
– 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.

To watch the meeting live please go to:

Event address for attendees: <https://dce.webex.com/dce/onstage/g.php?MTID=e7e0cf83efb14ce1c431c007d94374913>

Event number: 2492 312 3777

Event password: BoardJune2022

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

Audio Conference Access Code: 2492 312 3777

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

<https://www.youtube.com/channel/UCrYDZCV5lwlInSHhWI0od8g/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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A. Regular Board Meeting	
July 20, 2022, at 6:30 pm	
D.C. Everest Middle School Village Theater	
9302 Schofield Ave., Weston, WI 54476	
B. Regular Board Meeting	
August 17, 2022, at 6:30 pm	
D.C. Everest Middle School Village Theater	
9302 Schofield Ave., Weston, WI 54476	
C. Regular Board Meeting	
September 21, 2022, at 6:30 pm	
D.C. Everest Middle School Village Theater	
9302 Schofield Ave., Weston, WI 54476	
XII. Adjourn	

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



I. Call to Order

II. Roll Call

Joshua Dickerson: Absent (joined at 7:22), Katie Felch: Present, Shannon Grabko: Present, Lindsey Lewitzke: Present, Corina Norrbom: Present, Larry Schaefer: Present, Yee Leng Xiong: Present.

III. Pledge of Allegiance

IV. Approval of Agenda

Motion made by Lindsey Lewitzke and seconded by Yee Leng Xiong to approve the agenda for this meeting. With a voice vote, this motion passed.

V. Public Comment

Steven Frazier, 7102 Evergreen Street, Schofield, WI 54476

VI. Consent Agenda

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

Joshua Dickerson: Absent, Katie Felch: Yea, Shannon Grabko: Yea, Lindsey Lewitzke: Yea, Corina Norrbom: Yea, Larry Schaefer: Yea, Yee Leng Xiong: Yea

VI.A. Approval of Minutes

VI.B. Recommended Employment/Resignations/Contract Adjustments

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

VI.D. Balance Sheet

VI.E. Budget Transfers

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

VI.F.1. Evergreen Grant Request

VI.F.2. Mountain Bay Grant Request

VI.F.3. Rothschild Grant Request

VI.F.4. Weston Grant Request

VI.F.5. Middle School Grant Request

VI.F.6. Riverside Grant Request

VI.G. Fundraising Requests

VI.H. Gift/Bequests

VI.I. Bus Accident Report

VII. Reports/Considerations

VII.A. WASB Legislative Network Member - Norrbom reported WASB continues to hold online enrichment options.

VII.B. CESA #9 Representative - No Representative

VII.C. Student Representative -Alexander reported the seniors' last day is this Friday with graduation following on the 25th. Following the graduation ceremony, there will be a celebration for this year's class of 2022 with music, food, a coffee bar, games, and prizes. Today yearbooks were available. After 29 years the DECA Depot will be closing, and Everest Outfitters will be replacing the current space. The Senior High Variety Show was on Friday, May 6. This month student council has been working on promoting the Donation Station, it allows students to donate food after breakfast and all lunch hours. Both perishable and non-perishable items can be donated, but the food donated must be in a package that has not been opened. ALL students are invited to and have permission to take free food items at any time of day from the designated Donation Station cart and fridge, both located by the concession stand in the high school. The first week of May was National Staff Appreciation week. On behalf of the student body, student council would like to thank all staff members for all they do for the school and for their students.

VII.D. Superintendent

VII.D.1. School Year Update

VII.D.2. Early Learning Update

VIII. Unfinished Business

VIII.A. Middle School Engineering Tomorrow Program

IX. New Business

IX.A. Election of Officers - President, Vice President, Clerk, Treasurer

Ballot put forth by Schaefer for President - Lindsey Lewitzke, Vice President - Yee Leng Xiong, clerk - Larry Schaefer, Treasurer- Joshua Dickerson. Grabko nominated current officers. Xiong declined the nomination to continue as clerk. Grabko- withdrew her nomination.

Norrbom moved to close nominations and Xiong second. This motion passed with a voice vote.

Xiong moved to accept the slate Schaefer had put forth and Norrbom seconded. With a voice vote for President - Lindsey Lewitzke, Vice President - Yee Leng Xiong, clerk - Larry Schaefer, Treasurer- Joshua Dickerson were elected.

IX.B. Recognition of Departing Officers

IX.C. Appointment of Representatives

IX.C.1. WASB Representative - Norrbom

IX.C.1.a. WASB Delegate - Xiong

IX.C.2. Education Foundation Representative - Felch

IX.D. Discussion of Meeting Date and Times – Meetings will remain the third Wednesday at 6:30 p.m.

Dickerson arrived 7:22 p.m.

IX.E. 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

Motion made by Larry Schaefer and seconded by Katie Felch 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. With a roll call vote, this motion passed.

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

IX.F. Facsimile Resolution

Motion made by Yee Leng Xiong and seconded by Joshua Dickerson to authorize the facsimile signatures of the President, Treasurer, and Clerk adopted May 18, 2022, for use in signing school district checks or orders until new facsimile plates are acquired for the period of May 18, 2022, to June 30, 2022, and the clerk will mail a certified copy of this resolution to the respective depositories of the School District. With a roll call vote, this motion passed.

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

IX.G. Line of Credit

Motion made by Katie Felch and seconded by Larry Schaefer to approve the attached resolution authorizing the use of a line of credit in the amount of \$7,500,000 for the 2022 - 2023 the fiscal year. With a roll call vote, this motion, passed.

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

IX.H. Staff Handbook Updates

Motion made by Corina Norrbom and seconded by Katie Felch to approve the attached Staff Handbook updates. With a voice vote, this motion passed.

IX.I. First Reading of Policies

Motion made by Larry Schaefer and seconded by Katie Felch to approve the policies listed below on first reading. With a voice vote, this motion passed.

IX.I.1. po1461 Unrequested Leaves of Absence

IX.I.2. po1630.01 Family & Medical Leave of Absence - FMLA

IX.I.3. po3161 Unrequested Leaves of Absence

IX.I.4. po3430.01 Family and Medical Leave of Absence-FMLA

IX.I.5. po3431 Employee Leaves

IX.I.6. po3432 Employee Sick Leave - Delete

IX.I.7. po4161 Unrequested Leaves of Absence

IX.I.8. po4430.01 Family & Medical Leave of Absence - FMLA

IX.I.9. po4431 Employee Leaves

IX.I.10. po4432 Employee Sick Leave - Delete

IX.I.11. po6700 Fair Labor Standards Act FSLA

X. Petitions and Communications

X.A. Thank You for Memorial Tributes

X.A.1. J. Hostvedt

X.A.2. V. Timm

X.A.3. S. Abel Thank You for Memorial Tribute

X.B. Thank You for Recognition

X.B.1. G. Gadke

X.B.2. K. Gilmore

XI. Future Meeting Dates

XI.A. Senior High Graduation

May 25 at 7:00 p.m.

Stiehm Stadium

1000 Machmueller Street

Weston, WI 54476

XI.B. Regular Board Meeting

June 15, 2022, at 6:30 p.m.

D.C. Everest Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

XI.C. Regular Board Meeting

July 20, 2022, at 6:30 p.m.

D.C. Everest Middle School Theater

9302 Schofield Ave.

Weston, WI 54476

XI.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. Meeting Adjourned at 7:42 p.m.

Respectfully submitted,

Larry Schaefer, 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 June 15, 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>
Angela Ausprung	Early Childhood SPED Teacher	1.00	August 23, 2022
Ashley Martino	Math Interventionist/EV & HA Family and Consumer Education	0.50	August 23, 2022
Mallory Oboikovitz	Teacher/MS	1.00	August 23, 2022
Chyaine Rosenthal	ELA Teacher/SH	1.00	August 23, 2022
Joseph Zimmermann	ELA Teacher/MS	1.00	August 23, 2022
Danielle Steiniger	English Teacher/SH	1.00	August 23, 2022
Samantha Ward	Music Teacher/WE	1.00	August 23, 2022
Brittany Lanctin	Early Childhood SPED Teacher	1.00	August 23, 2022
Oliver Drake	Physical Education Teacher/JH	1.00	August 23, 2022
Joelle Witter	Grade 2 Teacher/MB	1.00	August 23, 2022
Amanda Thoma	Grade 5 Teacher/MB	1.00	August 23, 2022
Leah VanderLeest	Grade 4 Teacher/MB	1.00	August 23, 2022
Elizabeth Strehlow	Grade 3 Teacher/RO	1.00	August 23, 2022

Support Staff

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Alexandra Sinkula	Secretary to Elementary Principal/WE	0.88	June 1, 2022

Students

<i>Name</i>	<i>Position/Building</i>	<i>FTE</i>	<i>Start</i>
Nevaeh Van Beek	Intern/Administration	N/A	June 13, 2022

Seasonal Staff

<i>Name</i>	<i>Position/Building</i>	<i>Start</i>	<i>End</i>
Abigail Kislow	Summer Camp Staff	May 19, 2022	August 29, 2022
Mathew Chapman	Summer Technology Staff	May 25, 2022	August 30, 2022
Patience Baeten	Summer Technology Staff	June 6, 2022	August 30, 2022
Jonah Vesper	Summer Technology Staff	June 20, 2022	August 30, 2022

Summer Learning

<i>Name</i>	<i>Position/Building</i>	<i>Start</i>	<i>End</i>
Cynthia Miller	Summer Learning Teacher	June 13, 2022	July 14, 2022
Erika Wilde	Summer Learning Teacher	June 13, 2022	July 14, 2022
Renee Buchholz	Summer Learning Music Support	June 13, 2022	July 14, 2022
Kaylee Zinser	Summer Learning SPED Assistant	June 15, 2022	July 14, 2022

Resignation(s)/Retirement(s)**All Staff**

Name	Position/Building	Reason	Effective Date
Casey Sparacino	Housekeeper/WE	Resignation	May 20, 2022
Mary Cohrs	Transition Learning Teacher/WE	End of one-year contract	June 6, 2022
Olivia Hanke	Grade 5 Teacher/MB	End of one-year contract	June 6, 2022
Michael Lowe	Cross-Cat SPED Teacher/RO	End of one-year contract	June 6, 2022
Todd McDonald	Math Teacher/JH	End of one-year contract	June 6, 2022
Kelsey Parkin	School Social Worker/MS Speech/Language Teacher/HA,	End of one-year contract	June 6, 2022
Jennifer Buenning	ODY, WE, & Parochial	End of one-year contract	June 6, 2022
Meg Miles	SWD Assistant/EV	Resignation	June 6, 2022
Patrisha Kroshus	EC SPED Teacher/EC 4K	Resignation	June 6, 2022
Tamara Sivertson	English Teacher/MS & EVA K-5 EVA Teacher and Gifted &	Resignation	June 6, 2022
Ginger Reintjes	Talented Teacher/EVA	Resignation	June 6, 2022
Chee Lee	English Learner Teacher/WE	Resignation	June 6, 2022
Hannah Jacobs	Grade 3 Teacher/RIV	Resignation	June 6, 2022
Valerie Contraes	SWD Assistant/MB	Resignation	June 6, 2022
Kathy Lannigan	Student Services Secretary/MS	Resignation	June 14, 2022
Faye Angeloni	Secretary to the Principal/MS	Resignation	June 17, 2022
Ashley Evans	Assistant Superintendent of Operations/Admin	Resignation	June 30, 2022

Adjustments**Certified Staff**

Name	Position From	Position To	Effective Date
Julie Weller	Assistant Director of Special Education	Director of Special Education	July 1, 2022
Kelly Ziegelbauer	Dean of Students/MS	Principal/WE	July 1, 2022
Tina Prah	EC SPED Teacher/WE 4K	At Risk Teacher/SH	August 23, 2022
Joshua Jensen	Grade 5 Teacher/MB	Math Interventionist/MS & JH	August 23, 2022
William Franklin	Physical Education Teacher/JH	Dean of Students/SH	August 23, 2022
Jamie Salzman	ELA Teacher/MS	Dean of Students/MS	August 23, 2022

Support Staff

Name	Position From	Position To	Effective Date
Anna Huckbody	SWD Assistant/4K	Substitute Assistant	June 6, 2022
Betsy Hart	Secretary to Elementary	Secretary to Principal/MS	July 1, 2022

Summer Learning Contracts

<i>Name</i>	<i>Position</i>	<i>Contract Term</i>
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No extracurricular
contracts this month.

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

JUNE 7, 2022

CASH BALANCE AS OF MAY 9, 2022	(\$105,494.68)	
INVESTMENT ACCOUNT TRANSFERS		\$4,187,275.62
RECEIPTS CR#31193 - CR#31464	\$6,449,134.90	
CHECKS FOR APPROVAL #231247 - #231411 ACH: #212202959-#212203297		\$2,253,295.27
<u>VOIDS:</u> 231191, 231134, 230533, 230636, 230619	\$1,855.80	
CASH BALANCE AS OF JUNE 7, 2022		(\$95,074.87)
	\$6,345,496.02	\$6,345,496.02
	\$6,345,496.02	\$6,345,496.02

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(05/09/2022-06/07/2022)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
231247	3SCREENS.COM	MB051122a600	05/13/2022	600.00
231248	HELTEMES, KIM	5.9.22.4	05/13/2022	100.00
231249	HERITAGE MILITARY MUSIC FOUNDATION, INC.	5.10.22	05/13/2022	500.00
231250	JASON JULIAN LEGACY HORSE LOGGING	5.9.22.3	05/13/2022	350.00
231251	MARRIOTT MARQUIS & MARINA	FCCLANatAdv22	05/13/2022	1,012.50
231251	MARRIOTT MARQUIS & MARINA	FCCLANat22	05/13/2022	2,025.00
231252	MORGAN, ROBERT	5.9.22.2	05/13/2022	100.00
231253	TESSMANN, DICK	5.9.22.1	05/13/2022	350.00
231254	VILLAGE OF WESTON	12524	05/13/2022	500.00
231255	WI PUBLIC SERVICE	4125888426	05/13/2022	94,713.05
231256	WI RAPIDS LINCOLN HS	EF05062022	05/13/2022	170.00
231257	A & A LOCK SERVICE	APR.28.2022	05/13/2022	404.50
231258	APPLE INC - AR	AH43457965	05/13/2022	99.00
231259	BACKGROUND INVESTIGATION BUREAU, LLC	DCE001050122-1	05/13/2022	181.35
231259	BACKGROUND INVESTIGATION BUREAU, LLC	DCE002050122-1	05/13/2022	2,040.05
231260	CEV MULTIMEDIA, LTD.	129745	05/13/2022	139.92
231261	COLLINS, HEATHER	APR2022 MILEAGE	05/13/2022	98.16
231262	COLTS YOUTH ORGANIZATION	59482-FO	05/13/2022	1,126.38
231263	DC EVEREST JUNIOR HIGH	DT	05/13/2022	200.00
231264	EMERGENCY MEDICAL PRODUCTS	2320948	05/13/2022	49.89
231264	EMERGENCY MEDICAL PRODUCTS	2335383	05/13/2022	119.44
231265	ENTERPRISE	69T816	05/13/2022	62.81
231266	GOPHER SPORT, INC.	IN159393	05/13/2022	239.40
231267	GORDON FOOD SERVICE INC	16442244	05/13/2022	-40.05
231267	GORDON FOOD SERVICE INC	16430245	05/13/2022	-19.21
231267	GORDON FOOD SERVICE INC	218598779	05/13/2022	1,151.67
231268	LAMERS BUS LINES, INC.	12212	05/13/2022	74.91
231268	LAMERS BUS LINES, INC.	12038	05/13/2022	81.48
231268	LAMERS BUS LINES, INC.	12039	05/13/2022	106.93
231268	LAMERS BUS LINES, INC.	12025	05/13/2022	124.34
231268	LAMERS BUS LINES, INC.	11642	05/13/2022	327,823.10
231269	LEDGE VIEW NATURE CENTER	10950	05/13/2022	78.00
231270	MASTERS BUILDING SOLUTIONS INC	J015987	05/13/2022	930.00
231271	MOBILE WAREHOUSE, LLC	26072	05/13/2022	240.00
231272	MS GRAPHICS, LLC	2014-4515	05/13/2022	31.60
231273	NORTH CENTRAL HLTH CARE	M26703	05/13/2022	500.00
231274	OTIS ELEVATOR CO	100400744697	05/13/2022	1,571.43
231275	STAPLES ADVANTAGE	3507238411	05/13/2022	107.22
231275	STAPLES ADVANTAGE	3507238410	05/13/2022	159.91
231276	STERLING WATER INC	342X10026501	05/13/2022	1,289.80
231277	SWITS LTD	II-2750	05/13/2022	120.00
231278	TEUKE, MICHAEL	WOR05032022	05/13/2022	55.00
231279	U.S. WATER, LLC.	152494	05/13/2022	280.00
231280	VIRCO	91979246	05/13/2022	995.40
231281	WASBO FOUNDATION	32941	05/13/2022	275.00
231282	WAUSAU SHARPENING SRVS LLC	3451	05/13/2022	28.80
231283	WI ASSN SCH DIST AD WASDA	200011770	05/13/2022	50.00
231284	WI HISTORICAL SOCIETY	94534	05/13/2022	30.00
231285	WI PUBLIC SERVICE	RO GAS APR2022	05/13/2022	495.36

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(05/09/2022-06/07/2022)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
231285	WI PUBLIC SERVICE	MBAY GAS APR2022	05/13/2022	497.64
231285	WI PUBLIC SERVICE	JH GAS APR2022	05/13/2022	743.54
231285	WI PUBLIC SERVICE	GHF GAS APR2022	05/13/2022	849.34
231285	WI PUBLIC SERVICE	SH GAS APR2022	05/13/2022	967.27
231285	WI PUBLIC SERVICE	MS GAS APR2022	05/13/2022	979.00
231286	YOURMEMBERSHIP.COM, INC.	R56827356	05/13/2022	409.00
231287	PINE TREE QUILTERS	5.12.22	05/20/2022	200.00
231288	17TH & MONTGOMERY, LLC.	15032a	05/20/2022	4,500.00
231289	HAWKINS, ASH CPA'S LLP	3154847	05/20/2022	4,400.00
231290	MARSHFIELD HIGH SCHOOL	EF05122022	05/20/2022	100.00
231291	RIVEREDGE GOLF COURSE	EF05242022	05/20/2022	125.00
231292	STEVENS PT AREA HS SPASH	EF05122022	05/20/2022	125.00
231293	UNDERGROUND SOUND & LIGHTING PRODUCTIONS, LLC	1116	05/20/2022	1,100.00
231294	VENTURA COUNTY CLERK AND RECORDER	KE Sr. High	05/20/2022	29.00
231295	APG MEDIA OF WI-REGIONAL	EC11012938-0422	05/20/2022	1,053.47
231296	BAY VERTE MACHINERY INC	453705-00	05/20/2022	36.67
231297	BENCHMARK EDUCATION CO	452871	05/20/2022	1,754.50
231298	BOELTER COMPANIES, THE	97896852	05/20/2022	396.36
231298	BOELTER COMPANIES, THE	97896851	05/20/2022	2,887.12
231299	BRIGHTLY SOFTWARE, INC.	INV-108691	05/20/2022	12,138.59
231300	BURKE, JOHN	WOR05102022	05/20/2022	100.00
231301	BYTESPEED LLC	INV0156318	05/20/2022	39,450.00
231302	CATTAIL ORGANICS, LLC	1341	05/20/2022	639.00
231303	CDW GOVT IN EDUCATION	MD2201965	05/20/2022	3,375.00
231304	CENTRAL WI CONVENTION & EXPO CENTER	LC-562022	05/20/2022	335.00
231305	CENTURY LINK	292430759	05/20/2022	233.49
231306	CHARTER COMMUNICATIONS, INC.	0001842050322	05/20/2022	618.84
231307	CONDON OIL COMPANY	T06579	05/20/2022	1,100.50
231307	CONDON OIL COMPANY	T060580	05/20/2022	1,100.50
231308	DEBISH-ANDERSON, JACOB	REF05142022	05/20/2022	140.00
231309	ERFFMEYER AND SON COMPANY, INC.	2022-92844	05/20/2022	58.00
231310	FEDEX, INC.	7-751-94446	05/20/2022	35.39
231311	GOPHER SPORT, INC.	#IN168842	05/20/2022	603.88
231312	GORDON FOOD SERVICE INC	909866	05/20/2022	-162.30
231312	GORDON FOOD SERVICE INC	909465	05/20/2022	-67.20
231312	GORDON FOOD SERVICE INC	16526096	05/20/2022	-55.36
231312	GORDON FOOD SERVICE INC	909464	05/20/2022	-34.61
231312	GORDON FOOD SERVICE INC	16498787	05/20/2022	-10.55
231312	GORDON FOOD SERVICE INC	218902898	05/20/2022	1.87
231312	GORDON FOOD SERVICE INC	218534566	05/20/2022	3.29
231312	GORDON FOOD SERVICE INC	218534555	05/20/2022	8.13
231312	GORDON FOOD SERVICE INC	218720068	05/20/2022	9.31
231312	GORDON FOOD SERVICE INC	218720075	05/20/2022	12.95
231312	GORDON FOOD SERVICE INC	218598773	05/20/2022	18.62
231312	GORDON FOOD SERVICE INC	218598788	05/20/2022	27.87
231312	GORDON FOOD SERVICE INC	218534565	05/20/2022	30.75
231312	GORDON FOOD SERVICE INC	218720071	05/20/2022	37.24
231312	GORDON FOOD SERVICE INC	218598774	05/20/2022	44.37
231312	GORDON FOOD SERVICE INC	218534562	05/20/2022	45.14

