



– A G E N D A –

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

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

I. Call to Order

II. Roll Call

III. Pledge of Allegiance

IV. Approval of Agenda

V. Hearing of Delegations

VI. Consent Agenda

A. Approval of Minutes

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3. Policy 3120 Employment of Professional Staff 66

4. Policy 5609 Pre-Expulsion/Expulsion Abeyance 69

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

VII. Reports/Considerations

- A. WASB Legislative Network Member
- B. CESA Representative
- C. Student Representative
- D. Superintendent's Report
 - 1. Suburban School Superintendent's Conference
 - 2. Second School Safety Grant Received
 - 3. Update on Referendum Projects

VIII. Unfinished Business

- A. Board Goals
 - 1. Continuous Improvement Plans
 - a. D.C. Everest Annual Scorecard 2018-2019 72
 - b. Elementary Scorecards 75
 - c. Secondary School Scorecards 95
 - d. District Department Scorecards 103

IX. New Business

- A. 2017-2018 Final Audit Report 126
- B. Business Office Budget Calendar 2019-2020 210
- C. Acceptance of the Contract for the First Phase of Senior High Construction 211
- D. 2019 School Board Election Schedule and Paperwork Deadlines 212
- E. Select WASB Delegate for State Convention, Wednesday, January 23 at 1:30 p.m.

X. Petitions and Communications

- A. Memorial Thank You from Peggy Bindl 214
- B. Memorial Thank You from Mary Ann Gleisner 215
- C. Memorial Thank You from Erin Jablonski's Family 216

XI. Future Meeting Dates

- A. Next Regular Board Meeting
 - 1. Wednesday, December 19, 2018, 6:30 p.m.
DCE Administration Building
 - 2. Wednesday, January 30, 2019, 6:30 p.m.
DCE Administration Building Board Room

XII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S.19.85(1)(d) to Review School Safety Plans. 217**XIII. Reconvene in Open Session to Approve School Safety Plans****XIV. Adjourn**



– MINUTES –

I. Call to Order

Meeting was called to order at 6:30 p.m.

II. Roll Call

Members present were Kasten, Xiong, Ackermann, Norrbom, Felch, and Schaefer. Dickerson was absent. Also present were Superintendent Gilmore, Assistant Superintendents Lechner and Stoskopf, and Student Representative Radies.

III. Pledge of Allegiance

IV. Approval of Agenda

Schaefer announced the Board will contemplate Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) to Deliberate a Senior High Student Expulsion Recommendation from the District Hearing Officer.

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

V. Hearing of Delegations

None

VI. Consent Agenda

Felch requested Item I Start College Now Requests be removed from the agenda and voted on separately.

Motion by Schaefer, second by Kasten to approve the Consent Agenda without Item I – Start College Now Requests. With a roll call vote: Kasten – yes, Xiong – yes, Ackermann – yes, Norrbom – yes, Felch – yes, Schaefer – yes, all yes, motion carried.

Motion by Xiong, second by Kasten to approve the Start College Now Requests. With a roll call vote: Kasten – yes, Xiong – yes, Ackermann – yes, Norrbom – yes, Schaefer – yes, Felch abstained, six yes, motion carried.

A. Approval of Minutes

1. Regular School Board Meeting of September 26, 2018
2. Annual Meeting/Budget Hearing from September 26, 2018

B. Recommended Employment/Resignations/Contract Adjustments

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

D. Balance Sheet

E. Budget Transfers

F. Fundraising Requests

G. Gift/Bequests

H. Early College Credit Requests

1. Request for UW-Stevens Point

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

2. Request for UW- Marathon County

I. Start College Now Requests

J. Bus Accident Reports

K. Second Reading of Policies

1. Policy 0142.1 Electoral Process

2. Policy 2131 Educational Outcome Goals

3. Policy 3120.04 Employment of Substitutes

4. Policy 3230 Conflict of Interest

5. Policy 4230 Conflict of Interest

6. Policy 5111 Eligibility of Resident-Nonresident Students

7. Policy 5870 Student Production of Goods and Services

8. Policy 8407 School Resource Officer Program

9. Policy 8462 Mandatory Reporting of Student Abuse and Neglect and Threats of Violence

10. Policy 8760 Student Accident Insurance

VII. Reports/Considerations

A. WASB Legislative Network Member – Felch reported State Education Convention will be held January 23-25, 2019. WASB also has upcoming sessions on legislative advocacy.

B. CESA Representative – Ackermann reported an update on the Excellence in Teaching program was given at the last meeting.

C. Student Representative – Radies reported one male cross country runner is going to state. He is one of three in DCE history to go to state four times. Key Club hosted the first of four blood drives this year and had good attendance. Student Council is sponsoring a Halloween Festival with costume contests and pumpkin carving. Student Council held a retreat to plan the year's events.

VIII. Superintendent

A. League of Innovative Schools

B. Third Friday Count

IX. Unfinished Business

A. Board Goals

1. Update on District Use of Gaggle

2. GAINS Update

X. New Business

A. 2018-2019 Budget and Tax Levy Approval

Motion by Felch, second by Xiong to approve the 2018-2019 final budget for all funds as attached from Administration. With a voice vote, all yes, motion carried.

Motion by Xiong, second by Norrbom to approve each individual municipality levy amount as attached from Administration totaling \$25,268,858. With a voice vote, all yes, motion carried.

B. District Electrician

Motion by Felch, second by Xiong to hire a full-time district electrician and wiring specialist, who would report to the Director of Buildings and Grounds. With a voice vote, all yes, motion carried.

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

C. Housekeeping Pay Increase Recommendation

Motion by Kasten, second by Felch to change the custodial salary schedule to eliminate Housekeeping steps 1 and 2 and move the current 9 Housekeeping staff members on steps 1, 2, and 3 two steps forward beginning October 28, 2018. With a voice vote, all yes, motion carried.

D. Nutrition Services Pay Increase Recommendation

Motion by Xiong, second by Ackermann to increase each cell of the Nutrition Services pay schedule by \$1.00 beginning October 28, 2018. With a voice vote, all yes, motion carried.

E. Senior High Trip Request for Germany GAPP Exchange

Motion by Felch, second by Ackermann to approve the two-week student exchange through the German American Partnership Program for June 2020. With a voice vote, all yes, motion carried.

F. Junior High Out-of-State Trip to Spanish Immersion Camp

Motion by Ackermann, second by Felch to approve World Language trip to attend a full immersion Spanish camp in Bemidji, MN, February 21-24. With a voice vote, all yes, motion carried.

G. Approval of Job Descriptions

Motion by Kasten, second by Xiong to approve the job descriptions for District Electrician and Director of Special Education as attached in the Board Packet. With a voice vote, all yes, motion carried.

1. District Electrician
2. Director of Special Education

H. First Reading of Policy

Motion by Kasten, second by Ackermann needed to accept the policies on first reading as presented by Administration. With a voice vote, all yes, motion carried.

1. Policy 0162.1 Board Member Participation in Meetings via Technology
2. Policy 2271.01 Start College Now Program
3. Policy 3120 Employment of Professional Staff
4. Policy 5609 Pre-Expulsion/Expulsion Abeyance
5. Policy 8310 Public Records

XI. Petitions and Communications

A. Memorial Tribute Thank You

1. Thank You for Memorial Tribute from Tracy Ravey.

XII. Future Meeting Dates

A. Upcoming Board Meetings

1. Regular Board Meeting
November 28, 2018, 6:30 p.m.
Administration Board Room
2. Regular Board Meeting
December 19, 2018, 6:30 p.m.
Administration Board Room

XIII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) to Deliberate a Senior High Student Expulsion Recommendation from the District Hearing Officer.

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

Motion by Xiong, second by Kasten to adjourn to closed session following the Open Meeting Pursuant to W.S.S. 19.85(1)(a) to Deliberate a Senior High Student Expulsion Recommendation from the District Hearing Officer. With a roll call vote Kasten – yes, Xiong – yes, Ackermann – yes, Felch – yes, Norrbom – yes, Schaefer – yes, all yes, motion carried. Time was 7:51 p.m.

XIV. Adjourned at 8:03 p.m.

Respectfully submitted,

Yee Leng Xiong, Clerk

Ellen Suckow, Executive Assistant to the
Superintendent & School Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the November 28, 2018 meeting of the School Board.



Employment Report

Recommended Employment

Certified Staff

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

Support Staff

| <i>Name</i> | <i>Position/Building</i> | <i>FTE</i> | <i>Start</i> |
|------------------|------------------------------|------------|-------------------|
| Brianna Salzman | Concessions/GFH | 0.2 | October 20, 2018 |
| Nicholas Custode | Weight Room/GFH | 0.5 | October 23, 2018 |
| Hana Larson | Adventure Care/GFH | 0.5 | October 29, 2018 |
| Chengbay Thao | EL Assistant/EV | 0.62 | November 5, 2018 |
| Traci Wisz | Member Services/GFH | 0.5 | November 5, 2018 |
| Elizabeth Krause | Before and After Care/GFH | 0.46 | November 8, 2018 |
| Hannah Kimps | Before and After Care/GFH | 0.46 | November 8, 2018 |
| Jessica Nowak | SWD Assistant/SH | 0.62 | November 12, 2018 |
| Jeffrey Ross | Evening Naturalist/Twin Oaks | 0.18 | November 19, 2018 |
| McKenzie Grant | Evening Naturalist/Twin Oaks | 0.18 | November 19, 2018 |
| Christene Mergen | SWD Assistant/MB | 0.62 | November 26, 2018 |
| Brittany Normand | SWD Assistant/SH | 0.62 | November 26, 2018 |
| Anthony Heis | Housekeeper/SH | 1 | November 26, 2018 |
| Cody Herning | Electrician/District | 1 | November 26, 2018 |

Students

| <i>Name</i> | <i>Position/Building</i> | <i>FTE</i> | <i>Start</i> |
|----------------------|--------------------------|------------|-------------------|
| Amber Lahr | Concessions/GFH | 0.38 | November 19, 2018 |
| Demitrio Covarrubias | Concessions/GFH | 0.38 | November 19, 2018 |

Resignation(s)/Retirement(s)

All Staff

| <i>Name</i> | <i>Position/Building</i> | <i>Reason</i> | <i>Effective Date</i> |
|---------------------|------------------------------|-----------------------|-----------------------|
| | | Short-Term Assignment | |
| Ann Peters | Temporary Nurse/District | Ended | September 28, 2018 |
| Ian Baeten | District Technology Staff | Resignation | October 19, 2018 |
| Marie Slattery | Before and After Care/GFH | Resignation | October 26, 2018 |
| Renee Shorey | Health Assistant/SH | Resignation | October 30, 2018 |
| Lindsey Bartnik | Before and After Care/GFH | REsignation | November 1, 2018 |
| Tori Smith | Substitute Assistant | Resignation | November 2, 2018 |
| Katrina Egner | Education Assistant/JH | Resignation | November 5, 2018 |
| Lisa Rector | Server/Cashier/MB | Resignation | November 7, 2018 |
| XiongMee Xiong | English Learner Assistant/RI | Resignation | November 9, 2018 |
| Kayla Clauss | SWD Assistant/SH | Resignation | November 9, 2018 |
| Annelise Bilderback | Student Custodian/District | Resignation | November 12, 2018 |

| | | | |
|------------------|-------------------------|-----------------------------------|-------------------|
| Brittney Knetter | Kindergarten Teacher/RI | Resignation (staying on as a sub) | November 13, 2018 |
|------------------|-------------------------|-----------------------------------|-------------------|

Adjustments
Certified Staff

| Name | Position From | Position To | Effective Date |
|-------------|----------------------|----------------------|-----------------------|
| Amy Adamus | Math .6 MB, .4 RI | Math .6 MB, Coach .4 | November 5, 2018 |

Support Staff

| Name | Position From | Position To | Effective Date |
|---------------------|--|---|-----------------------|
| Breanna Martin | Education Asst/MB .18 FTE Cafeteria Server/MS .64 FTE | Ed Asst & SWD Asst/MB .31 FTE Server/Cashier/MB .63 FTE \$13.90 | October 30, 2018 |
| Jody Neuman | \$14.30 | FTE \$13.90 | November 5, 2018 |
| Penny Drake | Cook II/MS .53 FTE | Cook II/MS .64 FTE | November 5, 2018 |
| Dian Hoffman | Cook II/MS .46 FTE | Cook II/MS .53 FTE Server/Cashier .30 FTE \$13.60 & Cook I .22 FTE | November 12, 2018 |
| Mary Ann Raczkowski | Server/Cashier .45 FTE \$13.60 | \$14.90 | November 26, 2018 |

| | | | |
|------------------|-------------------------|-----------------------------------|-------------------|
| Brittney Knetter | Kindergarten Teacher/RI | Resignation (staying on as a sub) | November 13, 2018 |
|------------------|-------------------------|-----------------------------------|-------------------|

Adjustments

Certified Staff

| Name | Position From | Position To | Effective Date |
|-------------|----------------------|----------------------|-----------------------|
| Amy Adamus | Math .6 MB, .4 RI | Math .6 MB, Coach .4 | November 5, 2018 |

Support Staff

| Name | Position From | Position To | Effective Date |
|---------------------|--|--|-----------------------|
| Breanna Martin | Education Asst/MB .18 FTE Cafeteria Server/MS .64 FTE | Ed Asst & SWD Asst/MB Server/Cashier/MB .63 | October 30, 2018 |
| Jody Neuman | \$14.30 | FTE \$13.90 | November 5, 2018 |
| Penny Drake | Cook II/MS .53 FTE | Cook II/MS .64 FTE | November 5, 2018 |
| Dian Hoffman | Cook II/MS .46 FTE | Cook II/MS .53 FTE Server/Cashier .30 FTE | November 12, 2018 |
| Mary Ann Raczkowski | Server/Cashier .45 FTE \$13.60 | \$13.60 & Cook I .22 FTE | November 26, 2018 |

| DCE Middle School | | | | |
|------------------------|--|----------|----------|-------|
| Name | Position | Begin | End | % |
| Langbehn, Gregg | Basketball 7th Boys Assistant Coach | 10/19/18 | 12/21/18 | 6 |
| DCE Senior High School | | | | |
| Name | Position | Begin | End | % |
| Bouldin, George | Boys Basketball - Varsity Head Coach | 11/12/18 | 3/16/19 | 17 |
| Buchholz, Renee | Dance Team Co-Head Coach (Winter) | 11/1/18 | 3/31/19 | 7 |
| Bullis, Matthew | Girls Basketball - Varsity Head Coach | 11/5/18 | 3/9/19 | 19 |
| Byrka, Lindsay | Swimming Boys Assistant Coach | 11/12/18 | 2/16/19 | 2 |
| De Byle, Darin | Girls Hockey - JV Assistant Coach | 11/5/18 | 3/2/19 | 8 |
| Felch, Jon | Boys Basketball - JV Head Coach | 11/12/18 | 3/16/19 | 11 |
| Frisinger, Kendra | Swimming Boys Assistant Coach | 11/12/18 | 2/16/19 | 6 |
| Gunderson, Michelle | Dance Team Assistant (Winter) | 11/1/18 | 3/31/19 | 6 |
| Holtz, Bartley | Girls Hockey - JV Assistant Coach | 11/5/18 | 3/2/19 | 8 |
| Lehrke, Eric | Wrestling - Varsity Head Coach | 11/12/18 | 3/2/19 | 19 |
| Lehrke, Fritz | Wrestling - Varsity Assistant Coach | 11/12/18 | 3/2/19 | 12 |
| Lewis, Steven | Ski Coach | 11/12/18 | 2/28/19 | 2.75 |
| Mathies, Michael | Girls Basketball - Varsity Assistant Coach | 11/5/18 | 3/9/19 | 12 |
| Pagel, Gerald | Boys Basketball - Varsity Assistant Coach | 11/12/18 | 3/16/19 | 8 |
| Pritzl, Matthew | Wrestling - JV Coach | 11/12/18 | 3/2/19 | 12 |
| Schulz, Andrew | Girls Basketball - JV Head Coach Coach | 11/5/18 | 3/9/19 | 10 |
| Smith, Shayne | Snowboard Coach | 11/12/18 | 2/28/19 | 2.75 |
| Springer, Melissa | Swimming Boys Head Coach | 11/12/18 | 2/16/19 | 17 |
| Susens, Peter | Girls Hockey - Varsity Head Coach | 11/5/18 | 3/2/19 | 13.50 |
| Vesper, Wendy | Dance Team Co-Head Coach (Winter) | 11/1/18 | 3/31/19 | 2 |
| Wimmer, Jana | Girls Hockey - Varsity Assistant Coach | 11/5/18 | 3/2/19 | 10.50 |
| Wood, Thomas | Curling Head Coach | 10/22/18 | 3/15/19 | 5.25 |

D.C. EVEREST AREA SCHOOL DISTRICT
6300 ALDERSON STREET, WESTON, WI 54476

TREASURER'S REPORT

NOVEMBER 15, 2018

| | | |
|---|----------------|----------------|
| CASH BALANCE AS OF OCTOBER 8, 2018 | (\$119,566.92) | |
| INVESTMENT ACCOUNT TRANSFERS | | \$5,371,398.64 |
| RECEIPTS CR#26108 - CR#26303 | \$7,601,904.68 | |
| CHECKS FOR APPROVAL #223236 - #223473 ACH: # 181900637 - # 181900967 | | \$2,153,299.85 |
| <u>VOIDS:</u> | | |
| CK #222911, 223011 | \$770.10 | |
| CASH BALANCE AS OF NOVEMBER 15, 2018 | | (\$41,590.63) |
| | <hr/> | |
| | \$7,483,107.86 | \$7,483,107.86 |
| | <hr/> <hr/> | |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER(10/08/2018-11/15/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|-------------------------------------|---------------------------|-----------------------|---------------|
| 223236 | POSTMASTER WAUSAU/DISTRIBUTION | ProcSafe2018 | 43382 | 191.00 |
| 223237 | GLACIER CANYON LODGE | 729495a | 43385 | 82.00 |
| 223237 | GLACIER CANYON LODGE | 732582 | 43385 | 82.00 |
| 223237 | GLACIER CANYON LODGE | 732583 | 43385 | 82.00 |
| 223238 | KRUG BUS SERVICE, INC. | 10143 | 43385 | 1,280.00 |
| 223239 | LAMERS BUS LINES, INC. | 541325 | 43385 | 451.00 |
| 223239 | LAMERS BUS LINES, INC. | 541669 | 43385 | 465.00 |
| 223239 | LAMERS BUS LINES, INC. | 541700 | 43385 | 1,548.00 |
| 223239 | LAMERS BUS LINES, INC. | 541768 | 43385 | 852.22 |
| 223239 | LAMERS BUS LINES, INC. | 541769 | 43385 | 302.05 |
| 223239 | LAMERS BUS LINES, INC. | 541770 | 43385 | 222.20 |
| 223239 | LAMERS BUS LINES, INC. | 541771 | 43385 | 106.54 |
| 223239 | LAMERS BUS LINES, INC. | 541765 | 43385 | 234.80 |
| 223239 | LAMERS BUS LINES, INC. | 541767 | 43385 | 210.02 |
| 223239 | LAMERS BUS LINES, INC. | 541772 | 43385 | 765.36 |
| 223239 | LAMERS BUS LINES, INC. | 541773 | 43385 | 412.02 |
| 223239 | LAMERS BUS LINES, INC. | 541774 | 43385 | 194.34 |
| 223239 | LAMERS BUS LINES, INC. | 541775 | 43385 | 527.43 |
| 223239 | LAMERS BUS LINES, INC. | 541776 | 43385 | 245.57 |
| 223239 | LAMERS BUS LINES, INC. | 541778 | 43385 | 190.28 |
| 223239 | LAMERS BUS LINES, INC. | 541779 | 43385 | 800.91 |
| 223239 | LAMERS BUS LINES, INC. | 541780 | 43385 | 155.33 |
| 223239 | LAMERS BUS LINES, INC. | 541781 | 43385 | 534.12 |
| 223239 | LAMERS BUS LINES, INC. | | 43385 | 0.00 |
| 223240 | MADISON NATL LIFE INS CO | 43405 | 43385 | 16,217.40 |
| 223241 | PINE VALLEY GOLF COURSE | 1052018 | 43385 | 80.00 |
| 223242 | SECURIAN FINANCIAL GROUP, INC. | 43405 | 43385 | 19,285.10 |
| 223243 | SECURITY HEALTH PLAN | 43405 | 43385 | 841,548.54 |
| 223244 | ABT WATER TREATMENT INC | 23172 | 43385 | 685.40 |
| 223245 | ALLIANT UTILITIES/WP&L | 43344 | 43385 | 656.21 |
| 223246 | AMERICAN FENCE | 19321-0 | 43385 | 41.65 |
| 223247 | AUGUSTINIAK, JENNY | 25309 | 43385 | 10.85 |
| 223248 | BAY., ASIA | BAY10418 | 43385 | 50.00 |
| 223249 | BOELTER COMPANIES, THE | 96666290 | 43385 | 1,085.05 |
| 223250 | CATURA'S MARTIAL ARTS | 1052018 | 43385 | 1,347.75 |
| 223251 | CDW GOVT IN EDUCATION | PJN8754 | 43385 | 210.00 |
| 223251 | CDW GOVT IN EDUCATION | PKJ3326 | 43385 | 2,000.00 |
| 223251 | CDW GOVT IN EDUCATION | PJD1285 | 43385 | 11,500.00 |
| 223251 | CDW GOVT IN EDUCATION | PMM0130 | 43385 | 222.22 |
| 223252 | COLLINS, HEATHER | 43313 | 43385 | 12.86 |
| 223252 | COLLINS, HEATHER | 43344 | 43385 | 80.66 |
| 223253 | CRANE MEADOW GOLF COURSE | 1013 | 43385 | 400.00 |
| 223254 | D & D SEALCOATING & STRIPPING, INC. | 1 | 43385 | 3,319.00 |
| 223255 | ECOLAB, INC. | 985162 | 43385 | 933.98 |
| 223255 | ECOLAB, INC. | 1002477 | 43385 | 398.93 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER(10/08/2018-11/15/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|------------------------------------|---------------------------|-----------------------|---------------|
| 223256 | FASTSIGNS | 2096-6590 | 43385 | 2,061.02 |
| 223256 | FASTSIGNS | 2096-6607 | 43385 | 851.67 |
| 223257 | FEDEX, INC. | 6-325-99759 | 43385 | 38.55 |
| 223258 | FLAG CENTER | 0091287-IN | 43385 | 378.40 |
| 223259 | GORDON FOOD SERVICE INC | 188929733 | 43385 | 263.68 |
| 223259 | GORDON FOOD SERVICE INC | 12026120 | 43385 | -19.69 |
| 223259 | GORDON FOOD SERVICE INC | 189102718 | 43385 | 320.32 |
| 223259 | GORDON FOOD SERVICE INC | 189102743 | 43385 | 369.56 |
| 223259 | GORDON FOOD SERVICE INC | 189102740 | 43385 | 1,077.11 |
| 223259 | GORDON FOOD SERVICE INC | 189102731 | 43385 | 328.08 |
| 223259 | GORDON FOOD SERVICE INC | 189102742 | 43385 | 9,996.61 |
| 223259 | GORDON FOOD SERVICE INC | 189102737 | 43385 | 187.00 |
| 223259 | GORDON FOOD SERVICE INC | 189102729 | 43385 | 235.33 |
| 223259 | GORDON FOOD SERVICE INC | 189102733 | 43385 | 395.65 |
| 223259 | GORDON FOOD SERVICE INC | 189102739 | 43385 | 215.97 |
| 223259 | GORDON FOOD SERVICE INC | 189102738 | 43385 | 1,204.29 |
| 223259 | GORDON FOOD SERVICE INC | 189102730 | 43385 | 100.30 |
| 223259 | GORDON FOOD SERVICE INC | 189102736 | 43385 | 3,840.44 |
| 223260 | GREAT ACTIVITIES PUB CO | 69594 | 43385 | 32.00 |
| 223261 | INDIANHEAD FOODSERVICE DISTRIBUTOR | 714783 | 43385 | 63.69 |
| 223262 | INSTRUCTURE, INC. | INV332717 | 43385 | 31,042.79 |
| 223263 | JANKE BOOK STORE | 5079-5080 | 43385 | 298.00 |
| 223263 | JANKE BOOK STORE | 5086-5088 | 43385 | 1,430.00 |
| 223264 | JENKIN, DOUGLAS | JENKINS10418 | 43385 | 58.00 |
| 223265 | KELLY, HEATHER | 43374 | 43385 | 50.00 |
| 223266 | LAMERS BUS LINES, INC. | 541815 | 43385 | 48.89 |
| 223266 | LAMERS BUS LINES, INC. | 541813 | 43385 | 100.67 |
| 223266 | LAMERS BUS LINES, INC. | 541814 | 43385 | 91.74 |
| 223266 | LAMERS BUS LINES, INC. | 3 Oct. Invoices | 43385 | 411.89 |
| 223266 | LAMERS BUS LINES, INC. | 541782 | 43385 | 464.63 |
| 223266 | LAMERS BUS LINES, INC. | 541783 | 43385 | 193.03 |
| 223266 | LAMERS BUS LINES, INC. | 541784 | 43385 | 646.92 |
| 223266 | LAMERS BUS LINES, INC. | 541785 | 43385 | 615.84 |
| 223266 | LAMERS BUS LINES, INC. | 541786 | 43385 | 325.66 |
| 223266 | LAMERS BUS LINES, INC. | 541787 | 43385 | 470.58 |
| 223266 | LAMERS BUS LINES, INC. | 541788 | 43385 | 492.61 |
| 223266 | LAMERS BUS LINES, INC. | 541789 | 43385 | 268.15 |
| 223266 | LAMERS BUS LINES, INC. | 541790 | 43385 | 283.96 |
| 223266 | LAMERS BUS LINES, INC. | 541791 | 43385 | 149.11 |
| 223266 | LAMERS BUS LINES, INC. | 541792 | 43385 | 152.26 |
| 223266 | LAMERS BUS LINES, INC. | 541793 | 43385 | 78.41 |
| 223266 | LAMERS BUS LINES, INC. | | 43385 | 0.00 |
| 223267 | LEE, ELI | Lee- Scholarship | 43385 | 500.00 |
| 223268 | LONDERVILLE ENTERPRISES | 509999 | 43385 | 564.58 |
| 223269 | MARA CTY TREASURER'S OFFICE | 18092508 | 43385 | 8.00 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER(10/08/2018-11/15/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|--|---------------------------|-----------------------|---------------|
| 223270 | MARQUARDT STAMP AND SIGN | 49130 | 43385 | 20.95 |
| 223271 | MILLER, STEPHANIE | MILLER10418 | 43385 | 219.00 |
| 223272 | MUELLER, MARLEE | 43344 | 43385 | 348.00 |
| 223273 | NAPA AUTO PARTS, INC. | 103-DCESept2018 | 43385 | 354.83 |
| 223274 | NASCO INC - EDUCATION | 161918 | 43385 | 175.92 |
| 223274 | NASCO INC - EDUCATION | 161910 | 43385 | 70.32 |
| 223274 | NASCO INC - EDUCATION | 150472 | 43385 | 358.99 |
| 223275 | NASCO INC - REP. ONLY | 156917 | 43385 | 1,236.64 |
| 223275 | NASCO INC - REP. ONLY | 1613292 | 43385 | 13.08 |
| 223276 | NEOFUNDS BY NEOPOST INC. | 43344 | 43385 | 1,107.41 |
| 223277 | PREISIG, MONICA | PREISIG10918 | 43385 | 129.50 |
| 223278 | RICS SEWER SERVICE LLC | 6292018 | 43385 | 225.00 |
| 223279 | SANCHEZ, LUIS | 43344 | 43385 | 50.75 |
| 223280 | STAPLES ADVANTAGE | 3390673322 | 43385 | 299.53 |
| 223280 | STAPLES ADVANTAGE | 3389807474 | 43385 | 26.44 |
| 223280 | STAPLES ADVANTAGE | 3391055124 | 43385 | 36.35 |
| 223280 | STAPLES ADVANTAGE | 3391055125 | 43385 | 49.98 |
| 223280 | STAPLES ADVANTAGE | 3391055126 | 43385 | 46.97 |
| 223280 | STAPLES ADVANTAGE | 3391203073 | 43385 | 39.80 |
| 223280 | STAPLES ADVANTAGE | 3391312067 | 43385 | 15.49 |
| 223280 | STAPLES ADVANTAGE | 3391055127 | 43385 | 90.95 |
| 223280 | STAPLES ADVANTAGE | 3391127327 | 43385 | 66.69 |
| 223280 | STAPLES ADVANTAGE | 3391055129 | 43385 | 190.64 |
| 223281 | TEACHER DIRECT | P470368900022 | 43385 | 87.48 |
| 223282 | ULINE | 101115040 | 43385 | 374.90 |
| 223282 | ULINE | 101246464 | 43385 | 369.63 |
| 223283 | UW STEVENS POINT- JAZZ FESTIVAL DEPT C | 43497 | 43385 | 300.00 |
| 223284 | VEGA, JOAQUIN | 522308 | 43385 | 4,857.75 |
| 223285 | WALSWORTH PUBLISHING CO | 10873 | 43385 | 2,474.45 |
| 223286 | WASTE MANAGEMENT | 0046459-2808-8 | 43385 | 1,916.22 |
| 223287 | WAUSAU & MARA CTY PARKS | 10132018 | 43385 | 400.00 |
| 223288 | WCASS | 2922 | 43385 | 75.00 |
| 223289 | WEST MUSIC CO | SI1663308 | 43385 | 175.71 |
| 223290 | WI CN OF TEACH OF ENG WCTELA | 31 | 43385 | 175.00 |
| 223291 | WISCONSIN MECHANICAL SOLUTIONS, INC | 383 | 43385 | 224.51 |
| 223292 | YEAGER, KRISTEN | 9282018 | 43385 | 35.00 |
| 223293 | ZAJAC, TAYLER | ZAJAC10318 | 43385 | 37.50 |
| 223294 | KOHN LAW FIRM SC | 10122018A | 43383 | 177.19 |
| 223295 | MARK HARRING STANDING CHAPTER 13 TF | 101218A | 43383 | 1,526.24 |
| 223296 | UNEMPLOYMENT INSURANCE | 101218A | 43383 | 50.00 |
| 223297 | UNITED WAY OF MARATHON CNTY | 20181012ADUWAY | 43385 | 753.26 |
| 223298 | MICHIGAN DEPT. OF CIVIL RIGHT | 100 | 43385 | 300.00 |
| 223299 | BIG BROTHERS BIG SISTERS | 1491 | 43392 | 250.00 |
| 223300 | DC EVEREST CROSS COUNTRY BOOSTERS | 10122018 | 43392 | 350.00 |
| 223301 | MEYER, RICK | 10012018 | 43392 | 72.00 |

