overtime work.

Overtime may be authorized only by a supervisor and will be used primarily to address circumstances of an emergency or temporary nature. Non-exempt employees who work overtime without prior approval from the Superintendent or a supervisor may be subject to disciplinary action, up to and including termination.

Exempt employees are individuals who are exempt from the State and Federal overtime provisions. Generally, individuals employed in a bona fide executive, administrative, administrative academic, or professional capacity, and certain computer employees are considered exempt. To qualify for the exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis. The salary requirement does not apply to teachers. Being paid on a "salary basis" means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. Additionally, the predetermined amount cannot be reduced because of variation in the quality or quantity of the employee's work. Subject to certain exceptions, an exempt employee must receive the full salary for any work week in which the employee performs any work, regardless of the number of days or hours worked.

The Board reserves the right to make deductions from the pay of otherwise exempt employees under the following circumstances:

- A. the employee is absent from work for one (1) or more full days for personal reasons other than sickness or disability **and does not have remaining PTO entitlement;**
- B. the employee is absent from work for one (1) or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness;

- C. to offset amounts employees receive as jury or witness fees, or for military pay;
- D. for unpaid disciplinary suspensions of one (1) or more full days imposed in good faith for workplace conduct rule infractions;
- E. for penalties imposed in good faith for infractions of safety rules of major significance;
- F. **See also CFR § 541.710 Employees of Public Agencies:**

1. **An employee of a public agency who otherwise meets the salary basis requirements of § 541.602 shall not be disqualified from exemption under §§ 541.100, 541.200, 541.300 or 541.400 on the basis that such employee is paid according to a pay system established by statute, ordinance or regulation, or by a policy or practice established pursuant to principles of public accountability, under which the employee accrues personal leave and sick leave and which requires the public agency employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day when accrued leave is not used by an employee because:**
 - a. Permission for its use has not been sought or has been sought and denied;**
 - b. Accrued leave has been exhausted; or**
 - c. The employee chooses to use leave without pay.**
2. **Deductions from the pay of an employee of a public agency for absences due to a budget-required furlough shall not disqualify the employee from being paid on a salary basis except in the workweek in which the furlough occurs and for which the employee's pay is accordingly reduced.**

The Board shall also not be required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family & Medical Leave Act.

The Board recognizes that with limited legally permissible exceptions, no deductions should be taken from the salaries of exempt employees. If an exempt employee believes that an improper deduction has been made to his/her salary, the employee should immediately report this information to the Director of **Talent and Culture**~~Human Resources~~.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made, and the Board will make a good faith commitment to avoid any recurrence of the error.

~~Revised 3/22/17~~
~~Reviewed 10/4/18~~

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Legal 29 C.F.R. Part 541
 29 U.S.C. 201 et seq.
 104.01, Wis. Stats.
 DWD 274.03, Wis. Admin. Code

Last Modified by Ellen Suckow on May 6, 2022

Dear DCE School Board,

Thank you for the plant
sent to school for my mom's
Funeral. They helped me to
know that you were thinking
of me while I was out of
school.

Your support is much
appreciated.

*During a time
like this
we realize how much
our friends and relatives
really mean to us...
Your expression
of sympathy will always
be remembered*

Jim Hostvedt and
Family

...again and again.

Thank you for sending the plant in honor of our father, Mike Timm Sr. It is beautiful and we felt touched that the school board remembered our family during this difficult time.

Kind Regards,
Licki and Mike Timm

Thank you for the beautiful
plant honoring my mother's
life. The D.C. Everest School
District was a big part of
her and her family's lives.

Kindly,

Scott Abel and Family

D.C.E. School Board -

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Thank you very much
for the 35 years of
service recognition and
Chamber Gift Certificates!

Amy Locke

DC Everest School Board ~

Thank you for hosting the Everest Recognition Event. I appreciate the 25 year and retirement certificates and gifts. It has been wonderful being a part of this amazing district and community. Forever an Evergreen!

Sincerely,

Kris Gilmore