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER
(05/09/2022-06/07/2022)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
231312	GORDON FOOD SERVICE INC	218534560	05/20/2022	47.48
231312	GORDON FOOD SERVICE INC	218534569	05/20/2022	55.86
231312	GORDON FOOD SERVICE INC	217042277	05/20/2022	74.13
231312	GORDON FOOD SERVICE INC	218720062	05/20/2022	105.35
231312	GORDON FOOD SERVICE INC	218783885	05/20/2022	111.43
231312	GORDON FOOD SERVICE INC	218720073	05/20/2022	133.48
231312	GORDON FOOD SERVICE INC	218783889	05/20/2022	140.75
231312	GORDON FOOD SERVICE INC	218783883	05/20/2022	144.55
231312	GORDON FOOD SERVICE INC	218720080	05/20/2022	144.69
231312	GORDON FOOD SERVICE INC	218720069	05/20/2022	148.92
231312	GORDON FOOD SERVICE INC	218534558	05/20/2022	160.33
231312	GORDON FOOD SERVICE INC	218720084	05/20/2022	253.22
231312	GORDON FOOD SERVICE INC	218720076	05/20/2022	264.63
231312	GORDON FOOD SERVICE INC	218720063	05/20/2022	271.54
231312	GORDON FOOD SERVICE INC	218720070	05/20/2022	279.89
231312	GORDON FOOD SERVICE INC	218902893	05/20/2022	329.11
231312	GORDON FOOD SERVICE INC	218534568	05/20/2022	369.52
231312	GORDON FOOD SERVICE INC	218598782	05/20/2022	373.24
231312	GORDON FOOD SERVICE INC	218720074	05/20/2022	424.25
231312	GORDON FOOD SERVICE INC	218598776	05/20/2022	452.10
231312	GORDON FOOD SERVICE INC	218902897	05/20/2022	461.83
231312	GORDON FOOD SERVICE INC	218535563	05/20/2022	471.16
231312	GORDON FOOD SERVICE INC	218720078	05/20/2022	530.80
231312	GORDON FOOD SERVICE INC	218534561	05/20/2022	538.94
231312	GORDON FOOD SERVICE INC	218720067	05/20/2022	607.78
231312	GORDON FOOD SERVICE INC	218534570	05/20/2022	620.80
231312	GORDON FOOD SERVICE INC	218720077	05/20/2022	635.70
231312	GORDON FOOD SERVICE INC	218534553	05/20/2022	664.50
231312	GORDON FOOD SERVICE INC	218902887	05/20/2022	702.51
231312	GORDON FOOD SERVICE INC	218720082	05/20/2022	736.74
231312	GORDON FOOD SERVICE INC	218720081	05/20/2022	778.93
231312	GORDON FOOD SERVICE INC	218783888	05/20/2022	819.10
231312	GORDON FOOD SERVICE INC	218598786	05/20/2022	822.11
231312	GORDON FOOD SERVICE INC	218783886	05/20/2022	866.86
231312	GORDON FOOD SERVICE INC	218598775	05/20/2022	867.60
231312	GORDON FOOD SERVICE INC	218234557	05/20/2022	914.16
231312	GORDON FOOD SERVICE INC	218534556	05/20/2022	919.05
231312	GORDON FOOD SERVICE INC	218720061	05/20/2022	982.89
231312	GORDON FOOD SERVICE INC	218598787	05/20/2022	1,027.77
231312	GORDON FOOD SERVICE INC	218720079	05/20/2022	1,036.27
231312	GORDON FOOD SERVICE INC	218598784	05/20/2022	1,121.45
231312	GORDON FOOD SERVICE INC	218783882	05/20/2022	1,135.18
231312	GORDON FOOD SERVICE INC	218534550	05/20/2022	1,181.90
231312	GORDON FOOD SERVICE INC	218783878	05/20/2022	1,255.37
231312	GORDON FOOD SERVICE INC	218720064	05/20/2022	1,349.33
231312	GORDON FOOD SERVICE INC	218534564	05/20/2022	1,667.74
231312	GORDON FOOD SERVICE INC	218720065	05/20/2022	1,718.00
231312	GORDON FOOD SERVICE INC	218783880	05/20/2022	2,096.11
231312	GORDON FOOD SERVICE INC	218534549	05/20/2022	2,160.68

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231312	GORDON FOOD SERVICE INC	218720072	05/20/2022	2,319.22
231312	GORDON FOOD SERVICE INC	218598777	05/20/2022	2,553.69
231312	GORDON FOOD SERVICE INC	218598780	05/20/2022	3,374.52
231312	GORDON FOOD SERVICE INC	218537559	05/20/2022	3,444.16
231312	GORDON FOOD SERVICE INC	218783884	05/20/2022	7,871.37
231313	HAZELDEN PUBLISHING	2941166	05/20/2022	1,177.31
231314	HIORNS PIANO SERVICE	5.13.22	05/20/2022	50.00
231314	HIORNS PIANO SERVICE	000	05/20/2022	60.00
231315	HOME INSULATION CO, INC	46939	05/20/2022	243.00
231315	HOME INSULATION CO, INC	46945	05/20/2022	268.00
231316	HSU GROWING SUPPLY	55992	05/20/2022	745.00
231317	JOSTENS, INC.	N003012613.	05/20/2022	88.80
231317	JOSTENS, INC.	28388254	05/20/2022	184.93
231317	JOSTENS, INC.	N003030665	05/20/2022	381.60
231318	MARA CTY HEALTH DEPARTMENT	INV02727	05/20/2022	14.00
231319	MAXI AIDS, INC.	957614	05/20/2022	109.35
231320	MELHART MUSIC CENTER	3444277	05/20/2022	5,301.60
231321	MUSIC THERAPY SERVICES OF CENTRAL WISCONSIN	1132	05/20/2022	3,360.00
231322	NDSM HOLDINGS, LLC.	4196252	05/20/2022	31,643.32
231323	RAPTOR EDUC GROUP INC	REGI5622	05/20/2022	239.49
231324	RIBBONS GALORE, INC.	185987	05/20/2022	918.89
231325	RICS SEWER SERVICE LLC	MS05.06.22	05/20/2022	350.00
231325	RICS SEWER SERVICE LLC	HS.05.02.22	05/20/2022	395.00
231325	RICS SEWER SERVICE LLC	HS04.21.22	05/20/2022	1,225.00
231326	SALT SOFTWARE, LLC	SS3122	05/20/2022	55.30
231327	STAPLES ADVANTAGE	3507485063	05/20/2022	22.18
231327	STAPLES ADVANTAGE	3507308683	05/20/2022	37.90
231327	STAPLES ADVANTAGE	3507628521	05/20/2022	51.75
231327	STAPLES ADVANTAGE	3507308681	05/20/2022	51.89
231327	STAPLES ADVANTAGE	3507308682	05/20/2022	56.15
231327	STAPLES ADVANTAGE	3507238409	05/20/2022	606.14
231328	SYSCO FOOD SERVICES OF BARABOO	318386722	05/20/2022	117.90
231328	SYSCO FOOD SERVICES OF BARABOO	318394725	05/20/2022	241.17
231328	SYSCO FOOD SERVICES OF BARABOO	318409942	05/20/2022	254.40
231328	SYSCO FOOD SERVICES OF BARABOO	318419584	05/20/2022	419.74
231328	SYSCO FOOD SERVICES OF BARABOO	318389283	05/20/2022	442.42
231328	SYSCO FOOD SERVICES OF BARABOO	318409631	05/20/2022	500.78
231329	TEUKE, MICHAEL	WOR05102022	05/20/2022	80.00
231330	TISHKEN, AMY	24725	05/20/2022	7.30
231331	U.S. WATER, LLC.	152834	05/20/2022	169.00
231331	U.S. WATER, LLC.	151609	05/20/2022	315.00
231332	UW WHITEWATER-CASHIERS OFFICE	Summer 22 CN	05/20/2022	3,589.98
231333	WASPA	5415	05/20/2022	300.00
231334	WI HOSA	99518793	05/20/2022	360.00
231335	FIRST LOAN	05202022A	05/20/2022	613.10
231336	MARK HARRING STANDING CHAPTER 13 TRUSTEE	05202022A	05/20/2022	441.96
231337	MESSERLI & KRAMER PA	05202022A	05/20/2022	418.93
231338	UNITED WAY OF MARATHON CNTY	20220520ADUWAY	05/20/2022	759.54
231339	DYNAMIC INTERNET SOLUTIONS, LLC	1012821	05/27/2022	600.00

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231340	GREENWOOD HILLS COUNTRY CLUB, INC	EF5312022	05/27/2022	35.00
231341	REDEEMER EVANG LUTH CHURCH	REDEEMER51922	05/27/2022	650.00
231342	VILLAGE OF ROTHSCHILD	June 6 security dep	05/27/2022	500.00
231343	WI PUBLIC SERVICE	4147815156	05/27/2022	2,006.64
231344	BLUE EDGE ENERGY	3582	05/27/2022	1,008.68
231345	BOELTER COMPANIES, THE	enter inv. #97904245	05/27/2022	251.54
231345	BOELTER COMPANIES, THE	9790046	05/27/2022	272.01
231345	BOELTER COMPANIES, THE	97900431	05/27/2022	1,213.01
231346	BYERS, ADAM	BYERS51722	05/27/2022	15.00
231347	DC EVEREST SENIOR HIGH SCHOOL	5-23-2022	05/27/2022	261.00
231347	DC EVEREST SENIOR HIGH SCHOOL	DCEVOLLEYBALL51722	05/27/2022	1,621.00
231348	FASTSIGNS	629-11892	05/27/2022	412.24
231349	GORDON FOOD SERVICE INC	218902890	05/27/2022	18.62
231349	GORDON FOOD SERVICE INC	219136075	05/27/2022	43.97
231349	GORDON FOOD SERVICE INC	218963826	05/27/2022	54.00
231349	GORDON FOOD SERVICE INC	218963830	05/27/2022	65.24
231349	GORDON FOOD SERVICE INC	219136086	05/27/2022	74.30
231349	GORDON FOOD SERVICE INC	218902901	05/27/2022	131.67
231349	GORDON FOOD SERVICE INC	218902896	05/27/2022	159.39
231349	GORDON FOOD SERVICE INC	218963831	05/27/2022	165.58
231349	GORDON FOOD SERVICE INC	218902884	05/27/2022	226.24
231349	GORDON FOOD SERVICE INC	218902883	05/27/2022	249.66
231349	GORDON FOOD SERVICE INC	218963832	05/27/2022	269.72
231349	GORDON FOOD SERVICE INC	218902882	05/27/2022	317.79
231349	GORDON FOOD SERVICE INC	219136079	05/27/2022	318.29
231349	GORDON FOOD SERVICE INC	218963835	05/27/2022	352.10
231349	GORDON FOOD SERVICE INC	318429186	05/27/2022	482.64
231349	GORDON FOOD SERVICE INC	218902891	05/27/2022	489.94
231349	GORDON FOOD SERVICE INC	218902902	05/27/2022	541.15
231349	GORDON FOOD SERVICE INC	218963825	05/27/2022	544.84
231349	GORDON FOOD SERVICE INC	218902894	05/27/2022	621.48
231349	GORDON FOOD SERVICE INC	218963827	05/27/2022	648.05
231349	GORDON FOOD SERVICE INC	218902895	05/27/2022	708.25
231349	GORDON FOOD SERVICE INC	218963828	05/27/2022	724.91
231349	GORDON FOOD SERVICE INC	218963836	05/27/2022	743.66
231349	GORDON FOOD SERVICE INC	218902900	05/27/2022	827.19
231349	GORDON FOOD SERVICE INC	218902886	05/27/2022	831.62
231349	GORDON FOOD SERVICE INC	218902892	05/27/2022	1,042.82
231349	GORDON FOOD SERVICE INC	218902899	05/27/2022	1,509.54
231349	GORDON FOOD SERVICE INC	218902888	05/27/2022	2,047.61
231349	GORDON FOOD SERVICE INC	218963840	05/27/2022	2,142.01
231349	GORDON FOOD SERVICE INC	218963829	05/27/2022	2,611.84
231349	GORDON FOOD SERVICE INC	218902881	05/27/2022	3,362.14
231350	HAL LEONARD CORPORATION	51539675	05/27/2022	171.04
231351	JOHNSON, ELIJAH	50224	05/27/2022	25.25
231352	JOSTENS, INC.	28832587	05/27/2022	64.15
231353	K12 MANAGEMENT INC. DBA FUELED	INV-36403	05/27/2022	1,999.00
231354	LAMERS BUS LINES, INC.	13460	05/27/2022	276,789.05
231355	MAGUIRE, JAYSON	WOR05172022	05/27/2022	35.00

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231356	MARSHFIELD CLINIC, INC.	185825APR2022	05/27/2022	1,033.20
231357	MCFEELY'S	000046447-B	05/27/2022	254.28
231357	MCFEELY'S	000046447	05/27/2022	325.55
231358	MODULAR ROBOTICS INC.	4670	05/27/2022	2,230.00
231359	PARTS TOWN, LLC.	29696248	05/27/2022	372.31
231360	RIEMER, KIM	22754	05/27/2022	97.95
231361	SCHAEFER, CYNTHIA	SCHAEFER51322	05/27/2022	118.90
231362	SURTI, ALIYA	22350	05/27/2022	19.90
231363	SYSCO FOOD SERVICES OF BARABOO	318437867	05/27/2022	249.64
231363	SYSCO FOOD SERVICES OF BARABOO	318429185	05/27/2022	657.44
231364	TAYLOR ENTERPRISES OF WISCONSIN	157802-IN	05/27/2022	29.63
231365	THE GAMING EMPORIUM	DCE05102022	05/27/2022	169.00
231366	DC EVEREST SENIOR HIGH SCHOOL	05192022	06/03/2022	250.00
231367	HILTON GARDEN INN WEST MIDDLETON	39022	06/03/2022	1,307.52
231368	RHINELANDER HIGH SCHOOL	EF03312022	06/03/2022	125.00
231369	US TREASURY	PCOR FEES 2022	06/03/2022	259.91
231370	ALLIANT UTILITIES/WP&L	MAY2022	06/03/2022	1,150.69
231371	APRIL THOMPSON LICENSED SIGN LANG. INT. NIC	52522	06/03/2022	165.00
231372	BECKER ARENA PROD INC	604792	06/03/2022	77.52
231373	BOELTER COMPANIES, THE	97907361	06/03/2022	230.00
231373	BOELTER COMPANIES, THE	97907362	06/03/2022	1,332.64
231373	BOELTER COMPANIES, THE	97907360	06/03/2022	4,364.25
231374	CELLCOM - WAUSAU	377764	06/03/2022	1,100.33
231374	CELLCOM - WAUSAU	377939	06/03/2022	1,447.22
231375	CRESENT LANDSCAPE SUPPLY, INC	026777	06/03/2022	15,960.00
231376	DAVISSON, KEITH	JUNE LIFE INS ACH	06/03/2022	12.30
231377	DC EVEREST SENIOR HIGH SCHOOL	5.31.22	06/03/2022	100.00
231378	DCF	5000031031	06/03/2022	40.00
231379	EVOLUTIONS IN DESIGN	05112022	06/03/2022	110.00
231380	FARRELL EQUIPMENT & SUPPLY CO, INC.	1256158	06/03/2022	79.98
231381	FASTENAL COMPANY	348773	06/03/2022	2.06
231381	FASTENAL COMPANY	WISCH348674	06/03/2022	107.00
231382	FEDEX, INC.	7-774-52393	06/03/2022	23.04
231383	GORDON FOOD SERVICE INC	219072878	06/03/2022	-102.10
231383	GORDON FOOD SERVICE INC	218192522	06/03/2022	1.86
231383	GORDON FOOD SERVICE INC	219072866	06/03/2022	7.01
231383	GORDON FOOD SERVICE INC	219136087	06/03/2022	14.90
231383	GORDON FOOD SERVICE INC	219072876	06/03/2022	15.14
231383	GORDON FOOD SERVICE INC	219072868	06/03/2022	55.86
231383	GORDON FOOD SERVICE INC	219158072	06/03/2022	162.66
231383	GORDON FOOD SERVICE INC	219136083	06/03/2022	182.53
231383	GORDON FOOD SERVICE INC	219072880	06/03/2022	220.57
231383	GORDON FOOD SERVICE INC	218192537	06/03/2022	548.67
231383	GORDON FOOD SERVICE INC	219072877	06/03/2022	584.86
231383	GORDON FOOD SERVICE INC	219136089	06/03/2022	630.40
231383	GORDON FOOD SERVICE INC	219136077	06/03/2022	641.68
231383	GORDON FOOD SERVICE INC	219136085	06/03/2022	660.60
231383	GORDON FOOD SERVICE INC	219072873	06/03/2022	1,312.66
231383	GORDON FOOD SERVICE INC	219136084	06/03/2022	1,452.94

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231383	GORDON FOOD SERVICE INC	219136074	06/03/2022	2,007.71
231383	GORDON FOOD SERVICE INC	219072881	06/03/2022	2,428.01
231383	GORDON FOOD SERVICE INC	219072861	06/03/2022	2,638.58
231383	GORDON FOOD SERVICE INC	219136080	06/03/2022	3,149.55
231383	GORDON FOOD SERVICE INC	218192514	06/03/2022	4,282.67
231384	HACK, SAMANTHA	MAY2022 MILEAGE	06/03/2022	355.68
231385	HEARTLAND SCHOOL SOLUTIONS	1460098	06/03/2022	2,632.00
231386	HECKENDORF, CASON	20211.1.1	06/03/2022	100.00
231387	HOME INSULATION CO, INC	46966	06/03/2022	247.00
231387	HOME INSULATION CO, INC	46968	06/03/2022	264.00
231388	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	955546415	06/03/2022	4,479.72
231388	HOUGHTON MIFFLIN HARCOURT PUBLISHING CO.	955545475	06/03/2022	8,568.00
231389	K12 MANAGEMENT INC. DBA FUELED	INV-36655	06/03/2022	1,999.00
231390	LINDER ELECTRIC MOTORS, INC.	65306	06/03/2022	3,228.80
231391	MAGUIRE, JAYSON	WOR05242022	06/03/2022	35.00
231392	MARA CTY HEALTH DEPARTMENT	INV02807	06/03/2022	14.00
231392	MARA CTY HEALTH DEPARTMENT	138MSCH 9HQQ25	06/03/2022	47.00
231392	MARA CTY HEALTH DEPARTMENT	138HSAT-7QWNXH (22)	06/03/2022	504.00
231393	MEDWETZ, JULIE	55986	06/03/2022	33.20
231394	MS GRAPHICS, LLC	2014-4583	06/03/2022	58.00
231394	MS GRAPHICS, LLC	2014-4569	06/03/2022	155.00
231395	NASSP/NHS	9001587839	06/03/2022	385.00
231396	NEFF COMPANY, INC.	N003036999	06/03/2022	947.63
231397	PEACEFUL SOLUTIONS COUNSELING, INC.	DCE-14	06/03/2022	500.00
231398	PETERSON, BRENT	22238	06/03/2022	47.70
231399	PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC.	3315742791	06/03/2022	408.99
231400	SYSCO FOOD SERVICES OF BARABOO	318439105	06/03/2022	1,203.93
231401	THE CENTRE FOR WELL-BEING INC	51722	06/03/2022	500.00
231402	THE MINT CAFE, INC	5182022d	06/03/2022	869.15
231403	THE SENSORY PATH, INC.	R-6766	06/03/2022	4,500.00
231404	U.S. WATER, LLC.	153451	06/03/2022	224.00
231405	UNIVERSAL RECYCLING TECHNOLOGIES LLC	ARINV186571	06/03/2022	1,313.34
231406	VILLAGE OF WESTON	FEB-MAY 2022 2145-00	06/03/2022	175.75
231406	VILLAGE OF WESTON	FEB-MAY 2022 2749-00	06/03/2022	2,743.10
231406	VILLAGE OF WESTON	FEB-MAY 2022 2146-00	06/03/2022	6,471.45
231406	VILLAGE OF WESTON	FEB-MAY2022 2025-00	06/03/2022	6,678.09
231407	WASBO FOUNDATION	20228080	06/03/2022	260.00
231408	WI DEPT OF NATURAL RESOURCE	WU95380	06/03/2022	125.00
231409	MARK HARRING STANDING CHAPTER 13 TRUSTEE	06032022A	06/03/2022	441.96
231410	MESSERLI & KRAMER PA	06032022A	06/03/2022	415.18
231411	UNITED WAY OF MARATHON CNTY	20220603ADUWAY	06/03/2022	754.54
212202959	ABLE DISTRIBUTING CO INC	S017755315.001	05/13/2022	294.54
212202960	ADAMUS, AMY	APR2022 MILEAGE	05/13/2022	112.67
212202961	ALFONSO, JAMES	REF05032022	05/13/2022	134.20
212202962	ALVIS, LEROY JR	REF05042022	05/13/2022	60.00
212202962	ALVIS, LEROY JR	REF0503 - 2	05/13/2022	110.00
212202963	AMAZON CAPITAL SERVICES	1KDV-TQDD-G7VC	05/13/2022	12.99
212202963	AMAZON CAPITAL SERVICES	1WGJ-1JGP-TQMK	05/13/2022	68.36
212202963	AMAZON CAPITAL SERVICES	14D3-WR7G-9CQX	05/13/2022	92.40