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|-------------------------|-------------------------------------|---------------------------|-----------------------|---------------|
| 223302 | QUALITY INN SOUTH | 34129352 | 43392 | 778.05 |
| 223303 | WAUSAU EARLY BIRD ROTARY | 1585 | 43392 | 130.00 |
| 223304 | ADAPTIVE INFORMATION SYSTEMS INC. | 5911 | 43392 | 2,700.00 |
| 223305 | ALVIS, ROBBY | 10112018 | 43392 | 30.00 |
| 223306 | APPLE INC - AR | 6763206807 | 43392 | 990.00 |
| 223307 | BERNDT, DARYL | 1082018 | 43392 | 30.00 |
| 223308 | BERNDT, JODI | 43344 | 43392 | 88.00 |
| 223309 | BLOCK, MARLIN | 1082018 | 43392 | 30.00 |
| 223310 | BOELTER COMPANIES, THE | 96674862 | 43392 | 932.95 |
| 223311 | CARTER, TONIA | CARTER10518 | 43392 | 113.50 |
| 223311 | CARTER, TONIA | CARTER101218 | 43392 | 382.50 |
| 223312 | CHARTER COMMUNICATIONS, INC. | 7326209218 | 43392 | 113.03 |
| 223313 | DISCOVERY EDUCATION, INC | 90151113 | 43392 | 15,000.00 |
| 223314 | DOMBROWSKI, CHELSEA | 43344 | 43392 | 146.88 |
| 223315 | EXERCISE CONNECTION | 1262 | 43392 | 1,512.50 |
| 223316 | FEDEX, INC. | 6-332-84900 | 43392 | 27.00 |
| 223317 | GOPHER SPORT, INC. | 9515398 | 43392 | 1,330.40 |
| 223318 | GORDON FOOD SERVICE INC | 189372703 | 43392 | 377.98 |
| 223318 | GORDON FOOD SERVICE INC | 189372707 | 43392 | 169.53 |
| 223318 | GORDON FOOD SERVICE INC | 189372708 | 43392 | 1,723.22 |
| 223318 | GORDON FOOD SERVICE INC | 189269844 | 43392 | 241.12 |
| 223318 | GORDON FOOD SERVICE INC | 12071653 | 43392 | -57.05 |
| 223318 | GORDON FOOD SERVICE INC | 189372706 | 43392 | 285.96 |
| 223319 | GREENHECK FIELD HOUSE | 100 | 43392 | 386.00 |
| 223320 | HABECK, MIKE | 10122018 | 43392 | 30.00 |
| 223321 | HANKE, JACOB | 43374 | 43392 | 109.95 |
| 223322 | HARBERT, MICHAEL | 10112018 | 43392 | 50.00 |
| 223323 | HAYES GRAPHICS LLC | 48188469 | 43392 | 197.75 |
| 223324 | HURT, RYAN | 10122018 | 43392 | 35.00 |
| 223325 | KALAHARI RESORT CONV CTR | 10152018 | 43392 | 126.24 |
| 223326 | KESSEN, STEFANIE | 2354a | 43392 | 1,575.00 |
| 223327 | KLOPOTIC, JAMY | KLOPOTIC10918 | 43392 | 70.50 |
| 223328 | LAKESHORE LEARNING MAT | 4900961018 | 43392 | 19.20 |
| 223329 | LAMERS BUS LINES, INC. | 541816 | 43392 | 83.87 |
| 223329 | LAMERS BUS LINES, INC. | 541766 | 43392 | 520.11 |
| 223329 | LAMERS BUS LINES, INC. | 541777 | 43392 | 170.68 |
| 223329 | LAMERS BUS LINES, INC. | 541798 | 43392 | 1,791.54 |
| 223329 | LAMERS BUS LINES, INC. | 541811 | 43392 | 195.74 |
| 223329 | LAMERS BUS LINES, INC. | 541801 541800 541802 | 43392 | 243.08 |
| 223330 | MUELLER, MARLEE | SEP2018A | 43392 | 10.36 |
| 223331 | NASP, INC. | 244860 | 43392 | 671.00 |
| 223332 | NEFF COMPANY, INC. | 2687061 | 43392 | 655.37 |
| 223333 | NERD ISLAND STUDIOS, LLC | quizevolved.com | 43392 | 150.00 |
| 223334 | PEACEFUL SOLUTIONS COUNSELING, INC. | Sept. 2018 | 43392 | 337.50 |
| 223335 | PERFORMANCE TIMING LLC | 997 | 43392 | 732.05 |

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| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
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| 223336 | PITNEY BOWES | 101118 | 43392 | 5,000.00 |
| 223337 | QUILL COMPANY | 1843133 | 43392 | 154.55 |
| 223338 | RAHN, ZACHARY | 10112018 | 43392 | 40.00 |
| 223339 | RATTANASACK, INPANH | 43344 | 43392 | 172.42 |
| 223340 | RICS SEWER SERVICE LLC | 1 | 43392 | 225.00 |
| 223340 | RICS SEWER SERVICE LLC | 2 | 43392 | 425.00 |
| 223341 | ROCK RIDGE ORCHARD, LLC. | 63800 | 43392 | 270.00 |
| 223342 | ROTHSCHILD WATERWORKS | JUN-SEP2018 | 43392 | 1,114.52 |
| 223343 | SADDLEBACK EDUCATIONAL, INC. | 668363 | 43392 | 578.09 |
| 223344 | SCHMITZ, KURT | 10122018 | 43392 | 30.00 |
| 223345 | SCHWAN, MARTY | 10122018 | 43392 | 30.00 |
| 223346 | SEEHAFER, ADAM | 10122018 | 43392 | 30.00 |
| 223347 | SEKEL, AMY | 10122018 | 43392 | 35.00 |
| 223348 | SEKEL, ANDLER | 10112018 | 43392 | 35.00 |
| 223349 | STAPLES ADVANTAGE | 3392177490 | 43392 | 16.78 |
| 223349 | STAPLES ADVANTAGE | 3392012472 | 43392 | 31.49 |
| 223349 | STAPLES ADVANTAGE | 3391945878 | 43392 | 52.83 |
| 223349 | STAPLES ADVANTAGE | 3391312066 | 43392 | 14.34 |
| 223350 | TEACHER CREATED RESOURCES INC | BO88681 | 43392 | 14.99 |
| 223351 | THE NEW YORK TIMES | 90 | 43392 | 21.00 |
| 223352 | VILLAGE OF HATLEY | JUL,AUG,SEP2018 | 43392 | 337.42 |
| 223353 | WALSWORTH PUBLISHING CO | 43374 | 43392 | 12,600.00 |
| 223354 | WEIK, RICHARD | 10122018 | 43392 | 35.00 |
| 223355 | WEST MUSIC CO | SI1673544 | 43392 | 24.75 |
| 223356 | WI CENTER FOR EDUCATION RESEARCH | CEW5026 | 43392 | 1,540.00 |
| 223357 | YEAGER, KRISTEN | 10122018 | 43392 | 35.00 |
| 223358 | QUALITY INN SOUTH | 34129374/70/75 | 43392 | 2,451.15 |
| 223359 | MARK HARRING STANDING CHAPTER 13 TF | 102618A | 43399 | 1,526.24 |
| 223360 | UNEMPLOYMENT INSURANCE | 102618A | 43399 | 50.00 |
| 223361 | UNITED WAY OF MARATHON CNTY | 20181026ADUWAY | 43399 | 753.06 |
| 223362 | BOB'S CATERING | 9242018 | 43399 | 332.60 |
| 223363 | CARDMEMBER SERVICES | 10222018 | 43399 | 174.00 |
| 223364 | CARDMEMBER SERVICES | 18911CRX9H7R | 43399 | 100.00 |
| 223365 | DISCOVERY EDUCATION, INC | 90150579 | 43399 | 1,500.00 |
| 223366 | RIDDELL / ALL AMERICAN SPORTS CORP | 950681728 | 43399 | 702.45 |
| 223367 | WI DEPT OF PUBLIC INST | DavisSEL | 43399 | 60.00 |
| 223368 | BUILERS SCHWINN CYCLERY | 775973 | 43399 | 185.08 |
| 223369 | CARTER, TONIA | CARTER102318 | 43399 | 240.00 |
| 223370 | CDW GOVT IN EDUCATION | PQK3116 | 43399 | 13,200.00 |
| 223371 | CENTURY LINK | 1451854179 | 43399 | 228.78 |
| 223372 | COLLEGE ENTRANCE EXAM. BD. AP EXAMS | 18132 | 43399 | 300.00 |
| 223373 | ELEGANT HOMES CLEANING SERVICE | 43392 | 43399 | 932.00 |
| 223374 | FEDEX, INC. | 6-340-08642 | 43399 | 37.16 |
| 223375 | FIRST SUPPLY LLC | 73998-00 | 43399 | 64.26 |
| 223375 | FIRST SUPPLY LLC | 73258-00 | 43399 | 61.92 |

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| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|------------------------------------|---------------------------|-----------------------|---------------|
| 223375 | FIRST SUPPLY LLC | 74092-00 | 43399 | 7.68 |
| 223375 | FIRST SUPPLY LLC | 73979-00 | 43399 | 30.60 |
| 223375 | FIRST SUPPLY LLC | 74174-00 | 43399 | 4.46 |
| 223376 | FLETCHER, TAMRA | FLETCHER101518 | 43399 | 37.50 |
| 223377 | GORDON FOOD SERVICE INC | 12046800 | 43399 | -6.56 |
| 223377 | GORDON FOOD SERVICE INC | 189206463 | 43399 | 1,963.62 |
| 223377 | GORDON FOOD SERVICE INC | 189206464 | 43399 | 253.53 |
| 223377 | GORDON FOOD SERVICE INC | 189206466 | 43399 | 490.89 |
| 223377 | GORDON FOOD SERVICE INC | 189206462 | 43399 | 301.50 |
| 223377 | GORDON FOOD SERVICE INC | 189206461 | 43399 | 432.22 |
| 223377 | GORDON FOOD SERVICE INC | 189269841 | 43399 | 170.03 |
| 223377 | GORDON FOOD SERVICE INC | 189269840 | 43399 | 1,266.30 |
| 223377 | GORDON FOOD SERVICE INC | 189269843 | 43399 | 641.99 |
| 223377 | GORDON FOOD SERVICE INC | 189269835 | 43399 | 79.12 |
| 223377 | GORDON FOOD SERVICE INC | 189269836 | 43399 | 3,652.90 |
| 223377 | GORDON FOOD SERVICE INC | 189269837 | 43399 | 203.40 |
| 223377 | GORDON FOOD SERVICE INC | 189269842 | 43399 | 1,107.63 |
| 223377 | GORDON FOOD SERVICE INC | 189269846 | 43399 | 1,688.92 |
| 223377 | GORDON FOOD SERVICE INC | 189269839 | 43399 | 7,906.17 |
| 223377 | GORDON FOOD SERVICE INC | 1892698477 | 43399 | 52.92 |
| 223377 | GORDON FOOD SERVICE INC | 189269834 | 43399 | 20.77 |
| 223377 | GORDON FOOD SERVICE INC | 189031982 | 43399 | 2,695.22 |
| 223377 | GORDON FOOD SERVICE INC | 189031985 | 43399 | 575.93 |
| 223377 | GORDON FOOD SERVICE INC | 189031984 | 43399 | 709.52 |
| 223377 | GORDON FOOD SERVICE INC | 189031986 | 43399 | 67.28 |
| 223377 | GORDON FOOD SERVICE INC | 189031988 | 43399 | 657.41 |
| 223377 | GORDON FOOD SERVICE INC | 189031989 | 43399 | 259.84 |
| 223378 | HEARTLAND PAYMENT SYS INC | REC0000031136 | 43399 | 618.00 |
| 223379 | INDIANHEAD FOODSERVICE DISTRIBUTOR | 717065 | 43399 | 502.94 |
| 223380 | JOSTENS, INC. | 21927481 | 43399 | 67.28 |
| 223380 | JOSTENS, INC. | 21956120 | 43399 | 25.26 |
| 223381 | MACCO'S COMMERCIAL INTERIORS | CG883464A | 43399 | 1,350.00 |
| 223382 | MCCARTHY'S GEOGRAPHICS | 2283 | 43399 | 99.99 |
| 223383 | MS GRAPHICS, LLC | 2014-2100 | 43399 | 300.00 |
| 223383 | MS GRAPHICS, LLC | 2014-2084 | 43399 | 435.00 |
| 223383 | MS GRAPHICS, LLC | 2014-2116 | 43399 | 140.00 |
| 223384 | NASCO INC - EDUCATION | 171951 | 43399 | 146.04 |
| 223384 | NASCO INC - EDUCATION | 155803 | 43399 | 166.50 |
| 223384 | NASCO INC - EDUCATION | 157449 | 43399 | 97.36 |
| 223385 | NATIONAL FFA ORGANIZATION | CONV-REG-63640 | 43399 | 110.00 |
| 223386 | READING, READING, BOOKS, LLC | 28329 | 43399 | 1,182.04 |
| 223387 | ROMA, BRENDA | RPMA102118 | 43399 | 47.50 |
| 223388 | STAPLES ADVANTAGE | 3393028720 | 43399 | 9.15 |
| 223388 | STAPLES ADVANTAGE | 3392882708 | 43399 | 17.19 |
| 223388 | STAPLES ADVANTAGE | 3392882709 | 43399 | 10.51 |

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| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|-------------------------------|---------------------------|-----------------------|---------------|
| 223388 | STAPLES ADVANTAGE | 3392882710 | 43399 | 44.25 |
| 223388 | STAPLES ADVANTAGE | 3392882711 | 43399 | 12.95 |
| 223388 | STAPLES ADVANTAGE | 3393232091 | 43399 | 328.62 |
| 223388 | STAPLES ADVANTAGE | 3393232092 | 43399 | 18.78 |
| 223388 | STAPLES ADVANTAGE | 3393232093 | 43399 | 6.58 |
| 223388 | STAPLES ADVANTAGE | 3391945877 | 43399 | 18.14 |
| 223389 | STEVENS PT AREA HS SPASH | 10202018 | 43399 | 50.00 |
| 223389 | STEVENS PT AREA HS SPASH | 10192018 | 43399 | 160.00 |
| 223390 | TEACHER DIRECT | P470542700017 | 43399 | 52.80 |
| 223391 | TRAIN 4 YOUR BEST | G1809 | 43399 | 180.00 |
| 223392 | VILLAGE OF ROTHSCHILD | 6 month cell reimb | 43399 | 120.00 |
| 223393 | WAEA C/O TIFFANY BELTZ | 110688918 | 43397 | 135.00 |
| 223394 | LAMERS BUS LINES, INC. | 542832 | 43406 | 584.84 |
| 223394 | LAMERS BUS LINES, INC. | 542831 | 43406 | 92.16 |
| 223394 | LAMERS BUS LINES, INC. | 542830 | 43406 | 118.24 |
| 223394 | LAMERS BUS LINES, INC. | 542829 | 43406 | 687.60 |
| 223394 | LAMERS BUS LINES, INC. | 542828 | 43406 | 485.93 |
| 223394 | LAMERS BUS LINES, INC. | 542827 | 43406 | 185.50 |
| 223395 | SCHOOL NUTRITION ASSN | 611671TNOVAK | 43406 | 11.00 |
| 223395 | SCHOOL NUTRITION ASSN | 589162LBaudhuin | 43406 | 15.00 |
| 223396 | AUTO SELECT OF WESTON | 214847 | 43406 | 1,722.13 |
| 223397 | BAY PORT HIGH SCHOOL | 18-29-10 | 43406 | 100.00 |
| 223398 | BEHRENS, MIKE | 10182018 | 43406 | 30.00 |
| 223399 | BETHLEHEM COMM-RO.,INC. | BETH-4K-OCT18 | 43406 | 9,138.85 |
| 223400 | BOELTER COMPANIES, THE | 96692684 | 43406 | 751.40 |
| 223400 | BOELTER COMPANIES, THE | 96683652 | 43406 | 511.82 |
| 223401 | BUTCH'S AUTO SERVICE, LLC | 34611 | 43406 | 76.37 |
| 223402 | CATURA'S MARTIAL ARTS | 10262018 | 43406 | 1,267.90 |
| 223403 | DC EVEREST SENIOR HIGH SCHOOL | BSKPROGRAM102818 | 43406 | 150.00 |
| 223404 | FAHRNER ASPHT SEALERS LLC | 108109304-002 | 43406 | 43,876.00 |
| 223405 | FEDEX, INC. | 6-347-53936 | 43406 | 27.00 |
| 223406 | FIRST SUPPLY LLC | 74303-00 | 43406 | 35.40 |
| 223407 | FRANCE SALES AND SERVICE | 2796 | 43406 | 89.95 |
| 223408 | GORDON FOOD SERVICE INC | 12094942 | 43406 | -26.48 |
| 223408 | GORDON FOOD SERVICE INC | 12095290 | 43406 | -8.29 |
| 223408 | GORDON FOOD SERVICE INC | 189542428 | 43406 | 1,270.44 |
| 223408 | GORDON FOOD SERVICE INC | 189542427 | 43406 | 463.40 |
| 223408 | GORDON FOOD SERVICE INC | 189542429 | 43406 | 219.28 |
| 223408 | GORDON FOOD SERVICE INC | 189542430 | 43406 | 188.13 |
| 223408 | GORDON FOOD SERVICE INC | 189702586 | 43406 | 627.72 |
| 223408 | GORDON FOOD SERVICE INC | 189603781 | 43406 | 112.55 |
| 223408 | GORDON FOOD SERVICE INC | 189603783 | 43406 | 105.35 |
| 223408 | GORDON FOOD SERVICE INC | 189603772 | 43406 | 1,402.78 |
| 223408 | GORDON FOOD SERVICE INC | 189603773 | 43406 | 5,994.72 |
| 223408 | GORDON FOOD SERVICE INC | 189603774 | 43406 | 85.75 |

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|-------------------------|------------------------------------|---------------------------|-----------------------|---------------|
| 223408 | GORDON FOOD SERVICE INC | 189603785 | 43406 | 177.99 |
| 223408 | GORDON FOOD SERVICE INC | 189603787 | 43406 | 1,079.86 |
| 223408 | GORDON FOOD SERVICE INC | 189603779 | 43406 | 25.98 |
| 223408 | GORDON FOOD SERVICE INC | 189603778 | 43406 | 65.06 |
| 223408 | GORDON FOOD SERVICE INC | 189603784 | 43406 | 857.72 |
| 223408 | GORDON FOOD SERVICE INC | 189603782 | 43406 | 216.52 |
| 223408 | GORDON FOOD SERVICE INC | 189603780 | 43406 | 1,245.43 |
| 223408 | GORDON FOOD SERVICE INC | 189603771 | 43406 | 38.69 |
| 223408 | GORDON FOOD SERVICE INC | 189603770 | 43406 | 2,393.73 |
| 223408 | GORDON FOOD SERVICE INC | 189435883 | 43406 | 611.48 |
| 223408 | GORDON FOOD SERVICE INC | 189435893 | 43406 | 92.60 |
| 223408 | GORDON FOOD SERVICE INC | 189435889 | 43406 | 3,495.46 |
| 223408 | GORDON FOOD SERVICE INC | 189435887 | 43406 | 1,208.12 |
| 223408 | GORDON FOOD SERVICE INC | 189435895 | 43406 | 791.65 |
| 223408 | GORDON FOOD SERVICE INC | 189435892 | 43406 | 6,292.33 |
| 223408 | GORDON FOOD SERVICE INC | 189435890 | 43406 | 8.57 |
| 223408 | GORDON FOOD SERVICE INC | 189435888 | 43406 | 328.42 |
| 223408 | GORDON FOOD SERVICE INC | 189435885 | 43406 | 283.91 |
| 223408 | GORDON FOOD SERVICE INC | | 43406 | 0.00 |
| 223409 | HABECK, MIKE | 43391 | 43406 | 30.00 |
| 223410 | HIORNS PIANO SERVICE | 43394 | 43406 | 45.00 |
| 223411 | HORST DISTRIBUTING INC | 75396-000 | 43406 | 304.60 |
| 223411 | HORST DISTRIBUTING INC | 75402-000 | 43406 | 326.67 |
| 223412 | HURT, RYAN | 10182018 | 43406 | 35.00 |
| 223413 | INDIANHEAD FOODSERVICE DISTRIBUTOR | 721447 | 43406 | 746.67 |
| 223414 | INTEGRITY FIRE PROTECTION INC | 55612 | 43406 | 65.74 |
| 223415 | KOCHA, KRISTA | 10302018 | 43406 | 241.64 |
| 223416 | LAMERS BUS LINES, INC. | 542834 | 43406 | 220.08 |
| 223416 | LAMERS BUS LINES, INC. | 542835 | 43406 | 377.06 |
| 223416 | LAMERS BUS LINES, INC. | 542836 | 43406 | 255.83 |
| 223416 | LAMERS BUS LINES, INC. | 542837 | 43406 | 341.85 |
| 223416 | LAMERS BUS LINES, INC. | 542838 | 43406 | 148.38 |
| 223416 | LAMERS BUS LINES, INC. | 542839 | 43406 | 235.30 |
| 223416 | LAMERS BUS LINES, INC. | 542842 | 43406 | 309.15 |
| 223416 | LAMERS BUS LINES, INC. | 542843 | 43406 | 90.23 |
| 223416 | LAMERS BUS LINES, INC. | 542844 | 43406 | 111.37 |
| 223416 | LAMERS BUS LINES, INC. | 542845 | 43406 | 106.84 |
| 223416 | LAMERS BUS LINES, INC. | 541799 | 43406 | 87.39 |
| 223416 | LAMERS BUS LINES, INC. | 542846 | 43406 | 174.42 |
| 223416 | LAMERS BUS LINES, INC. | | 43406 | 0.00 |
| 223417 | LINCOLN CONTRACTORS INC | R24469 | 43406 | 1,020.00 |
| 223418 | MALBRIT MECHANICAL INC | 178777 | 43406 | 1,363.68 |
| 223419 | MARQUARDT STAMP AND SIGN | 49182 | 43406 | 29.95 |
| 223420 | OTIS ELEVATOR CO | CVW15679001 | 43406 | 345.42 |
| 223421 | SCHMITZ, KURT | 10182018 | 43406 | 30.00 |

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|-------------------------|-------------------------------------|---------------------------|-----------------------|---------------|
| 223422 | SEEHAFER, ADAM | 10182018 | 43406 | 30.00 |
| 223423 | SONOVA USA, INC. | 5158362804 | 43406 | 2,327.99 |
| 223424 | ST JOHN LUTHERAN SCHOOL | STJO-4K-OCT18 | 43406 | 3,655.54 |
| 223425 | STAPLES ADVANTAGE | 3392943894 | 43406 | 38.52 |
| 223425 | STAPLES ADVANTAGE | 3393847964 | 43406 | 4.70 |
| 223425 | STAPLES ADVANTAGE | 3393847965 | 43406 | 74.81 |
| 223426 | TITO INC | 12066 | 43406 | 2,405.50 |
| 223427 | TOBII DYNAVOX, LLC | M67156-OMII-00049538 | 43406 | 1,724.00 |
| 223428 | TOTAL COMMERCIAL FITNESS, LLC | TCF13610-63 | 43406 | 416.86 |
| 223428 | TOTAL COMMERCIAL FITNESS, LLC | TCF13610-62 | 43406 | 985.36 |
| 223429 | WEIK, RICHARD | 10182018 | 43406 | 35.00 |
| 223430 | WESTON MUNICIPAL UTILITIES | Jul.13-Oct.15,2018 | 43406 | 3,557.84 |
| 223431 | WISCONSIN EARLY CHILDHOOD ASSOCIATI | 12988 | 43406 | 48.42 |
| 223432 | YEAGER, KRISTEN | 10182018 | 43406 | 35.00 |
| 223433 | ZIGENGO, MONA | 1000 | 43406 | 676.00 |
| 223434 | DC EVEREST SENIOR HIGH SCHOOL | 18-1018(3) | 43413 | 340.00 |
| 223435 | KALAHARI RESORT CONV CTR | R6E076F | 43413 | 199.90 |
| 223436 | LAMERS BUS LINES, INC. | 542679 | 43413 | 733.00 |
| 223436 | LAMERS BUS LINES, INC. | 543327 | 43413 | 625.00 |
| 223437 | LAMERS BUS LINES, INC. | 543439 | 43413 | 800.00 |
| 223438 | ALLIANT UTILITIES/WP&L | 43374 | 43413 | 899.84 |
| 223439 | AUTO SELECT OF WESTON | 214511 | 43413 | 467.93 |
| 223440 | AWSA ASSOC WI SCHL ADM | 11477 | 43413 | 199.00 |
| 223441 | BP | 4990244701-OCT2018 | 43413 | 169.94 |
| 223442 | CARTER, TONIA | CARTER11618 | 43413 | 330.00 |
| 223443 | CELLCOM - WAUSAU | 782886 | 43413 | 745.06 |
| 223444 | CENGAGE LEARNING | 3274232 | 43413 | 50.00 |
| 223445 | COOK, ALISON | Cook-Scholarship RHa | 43413 | 500.00 |
| 223446 | COOK, ASHLEY | Cook- Scholarship KM | 43413 | 500.00 |
| 223447 | DEAN FOODS OF WISCONSIN, INC. | 9302018 | 43413 | 19,920.07 |
| 223448 | DIETRICH VANDERWALL, S.C. | 55 | 43413 | 2,455.00 |
| 223449 | DIGGERS HOTLINE INC | 181 0 27751 | 43413 | 16.65 |
| 223449 | DIGGERS HOTLINE INC | 180 9 27751 | 43413 | 18.50 |
| 223450 | DISCOVERY EDUCATION, INC | 90152267 | 43413 | 22,500.00 |
| 223451 | DOMBROWSKI, CHELSEA | 43374 | 43413 | 190.08 |
| 223452 | FEDEX, INC. | 6-354-98806 | 43413 | 22.51 |
| 223453 | FIRST SUPPLY LLC | 74576-00 | 43413 | 15.60 |
| 223453 | FIRST SUPPLY LLC | 74537-00 | 43413 | 416.82 |
| 223454 | JENKIN, DOUGLAS | JENKINS11618 | 43413 | 88.50 |
| 223455 | KESSEN, STEFANIE | 2358 | 43413 | 2,662.50 |
| 223456 | KITE, PRISCILLA | 18 | 43413 | 200.00 |
| 223457 | KYLES CONSULTING LLC | 43374 | 43413 | 1,550.00 |
| 223458 | LAKESHORE LEARNING MAT | 5366331018 | 43413 | 33.74 |
| 223459 | LAMERS BUS LINES, INC. | 542833 | 43413 | 203.05 |
| 223459 | LAMERS BUS LINES, INC. | 543372 | 43413 | 295,674.10 |