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212202963	AMAZON CAPITAL SERVICES	1VMC-DQHL-W4MY	05/13/2022	113.25
212202963	AMAZON CAPITAL SERVICES	163Q-Y7VY-1Y1F	05/13/2022	324.31
212202963	AMAZON CAPITAL SERVICES	1RHG-H46M-RF3F	05/13/2022	449.68
212202963	AMAZON CAPITAL SERVICES	17JH-W9R9-HTGG	05/13/2022	3,003.52
212202964	AMERICAN WELDING & GAS INC	08497891	05/13/2022	17.11
212202964	AMERICAN WELDING & GAS INC	08480233	05/13/2022	329.86
212202964	AMERICAN WELDING & GAS INC	08515294	05/13/2022	497.18
212202965	ARAMARK UNIFORM SERVICES, INC	APR2022 FOOD	05/13/2022	1,027.56
212202965	ARAMARK UNIFORM SERVICES, INC	APR2022 CUSTODIAL	05/13/2022	2,159.79
212202966	ASCENSION ST. MICHAEL'S HOSPITAL INC.	172773	05/13/2022	4,882.50
212202967	BAIER, TERESE	APR2022 MILEAGE	05/13/2022	140.99
212202968	BAILEY, SARAH	APR2022 MILEAGE	05/13/2022	23.40
212202969	BATES, CRISTIE	APR2022 MILEAGE	05/13/2022	127.24
212202970	BECK, EMILY	APR2022 MILEAGE	05/13/2022	120.63
212202970	BECK, EMILY	APR2022 CONF	05/13/2022	164.25
212202971	BRAY, ISAAC	APR2022 CONF REIMB	05/13/2022	590.78
212202972	BUCHBERGER, LARRY	REF05072022	05/13/2022	180.00
212202973	BUENNING, JENNIFER	APR2022 MILEAGE	05/13/2022	63.88
212202974	BULLIS, KRISTINE	MAY2022 ITEM	05/13/2022	52.52
212202975	COOK, BILL	REF05052022	05/13/2022	90.00
212202976	CZECH, MICHAEL	REF05032022	05/13/2022	80.00
212202977	DEAF AND HARD OF HEARING EDUCATIONAL	2206	05/13/2022	8,625.00
212202978	DEAF/HH EDUCATIONAL CONSULTING	23	05/13/2022	4,275.00
212202979	DEAN, PAUL	REF05022022	05/13/2022	80.00
212202980	DOESCHER, LAUREN	MAY2022 ITEM	05/13/2022	222.17
212202981	DREWEK, DAVID	REF05042022	05/13/2022	90.00
212202982	FINCHER, DENNIS	REF05072022	05/13/2022	180.00
212202983	FIRST SUPPLY LLC	125737-00	05/13/2022	-92.96
212202983	FIRST SUPPLY LLC	125867-00	05/13/2022	501.64
212202984	FOLLETT CONTENT SOLUTIONS, LLC.	454953F	05/13/2022	33.38
212202985	FUEHRER, JACOB	REF050322	05/13/2022	110.00
212202986	FULLERTON, JASON	REF05032022	05/13/2022	117.10
212202987	GAETZMAN, GREG	REF05052022	05/13/2022	90.00
212202988	GAJEWSKI, JOHN	REF050322-3	05/13/2022	90.00
212202989	GEBERT, SAMANTHA	APR2022 MILEAGE	05/13/2022	18.72
212202990	GHOST PEPPER CONSULTING, LLC	1021	05/13/2022	765.00
212202991	GILMORE, JAMES	April 2022	05/13/2022	640.83
212202992	GLYNN, JOHN	APR2022 MILEAGE	05/13/2022	19.04
212202992	GLYNN, JOHN	APR2022 MILEAGEa	05/13/2022	22.40
212202992	GLYNN, JOHN	APR2022 ITEM	05/13/2022	294.67
212202993	GRAINGER INC, WW	186655090135	05/13/2022	24.87
212202993	GRAINGER INC, WW	9301022118	05/13/2022	49.74
212202993	GRAINGER INC, WW	9301022126	05/13/2022	58.03
212202993	GRAINGER INC, WW	9301361847	05/13/2022	505.69
212202993	GRAINGER INC, WW	9300330298	05/13/2022	618.76
212202994	GROTE, MICHAEL	REF05062022	05/13/2022	130.00
212202995	HAAKENSON, BRITTANY	APR2022 MILEAGE	05/13/2022	208.32
212202996	HABECK, MIKE	WOR05032022	05/13/2022	90.00
212202997	HACK, THOMAS	REF05072022	05/13/2022	180.00

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212202998	HALUSKA, JAMES	REF05072022	05/13/2022	180.00
212202999	HELLER, CHRISTOPHER	APR2022 MILEAGE	05/13/2022	154.79
212203000	HELLER, LUKE	EW050522-1	05/13/2022	50.00
212203001	HINKER, SCOTT	REF05062022	05/13/2022	120.00
212203002	HINTZ, MORGAN	APR2022 MILEAGE	05/13/2022	46.33
212203003	HODGSON, STEVE	REF05072022	05/13/2022	180.00
212203004	J.W. PEPPER & SON	364282295	05/13/2022	73.99
212203005	JANKE, TODD	REF0505 SFT	05/13/2022	45.00
212203005	JANKE, TODD	REF05072022	05/13/2022	60.00
212203006	JENKIN, DOUGLAS	JENKIN5422	05/13/2022	119.50
212203007	JULIOT, DAVID	WOR05032022	05/13/2022	55.00
212203008	KAMKE, REBECCA	WOR05032022	05/13/2022	90.00
212203009	KENITZER, DICK	WOR05062022	05/13/2022	70.00
212203009	KENITZER, DICK	WOR05072022	05/13/2022	105.00
212203010	KROENING, MARK	REF05022022	05/13/2022	80.00
212203011	KWIK TRIP INC	00054784 APRIL2022	05/13/2022	3,497.85
212203012	LAACK, STEVEN	REF05052022	05/13/2022	90.00
212203013	LEHRKE, ERIC	REF050522 TRK	05/13/2022	100.00
212203014	LIGHTSPEED TECHNOLOGIES INC	142586	05/13/2022	12.00
212203015	LONG, AIME	MAY2022 ITEM	05/13/2022	420.87
212203016	LORGE, ERIC	REF4252022	05/13/2022	80.00
212203017	LUEDKE, ERNEST	APR2022 ITEM	05/13/2022	149.35
212203018	LUKASKO, TIFFANY	APR2022 MILEAGE	05/13/2022	139.76
212203019	MACH, DENNIS	REF05042022	05/13/2022	80.00
212203020	MACIAZ, KENNETH	REF05032022	05/13/2022	55.00
212203021	MARCELLINO, ANTHONY	APR2022 MILEAGE	05/13/2022	108.52
212203022	MCCARTHY, SEAN	WOR05032022	05/13/2022	55.00
212203023	MCCARTHY, SHEILA	WOR05032022	05/13/2022	55.00
212203024	MCKNIGHT, WILLIAM	REF05062022	05/13/2022	210.00
212203025	MINNIHAN, JESSICA	EW050522-2	05/13/2022	50.00
212203026	MONK, DAVID	REF0505 TRK	05/13/2022	100.00
212203026	MONK, DAVID	REF05032022	05/13/2022	114.40
212203027	MURPHY, MICHAEL	REF05052022	05/13/2022	90.00
212203028	NASSCO INC - CUSTODIAL	6157332	05/13/2022	57.29
212203028	NASSCO INC - CUSTODIAL	6155823	05/13/2022	78.80
212203028	NASSCO INC - CUSTODIAL	6156496	05/13/2022	139.95
212203028	NASSCO INC - CUSTODIAL	6156856	05/13/2022	514.73
212203028	NASSCO INC - CUSTODIAL	6155323	05/13/2022	1,670.59
212203028	NASSCO INC - CUSTODIAL	6156461	05/13/2022	1,670.59
212203029	NATL ELEVATOR INSPECTION SERVICES, INC.	22012384	05/13/2022	82.00
212203029	NATL ELEVATOR INSPECTION SERVICES, INC.	22011929	05/13/2022	82.00
212203030	NEOLA, INC	95048	05/13/2022	1,295.00
212203031	NORTHERN VALLEY WORKSHOP, INC.	106	05/13/2022	4,477.20
212203032	NORTHWAY COMMUNICATIONS INC	179370	05/13/2022	1,020.00
212203033	OFFICE ENTERPRISES INC	508690	05/13/2022	1,185.00
212203033	OFFICE ENTERPRISES INC	508689	05/13/2022	2,467.83
212203034	OLSON, JULIE	April 2022	05/13/2022	571.04
212203035	OLSON, RICHARD JR	REF05032022	05/13/2022	80.00
212203036	PINSONNEAULT, SARA	PINSONNEAULT5422	05/13/2022	97.50

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212203037	PRIES, DARYL	REF05062022	05/13/2022	180.00
212203037	PRIES, DARYL	REF05072022	05/13/2022	270.00
212203038	QUADIANT FINANCE USA, INC.	MAY032022	05/13/2022	1,000.00
212203039	RENAISSANCE LEARNING, INC.	5062022dak-1	05/13/2022	500.00
212203040	RICHIE, MIKE	REF0503-4	05/13/2022	45.00
212203041	RINDFLEISCH, JOSEPH	REF05032022	05/13/2022	55.00
212203042	ROBBINS, KYLE	APR2022 MILEAGE	05/13/2022	26.60
212203043	SCHULTZ, DAVID	REF05072022	05/13/2022	270.00
212203044	SHULFER, KATIE	APR2022 MILEAGE	05/13/2022	271.44
212203045	SPETS, MATTHEW	APR2022 MILEAGE	05/13/2022	126.12
212203046	STV ADVISORS, INC.-STOP THE VANILLA	4102	05/13/2022	780.00
212203047	SUN PRINTING INC	128624	05/13/2022	291.00
212203048	TEAM SPORTING GOODS INC	AAG023280	05/13/2022	186.45
212203048	TEAM SPORTING GOODS INC	AAG023868	05/13/2022	528.00
212203048	TEAM SPORTING GOODS INC	AAG023866	05/13/2022	600.00
212203048	TEAM SPORTING GOODS INC	AAG023865	05/13/2022	760.00
212203048	TEAM SPORTING GOODS INC	AAG023869	05/13/2022	988.00
212203048	TEAM SPORTING GOODS INC	AAG023867	05/13/2022	1,056.00
212203049	THAO, PANYIA	APR2022 MILEAGE	05/13/2022	34.40
212203050	THOMPSON, KELLY	APR2022 MILEAGE	05/13/2022	61.07
212203051	TILTON SR., CHRISTOPHER	REF05072022	05/13/2022	180.00
212203052	VIKING ELECTRIC SUPPLY	S005782308.001	05/13/2022	15.45
212203052	VIKING ELECTRIC SUPPLY	S005794813.001	05/13/2022	54.60
212203052	VIKING ELECTRIC SUPPLY	S005677786.001	05/13/2022	55.04
212203052	VIKING ELECTRIC SUPPLY	S005789847.001	05/13/2022	107.71
212203053	WEGGE, KAREN	MAY2022 ITEM	05/13/2022	60.95
212203054	WOLLERSHEIM, KATHRYN	APR2022 ITEM	05/13/2022	125.00
212203055	WSMA	28780	05/13/2022	169.65
212203055	WSMA	28779	05/13/2022	435.95
212203056	ZUELSDORFF, BILLY	REF05072022	05/13/2022	270.00
212203057	ALFONSO, JAMES	REF05102022	05/20/2022	184.20
212203058	ALLEN, ELMER	REF05142022	05/20/2022	110.00
212203059	ALVIS, LEROY JR	REF05102022	05/20/2022	45.00
212203059	ALVIS, LEROY JR	REF05132022	05/20/2022	60.00
212203059	ALVIS, LEROY JR	REF05142022	05/20/2022	110.00
212203060	AMAZON CAPITAL SERVICES	1Y7F-FH1R-PMKL	05/20/2022	18.79
212203060	AMAZON CAPITAL SERVICES	1739-QXDM-GF4R	05/20/2022	23.99
212203060	AMAZON CAPITAL SERVICES	1YMV-TXXK-CVLN	05/20/2022	38.53
212203060	AMAZON CAPITAL SERVICES	13XV-FQ7T-PHW7	05/20/2022	74.38
212203060	AMAZON CAPITAL SERVICES	169C-CL7C-H9DY	05/20/2022	98.58
212203060	AMAZON CAPITAL SERVICES	1L9C-WW3Q-Q9VY	05/20/2022	103.92
212203060	AMAZON CAPITAL SERVICES	1LH1-7MTK-739T	05/20/2022	127.98
212203060	AMAZON CAPITAL SERVICES	194L-PRCG-46D9	05/20/2022	144.80
212203060	AMAZON CAPITAL SERVICES	17H6-FMYG-J637	05/20/2022	148.90
212203060	AMAZON CAPITAL SERVICES	16VL-WMXQ-C9LV	05/20/2022	220.47
212203060	AMAZON CAPITAL SERVICES	1D6K-GPCD-LGCR	05/20/2022	319.19
212203060	AMAZON CAPITAL SERVICES	1JCT-VXLC-H9K7	05/20/2022	346.52
212203060	AMAZON CAPITAL SERVICES	169L-19KD-7FNH	05/20/2022	349.57
212203061	AMERICAN WELDING & GAS INC	08524439	05/20/2022	468.18

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212203062	AMMON, CHRISTIAN	MAY2022 ITEM	05/20/2022	12.50
212203062	AMMON, CHRISTIAN	MAY2022 ITEM.	05/20/2022	184.99
212203063	BASSETT MECHANICAL, INC.	609626P	05/20/2022	1,477.00
212203064	BAUDHUIN, LATICIA	APR2022 MILEAGE	05/20/2022	70.17
212203065	BIZJAK, CHRISTOPHER	REF05132022	05/20/2022	325.00
212203066	BOETTCHER, PAUL	WOR05102022	05/20/2022	80.00
212203067	BR BLEACHERS, INC.	18203	05/20/2022	12,177.00
212203068	BRECKE, ROXANNE	APR2022 MILEAGE	05/20/2022	29.95
212203069	BUCHBERGER, LARRY	REF05132022	05/20/2022	90.00
212203070	CARLSON, ANDREW	REF05132022	05/20/2022	220.00
212203071	CARLSON, JOSEPH	REF05132022	05/20/2022	90.00
212203072	CARTLEDGE, MELINDA	MAY2022 ITEM	05/20/2022	65.56
212203073	CHARLES, DURONET	REF05142022	05/20/2022	90.00
212203074	CJ'S CATERING-AMAZING VENTURES LLC	5134	05/20/2022	1,429.24
212203075	CZARNOTA, JOHN	REF05132022	05/20/2022	235.00
212203076	DEGNER, GLORIA	MAY2022 ITEM	05/20/2022	72.23
212203077	EDF ENERGY SERVICES, LLC	134724ES	05/20/2022	27,178.74
212203078	FAMILY SERVICE MADISON, INC.	2248	05/20/2022	1,430.00
212203079	FARGEN, TERRY	REF05142022	05/20/2022	85.00
212203080	FIRST SUPPLY LLC	126077-00	05/20/2022	26.29
212203080	FIRST SUPPLY LLC	125959-00	05/20/2022	32.87
212203080	FIRST SUPPLY LLC	125847-00	05/20/2022	308.78
212203080	FIRST SUPPLY LLC	126108-00	05/20/2022	491.20
212203080	FIRST SUPPLY LLC	126034-00	05/20/2022	527.80
212203081	FOLLETT CONTENT SOLUTIONS, LLC.	426866F	05/20/2022	50.55
212203081	FOLLETT CONTENT SOLUTIONS, LLC.	454953	05/20/2022	82.28
212203082	FORE-FRONT MECHANICAL, INC.	8436	05/20/2022	1,136.00
212203083	FRANCE PROPANE SERVICE, INC.	305602	05/20/2022	116.00
212203084	FRONTLINE TECHNOLOGIES GROUP, LLC	#INVUS159903	05/20/2022	17,526.72
212203085	GAETZMAN, GREG	REF05132022	05/20/2022	90.00
212203085	GAETZMAN, GREG	REF05102022	05/20/2022	145.00
212203086	GAJEWSKI, JOHN	REF5102022	05/20/2022	45.00
212203087	GAMBLE, KEVIN	REF05142022	05/20/2022	180.00
212203088	GHOST PEPPER CONSULTING, LLC	1027	05/20/2022	4,340.00
212203089	GIERCZAK, SHERI	MAY2022 ITEM	05/20/2022	100.00
212203090	GLOVINSKI, GREG	REF05132022	05/20/2022	90.00
212203091	GRAF, MORGAN	APR2022 MILEAGE	05/20/2022	40.19
212203092	GRAINGER INC, WW	9303787437	05/20/2022	53.18
212203092	GRAINGER INC, WW	9307597824	05/20/2022	131.23
212203092	GRAINGER INC, WW	9301361854	05/20/2022	174.09
212203092	GRAINGER INC, WW	9305726888	05/20/2022	435.32
212203093	GREAT MINDS PBC	INV095912	05/20/2022	4,572.76
212203094	HABECK, MIKE	WOR05102022	05/20/2022	100.00
212203095	HACK, THOMAS	REF05122022	05/20/2022	90.00
212203096	HEBEIN, HALEY	APR2022 MILEAGE	05/20/2022	254.48
212203097	HOBART SALES AND SERVICE INC	ZB90984	05/20/2022	177.00
212203098	HOFFMAN, AARON	APR2022 MILEAGE	05/20/2022	82.54
212203099	HORAK REFRIGERATION INC	3950	05/20/2022	105.00
212203099	HORAK REFRIGERATION INC	4025	05/20/2022	935.67