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| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|-------------------------------------|---------------------------|-----------------------|---------------|
| 223460 | LIVEWIRE SYSTEMS, LLC | 1008 | 43413 | 6,370.00 |
| 223460 | LIVEWIRE SYSTEMS, LLC | 1009 | 43413 | 6,746.70 |
| 223461 | LOCKSMITH SHOPPE | 13780 | 43413 | 20.00 |
| 223462 | MARA CTY TREASURER'S OFFICE | 18102312 | 43413 | 8.00 |
| 223462 | MARA CTY TREASURER'S OFFICE | 18102513 | 43413 | 54.00 |
| 223463 | MCGRAW HILL COMPANIES, INC | 105320552001 | 43413 | 2,875.50 |
| 223464 | NEFF COMPANY, INC. | 2705048 | 43413 | 347.10 |
| 223465 | SMITH, EUGENE | 43405 | 43413 | 55.00 |
| 223466 | STAPLES ADVANTAGE | 3393416869 | 43413 | 201.46 |
| 223466 | STAPLES ADVANTAGE | 3393480515 | 43413 | 4.99 |
| 223466 | STAPLES ADVANTAGE | 3393549258 | 43413 | 140.30 |
| 223466 | STAPLES ADVANTAGE | 3393480516 | 43413 | 39.34 |
| 223466 | STAPLES ADVANTAGE | 3393965387 | 43413 | 22.35 |
| 223466 | STAPLES ADVANTAGE | 3394191054 | 43413 | 43.55 |
| 223466 | STAPLES ADVANTAGE | 3393965388 | 43413 | 13.28 |
| 223466 | STAPLES ADVANTAGE | 3394191058 | 43413 | 22.28 |
| 223466 | STAPLES ADVANTAGE | 3394191056 | 43413 | 25.82 |
| 223466 | STAPLES ADVANTAGE | 3393965389 | 43413 | 7.50 |
| 223466 | STAPLES ADVANTAGE | 3393965386 | 43413 | 139.98 |
| 223466 | STAPLES ADVANTAGE | 3393965385 | 43413 | 137.42 |
| 223466 | STAPLES ADVANTAGE | 3393965390 | 43413 | 7.59 |
| 223466 | STAPLES ADVANTAGE | 3393480517 | 43413 | 23.96 |
| 223467 | STERLING WATER INC | 342X06902004 | 43413 | 1,469.20 |
| 223468 | UNITED RENTALS INC | 161598521-002 | 43413 | 1,092.45 |
| 223469 | WASTE MANAGEMENT | 0047587-2808-5 | 43413 | 1,916.62 |
| 223470 | ZAJAC, TAYLER | ZAJAC11118 | 43413 | 87.00 |
| 223471 | MARK HARRING STANDING CHAPTER 13 TF | 110918A | 43413 | 1,526.24 |
| 223472 | UNEMPLOYMENT INSURANCE | 110918A | 43413 | 50.00 |
| 223473 | UNITED WAY OF MARATHON CNTY | 20181109ADUWAY | 43413 | 758.06 |
| 181900637 | ABLE DISTRIBUTING CO INC | S013413068.001 | 43385 | 447.10 |
| 181900637 | ABLE DISTRIBUTING CO INC | S013482329.001 | 43385 | 96.48 |
| 181900638 | ACKLEY, MEGAN | 43344 | 43385 | 27.31 |
| 181900639 | ADAMUS, AMY | 43344 | 43385 | 34.72 |
| 181900640 | ALPHA BAKING CO., INC. | 180126274007 | 43385 | 158.25 |
| 181900640 | ALPHA BAKING CO., INC. | 18012627006 | 43385 | 134.00 |
| 181900640 | ALPHA BAKING CO., INC. | 180126274005 | 43385 | 143.78 |
| 181900640 | ALPHA BAKING CO., INC. | 180126277011 | 43385 | 158.95 |
| 181900640 | ALPHA BAKING CO., INC. | 18016277009 | 43385 | 133.33 |
| 181900640 | ALPHA BAKING CO., INC. | 180126277010 | 43385 | 33.50 |
| 181900641 | AMAZON CAPITAL SERVICES | 19KX-DNJY-YRJV | 43385 | 146.80 |
| 181900641 | AMAZON CAPITAL SERVICES | 1JC3-VR3X-KN3T | 43385 | -24.99 |
| 181900641 | AMAZON CAPITAL SERVICES | 1VP9-6WMW-JVGW | 43385 | -21.95 |
| 181900641 | AMAZON CAPITAL SERVICES | 1P19-V4T3-HC97 | 43385 | 98.43 |
| 181900641 | AMAZON CAPITAL SERVICES | 17N6-HMPG-FLNR | 43385 | 5.75 |
| 181900641 | AMAZON CAPITAL SERVICES | 1JC3-VR3X-RRJF | 43385 | 7.50 |

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| 181900641 | AMAZON CAPITAL SERVICES | 1HMJ-1JW1-W6CC | 43385 | 12.54 |
| 181900641 | AMAZON CAPITAL SERVICES | 1P19-V4T3-H6XV | 43385 | 279.77 |
| 181900641 | AMAZON CAPITAL SERVICES | 1JC3-VR3X-3Y1K | 43385 | 15.99 |
| 181900641 | AMAZON CAPITAL SERVICES | 1MV7-QMGP-1HWW | 43385 | 237.86 |
| 181900641 | AMAZON CAPITAL SERVICES | 1MV7-QMGP-46PH | 43385 | 43.96 |
| 181900641 | AMAZON CAPITAL SERVICES | 1MMP-1Y1Y-6FTH | 43385 | 9.14 |
| 181900641 | AMAZON CAPITAL SERVICES | 1C97-MDQD-4MFK | 43385 | 4.99 |
| 181900641 | AMAZON CAPITAL SERVICES | 1F1D-R6YP-4WMV | 43385 | 15.63 |
| 181900641 | AMAZON CAPITAL SERVICES | 1C47-FCG1-CTCY | 43385 | 370.54 |
| 181900641 | AMAZON CAPITAL SERVICES | 1MV7-QMGP-3PL9 | 43385 | 32.59 |
| 181900641 | AMAZON CAPITAL SERVICES | 1MV7-QMGP-11FH | 43385 | 52.99 |
| 181900641 | AMAZON CAPITAL SERVICES | 11CP-G3KH-F3KV | 43385 | 102.34 |
| 181900641 | AMAZON CAPITAL SERVICES | 14PX-NKJ3-3D1K | 43385 | 23.52 |
| 181900641 | AMAZON CAPITAL SERVICES | 1WM7-7Q6R-X1W3 | 43385 | 24.99 |
| 181900641 | AMAZON CAPITAL SERVICES | 1JC3-VR3X-6YQW | 43385 | 68.95 |
| 181900641 | AMAZON CAPITAL SERVICES | 1MV7-QMGP-FQPF | 43385 | 26.91 |
| 181900641 | AMAZON CAPITAL SERVICES | 1YHX-6QFD-46X9 | 43385 | 26.10 |
| 181900641 | AMAZON CAPITAL SERVICES | 1NM4-V77C-XNCN | 43385 | 51.64 |
| 181900641 | AMAZON CAPITAL SERVICES | | 43385 | 0.00 |
| 181900641 | AMAZON CAPITAL SERVICES | | 43385 | 0.00 |
| 181900642 | ARAMARK UNIFORM SERVICES, INC | SEP2018 CUST | 43385 | 1,498.88 |
| 181900643 | ARCHIQUETTE, JEANNE | 43344 | 43385 | 89.93 |
| 181900644 | ATKINSON, SCOTT | 43344 | 43385 | 16.57 |
| 181900645 | AUGUST WINTER & SONS INC | 7895 | 43385 | 234.00 |
| 181900645 | AUGUST WINTER & SONS INC | 7894 | 43385 | 182.00 |
| 181900645 | AUGUST WINTER & SONS INC | 7870 | 43385 | 4,722.00 |
| 181900646 | BAIER, TERESE | 43344 | 43385 | 195.66 |
| 181900647 | BARTLING, SHARON | 43344 | 43385 | 13.41 |
| 181900647 | BARTLING, SHARON | SEP2018A | 43385 | 146.97 |
| 181900648 | CENTRAL BURNER AND BOILER INC | 55561 | 43385 | 843.08 |
| 181900649 | CEPRESS, MATTHEW | SEP2018A | 43385 | 164.00 |
| 181900650 | CESA 9, INC. | 10581 | 43385 | 2,375.00 |
| 181900650 | CESA 9, INC. | 10564 | 43385 | 4,026.66 |
| 181900650 | CESA 9, INC. | 10451 | 43385 | 7,974.12 |
| 181900651 | CUMMINGS, LONA | 43344 | 43385 | 216.16 |
| 181900652 | DAVIS, BROOKE | 43344 | 43385 | 93.76 |
| 181900653 | DEAF HH EDUCATIONAL CONSULTING | 1048 | 43385 | 2,943.75 |
| 181900654 | DERCKS, ALYSSA | 43344 | 43385 | 10.36 |
| 181900655 | DORAN, CASSANDRA | 43344 | 43385 | 4.37 |
| 181900656 | ENGEN, TERI | 43344 | 43385 | 65.13 |
| 181900657 | ETCO ELECTRIC SUPPLY INC | 3273705 | 43385 | 39.05 |
| 181900657 | ETCO ELECTRIC SUPPLY INC | 3284601 | 43385 | 113.09 |
| 181900657 | ETCO ELECTRIC SUPPLY INC | 3285072 | 43385 | 191.52 |
| 181900658 | FOLLETT SCHOOL SOLUTIONS, INC | 313764F | 43385 | 164.32 |
| 181900659 | FRANKLIN, WILLIAM II | 43344 | 43385 | 126.99 |

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|-------------------------|---------------------------------------|---------------------------|-----------------------|---------------|
| 181900660 | GILBERTSON, MOLLIE | 43344 | 43385 | 115.59 |
| 181900661 | GREAT LAKES COCA-COLA DISTRIBUTION LI | 2747208619 | 43385 | 407.76 |
| 181900662 | HAAKENSON, BRITTANY | 43344 | 43385 | 32.12 |
| 181900663 | HACKBARTH, LINDA | HACKBARTH10318 | 43385 | 133.50 |
| 181900664 | HALL, KIMBERLY | JUL-SEP2018 | 43385 | 194.57 |
| 181900665 | HEID MUSIC COMPANY, INC. | 2248051 | 43385 | 47.95 |
| 181900665 | HEID MUSIC COMPANY, INC. | 2224652 | 43385 | 47.00 |
| 181900665 | HEID MUSIC COMPANY, INC. | 2224650 | 43385 | 67.25 |
| 181900665 | HEID MUSIC COMPANY, INC. | 2224654 | 43385 | 17.00 |
| 181900665 | HEID MUSIC COMPANY, INC. | 2224657 | 43385 | 17.00 |
| 181900666 | HEINZEN, ANN | 43374 | 43385 | 14.95 |
| 181900666 | HEINZEN, ANN | AUG-SEP2018 | 43385 | 134.88 |
| 181900667 | HEISE, STACY | 43344 | 43385 | 1,463.31 |
| 181900668 | JEHN, KALLY | 43344 | 43385 | 155.88 |
| 181900669 | KEY TO LIFE CHILDCARE CENTER, INC. | 4K STUDENT FEES | 43385 | 11.50 |
| 181900670 | LEPAK, MOLLY | 43344 | 43385 | 209.39 |
| 181900671 | LIGHTING DESIGN SOLUTIONS LLC | 14977 | 43385 | 417.50 |
| 181900671 | LIGHTING DESIGN SOLUTIONS LLC | 14984 | 43385 | 1,308.00 |
| 181900671 | LIGHTING DESIGN SOLUTIONS LLC | 15160 | 43385 | 1,125.00 |
| 181900672 | M3 INSURANCE SOLU INC | 31774 | 43385 | 32,162.00 |
| 181900673 | MARATHON PEST CONTROL | 25965 | 43385 | 28.00 |
| 181900674 | MCDONNELL, BRITTANY | 43344 | 43385 | 224.76 |
| 181900675 | MEYER, REBECCA | 43344 | 43385 | 252.83 |
| 181900676 | MID WISCONSIN BEVERAGE | 2548181 | 43385 | 1,002.20 |
| 181900677 | NANOTEK DEVICE REPAIR LLC | 591 | 43385 | 1,270.00 |
| 181900678 | NASSCO INC - CUSTODIAL | S2331143.015 | 43385 | 2,317.10 |
| 181900678 | NASSCO INC - CUSTODIAL | S2331143.014 | 43385 | 1,598.00 |
| 181900679 | NCS PEARSON INC | 11824221 | 43385 | 1,300.00 |
| 181900680 | NEWTON, PETE | 43374 | 43385 | 62.87 |
| 181900681 | PAGEL, ADRIA | SEP2018A | 43385 | 29.91 |
| 181900682 | PARDE, KATHY | 43344 | 43385 | 42.51 |
| 181900683 | PETERSON, JODI | 43344 | 43385 | 10.90 |
| 181900684 | PLAMANN, LIBERTAD | 43344 | 43385 | 10.90 |
| 181900685 | PRAHL, TINA | 43344 | 43385 | 114.94 |
| 181900686 | PRUST, MARIA | 43344 | 43385 | 22.24 |
| 181900687 | REEDE, ANDREA | 43313 | 43385 | 35.21 |
| 181900688 | REISER, ALLISON | REISER10418 | 43385 | 206.50 |
| 181900689 | ROTO-GRAPHIC PRINTING INC | 3532 | 43385 | 38.00 |
| 181900690 | SCHOLASTIC INC | 17601317 | 43385 | 14.24 |
| 181900691 | SCHOMMER, MARK | SEP2018A | 43385 | 100.88 |
| 181900692 | SCHOOL SPECIALTY | 308103177963 | 43385 | 1,883.95 |
| 181900692 | SCHOOL SPECIALTY | 208121609109 | 43385 | 37.48 |
| 181900692 | SCHOOL SPECIALTY | 308103180256 | 43385 | 50.29 |
| 181900693 | SCHUELLER, DAWNEEN | 43344 | 43385 | 99.63 |
| 181900693 | SCHUELLER, DAWNEEN | 43313 | 43385 | 14.95 |

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|-------------------------|---|---------------------------|-----------------------|---------------|
| 181900693 | SCHUELLER, DAWNEEN | 43374 | 43385 | 79.95 |
| 181900694 | SCHULZ, ANDREW | 43374 | 43385 | 100.00 |
| 181900695 | SCHUSTER, TERESE | 43344 | 43385 | 61.80 |
| 181900696 | SEELEY, CAITLIN | 43344 | 43385 | 64.92 |
| 181900697 | SELLE, SUZANNE | 43344 | 43385 | 32.81 |
| 181900698 | SPARBEL, APRIL | AUG-SEP2018 | 43385 | 224.36 |
| 181900699 | STACHOVAK, AMY | 43344 | 43385 | 52.81 |
| 181900700 | STORTECKY, LISA | 43344 | 43385 | 13.88 |
| 181900701 | SUCKOW, ELLEN | 43344 | 43385 | 19.62 |
| 181900702 | TABOR, PETER | 43344 | 43385 | 164.85 |
| 181900702 | TABOR, PETER | 43313 | 43385 | 194.00 |
| 181900702 | TABOR, PETER | 43374 | 43385 | 57.95 |
| 181900703 | TEAM SPORTING GOODS INC | AAF011318 | 43385 | 398.00 |
| 181900703 | TEAM SPORTING GOODS INC | AAF011211 | 43385 | 730.10 |
| 181900704 | TESKE, STEFANIE | SEP2018A | 43385 | 71.40 |
| 181900705 | THOMPSON, KELLY | SEP2018A | 43385 | 181.15 |
| 181900706 | TOMASIEWICZ, SARAH | 43374 | 43385 | 28.12 |
| 181900706 | TOMASIEWICZ, SARAH | 43344 | 43385 | 31.12 |
| 181900707 | TRETTER, TODD | 43344 | 43385 | 29.05 |
| 181900708 | TURNER, LISA | 43344 | 43385 | 100.00 |
| 181900709 | VAN BERKEL, DESIREE | VANBERKEL10418 | 43385 | 225.00 |
| 181900710 | VANOYEN, JENNIFER | 43344 | 43385 | 16.95 |
| 181900711 | VESPER, WENDY | JUL-AUG2018 | 43385 | 228.93 |
| 181900711 | VESPER, WENDY | JUL-AUG2018A | 43385 | 26.00 |
| 181900712 | WEBKO EMBROIDERY & SCREEN PRINTING 2466 | | 43385 | 501.50 |
| 181900712 | WEBKO EMBROIDERY & SCREEN PRINTING 2465 | | 43385 | 313.50 |
| 181900712 | WEBKO EMBROIDERY & SCREEN PRINTING 2464 | | 43385 | 527.25 |
| 181900713 | WENNING GRINDING SUPPLY INC., J | 96206 | 43385 | 46.00 |
| 181900714 | WI PUBLIC SERVICE | 2504330841-00000 | 43385 | 90,057.78 |
| 181900714 | WI PUBLIC SERVICE | SH GAS SEP2018 | 43385 | 412.55 |
| 181900714 | WI PUBLIC SERVICE | JH GAS SEP2018 | 43385 | 206.55 |
| 181900714 | WI PUBLIC SERVICE | MS GAS SEP2018 | 43385 | 263.93 |
| 181900714 | WI PUBLIC SERVICE | GHF GAS SEP2018 | 43385 | 657.80 |
| 181900714 | WI PUBLIC SERVICE | MB GAS SEP2018 | 43385 | 312.94 |
| 181900715 | WIDMANN, SARA | 43344 | 43385 | 100.00 |
| 181900716 | WINTER, AMANDA | JUL-SEP2018 | 43385 | 275.69 |
| 181900717 | WOLLER, TANYA | 43344 | 43385 | 100.00 |
| 181900718 | ZIETLOW, JULIE | 43344 | 43385 | 100.00 |
| 181900719 | ABLE DISTRIBUTING CO INC | S013497243.001 | 43392 | 2,048.28 |
| 181900719 | ABLE DISTRIBUTING CO INC | S013443606.001 | 43392 | 1,774.92 |
| 181900720 | ADVANCED DISPOSAL SOLID WASTE MIDW | 43344 | 43392 | 2,239.49 |
| 181900721 | AMAZON CAPITAL SERVICES | 1JW7-L7Q7-9MR6 | 43392 | 147.66 |
| 181900721 | AMAZON CAPITAL SERVICES | 1MMR-HP44-1JDP | 43392 | 102.38 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VNQ-3L4D-L76L | 43392 | 5.50 |
| 181900721 | AMAZON CAPITAL SERVICES | 1MMR-HP44-NW96 | 43392 | 20.99 |

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| 181900721 | AMAZON CAPITAL SERVICES | 1MMR-HP44-MJJ6 | 43392 | 19.77 |
| 181900721 | AMAZON CAPITAL SERVICES | 1CNC-3YQC-WP6C | 43392 | 96.48 |
| 181900721 | AMAZON CAPITAL SERVICES | 1YG4-HCTT-JYH1 | 43392 | 35.99 |
| 181900721 | AMAZON CAPITAL SERVICES | 1JCF-TVGF-CWCD | 43392 | 18.98 |
| 181900721 | AMAZON CAPITAL SERVICES | 1CNC-3YQC-N969 | 43392 | 189.26 |
| 181900721 | AMAZON CAPITAL SERVICES | 13G7-FRDG-RY7V | 43392 | 40.80 |
| 181900721 | AMAZON CAPITAL SERVICES | 1XR4-NMJY-WRL3 | 43392 | 79.98 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VNQ-3L4D-LX7Q | 43392 | 10.99 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VRH-CMRT-MNFD | 43392 | 59.96 |
| 181900721 | AMAZON CAPITAL SERVICES | 1Y71-361H-R3P6 | 43392 | 25.32 |
| 181900721 | AMAZON CAPITAL SERVICES | 11CP-G3KH-C114 | 43392 | 43.46 |
| 181900721 | AMAZON CAPITAL SERVICES | 1XR4-NMJY-N3M7 | 43392 | 104.33 |
| 181900721 | AMAZON CAPITAL SERVICES | 1CNC-3YQC-J3GC | 43392 | 69.40 |
| 181900721 | AMAZON CAPITAL SERVICES | 1Y9V-96YM-FPXK | 43392 | 27.96 |
| 181900721 | AMAZON CAPITAL SERVICES | 16JD-4YLF-6MNY | 43392 | 73.88 |
| 181900721 | AMAZON CAPITAL SERVICES | 1Y71-361H-DM4R | 43392 | 39.66 |
| 181900721 | AMAZON CAPITAL SERVICES | 1RMR-JQRV-GMH6 | 43392 | 74.90 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VRH-CMRT-WTPV | 43392 | 9.99 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VNQ-3L4D-14MT | 43392 | 29.97 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VNQ-3L4D-374P | 43392 | 41.00 |
| 181900721 | AMAZON CAPITAL SERVICES | 1G97-9NLK-76W6 | 43392 | 18.37 |
| 181900721 | AMAZON CAPITAL SERVICES | 1CNC-3YQC-NX6K | 43392 | 59.94 |
| 181900721 | AMAZON CAPITAL SERVICES | 1MMR-HP44-H9D4 | 43392 | 18.00 |
| 181900721 | AMAZON CAPITAL SERVICES | 1CNC-3YQC-4H73 | 43392 | 40.77 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VXQ-HP4X-1P47 | 43392 | 16.89 |
| 181900721 | AMAZON CAPITAL SERVICES | 1F1D-R6YP-96TX | 43392 | 14.86 |
| 181900721 | AMAZON CAPITAL SERVICES | 1C47-FCG1-41LJ | 43392 | 12.05 |
| 181900721 | AMAZON CAPITAL SERVICES | 1NDJ-R1W6-FFRF | 43392 | 38.98 |
| 181900721 | AMAZON CAPITAL SERVICES | 1C97-MDQD-34QD | 43392 | 25.41 |
| 181900721 | AMAZON CAPITAL SERVICES | 1X1F-GCYX-74LF | 43392 | 39.99 |
| 181900721 | AMAZON CAPITAL SERVICES | 169Q-RXV6-RD1N | 43392 | 199.80 |
| 181900721 | AMAZON CAPITAL SERVICES | 1WF1-GCXL-CV6J | 43392 | 150.53 |
| 181900721 | AMAZON CAPITAL SERVICES | 1XR4-NMJY-HYRG | 43392 | 20.56 |
| 181900721 | AMAZON CAPITAL SERVICES | 1VNQ-3L4D-JYFL | 43392 | 6.50 |
| 181900721 | AMAZON CAPITAL SERVICES | 1YG4-HCTT-QYGL | 43392 | 289.59 |
| 181900721 | AMAZON CAPITAL SERVICES | | 43392 | 0.00 |
| 181900721 | AMAZON CAPITAL SERVICES | | 43392 | 0.00 |
| 181900721 | AMAZON CAPITAL SERVICES | | 43392 | 0.00 |
| 181900721 | AMAZON CAPITAL SERVICES | | 43392 | 0.00 |
| 181900722 | AMERICAN WELDING & GAS INC | 5880433 | 43392 | 141.32 |
| 181900723 | ARAMARK UNIFORM SERVICES, INC | SEP2018 FOOD | 43392 | 468.32 |
| 181900724 | BAER, CHELSEA | BAER101318 | 43392 | 17.50 |
| 181900725 | BORESON, LYNN | DCE0918 | 43392 | 1,600.00 |
| 181900726 | BOSMAN, TOM | 1082018 | 43392 | 30.00 |
| 181900727 | BOUFFLEUR, BETH | 43344 | 43392 | 53.85 |

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|-------------------------|-------------------------------|---------------------------|-----------------------|---------------|
| 181900728 | CESA 9, INC. | 10565 | 43392 | 4,495.02 |
| 181900728 | CESA 9, INC. | 10505 | 43392 | 1,035.00 |
| 181900728 | CESA 9, INC. | 10348 | 43392 | 2,282.01 |
| 181900729 | CHAPMAN, DEBORAH | 43344 | 43392 | 537.20 |
| 181900730 | CONSTELLATION ENERGY SERVICES | 2432088 | 43392 | 6,039.58 |
| 181900731 | D & L SIGNS INC | 11073 | 43392 | 220.00 |
| 181900732 | EO JOHNSON, INC. | INV381250WE | 43392 | 3,430.54 |
| 181900732 | EO JOHNSON, INC. | INV381250MS | 43392 | 5,365.37 |
| 181900732 | EO JOHNSON, INC. | INV381250IDEA | 43392 | 252.23 |
| 181900732 | EO JOHNSON, INC. | INV381250EV | 43392 | 1,987.03 |
| 181900732 | EO JOHNSON, INC. | INV381250FS | 43392 | 76.69 |
| 181900732 | EO JOHNSON, INC. | INV381613SH | 43392 | 305.37 |
| 181900733 | FAMILY SERVICE MADISON, INC. | 1379 | 43392 | 1,792.64 |
| 181900734 | FOLLETT SCHOOL SOLUTIONS, INC | 874464 | 43392 | 716.53 |
| 181900734 | FOLLETT SCHOOL SOLUTIONS, INC | 874464A | 43392 | 292.95 |
| 181900734 | FOLLETT SCHOOL SOLUTIONS, INC | 874464F | 43392 | 115.88 |
| 181900735 | FORMS SPECIALISTS INC | 44398 | 43392 | 78.00 |
| 181900735 | FORMS SPECIALISTS INC | 44568 | 43392 | 260.00 |
| 181900736 | FOSTER, BRYAN | 43374 | 43392 | 8.99 |
| 181900737 | FOX, GRETCHEN | 43344 | 43392 | 30.52 |
| 181900738 | FULLER, TARYN | 43344 | 43392 | 56.68 |
| 181900739 | GOETSCH, DIANE | 43344 | 43392 | 88.89 |
| 181900740 | GRAHAM, CONNIE | 43344 | 43392 | 8.28 |
| 181900741 | GULDAN, DONNA | 43344 | 43392 | 102.46 |
| 181900742 | HART, JOSEPH | 43344 | 43392 | 64.53 |
| 181900743 | HEID MUSIC COMPANY, INC. | 2233685 | 43392 | 74.00 |
| 181900743 | HEID MUSIC COMPANY, INC. | 2224668 | 43392 | 50.45 |
| 181900744 | HEISE, STACY | AUG-SEP2018 | 43392 | 473.45 |
| 181900745 | HELLER, LUKE | 10122018 | 43392 | 90.00 |
| 181900746 | HOFFMAN, SARA | 43344 | 43392 | 106.28 |
| 181900747 | HORAK REFRIGERATION INC | 38068 | 43392 | 1,030.43 |
| 181900748 | HOSTVEDT, JAMES | SEP2018. | 43392 | 57.61 |
| 181900749 | HUDDLESTON, DUDLEY | 43344 | 43392 | 53.86 |
| 181900750 | HURRELL, ELIZABETH | 43344 | 43392 | 384.12 |
| 181900751 | J.W. PEPPER & SON | 07A19468 | 43392 | 162.00 |
| 181900751 | J.W. PEPPER & SON | 07A20654 | 43392 | 187.99 |
| 181900752 | JACOBSON, ERIN | 43344 | 43392 | 139.83 |
| 181900753 | JASURDA, THOMAS | 10112018 | 43392 | 55.00 |
| 181900754 | JERRYS MUSIC INC | 136275 | 43392 | 260.00 |
| 181900755 | KENITZER, DICK | 1082018 | 43392 | 30.00 |
| 181900755 | KENITZER, DICK | 10122018 | 43392 | 35.00 |
| 181900756 | KLUEVER, JACKIE | 43374 | 43392 | 103.48 |
| 181900757 | KOSTKA, RACHAEL | 43344 | 43392 | 50.52 |
| 181900757 | KOSTKA, RACHAEL | 43374 | 43392 | 15.04 |
| 181900758 | KWIK TRIP INC | 00054784 SEP2018 | 43392 | 2,081.86 |