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212203100	HOSTVEDT, JAMES	APR2022 MILEAGE	05/20/2022	34.40
212203101	IBA RESOURCES, LLC.	March 2022	05/20/2022	6,754.50
212203102	INDUSTRIAL REVOLUTION, LLC.	WOR05122022	05/20/2022	75.00
212203103	J.W. PEPPER & SON	364293369	05/20/2022	9.75
212203103	J.W. PEPPER & SON	364295686	05/20/2022	39.24
212203104	JOHNSEN-DUQUAINE, CODY	REF05142022	05/20/2022	140.00
212203105	JULIOT, DAVID	REF05122022	05/20/2022	80.00
212203106	KAMKE, REBECCA	WOR05102022	05/20/2022	100.00
212203107	KEECH, DAVID	REF05102022	05/20/2022	55.00
212203108	KENITZER, DICK	WOR05122022	05/20/2022	35.00
212203108	KENITZER, DICK	WOR05132022	05/20/2022	35.00
212203109	KLOTH, MARIA	APR2022 MILEAGE	05/20/2022	48.40
212203110	KOEPKE, RICHARD	NOV-APR2022 MILEAGE	05/20/2022	87.75
212203110	KOEPKE, RICHARD	MAY2022 ITEM	05/20/2022	103.56
212203111	KOSS, JACK	REF05142022	05/20/2022	140.00
212203112	KROSHUS, PATRISHA	APR2022 MILEAGE	05/20/2022	335.27
212203113	LAACK, STEVEN	REF05132022	05/20/2022	180.00
212203114	LEPAK, MOLLY	APR2022 MILEAGE	05/20/2022	270.09
212203115	LINDNER, REBECCA	APR2022 MILEAGE	05/20/2022	12.46
212203116	LITRENTA, GARY	REF05132022	05/20/2022	55.00
212203117	LOR, TRUE	REF05132022	05/20/2022	380.00
212203118	LORGE, ERIC	REF5122022	05/20/2022	80.00
212203118	LORGE, ERIC	REF05132022	05/20/2022	360.00
212203119	LUND, PATRICK	REF05102022	05/20/2022	80.00
212203120	MADISON NATL LIFE INS CO	JUNE 2022	05/20/2022	17,136.03
212203121	MAMMANO, ELIZABETH	MAY2022 ITEM	05/20/2022	45.00
212203122	MARATHON PEST CONTROL	45897	05/20/2022	31.00
212203122	MARATHON PEST CONTROL	45898	05/20/2022	31.00
212203123	MATSCHE, RANDY	REF05142022	05/20/2022	270.00
212203124	MCCARTHY, SEAN	WOR05102022	05/20/2022	80.00
212203125	MCCARTHY, SHEILA	WOR05102022	05/20/2022	80.00
212203126	MINNIHAN, JOHN	MAY2022 ITEM	05/20/2022	64.99
212203127	MOUA, TOULY	REF05132022	05/20/2022	235.00
212203128	MURPHY, MELISSA	APR2022 ITEM	05/20/2022	18.50
212203129	MURPHY, MICHAEL	REF05132022	05/20/2022	180.00
212203130	MURPHY, PATRICK	REF05132022	05/20/2022	270.00
212203131	NASSCO INC - CUSTODIAL	6159328	05/20/2022	157.17
212203131	NASSCO INC - CUSTODIAL	6158222	05/20/2022	1,606.46
212203132	NEWMAN, COLTON	REF05102022	05/20/2022	158.10
212203133	OETTINGER, PHILLIP	WOR05102022	05/20/2022	80.00
212203134	OFFICE ENTERPRISES INC	510336	05/20/2022	784.00
212203135	PAN O GOLD BAKING CO ST CLOUD	1855087	05/20/2022	465.85
212203135	PAN O GOLD BAKING CO ST CLOUD	1855021	05/20/2022	1,188.20
212203135	PAN O GOLD BAKING CO ST CLOUD	1855383	05/20/2022	3,031.02
212203136	PAVLOVICH, JENNIFER	MAY2022 ITEM	05/20/2022	7.78
212203137	PAYNE, JONATHAN	REF05102022	05/20/2022	145.00
212203138	PER MAR SECURITY SERVICES, INC.	2775365	05/20/2022	398.13
212203138	PER MAR SECURITY SERVICES, INC.	2775122	05/20/2022	3,339.77
212203139	PERFORMANCE FOODSERVICE	714067	05/20/2022	410.70

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212203139	PERFORMANCE FOODSERVICE	702071	05/20/2022	563.25
212203139	PERFORMANCE FOODSERVICE	702659	05/20/2022	614.70
212203139	PERFORMANCE FOODSERVICE	715320	05/20/2022	747.00
212203139	PERFORMANCE FOODSERVICE	687442	05/20/2022	1,589.76
212203139	PERFORMANCE FOODSERVICE	712519	05/20/2022	1,688.67
212203139	PERFORMANCE FOODSERVICE	707662	05/20/2022	2,001.98
212203140	PETERS, JUSTIN	REF05122022	05/20/2022	90.00
212203141	RADDENBACH, BRET	WOR05102022	05/20/2022	80.00
212203142	RADDENBACH, NEIL	WOR05102022	05/20/2022	80.00
212203143	REINDERS INC	2427197-00	05/20/2022	16,651.10
212203144	RENNING LEWIS & LACY, S.C.	3335614	05/20/2022	9,854.49
212203145	RINDFLEISCH, JOSEPH	REF05102022	05/20/2022	55.00
212203146	ROBBINS, KYLE	DEC2021 MILEAGE.	05/20/2022	21.80
212203147	RON CHRISTIANSEN TRUCKING INC.	2021-2022 5 OF 5	05/20/2022	16,389.00
212203148	ROTO-GRAPHIC PRINTING INC	1604-22	05/20/2022	323.00
212203149	SALZMAN, JAMIE	APR-MAY MILEAGE	05/20/2022	14.63
212203150	SCHNEIDER, DAN	REF05132022	05/20/2022	270.00
212203151	SCHOOL SPECIALTY, LLC.	208129943915	05/20/2022	54.45
212203151	SCHOOL SPECIALTY, LLC.	208129942443	05/20/2022	70.71
212203152	SECURIAN FINANCIAL GROUP, INC.	JUNE 2022	05/20/2022	19,873.55
212203153	SECURITY HEALTH PLAN	JUNE 2022	05/20/2022	837,875.30
212203154	SEEHAFER, DAWN	MAY2022 ITEM	05/20/2022	41.52
212203155	SHEFCHIK, MICHAEL	REF05102022	05/20/2022	177.90
212203156	SPIEGEL, TINA	APR2022 MILEAGE	05/20/2022	29.95
212203157	STENGER, MOLLY	APR2022 MILEAGE	05/20/2022	166.32
212203158	TEAM SPORTING GOODS INC	AAF021504-AC0	05/20/2022	8.66
212203159	THURS, BRUCE	REF05142022	05/20/2022	180.00
212203160	TIENOR, JENNA	APR2022 MILEAGE	05/20/2022	63.06
212203161	TILTON SR., CHRISTOPHER	REF05132022	05/20/2022	60.00
212203162	TLACHAC, MATTHEW	REF05132022	05/20/2022	90.00
212203163	TODRYK, RONALD	REF05142022	05/20/2022	180.00
212203164	VAN ERT ELECTRIC COMPANY INC.	64134	05/20/2022	1,469.36
212203165	VAUGHTER, JEFF	REF05132022	05/20/2022	255.00
212203166	VIKING ELECTRIC SUPPLY	S005811457.004	05/20/2022	-175.60
212203166	VIKING ELECTRIC SUPPLY	S005743217.002	05/20/2022	-34.20
212203166	VIKING ELECTRIC SUPPLY	S005802832.001	05/20/2022	9.97
212203166	VIKING ELECTRIC SUPPLY	S005814672.003	05/20/2022	20.75
212203166	VIKING ELECTRIC SUPPLY	S005811457.002	05/20/2022	26.95
212203166	VIKING ELECTRIC SUPPLY	S005811457.003	05/20/2022	33.67
212203166	VIKING ELECTRIC SUPPLY	S005794813.002	05/20/2022	34.14
212203166	VIKING ELECTRIC SUPPLY	S005796680.001	05/20/2022	42.25
212203166	VIKING ELECTRIC SUPPLY	S005794916.001	05/20/2022	46.68
212203166	VIKING ELECTRIC SUPPLY	S005814672.002	05/20/2022	50.51
212203166	VIKING ELECTRIC SUPPLY	S005813561.001	05/20/2022	91.26
212203166	VIKING ELECTRIC SUPPLY	S005814672.001	05/20/2022	96.02
212203166	VIKING ELECTRIC SUPPLY	S005811457.001	05/20/2022	98.14
212203166	VIKING ELECTRIC SUPPLY	S005795325.001	05/20/2022	204.77
212203166	VIKING ELECTRIC SUPPLY	S005802780.001	05/20/2022	427.91
212203166	VIKING ELECTRIC SUPPLY	S005812845.001	05/20/2022	535.20

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212203166	VIKING ELECTRIC SUPPLY	S005789853.001	05/20/2022	573.88
212203166	VIKING ELECTRIC SUPPLY	S005819024.001	05/20/2022	620.63
212203167	WALDVOGEL, ALLEN	REF05102022	05/20/2022	80.00
212203168	WEISE, ROBERT	REF05132022	05/20/2022	90.00
212203168	WEISE, ROBERT	REF05102022	05/20/2022	145.00
212203169	WENDOLEK, JOSEPH	REF05142022	05/20/2022	270.00
212203170	WHITSETT, DAWN	APR2022 ITEM	05/20/2022	52.94
212203171	XIONG, JOSEPH	APR2022 MILEAGE	05/20/2022	38.08
212203172	YANG, XIA	APR2022 MILEAGE	05/20/2022	42.90
212203181	ABLE DISTRIBUTING CO INC	S017801334.001	05/27/2022	55.12
212203182	ALVIS, LEROY JR	REF05172022	05/27/2022	60.00
212203182	ALVIS, LEROY JR	REF051622	05/27/2022	110.00
212203182	ALVIS, LEROY JR	REF05202022	05/27/2022	110.00
212203183	AMAZON CAPITAL SERVICES	1W3D-JHD9-VXGC	05/27/2022	-153.92
212203183	AMAZON CAPITAL SERVICES	1YRG-1D9N-XLFQ	05/27/2022	116.25
212203183	AMAZON CAPITAL SERVICES	1HNV-CLWL-GGG9	05/27/2022	179.85
212203183	AMAZON CAPITAL SERVICES	11LK-TXCR-C6MR	05/27/2022	213.90
212203183	AMAZON CAPITAL SERVICES	1VRW-G1J7-97KD	05/27/2022	2,088.05
212203184	BANKS OHEARN, LISA	MAY2022 ITEM	05/27/2022	45.12
212203185	BELANGER, SCOTT	REF05172022	05/27/2022	90.00
212203185	BELANGER, SCOTT	REF051622	05/27/2022	110.00
212203186	BENBOW, JOHN	REF05172022	05/27/2022	145.00
212203187	BLANCHETTE, ALLISHA	APR2022 CONF	05/27/2022	379.20
212203188	BUCHBERGER, LARRY	REF05212022	05/27/2022	180.00
212203189	BULLIS, KRISTINE	MAY2022 ITEMA	05/27/2022	100.00
212203190	BURKART, STEVEN	REF05212022	05/27/2022	220.00
212203191	CARLSON, ANDREW	REF05202022	05/27/2022	55.00
212203192	CARLSON, JOSEPH	REF05202022	05/27/2022	180.00
212203193	CUMMINGS, LONA	MAY2022 ITEM	05/27/2022	253.65
212203194	CZECH, MICHAEL	REF05202022	05/27/2022	160.00
212203195	DAHLKE, JILL	APR2022 ITEM	05/27/2022	100.00
212203196	DIPPEL, ASHLEY	APR2022 MILEAGE	05/27/2022	5.85
212203197	FENSKE, NORBERT	REF05202022	05/27/2022	110.00
212203198	FINNEGAN, JOSEPH	APR2022 ITEM	05/27/2022	40.00
212203199	FIRST SUPPLY LLC	126514-00	05/27/2022	12.82
212203199	FIRST SUPPLY LLC	126521-00	05/27/2022	53.34
212203199	FIRST SUPPLY LLC	126580-00	05/27/2022	198.71
212203200	FOLLETT CONTENT SOLUTIONS, LLC.	476379f	05/27/2022	22.55
212203201	FORE-FRONT MECHANICAL, INC.	8359	05/27/2022	15,000.00
212203202	FRANCE PROPANE SERVICE, INC.	U0012118	05/27/2022	1,229.81
212203203	FREEH, RANDALL	REF05172022	05/27/2022	145.00
212203204	GAETZMAN, GREG	REF05202022	05/27/2022	90.00
212203205	GILMORE, KRISTINE	MAY2022 MILEAGE	05/27/2022	52.65
212203206	GIPP, JENNIFER	APR2022a CONF	05/27/2022	19.53
212203206	GIPP, JENNIFER	APR2022 CONF	05/27/2022	192.23
212203207	GOETSCH, CHERYL	MAY2022 ITEM	05/27/2022	234.94
212203208	GOLBACH, JENNIFER	MAY2022 MILEAGE	05/27/2022	203.58
212203209	GRAINGER INC, WW	9301022100	05/27/2022	16.58
212203209	GRAINGER INC, WW	9313881691	05/27/2022	50.74

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212203209	GRAINGER INC, WW	9317018530	05/27/2022	426.26
212203210	HACK, THOMAS	REF05212022	05/27/2022	180.00
212203211	HEGEL, FERDINAND JR	REF05172022	05/27/2022	145.00
212203212	HEID MUSIC COMPANY, INC.-APPLETON	3012815	05/27/2022	41.50
212203212	HEID MUSIC COMPANY, INC.-APPLETON	3027715	05/27/2022	43.50
212203212	HEID MUSIC COMPANY, INC.-APPLETON	3027714	05/27/2022	48.10
212203212	HEID MUSIC COMPANY, INC.-APPLETON	3027406	05/27/2022	77.50
212203212	HEID MUSIC COMPANY, INC.-APPLETON	3022699	05/27/2022	108.30
212203212	HEID MUSIC COMPANY, INC.-APPLETON	3047752	05/27/2022	128.00
212203212	HEID MUSIC COMPANY, INC.-APPLETON	3055206	05/27/2022	677.28
212203213	HEITING, MARK	REF05202022	05/27/2022	55.00
212203214	HELLER, LUKE	EW051622	05/27/2022	50.00
212203215	JANKE, TODD	REF05212022	05/27/2022	120.00
212203216	JONES, JEROME	REF05212022	05/27/2022	185.00
212203217	KENITZER, DICK	WOR05212022	05/27/2022	70.00
212203218	LAACK, STEVEN	REF05202022	05/27/2022	55.00
212203219	LEHRKE, ERIC	REF051622	05/27/2022	100.00
212203220	LITRENTA, GARY	REF05202022	05/27/2022	55.00
212203221	LOR, TRUE	REF05212022	05/27/2022	270.00
212203222	MARA CTY SPEC ED	HV 2021-2022	05/27/2022	15,725.28
212203223	MATSCHKE, RANDY	REF05212022	05/27/2022	90.00
212203224	MATTHIAE, ROSALIE	MAY2022 ITEM	05/27/2022	400.00
212203225	MID WISCONSIN BEVERAGE	2843937	05/27/2022	300.00
212203225	MID WISCONSIN BEVERAGE	2843938	05/27/2022	539.31
212203226	MINNIHAN, JESSICA	EW51622	05/27/2022	50.00
212203227	MONK, DAVID	REF051622	05/27/2022	100.00
212203228	MORIEN, LYNETTE	MAY2022 ITEM	05/27/2022	100.00
212203229	MOUA, TOULY	REF05202022	05/27/2022	180.00
212203230	MURPHY, PATRICK	REF05202022	05/27/2022	450.00
212203231	NASSCO INC - CUSTODIAL	6162817	05/27/2022	45.30
212203231	NASSCO INC - CUSTODIAL	6160915	05/27/2022	88.38
212203232	NYE, CASEY	APR2022 MILEAGE	05/27/2022	116.65
212203233	OLSON, RICHARD JR	REF05202022	05/27/2022	160.00
212203234	PAYNE, JONATHAN	REF05202022	05/27/2022	90.00
212203235	PERFORMANCE FOODSERVICE	696033	05/27/2022	670.42
212203235	PERFORMANCE FOODSERVICE	721023	05/27/2022	998.95
212203235	PERFORMANCE FOODSERVICE	719245	05/27/2022	1,682.17
212203236	PETERSON, JODI	MAY2022 ITEM	05/27/2022	49.70
212203237	REEVES, JACK	REF05212022	05/27/2022	90.00
212203238	ROSKOPF, KAITLYN	MAY2022 ITEM	05/27/2022	120.85
212203239	RYAN, DESIREE	RYAN51922	05/27/2022	223.50
212203240	SCHULTZ, DAVID	REF05212022	05/27/2022	180.00
212203241	SCHULTZ, MARK	EW51622	05/27/2022	50.00
212203242	TACKES, CALVIN	REF05172022	05/27/2022	90.00
212203243	TILTON SR., CHRISTOPHER	REF05172022	05/27/2022	60.00
212203243	TILTON SR., CHRISTOPHER	REF05212022	05/27/2022	120.00
212203244	TLACHAC, MATTHEW	REF05212022	05/27/2022	180.00
212203245	TODRYK, RONALD	REF05202022	05/27/2022	260.00
212203246	VIKING ELECTRIC SUPPLY	S005837756.002	05/27/2022	4.06

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212203246	VIKING ELECTRIC SUPPLY	5005824637.002	05/27/2022	29.97
212203246	VIKING ELECTRIC SUPPLY	5005836598.001	05/27/2022	43.74
212203246	VIKING ELECTRIC SUPPLY	5005837756.001	05/27/2022	48.26
212203246	VIKING ELECTRIC SUPPLY	5005819024.002	05/27/2022	88.51
212203246	VIKING ELECTRIC SUPPLY	5005824637.001	05/27/2022	161.25
212203246	VIKING ELECTRIC SUPPLY	5005822088.001	05/27/2022	321.52
212203247	WEBKO EMBROIDERY & SCREEN PRINTING, INC	10419	05/27/2022	170.00
212203247	WEBKO EMBROIDERY & SCREEN PRINTING, INC	10418	05/27/2022	224.00
212203248	WEGGE, KAREN	MAY2022 ITEMa	05/27/2022	109.04
212203249	WEISE, ROBERT	REF05202022	05/27/2022	90.00
212203250	WELLES, DAVID	REF05202022	05/27/2022	55.00
212203251	WENDOLEK, JOSEPH	REF05212022	05/27/2022	90.00
212203252	WI DEPT OF PUBLIC INST	255-0000046337	05/27/2022	3,000.00
212203253	WSMA	14549	05/27/2022	10.45
212203253	WSMA	29208	05/27/2022	142.65
212203254	1ST PLACE TROPHY & ENGRAVING	4264	06/03/2022	70.50
212203254	1ST PLACE TROPHY & ENGRAVING	4265	06/03/2022	81.00
212203254	1ST PLACE TROPHY & ENGRAVING	4263	06/03/2022	282.00
212203255	ALVIS, LEROY JR	REF05242022	06/03/2022	60.00
212203256	AMAZON CAPITAL SERVICES	136Y-VH79-XPP7	06/03/2022	5.05
212203256	AMAZON CAPITAL SERVICES	1CNW-6N6C-CCRX	06/03/2022	81.40
212203256	AMAZON CAPITAL SERVICES	1JJN-NP4Q-GGK1	06/03/2022	106.93
212203256	AMAZON CAPITAL SERVICES	1699-9KHQ-7KQK	06/03/2022	130.00
212203256	AMAZON CAPITAL SERVICES	1DWT-FVL3-NWN1	06/03/2022	371.79
212203257	AMERICAN WELDING & GAS INC	08536140	06/03/2022	292.68
212203258	BAILEY, JOANNA	MAY2022 ITEM	06/03/2022	250.81
212203259	BROWN, JUDI	1002	06/03/2022	825.00
212203260	BURKART, STEVEN	REF05242022	06/03/2022	90.00
212203261	CARLSON, ANDREW	REF05252022	06/03/2022	55.00
212203261	CARLSON, ANDREW	REF05262022	06/03/2022	55.00
212203262	CARLSON, JOSEPH	REF05252022	06/03/2022	55.00
212203262	CARLSON, JOSEPH	REF05262022	06/03/2022	90.00
212203263	CESA 9, INC.	0000015939	06/03/2022	19,826.50
212203264	CZARNOTA, JOHN	REF05242022	06/03/2022	145.00
212203265	DAHLGREN, JAMES	MAY2022 ITEM	06/03/2022	131.97
212203266	EISENMAN, LOUIS	REF05242022	06/03/2022	90.00
212203267	FIRST SUPPLY LLC	126825-00	06/03/2022	14.04
212203267	FIRST SUPPLY LLC	126636-00	06/03/2022	52.05
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465245F	06/03/2022	27.78
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465250	06/03/2022	68.84
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	463864F	06/03/2022	72.46
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465250F	06/03/2022	104.05
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465226	06/03/2022	149.40
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465226F	06/03/2022	153.55
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465257	06/03/2022	205.52
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465230	06/03/2022	409.98
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	465230A	06/03/2022	527.41
212203268	FOLLETT CONTENT SOLUTIONS, LLC.	464158	06/03/2022	3,684.55
212203269	FOREMAN, RONALD	JUNE 2022	06/03/2022	60.00

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212203270	GLOVINSKI, GREG	REF05242022	06/03/2022	90.00
212203271	HEID MUSIC COMPANY, INC.-APPLETON	2997224	06/03/2022	25.73
212203271	HEID MUSIC COMPANY, INC.-APPLETON	3006215	06/03/2022	27.99
212203272	HEITING, MARK	REF05242022	06/03/2022	145.00
212203273	J.W. PEPPER & SON	364294706	06/03/2022	65.40
212203274	KENITZER, DICK	WOR05242022	06/03/2022	35.00
212203275	KRUEGER, SAVANNA	MAY2022 MILEAGE	06/03/2022	4.33
212203276	LITRENTA, GARY	REF05262022	06/03/2022	55.00
212203277	MANION EDUCATIONAL SERVICES, LLC.	JUNE 2022	06/03/2022	60.00
212203278	MARATHON PEST CONTROL	46210	06/03/2022	28.00
212203278	MARATHON PEST CONTROL	46212	06/03/2022	28.00
212203278	MARATHON PEST CONTROL	46214	06/03/2022	28.00
212203278	MARATHON PEST CONTROL	46209	06/03/2022	35.00
212203279	MEYER, MELISSA	MAY2022 ITEM	06/03/2022	36.71
212203280	MURPHY, MELISSA	MAY2022 ITEM	06/03/2022	59.97
212203281	NASSCO INC - CUSTODIAL	6164212	06/03/2022	35.20
212203281	NASSCO INC - CUSTODIAL	6162650	06/03/2022	6,944.51
212203282	NORTHERN VALLEY WORKSHOP, INC.	107	06/03/2022	5,392.80
212203283	OFFICE ENTERPRISES INC	510681	06/03/2022	2,304.00
212203284	PAXTON PATTERSON	404895	06/03/2022	150.13
212203285	PICKRUHN, TERESE	MAY2022 MILEAGE	06/03/2022	51.25
212203286	REI ENGINEERING, INC	43135	06/03/2022	2,100.00
212203287	ROTO-GRAPHIC PRINTING INC	1706	06/03/2022	1,898.00
212203288	SCHNEIDER, DAN	REF05262022	06/03/2022	90.00
212203289	SCHREMP, ALEX	MAY2022 ITEMa	06/03/2022	224.41
212203289	SCHREMP, ALEX	APR2022 CONF	06/03/2022	257.48
212203289	SCHREMP, ALEX	MAY2022 ITEM	06/03/2022	535.00
212203290	SEEHAFER, DAWN	MAY2022 ITEMa	06/03/2022	242.10
212203291	STEFONEK, SELENA	MAY2022 ITEM	06/03/2022	100.00
212203292	THAO, YER	MAY2022 ITEM.	06/03/2022	73.77
212203292	THAO, YER	MAY2022 ITEM.a	06/03/2022	183.28
212203293	TILTON SR., CHRISTOPHER	REF05242022	06/03/2022	60.00
212203294	TREPTOW, FELECITY	MAY2022 MILEAGE	06/03/2022	64.35
212203295	WEGGE, KAREN	MAY2022 ITEMb	06/03/2022	177.70
212203296	WELLES, DAVID	REF05262022	06/03/2022	90.00
212203297	ZORN COMPRESSOR & EQUIP INC	371410-00	06/03/2022	669.80
				2,253,295.27

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4200001	SOMERVILLE ARCHITECTS	GTCCINV1-37695	5/27/2022	67,122.87
4200001	SOMERVILLE ARCHITECTS	GTCCINV2-37772	5/27/2022	128,192.19
				195,315.06

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4900582	SHADE TREE SOLUTIONS	STS-009107	5/13/2022	48,028.00
4900583	AIR QUALITY CONTROL, LLC	BP12 PA7 APR REF MS	5/20/2022	1,518.10
4900584	FASTSIGNS	629-11430	5/20/2022	1,894.00
4900585	HAAS SONS INC.	BP8 PA4F APR REF EV	5/20/2022	28,693.50
4900585	HAAS SONS INC.	BP9 PA4F APR REF RIV	5/20/2022	26,893.00
4900586	HOME INSULATION CO, INC	BP8 PA10F APR REF EV	5/20/2022	9,967.50
4900587	PIEPER ELECTRIC, INC.	BP9 PA14F APR REF RI	5/20/2022	19,243.84
4900587	PIEPER ELECTRIC, INC.	BP11 PA8F APR REF HA	5/20/2022	1,057.66
4900588	SMA CONSTRUCTION SERVICES	BP7 PA7F APR REF SH	5/20/2022	51,735.89
4900589	THE BOLDT COMPANY	BP11 PA6F APR REF HA	5/20/2022	5,920.57
4900590	THE TOUCHPROS	11776	5/20/2022	22,480.00
4900591	TWEET/GAROT MECHANICAL INC	BP4 PA5F APR REF JH	5/20/2022	2,238.88
4900591	TWEET/GAROT MECHANICAL INC	BP11 PA4F APR REF HA	5/20/2022	3,926.01
4900592	TITO INC	14073	6/3/2022	6,888.50
212202957	AUDIO ARCHITECTS	79245	5/13/2022	69,058.73
212202958	OFFICE ENTERPRISES INC	509342	5/13/2022	2,923.86
212203173	AUGUST WINTER & SONS INC	BP12 PA1 APR REF MS	5/20/2022	21,212.55
212203173	AUGUST WINTER & SONS INC	BP12 PA2 APR REF MS	5/20/2022	1,116.45
212203174	FORE-FRONT MECHANICAL, INC.	BP7 PA18F APR REF SH	5/20/2022	950.00
212203175	PETERSEN ONSITE, LLC	BP9 PAF APR REF RIV	5/20/2022	4,638.83
212203176	QUALITY ROOFING INC	BP6 PA6F APR REF WE	5/20/2022	7,903.45
212203177	STAINLESS SPECIALISTS INC	BP12 PA5F APR REF MS	5/20/2022	1,811.30
212203178	VAN ERT ELECTRIC COMPANY INC.	BP4 PA14-15F APR REF	5/20/2022	21,389.96
212203178	VAN ERT ELECTRIC COMPANY INC.	BP6 PA16 APR REF WE	5/20/2022	35,586.15
212203178	VAN ERT ELECTRIC COMPANY INC.	BP7 PA10-11 APR REF	5/20/2022	4,068.47
212203179	COMPLETE OFFICE OF WISCONSIN	211101	5/27/2022	1,073.00
212203180	NEXUS SOLUTIONS, LLC	1415 JAN RLE HAT	5/27/2022	57,949.32
212203180	NEXUS SOLUTIONS, LLC	1415 JAN RLE RIV	5/27/2022	208.56
212203180	NEXUS SOLUTIONS, LLC	1415 JAN RLE WE	5/27/2022	377.85
212203180	NEXUS SOLUTIONS, LLC	1415 JAN RLE MS	5/27/2022	4,418.20
212203180	NEXUS SOLUTIONS, LLC	1415 JAN RLE SH	5/27/2022	33,133.32
212203180	NEXUS SOLUTIONS, LLC	1420 FEB RLE EV	5/27/2022	17,166.15
212203180	NEXUS SOLUTIONS, LLC	1420 FEB RLE RIV	5/27/2022	47,243.10
212203180	NEXUS SOLUTIONS, LLC	1420 FEB RLE SH	5/27/2022	116,755.27
212203180	NEXUS SOLUTIONS, LLC	1440 MAR RLE HAT	5/27/2022	21,785.95
212203298	COMPLETE OFFICE OF WISCONSIN	208321	6/3/2022	1,101.00
212203298	COMPLETE OFFICE OF WISCONSIN	211084	6/3/2022	1,488.00
212203299	OFFICE ENTERPRISES INC	510679	6/3/2022	299.00
212203300	WILD BLUE TECHNOLOGIES	28268-01	6/3/2022	11,908.50
212203300	WILD BLUE TECHNOLOGIES	28267-01	6/3/2022	2,903.50
212203300	WILD BLUE TECHNOLOGIES	28266-01	6/3/2022	970.00
				719,925.92

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
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Tran Date	Where Used	District Card Name	Amount
05/10/2022	Www.Brickathon.Com, Portland, OR, 97214, US	NYE, CASEY	-42.11
05/10/2022	Dropbox Lz1yvnm11fpm, Db.Tt/Cchelp, DE, 19808, US	WELLER, JULIE	11.99
05/10/2022	Target 00003640, Schofield, WI, 54476, US	HOFFMAN, AARON	33.93
05/10/2022	Www.Brickathon.Com, Portland, OR, 97214, US	NYE, CASEY	42.11
05/10/2022	Www.Brickathon.Com, Portland, OR, 97214, US	NYE, CASEY	42.11
05/10/2022	Pick N Save #406, Schofield, WI, 54476, US	KAMPMANN, KEVIN	52.30
05/10/2022	Village Of Weston, 715-359-6114, WI, 54476, US	GOETSCH, DIANE	92.17
05/10/2022	Brickforces.Com, Bountiful, UT, 84010, US	NYE, CASEY	92.81
05/10/2022	Amzn Mktp US 1l7p14bf1, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	556.88
05/10/2022	Cdw Govt #w986022, 800-808-4239, IL, 60061, US	RAVEY, TRACY	4,995.00
05/11/2022	Tst The Bar - Wausau, Rothschild, WI, 53051, US	KOEPKE, RICHARD	24.06
05/11/2022	Bird Academy, 6072548312, NY, 14850, US	ABEL, SCOT	39.99
05/11/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	40.27
05/11/2022	Amazon.Com 1l4lf32t1, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	55.40
05/11/2022	Strombergs, 800-720-1134, MN, 56452, US	HOFFMAN, AARON	107.57
05/11/2022	2510 Restaurant, Wausau, WI, 54401, US	MCFARLANE, JASON	115.00
05/11/2022	Dj Gear -Nj, 8777757635, NJ, 07843, US	SEKEL, JAMES	149.98
05/11/2022	Mindbody, 805-5462000, CA, 93401, US	MULL, AARON	165.75
05/11/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	STROIK, MIRANDA	332.39
05/11/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	499.50
05/11/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	15,996.00
05/12/2022	Dbc Blick Art Material, 800-447-1892, IL, 61401, US	DALEY, MICHELLE	9.96
05/12/2022	Pick N Save #406, Schofield, WI, 54476, US	MULL, AARON	14.87
05/12/2022	Dollar Tree, Schofield, WI, 54476, US	RAETHER, MICHAEL	26.38
05/12/2022	Control Concepts Tech, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	28.68
05/12/2022	Pick N Save #406, Schofield, WI, 54476, US	MULL, AARON	71.30
05/12/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	RAVEY, TRACY	103.31
05/12/2022	Nasco Fort Atkinson, Fort Atkinson, WI, 53538, US	HOFFMAN, AARON	113.00
05/12/2022	Paypal Cesa 5, 4029357733, WI, 53901, US	JABLONSKI, JAMIE A	450.00
05/12/2022	Mba Research, 614-832-0797, OH, 43212, US	HOFFMAN, AARON	650.00
05/12/2022	Ntlrest Servsafe, Chicago, IL, 60606, US	STROIK, MIRANDA	900.00
05/12/2022	Farrell Equip And Supp, 7158354356, WI, 54476, US	PERNSTEINER, CHAD	1,593.83
05/12/2022	Vue Comptia Mrketplce, 800-511-3478, MN, 55437, US	HOFFMAN, AARON	1,853.00
05/12/2022	Id Wholesaler, Miami Lakes, FL, 33014, US	MULL, AARON	2,185.00
05/12/2022	Frontier Comm Corp Web, 8009218101, CT, 06851, US	RAVEY, TRACY	2,542.43
05/13/2022	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	36.28
05/13/2022	Greenwood Hills Countr, Wausau, WI, 544039109, US	RAETHER, MICHAEL	49.99
05/13/2022	Amzn Mktp US 133gb8yl2, Amzn.Com/Bill, WA, 98109, US	WEGGE, KAREN A	66.42
05/13/2022	Consortium For School, Washington, DC, 20005, US	RAVEY, TRACY	75.00
05/13/2022	Amzn Mktp US 1l7vj3yn1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	88.99
05/13/2022	Amzn Mktp US 138cj9r52, Amzn.Com/Bill, WA, 98109, US	WEGGE, KAREN A	103.03
05/13/2022	Otc Brands Inc, Omaha, NE, 68137, US	JAKUBEK, JACQUE	123.11
05/13/2022	Amzn Mktp US 1r2m53cp1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	177.98
05/13/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	TEPP, ALYSSA	202.31
05/16/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY2, JESSICA	-109.74
05/16/2022	Weston Hardware, Weston, WI, 54476, US	HERNING, CODY	23.57

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Tran Date	Where Used	District Card Name	Amount
05/16/2022	The Home Depot #4931, Wausau, WI, 544010000, US	RAVEY, TRACY	33.04
05/16/2022	Weston Hardware, Weston, WI, 54476, US	JASON JABLONSKI	38.93
05/16/2022	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	39.28
05/16/2022	Target 00003640, Schofield, WI, 54476, US	KEMP, JANE	46.71
05/16/2022	Tine & Cellar, Schofield, WI, 54476, US	SPETS, MATT	49.59
05/16/2022	Tine & Cellar, Schofield, WI, 54476, US	NYE, CASEY	60.87
05/16/2022	Joann Stores #2215, Plover, WI, 54467, US	TEPP, ALYSSA	83.21
05/16/2022	Beccas Cafe, 715-432-9324, WI, 54476, US	RAVEY, TRACY	118.88
05/16/2022	Scholastic, Inc., 573-632-1834, MO, 65101, US	GOETSCH, DIANE	151.92
05/16/2022	Weston Inn And Suites, Weston, WI, 54476, US	DALEY, MICHELLE	166.00
05/16/2022	Weston Inn And Suites, Weston, WI, 54476, US	DALEY, MICHELLE	166.00
05/16/2022	Weston Inn And Suites, Weston, WI, 54476, US	DALEY, MICHELLE	166.00
05/16/2022	Weston Inn And Suites, Weston, WI, 54476, US	DALEY, MICHELLE	166.00
05/16/2022	Walmart.Com Aa, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	168.68
05/16/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JAKUBEK, JACQUE	169.06
05/16/2022	The Webstaurant Store, 717-392-7472, PA, 17602, US	BAUDHUIN, LATICIA	178.17
05/16/2022	Amzn Mktp US 1I9lv9fk2, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	199.99
05/16/2022	Amzn Mktp US 1r0i43o81, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	231.94
05/16/2022	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	253.42
05/16/2022	Kaplan Early Learning, 336-6766737, NC, 27023, US	MULL, AARON	339.75
05/16/2022	Cdw Govt #x229329, 800-808-4239, IL, 60061, US	RAVEY, TRACY	7,400.00
05/17/2022	Pb Leasing, 844-256-6444, CT, 06484, US	ANGELONI, FAYE	-168.03
05/17/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	27.12
05/17/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	30.16
05/17/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	34.47
05/17/2022	Amzn Mktp US 1I2vo0x62, Amzn.Com/Bill, WA, 98109, US	GOETSCH, DIANE	35.08
05/17/2022	Scholastic, Inc., 800-724-6527, MO, 65101, US	GOETSCH, DIANE	43.26
05/17/2022	Pick N Save #406, Schofield, WI, 54476, US	KOEPKE, RICHARD	62.53
05/17/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	62.97
05/17/2022	Roto Graphic Printing, 715-8454443, WI, 54401, US	MCFARLANE, JASON	90.00
05/17/2022	Aafcs, 7037064602, VA, 22314, US	STROIK, MIRANDA	150.00
05/17/2022	Sq Briqs Soft Serve, Weston, WI, 54476, US	SEKEL, JAMES	373.47
05/17/2022	Cdw Govt #x310015, 800-808-4239, IL, 60061, US	RAVEY, TRACY	600.00
05/17/2022	Ncs Pearson Cert, 800-511-3478, MN, 55437, US	HOFFMAN, AARON	981.00
05/18/2022	Festival Foods Westo, Weston, WI, 54476, US	JABLONSKI, JAMIE A	13.95
05/18/2022	50-50 Factory Outlet, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	19.05
05/18/2022	Amazon.Com 1I2ts9m30 A, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	22.97
05/18/2022	Amazon.Com 1I76a5qp2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	27.99
05/18/2022	Festival Foods Westo, Weston, WI, 54476, US	JABLONSKI, JAMIE A	28.00
05/18/2022	Pick N Save #406, Schofield, WI, 54476, US	SPETS, MATT	38.25
05/18/2022	Usps Po 5674400919, Schofield, WI, 54476, US	ANGELONI, FAYE	77.70
05/18/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	MEYER, MELISSA	86.21
05/18/2022	Chang Garden, Weston, WI, 54476, US	WELLER, JULIE	114.31
05/18/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	349.50
05/18/2022	Subway 6908, Rothschild, WI, 54474, US	KOEPKE, RICHARD	426.52
05/18/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	490.00

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Tran Date	Where Used	District Card Name	Amount
05/18/2022	Menards Wausau Wi, 800-000-0000, WI, 54401, US	MULL, AARON	558.21
05/18/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	2,940.00
05/19/2022	Amzn Mktp US Amzn.Com/, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	-179.83
05/19/2022	Pick N Save #406, Schofield, WI, 54476, US	RAVEY, TRACY	13.18
05/19/2022	Crossroads County Ma, Wausau, WI, 54401, US	KOEPKE, RICHARD	17.97
05/19/2022	Dropbox W5v9hxr2n474, San Francisco, CA, 94107, US	RAETHER, MICHAEL	19.99
05/19/2022	Crossroads County Ma, Wausau, WI, 54401, US	KOEPKE, RICHARD	20.96
05/19/2022	McDonalds F10874, Schofield, WI, 54476, US	SABEY, RENA	27.78
05/19/2022	Lego Brand Retail Inc., Ct, CT, 06082, US	NYE, CASEY	37.72
05/19/2022	Kwik Trip 35600003566, Weston, WI, 54476-0000, US	JASON JABLONSKI	114.39
05/19/2022	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	176.00
05/19/2022	Walmart.Com Aa, 800-966-6546, AR, 72716, US	JAKUBEK, JACQUE	215.49
05/19/2022	Menards Wausau Wi, Wausau, WI, 54401, US	SUCHOMSKI, JOHN	1,013.60
05/19/2022	Fbla-Pbl, 7038603334, VA, 20191, US	HOFFMAN, AARON	1,660.00
05/20/2022	Amzn Mktp US Amzn.Com/, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	-179.83
05/20/2022	Amzn Mktp US Amzn.Com/, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	-154.14
05/20/2022	Amzn Mktp US Amzn.Com/, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	-154.14
05/20/2022	Amzn Mktp US Amzn.Com/, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	-25.69
05/20/2022	Amzn Mktp US Amzn.Com/, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	-25.69
05/20/2022	Amzn Mktp US Amzn.Com/, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	-25.69
05/20/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	8.97
05/20/2022	Bib Background Checks, Huntersville, NC, 28078, US	HALL, KIM	14.00
05/20/2022	Amzn Mktp US 1I41y4dp0, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	16.79
05/20/2022	Dollar Tree, Schofield, WI, 54476, US	MULLALEY, JESSICA	26.25
05/20/2022	Sams Club #6535, Wausau, WI, 54401, US	GOETSCH, DIANE	28.02
05/20/2022	Paypal Webit Webit, 4029357733, CA, 95131, US	HOFFMAN, AARON	50.00
05/20/2022	Best Westrn Inntowner, Madison, WI, 53726, US	SEEHAFER, DAWN	176.70
05/20/2022	Best Westrn Inntowner, Madison, WI, 53726, US	SEEHAFER, DAWN	176.70
05/20/2022	Beccas Cafe, 715-432-9324, WI, 54476, US	SPETS, MATT	242.42
05/20/2022	Beccas Cafe, 715-432-9324, WI, 54476, US	RAVEY, TRACY	399.60
05/20/2022	Sunbelt Rentals #789, Weston, WI, 54476, US	SUCHOMSKI, JOHN	416.17
05/23/2022	Super Duper Publicatio, Greenville, SC, 29615, US	JABLONSKI, JAMIE A	33.65
05/23/2022	Patron Mexican Restaur, Weston, WI, 54476-2779, US	LINDELL, JEFF	71.03
05/23/2022	Target 00003640, Schofield, WI, 54476, US	BAUDHUIN, LATICIA	227.58
05/23/2022	Blt Fun And Function L, 800-2316329, PA, 19072, US	JABLONSKI, JAMIE A	239.27
05/23/2022	Hyatt Oak Brook Lodge, 6305681234, IL, 60523, US	JABLONSKI, JAMIE A	519.93
05/23/2022	Midland Plastics Inc, 2629387000, WI, 53151, US	RAVEY, TRACY	1,745.00
05/23/2022	Pizza Hut 032799, Weston, WI, 54476, US	KOEPKE, RICHARD	98.06
05/23/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	TEPP, ALYSSA	117.32
05/23/2022	Pizza Hut 032799, Weston, WI, 54476, US	KOEPKE, RICHARD	124.71
05/23/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	3.38
05/23/2022	Aldi 64038, Wausau, WI, 54401, US	MULLALEY, JESSICA	15.83
05/23/2022	Festival Foods Westo, Weston, WI, 54476, US	MULLALEY, JESSICA	18.68
05/23/2022	Dunkin #352546 Q35, Weston, WI, 54476, US	JAKUBEK, JACQUE	31.97
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00