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|-------------------------|--------------------------------------|---------------------------|-----------------------|---------------|
| 181900759 | LAH INTERPRETING LLC | 92018 | 43392 | 720.00 |
| 181900760 | LIGHTBODY, LLC | LIGHTBODY10818 | 43392 | 90.00 |
| 181900761 | LIGHTING DESIGN SOLUTIONS LLC | 15178 | 43392 | 1,269.28 |
| 181900762 | LINDELL, JEFF | 43344 | 43392 | 98.10 |
| 181900762 | LINDELL, JEFF | SEP2018A | 43392 | 92.11 |
| 181900763 | LUKASKO, TIFFANY | 43344 | 43392 | 169.39 |
| 181900764 | MEP SOLUTIONS, LLC | 1326 | 43392 | 760.00 |
| 181900765 | MID WISCONSIN BEVERAGE | 2549718 | 43392 | 156.00 |
| 181900765 | MID WISCONSIN BEVERAGE | 2549717 | 43392 | 199.68 |
| 181900766 | MMG EMPLOYER SOLUTIONS, INC. | 140198 | 43392 | 50.00 |
| 181900767 | MULLALEY, JESSICA | 43374 | 43392 | 30.00 |
| 181900768 | NEGRI, NANETTE | 43344 | 43392 | 3,087.50 |
| 181900769 | O'BRIEN, RENEE | AUG-SEP2018 | 43392 | 142.25 |
| 181900770 | OASYS LLC - MARTIN R. SUCHORSKI | 1978 | 43392 | 325.00 |
| 181900771 | OLSON, JULIE | 43344 | 43392 | 622.08 |
| 181900772 | PALM, AMY | 43374 | 43392 | 49.99 |
| 181900772 | PALM, AMY | OCT2018A | 43392 | 100.00 |
| 181900773 | PARKIN, KELSEY | 43344 | 43392 | 370.43 |
| 181900773 | PARKIN, KELSEY | SEP2018A | 43392 | 13.41 |
| 181900774 | PETERSON, STACY | 43344 | 43392 | 152.60 |
| 181900775 | PREGONT, DANIEL | 1082018 | 43392 | 30.00 |
| 181900775 | PREGONT, DANIEL | 10122018 | 43392 | 35.00 |
| 181900776 | PRO ED, INC. | 2734608 | 43392 | 178.20 |
| 181900777 | REGNIER, KATHRYN | 43344 | 43392 | 246.86 |
| 181900778 | REINHART FOODS INC | 579298 | 43392 | 599.39 |
| 181900779 | RESOURCES FOR READING INC | K489522 | 43392 | 39.37 |
| 181900780 | REXFORD, KRISTEN | SEP2018A | 43392 | 99.42 |
| 181900781 | RUPPERT, ELISSA | 43344 | 43392 | 32.05 |
| 181900782 | SCHOLASTIC INC. - CLASSROOM MAGAZINE | M6602637 | 43392 | 60.50 |
| 181900783 | SCHOOL SPECIALTY | 308103192316 | 43392 | 287.20 |
| 181900783 | SCHOOL SPECIALTY | 308103195651 | 43392 | 217.72 |
| 181900783 | SCHOOL SPECIALTY | 204500543538 | 43392 | 509.18 |
| 181900784 | STURTZ, GERALD | 10122018 | 43392 | 35.00 |
| 181900785 | SUN PRINTING INC | 100297 | 43392 | 250.75 |
| 181900786 | TABOR, PETER | OCT2018A | 43392 | 59.34 |
| 181900787 | TIERNEY BROTHERS, INC. | 780165 | 43392 | 3,768.10 |
| 181900788 | WEBB, HERSHEL | 43344 | 43392 | 119.57 |
| 181900788 | WEBB, HERSHEL | SEP2018A | 43392 | 99.99 |
| 181900789 | WEBKO EMBROIDERY & SCREEN PRINTING | 2344 | 43392 | 294.50 |
| 181900790 | WESTERGARD, KATHLEEN | 43374 | 43392 | 73.09 |
| 181900791 | WI DEPT OF PUBLIC INST | 2157965-109457605 | 43392 | 60.00 |
| 181900792 | WISNET | 13579 | 43392 | 2,400.00 |
| 181900793 | ABLE DISTRIBUTING CO INC | S013507927.001 | 43399 | 82.39 |
| 181900793 | ABLE DISTRIBUTING CO INC | s013517642.001 | 43399 | 92.52 |
| 181900793 | ABLE DISTRIBUTING CO INC | S013527853.001 | 43399 | 24.01 |

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|-------------------------|---------------------------------------|---------------------------|-----------------------|---------------|
| 181900793 | ABLE DISTRIBUTING CO INC | S013529025.001 | 43399 | 185.04 |
| 181900793 | ABLE DISTRIBUTING CO INC | S013534694.001 | 43399 | 201.95 |
| 181900794 | AMAZON CAPITAL SERVICES | 1F3G-KMT7-P1DV | 43399 | 21.42 |
| 181900794 | AMAZON CAPITAL SERVICES | 1T63-P64R-JX4K | 43399 | 103.08 |
| 181900794 | AMAZON CAPITAL SERVICES | 1W7M-7NR6-GYLR | 43399 | 199.80 |
| 181900794 | AMAZON CAPITAL SERVICES | 1XMX-J9YK-7RDQ | 43399 | 93.35 |
| 181900794 | AMAZON CAPITAL SERVICES | 1XR4-NMJY-6KY1 | 43399 | 15.29 |
| 181900794 | AMAZON CAPITAL SERVICES | 1CG6-6QLR-H4PR | 43399 | 15.70 |
| 181900794 | AMAZON CAPITAL SERVICES | 1W7M-7NR6-D4NN | 43399 | 54.86 |
| 181900794 | AMAZON CAPITAL SERVICES | 1XMX-J9YK-9Q9V | 43399 | 66.68 |
| 181900794 | AMAZON CAPITAL SERVICES | 1T63-P64R-XKTK | 43399 | 111.31 |
| 181900794 | AMAZON CAPITAL SERVICES | 1Y71-361H-FFDK | 43399 | 33.39 |
| 181900794 | AMAZON CAPITAL SERVICES | 1WQ9-KRD1-YLYN | 43399 | 85.61 |
| 181900794 | AMAZON CAPITAL SERVICES | 1H9N-Y43Y-FKXH | 43399 | 37.95 |
| 181900794 | AMAZON CAPITAL SERVICES | 11DD-93TR-TMK3 | 43399 | 98.68 |
| 181900794 | AMAZON CAPITAL SERVICES | 1CNC-3YCC-KDNF | 43399 | 23.96 |
| 181900794 | AMAZON CAPITAL SERVICES | 1YG4-HCTT-RN4G | 43399 | 33.41 |
| 181900794 | AMAZON CAPITAL SERVICES | | 43399 | 0.00 |
| 181900795 | AMERICAN WELDING & GAS INC | 5862551 | 43399 | 309.60 |
| 181900795 | AMERICAN WELDING & GAS INC | 5862391 | 43399 | 15.15 |
| 181900795 | AMERICAN WELDING & GAS INC | 5862392 | 43399 | 117.60 |
| 181900795 | AMERICAN WELDING & GAS INC | 5868218 | 43399 | 269.10 |
| 181900795 | AMERICAN WELDING & GAS INC | 5868599 | 43399 | 290.86 |
| 181900795 | AMERICAN WELDING & GAS INC | 5874322 | 43399 | 99.46 |
| 181900796 | AUGUST WINTER & SONS INC | 7313 | 43399 | 1,331.31 |
| 181900796 | AUGUST WINTER & SONS INC | 7326 | 43399 | 1,250.00 |
| 181900797 | BETRY, JAMIE | 10192018 | 43399 | 50.18 |
| 181900798 | BRECKE, ROXANNE | 43344 | 43399 | 11.34 |
| 181900799 | CERNY, CASSANDRA | 43374 | 43399 | 70.00 |
| 181900800 | CESA 9, INC. | 10452 | 43399 | 4,562.28 |
| 181900800 | CESA 9, INC. | 10466 | 43399 | 23,039.25 |
| 181900801 | ELLENBECKER CONST, S.D. INC. | 11696 | 43399 | 4,763.00 |
| 181900802 | GILMORE, KRISTINE | 43374 | 43399 | 77.86 |
| 181900803 | GRAHAM, CONNIE | 43374 | 43399 | 220.00 |
| 181900804 | GREAT LAKES COCA-COLA DISTRIBUTION LI | 2747208791 | 43399 | 947.04 |
| 181900804 | GREAT LAKES COCA-COLA DISTRIBUTION LI | 2747208620 | 43399 | 234.24 |
| 181900805 | GROSSKREUTZ, BRENDA | 43374 | 43399 | 318.97 |
| 181900806 | HAAKENSEN, BRITTANY | 43374 | 43399 | 135.00 |
| 181900807 | HEID MUSIC COMPANY, INC. | 2237288 | 43399 | 22.95 |
| 181900807 | HEID MUSIC COMPANY, INC. | 199390 | 43399 | 86.99 |
| 181900807 | HEID MUSIC COMPANY, INC. | 2189836 | 43399 | 311.00 |
| 181900807 | HEID MUSIC COMPANY, INC. | 2262833 | 43399 | 38.99 |
| 181900808 | HEINEMANN PUBL, GREENWOOD | 6983463 | 43399 | 43.50 |
| 181900809 | HOBART SALES AND SERVICE INC | ZB78198 | 43399 | 117.71 |
| 181900810 | HOBBS, STEPHANIE | 43344 | 43399 | 32.32 |

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|-------------------------|--------------------------------------|---------------------------|-----------------------|---------------|
| 181900811 | J.W. PEPPER & SON | 07A23021 | 43399 | 153.00 |
| 181900812 | KLUEVER, JACKIE | OCT2018A | 43399 | 128.45 |
| 181900813 | LIGHTING DESIGN SOLUTIONS LLC | 15204 | 43399 | 415.00 |
| 181900814 | MID WISCONSIN BEVERAGE | 2551365 | 43399 | 1,123.00 |
| 181900814 | MID WISCONSIN BEVERAGE | 2551364 | 43399 | 30.24 |
| 181900815 | MMG EMPLOYER SOLUTIONS, INC. | 140073 | 43399 | 50.00 |
| 181900815 | MMG EMPLOYER SOLUTIONS, INC. | 139963 | 43399 | 150.00 |
| 181900815 | MMG EMPLOYER SOLUTIONS, INC. | 139814 | 43399 | 1,700.00 |
| 181900816 | NANOTEK DEVICE REPAIR LLC | 603 | 43399 | 1,600.00 |
| 181900817 | NELSON, JILL | 43374 | 43399 | 59.45 |
| 181900818 | NEWTON, PETE | OCT2018A | 43399 | 125.91 |
| 181900819 | NORTHSTAR ENVIRONMENTAL TESTING, LI | 180830 | 43399 | 1,470.00 |
| 181900820 | NORTHWAY COMMUNICATIONS INC | 172344 | 43399 | 398.00 |
| 181900820 | NORTHWAY COMMUNICATIONS INC | 172343 | 43399 | 647.38 |
| 181900821 | NYE, CASEY | 43344 | 43399 | 28.01 |
| 181900822 | OFFICE ENTERPRISES INC | 432572-430346 | 43399 | 951.42 |
| 181900822 | OFFICE ENTERPRISES INC | 431043 | 43399 | 4,753.00 |
| 181900823 | PEARSON EDUCATION CENTER, INC. | 7026436504 | 43399 | 12,716.40 |
| 181900824 | PIERCE, PATRICE | AUG-SEP2018 | 43399 | 14.00 |
| 181900825 | PLACE, AMY | 43344 | 43399 | 137.01 |
| 181900826 | PLAZA, CAROL | 43344 | 43399 | 331.87 |
| 181900827 | PREMIER AGENDAS INC | 204500546889 | 43399 | 324.00 |
| 181900828 | PRUST, MARIA | 43374 | 43399 | 16.76 |
| 181900829 | REINHART FOODS INC | 578840 | 43399 | 284.12 |
| 181900829 | REINHART FOODS INC | 587560 | 43399 | 354.81 |
| 181900830 | RHODES, NANCY | 43374 | 43399 | 85.55 |
| 181900831 | ROCHESTER, TIMOTHY | 43374 | 43399 | 18.51 |
| 181900832 | RUDER WARE, L.L.S.C. | 304675 | 43399 | 1,764.00 |
| 181900833 | SALZMAN, JAMIE | 43374 | 43399 | 8.00 |
| 181900834 | SCHOLASTIC INC. - CLASSROOM MAGAZINE | m66564139 | 43399 | 404.80 |
| 181900834 | SCHOLASTIC INC. - CLASSROOM MAGAZINE | M6658304 | 43399 | 260.98 |
| 181900835 | SCHOOL SPECIALTY | 308103201288 | 43399 | 820.46 |
| 181900835 | SCHOOL SPECIALTY | 208121787533 | 43399 | 248.32 |
| 181900835 | SCHOOL SPECIALTY | 208121809846 | 43399 | 270.56 |
| 181900836 | SEELEY, CAITLIN | 43374 | 43399 | 135.00 |
| 181900837 | STACK, AMY | 43344 | 43399 | 22.84 |
| 181900838 | SUN PRINTING INC | 100302 | 43399 | 232.00 |
| 181900839 | TABOR, PETER | OCT2018B | 43399 | 59.84 |
| 181900839 | TABOR, PETER | AUG2018A | 43399 | 111.98 |
| 181900840 | TIERNEY BROTHERS, INC. | 782306 | 43399 | 3,768.10 |
| 181900840 | TIERNEY BROTHERS, INC. | 782427 | 43399 | 958.44 |
| 181900841 | USIC LOCATING SERVICES INC | 301010 | 43399 | 1,108.91 |
| 181900842 | WEBKO EMBROIDERY & SCREEN PRINTING | 2353 | 43399 | 281.25 |
| 181900843 | WI DEPT OF PUBLIC INST | INV-01122-H0Q9V8 | 43399 | 200.00 |
| 181900843 | WI DEPT OF PUBLIC INST | INV-01128-P2N4J8 | 43399 | 200.00 |

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|-------------------------|----------------------------|---------------------------|-----------------------|---------------|
| 181900844 | ALPHA BAKING CO., INC. | 180126295007 | 43406 | 120.81 |
| 181900844 | ALPHA BAKING CO., INC. | 180126295008 | 43406 | 247.55 |
| 181900844 | ALPHA BAKING CO., INC. | 180126295006 | 43406 | 142.40 |
| 181900845 | AMAZON CAPITAL SERVICES | 1K6H-MWHW-K14V | 43406 | 35.56 |
| 181900845 | AMAZON CAPITAL SERVICES | 13KC-TQLG-9GWC | 43406 | 51.53 |
| 181900845 | AMAZON CAPITAL SERVICES | 1F4T-M61C-MTL1 | 43406 | 49.94 |
| 181900845 | AMAZON CAPITAL SERVICES | 1HJQ-TP4D-TQPK | 43406 | 126.02 |
| 181900845 | AMAZON CAPITAL SERVICES | 1F3H-7NYF-G4VG | 43406 | 15.00 |
| 181900845 | AMAZON CAPITAL SERVICES | 1CNC-3YQC-NWHY | 43406 | 72.66 |
| 181900845 | AMAZON CAPITAL SERVICES | 1X1F-GCYX-L17H | 43406 | 178.94 |
| 181900845 | AMAZON CAPITAL SERVICES | 1RN6-9LHP-MXYD | 43406 | 11.41 |
| 181900845 | AMAZON CAPITAL SERVICES | 1MHY-4YC1-TK4Q | 43406 | 77.48 |
| 181900845 | AMAZON CAPITAL SERVICES | 1FDJ-T93T-7F44 | 43406 | 23.99 |
| 181900845 | AMAZON CAPITAL SERVICES | 1LFW-J6Y9-F1TH | 43406 | 120.13 |
| 181900845 | AMAZON CAPITAL SERVICES | 1F4T-M61C-QGXH | 43406 | 34.62 |
| 181900845 | AMAZON CAPITAL SERVICES | 1X4Y-HN3T-1M13 | 43406 | 34.18 |
| 181900845 | AMAZON CAPITAL SERVICES | 1FDJ-T93T-7NH6 | 43406 | 87.46 |
| 181900845 | AMAZON CAPITAL SERVICES | 1GTH-1PDJ-1R7T | 43406 | 51.55 |
| 181900845 | AMAZON CAPITAL SERVICES | 1GKG-H4C9-MKX1 | 43406 | 49.90 |
| 181900845 | AMAZON CAPITAL SERVICES | 1DLD-YV4F-FWDW | 43406 | 789.54 |
| 181900845 | AMAZON CAPITAL SERVICES | 1X1F-GCYX-KH3F | 43406 | 925.96 |
| 181900845 | AMAZON CAPITAL SERVICES | 1WJ7-TGLD-6VKK | 43406 | 209.94 |
| 181900845 | AMAZON CAPITAL SERVICES | 1MMC-3CYX-VYWD | 43406 | 218.07 |
| 181900845 | AMAZON CAPITAL SERVICES | 1NH6-QRF1-YWXV | 43406 | 179.43 |
| 181900845 | AMAZON CAPITAL SERVICES | 1GKG-H4C9-LWR3 | 43406 | 103.24 |
| 181900845 | AMAZON CAPITAL SERVICES | | 43406 | 0.00 |
| 181900845 | AMAZON CAPITAL SERVICES | | 43406 | 0.00 |
| 181900846 | AMERICAN WELDING & GAS INC | 5900459 | 43406 | 199.95 |
| 181900846 | AMERICAN WELDING & GAS INC | 5885612 | 43406 | 224.24 |
| 181900846 | AMERICAN WELDING & GAS INC | 5886183 | 43406 | 14.60 |
| 181900847 | ANDERSON, NICOLE | 43374 | 43406 | 51.45 |
| 181900848 | ASPIRUS YMCA CHILD DEV CTR | YMCA-4K-OCT18 | 43406 | 26,151.29 |
| 181900849 | AUGUST WINTER & SONS INC | 8084 | 43406 | 473.43 |
| 181900849 | AUGUST WINTER & SONS INC | 8101 | 43406 | 1,300.00 |
| 181900850 | BLANK, KARA | 43374 | 43406 | 117.38 |
| 181900851 | CHAPMAN, DEBORAH | OCT2018A | 43406 | 121.02 |
| 181900852 | DIPPEL, ASHLEY | 43374 | 43406 | 35.92 |
| 181900853 | ECONOMICS WISCONSIN | WI_33_T849363 | 43406 | 475.00 |
| 181900854 | EVANS, ALYSON | 43374 | 43406 | 65.40 |
| 181900855 | FOREMAN, RONALD | 43405 | 43406 | 60.00 |
| 181900856 | FOSTER, BRYAN | OCT2018A | 43406 | 43.08 |
| 181900857 | HART, LORI | 43344 | 43406 | 100.00 |
| 181900858 | HEID MUSIC COMPANY, INC. | 2233148 | 43406 | 75.00 |
| 181900858 | HEID MUSIC COMPANY, INC. | 2235669 | 43406 | 175.84 |
| 181900858 | HEID MUSIC COMPANY, INC. | 2089910 | 43406 | 48.00 |

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| 181900858 | HEID MUSIC COMPANY, INC. | 2172556 | 43406 | 92.36 |
| 181900859 | HOBART SALES AND SERVICE INC | ZB78324 | 43406 | 254.00 |
| 181900860 | HORAK REFRIGERATION INC | 37949 | 43406 | 243.57 |
| 181900861 | HOSTVEDT, JAMES | 43374 | 43406 | 74.07 |
| 181900862 | J.W. PEPPER & SON | 7973481 | 43406 | 484.99 |
| 181900863 | JACOBSON, LISA | 43374 | 43406 | 37.00 |
| 181900864 | KENITZER, DICK | 10152018 | 43406 | 30.00 |
| 181900865 | KEY TO LIFE CHILDCARE CENTER, INC. | KYLF-4K-OCT18 | 43406 | 9,661.07 |
| 181900866 | KINDER CARE LEARNING CTR, INC. | KIND-4K-OCT18 | 43406 | 7,251.40 |
| 181900867 | KNAACK, ROBERT | 10232018 | 43406 | 180.00 |
| 181900867 | KNAACK, ROBERT | 43405 | 43406 | 60.00 |
| 181900868 | KRISS PREMIUM PROD INC | 158755 | 43406 | 1,377.59 |
| 181900869 | M3 INSURANCE SOLU INC | 31775 | 43406 | 35,111.00 |
| 181900870 | MARA CTY CHILD DEVELOPMENT | MCCDA-4K-OCT18 | 43406 | 4,438.87 |
| 181900871 | MID WISCONSIN BEVERAGE | 2554556 | 43406 | 172.00 |
| 181900871 | MID WISCONSIN BEVERAGE | 2554557 | 43406 | 1,204.84 |
| 181900872 | MOUNT OLIVE 4K PROGRAM | MTOL-4K-OCT18 | 43406 | 10,933.80 |
| 181900873 | NEWMAN CATHOLIC-ST MARK | STMA-4K-OCT18 | 43406 | 8,616.63 |
| 181900874 | NEWMAN CATHOLIC-ST THERESE | STTH-4K-OCT18 | 43406 | 7,833.30 |
| 181900875 | NORTHERN LAKE SVC INC | 344210 | 43406 | 200.00 |
| 181900876 | PAXTON PATTERSON | 363948 | 43406 | 222.91 |
| 181900876 | PAXTON PATTERSON | 362508 | 43406 | 466.55 |
| 181900876 | PAXTON PATTERSON | 362783 | 43406 | 1,043.69 |
| 181900876 | PAXTON PATTERSON | 363714 | 43406 | 210.77 |
| 181900877 | PER MAR SECURITY SERVICES, INC. | 1934742 | 43406 | 4,300.00 |
| 181900878 | PODEWELTZ, KEVIN | 43374 | 43406 | 6.00 |
| 181900879 | PREGONT, DANIEL | 10152018 | 43406 | 30.00 |
| 181900879 | PREGONT, DANIEL | 10182018 | 43406 | 35.00 |
| 181900880 | ROSE, AMANDA | 43374 | 43406 | 168.95 |
| 181900881 | ROSEWICZ, JANE | 43374 | 43406 | 6.00 |
| 181900882 | SCHALOW, CHARI | 43374 | 43406 | 100.00 |
| 181900883 | SCHOOL SPECIALTY | 308103209197 | 43406 | 2,197.96 |
| 181900883 | SCHOOL SPECIALTY | 308103181546 | 43406 | 144.44 |
| 181900883 | SCHOOL SPECIALTY | 208121739540 | 43406 | 37.48 |
| 181900883 | SCHOOL SPECIALTY | 208121759769 | 43406 | 42.94 |
| 181900883 | SCHOOL SPECIALTY | 208121757554 | 43406 | 192.86 |
| 181900883 | SCHOOL SPECIALTY | 208121740221 | 43406 | 80.28 |
| 181900883 | SCHOOL SPECIALTY | 308103211047 | 43406 | 34.23 |
| 181900884 | STRAHOTA, BARBARA | 43344 | 43406 | 93.88 |
| 181900885 | STURTZ, GERALD | 10182018 | 43406 | 35.00 |
| 181900886 | SUCKOW, ELLEN | 43374 | 43406 | 11.99 |
| 181900887 | TABOR, PETER | OCT2018C | 43406 | 59.84 |
| 181900888 | TEAM SPORTING GOODS INC | AAF011388 | 43406 | 150.00 |
| 181900889 | VANSLYKE, KENDRA | 43374 | 43406 | 135.00 |
| 181900890 | WAUSAU CHEMICAL CORP | 289339 | 43406 | 383.90 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER(10/08/2018-11/15/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|------------------------------------|---------------------------|-----------------------|---------------|
| 181900891 | WAUSAU CHILD CARE-CEDAR CR,INC. | WACC-4K-OCT18 | 43406 | 6,005.53 |
| 181900892 | WENNING GRINDING SUPPLY INC., J | 96309 | 43406 | 46.00 |
| 181900893 | ZURAKOWSKI, AUSTIN | ZURAKOWSKIi102918 | 43406 | 43.03 |
| 181900894 | 1ST PLACE TROPHY & ENGRAVING | 10312018 | 43413 | 459.50 |
| 181900895 | ABEL, SCOT | 43374 | 43413 | 37.46 |
| 181900896 | ABLE DISTRIBUTING CO INC | S013572066.001 | 43413 | 101.95 |
| 181900897 | ADVANCED DISPOSAL SOLID WASTE MIDW | 43374 | 43413 | 2,057.00 |
| 181900898 | AMAZON CAPITAL SERVICES | 1DLD-YV4F-7PY3 | 43413 | 5.66 |
| 181900898 | AMAZON CAPITAL SERVICES | 1GD7-GR4V-6VJG | 43413 | 19.98 |
| 181900898 | AMAZON CAPITAL SERVICES | 1M3Y-TWW6-V319 | 43413 | 93.29 |
| 181900898 | AMAZON CAPITAL SERVICES | 1JC7-VR97-1QMX | 43413 | 130.68 |
| 181900898 | AMAZON CAPITAL SERVICES | 1CH4-VXLJ-CTYG | 43413 | 118.99 |
| 181900898 | AMAZON CAPITAL SERVICES | 1CH4-VXLJ-37M7 | 43413 | 35.80 |
| 181900898 | AMAZON CAPITAL SERVICES | 1GD7-GR4V-MTQX | 43413 | 13.71 |
| 181900898 | AMAZON CAPITAL SERVICES | 1CH4-VXLJ-VLN4 | 43413 | 167.37 |
| 181900898 | AMAZON CAPITAL SERVICES | 1V96-9HR3-6TFK | 43413 | 66.39 |
| 181900898 | AMAZON CAPITAL SERVICES | 1JGX-RYJL-JRPW | 43413 | 83.50 |
| 181900898 | AMAZON CAPITAL SERVICES | 17LY-QCHC-7HPV | 43413 | 49.98 |
| 181900898 | AMAZON CAPITAL SERVICES | 1PWF-YR31-L7MX | 43413 | 67.35 |
| 181900898 | AMAZON CAPITAL SERVICES | 1PWF-YR31-464Y | 43413 | 16.99 |
| 181900898 | AMAZON CAPITAL SERVICES | 17LY-QCHC-KRCP | 43413 | 51.98 |
| 181900898 | AMAZON CAPITAL SERVICES | 1WXJ-JG3X-WQH7 | 43413 | 17.33 |
| 181900898 | AMAZON CAPITAL SERVICES | 1TJQ-WLWC-N4PJ | 43413 | 167.00 |
| 181900898 | AMAZON CAPITAL SERVICES | 161C-9333-3MHL | 43413 | -13.99 |
| 181900898 | AMAZON CAPITAL SERVICES | 1V4Q-RQWK-R44Y | 43413 | 73.00 |
| 181900898 | AMAZON CAPITAL SERVICES | 1FDJ-T93T-GQTV | 43413 | 63.23 |
| 181900898 | AMAZON CAPITAL SERVICES | 1DRG-VWQ4-HH4C | 43413 | 14.95 |
| 181900898 | AMAZON CAPITAL SERVICES | | 43413 | 0.00 |
| 181900898 | AMAZON CAPITAL SERVICES | | 43413 | 0.00 |
| 181900899 | AMERICAN WELDING & GAS INC | 5917346 | 43413 | 83.67 |
| 181900900 | ARAMARK UNIFORM SERVICES, INC | 43374 | 43413 | 1,516.63 |
| 181900900 | ARAMARK UNIFORM SERVICES, INC | OCT2018 FOOD | 43413 | 453.04 |
| 181900901 | ATKINSON, SCOTT | 43374 | 43413 | 18.64 |
| 181900902 | BAIER, TERESE | 43374 | 43413 | 250.70 |
| 181900902 | BAIER, TERESE | OCT2018A | 43413 | 93.39 |
| 181900903 | BASSETT MECHANICAL, INC. | 6033901C | 43413 | 744.00 |
| 181900904 | BORESON, LYNN | DCE1018 | 43413 | 2,400.00 |
| 181900905 | BRAUN, LISA | 43374 | 43413 | 70.63 |
| 181900906 | CAREER BUILDER EMPLOYMENT SCREENIN | AUR1091500 | 43413 | 78.90 |
| 181900906 | CAREER BUILDER EMPLOYMENT SCREENIN | AUR1091501 | 43413 | 959.85 |
| 181900907 | CESA 9, INC. | 10647 | 43413 | 100.00 |
| 181900908 | CHAPMAN, DEBORAH | 43374 | 43413 | 106.27 |
| 181900909 | CHRISTIANSO, VICKIE | CHRISTIANSO11218 | 43413 | 638.50 |
| 181900910 | DAVIES, ELYSE | 43374 | 43413 | 11.45 |
| 181900911 | DEAF HH EDUCATIONAL CONSULTING | 1049 | 43413 | 2,681.25 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER(10/08/2018-11/15/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|-------------------------------|---------------------------|-----------------------|---------------|
| 181900912 | DEGNER, GLORIA | SEP-OCT2018 | 43413 | 24.09 |
| 181900913 | DEMUTH, BOBBI | 43374 | 43413 | 10.55 |
| 181900914 | DERCKS, ALYSSA | 43374 | 43413 | 13.08 |
| 181900915 | FOLLETT SCHOOL SOLUTIONS, INC | 341413F | 43413 | 256.40 |
| 181900916 | GINGERROOT LLC | 1823 | 43413 | 3,750.00 |
| 181900917 | GRAFF, CHRISTOPHER | 43374 | 43413 | 6.54 |
| 181900918 | GRAHAM, CONNIE | OCT2018A | 43413 | 12.97 |
| 181900919 | GROSSKREUTZ, BRENDA | OCT2018A | 43413 | 32.92 |
| 181900920 | HACKBARTH, LINDA | HACKBARTH11518 | 43413 | 240.50 |
| 181900921 | HEEREN, WILLIAM | 43374 | 43413 | 30.00 |
| 181900922 | HEID MUSIC COMPANY, INC. | 2255271 | 43413 | 42.00 |
| 181900922 | HEID MUSIC COMPANY, INC. | 2236327 | 43413 | 216.00 |
| 181900922 | HEID MUSIC COMPANY, INC. | 2268090 | 43413 | 90.80 |
| 181900923 | HOFFMAN, SARA | SEP-OCT2018 | 43413 | 362.69 |
| 181900924 | INDUSTRIAL ARTS SUPPLY IASCO | M13290 | 43413 | 398.42 |
| 181900925 | J.W. PEPPER & SON | 07A29205 | 43413 | 204.14 |
| 181900926 | JEHN, KALLY | 43374 | 43413 | 121.80 |
| 181900927 | JERRYS MUSIC INC | 136273 | 43413 | 390.00 |
| 181900927 | JERRYS MUSIC INC | 135598 | 43413 | 284.00 |
| 181900927 | JERRYS MUSIC INC | 135595 | 43413 | 45.00 |
| 181900928 | JOHNSON, ANN | 43374 | 43413 | 300.00 |
| 181900929 | KLUEVER, JACKIE | 43344 | 43413 | 46.83 |
| 181900930 | LEHMAN, GINA | JUL-OCT2018 | 43413 | 151.18 |
| 181900931 | LLOYD, YOLANDA | 43374 | 43413 | 54.45 |
| 181900932 | LY, MAI LEE | 4 | 43413 | 95.75 |
| 181900932 | LY, MAI LEE | 6 | 43413 | 240.50 |
| 181900932 | LY, MAI LEE | LY103118 | 43413 | 290.75 |
| 181900933 | MACIAZ, KENNETH | 43374 | 43413 | 39.66 |
| 181900934 | MACIAZ, SARAH | 43374 | 43413 | 225.66 |
| 181900935 | MARATHON PEST CONTROL | 26519 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26527 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26510 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26512 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26514 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26546 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26522 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26515 | 43413 | 35.00 |
| 181900935 | MARATHON PEST CONTROL | 26523 | 43413 | 35.00 |
| 181900935 | MARATHON PEST CONTROL | 26525 | 43413 | 35.00 |
| 181900935 | MARATHON PEST CONTROL | 26559 | 43413 | 28.00 |
| 181900935 | MARATHON PEST CONTROL | 26569 | 43413 | 28.00 |
| 181900936 | MC MILLAN-HEHIR, HEATHER | 43374 | 43413 | 45.67 |
| 181900937 | MEYER, REBECCA | 43374 | 43413 | 356.10 |
| 181900938 | MMG EMPLOYER SOLUTIONS, INC. | 141158 | 43413 | 1,282.50 |
| 181900939 | MOORE, KATHLYNE | 1 | 43413 | 13.46 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER(10/08/2018-11/15/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|---------------------------|---------------------------|-----------------------|---------------|
| 181900940 | MULTI-HEALTH SYSTEMS INC | 1011075 | 43413 | 384.48 |
| 181900941 | NANOTEK DEVICE REPAIR LLC | 606 | 43413 | 340.00 |
| 181900941 | NANOTEK DEVICE REPAIR LLC | 608 | 43413 | 1,230.00 |
| 181900942 | NERISON, KAREN | AUG-OCT2018 | 43413 | 51.88 |
| 181900943 | PALM, AMY | 43405 | 43413 | 100.00 |
| 181900944 | PARDE, KATHY | 43374 | 43413 | 79.03 |
| 181900944 | PARDE, KATHY | OCT2018A | 43413 | 16.85 |
| 181900945 | PARKIN, KELSEY | 43374 | 43413 | 46.00 |
| 181900946 | PAULSON, JOHN | AUG-SEP2018 | 43413 | 139.98 |
| 181900947 | PISCA, SARAH | PISCA102418 | 43413 | 147.00 |
| 181900948 | PRAHL, TINA | 43374 | 43413 | 152.87 |
| 181900949 | PRUST, MARIA | OCT2018A | 43413 | 29.10 |
| 181900950 | REINHART FOODS INC | 593404 | 43413 | 434.31 |
| 181900951 | REXFORD, KRISTEN | 43374 | 43413 | 186.93 |
| 181900952 | ROTO-GRAPHIC PRINTING INC | 4087 | 43413 | 45.00 |
| 181900952 | ROTO-GRAPHIC PRINTING INC | 4088 | 43413 | 558.00 |
| 181900953 | SCHOOL SPECIALTY | 208121927800 | 43413 | 193.29 |
| 181900953 | SCHOOL SPECIALTY | 308103241550 | 43413 | 1,110.97 |
| 181900953 | SCHOOL SPECIALTY | 202501621914 | 43413 | 24.40 |
| 181900953 | SCHOOL SPECIALTY | 308103203834 | 43413 | 68.93 |
| 181900954 | SCHUSTER, TERESE | 43374 | 43413 | 98.20 |
| 181900955 | SELLE, SUZANNE | 43374 | 43413 | 22.24 |
| 181900956 | STACHOVAK, AMY | 43374 | 43413 | 72.05 |
| 181900957 | STOSKOPF, JACK | 43374 | 43413 | 79.24 |
| 181900958 | STUDER EDUCATION | 106252 | 43413 | 7,000.00 |
| 181900959 | TABOR, PETER | OCT2018D | 43413 | 59.84 |
| 181900960 | TAYLOR, JULIANN | 43374 | 43413 | 156.36 |
| 181900961 | TESKE, STEFANIE | 43374 | 43413 | 68.23 |
| 181900962 | THOMPSON, KELLY | 43374 | 43413 | 36.10 |
| 181900962 | THOMPSON, KELLY | OCT2018A | 43413 | 123.61 |
| 181900963 | TREPTOW, FELECITY | 43374 | 43413 | 146.66 |
| 181900964 | WEGGE, KAREN | 43374 | 43413 | 405.12 |
| 181900964 | WEGGE, KAREN | AUG-OCT2018 | 43413 | 197.94 |
| 181900965 | WI PUBLIC SERVICE | 2528389418-00000 | 43413 | 65,604.00 |
| 181900966 | WIERNIK, ANN | 43374 | 43413 | 45.64 |
| 181900967 | ZYNDA, JENNIFER | SEP-OCT2018 | 43413 | 173.42 |