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Tran Date	Where Used	District Card Name	Amount
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Fieldprint Inc, 8882911369, PA, 18974, US	JAKUBEK, JACQUE	39.00
05/23/2022	Homedepot.Com, 800-430-3376, GA, 303390000, US	MULL, AARON	40.20
05/23/2022	Brews Brothers Pub, Schofield, WI, 54476, US	JAKUBEK, JACQUE	44.48
05/23/2022	Samsclub #6535, Wausau, WI, 54401, US	MULLALEY, JESSICA	92.59
05/23/2022	Pick N Save #406, Schofield, WI, 54476, US	MULLALEY, JESSICA	93.65
05/23/2022	Amazon.Com 1l6173ud0, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	96.78
05/23/2022	Amtrak Tel1392776508962, 8008727245, DC, 20001, US	HOFFMAN, AARON	666.00
05/24/2022	Southside Tire Schofie, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	36.39
05/24/2022	Michaels Stores 2735, Wausau, WI, 54401, US	JABLONSKI, JAMIE A	119.15
05/24/2022	Foamnasium, Indianapolis, IN, 46216, US	JABLONSKI, JAMIE A	235.00
05/24/2022	Epic Sports, 888-2692440, KS, 67226-8718, US	SEKEL, JAMES	-1,442.29
05/24/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	33.53
05/24/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	48.22
05/24/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	59.24
05/24/2022	Festival Foods Westo, Weston, WI, 54476, US	MEYER, MELISSA	62.06
05/24/2022	Farrell Equip And Supp, 7158354356, WI, 54476, US	PERNSTEINER, CHAD	79.98
05/24/2022	Dragon 239-800-9550, Austin, TX, 78758, US	SUCKOW, ELLEN	215.00
05/24/2022	Cdw Govt #x622005, 800-808-4239, IL, 60061, US	RAVEY, TRACY	250.00
05/24/2022	Amzn Mktp US 1r1qq4zy0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	999.90
05/24/2022	Amazon.Com 1x5o12gh1 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	2,421.90
05/24/2022	Target 00003640, Schofield, WI, 54476, US	MULLALEY, JESSICA	22.99
05/24/2022	Amzn Mktp US 1x7t28vs1, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	210.36
05/25/2022	Target 00003640, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	4.69
05/25/2022	Dollar Tree, Schofield, WI, 54476, US	JABLONSKI, JAMIE A	15.83
05/25/2022	Us Math Recovery C, 9524919852, MN, 55121, US	KEMP, JANE	995.00
05/25/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	PERNSTEINER, CHAD	2.06
05/25/2022	Bestbuycom806649830236, 888bestbuy, MN, 55423, US	RAVEY, TRACY	29.99
05/25/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	56.63
05/25/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	PERNSTEINER, CHAD	107.00
05/25/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	MEYER, MELISSA	143.85
05/25/2022	Sp Work & Family Con, De Pere, WI, 54115, US	JAKUBEK, JACQUE	36.00
05/25/2022	Tst Lemongrass Asian, Wausau, WI, 54403, US	NYE, CASEY	126.66
05/26/2022	Cdw Govt #x752240, 800-808-4239, IL, 60061, US	RAVEY, TRACY	79.78
05/26/2022	Pick N Save #406, Schofield, WI, 54476, US	STROIK, MIRANDA	9.40
05/26/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	TEPP, ALYSSA	36.81
05/26/2022	Amzn Mktp US 1r5p356a2, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	32.16
05/26/2022	Sams Club #6535, Wausau, WI, 54401, US	GOETSCH, DIANE	210.31

**DC EVEREST AREA SCHOOL DISTRICT
PCARD ACTIVITY
(05/10/2022-06/05/2022)**

Tran Date	Where Used	District Card Name	Amount
05/26/2022	Epic Sports, 888-2692440, KS, 67226-8718, US	MULL, AARON	949.97
05/27/2022	Oreilly Auto Parts 38, Weston, WI, 54476, US	HINSON, DERALD	-9.48
05/27/2022	Oreilly Auto Parts 38, Weston, WI, 54476, US	HINSON, DERALD	8.44
05/27/2022	Oreilly Auto Parts 38, Weston, WI, 54476, US	HINSON, DERALD	9.48
05/27/2022	Apple.Com/Us, 800-676-2775, CA, 95014, US	RAVEY, TRACY	3,199.00
05/27/2022	Amzn Mktp US 1r2sw8de0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	12.99
05/27/2022	Sp Lulu Press, Morrisville, NC, 27560, US	RAETHER, MICHAEL	400.74
05/27/2022	Politos Pizza, Rothschild, WI, 54474, US	RAETHER, MICHAEL	800.00
05/27/2022	Amzn Mktp US Bd6io81p3, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	15.95
05/27/2022	Amzn Mktp US 6608s8413, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	30.95
05/27/2022	Teachers Discovery, Auburn Hills, MI, 48326, US	DALEY, MICHELLE	38.94
05/30/2022	Beccas Cafe, 715-432-9324, WI, 54476, US	KEMP, JANE	134.88
05/30/2022	National Business Inst, 7158358525, WI, 54720, US	JABLONSKI, JAMIE A	410.40
05/30/2022	Amzn Mktp US 1r63x5rh2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	19.55
05/30/2022	Brews Brothers Pub, Schofield, WI, 54476, US	GILMORE, KRISTINE	26.27
05/30/2022	Pick N Save 5406, 866-611-1979, WI, 54476, US	TEPP, ALYSSA	39.97
05/30/2022	Amazon.Com 1r0iw19s0 A, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	43.99
05/30/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	MEYER, MELISSA	152.89
05/30/2022	Sconnis Alehouse And, Schofield, WI, 54476, US	WEGGE, KAREN A	162.00
05/30/2022	Amzn Mktp US D95gp25s3, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	202.93
05/30/2022	Amzn Mktp US 1r9g05ss0, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	22.30
05/30/2022	Sconnis Alehouse And, Schofield, WI, 54476, US	NYE, CASEY	38.12
05/30/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	39.86
05/30/2022	Www.Showme.Com, New Albany, OH, 43054, US	GOETSCH, DIANE	89.99
05/30/2022	Amzn Mktp US Hx2406403, Amzn.Com/Bill, WA, 98109, US	MULL, AARON	98.30
05/30/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	MULLALEY, JESSICA	177.18
05/30/2022	Amzn Mktp US 1x62w0492, Amzn.Com/Bill, WA, 98109, US	JAKUBEK, JACQUE	458.37
06/01/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	7.18
06/01/2022	50-50 Factory Outlet, 7153554647, WI, 54476, US	GOETSCH, DIANE	52.75
06/01/2022	Pick N Save #406, Schofield, WI, 54476, US	MULL, AARON	60.82
06/01/2022	Napa Parts Schofield, Schofield, WI, 54476, US	SUCHOMSKI, JOHN	192.92
06/01/2022	Amzn Mktp US 1x4pq61z2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	16.99
06/01/2022	Amzn Mktp US 1x4tk5em2, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	105.99
06/01/2022	Samsclub #6535, Wausau, WI, 54401, US	MULL, AARON	29.82
06/01/2022	Samsclub #6535, Wausau, WI, 54401, US	MULL, AARON	306.91
06/02/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	14.55
06/02/2022	The Home Depot #4931, Wausau, WI, 544010000, US	RAVEY, TRACY	23.80
06/02/2022	Weston Hardware, Weston, WI, 54476, US	SUCHOMSKI, JOHN	23.83
06/02/2022	Target 00003640, Schofield, WI, 54476, US	RAVEY, TRACY	29.95
06/02/2022	Sams Club #6535, Wausau, WI, 54401, US	GOETSCH, DIANE	44.94
06/02/2022	Awl Pearson Education, Prsoncs.Com, NJ, 07458, US	LINDELL, JEFF	66.00
06/02/2022	Samsclub.Com, 888-746-7726, AR, 72712, US	JABLONSKI, JAMIE A	71.46
06/02/2022	Sams Club #6535, Wausau, WI, 54401, US	GOETSCH, DIANE	74.86
06/02/2022	Fastenal Company 01wis, 507-453-8920, WI, 54476, US	HERNING, CODY	121.48
06/02/2022	Amzn Mktp US 1x9xv0pw0, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	113.28
06/02/2022	Tds Telecom, 8552202592, WI, 53717, US	RAVEY, TRACY	116.97

DC EVEREST AREA SCHOOL DISTRICT

PCARD ACTIVITY

(05/10/2022-06/05/2022)

Tran Date	Where Used	District Card Name	Amount
06/02/2022	Tlf Krueger Floral And, Schofield, WI, 54476, US	SUCKOW, ELLEN	46.95
06/03/2022	Pick N Save #406, Schofield, WI, 54476, US	JAKUBEK, JACQUE	25.28
06/03/2022	Dominos 2042, 208-877-4992, WI, 54476, US	JAKUBEK, JACQUE	110.55
06/03/2022	Samsclub #6535, Wausau, WI, 54401, US	JASON JABLONSKI	140.05
06/03/2022	Target 00003640, Schofield, WI, 54476, US	STROIK, MIRANDA	155.00
06/03/2022	Amzn Mktp US E24st2yf3, Amzn.Com/Bill, WA, 98109, US	RAVEY, TRACY	117.07
06/03/2022	Tine & Cellar, Schofield, WI, 54476, US	SPETS, MATT	39.15
			76,319.86

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	139,442,743.74	131,913,364.54	4,130,316.97
10 A 000 000 711100 000 000 000	GENERAL FUND/PA Payroll Cash Clearance Account	0.00	34,653,746.20	34,653,746.20	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	110,166,338.24	118,178,579.37	7,900,066.96
10 A 000 000 712999 000 000 000	GENERAL FUND/WI WISC INVESTMENT ACCOUNT, PMA	500,045.52	1,000,313.34	1,000,000.00	500,358.86
10 A 000 000 713100 000 000 000	GENERAL FUND/TA TAXES RECEIVABLE	7,071,831.85	17,552,105.33	17,833,342.15	6,790,595.03
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	141,231.10	0.00	141,231.10
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	3,131.44	3,131.44	0.00
10 A 000 000 715100 000 000 000	GENERAL FUND/DU DUE FROM LOCAL GOVERNMENTS	0.00	0.00	0.00	0.00
10 A 000 000 715200 000 000 000	GENERAL FUND/OT OTHER WI DISTRICTS	17,171.88	0.00	17,171.88	0.00
10 A 000 000 715500 000 000 000	GENERAL FUND/DU DUE FROM STATE GOVERNMENT	840,285.27	0.00	840,285.27	0.00
10 A 000 000 715600 000 000 000	GENERAL FUND/DU DUE FROM FED GOVERNMENT	1,188,267.12	0.00	1,188,267.12	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	69,117.23	111,281.60	119,789.48
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	21,163,362.04	20,342,970.35	0.00
10 L 000 000 811555 000 000 000	GENERAL FUND/AP AP P-CARD	0.00	0.00	0.00	0.00
10 L 000 000 811558 000 000 000	GENERAL FUND/AP AP STAPLES	0.00	0.00	0.00	0.00
10 L 000 000 811610 000 000 000	GENERAL FUND/ME MEDICARE TAX	-53,654.16	1,313,599.29	1,259,945.13	0.00
10 L 000 000 811611 000 000 000	GENERAL FUND/FI SOCIAL SECURITY TAX	-229,415.26	5,604,317.42	5,374,902.16	0.00
10 L 000 000 811612 000 000 000	GENERAL FUND/FE FEDERAL INCOME TAX	0.00	3,112,311.80	3,112,311.80	0.00
10 L 000 000 811613 000 000 000	GENERAL FUND/ST STATE INCOME TAX	-84,371.23	1,875,013.83	1,790,642.60	0.00
10 L 000 000 811620 000 000 000	GENERAL FUND/RE RETIREMENT DEDUCTION	-718,512.05	5,522,421.61	5,446,360.62	-642,451.06
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	140.00	140.00	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	136,104.11	130,802.06	-4,939.37
10 L 000 000 811634 000 000 000	GENERAL FUND/SP SPOUSE/DEP'T LIFE INSURANCE	-1,997.45	11,332.08	11,815.72	-2,481.09
10 L 000 000 811635 000 000 000	GENERAL FUND/DE DEPENDENT CARE - CHPT125	-1,817.99	101,944.33	114,731.30	-14,604.96
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	87,095.16	90,875.26	-4,657.53
10 L 000 000 811640 000 000 000	GENERAL FUND/UN UNITED WAY	0.00	18,101.26	18,101.26	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	123,114.61	-116,191.40
10 L 000 000 811644 000 000 000	GENERAL FUND/DE DENTAL INS. - SELF PAY - COBRA	0.00	389.69	15,212.47	-14,822.78
10 L 000 000 811645 000 000 000	GENERAL FUND/LI LIFE INS - EMPLOYER CONTRIBUTI	-20,417.77	93,137.55	91,211.83	-18,492.05
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	41,814.23	44,029.67	-5,094.33
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	43,433.86	41,290.03	2,206.97
10 L 000 000 811656 000 000 000	GENERAL FUND/V V SHORT TERM DISABILITY	7,478.79	69,140.85	71,838.29	4,781.35
10 L 000 000 811665 000 000 000	GENERAL FUND/RO ROTH 403(B)	0.00	78,164.37	78,164.37	0.00
10 L 000 000 811670 000 000 000	GENERAL FUND/TS TSA'S	0.00	1,006,530.31	1,006,530.31	0.00
10 L 000 000 811673 000 000 000	GENERAL FUND/RE RETIREE HEALTH	0.00	0.00	8,955.53	-8,955.53
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	62,353.87	62,353.87	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	58,135,385.52	58,135,385.52	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	4,424,382.39	373,276.94	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 815110 000 000 000	GENERAL FUND/DI SF DENTAL PREMIUMS - DISTRICT	0.00	0.00	488,491.80	-488,491.80
10 L 000 000 815120 000 000 000	GENERAL FUND/EM SF DENTAL PREMIUMS - EMPLOYEE	0.00	0.00	99,362.87	-99,362.87
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

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 816910 000 000 000	GENERAL FUND/DE DEF. REV. - IN TECH	0.00	0.00	0.00	0.00
10 L 000 000 816999 000 000 000	GENERAL FUND/OT DEFERRED REVENUE- OTHER GRANTS	0.00	0.00	0.00	0.00
10 L 000 000 817100 000 000 000	GENERAL FUND/HE HEALTH-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
10 L 000 000 817101 000 000 000	GENERAL FUND/SE HEALTH INS. PREMIUM PAYABLE	-1,246,116.08	10,623,043.12	10,102,008.57	-725,081.53
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	1,523,706.59	628,604.96	840,101.63
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	2,863,693.63	3,328,077.40	-464,383.77
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 936110 000 000 000	GENERAL FUND/SE FUND BALANCE - SELF INSURANCE	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	501,292.47	507,702.50	-18,900.26
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	62,456,728.04	68,185,582.76	-17,054,345.95
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	493,531,985.26	493,531,985.26	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	3,191,416.18	10,995,033.19	-7,333,282.14
27 A 000 000 711100 000 000 000	SPECIAL EDUCATI PAYROLL CLEARANCE ACCOUNT	0.00	10,133,969.13	10,133,969.13	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	1,069,859.97	1,012,214.28	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	12,121,575.47	12,121,575.47	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	228,260.70	231,580.87	-3,320.17
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	11,483,790.53	4,147,188.22	7,336,602.31
27 - - - - -		0.00	42,110,267.15	42,110,267.15	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	3,755,239.62	3,187,561.98	2,222,884.45
50 A 000 000 711100 000 000 000	FOOD SERVICE FU PAYROLL CLEARANCE ACCOUNT	0.00	1,370,430.78	1,370,430.78	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	3,545,510.94	3,545,510.94	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	1,709,154.50	1,666,775.75	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	1,418,324.51	1,418,324.51	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	86,200.10	279.28	0.00
50 L 000 000 815000 000 000 000	FOOD SERVICE FU DEPOSITS PAYABLE-FAMILY BALANC	0.00	0.00	0.00	0.00
50 L 000 000 815100 000 000 000	FOOD SERVICE FU SELF FUNDED PREMIUM DEPOSITS	0.00	0.00	0.00	0.00
50 L 000 000 815300 000 000 000	FOOD SERVICE FU DUE TO STATE	0.00	0.00	0.00	0.00
50 L 000 000 815900 000 000 000	FOOD SERVICE FU Other Deposits Payable	-122,382.86	0.00	0.00	-122,382.86
50 L 000 000 817101 000 000 000	FOOD SERVICE FU SECURITY PREMIUM PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817150 000 000 000	FOOD SERVICE FU HRA PAYABLE	0.00	0.00	0.00	0.00
50 L 000 000 817200 000 000 000	FOOD SERVICE FU DENTAL-CLAIMS PAYABLE	0.00	0.00	0.00	0.00
50 Q 000 000 000000 000 000 000	FOOD SERVICE FU	0.00	0.00	0.00	0.00
50 Q 000 000 931000 000 000 000	FOOD SERVICE FU FUND BALANCE - RESERVED	0.00	197,969.58	372,040.59	-174,071.01
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	3,571,693.37	4,003,999.96	-1,926,523.58
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	15,680,018.69	15,680,018.69	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	1,940,311.15	1,702,112.49	179,863.09
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	764,419.33	764,419.33	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	635.00	12,173.90	0.00
80 A 000 000 714100 000 000 000	COMMUNITY SERVI Due From Other Funds	42,389.45	309,564.79	351,954.24	0.00
80 A 000 000 715600 000 000 000	COMMUNITY SERVI DUE FROM FEDERAL GOVERNMENT	1,804.40	0.00	1,804.40	0.00
80 L 000 000 000000 000 000 000	COMMUNITY SERVI	0.00	0.00	0.00	0.00
80 L 000 000 811200 000 000 000	COMMUNITY SERVI ACCOUNTS PAYABLE	-37,372.44	392,360.28	500,107.84	-145,120.00
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	861,665.43	861,665.43	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	1,125.00	-1,125.00
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	1,503,963.38	1,544,161.11	7,270.69	
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	6,338,396.32	6,338,396.32	0.00	

Fd T Loc Obj Func	Prj DeptJob	Fd T Loc Obj Fu	Account Level Description	Beginning Balance	2021-22 FYTD Debits	2021-22 FYTD Credits	Ending Balance
Grand Asset Totals				25,325,811.92	331,325,699.60	341,997,334.72	14,654,176.80
Grand Liability Totals				-12,541,081.89	143,525,465.29	133,340,888.46	-2,356,505.06
Grand Equity Totals				-12,784,730.03	82,809,502.53	82,322,444.24	-12,297,671.74
Grand Totals				0.00	557,660,667.42	557,660,667.42	0.00

Number of Accounts: 231

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00328	Transfer to cover cost of Bloomsight license	2021-2022	06/08/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover cost of Bloomsight license purchase	10 E 809 310 219000 341 809 000		06/08/2022	11,095.00	0.00
2		Transfer to cover cost of Bloomsight license purchase	10 E 809 342 264400 341 809 000		06/08/2022	0.00	2,992.00
3		Transfer to cover cost of Bloomsight license purchase	10 E 809 310 264400 341 809 000		06/08/2022	0.00	1,252.00
4		Transfer to cover cost of Bloomsight license purchase	10 E 809 310 221300 341 809 000		06/08/2022	0.00	6,520.00
5		Transfer to cover cost of Bloomsight license purchase	10 E 809 490 221300 341 809 000		06/08/2022	0.00	331.00
TOTALS						11,095.00	11,095.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00327	Aimsweb overage for 2021-2022	2021-2022	06/06/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Aimsweb overage for 2021-2022	10 E 820 490 221400 000 210 000		06/06/2022	0.00	1,100.00
2		Aimsweb overage for 2021-2022	10 E 820 480 221100 000 809 000		06/06/2022	1,100.00	0.00
TOTALS						1,100.00	1,100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00326	increased food expenses	2021-2022	06/06/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		increased food expenses	10 E 820 411 232000 000 210 000		06/06/2022	0.00	1,000.00
2		increased food expenses	10 E 820 415 221300 000 210 000		06/06/2022	1,000.00	0.00
TOTALS						1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00325	Dragon Software for Ellen	2021-2022	06/03/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Dragon Software for Ellen	10 E 810 999 232000 000 232 000		06/03/2022	0.00	215.00
2		Dragon Software for Ellen	10 E 810 362 232000 000 232 000		06/03/2022	215.00	0.00
TOTALS						215.00	215.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00324	year end expenses	2021-2022	06/03/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		year end mileage	10 E 102 342 241000 000 241 000		06/03/2022	150.00	0.00
2		year end mileage	10 E 102 411 121000 000 121 000		06/03/2022	0.00	150.00
TOTALS						150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00323	Transfer to cover unexpected cost of protecti	2021-2022	06/03/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover unexpected cost of protective shields for TVs in classrooms	27 E 809 411 158000 341 809 000		06/03/2022	1,800.00	0.00
2		Transfer to cover unexpected cost of protective shields for TVs in classrooms	27 E 809 342 221300 341 809 000		06/03/2022	0.00	1,800.00
TOTALS						1,800.00	1,800.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00322	to cover reimbursement for Heidi K	2021-2022	06/03/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover reimbursement for Heidi K	10 E 300 342 123000 000 123 000		06/03/2022	0.00	289.97
2		to cover reimbursement for Heidi K	10 E 300 415 123000 000 123 000		06/03/2022	289.97	0.00
3		to cover reimbursement for Heidi K	10 E 300 342 123000 000 123 000		06/03/2022	0.00	15.14
4		to cover reimbursement for Heidi K	10 E 300 411 123000 000 123 000		06/03/2022	15.14	0.00
TOTALS						305.11	305.11

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00321	TB-TRANSFER TO PAY RESIDENT CAMP LISCENSE FRO	2021-2022	06/02/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TB-TRANSFER TO PAY RESIDENT CAMP LISCENSE FROM CORRECT ACCOUNT	10 E 823 940 126241 000 210 000		06/02/2022	246.00	0.00
2		TB-TRANSFER TO PAY RESIDENT CAMP LISCENSE FROM CORRECT ACCOUNT	10 E 823 310 126241 000 210 000		06/02/2022	0.00	246.00
TOTALS						246.00	246.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00320	Transfer to cover higher than anticipated cos	2021-2022	06/02/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Higher than expected cost of mileage for VI	27 E 809 342 156700 341 809 000		06/02/2022	100.00	0.00
2		Higher than expected cost of mileage for VI	27 E 809 342 156600 341 809 000		06/02/2022	0.00	100.00
TOTALS						100.00	100.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00318	New technology needed to replace broken items	2021-2022	06/02/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		didn't need to purchase as many incentives	10 E 400 999 120000 000 241 000		06/01/2022	0.00	2,025.00
2		didn't print as much as previous years	10 E 400 354 120000 000 241 000		06/01/2022	0.00	6,000.00
3		didn't use as much paper as previous years	10 E 400 417 120000 000 241 000		06/01/2022	0.00	5,000.00
4		didn't purchase general supplies, only those absolutely needed	10 E 400 411 120000 000 241 000		06/01/2022	0.00	1,875.00
5		didn't use as much yearbook money as planned	10 E 400 450 165000 000 241 000		06/01/2022	0.00	10,000.00
6		don't send in mail as much, using IC email blasts	10 E 400 353 263000 000 241 000		06/01/2022	0.00	800.00
7		due to Covid, didn't have a student body assembly	10 E 400 310 120000 000 241 000		06/01/2022	0.00	738.00
8		didn't use audio visual as much	10 E 400 431 120000 000 241 000		06/01/2022	0.00	540.00
9		groups didn't go to competitions as much	10 E 400 940 120000 000 241 000		06/01/2022	0.00	300.00
10		with Covid, not needed	10 E 400 411 122512 000 241 000		06/01/2022	0.00	404.00
11		with Covid, not needed	10 E 400 940 122512 000 241 000		06/01/2022	0.00	630.00
12		less tech supplies needed	10 E 400 481 241000 000 241 000		06/01/2022	0.00	524.00
13		didn't buy professional references as much this year	10 E 400 490 241000 000 241 000		06/01/2022	0.00	540.00
14		principals didn't go to conferences or workshops	10 E 400 940 241000 000 241 000		06/01/2022	0.00	553.00
15		didn't use mascot so no need to clean	10 E 400 310 241000 000 241 000		06/01/2022	0.00	500.00
16		didn't need, extra money	10 E 400 432 122000 000 241 000		06/01/2022	0.00	374.00
17		technology needs to replace broken, worn out items for teachers	10 E 400 440 120000 000 241 000		06/01/2022	30,803.00	0.00
TOTALS						30,803.00	30,803.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00317	4th Grade to Madison	2021-2022	06/02/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Year end expenses	10 E 102 341 256770 000 101 000		06/01/2022	0.00	1,200.00
2		Year end expenses	10 E 102 341 256770 000 103 000		06/01/2022	1,200.00	0.00
TOTALS						1,200.00	1,200.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00316	Funds needed for employee travel mileage reim	2021-2022	05/31/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed for employee travel mileage reimbursement	10 E 410 341 256740 000 160 000		05/31/2022	0.00	400.00
2		Funds needed for employee travel mileage reimbursement	10 E 410 342 162000 000 160 000		05/31/2022	400.00	0.00
TOTALS						400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00315	Transfer to purchase Overdrive credits	2021-2022	05/31/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to purchase Overdrive credits	10 E 400 360 222200 031 220 000		05/31/2022	0.00	1,474.12
2		Transfer to purchase OD credits	10 E 400 432 222200 031 220 000		05/31/2022	1,474.12	0.00
3		Transfer to purchase Overdrive credits	10 E 400 431 222200 031 220 000		05/31/2022	0.00	100.00
4		Transfer to purchase OD credits	10 E 400 432 222200 031 220 000		05/31/2022	100.00	0.00
TOTALS						1,574.12	1,574.12

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00314	Transfer to cover PBIS Conference for Cerny/B	2021-2022	05/31/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover PBIS Conference for Cerny/Bukowski Weston PBIS Coaches	10 E 824 940 212200 000 212 000		05/31/2022	0.00	75.00
2		Transfer to cover PBIS Conference for Cerny/Bukowski Weston PBIS Coaches	10 E 824 940 213200 000 212 000		05/31/2022	75.00	0.00
TOTALS						75.00	75.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00313	Transfer to cover higher than expected cost o	2021-2022	05/31/2022	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 expected cost of food for students - rewards, GET Academy	10 E 824 415 110000 000 212 000		05/31/2022	400.00	0.00
2		Transfer to cover higher than expected cost of food for students - rewards, GET Academy	10 E 824 415 221300 000 212 000		05/31/2022	0.00	400.00
TOTALS						400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00312	Idea Budget Transfer - Food Account	2021-2022	05/27/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Idea Budget Transfer - Food Account	10 E 301 360 129000 000 301 000		05/27/2022	0.00	250.00
2		Idea Budget Transfer - Food Account	10 E 301 415 129000 000 301 000		05/27/2022	250.00	0.00
TOTALS						250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00311	Transfer to cover greater than anticipated co	2021-2022	05/26/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to cover greater than anticipated cost of curriculum	10 E 809 470 110000 341 809 000		05/26/2022	1,357.00	0.00
2		Transfer to cover greater than anticipated cost of curriculum	10 E 809 310 264400 341 809 000		05/26/2022	0.00	1,357.00
TOTALS						1,357.00	1,357.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00310	To cover year end expenses	2021-2022	05/23/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Year End Expenses	10 E 102 411 213200 000 213 000		05/23/2022	0.00	500.00
2		Year End expensese	10 E 102 415 110000 000 241 000		05/23/2022	500.00	0.00
TOTALS						500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00309	ODYSSEY BUDGET TRANSFER - FOOD ACCOUNT	2021-2022	05/23/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		ODYSSEY BUDGET TRANSFER - FOOD ACCOUNT	10 E 105 411 143000 000 140 000		05/20/2022	0.00	200.00
2		ODYSSEY BUDGET TRANSFER - FOOD ACCOUNT	10 E 105 415 110000 000 241 000		05/20/2022	200.00	0.00
3		ODYSSEY BUDGET TRANSFER - FOOD ACCOUNT	10 E 105 411 110000 000 101 000		05/20/2022	0.00	200.00
4		ODYSSEY BUDGET TRANSFER - FOOD ACCOUNT	10 E 105 415 110000 000 241 000		05/20/2022	200.00	0.00
TOTALS						400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00308	IDEA BUDGET TRANSFER - ASCD MEMBERSHIP FEE	2021-2022	05/12/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		IDEA BUDGET TRANSFER - ASCD MEMBERSHIP FEE	10 E 301 411 129000 000 301 000		05/12/2022	0.00	80.00
2		IDEA BUDGET TRANSFER - ASCD MEMBERSHIP FEE	10 E 301 940 241000 000 241 000		05/12/2022	80.00	0.00
TOTALS						80.00	80.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00307	Transfer to cover higher than anticipated cos	2021-2022	05/11/2022	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 cost of DHH services for AR and music therapy services for ID k-12	27 E 809 440 218200 019 809 000		05/11/2022	0.00	7,500.00
2		Transfer to cover higher than anticipated cost of DHH services for AR and music therapy services for ID k-12	27 E 809 371 436000 011 809 000		05/11/2022	7,500.00	0.00
TOTALS						7,500.00	7,500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00306	Funds needed to cover AODA presentation 4/27/	2021-2022	05/10/2022	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	QUICK KEY	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds needed to cover AODA presentation 4/27/22	10 E 809 415 213900 395 809 000		05/10/2022	0.00	341.79
2		Funds needed to cover AODA presentation 4/27/22	10 E 809 310 213900 395 809 000		05/10/2022	341.79	0.00
TOTALS						341.79	341.79

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
21-00305	Transfer to cover higher than anticipated cos	2021-2022	05/10/2022	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 cost of job coaching and contracted DHH services	27 E 809 310 221300 341 809 000		05/10/2022	0.00	30,000.00
2		Transfer to cover higher than anticipated cost of job coaching and contracted DHH services	27 E 809 371 436000 341 809 000		05/10/2022	30,000.00	0.00
TOTALS						30,000.00	30,000.00

***** 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 Skills Tools Program

Funding Source: Marshfield Clinic

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Roxie Brecke</u>	<u><i>Roxie Brecke</i></u>	<u>rbrecke@dce.k12.wi.us</u>

Amount Requested: \$ 1200.00 Total Project Cost: \$ 1200.00

Targeted Age Group/Grade: 6th and 7th gr. School: IDEA

Date of Request: 5/11/22

Signatures: *[Signature]*

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 *Kristine A Gilmore*

School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000053

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Roxie Brecke - rbrecke@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000053

Last submitted: May 5 2022 10:00 AM (CDT)

Review Life Tools program Application Packet

Completed - May 5 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 sessions 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.

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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
- 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 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:
 - o Political campaigns, candidates, parties or partisan activities
 - o Religious organizations whose proposals support theological functions
 - o Organizations whose mission is not consistent with that of MCHS
 - o Youth and adult sports leagues
 - o Labor or fraternal groups
 - o MCHS competitors

Timeline

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

Funding Guidelines

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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

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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 5 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 School District

City

Schofield

Wisconsin

Name of person completing application (Point of Contact)

Roxie Brecke

Title

School Counselor

Email

rbrecke@dce.k12.wi.us

Work Phone

7153591040

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.

DC Everest IDEA School is a Project Based Learning school for grades 6-12th in the DC Everest School District. It is in Weston, Wisconsin in a suburban setting and consists of approximately 72 students. DC Everest IDEA is a teacher-led school, and a uniqueness is not only the autonomy of structure and is multi-age/ grade level mix of students.

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

DC Everest IDEA School consists of many students diagnosed with anxiety, ADHD, and friendship / social skills needs. The students choose IDEA due to its Project Based Learning structure, and for its small, family-like environment. Due to their high anxiety levels, many of these students did not care for the large school setting and/or the large population of students at the traditional middle and high school, thus choosing IDEA's small, 72 student limit school.

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

Responses Selected:

DCE's IDEA School has been awarded \$1200 one- 8-week group from Marshfield Clinics grant.

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

Responses Selected:

Fall (September - December)

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.

Response 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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Project Title: SEL Life Skills Tools Program

Funding Source: Marshfield Clinic

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Roxie Brecke</u>	<u><i>Roxie Brecke</i></u>	<u>rbrecke@dce.k12.wi.us</u>

Amount Requested: \$ 1200.00 Total Project Cost: \$ 1200.00

Targeted Age Group/Grade: 4th gr. School: Hatley Elementary

Date of Request: 5/11/22

Signatures: *Jusa Braun*

Principal Approval: Yes No

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 *Kristine A. Johnson*

School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000101

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Roxie Brecke - rbrecke@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000101

Last submitted: May 12 2022 10:23 AM (CDT)

Review Life Tools program Application Packet

Completed - May 12 2022

SEL-Life Tools Application Packet

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- September 2022
 - o Agreements filed with Marshfield Clinic Health System
 - o Funds will be distributed

Funding Guidelines

64

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 12 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 School District

City

Schofield

County Serving

Wisconsin

67

Name of person completing application (Point of Contact)

Roxie Brecke

Title

School Counselor

Email

rbrecke@dce.k12.wi.us

Work Phone

7153591040

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.

Hatley Elementary School is one of the 8 elementary school in the DC Everest School District. It is in a rural setting and consists of approximately 100 students. This Life Skills Tools program would be facilitated after the school day in a classroom - library setting.

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

Hatley Elementary School consists of students with anxiety and friendship / conflict resolution strategies needed. There is also a need to support students with reactive attachment disorder issues, past trauma, as well as social skill needs

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

Responses Selected:

Hatley Elementary School has been awarded \$1200 for one 8-week group from Marshfield Clinics grant.

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

Responses Selected:

Spring 2023 (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.

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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: SEL Life Skills Tools Program

Funding Source: Marshfield Clinic

Name(s) of Grant Writer(s):

Name	Signature	Email
<u>Roxie Brecke</u>	<u><i>Roxanne Brecke</i></u>	<u>rbrecke@dce.k12.wi.us</u>

Amount Requested: \$ 2,400 Total Project Cost: \$ 2,400

Targeted Age Group/Grade: 3rd and 4th grade School: Odyssey Elementary School

Date of Request: 5/11/22

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 *Kirstine A Gilmore*

School Board Clerk: Yes No _____

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

Approved 2/7/2022

Application: 0000000081

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Roxie Brecke - rbrecke@dce.k12.wi.us
Social Emotional Learning: Life Tools program

Summary

ID: 0000000081

Last submitted: May 5 2022 09:52 AM (CDT)

Review Life Tools program Application Packet

Completed - May 5 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.

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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
- 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 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

Award categories are based on the number of Life Tools Groups to facilitate during the 2021⁷⁴ 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.
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School or Youth Organization will:

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- Perform other discretionary service as assigned

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SEL-Life Tools program Grant Application

Completed - May 5 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 School District

City

Schofield

County Serving

77

Wisconsin

Name of person completing application (Point of Contact)

Roxie Brecke

Title

School Counselor

Email

rbrecke@dce.k12.wi.us

Work Phone

7153591040

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?

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Responses Selected:

Yes

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

Odyssey Elementary School is one of the 8 elementary schools in the DC Everest School District. It is in Weston, Wisconsin in a suburban setting and consists of approximately 72 students. Odyssey is a teacher-led school, and a uniqueness is not only the autonomy of structure and is multi-age/ grade level grouped for students. The k-2 grades and 3-5 grades are grouped together to form their "Crew" The Life Skills Tools program would be facilitated after the school day in a classroom setting.

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

Odyssey Elementary School consists of students with anxiety and friendship / conflict resolution strategies, as well as a high need for self-regulation. Several students are diagnosed with Autism and struggle socially understanding others' emotions, as well as their own.

4. Please check the funding category that you organization is applying for
Responses Selected:

Odyssey Elementary School has been awarded \$2400 for Two 8-week groups from Marshfield Clinics grant.

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

Responses Selected:

Fall (September – December)
Spring 2023 (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.

Response Selected:

Yes



Book	Policy Manual
Section	Second Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po1461
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 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 20, 2022



Book	Policy Manual
Section	Second Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po1630.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 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.

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"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. ⁸⁴

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 an 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; 86
- 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 20, 2022



Book	Policy Manual
Section	Second Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po3161
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 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	90
	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	Second Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
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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.

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"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 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 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. You⁹⁴ 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 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.

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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 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:

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- 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.

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.

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 20, 2022



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE SICK LEAVE
Code	po3432
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 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	Second Reading by Board
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po4161
Status	Second Reading
Adopted	May 25, 2016
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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

Last Modified by Ellen Suckow on May 20, 2022



Book	Policy Manual
Section	Second Reading by Board
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po4430.01
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022
Prior Revised Dates	8/16/2017

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.

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"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. 104.

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. 106

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. 108

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.

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](#)

Last Modified by Ellen Suckow on May 20, 2022



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE LEAVES
Code	po4431
Status	Second Reading
Adopted	May 25, 2016
Last Revised	June 15, 2022
Prior Revised Dates	2/1/2021

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 20, 2022



Book	Policy Manual
Section	Second Reading by Board
Title	EMPLOYEE SICK LEAVE
Code	po4432
Status	Second Reading
Adopted	May 25, 2016
Last Revised	May 15, 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 20, 2022



Book	Policy Manual
Section	Second Reading by Board
Title	FAIR LABOR STANDARDS ACT (FLSA)
Code	po6700
Status	Second Reading
Adopted	May 25, 2016
Last Revised	May 15, 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

Cross References [ag6700 - FAIR LABOR STANDARDS ACT \(FLSA\)](#)

Last Modified by Ellen Suckow on May 20, 2022

Career Readiness

D.C. Everest School District
Our Story

Rose Matthiae, Community Partnership Coordinator
Aaron Hoffman, CTE Coordinator



Career Readiness is the Goal!

118



Every child graduates from high school ready for success in their career, community, and lifelong learning.

Social and Emotional Learning = Soft Skills
Digital Literacy
STEM Literacy
Global/Cultural Competence
Civic Engagement

Career Pathways

WHAT DOES A CAREER PATHWAY IN HIGH SCHOOL LOOK LIKE?

Sequence of Career and Technical Education Courses
and AT LEAST TWO of the following options:

- Option Work-based Learning
- Option College Credit Opportunity
- Option Industry Recognized Credential
- Option Career and Technical Student Organization

For many students, the ACP process leads naturally to a career pathway.

Career Readiness Requirements

120

Education for Employment was first introduced in 1997

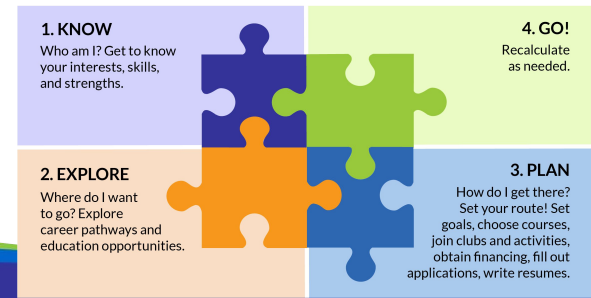
In 2015, E4E was repealed and recreated to add Academic and Career Planning

Career Readiness Indicators were added to School and District Report Cards in 2021

Portrait of a Graduate Infrastructure


121

- [6-12 Academic and Career Planning](#) How we educate students through ACP Process
- Grades K-5: School Counselor driven lessons (ACP/SEL)
- Grades 6-9: Curriculum driven lessons (FACE, Computer Skills, Today's Business, Eng.9)
- Grades 10-12: Advisory, Eng.10, Financial Lit., Workshops, Events, & Tours
- ACP Components:
 - Know: Self-Awareness (Assessments, Reflections, Extracurricular/Leadership)
 - Explore: Exploration (CTE Courses, Job Shadowing, YA, Community Service)
 - Plan: Career Planning (Resume, College Visits, FAFSA, Conferencing)
 - Go: Career Management Activities (Goal Setting, Advisory, Course Selections)
 - Academic Preparation (Certifications, Sequenced Pathway Courses, AP/DE Courses)



Portrait of a Graduate

Expanded Middle School Opportunities ¹²²

- All 6th Grade students and staff toured J&D Tube Benders, Inc.
 - All 7th Grade students and staff toured the newly renovated learning spaces at the High School
 - All 7th Grade students toured the Junior High
 - Engineering Tomorrow building-wide experience
 - Added an Engineering Tomorrow Summer Experience (over 120 registered!)
 - Looking to incorporate additional career clusters next year
- 

Partnerships

- Transeo Software - Locate, Track, & Report Work-based Learning & Community Service
- Community Partnerships (87 Organizations and 143 Contacts)

Career Fair	Mock Interview
Committee Member	Professional Learning for Educators
Company Tour	Resume Development
Competitive Judge	School Based Enterprise
Guest Speaker/Lunch N Learn	Volunteer Time Off
Internships	Work Exploration
Job Shadow	Youth Apprenticeship
	Mentor/Coach

A look at the numbers...