2,153,299.85

FUND 49
(10/08/2018-11/15/2018)

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|----------------------------|---------------------------|-----------------------|------------------|
| 4900174 | K AND M ELECTRIC INC | 22823 | 10/12/2018 | 919.82 |
| 4900175 | STOCOR , LLC | 28692 | 10/12/2018 | 600.00 |
| 4900176 | AMERICAN ENGNR TESTING INC | 1205442 | 10/26/2018 | 6,030.00 |
| 4900177 | REI ENGINEERING, INC | 35196 | 11/2/2018 | 9,000.00 |
| 4900177 | REI ENGINEERING, INC | 35197 | 11/2/2018 | 5,500.00 |
| 4900178 | PRESTO PRINTS | Presto 76267 | 11/13/2018 | 321.52 |
| 181900968 | NEXUS SOLUTIONS, LLC | Nexus RLE #717 | 11/13/2018 | 7,277.95 |
| 181900968 | NEXUS SOLUTIONS, LLC | Nexus #718 | 11/13/2018 | 32,399.20 |
| | | | | 62,048.49 |

| | | Beginning | | 2018-19 | | 2018-19 | | Ending | |
|----|------------------------------|---|----------------------------|---------------|---------------|---------------|--|---------------|--|
| Fd | T Loc Obj Func Prj DeptJob | Fd | T Loc Obj Func Prj DeptJob | Balance | FYTD Credits | FYTD Debits | | Balance | |
| 10 | A 000 000 711000 000 000 000 | GENERAL FUND/CLAIM ON CASH | | -4,177,725.33 | 37,159,945.09 | 40,065,616.07 | | -1,272,054.35 | |
| 10 | A 000 000 711100 000 000 000 | GENERAL FUND/PAYROLL CLEARANCE ACCOUNT | | 0.00 | 14,284,011.53 | 14,284,011.53 | | 0.00 | |
| 10 | A 000 000 711105 000 000 000 | GENERAL FUND/A/P ACH Cash Account Intercity | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 711200 000 000 000 | GENERAL FUND/PETTY CASH | | 980.00 | 0.00 | 0.00 | | 980.00 | |
| 10 | A 000 000 712000 000 000 000 | GENERAL FUND/INVESTMENTS | | 11,038,184.12 | 31,500,051.48 | 20,829,151.17 | | 367,283.81 | |
| 10 | A 000 000 712999 000 000 000 | GENERAL FUND/WISC INVESTMENT ACCOUNT, PMA | | 504,800.77 | 508,000.00 | 3,493.00 | | 293.77 | |
| 10 | A 000 000 713100 000 000 000 | GENERAL FUND/TAXES RECEIVABLE | | 6,808,614.81 | 6,808,614.81 | 18,248,511.00 | | 18,248,511.00 | |
| 10 | A 000 000 713200 000 000 000 | GENERAL FUND/ACCOUNTS RECEIVABLE | | 14,693.68 | 14,203.68 | 0.00 | | 490.00 | |
| 10 | A 000 000 713207 000 000 000 | GENERAL FUND/SCOREBOARDS RECEIVABLE | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 713210 000 000 000 | GENERAL FUND/TRACK RENOVATION PROJECT | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 714100 000 000 000 | GENERAL FUND/DUE FROM OTHER FUNDS | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 715100 000 000 000 | GENERAL FUND/DUE FROM LOCAL GOVERNMENTS | | 6,893.60 | 6,893.60 | 0.00 | | 0.00 | |
| 10 | A 000 000 715500 000 000 000 | GENERAL FUND/DUE FROM STATE GOVERNMENT | | 848,351.81 | 848,351.81 | 0.00 | | 0.00 | |
| 10 | A 000 000 715600 000 000 000 | GENERAL FUND/DUE FROM FED GOVERNMENT | | 464,427.93 | 464,427.93 | 0.00 | | 0.00 | |
| 10 | A 000 000 717001 000 000 000 | GENERAL FUND/PREPAID EXPENSE - IN TECH | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 751000 000 000 000 | GENERAL FUND/FIXED ASSETS-SITES | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 753000 000 000 000 | GENERAL FUND/FIXED ASSETS-BUILDINGS | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 754000 000 000 000 | GENERAL FUND/FIXED ASSETS-EQUIPMENT | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | A 000 000 754100 000 000 000 | GENERAL FUND/EQUIP MENT ACCUM DEPRECIATION | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 000000 000 000 000 | GENERAL FUND/N/A | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811100 000 000 000 | GENERAL FUND/TEMPORARY NOTES PAYABLE | | 0.00 | 83,000.00 | 0.00 | | -83,000.00 | |
| 10 | L 000 000 811200 000 000 000 | GENERAL FUND/ACCOUNTS PAYABLE | | -384,739.58 | 8,826,012.31 | 9,210,751.89 | | 0.00 | |
| 10 | L 000 000 811555 000 000 000 | GENERAL FUND/AP P-CARD | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811558 000 000 000 | GENERAL FUND/AP STAPLES | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811610 000 000 000 | GENERAL FUND/MEDICARE | | -48,060.38 | 527,297.46 | 575,357.84 | | 0.00 | |
| 10 | L 000 000 811611 000 000 000 | GENERAL FUND/FICA | | -216,550.87 | 2,249,346.66 | 2,465,897.53 | | 0.00 | |
| 10 | L 000 000 811612 000 000 000 | GENERAL FUND/FEDERAL INCOME TAX | | 1,070.64 | 1,367,636.68 | 1,366,566.04 | | 0.00 | |
| 10 | L 000 000 811613 000 000 000 | GENERAL FUND/STATE INCOME TAX | | -136,500.47 | 717,614.10 | 854,114.57 | | 0.00 | |
| 10 | L 000 000 811620 000 000 000 | GENERAL FUND/RETIREMENT DEDUCTION | | -633,556.98 | 2,143,172.50 | 2,158,444.62 | | -618,284.86 | |
| 10 | L 000 000 811622 000 000 000 | GENERAL FUND/HDHP - 4K / 8K | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811624 000 000 000 | GENERAL FUND/HDHP-40 EMPLOYEE DEDUCTIONS | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811626 000 000 000 | GENERAL FUND/HSA - EMPLOYEE DEDUCTIONS | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811628 000 000 000 | GENERAL FUND/HSA - EMPLOYER CONTRIBUTIONS | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811630 000 000 000 | GENERAL FUND/DENTAL-PPO CONTRIBUTION | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811631 000 000 000 | GENERAL FUND/HEALTH INSURANCE DEDUCT | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811632 000 000 000 | GENERAL FUND/DENTAL INSURANCE DEDUCT | | 0.00 | 0.00 | 0.00 | | 0.00 | |
| 10 | L 000 000 811633 000 000 000 | GENERAL FUND/DISABILITY INS DEDUCTION | | -8,738.72 | 58,152.53 | 75,223.01 | | 8,331.76 | |
| 10 | L 000 000 811634 000 000 000 | GENERAL FUND/SPOUSE/DEP'DT LIFE INSURANCE | | -2,017.69 | 4,810.30 | 5,440.39 | | -1,387.60 | |
| 10 | L 000 000 811635 000 000 000 | GENERAL FUND/DEPENDENT CARE - CHPT125 | | -7,980.32 | 36,112.50 | 31,616.03 | | -12,476.79 | |
| 10 | L 000 000 811636 000 000 000 | GENERAL FUND/DENTAL-PPO CHAPTER 125 | | 0.00 | 0.00 | 0.00 | | 0.00 | |

| Fd T Loc Obj Func | | Prj DeptJob | | Fd T Loc Obj Func | | Prj DeptJob | | Beginning | 2018-19 | 2018-19 | Ending | |
|-------------------|---|-------------|-----|-------------------|-----|-------------|-----|---|---------------|---------------|---------------|-------------|
| | | | | | | | | Balance | FYTD Credits | FYTD Debits | Balance | |
| 10 | L | 000 | 000 | 811637 | 000 | 000 | 000 | GENERAL FUND/HEALTH-CHAPTER 125 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 811638 | 000 | 000 | 000 | GENERAL FUND/DENTAL-CHAPTER 125 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 811639 | 000 | 000 | 000 | GENERAL FUND/ADDITIONAL LIFE INSURANCE | -3,967.40 | 34,791.60 | 39,988.63 | 1,229.63 |
| 10 | L | 000 | 000 | 811640 | 000 | 000 | 000 | GENERAL FUND/UNITED WAY | 0.00 | 9,247.26 | 9,247.26 | 0.00 |
| 10 | L | 000 | 000 | 811641 | 000 | 000 | 000 | GENERAL FUND/OTHER MEDICAL - CHPT 125 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 811642 | 000 | 000 | 000 | GENERAL FUND/EBC - FLEX CLAIMS TAIL | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 811643 | 000 | 000 | 000 | GENERAL FUND/HEALTH INS. - SELF PAY | 0.00 | 53,915.41 | 16,849.25 | -37,066.16 |
| 10 | L | 000 | 000 | 811644 | 000 | 000 | 000 | GENERAL FUND/DENTAL INS. - SELF PAY | 0.00 | 3,525.80 | 0.00 | -3,525.80 |
| 10 | L | 000 | 000 | 811645 | 000 | 000 | 000 | GENERAL FUND/LIFE INS - EMPLOYER CONTR | -13,982.98 | 35,063.46 | 45,855.56 | -3,190.88 |
| 10 | L | 000 | 000 | 811647 | 000 | 000 | 000 | GENERAL FUND/LIMITED FLEX PLAN-CHAPTER 125 | 1,213.49 | 5,285.96 | 4,371.60 | 299.13 |
| 10 | L | 000 | 000 | 811648 | 000 | 000 | 000 | GENERAL FUND/SUPPLEMENTAL LIFE INSURANCE | -3,299.53 | 17,619.12 | 20,015.18 | -903.47 |
| 10 | L | 000 | 000 | 811650 | 000 | 000 | 000 | GENERAL FUND/UNION DUES DEDUCTION | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 811652 | 000 | 000 | 000 | GENERAL FUND/GREENHECK FIELDHOUSE MEMBERSHP | 0.00 | 3,228.61 | 3,228.61 | 0.00 |
| 10 | L | 000 | 000 | 811655 | 000 | 000 | 000 | GENERAL FUND/V VISION PLAN | -257.76 | 12,313.40 | 13,723.31 | 1,152.15 |
| 10 | L | 000 | 000 | 811656 | 000 | 000 | 000 | GENERAL FUND/V SHORT TERM DISABILITY | 3,820.25 | 21,708.14 | 24,469.83 | 6,581.94 |
| 10 | L | 000 | 000 | 811665 | 000 | 000 | 000 | GENERAL FUND/ROTH 403(b) | 0.00 | 23,061.50 | 23,061.50 | 0.00 |
| 10 | L | 000 | 000 | 811670 | 000 | 000 | 000 | GENERAL FUND/TSA'S | 0.00 | 382,165.84 | 382,165.84 | 0.00 |
| 10 | L | 000 | 000 | 811673 | 000 | 000 | 000 | GENERAL FUND/RETIREE HEALTH | 0.00 | 59,769.06 | 4,022.03 | -55,747.03 |
| 10 | L | 000 | 000 | 811674 | 000 | 000 | 000 | GENERAL FUND/RETIREE DENTAL | 0.00 | 3,422.96 | 0.00 | -3,422.96 |
| 10 | L | 000 | 000 | 811675 | 000 | 000 | 000 | GENERAL FUND/RETIREE LIFE | -8,155.08 | 2,718.36 | 0.00 | -10,873.44 |
| 10 | L | 000 | 000 | 811699 | 000 | 000 | 000 | GENERAL FUND/MISCELLANEOUS | 0.00 | 46,888.51 | 46,888.51 | 0.00 |
| 10 | L | 000 | 000 | 811700 | 000 | 000 | 000 | GENERAL FUND/INTEREST PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 811810 | 000 | 000 | 000 | GENERAL FUND/NET PAYROLL PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 811815 | 000 | 000 | 000 | GENERAL FUND/NET EFT PAYABLE | 0.00 | 31,077,476.54 | 31,077,476.54 | 0.00 |
| 10 | L | 000 | 000 | 811820 | 000 | 000 | 000 | GENERAL FUND/VOUCHERS PAYABLE | -3,476,122.58 | 0.00 | 3,476,122.58 | 0.00 |
| 10 | L | 000 | 000 | 812000 | 000 | 000 | 000 | GENERAL FUND/DUE TO OTHER FUNDS | -720,409.74 | 0.00 | 720,409.74 | 0.00 |
| 10 | L | 000 | 000 | 815100 | 000 | 000 | 000 | GENERAL FUND/SELF FUNDED PREMIUM DEPOSITS | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 815901 | 000 | 000 | 000 | GENERAL FUND/OPEB 73 | 0.00 | 712,178.00 | 0.00 | -712,178.00 |
| 10 | L | 000 | 000 | 816000 | 000 | 000 | 000 | GENERAL FUND/DEFERRED REVENUES | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 816200 | 000 | 000 | 000 | GENERAL FUND/DEFERRED REVENUE STATE AID | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 816903 | 000 | 000 | 000 | GENERAL FUND/DEFER.REV.-VARIOUS CAMPS | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 816905 | 000 | 000 | 000 | GENERAL FUND/DEFERRED REVENUE-OTHER ICE USE | -8,100.00 | 0.00 | 8,100.00 | 0.00 |
| 10 | L | 000 | 000 | 816910 | 000 | 000 | 000 | GENERAL FUND/DEF. REV. - IN TECH | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 817100 | 000 | 000 | 000 | GENERAL FUND/HEALTH-CLAIMS PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 817101 | 000 | 000 | 000 | GENERAL FUND/SECURITY PREMIUM PAYABLE | -802,246.45 | 4,027,761.20 | 5,429,949.28 | 599,941.63 |
| 10 | L | 000 | 000 | 817150 | 000 | 000 | 000 | GENERAL FUND/HRA PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 817200 | 000 | 000 | 000 | GENERAL FUND/DENTAL-CLAIMS PAYABLE | -139,587.55 | 379,203.92 | 405,169.36 | -113,622.11 |
| 10 | L | 000 | 000 | 819107 | 000 | 000 | 000 | GENERAL FUND/CONF ROOM A - ED IMPROVEMENT | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 842300 | 000 | 000 | 000 | GENERAL FUND/LONG-TERM BONDS PAYABLE | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | L | 000 | 000 | 842350 | 000 | 000 | 000 | GENERAL FUND/38 FUND TAXABLE BONDS | 0.00 | 0.00 | 0.00 | 0.00 |

| Fd T Loc Obj Func | | Prj DeptJob | | Fd T Loc Obj Func | | Prj DeptJob | | Beginning | 2018-19 | | 2018-19 | | Ending |
|-------------------|---|-------------|-----|-------------------|-----|-------------|-----|---|---------------|----------------|----------------|--------|----------------|
| | | | | | | | | Balance | FYTD | Credits | FYTD | Debits | Balance |
| 10 | Q | 000 | 000 | 0000000 | 000 | 000 | 000 | GENERAL FUND/N/A | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 911000 | 000 | 000 | 000 | GENERAL FUND/FIXED ASSETS - L.T.D. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 912000 | 000 | 000 | 000 | GENERAL FUND/FIXED ASSETS - TAX LEVY | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 914000 | 000 | 000 | 000 | GENERAL FUND/FIXED ASSETS-ACCUM DEPRECIATN | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 916000 | 000 | 000 | 000 | GENERAL FUND/FIXED ASSETS - DONATIONS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 931000 | 000 | 000 | 000 | GENERAL FUND/FUND BALANCE-RESERVED | 0.00 | 2,216,897.83 | 1,991,733.29 | | -225,164.54 |
| 10 | Q | 000 | 000 | 931700 | 000 | 000 | 000 | GENERAL FUND/FUND BALANCE - L.T.D. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 932000 | 000 | 000 | 000 | GENERAL FUND/FUND BALANCE-CASH FLOW | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 936120 | 000 | 000 | 000 | GENERAL FUND/Cont Oblig-Restricted Fund Bal | -340,000.00 | 0.00 | 0.00 | 0.00 | -340,000.00 |
| 10 | Q | 000 | 000 | 936320 | 000 | 000 | 000 | GENERAL FUND/Debt Service Retirement | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 936500 | 000 | 000 | 000 | GENERAL FUND/Food Service Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 936900 | 000 | 000 | 000 | GENERAL FUND/Fund Balance-Restricted Other | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 938900 | 000 | 000 | 000 | GENERAL FUND/Assigned Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | Q | 000 | 000 | 939200 | 000 | 000 | 000 | GENERAL FUND/WORKING CAPITAL (CASH FLOW) | -8,561,051.69 | 34,941,138.13 | 27,759,992.99 | | -15,742,196.83 |
| 10 | Q | 000 | 000 | 939900 | 000 | 000 | 000 | GENERAL FUND/Unassigned Fund Balance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 | - | --- | --- | ----- | --- | --- | --- | | 0.00 | 181,677,035.58 | 181,677,035.58 | | 0.00 |

| Fd T Loc | | Obj Func | | Prj DeptJob | | Fd T Loc | | Obj Func | | Prj DeptJob | | Beginning | 2018-19 | 2018-19 | Ending |
|----------|---|----------|-----|-------------|-----|----------|-----|----------|-----------|-------------------------------------|--|-------------|---------------|---------------|---------------|
| | | | | | | | | | | | | Balance | FYTD Credits | FYTD Debits | Balance |
| 27 | A | 000 | 000 | 711000 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/CLAIM ON CASH | | 591,866.97 | 3,346,947.81 | 544,164.76 | -2,210,916.08 |
| 27 | A | 000 | 000 | 711100 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/PAYROLL CLEARANCE ACCOUNT | | 0.00 | 3,502,725.52 | 3,502,725.52 | 0.00 |
| 27 | A | 000 | 000 | 711105 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/A/P ACH Cash Account Intercity | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | A | 000 | 000 | 712000 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/INVESTMENTS | | 0.00 | 477,049.74 | 594,303.37 | 117,253.63 |
| 27 | A | 000 | 000 | 713200 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/ACCOUNTS RECEIVABLE | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | A | 000 | 000 | 714100 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/DUE FROM OTHER FUNDS | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | A | 000 | 000 | 715420 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/DUE FROM CESA | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | A | 000 | 000 | 715600 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/DUE FROM FED GOVERNMENT | | 305,230.11 | 305,230.11 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 000000 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/N/A | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 811200 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/ACCOUNTS PAYABLE | | -2,415.18 | 219,805.76 | 222,220.94 | 0.00 |
| 27 | L | 000 | 000 | 811558 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/AP STAPLES | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 811610 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/MEDICARE | | -8,782.77 | 0.00 | 8,782.77 | 0.00 |
| 27 | L | 000 | 000 | 811611 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/FICA | | -37,553.41 | 0.00 | 37,553.41 | 0.00 |
| 27 | L | 000 | 000 | 811620 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/RETIREMENT DEDUCTION | | -40,926.40 | 0.00 | 40,926.40 | 0.00 |
| 27 | L | 000 | 000 | 811628 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/HSA - EMPLOYER CONTRIBUTIONS | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 811630 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/DENTAL-PPO CONTRIBUTION | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 811633 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/DISABILITY INS DEDUCTION | | -2,204.30 | 0.00 | 2,204.30 | 0.00 |
| 27 | L | 000 | 000 | 811645 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/LIFE INS - EMPLOYER CONTR | | -1,083.72 | 0.00 | 1,083.72 | 0.00 |
| 27 | L | 000 | 000 | 811815 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/NET EFT PAYABLE | | 0.00 | 5,436,087.57 | 5,436,087.57 | 0.00 |
| 27 | L | 000 | 000 | 811820 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/VOUCHERS PAYABLE | | -610,841.47 | 0.00 | 610,841.47 | 0.00 |
| 27 | L | 000 | 000 | 812000 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/DUE TO OTHER FUNDS | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 815100 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/SELF FUNDED PREMIUM DEPOSITS | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 817101 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/SECURITY PREMIUM PAYABLE | | -178,469.05 | 0.00 | 178,469.05 | 0.00 |
| 27 | L | 000 | 000 | 817150 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/HRA PAYABLE | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | L | 000 | 000 | 817200 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/DENTAL-CLAIMS PAYABLE | | -14,820.78 | 0.00 | 14,820.78 | 0.00 |
| 27 | Q | 000 | 000 | 000000 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/N/A | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 931000 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/FUND BALANCE-RESERVED | | 0.00 | 117,916.09 | 87,426.27 | -30,489.82 |
| 27 | Q | 000 | 000 | 932000 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/FUND BALANCE-CASH FLOW | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 936120 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/Cont Oblig-Restricted Fund Bal | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 936320 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/Debt Service Retirement | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 936500 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/Food Service Fund Balance | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 936900 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/Fund Balance-Restricted Other | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 938900 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/Assigned Fund Balance | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 939200 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/WORKING CAPITAL (CASH FLOW) | | 0.00 | 0.00 | 0.00 | 0.00 |
| 27 | Q | 000 | 000 | 939900 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/Unassigned Fund Balance | | 0.00 | 1,806,032.68 | 3,930,184.95 | 2,124,152.27 |
| 27 | - | --- | --- | ----- | --- | --- | --- | | | | | 0.00 | 15,211,795.28 | 15,211,795.28 | 0.00 |

| | | Beginning | | 2018-19 | | 2018-19 | | Ending | | | | | | | | | | | |
|----|---|-----------|-----|---------|-----|---------|-----|--|---|-----|-----|------|-----|------|-----|--------------|--------------|--------------|---------------|
| Fd | T | Loc | Obj | Func | Prj | Dept | Job | Fd | T | Loc | Obj | Func | Prj | Dept | Job | Balance | FYTD Credits | FYTD Debits | Balance |
| 50 | A | 000 | 000 | 711000 | 000 | 000 | 000 | FOOD SERVICE FUND/CLAIM ON CASH | | | | | | | | 1,026,566.52 | 628,805.45 | 733,485.43 | 1,131,246.50 |
| 50 | A | 000 | 000 | 711100 | 000 | 000 | 000 | FOOD SERVICE FUND/PAYROLL CLEARANCE ACCOUNT | | | | | | | | 0.00 | 321,583.41 | 321,583.41 | 0.00 |
| 50 | A | 000 | 000 | 711105 | 000 | 000 | 000 | FOOD SERVICE FUND/A/P ACH Cash Account Intercity | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | A | 000 | 000 | 711200 | 000 | 000 | 000 | FOOD SERVICE FUND/PETTY CASH | | | | | | | | 93.00 | 0.00 | 0.00 | 93.00 |
| 50 | A | 000 | 000 | 712000 | 000 | 000 | 000 | FOOD SERVICE FUND/INVESTMENTS | | | | | | | | 0.00 | 370,765.83 | 370,765.83 | 0.00 |
| 50 | A | 000 | 000 | 713200 | 000 | 000 | 000 | FOOD SERVICE FUND/ACCOUNTS RECEIVABLE | | | | | | | | 604.50 | 604.50 | 0.00 | 0.00 |
| 50 | A | 000 | 000 | 714100 | 000 | 000 | 000 | FOOD SERVICE FUND/DUE FROM OTHER FUNDS | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | A | 000 | 000 | 715600 | 000 | 000 | 000 | FOOD SERVICE FUND/DUE FROM FED GOVERNMENT | | | | | | | | 76,194.56 | 76,194.56 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 000000 | 000 | 000 | 000 | FOOD SERVICE FUND/N/A | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 811200 | 000 | 000 | 000 | FOOD SERVICE FUND/ACCOUNTS PAYABLE | | | | | | | | -8,761.34 | 298,385.64 | 307,146.98 | 0.00 |
| 50 | L | 000 | 000 | 811558 | 000 | 000 | 000 | FOOD SERVICE FUND/AP STAPLES | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 811610 | 000 | 000 | 000 | FOOD SERVICE FUND/MEDICARE | | | | | | | | -75.51 | 0.00 | 75.51 | 0.00 |
| 50 | L | 000 | 000 | 811611 | 000 | 000 | 000 | FOOD SERVICE FUND/FICA | | | | | | | | -669.48 | 0.00 | 669.48 | 0.00 |
| 50 | L | 000 | 000 | 811620 | 000 | 000 | 000 | FOOD SERVICE FUND/RETIREMENT DEDUCTION | | | | | | | | -653.79 | 0.00 | 653.79 | 0.00 |
| 50 | L | 000 | 000 | 811630 | 000 | 000 | 000 | FOOD SERVICE FUND/DENTAL-PPO CONTRIBUTION | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 811633 | 000 | 000 | 000 | FOOD SERVICE FUND/DISABILITY INS DEDUCTION | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 811645 | 000 | 000 | 000 | FOOD SERVICE FUND/LIFE INS - EMPLOYER CONTR | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 811815 | 000 | 000 | 000 | FOOD SERVICE FUND/NET EFT PAYABLE | | | | | | | | 0.00 | 332,795.37 | 332,795.37 | 0.00 |
| 50 | L | 000 | 000 | 811820 | 000 | 000 | 000 | FOOD SERVICE FUND/VOUCHERS PAYABLE | | | | | | | | -9,758.09 | 0.00 | 9,758.09 | 0.00 |
| 50 | L | 000 | 000 | 812000 | 000 | 000 | 000 | FOOD SERVICE FUND/DUE TO OTHER FUNDS | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 815000 | 000 | 000 | 000 | FOOD SERVICE FUND/DEPOSITS PAYABLE-FAMILY BALANC | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 815100 | 000 | 000 | 000 | FOOD SERVICE FUND/SELF FUNDED PREMIUM DEPOSITS | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 815900 | 000 | 000 | 000 | FOOD SERVICE FUND/OTHER DEPOSITS PAYABLE | | | | | | | | -86,480.15 | 0.00 | 0.00 | -86,480.15 |
| 50 | L | 000 | 000 | 817101 | 000 | 000 | 000 | FOOD SERVICE FUND/SECURITY PREMIUM PAYABLE | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 817150 | 000 | 000 | 000 | FOOD SERVICE FUND/HRA PAYABLE | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | L | 000 | 000 | 817200 | 000 | 000 | 000 | FOOD SERVICE FUND/DENTAL-CLAIMS PAYABLE | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 000000 | 000 | 000 | 000 | FOOD SERVICE FUND/N/A | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 931000 | 000 | 000 | 000 | FOOD SERVICE FUND/FUND BALANCE-RESERVED | | | | | | | | 0.00 | 7,804.04 | 1,322.04 | -6,482.00 |
| 50 | Q | 000 | 000 | 932000 | 000 | 000 | 000 | FOOD SERVICE FUND/FUND BALANCE-CASH FLOW | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 936120 | 000 | 000 | 000 | FOOD SERVICE FUND/Cont Oblig-Restricted Fund Bal | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 936320 | 000 | 000 | 000 | FOOD SERVICE FUND/Debt Service Retirement | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 936500 | 000 | 000 | 000 | FOOD SERVICE FUND/Food Service Fund Balance | | | | | | | | -997,060.22 | 675,084.05 | 633,766.92 | -1,038,377.35 |
| 50 | Q | 000 | 000 | 936900 | 000 | 000 | 000 | FOOD SERVICE FUND/Fund Balance-Restricted Other | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 938900 | 000 | 000 | 000 | FOOD SERVICE FUND/Assigned Fund Balance | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 939200 | 000 | 000 | 000 | FOOD SERVICE FUND/WORKING CAPITAL (CASH FLOW) | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | Q | 000 | 000 | 939900 | 000 | 000 | 000 | FOOD SERVICE FUND/Unassigned Fund Balance | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 50 | - | --- | --- | ----- | --- | --- | --- | | | | | | | | | 0.00 | 2,712,022.85 | 2,712,022.85 | 0.00 |

| | | Beginning | | 2018-19 | | 2018-19 | | Ending | | | | | | | | | | | | | |
|----|---|-----------|-----|---------|-----|---------|-----|--------|---|-----|-----|------|-----|------|-----|------------|------------|---------|------------|--------|------------|
| Fd | T | Loc | Obj | Func | Prj | Dept | Job | Fd | T | Loc | Obj | Func | Prj | Dept | Job | Balance | FYTD | Credits | FYTD | Debits | Balance |
| 80 | A | 000 | 000 | 711000 | 000 | 000 | 000 | | | | | | | | | 78,425.77 | 595,646.27 | | 492,822.59 | | -24,397.91 |
| 80 | A | 000 | 000 | 711001 | 000 | 000 | 000 | | | | | | | | | 250.00 | 0.00 | | 0.00 | | 250.00 |
| 80 | A | 000 | 000 | 711100 | 000 | 000 | 000 | | | | | | | | | 0.00 | 344,339.62 | | 344,339.62 | | 0.00 |
| 80 | A | 000 | 000 | 711105 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 711200 | 000 | 000 | 000 | | | | | | | | | 1,030.00 | 0.00 | | 0.00 | | 1,030.00 |
| 80 | A | 000 | 000 | 711300 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 712000 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 713100 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 250,000.00 | | 250,000.00 |
| 80 | A | 000 | 000 | 713200 | 000 | 000 | 000 | | | | | | | | | 82,867.51 | 82,867.51 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 713205 | 000 | 000 | 000 | | | | | | | | | 5,192.26 | 3,233.91 | | 0.00 | | 1,958.35 |
| 80 | A | 000 | 000 | 714100 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 000000 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811200 | 000 | 000 | 000 | | | | | | | | | -18,131.15 | 198,717.57 | | 216,848.72 | | 0.00 |
| 80 | L | 000 | 000 | 811225 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811558 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811610 | 000 | 000 | 000 | | | | | | | | | -215.48 | 0.00 | | 215.48 | | 0.00 |
| 80 | L | 000 | 000 | 811611 | 000 | 000 | 000 | | | | | | | | | -2,710.24 | 0.00 | | 2,710.24 | | 0.00 |
| 80 | L | 000 | 000 | 811620 | 000 | 000 | 000 | | | | | | | | | -938.40 | 0.00 | | 938.40 | | 0.00 |
| 80 | L | 000 | 000 | 811628 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811630 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811633 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811645 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811815 | 000 | 000 | 000 | | | | | | | | | 0.00 | 376,227.03 | | 376,227.03 | | 0.00 |
| 80 | L | 000 | 000 | 811820 | 000 | 000 | 000 | | | | | | | | | -38,291.12 | 0.00 | | 38,291.12 | | 0.00 |
| 80 | L | 000 | 000 | 812000 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816900 | 000 | 000 | 000 | | | | | | | | | -5,272.29 | 0.00 | | 5,272.29 | | 0.00 |
| 80 | L | 000 | 000 | 816901 | 000 | 000 | 000 | | | | | | | | | -35,780.08 | 0.00 | | 35,780.08 | | 0.00 |
| 80 | L | 000 | 000 | 816902 | 000 | 000 | 000 | | | | | | | | | -9,928.79 | 0.00 | | 9,928.79 | | 0.00 |
| 80 | L | 000 | 000 | 816903 | 000 | 000 | 000 | | | | | | | | | -39,044.58 | 0.00 | | 39,044.58 | | 0.00 |
| 80 | L | 000 | 000 | 816904 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816905 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816906 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816907 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816908 | 000 | 000 | 000 | | | | | | | | | -434.00 | 0.00 | | 434.00 | | 0.00 |
| 80 | L | 000 | 000 | 816909 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816911 | 000 | 000 | 000 | | | | | | | | | -8,643.96 | 0.00 | | 8,643.96 | | 0.00 |
| 80 | L | 000 | 000 | 816913 | 000 | 000 | 000 | | | | | | | | | -397.19 | 0.00 | | 397.19 | | 0.00 |
| 80 | L | 000 | 000 | 817101 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 817200 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | Q | 000 | 000 | 000000 | 000 | 000 | 000 | | | | | | | | | 0.00 | 0.00 | | 0.00 | | 0.00 |

| | | Beginning | | 2018-19 | | 2018-19 | | Ending | | | | | | | | | | | |
|----|---|-----------|-----|--------------|-----|-------------|-----|---|---|-----|-----|------|-----|------|-----|-----------|--------------|--------------|-------------|
| | | Balance | | FYTD Credits | | FYTD Debits | | Balance | | | | | | | | | | | |
| Fd | T | Loc | Obj | Func | Prj | Dept | Job | Fd | T | Loc | Obj | Func | Prj | Dept | Job | | | | |
| 80 | Q | 000 | 000 | 931000 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/FUND BALANCE-RESERVED | | | | | | | | 0.00 | 60.85 | 0.00 | -60.85 |
| 80 | Q | 000 | 000 | 931896 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/TOURNAMENT ACTIVITY | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | Q | 000 | 000 | 932000 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/FUND BALANCE-CASH FLOW | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | Q | 000 | 000 | 936120 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/Cont Oblig-Restricted Fund Bal | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | Q | 000 | 000 | 936320 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/Debt Service Retirement | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | Q | 000 | 000 | 936500 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/Food Service Fund Balance | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | Q | 000 | 000 | 936900 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/Fund Balance-Restricted Other | | | | | | | | -7,978.26 | 821,079.13 | 600,277.80 | -228,779.59 |
| 80 | Q | 000 | 000 | 938900 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/Assigned Fund Balance | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | Q | 000 | 000 | 939200 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/WORKING CAPITAL (CASH FLOW) | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | Q | 000 | 000 | 939900 | 000 | 000 | 000 | COMMUNITY SERVICE FUND/Unassigned Fund Balance | | | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |
| 80 | - | --- | --- | ----- | --- | --- | --- | | | | | | | | | 0.00 | 2,422,171.89 | 2,422,171.89 | 0.00 |

| Fd T Loc Obj Func | Prj DeptJob | Fd T Loc Obj Func | Prj DeptJob | Beginning Balance | 2018-19 FYTD Credits | 2018-19 FYTD Debits | Ending Balance |
|------------------------|-------------|-------------------|-------------|----------------------|-------------------------|------------------------|-------------------|
| Grand Asset Totals | | | | 17,677,542.59 | 101,650,494.17 | 100,584,973.30 | 16,612,021.72 |
| Grand Liability Totals | | | | -7,771,452.42 | 59,786,518.63 | 66,433,348.04 | -1,124,623.01 |
| Grand Equity Totals | | | | -9,906,090.17 | 40,586,012.80 | 35,004,704.26 | -15,487,398.71 |
| Grand Totals | | | | 0.00 | 202,023,025.60 | 202,023,025.60 | 0.00 |

Number of Accounts: 216

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

REPORT SPECIFICATIONS

DISTRICT: D.C. Everest Area S.D.
 REPORT TITLE: GENERAL INPUT BUDGET TRANSFERS
 REQUESTED BY: ggadke DATE: 11/15/18
 PROGRAM NAME: fin/3amgip01. TIME: 9:36:41 AM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

| BATCHES SELECTED: | POST DATE | BATCH # | DESCRIPTION |
|-------------------|------------|----------|---|
| | 11/15/2018 | 18-00081 | Transfer of Money to Music Acct. per Casey Ny |
| | 11/12/2018 | 18-00079 | DOJ SAFETY GRANT |
| | 11/09/2018 | 18-00078 | Transfer to cover cost of transportation for |
| | 11/09/2018 | 18-00077 | Transfer to pay for table top drill press fro |
| | 11/08/2018 | 18-00076 | Transfer unused curriculum writing funds to c |
| | 11/07/2018 | 18-00075 | Transfer to pay for classroom magazine from c |
| | 11/07/2018 | 18-00074 | Transfer to cover unexpected purchases for EB |
| | 11/05/2018 | 18-00073 | Object 327 transfer to Object 310 Per DPI Req |
| | 11/02/2018 | 18-00072 | Transfer of Money to Pay for Conference Regis |
| | 11/02/2018 | 18-00071 | Transfer to cover cost of shipping for FM Rec |
| | 11/02/2018 | 18-00070 | to cover books Cracking US Govern Politics Pa |
| | 11/02/2018 | 18-00069 | to cover Pizza Hut for SH Drama Diane G |
| | 10/31/2018 | 18-00068 | to cover the Midwest Clinic for Joe Finnegan |
| | 10/31/2018 | 18-00067 | Transfer to pay for Chef competition winner T |
| | 10/31/2018 | 18-00066 | Transfer to cover cost of additional FM syste |
| | 10/31/2018 | 18-00065 | to cover white board for Tamara Sivertson |
| | 10/31/2018 | 18-00064 | to cover Art for All conference Jeanne Archiq |
| | 10/24/2018 | 18-00063 | to cover a reimbursement for Kara Blank |
| | 10/23/2018 | 18-00062 | TO COVER COST OF DISTRICT SECURITY UPGRADES/P |
| | 10/23/2018 | 18-00061 | Reallocation of funds for UPS maintenance con |
| | 10/23/2018 | 18-00060 | transfer to correct mistaken book pymt. shoul |
| | 10/22/2018 | 18-00059 | Beth requested transfer form Periodicals Acct |
| | 10/22/2018 | 18-00058 | to cover the Midwest Clinic for Joe Finnegan |
| | 10/22/2018 | 18-00057 | To cover Scholastic Subscription for 1st Grad |
| | 10/22/2018 | 18-00056 | Transfer to pay for adviser activity fees for |
| | 10/16/2018 | 18-00055 | cover Canterbury Inn for 3 nights for J Finne |
| | 10/16/2018 | 18-00054 | Transfer for cost of fuel for special educati |
| | 10/16/2018 | 18-00053 | Money to Pay Printing Cost EO Johnson |
| | 10/16/2018 | 18-00052 | Transfer to pay for adviser hotel room for FF |