124

	# of Courses/Opportunities	# of Students Participating
Advanced Placement/Honors Courses	16 AP Course offerings within 5 departments	543 individual students took 2000 AP/Honors Courses
Dual Enrollment Courses	Numerous...and growing	832 (with duplicates)
Industry-Recognized Credentials	Numerous...and growing	401
Work-Based Learning Opportunities	YA, Internships, Shadows	79
Career and Technical Student Organizations	DECA, HOSA, FBLA, FCCLA, FFA, SkillsUSA	169

Youth Apprenticeship

125

2019-2020 School Year (33)	2020-2021 School Year (43)	2021-2022 School Year (54)
Agriculture - 1	Agriculture - 5	Agriculture - 4
Construction - 2	Construction - 1	Construction - 2
Finance - 3	Finance - 8	Finance - 7
Health - 14	Health - 9	Health - 18
Hospitality - 3	Hospitality - 4	Hospitality - 4
Manufacturing - 5	Manufacturing - 9	Manufacturing - 15
Marketing - 0	Marketing - 1	Marketing - 0
Transportation - 5	Transportation - 6	Transportation - 4

Industry Tours - 206 Students

126

Construction Trades Career Day 10/13 (32)	Central WI Woodworking Corp. 3/1 (49)
Operating Engineers Career Day 11/9 (41)	Greenheck Fan 4/19 (7)
Merrill Iron & Steel 12/16 (20)	REI Engineering 4/21 (10)
CTech Manufacturing 12/21 (20)	CWIMA EXPO 4/26 (4)
Yach's Autobody & Custom 1/11 (23)	

Student Community Service

127

- 195 students, grades 8-12, have recorded approximately 4500 service hours from *Summer 2021 through end of school 2022* as recorded in Transeo
- Students volunteered at over 60 organizations, clubs and/or events
- Involvement in Key Club and NJHS is a significant factor in student engagement in community service.
- Majority of the *recorded* student volunteer service hours are from students involved in Key Club or NJHS.
- Volunteer opportunities are shared with student body via Canvas announcements, club communication, school email

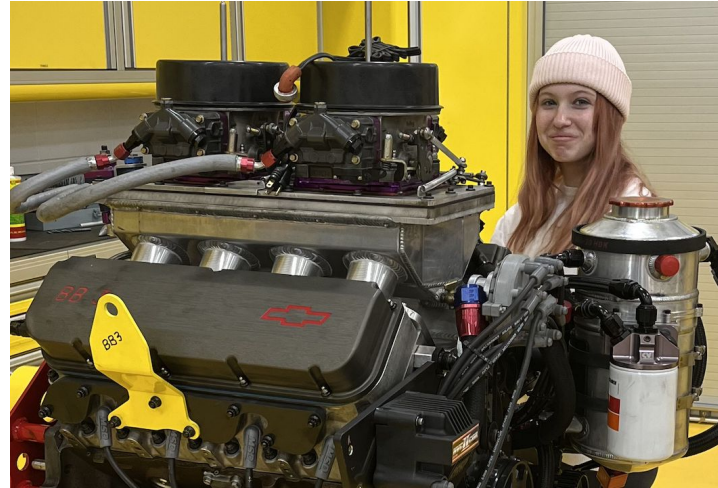
Goals: Student input on best practices: recording hours; connecting students and community organizations/opportunities; streamlining data collection; increasing parent awareness

Student Stories

Cody



Harmony



Kasey



Previous Year College & Career Readiness Goals

129

- **Professional Development**
 - **First Month of School Weekly Videos on CCR programming, Tools, Conferencing, etc. for Students/Staff**
- **Individualized ACP Support**
 - **Weekly Advisory Time**
 - **CCR Student Dashboard (Academic/Career Indicators to measure progress)**
 - **Utilization of Canvas/Transeo to Advertise CCR Opportunities**
 - **Increased Work-based Learning Experiences (YA, Industry Tours, Community Service)**
- **Family Engagement**
 - **Updated High School Website to reflect CCR Programming**

Future Goals

Career Pathway Creation and Awareness



Advanced Manufacturing Career Pathway D.C. Everest Area School District



Your Academic and Career Plan (ACP) for this career pathway starts here...

Use this page to figure out which classes and activities you will take to prepare for this career pathway. Record your plan in XELLO.

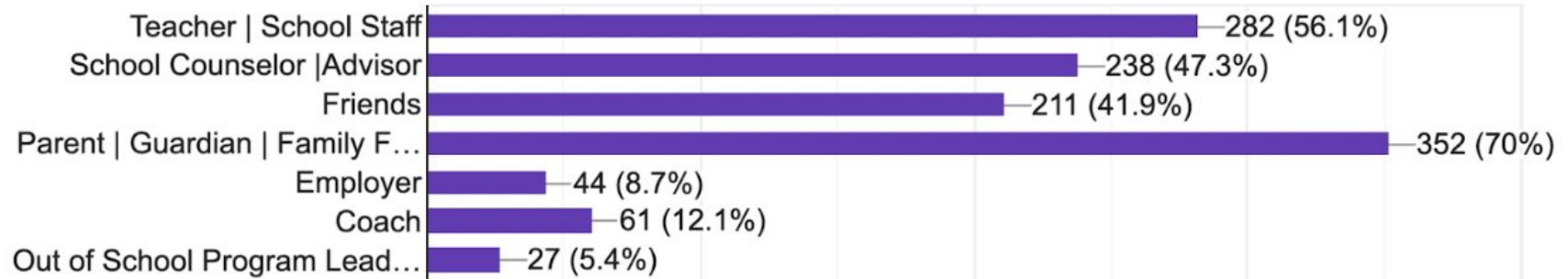
Career and Technical Education Courses	<ul style="list-style-type: none"> • Wood Manufacturing 1 • Wood Manufacturing 2 DE • Wood Manufacturing 3 • Intro to Welding and Machining • Advanced Welding DE • Advanced Machining DE • DCE Enterprise 	<p>Start creating your professional network through CAREER EXPLORATION PROGRAMS. Record your experiences in XELLO.</p>							
Other Recommended Courses	<ul style="list-style-type: none"> • Computer Aided Drafting (CAD) DE • Advanced CAD DE • STEM Robotics 	<p><u>State:</u></p> <ul style="list-style-type: none"> • State SkillsUSA Competitions <p><u>Regional:</u></p> <ul style="list-style-type: none"> • Regional SkillsUSA Competitions • Heavy Metal Tour • CWIMA Welding and Machine Tool Contest 							
Career and Technical Student Organization	<ul style="list-style-type: none"> • SkillsUSA 	<p><u>Local:</u></p> <ul style="list-style-type: none"> • NTC Summer Camps • NTC Welding and Woodworking competitions 							
Work-Based Learning Options	<ul style="list-style-type: none"> • Youth Apprenticeship • Technology/Agriscience Internship 								
Industry Recognized Credential Options <i>Italics = must be 18 years old to obtain</i>	<p style="text-align: center;">AutoDesk Certified User</p>								
College Credit Opportunities	<p style="text-align: center;">College Courses Offered at Your High School</p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="548 781 948 871"> Transcripted Credit <ul style="list-style-type: none"> • Fundamentals of Furniture Manufacturing, NTC • Introduction to Welding, NTC • Thermal Cutting, NTC </td> <td data-bbox="954 781 1568 871"> AP and/or IB Courses </td> </tr> </table> <p style="text-align: center;">College Courses You Can Take at a College Campus</p> <p style="text-align: center;">Application Deadlines:</p> <table style="width: 100%;"> <tr> <td style="text-align: center;">October 1st: Spring Courses</td> <td style="text-align: center;">February 1st: Summer Courses (ECCP only)</td> <td style="text-align: center;">March 1st: Fall Courses</td> </tr> </table> <table border="1" style="width: 100%;"> <tr> <td data-bbox="548 951 948 1016"> Start College Now </td> <td data-bbox="954 951 1568 1016"> Early College Credit Program </td> </tr> </table>		Transcripted Credit <ul style="list-style-type: none"> • Fundamentals of Furniture Manufacturing, NTC • Introduction to Welding, NTC • Thermal Cutting, NTC 	AP and/or IB Courses	October 1st: Spring Courses	February 1st: Summer Courses (ECCP only)	March 1st: Fall Courses	Start College Now	Early College Credit Program
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October 1st: Spring Courses	February 1st: Summer Courses (ECCP only)	March 1st: Fall Courses							
Start College Now	Early College Credit Program								

Future Goals Parent Engagement

131

If you have questions about your academic and career goals, who is the person you primarily go to for help? Choose all that apply.

503 responses



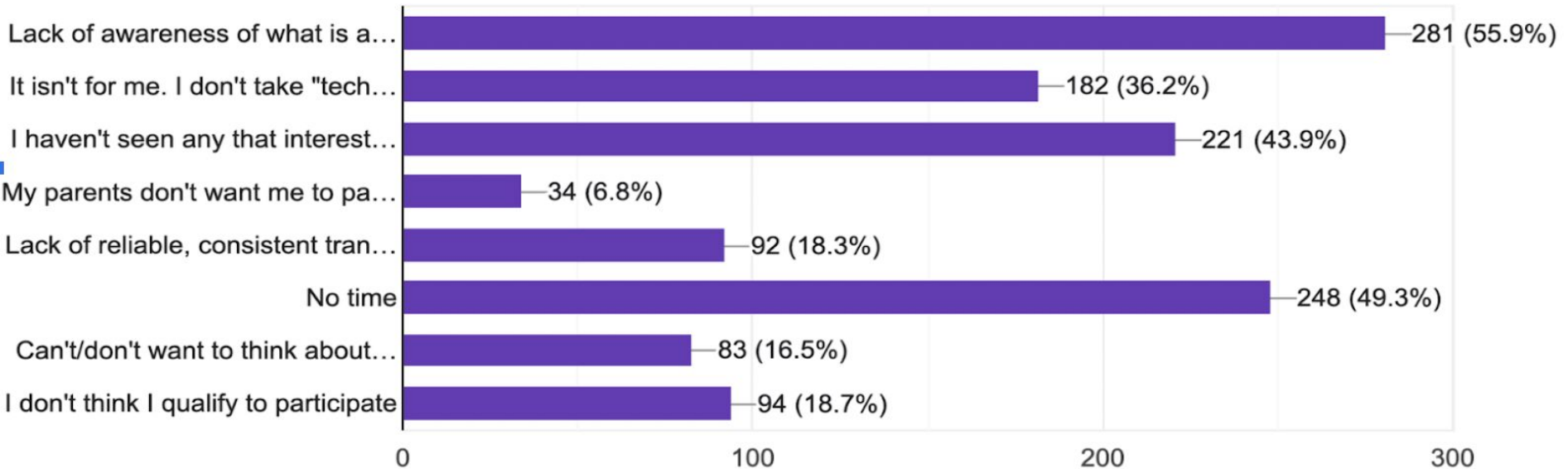
Future Goals

Increased Access for ALL Students

132

Which of the following might prevent you from participating in a career readiness activity? Choose all that apply.

503 responses



Thank You!

133

Questions?

The bottom of the slide features a decorative graphic consisting of three overlapping, wavy horizontal bands. From top to bottom, the colors are light green, blue, and dark blue. The bands curve downwards from left to right, creating a soft, flowing effect.



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

6500 Alderson Street
Weston, WI 54476

134

To: Dr. Kristine Gilmore, Superintendent
From: Mike Raether
Date: June 8, 2022
Subject: Spain Trip for Board Approval

We are seeking approval for an overseas trip to Spain June 5-16, 2023. The trip has a 12-day itinerary and is sponsored by Xperitas Nonprofit Immersion Travel. A per student cost is \$4400. The only district expense is the teacher/advisor stipend of \$500 per teacher/advisor depending on the number going. Students will raise money through fundraisers to pay for their expenses of the trip.

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

Questions	Xperitas	
Trip	Spain (12-Day) <ul style="list-style-type: none"> Proposed Dates June 5-16, 2023 	135
Price	\$4,389 (estimate from website)	
Itinerary	Madrid and Granada (option of customizing)	
Language Immersion	Family stay (5 nights)	
Chaperones	For every 6 students, 1 free chaperone	
Number of students	Goal of 12 to 24 students (completing grade 9 summer of 2023 through grade 12) to participate in this trip	
Enrollment Deadlines	<ul style="list-style-type: none"> June 15, 2022 (Early bird enrollment deadline) October 15, 2022 (Final enrollment deadline) 	
Payment Schedule	<ul style="list-style-type: none"> Xperitas Payment Schedule Final payment due March 15, 2023 	
Financial Assistance	<ul style="list-style-type: none"> Early bird discount of \$200 Xperitas Financial Aid Xperitas Scholarships Spanish class fundraising efforts throughout the 2022-23 school year 	
Insurance	Up to \$50,000 medical coverage	
Cancellation	<p>See Xperitas Cancellation Schedule</p> <ul style="list-style-type: none"> By October 15, 2022 - Full refund By November 30, 2022 - Refund of all money paid MINUS a \$250 administrative fee By December 1, 2022, or later - Refund of all money paid MINUS a \$500 administrative fee AND any air/land expenses incurred by Xperitas (Varies by program and cancellation date) 30 days prior to departure - No refund possible <p>See Xperitas Delay & Cancellation Insurance FAQ</p>	
COVID-19	<p>See Xperitas COVID-19 Protocols and Trip Cancellation Coverage</p> <ul style="list-style-type: none"> Coverage up to \$2,000 if individual needs to cancel trip due to unexpected medical illness, including COVID-19 	



Xperitas
Nonprofit Immersion Travel

Program Overview

12

DAYS



TEACHER-LED



WITH
FAMILY STAY



FROM \$3889

¡Ole Andalucía!

12-Day Teacher-Led Language Immersion Program in Spain

Spanish language skills learned in the classroom come to life in this unique language immersion experience. Student group Spanish language immersion begins in Madrid, Spain's capital city! Revel in its charming plazas, historic monuments, and world-famous museums. From Madrid, head to Granada and experience an authentic flamenco show and visit the awe-inspiring Moorish palace, La Alhambra, which dates back to the 8th century! Students top their travels off with our unforgettable Family Stay Experience®, allowing students to become temporary locals and appreciate everyday Spanish culture and lifestyle. They spend five days living *la vida española* with their host family before returning to Madrid.



CANCELLATION & DELAY
INSURANCE

Provides additional coverages should you need to cancel due to illness (including COVID-19 and quarantine related to COVID-19). Also includes trip delay and interruption coverage.

INCLUDED IN PROGRAM PRICE

-  **ROUND-TRIP AIRFARE**
-  **OVERNIGHT ACCOMMODATIONS**
-  **IN-COUNTRY TRANSPORTATION**
-  **INSURANCE COVERAGE**
-  **24/7 EMERGENCY SUPPORT WHILE ABROAD**

ITINERARY

DAY 1 | Departure

En route to Madrid.

DAY 2 | Madrid

Arrive and transfer to your hotel. Begin exploring the city on foot. See Old Madrid with its delightful plazas and sparkling fountains at every turn. Enjoy an Xperitas welcome dinner. **D**

DAY 3 | Madrid

Visit the Palacio Real, considered one of the finest palaces in Europe, and revel at the treasures of the world-renowned Museo del Prado. Later, rent a boat or enjoy a *granizado* in the Parque del Buen Retiro. **B**

DAYS 4 | Granada

Take in the views of the Andalusian countryside while traveling to Granada by train. Start exploring this beautiful city on foot. Attend a flamenco show for a colorful evening of music and dance in the caves above the city. Enjoy a breathtaking view of La Alhambra, which you'll visit tomorrow! **B**

DAY 5 | Granada

Enjoy a guided tour of the 9th-century Moorish palace, La Alhambra and its tranquil El Generalife gardens. Learn about the influence that nearly eight hundred years of Moorish occupation had on Spain's art, architecture, language and cuisine. **B**

DAY 6-10 | Family Stay

Today is the day that you will meet your host family! Practice your language skills and experience everyday life with a Spanish family! Day 6 | **B D** Days 7-10 | **B L D**

DAY 11 | Madrid

Bid your host family, "¡Adiós!" before you take the train back to Madrid for one last evening. Take in the sights and do some last-minute shopping. **B**

DAY 12 | Return

Transfer to the airport for your flight to the United States. **B**

The order of this itinerary is subject to change.



B Breakfast | **L** Lunch | **D** Dinner



What Others Are Saying

"This trip was truly the experience of a lifetime. I got to experience a whole different way of life that I wouldn't have been able to if I didn't go on this trip. I learned so much and my language skills definitely improved."

— **Brianna**

"The people, especially my host family, welcomed me in such a hospitable manner. I have built new friendships, strengthened old friendships and gained a new family that I hope to someday introduce to my real family."

— **Benjamin**

The Family Stay Experience®

We believe that spending time with a family, speaking their language and participating in their customs is the best and most authentic way to experience another culture. It's also what makes our programs different from any other travel experience. After 50 years of arranging family stays, we're no longer surprised when our participants say that spending time with a family was the best part of their experience!



Xperitas is driven by our values and our commitment to increasing accessibility to language immersion programs. We provide financial aid and merit-based scholarships to qualified participants. Xperitas also provides grants to schools, better helping to promote cultural competency through language learning.

xperitas.org

info@xperitas.org

800.892.0022



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 June 15, 2022
TO Dr. Kristine Gilmore, Superintendent
FROM Matt Spets, Assistant Superintendent
RE Administrative Building Lease Update and Recommendation

Recommendation

I recommend the Board approve the expansion of the lease agreement with Monfield LLC for temporary administrative office space.

Summary

Last June, the Board approved a lease for office space after we learned in May 2021 that our current Administrative Building at 6300 Alderson needed to be vacated. We negotiated details with Anthony Morice Jr. who represents Monfield LLC through NAIPfefferle for an in-district option that accommodated the majority of our central office staff.

The current leased space did not have enough room to accommodate our entire team - so several of the converted office spaces are shared as some employees are working in a hybrid format. As the pandemic has subsided, we will have more of our administrative support staff work in person more frequently. We have the need for 4-6 work spaces.

Suite 303 (next door to our current conference space, Suite 302) has been vacant since the team moved in. If approved, we will create a plan to add workstations and conference spaces.

Details

We plan to lease two spaces in the same complex to accommodate the team's needs. Like the initial two spaces, 303 will need minor finish level repairs (paint and flooring) and our technology team is prepared to facilitate internet and related tech services. I have added the details of space 3, below.

Space 1

1699 Schofield Ave, Suite 300

6800 square feet

Benefits: *Space for most of our 34 central office staff*

Space 2

1699 Schofield Ave, Suite 302

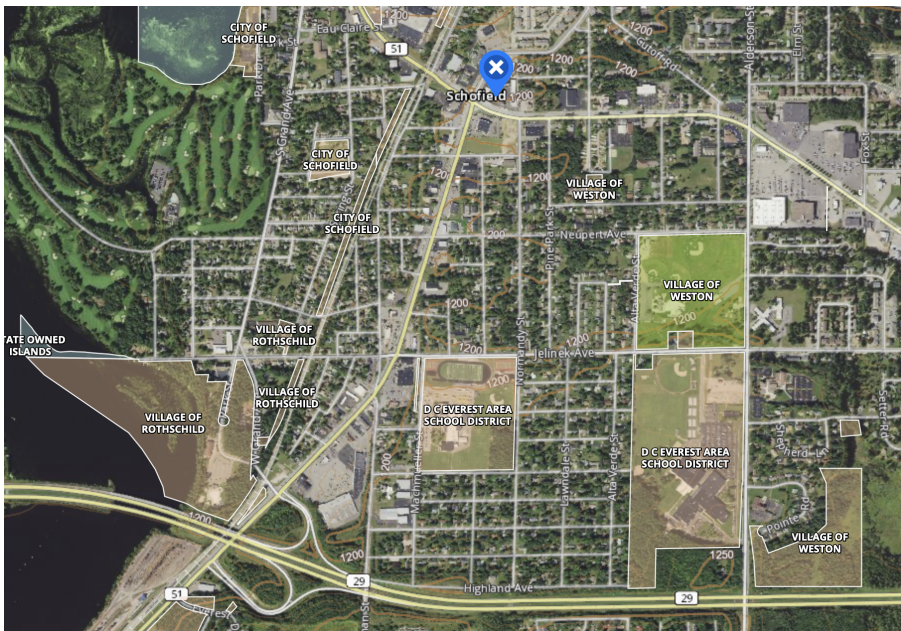
1756 square feet

Space 3

1699 Schofield Ave, Suite 303

1300 square feet

Location



Investment

Space 1	\$11.27 PSF	
	Year 1 Rent + Security Deposit	\$76,635.96
Space 2	\$11.27 PSF	
	Year 1 Rent + Security Deposit	\$21,439.34
Space 3	\$11.27 PSF	
	Year 1 Rent + Security Deposit	\$16,153.58

Next Steps

If the board approves, we will forward signed and executable copies of the lease agreement to the developer.

We will make payment in full for year 1 on approximately July 1, 2022. We will be provided the month of July (free) to ready the spaces and begin the transition.

Thank you for the beautiful plant to honor the life of Nick Smith. Nick loved to watch his kids + grandchildren participate in sports, music, + other DCE activities and was a true Evergreen fan. DC Everest has been a great place to work + learn for three generations of our family (Bail Smith, Duke Coenen, Wendy Coenen, + Jake Coenen). Sincerely,
The Smith + Coenen Families