| BATCHES SELECTED: | POST DATE | BATCH # | DESCRIPTION |
|-------------------|------------|----------|---|
| | 10/14/2018 | 18-00051 | cover negative balance in account for Fikes r |
| | 10/14/2018 | 18-00050 | COVER Scholastic Book Club renewal Hillary By |
| | 10/14/2018 | 18-00049 | Transfer to cover additional costs for psych |
| | 10/14/2018 | 18-00048 | TRANSFER IS TO BALANCE FIELD TRIP ACCOUNT. |
| | 10/12/2018 | 18-00047 | to cover 3 post it wall easel 15x3 1/4 x 1 1/ |
| | 10/11/2018 | 18-00046 | Summer School Balance Account Additional Food |
| | 10/11/2018 | 18-00045 | Summer School Balance Accounts Additional Ame |
| | 10/10/2018 | 18-00044 | to cover Fazoli's Diane G |
| | 10/09/2018 | 18-00043 | cover money for dvd An Ordinary Hero: Loki Mu |
| | 10/08/2018 | 18-00042 | Transfer to cover reading recovery contract & |
| | 10/08/2018 | 18-00041 | to cover subscription for Sunday Only for Mat |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|---|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00081 | Transfer of Money to Music Acct. per Casey Ny | 2018-2019 | 11/15/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Per Casey Nye, money to be given to Music Acct. for purchase of start up instruments for Odyssey. | 10 E 105 310 110000 000 | 101 000 | 11/13/2018 | 0.00 | 454.14 |
| 2 | | Money to Pay for Musical Instruments | 10 E 105 411 125000 000 | 125 000 | 11/13/2018 | 454.14 | 0.00 |
| TOTALS | | | | | | 454.14 | 454.14 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|--------------------|--|---------------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00079 | DOJ SAFETY GRANT | 2018-2019 | 11/12/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Create separate account for second safety grant. | 10 R 809 699 500000 699 000 000 | | 11/12/2018 | 341,425.00 | 0.00 |
| 2 | | Create separate account for second safety grant. | 10 R 809 699 500000 700 000 000 | | 11/12/2018 | 0.00 | 341,425.00 |
| TOTALS | | | | | | 341,425.00 | 341,425.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|--|---|---------------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00078 | Transfer to cover cost of transportation for | 2018-2019 | 11/09/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Transfer to cover cost of transportation for Job Search | 27 E 809 411 158000 341 809 000 | | 11/09/2018 | 0.00 | 2,500.00 |
| 2 | | Transfer to cover cost of transportation for Job Search - per A.Nelson use account number | 27 E 809 341 256770 341 809 000 | | 11/09/2018 | 2,500.00 | 0.00 |
| TOTALS | | | | | | 2,500.00 | 2,500.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|--|---------------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00077 | Transfer to pay for table top drill press fro | 2018-2019 | 11/09/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Transfer to pay for table top drill press from correct account | 10 E 300 411 136610 000 136 000 | | 11/09/2018 | 0.00 | 1,500.00 |
| 2 | | Transfer to pay for table top drill press from correct account | 10 E 300 440 136610 000 136 000 | | 11/09/2018 | 1,500.00 | 0.00 |
| TOTALS | | | | | | 1,500.00 | 1,500.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|---|--|------------------|---------------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00076 | Transfer unused curriculum writing funds to c | 2018-2019 | 11/08/2018 | Submit Transfer | History | | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Transfer unused curriculum writing funds to cover some travel expenses | | 10 E 809 100 221300 365 809 205 | | 11/08/2018 | 0.00 | 5,000.00 |
| 2 | | Transfer unused curriculum writing funds to cover some travel expenses | | 10 E 809 342 221300 365 809 000 | | 11/08/2018 | 5,000.00 | 0.00 |
| TOTALS | | | | | | | 5,000.00 | 5,000.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|---|---|------------------|---------------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00075 | Transfer to pay for classroom magazine from c | 2018-2019 | 11/07/2018 | Submit Transfer | History | | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Transfer to pay for classroom magazine from correct account | | 10 E 400 411 131000 000 131 000 | | 11/06/2018 | 0.00 | 19.95 |
| 2 | | Transfer to pay for classroom magazine from correct account | | 10 E 400 434 131000 000 131 000 | | 11/06/2018 | 19.95 | 0.00 |
| TOTALS | | | | | | | 19.95 | 19.95 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|---|--|------------------|---------------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00074 | Transfer to cover unexpected purchases for EB | 2018-2019 | 11/07/2018 | Submit Transfer | History | | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Transfer to cover unexpected purchases for EBD room at Evergreen. Room was being shared by SLD and EBD. Student move-ins resulted in need to split into 2 separate rooms | | 27 E 809 411 158000 341 809 000 | | 11/06/2018 | 0.00 | 2,500.00 |
| 2 | | Transfer to cover unexpected purchases for EBD room at Evergreen. Room was being shared by SLD and EBD. Student move-ins resulted in need to split into 2 separate rooms | | 27 E 809 440 158000 341 809 000 | | 11/06/2018 | 2,500.00 | 0.00 |
| TOTALS | | | | | | | 2,500.00 | 2,500.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|---|---|------------------|---------------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00073 | Object 327 transfer to Object 310 Per DPI Req | 2018-2019 | 11/05/2018 | Submit Transfer | History | | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Per DPI, object 327 can no longer be used with associated function. | | 10 E 809 327 253000 699 809 000 | | 11/05/2018 | 0.00 | 176,410.00 |
| 2 | | Per DPI, object 327 can no longer be used with associated function. | | 10 E 809 310 253000 699 809 000 | | 11/05/2018 | 176,410.00 | 0.00 |
| 3 | | Per DPI, object 327 can no longer be used with associated function. | | 10 E 833 327 254200 000 254 000 | | 11/05/2018 | 0.00 | 1,016,000.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00073 | Object 327 transfer to Object 310 Per DPI Req | 2018-2019 | 11/05/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|-----------------|-----------|---|---------------------------------|-----------|------------|--------------|---------------|
| . . . CONTINUED | | | | | | | |
| 4 | | Per DPI, object 327 can no longer be used with associated function. | 10 E 833 310 254200 000 254 000 | | 11/05/2018 | 1,016,000.00 | 0.00 |
| 5 | | Per DPI, object 327 can no longer be used with associated function. | 10 E 400 327 254300 000 241 000 | | 11/05/2018 | 0.00 | 5,500.00 |
| 6 | | Per DPI, object 327 can no longer be used with associated function. | 10 E 400 310 254300 000 241 000 | | 11/05/2018 | 5,500.00 | 0.00 |
| 7 | | Per DPI, object 327 can no longer be used with associated function. | 21 E 809 327 254300 000 503 000 | | 11/05/2018 | 0.00 | 70,000.00 |
| 8 | | Per DPI, object 327 can no longer be used with associated function. | 21 E 809 310 254300 000 503 000 | | 11/05/2018 | 70,000.00 | 0.00 |
| 9 | | Per DPI, object 327 can no longer be used with associated function. | 80 E 861 327 254300 000 300 000 | | 11/05/2018 | 0.00 | 5,700.00 |
| 10 | | Per DPI, object 327 can no longer be used with associated function. | 80 E 861 310 254300 000 300 000 | | 11/05/2018 | 5,700.00 | 0.00 |
| TOTALS | | | | | | 1,273,610.00 | 1,273,610.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00072 | Transfer of Money to Pay for Conference Regis | 2018-2019 | 11/02/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|--------|-----------|---|---------------------------------|-----------|------------|--------------|---------------|
| 1 | | Transfer of Money for Conference Registration | 10 E 301 411 129000 000 301 000 | | 11/02/2018 | 0.00 | 440.00 |
| 2 | | Transfer of Money for Conference Registration | 10 E 301 940 241000 000 241 000 | | 11/02/2018 | 440.00 | 0.00 |
| TOTALS | | | | | | 440.00 | 440.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00071 | Transfer to cover cost of shipping for FM Rec | 2018-2019 | 11/02/2018 | 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 shipping for FM receiver | 27 E 809 310 156100 019 809 000 | | 11/02/2018 | 0.00 | 20.00 |
| 2 | | Transfer to cover cost of shipping for FM receiver | 27 E 809 440 156100 019 809 000 | | 11/02/2018 | 20.00 | 0.00 |
| TOTALS | | | | | | 20.00 | 20.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|--|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00070 | to cover books Cracking US Govern Politics Pa | 2018-2019 | 11/02/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover books Cracking US Govern Politics Paul | 10 E 300 411 127000 000 | 127 000 | 11/01/2018 | 0.00 | 25.12 |
| 2 | | to cover books Cracking US Govern Politics Paul | 10 E 300 479 127000 000 | 127 000 | 11/01/2018 | 25.12 | 0.00 |
| TOTALS | | | | | | 25.12 | 25.12 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00069 | to cover Pizza Hut for SH Drama Diane G | 2018-2019 | 11/02/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover Pizza Hut for SH Drama Diane G | 10 E 400 411 122600 000 | 125 000 | 11/01/2018 | 0.00 | 67.48 |
| 2 | | to cover Pizza Hut for SH Drama Diane G | 10 E 400 415 122600 000 | 125 000 | 11/01/2018 | 67.48 | 0.00 |
| TOTALS | | | | | | 67.48 | 67.48 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00068 | to cover the Midwest Clinic for Joe Finnegan | 2018-2019 | 10/31/2018 | Web Clone | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover the Midwest Clinic for Joe Finnegan | 10 E 400 342 125001 000 | 125 000 | 10/22/2018 | 155.00 | 0.00 |
| 2 | | to cover the Midwest Clinic for Joe Finnegan | 10 E 400 342 125000 101 | 125 000 | 10/22/2018 | 0.00 | 155.00 |
| TOTALS | | | | | | 155.00 | 155.00 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00067 | Transfer to pay for Chef competition winner T | 2018-2019 | 10/31/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Transfer to pay for Chef competition winner Tshirts from an apparel account | 10 E 400 411 135000 000 | 135 000 | 10/31/2018 | 0.00 | 340.00 |
| 2 | | Transfer to pay for Chef competition winner Tshirts from an apparel account | 10 E 400 420 135000 000 | 135 000 | 10/31/2018 | 340.00 | 0.00 |
| TOTALS | | | | | | 340.00 | 340.00 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00066 | Transfer to cover cost of additional FM syste | 2018-2019 | 10/31/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Transfer to cover cost of additional FM system for T.Shirck | 27 E 809 310 156100 019 | 809 000 | 10/30/2018 | 0.00 | 2,327.99 |
| 2 | | Transfer to cover cost of additional FM system for T.Shirck | 27 E 809 440 156100 019 | 809 000 | 10/30/2018 | 2,327.99 | 0.00 |
| TOTALS | | | | | | 2,327.99 | 2,327.99 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|---|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00065 | to cover white board for Tamara Sivertson | 2018-2019 | 10/31/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover white board for Tamara Sivertson | 10 E 200 481 122000 000 | 122 000 | 10/25/2018 | 0.00 | 69.99 |
| 2 | | to cover white board for Tamara Sivertson | 10 E 200 411 122000 000 | 122 000 | 10/25/2018 | 69.99 | 0.00 |
| TOTALS | | | | | | 69.99 | 69.99 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|---|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00064 | to cover Art for All conference Jeanne Archiq | 2018-2019 | 10/31/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover Art for All conference Jeanne Archiquette MS | 10 E 200 411 121000 000 | 121 000 | 10/25/2018 | 0.00 | 70.00 |
| 2 | | to cover Art for All conference Jeanne Archiquette MS | 10 E 200 342 121000 000 | 121 000 | 10/25/2018 | 70.00 | 0.00 |
| TOTALS | | | | | | 70.00 | 70.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|---|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00063 | to cover a reimbursement for Kara Blank | 2018-2019 | 10/24/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover a reimbursement for Kara Blank | 10 E 200 479 122512 000 | 122 000 | 10/24/2018 | 0.00 | 58.05 |
| 2 | | to cover a reimbursement for Kara Blank | 10 E 200 411 122512 000 | 122 000 | 10/24/2018 | 58.05 | 0.00 |
| TOTALS | | | | | | 58.05 | 58.05 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|---|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00062 | TO COVER COST OF DISTRICT SECURITY UPGRADES/P | 2018-2019 | 10/23/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | CUSTODIAL PERSONAL SERVICES | 10 E 837 310 253000 000 | 253 000 | 10/23/2018 | 0.00 | 2,500.00 |
| 2 | | CUSTODIAL GENERAL SUPPLIES | 10 E 837 411 253000 000 | 253 000 | 10/23/2018 | 2,500.00 | 0.00 |
| TOTALS | | | | | | 2,500.00 | 2,500.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|--|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00061 | Reallocation of funds for UPS maintenance con | 2018-2019 | 10/23/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Technology Administrative Personal Service | 10 E 814 310 295000 000 | 232 000 | 10/22/2018 | 0.00 | 90.00 |
| 2 | | Technology Maintenance Service | 10 E 814 321 295000 000 | 232 000 | 10/22/2018 | 90.00 | 0.00 |
| TOTALS | | | | | | 90.00 | 90.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|--|-------------------------|-----------------|------------|--------------|---------------|
| 18-00060 | transfer to correct mistaken book pymt. shoul | 2018-2019 | 10/23/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | transfer to correct mistaken book pymt. should be oop not IMC | 10 E 200 490 241000 000 | 241 000 | 10/22/2018 | 0.00 | 49.35 |
| 2 | | transfer to correct mistaken book pymt. should be oop not IMC | 10 E 200 432 222200 031 | 220 000 | 10/22/2018 | 49.35 | 0.00 |
| TOTALS | | | | | | 49.35 | 49.35 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|--|-------------------------|-----------------|------------|--------------|---------------|
| 18-00059 | Beth requested transfer form Periodicals Acct | 2018-2019 | 10/22/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Beth requested transfer form Periodicals Acct 434 to Computer Software Acct 360 | 10 E 200 434 222200 031 | 220 000 | 10/22/2018 | 0.00 | 36.33 |
| 2 | | Beth requested transfer form Periodicals Acct 434 to Computer Software Acct 360 | 10 E 200 360 222200 031 | 220 000 | 10/22/2018 | 36.33 | 0.00 |
| TOTALS | | | | | | 36.33 | 36.33 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|--|--|-------------------------|-----------------|------------|--------------|---------------|
| 18-00058 | to cover the Midwest Clinic for Joe Finnegan | 2018-2019 | 10/22/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | to cover the Midwest Clinic for Joe Finnegan | 10 E 400 411 125002 000 | 125 000 | 10/22/2018 | 0.00 | 155.00 |
| 2 | | to cover the Midwest Clinic for Joe Finnegan | 10 E 400 342 125000 101 | 125 000 | 10/22/2018 | 155.00 | 0.00 |
| TOTALS | | | | | | 155.00 | 155.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|-------------------------|-----------------|------------|--------------|---------------|
| 18-00057 | To cover Scholastic Subscription for 1st Grad | 2018-2019 | 10/22/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | To cover Scholastic Subscription for 1st Grade | 10 E 102 411 241000 000 | 241 000 | 10/19/2018 | 0.00 | 404.80 |
| 2 | | To cover Scholastic Subscription for 1st Grade | 10 E 102 479 110000 000 | 101 000 | 10/19/2018 | 404.80 | 0.00 |
| TOTALS | | | | | | 404.80 | 404.80 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|--|-------------------------|-----------------|------------|--------------|---------------|
| 18-00056 | Transfer to pay for adviser activity fees for | 2018-2019 | 10/22/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Transfer to pay for adviser activity fees for FFA National Convention from correct account | 10 E 400 310 131000 000 | 131 000 | 10/19/2018 | 0.00 | 25.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|-----------------|---|--|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00056 | Transfer to pay for adviser activity fees for | 2018-2019 | 10/22/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| . . . CONTINUED | | | | | | | |
| 2 | | Transfer to pay for adviser activity fees for FFA National Convention from correct account | 10 E 400 342 131000 000 131 000 | | 10/19/2018 | 25.00 | 0.00 |
| TOTALS | | | | | | 25.00 | 25.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00055 | cover Canterbury Inn for 3 nights for J Finne | 2018-2019 | 10/16/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | cover Canterbury Inn for 3 nights for J Finnegan | 10 E 400 411 125002 000 125 000 | | 10/16/2018 | 0.00 | 10.01 |
| 2 | | cover Canterbury Inn for 3 nights for J Finnegan | 10 E 400 342 125002 000 125 000 | | 10/16/2018 | 10.01 | 0.00 |
| TOTALS | | | | | | 10.01 | 10.01 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00054 | Transfer for cost of fuel for special educati | 2018-2019 | 10/16/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Cost of fuel for special education van was omitted from 18-19 budget | 27 E 809 411 158000 341 809 000 | | 10/16/2018 | 0.00 | 1,000.00 |
| 2 | | Cost of fuel for special education van was omitted from 18-19 budget | 27 E 809 348 256250 341 809 000 | | 10/16/2018 | 1,000.00 | 0.00 |
| TOTALS | | | | | | 1,000.00 | 1,000.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---------------------------------------|-------------------------------------|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00053 | Money to Pay Printing Cost EO Johnson | 2018-2019 | 10/16/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Transfer of funds to Printing Acct. | 10 E 301 411 110000 000 301 000 | | 10/15/2018 | 0.00 | 20.18 |
| 2 | | Transfer of funds to Printing Acct. | 10 E 301 354 129000 000 301 000 | | 10/15/2018 | 20.18 | 0.00 |
| TOTALS | | | | | | 20.18 | 20.18 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00052 | Transfer to pay for adviser hotel room for FF | 2018-2019 | 10/16/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Transfer to pay for adviser hotel room for FFA convention from correct account | 10 E 400 411 131000 000 131 000 | | 10/15/2018 | 0.00 | 378.05 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|-----------------|---|---|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00052 | Transfer to pay for adviser hotel room for FF | 2018-2019 | 10/16/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| . . . CONTINUED | | | | | | | |
| 2 | | Transfer to pay for adviser hotel room for FFA convention from correct account | 10 E 400 342 131000 000 131 000 | | 10/15/2018 | 378.05 | 0.00 |
| TOTALS | | | | | | 378.05 | 378.05 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|--|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00051 | cover negative balance in account for Fikes r | 2018-2019 | 10/14/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | cover negative balance in account for Fikes renewal of the week | 10 E 400 433 122435 000 122 000 | | 10/12/2018 | 0.00 | 70.00 |
| 2 | | cover negative balance in account for Fikes renewal of the week | 10 E 400 434 122435 000 122 000 | | 10/12/2018 | 70.00 | 0.00 |
| TOTALS | | | | | | 70.00 | 70.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00050 | COVER Scholastic Book Club renewal Hillary By | 2018-2019 | 10/14/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | COVER Scholastic Book Club renewal Hillary Byrum | 10 E 300 411 122000 000 122 000 | | 10/12/2018 | 0.00 | 95.92 |
| 2 | | COVER Scholastic Book Club renewal Hillary Byrum | 10 E 300 479 122000 000 122 000 | | 10/12/2018 | 95.92 | 0.00 |
| TOTALS | | | | | | 95.92 | 95.92 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|--|---|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00049 | Transfer to cover additional costs for psych | 2018-2019 | 10/14/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Transfer to cover additional costs for psych testing protocols | 27 E 809 411 158000 341 809 000 | | 10/12/2018 | 0.00 | 1,200.00 |
| 2 | | Transfer to cover additional costs for psych testing protocols | 27 E 809 411 215000 341 809 000 | | 10/12/2018 | 1,200.00 | 0.00 |
| TOTALS | | | | | | 1,200.00 | 1,200.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
|--------------|---|---|--------------------------|---------------------|-------------------|---------------------|----------------------|
| 18-00048 | TRANSFER IS TO BALANCE FIELD TRIP ACCOUNT. | 2018-2019 | 10/14/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | EXCESS FUNDS FROM SUMMER CAMP 2018 | 80 E 863 940 391000 000 | 392 000 | 10/12/2018 | 445.00 | 0.00 |
| 2 | | SUMMER CAMP FIELD TRIPS. | 80 E 863 341 256790 000 | 392 000 | 10/12/2018 | 0.00 | 445.00 |
| TOTALS | | | | | | 445.00 | 445.00 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00047 | to cover 3 post it wall easel 15x3 1/4 x 1 1/ | 2018-2019 | 10/12/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover 3 post it wall easel 15x3 1/4 x 1 1/4 inches, smoke grey 2 pack Jenni Seibel | 10 E 200 481 122000 000 | 122 000 | 10/12/2018 | 0.00 | 11.18 |
| 2 | | to cover 3 post it wall easel 15x3 1/4 x 1 1/4 inches, smoke grey 2 pack Jenni Seibel | 10 E 200 411 122000 000 | 122 000 | 10/12/2018 | 11.18 | 0.00 |
| TOTALS | | | | | | 11.18 | 11.18 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00046 | Summer School Balance Account Additional Food | 2018-2019 | 10/11/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Summer School Balance Account Additional Food Purchased Hmong Camp | 10 E 826 415 110000 000 | 826 000 | 10/11/2018 | 0.00 | 554.18 |
| 2 | | Summer School Balance Account Additional Food Purchased Hmong Camp | 10 E 826 415 110000 963 | 826 000 | 10/11/2018 | 554.18 | 0.00 |
| TOTALS | | | | | | 554.18 | 554.18 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00045 | Summer School Balance Accounts Additional Ame | 2018-2019 | 10/11/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | Additional Americorp students hired 2018-19 | 10 E 826 310 110000 963 | 826 000 | 10/11/2018 | 0.00 | 714.57 |
| 2 | | Additional Americorp students hired 2018-19 | 10 E 826 310 110000 000 | 826 000 | 10/11/2018 | 714.57 | 0.00 |
| TOTALS | | | | | | 714.57 | 714.57 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | |
| 18-00044 | to cover Fazoli's Diane G | 2018-2019 | 10/10/2018 | Submit Transfer | History | | |
| <u>LINE</u> | <u>NAME/PROJ</u> | <u>DESCRIPTION/ADDITIONAL DESCRIPTION</u> | <u>ACCOUNT/REFERENCE</u> | <u>QUICK KEY</u> | <u>ENTRY DATE</u> | <u>DEBIT AMOUNT</u> | <u>CREDIT AMOUNT</u> |
| 1 | | to cover Fazoli's Diane G | 10 E 400 411 125001 000 | 125 000 | 10/10/2018 | 0.00 | 50.62 |
| 2 | | to cover Fazoli's Diane G | 10 E 400 415 125001 000 | 125 000 | 10/10/2018 | 50.62 | 0.00 |
| TOTALS | | | | | | 50.62 | 50.62 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00043 | cover money for dvd An Ordinary Hero: Loki Mu | 2018-2019 | 10/09/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|--------|-----------|--|-------------------------|-----------|------------|--------------|---------------|
| 1 | | cover money for dvd An Ordinary Hero: Loki Mulholland for Paul | 10 E 400 481 127000 000 | 127 000 | 10/09/2018 | 0.00 | 0.10 |
| 2 | | cover money for dvd An Ordinary Hero: Loki Mulholland for Paul | 10 E 400 431 127000 000 | 127 000 | 10/09/2018 | 0.10 | 0.00 |
| TOTALS | | | | | | 0.10 | 0.10 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00042 | Transfer to cover reading recovery contract & | 2018-2019 | 10/08/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|--------|-----------|---|-------------------------|-----------|------------|--------------|---------------|
| 1 | | Transfer to cover reading recovery contract & book purchases | 10 E 821 342 122110 000 | 210 000 | 10/08/2018 | 0.00 | 1,200.00 |
| 2 | | Transfer to cover reading recovery contract | 10 E 821 382 431000 000 | 210 000 | 10/08/2018 | 885.00 | 0.00 |
| 3 | | Transfer to cover cost to add/replace student guided reading book purchases | 10 E 821 479 122110 000 | 210 000 | 10/08/2018 | 315.00 | 0.00 |
| TOTALS | | | | | | 1,200.00 | 1,200.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00041 | to cover subscription for Sunday Only for Mat | 2018-2019 | 10/08/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|--------|-----------|--|-------------------------|-----------|------------|--------------|---------------|
| 1 | | to cover subscription for Sunday Only for Matt Cepress | 10 E 400 411 122000 000 | 122 000 | 10/08/2018 | 0.00 | 5.00 |
| 2 | | to cover subscription for Sunday Only for Matt Cepress | 10 E 400 434 122000 000 | 122 000 | 10/08/2018 | 5.00 | 0.00 |
| TOTALS | | | | | | 5.00 | 5.00 |

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

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

From: Dr. Casey J. Nye, *Administrative Liaison DC Everest Idea School*

Subject: Start College Now

Date: Thursday, November 8, 2018

I have received applications from the following high school students for the Start College Now Program enrollment at NTC the second semester of the 2018-19 school year. These course selections meet the requirements for SCN course enrollments. I recommend these applications be approved and tuition be paid in full by the district.

| <i>Student</i> | <i>Course(s) Applied For</i> |
|-----------------------|-------------------------------------|
| Student 1 | Design and Typography |
| | Computer Illustration |
| | Computer Page Layout |



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

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

November 12, 2018

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

Dear Dr. Gilmore:

I have received an application from the following high school students for the Early College Credit Program enrollment at UW-Marathon Center for the second semester of the 2018-19 school year. These course selections meet the requirements for the Early College Credit course enrollments. I recommend these applications be approved and tuition be paid in full.

| Name | Course(s) Applied For | HS Credit | Alternate Course(s) Applied For | HS Credit |
|-----------|---|-----------|---------------------------------|-----------|
| Student 1 | American Literature II, ENG263 | 3/4 | | |
| | MultiCultural Literature in America, HIS162 | 3/4 | | |
| | The Modern MiddleEast, HIS275 | 3/4 | | |
| | Women in the Arts, ART290 | 3/4 | | |
| | World Regional Geography, GEO110 | 3/4 | | |
| | Terrorism, POL280 | 3/4 | | |
| Student 2 | Indians in American History, AIS277 | 3/4 | | |
| | Terrorism, POL280 | 3/4 | | |
| | Beginning & Intermediate Algebra, MAT103A | 3/4 | | |
| | Environmental Science, BIO191 | 1 | | |
| | Introduction to Philosophy, PHI101 | 3/4 | | |
| | Introduction to Anthropology, ANT100 | 3/4 | | |

I have received an application from the following high school students for the Early College Credit Program enrollment at UW-Marathon Center for the second semester of the 2018-19 school year. Please be aware that the courses are comparable courses to what we offer at the high school; therefore, the students are required to pay their own tuition in full.

| Name | Course(s) Applied For | HS Credit | Alternate Course(s) Applied For | HS Credit |
|-----------|------------------------------------|-----------|---------------------------------|-----------|
| Student 1 | World History Since 1500, HIS162 | 0 | | |
| Student 2 | Introduction to Psychology, PSY202 | 0 | | |

Sincerely,

Michael J. Raether, Principal



D.C. Everest Senior High School

6500 Alderson Street, Weston, WI 54476

715-359-6561 Fax 715-355-7220

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

November 12, 2018

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

Dear Dr. Gilmore:

I have received an application from the following high school student for the Early College Credit Program enrollment at UW-Eau Claire for the second semester of the 2018-19 school year. These course selections meet the requirements for the Early College Credit course enrollments. I recommend this application be approved and tuition be paid in full.

| Name | Course(s) Applied For | HS Credit | Alternate Course(s) Applied For | HS Credit |
|-------------|--|------------------|--|------------------|
| Student 1 | Intermediate Algebra, MATH20 General Chemistry I, CHEM104 | 1 1 | | |

I have received an application from the following high school student for the Early College Credit Program enrollment at UW-Eau Claire for the second semester of the 2018-19 school year. Please be aware that the courses are comparable courses to what we offer at the high school; therefore, the student is required to pay their own tuition in full.

| Name | Course(s) Applied For | HS Credit | Alternate Course(s) Applied For | HS Credit |
|-------------|--|------------------|--|------------------|
| Student 1 | Introduction to Psychology, PSYC100 Introduction to Sociology, SOC101 | 0 0 | | |

Sincerely,

Michael J. Raether, Principal

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

From: Dr. Casey J. Nye, *Administrative Liaison DC Everest Idea School*

Subject: Early College Credit

Date: Thursday, November 8, 2018

I have received applications from the following high school students for the Early College Credit Program (ECCP) enrollment at UW-Marathon County the second semester of the 2018-19 school year. These course selections meet the requirements for ECCP course enrollments. I recommend these applications be approved and tuition be paid in full by the district.

| <i>Student</i> | <i>Course(s) Applied For</i> |
|-----------------------|-------------------------------------|
| Student 2 | Nutrition and Weight Management |

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

From: Dr. Casey J. Nye, *Administrative Liaison DC Everest Idea School*

Subject: Early College Credit

Date: Thursday, November 8, 2018

I have received applications from the following high school students for the Early College Credit Program (ECCP) enrollment at UW-Stevens Point the second semester of the 2018-19 school year. These course selections meet the requirements for ECCP course enrollments. I recommend these applications be approved and tuition be paid in full by the district.

| <i>Student</i> | <i>Course(s) Applied For</i> |
|-----------------------|-------------------------------------|
| Student 3 | International Politics |

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

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

The Horvat Family Foundation

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

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

Donor Email: horvatmj@aol.com

OR

Donor Address: 3303 Monte Carlo Drive, Weston, WI 54476

Description of Gift/Donation: Funding to support Weston Connect after school programming at V

Estimated Value: \$12,000 throughout the 2018-2019 and 2019-2020 school years

Given to: Weston Elementary-Weston Connect after-school programming

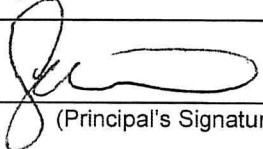
(school, organization of a school, employee, etc.)

Date Received: November 2018

Recipient - District employee we may contact with questions: Sarah Trimner/ Aaron Mull

Purpose of Gift/Donation: Purchase of materials/support of program costs for Weston Connect

Principal Approval of Gift: YES NO



(Principal's Signature)

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

Superintendent Approval of Gift: YES NO



(Superintendent's Signature)

School Board Approval of Gift: YES NO

(School Board Clerk's Signature)

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

8/23/16

+The Horvat Family Foundation

Mary-Jane Horvat
3303 Monte Carlo Drive
Weston, WI 54476
715.208.9195
horvatmj@aol.com

November 2018

Dear Superintendent Gilmore and DC Everest Board of Education,

This is to inform you of the Horvat Family Foundation's wish to donate funding to support the new Weston Connect after-school partnership with Greenheck Fieldhouse at Weston Elementary School. Our foundation has been donating charitable funds to deserving organizations since 2004. My late husband, co-founder Gary Horvat, was a firm believer in public education and the power of providing diverse experiences for children. As such, we have continuously supported various educational endeavors through our foundation.

During 2019, The Horvat Family Foundation would like to donate a total of \$12,000 In support of Weston Connect, an innovative after-school program designed to provide students with athletic and sports-based opportunities that they may not otherwise have access to. Education was one of my husband's greatest interests and I believe that providing access to these types of innovative experiences for all of our students benefits both learners and the community as a whole.

Please contact me if you require additional information.

Sincerely,



Mary-Jane Horvat
Founder-The Horvat Family Foundation



| | |
|---------|---|
| Book | Policy Manual |
| Section | Second Reading by Board |
| Title | BOARD MEMBER PARTICIPATION IN MEETINGS VIA TECHNOLOGY - NEW |
| Number | 0162.1 |
| Status | Second Reading |

0162.1 - BOARD MEMBER PARTICIPATION IN MEETINGS VIA TECHNOLOGY

The School Board's business requires the active and direct attention of all Board members. Conducting Board business via telephone conference, video conference, or other technology is not a perfect substitute for the in-person dialogue and exchange of views that occurs at Board meetings. In addition, when a Board member is unable to physically attend a Board meeting due to emergency and/or extenuating circumstances, a Board member may attend, be counted in the quorum, and subject to the conditions described below, participate in a Board meeting through technology.

In the event a Board member is unable to be physically present at an open session meeting, the Board member may contact the Superintendent with a request that the District attempt to make arrangements for the absent member to participate via a link to the meeting by telephone or other technology. A board member must make such request at least 48 hours in advance of the meeting to accommodate the administrator/staff who have to get the appropriate technology set up prior to the meeting.

If such an electronic link to the meeting is made available, the participation with the Board meeting, through technology, must be compliant with the Open Meetings Law.

No Board member will be allowed to participate, via technology, in closed session, individual student disciplinary proceedings, disciplinary or nonrenewal proceedings involving individual employees, or other items of business on which the Board has received advice of legal counsel that it would be inadvisable to permit remote participation by Board members.

A board member will be allowed to participate remotely only so long as the technology used to allow the Board member to fully hear and fully be heard by all meeting attendees. To the extent that the technology used to enable remote participation is not functioning so as to facilitate appropriate participation and/or there is any uncertainty regarding compliance with the Open Meetings Law, the Board may terminate the remote participation. Provided that a quorum of the Board remains physically present at the meeting, the meeting may continue without the participation of the Board member(s) who are not physically present.

No meeting of the Board need be delayed, canceled, or rescheduled solely to accommodate a Board member's request for remote participation in any meeting.

DCE 2018

Last Modified by Ellen Suckow on October 30, 2018



| | |
|---------|---------------------------------|
| Book | Policy Manual |
| Section | Second Reading by Board |
| Title | START COLLEGE NOW PROGRAM - NEW |
| Number | po2271.01 |
| Status | Second Reading |

2271.01 - **START COLLEGE NOW PROGRAM**

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

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

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

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

Undue Financial Hardship

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

Tuition Payments for Technical College Attendance

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

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

Transportation Expenses

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

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Legal 38.12(14), Wis. Stats.

Last Modified by Ellen Suckow on October 30, 2018



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| Book | Policy Manual |
| Section | Second Reading by Board |
| Title | EMPLOYMENT OF PROFESSIONAL STAFF - REVISED |
| Number | po3120 |
| Status | Second Reading |
| Adopted | May 25, 2016 |
| Last Revised | March 22, 2017 |

3120 - **EMPLOYMENT OF PROFESSIONAL STAFF**

The School Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with highly-qualified and competent personnel.

All employees other than the Superintendent or Support Staff Members (Policy 0100 – Definitions) are considered Professional Employees.

In addition, certain categories of staff employed in a professional capacity, such as network manager, but not requiring a license or certification, are considered professional staff. The compensation and benefits for such positions shall be established by the Superintendent.

The Board shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. Teachers may only be employed by contract and only following majority vote of the full membership of the Board or as required or permitted by law. The Board shall approve the employment of any employee required by law to be employed only following the majority vote of the full membership of the Board.

Such approval shall be given only to those candidates for employment recommended by the Superintendent.

All applications for employment shall be referred to the Human Resources Department.

When any recommended candidate has been rejected by the Board, the Superintendent shall make a substitute recommendation. All applications for employment shall be referred to the Human Resources Department.

Relatives of Board members may be employed by the Board, provided however, if the Board member will benefit financially either directly or indirectly, the Board member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board, however arrangements should be made so that the staff member being employed is not placed in a position in which s/he would be supervised directly by or supervise directly the relative staff member.

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

The employment of professional staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment to the professional staff shall receive recommendation for such employment without having provided visual evidence of proper certification or that application for such certification is in process.

For those staff members who will be instructing children in reading and/or language arts pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics.

There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

~~Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the Superintendent a statement showing the date of expiration and the grade and character of the certificate or license held, or evidence of a timely filed extension of such certification with the Department of Public Instruction. Only teachers that hold the appropriate license, permit, or accepted application for extension of certificate for the subject matter and grade level taught shall be considered qualified.~~

The Superintendent shall prepare procedures for the recruitment and selection of all professional staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the Superintendent, where appropriate, to support teacher licensure opportunities.

EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION

"Technical education" means technology education and any technology related occupation

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economic-related occupations, health care related occupations, trade specialist, business education, business and office, and marketing education as defined by DPI.

The Superintendent may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):

1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
3. For a bachelor's degree in a field other than those described in numbers 1 and 2 above, sixty-five (65) points.
4. For industry or vocational certification, ninety (90) points.
5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.

B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):

1. For a bachelor's degree in technical or technology education, 100 points.
2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a

maximum of seventy-five (75) points for education and pedagogical courses.

4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals that have sufficient points may be employed by the District under an experience-based license provided that the Superintendent implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The Superintendent shall monitor the teacher's progress in fulfilling the curriculum.

PROFESSIONAL TEACHING PERMIT

The Superintendent may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The Superintendent shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

See also AG 3120E

~~Revised 1/25/17~~

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Legal 118.191, 118.192, 118.21, 118.22(2), 118.24, 121.02, Wis. Stats.
Wis. Admin. Code P.I. 34

Cross References ag3120C - PRE-EMPLOYMENT INTERVIEW QUESTIONS
ag3120D - EMPLOYMENT OF SUMMER SCHOOL STAFF

[3120F Administrator Course Approval Form Fillable.pdf \(69 KB\)](#)

Last Modified by Ellen Suckow on October 30, 2018



| | |
|---------|--|
| Book | Policy Manual |
| Section | Second Reading by Board |
| Title | PRE-EXPULSION/EXPULSION ABEYANCE - NEW |
| Number | po5609 |
| Status | Second Reading |

5609 - PRE-EXPULSION/EXPULSION ABEYANCE

The School Board has determined there are instances where it may be in the best interest of the student, staff, and community to provide an alternative to a formal expulsion hearing for student violations of the code of conduct which could be determined to be an expellable offense.

Pre-Expulsion/Expulsion abeyance is to be utilized only for potentially expellable offenses in cases where the Administration determines it is in the best interest of the student to have an opportunity to return to school after a period of program or curriculum modification(s), including modification within the student' current academic program opportunities, AODA, or other counseling as deemed appropriate. An administrative team led by the Superintendent will determine if the student should be brought forward to the Board for an expulsion hearing or be allowed to engage in the Pre-Expulsion/Expulsion Abeyance process based on the determination of whether the student engaged in conduct considered to be an expellable offense as defined in Wisconsin Statute Section 120.13. Pre-Expulsion/Expulsion Abeyance process will normally be utilized for first-time offenses. If at any time prior to the expiration of the abeyance agreement the student fails to comply with any terms of the abeyance agreement, the District may immediately recommence expulsion proceedings and suspend him/her until the decision of the expulsion hearing is in effect.

The Superintendent shall develop administrative guidelines to implement this policy.

Last Modified by Ellen Suckow on October 30, 2018



| | |
|--------------|--------------------------|
| Book | Policy Manual |
| Section | Second Reading by Board |
| Title | PUBLIC RECORDS - REVISED |
| Number | po8310 |
| Status | Second Reading |
| Adopted | May 25, 2016 |
| Last Revised | September 15, 2017 |

8310 - PUBLIC RECORDS

The School Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

~~The public records of this District include any writing prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law. "Public records" do not include notes for the personal use of the author, medical records, documents containing genetic information, trial preparation records, confidential law enforcement investigatory records, records the release of which is prohibited by State or Federal law.~~

Any person may make an oral or written request for any public records of the District. The person may inspect, ~~copy~~, or receive copies of the public record requested. The District ~~will~~ shall respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform ~~to~~ the requester ~~or providing the requested documents or informing the requestor~~ of the District's decision to deny the request. ~~intent to deny access providing specific explanation regarding the decision to deny access.~~

The District will comply with the ~~No public records, including, but not limited to, personnel records, personnel files, or staff directories or student records shall include the actual/confidential addresses of students, parents, or employees who are participating in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. Such public records and student records shall only contain the address designated by the Wisconsin Department of Justice to serve as the student's, parent's, or employee's address.~~ (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of .01 per page (or .06 if colored), which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

~~A resident may purchase copies of the District's public records upon payment of a fee. In cases where the cost of locating and reproducing the requested record is estimated to exceed \$50, the Superintendent may require advance payment of the estimated cost from the requester prior to fulfilling the request. The District may charge fees for the actual time spent by District employees in locating the record at the applicable employee's hourly rate for salary and benefits, as well as a reproduction cost of \$0.15 per page. The District may also charge the requester for any equipment required to fill the request (such as video tapes, computer disks, etc.). If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.~~

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The Superintendent shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

The District ~~has adopted~~will follow the Wisconsin Department of Public Instruction's Administration's guidelines on School District record retention, ~~as listed in the most current DPI publication of "Wisconsin Records Retention Schedule for School Districts."~~

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Legal 19.21, 19.31-39, 120.13(12), Wis. Stats.

Cross References ag8310A - PUBLIC RECORDS

Last Modified by Ellen Suckow on October 30, 2018

D.C. Everest Area School District Annual Scorecard 2018-2019

| DISTRICT GOAL | <i>Early Literacy: On Target by Third Grade/</i> <i>District-wide literacy growth</i> | <i>College and Career Readiness: Academic Success</i> | <i>Culture of Excellence: A Positive Place to Learn and Work</i> | <i>Innovation: To Promote and Support Innovation in All Aspects of District Operations</i> | <i>D.C. Everest School District will manage its financial resources for employee and operational expenses to best meet the mission and goals of the district.</i> |
|---------------------------------|--|---|---|--|---|
| SUCCESS MEASURES 2018-19 | <ul style="list-style-type: none"> ● Increase % of students in Grade 3 from 42.65% to 60% who are proficient in reading (60th percentile) in STAR ● Increase median SGP from 59 to 64 across all students in grades 1-8 (STAR) ● Increase by 10 percentage points from 65 % to 75% the % of students in grades 9-10 who meet or exceed growth expectations in reading (SRI) <p>(Note: STAR data correlates proficiency on the FORWARD exam; i.e., a 3rd grade student at the 60th percentile on</p> | <ul style="list-style-type: none"> ● Increase the baseline (91%) of K12 students who attend school 90% of the time or more by 2% (All Schools; encourage each building to choose subpopulations upon which they will focus their actions) ● Increase proportional representation of underrepresented groups in Advanced Placement and Dual Enrollment courses in Tech Ed, Math, Health, and Science from ___ to ___ (All Schools, Teaching & Learning) English and social studies? <p>(See folder for data) 176 days, 4 snow days= 172 days, 17.2 absences is 10% absence rate</p> | <ul style="list-style-type: none"> ● Create a baseline of % of 6, 7 and 8th grade students who participate in 1 or more sports, co-curricular activities, or clubs ● Increase employee engagement from 3.97 to 4.07 (Studer EducationSM survey) | <ul style="list-style-type: none"> ● <i>Research and define key terms in our district goal and selection of measures to assess our progress through our cohort work with the League of Innovative Schools</i> | <ul style="list-style-type: none"> ● Satisfaction with service from district departments will increase from 4.19 to 4.25. (Studer EducationSM District Services Survey) ● <i>Decrease district-wide printing costs from ___ to ___</i> ● <i>Decrease time, mileage, expenses in district delivery</i> ● <i>Outcome related to on time/on budget with referendum</i> |

| | | | | | |
|-------------------------------------|--|---|---|--|--|
| | the STAR predicts a student will reach proficiency on the Forward Exam) | 265 @ 17.3+ of 1203 total= 22% Idea= 5 of 67= 7% | | | |
| Progress Monitoring Measures | Winter STAR screener/SGP | | Fall Employee Engagement Survey Student Engagement Survey | Ideas for Measuring: -Shifting Instructional Practices for ALL (“Future Ready” discussion) -Showcase Pilots (examples- unique course offerings, pilots that center on progressive instructional models- <u>define those attributes</u>) -Student Engagement Survey? -ROI on Innovative practices. | |
| Strategic Actions 2018-2019 | PreK-12 across all content areas identify, define, instruct and assess student knowledge of and ability to utilize tier 2 (academic) and tier 3 (content-specific) vocabulary. | Strategy for attendance improvement? | Specific activities to engage the non-engaged students? Survey? Activities Directors, building principal, assistant principals and coaches come up | New organizational partnership Highly innovative district-wide activities | Increase efficiency and reduce distractions for all employees so that they can be more engaged and effective in their roles. |

| | | | | | |
|--|---|--|--|--|--|
| | <p>Improve consistency, clarity and frequency of academic vocabulary. Assist teachers in vocabulary instructional strategies.</p> | | <p>with action strategies here...</p> <p>At building level, especially at elementary, MS and JRH provide ELT activities or opportunities to do a mini participation in a sport or club to learn what it is about.</p> <p>Mentorship for students who might be interested in participating...</p> | | |
|--|---|--|--|--|--|

*Proportional representation means that the proportion of different groups of students in a particular class or activity matches the proportion of those same groups in the overall student population. For example, if students for whom English is a second language are 30% of the student population, then we aim for 30% of the students who enroll in and successfully complete an AP class to be students for whom English is a second language.

D.C. Everest Area School District

Annual School Improvement Plan

Evergreen Elementary

Literacy-18/19 SY

District Goal: Early Literacy: On Target by Third Grade

District Measures:

- Increase % of students in Grade 3 who are proficient in reading from 75% to 78%.
- Increase the median STAR ELA SGP of students in grades 1-5 from 62 to 67.

District Progress Monitoring: STAR proficiency and SGP measures

District Strategic Actions: See below

School Proficiency Goal: Over the previous 3 years the average percentage of third grade students scoring proficient on the spring STAR assessment in ELA was 75%. By the end of the 2018-2019 school year, 78% of Evergreen Elementary School third grade students will reach proficiency.

School Growth Goal: By the end of the 2018-2019 school year, The median ELA STAR SGP of Evergreen Elementary School students in grades 1-5 will increase from 62 to 67.

School Measure: Proficiency will be operationalized as scoring in the 40th percentile or higher nationally on the spring STAR assessment and SGP will be calculated to address the growth measure.

Proficiency

Current: 75% Date: Spring 2018

Proficiency

Target: 78% Date: Spring 2019

School Progress Monitoring Measure:
STAR Screener 40th percentile

Dates:
Fall, Winter, Spring

Growth

Current Median: 62 Date: Spring 2018

Growth

Target Median: 67 Date: Spring 2019

School Progress Monitoring Measure:
STAR Median SGP

Dates:
Fall, Winter, Spring

School Strategic Actions:

- Obtain and integrate instruction on Tier II academic vocabulary across all subjects
- Analyze data to determine which students need support
- Conduct PLCs to determine the nature of each child's deficits
- Frequently review progress of non-proficient readers within the context of their support services to monitor and adjust service delivery in a way that maximizes student growth.
- Review and update guided reading collection
- Grades 3-5 implement Lucy Caulkins Reading Program

Culture of Excellence- 18/19 SY

District Goal: Culture of Excellence: A Positive Place to Learn and Work

District Measures:

- Improve % of students who participate from in grades **6, 7 and 8th grade in 1 or more sports, co-curricular activities, or clubs**

District Progress Monitoring: TBD

District Strategic Actions: TBD

School Goal: Administer and establish a baseline of “Student Perception” related to school engagement during the 18-19 SY by conducting a survey during the month of November, 2018 and again in the month of November 2019.

School Measure:

Survey

Elementary guidance staff will collaborate to create or find a measurement tool (survey) to be used.

| | |
|-----------------|---------------------|
| Current: TBD | Date: November 2018 |
|-----------------|---------------------|

| | |
|----------------|---------------------|
| Target: TBD | Date: November 2019 |
|----------------|---------------------|

| | |
|---------------------------|---|
| Student Perception Survey | Dates: November of 2018 and November of 2019 |
|---------------------------|---|

School Strategic Actions to increase student engagement (Draft):

- Number of students participating in after school clubs
- FAST
- Student mentoring
- Culture club
- Angel program
- PBIS School-Wide

Culture of Excellence-18/19 SY

District Goal: Culture of Excellence: A Positive Place to Learn and Work

District Measures:

- Increase employee engagement in select areas by a minimum of .1

District Progress Monitoring: Employee Engagement Survey

District Strategic Actions: Regular revisits of data and practices

School Goal:

In the following areas, the administrator's rating will increase by a minimum of .1 during the 2018-2019 school year:

- *My principal/supervisor consults me on the decisions that affect my job.*

School Measure:

Studer Employee Engagement Survey

Current:

"Consults"

3.89

Date:

May 2018

Target:

"Consults"

3.99

Date:

May 2019

School Progress Monitoring Measure:
Studer Employee Engagement Survey

Dates:
Fall, Spring

School Strategic Actions:

- Roll out Spring 2018 data to all staff
- Meet with PLCs and support staff groups to determine what specific actions would help employees feel more engaged in the indicated areas.
- Survey staff to obtain examples of how I can better consult on decisions.

D.C. Everest Area School District

Annual School Scorecard

Hatley

Literacy

School SMART Goal(s):

- We will increase the median Student Growth Percentile (SGP) on the STAR Reading assessment in grades 1-5 from 67 (spring 2018) to 69 (spring 2019)...end of 15-16 was 65.5; end of 16-17 was 56
- We will increase the percent of 3rd graders scoring proficient on STAR (60th percentile) from 40% (fall 2018 baseline) to 60% (spring 2019)

School Progress Monitoring Measures

- STAR Reading

Dates/ Results

- January 2019 STAR Winter Screening
- May 2019 STAR Spring Screening

School Strategic Actions:

- Instruct and assess student knowledge of and ability to utilize tier 2 (academic) and tier 3 (content-specific) vocabulary...using district-developed lists to ensure following scope and sequence
- Support implementation of Lucy Calkins-Units of Study in Reading in grades 3-5
- Formal, building-wide quarterly review of STAR instructional data

College and Career Readiness

School SMART Goal(s):

- We will increase the median Student Growth Percentile (SGP) on the STAR Math assessment from 63 (spring 2018) to 66 (spring 2019).

School Progress Monitoring Measures

- STAR Math

Dates/ Results

- January 2019 STAR Winter Screening
- May 2019 STAR Spring Screening

School Strategic Actions:

- Instruct and assess student knowledge of and ability to utilize tier 2 (academic) and tier 3 (content-specific) vocabulary...using district-developed lists to ensure following scope and sequence
- Support implementation of Engage NY in grades K-2
- Formal, building-wide quarterly review of STAR instructional data

| |
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| |
|--|

Culture of Excellence

School SMART Goal(s):

Student engagement...our attendance rate is positive, but how are kids feeling when they are with us?

- *We will increase/ decrease from ___ to ___ (Measure to be used)*
-

School Progress Monitoring Measures

- *Studer Student Engagement Survey*

Dates/ Results

- Baseline-November 2018
- Need a formative feedback method for mid-year
- End of Cycle-May 2019 or November 2019????

School Strategic Actions:

-
-

D.C. Everest Area School District

Annual School Scorecard

Mountain Bay

Literacy

School SMART Goal(s):

- *By the end of the 2018-19 school year, the number of 3rd grade students scoring in the proficient range will increase from 34.43% to 60% based on the STAR screener test. (proficiency goal)*
- *By the end of the 2018-19 school year, we will increase the median SGP on the STAR reading assessment in grades 1 through 5 from 62 (spring 2018) to 65.*

School Progress Monitoring Measures

- *STAR reading screener fall and spring*

Dates/ Results

- January 2019 STAR Winter screening
- May 2019 STAR Spring screening

School Strategic Actions:

- *Building student knowledge of tier 2 academic vocabulary and tier 3 content specific vocabulary using district developed lists and implementing using strong instructional practices in the classrooms.*
- *Implementation in some classrooms and continued growth in the use of Lucy Calkins UoS in Reading for grades 3-5.*
- *Continued review of data during weekly PLC meetings.*

College and Career Readiness

School SMART Goal(s):

- *By the end of the 2018-19 school year, we will increase the median SGP on the STAR math assessment in grades 1 through 5 from 48 (spring 2018) to 52.*

School Progress Monitoring Measures

- *STAR reading screener fall and spring*

Dates/ Results

- January 2019 STAR Winter screening
- May 2019 STAR Spring screening

School Strategic Actions:

- *Building student knowledge of tier 2 academic vocabulary and tier 3 content specific vocabulary using district developed lists and implementing using strong instructional practices in the*

classrooms.

- Support implementation of Engage NY in grades k-2.
- Continued review of data during weekly PLC meetings.

Culture of Excellence

School SMART Goal(s):

- We would like students to feel they are learning in an academically and physically safe environment. Based on the fall survey, we will use this baseline to create an improvement goal for the year.

School Progress Monitoring Measures

- Studer Student Survey

Dates/ Results

- Baseline-October 2018
- Need a formative feedback method for mid-year
- End of Cycle-May 2019

School Strategic Actions:

- We are incorporating Conscious Discipline in our daily classroom routines. This involves growing “community” and “team” within each classroom.
- We have several PBIS processes in place such as STAR cards, Superstar students, clear expectations for all areas and activities in the building, quarterly PBIS celebrations...



D.C. Everest Area School District

Annual School Improvement Plan



Odyssey Elementary School

Literacy

District Goal: Early Literacy: On Target by Third Grade

District Measures:

- Increase % of students in Grade 3 who are proficient in reading from ___ to ___ (STAR)
- Increase % of students in grades 1-8 who meet or exceed growth expectations in reading from ___ to ___ (STAR)
- Increase % of students in grades 9-10 who meet or exceed growth expectations in reading from ___ to ___ (SRI)

District Progress Monitoring: TBD

District Strategic Actions: TBD

School Goal: Odyssey Goal 1 - Literacy: *By the end of the 2018-19 school year, 80% of all students in grades 1-5 will show Student Growth Percentage (SGP) 35% growth from Fall 2018 to Spring 2019.*

School Measure:

STAR Screener

Current students who are at the district benchmark as of September 21, 2018.

- Grade 1: 37.5%
- Grade 2: 75%
- Grade 3: 46%
- Grade 4: 90%
- Grade 5: 100%

Target:

80% of the students will make 35% growth by spring

School Progress Monitoring Measure:

STARS Screener

Dates:

September, Winter, Spring

School Progress Monitoring Measure:

Monitor of Progress in STARS

Dates:

Decided at team meetings

School Strategic Actions:

- *Integrate content literacy in all subject areas using graphic organizers, electronic resources: Notability, Pages, Keynote, Google, Numbers, et.*
- *Teachers will establish and run guided reading groups.*
- *Students will create individual goals weekly and will reflect on progress individually and conference with teacher.*
- *Teachers will support students utilizing PLI.*
- *Teachers will be trained and use Achieve with students performing on grades 3-5 standards.*
- *Teachers will be trained and use Smarty Ants with students performing on grades K-2 standards.*
- *Achieve articles will be assigned that are personalized to each students needs.*
- *Teachers will provide additional intervention based on student needs.*

College and Career Readiness Academic Success

District Goal: College and Career Readiness: Academic Success

District Measures:

- Increase students' college and career readiness in Grades 8-10 from ___ to ___ (*Average composite score, Aspire or % of students achieving benchmark of 428 composite score, Aspire*)
- Increase % of 11th grade students who meet the College and Career Ready benchmark from ___ to ___ (Composite score 22, ACT)
- Improve proportional representation* in Advanced Placement, Tech Ed, and Family and Consumer Sciences courses

District Progress Monitoring: TBD

District Strategic Actions: TBD

School Goals:

The students increase self-advocacy, time management and organizational skills.

School Measure:

Weekly, individualized goal setting with students.

| | |
|--|---|
| <p>Current: Date:</p> <p>Data from Surveys/Report Cards</p> <p>K-2 Fall Results</p> <p>3-5 Fall Results</p> | <p>Target: Date:</p> <p>80% of students will increase overall growth by spring</p> |
| <p>School Progress Monitoring Measure:</p> <p>Building Work Habits Report Card</p> | <p>Dates:</p> <p>Quarterly (November, January, March, June)</p> |
| <p>School Progress Monitoring Measure:</p> <p>Weekly goal setting student conferences</p> | <p>Dates:</p> <p>Weekly</p> |

School Strategic Actions:

- Teachers will hold weekly goal setting meetings with students to identify individual learning goals.
- Teachers will conference with students on their goals as individuals weekly.
- Students will track their progress on their academic goals.
- Teachers will scaffold students who struggle in shorter time periods using checklists and scheduling options with additional reflection.

Culture of Excellence

District Goal: Culture of Excellence: A Positive Place to Learn and Work

District Measures:

- Improve proportional representation* in co-curricular activities
- Increase employee engagement from 3.89 to 3.99 (Studer EducationSM survey)

District Progress Monitoring: TBD

District Strategic Actions: TBD

School Goal:

Staff, students and families will develop a positive culture for learning.

School Measure:

Administer the Student Engagement Survey in October, January, and May
Classroom teachers complete the BEST screener in October & May

Current:

No current baseline data

Target:

Student Engagement baseline survey

Date:

October

School Progress Monitoring Measure:

Studer Student survey
BEST screener

Dates:

October
October

School Progress Monitoring Measure:

Student survey
BEST Screener

Dates:

May
May

School Strategic Actions:

- Hold Ice-cream social for students and families (July 31st) so they begin to make connections before the year begins.
- Have a Summer Fun/Transition Day before school starts to help students and families connect before the year starts.
- Start every day with community circle with our K-5 students
- Teach the matrix to all students the first week and continue as needed during community time
- Print and hang up matrix posters in each area
- Hold a Recess Rodeo to teach students games to play at recess
- Teach students two new recess games every month.
- Recess and Lunch will allow students to also connect as a K-5 group of learners
- Mentor Program with older and younger learners
- Parent communication via e-mail, infinite campus, Facebook, website, etc.
- Family Nights
- Develop a student survey that specifically measures the critical attributes of these goals

- Continue efforts to strengthen student-to-teacher and student-to-student relationships in the building
- Regularly seek and use student feedback about strategies that support their learning (student voice)
- Work with students to understand their learning style and multiple intelligences.

D.C. Everest Area School District

Annual School Scorecard

Riverside Elementary

Literacy

School SMART Goal(s):

- By the end of the 2018-2019 school year, Riverside students in Grades 1-5 will increase the school median SGP (Student Growth Percentile) on the STAR Literacy Assessment from 61 (Spring 2018) to a 66 (Spring 2019)

School Progress Monitoring Measures

- STAR

Dates/ Results

- Spring 2018: 61
- Fall 2018: 50
- Winter 2018:
- Spring 2019

School Strategic Actions:

- Explicit instruction of Tier 2 vocabulary words (across all subject areas, by all teaching staff and for all students).
- Use of designated I/E block for students based on individual student needs (both enrichment and intervention at new proficiency standards).
- *Continue to build on the love of literacy among students through Literacy Committee activities and action plans*

College and Career Readiness

School SMART Goal(s):

- Increase the baseline (95%) of Riverside students who attend school 90% of the time or more by 2% (97%)

School Progress Monitoring Measures

- *(Infinite Campus- Attendance Day Count Report)*

Dates/ Results

- Spring 2018: 95%, 23 students identified
- End of First Semester:
- End of 2018-19 school year:

School Strategic Actions:

- *Continue proactive attendance procedures*

- o 10 day letter, Dr. note letter, parent conferences, parent phone calls
- Identify 23 students who were flagged on 2017-18 report as not attending school 90% or more and proactively connect with students and families identified to build relationships and identify potential barriers.
- Identify ways to support transportation needs of low SES families

Culture of Excellence

School SMART Goal(s):

- Increase identified target score from Employee Stude EducationSM survey
- Establish baseline scores measuring student school climate in grades K-5 at Riverside Elementary according to Riverside Student Climate Survey

| School Progress Monitoring Measures | Dates/ Results |
|---|--|
| <ul style="list-style-type: none"> ● (Studer Employee Engagement Survey) | <ul style="list-style-type: none"> ● Fall: ● Spring: |

School Strategic Actions:

- Develop and administer student climate survey to identify baseline numbers and areas of improvement.
- Collaborate with staff to identify target for improvement on employee engagement survey.
- Throughout the year monitor staff climate through employee rounding, adding additional question on targeted area.

D.C. Everest Area School District

Annual School Scorecard

Rothschild School

Literacy

School SMART Goal(s):

- **Rothschild Building Goal 1 – Literacy:** By the end of the 2018-2019 school year, Rothschild students in Grades 1-5 will increase the school median SGP (Student Growth Percentile) on the STAR Literacy Assessment from 49 (Spring 2018) to a 54 (Spring 2019).

School Progress Monitoring Measures

- STAR Fall, Winter, and Spring Screeners

Dates/ Results

-

School Strategic Actions:

- Implement Tier 2 Academic Vocabulary explicit instruction across all subject areas
- Create a culture of valuing literacy at Rothschild Elementary

Math

School SMART Goal(s):

- **Rothschild Building Goal 2 – Math:** By the end of the 2018-2019 school year, Rothschild students in Grades 1-5 will increase the school median SGP (Student Growth Percentile) on the STAR Math Assessment from 43 (Spring 2018) to a 48 (Spring 2019); 95% of Rothschild students in Grade K will be proficient on district kindergarten assessments.

School Progress Monitoring Measures

- STAR Fall, Winter, and Spring screeners

Dates/ Results

-

School Strategic Actions:

- Integration of math strategies into other content areas
- Communicate the format, materials, and strategies used across grade levels during IE
- Increase use of Tier 2 Academic vocabulary

School Culture

School SMART Goal(s):

- **Rothschild Building Goal 3 – School Culture:** For the 2018-2019 school year, Rothschild students in Grades K-5 will increase their connectedness from (Fall 2018 Benchmark%) to (Winter 2019 Benchmark%) on the Rothschild Student Engagement Survey.

School Progress Monitoring Measures

- Google Form Survey Results Fall, Winter, and Spring

Dates/ Results

-

School Strategic Actions:

- Implement classroom community meetings 20 min per day.
- Utilize survey results to provide professional development opportunities for staff to focus on growth areas with their students and the school wide community.
- Increase school wide community building activities

D.C. Everest Area School District

Annual School Scorecard
Weston

Literacy

School SMART Goal(s): Steph Hobbins, Beth Umlauf, Tonya Nielsen, Lauren Doescher

- *Weston elementary students will increase their median SGP from 49 (Spring 2018) to 54 (Spring 2019) as measured by the STAR Reading Assessment.*

School Progress Monitoring Measures

- *All students will be screened 3x (Fall, Winter and Spring) using STAR during the established district screening windows.*
- *Targeted students will need to be monitored more frequently (every 6-8 weeks) using STAR than students meeting the benchmark criteria.*

Dates/ Results

BASELINE/FALL DATA: .
SGP of 49

WINTER SCREENER RESULTS:

SPRING SCREENER RESULTS:

School Strategic Actions:

- Explicit instruction of Tier 2 vocabulary words (across all subject areas, by all teaching staff and for all students).
 - o Resources shared with staff
 - o Follow-up discussions in PLCs
- Use of designated I/E block for students based on individual student needs (both enrichment and intervention).
 - o IE block beginning September 24th
 - Student groupings based on multiple points of data
 - 1st Grade
 - PLI Group
 - AVMR Group/Math intervention
 - Reading Intervention group
 - Enrichment Literacy
 - 2nd Grade
 - AVMR Math
 - Guided Reading
 - Enrichment Reading
 - 3rd Grade
 - Guided Reading Plus

- Vocabulary / Tier 2 Vocabulary
- Reading Comprehension
- Enrichment Reading
- AVMR Math Intervention
- 4th Grade
 - Low Math
 - Math Boost
 - Low and Boost Reading
 - Enrichment Reading
- 5th Grade
 - LLI Group & Enrichment Reading
 - AVMR Group & Enrichment Math
 - Mid-Level Math and Reading Intervention
 - Tier 2 Vocabulary
- Supplemental instruction through the use of Reading Recovery, PLI, LLI, Guided Reading Plus, SRSD and EL support provided by interventionists and specialists for identified students.

College and Career Readiness

School SMART Goal(s): Trena Loomans, Lisa Jakusz, Theresa Sybeldon, and Jennifer Cucchiarelli

- *Attendance will increase by 4% for each individual student below 90% attendance rate by April 30, 2019.*

School Progress Monitoring Measures

- Infinite Campus Attendance Data (individual and school wide)
 - Monthly monitoring by assistant principal
 - Semester 1 and Semester 2 evaluation of attendance data

Dates/ Results

BASELINE: 18 students with an attendance rate of less than 90%

WINTER:

SPRING:

School Strategic Actions:

- Continue proactive attendance practices set into place last year:
 - Core teacher communication with parent/guardian about impact of attendance on student achievement after 3 consecutive days absence/tardy.
 - Early notification with day 7 absence/tardy courtesy letter
 - Explanation of the law through Infinite Campus blasts and e-mail to parent/guardians
 - Impact of low attendance on academic achievement through Infinite Campus blasts and e-mail to parent/guardians
- Deliberately connect and target students on the under 90% attendance rate through Tier 2 interventions:
 - United Way Diversion Truancy Pilot
 - Day 10 absence/tardy letter requesting medical notes for any future absences and to communicate any extenuating circumstances to be communicated
 - Day 3 of unexcused absence phone or face to face conference is required with assistant principal.
 - Day 5 of unexcused social service, police referral, and/or home visit made by assistant principal.
- Angel List/connection activity and follow-up actions/reversal:
 - At beginning of the year staff meeting and students identify staff in mid October
 - Connect all students with a staff not identified via staff or through self
 - Staff should be connecting with student through mentor relationship with target list of students as well as other students not connected
 - Revisit connections monthly during designated staff meeting time

Culture of Excellence

School SMART Goal(s): Cassie Cerny, Katelyn Landerman, Andy Low, KangBao Xiong

- *School climate scores for students will increase from _____ to _____ by June 2019 as measured by the Weston Student Climate Survey.*
- *School climate scores for staff will increase from _____ to _____ by June 2019 as measured by the Weston Staff Climate Survey.*
- *Employee Engagement overall mean will increase from 4.17 to 4.25 by June 2019 as measured by the Studer Employee Engagement survey.*

School Progress Monitoring Measures

- Google Form Survey for Staff
- Google Form Survey for Students in Grades K-2, 3-5
- Studer Employee Engagement Survey

Dates/ Results

Student Data

BASELINE:

WINTER:

SPRING:

Staff Data

BASELINE:

WINTER:

SPRING:

Studer Employee Engagement Survey

BASELINE: Overall mean of 4.17

FALL:

SPRING:

School Strategic Actions:

- Identify new students each month to hold Monthly New student groups (WildCat Wednesdays for 1st-5th grades) to build connections with other students and various staff
- Institute 10 and 5 rule for staff
- Intentional rounding schedule with staff
 - Documentation and color coded system for follow-up

D.C. Everest Area School District

Annual School Scorecard

Middle School

Literacy

School SMART Goal(s):

- By the end of the 2018-2019 school year, 6th and 7th grade students will increase SGP median from 61 to 64 as measured by their spring STAR reading assessment.

School Progress Monitoring Measures

- STAR

Dates/ Results--Baseline for our current 6th and 7th grade students:

- 2017-2018 scores for 5th graders entering 6th grade: median of 60
- 2017-2018 scores for 6th graders entering 7th grade: median of 62
- Building median of 61

18-19 Fall STAR:

- 6th Reading: 57.57 at benchmark for STAR
- 7th Reading: 59.67 at benchmark for STAR
- 6th Math: 63.70 at benchmark for STAR
- 7th Math: 72.53 at benchmark for STAR

School Strategic Actions:

- *All Building SLOs revolve around literacy*
- *Building wide strategies with literacy--Academic Vocabulary*
- *Lucy Calkins beginning implemented*
- *Continue to embrace and provide PD for UDL practices*
- *All students receiving the core, (co-teaching)*
- *Using the ESS model with fidelity to teach to the edges--[plan found here](#)*
- *Being more intentional about PLCs having conversations about student data/growth*
 - *Re-establishing PLC norms*
- *Becoming more purposeful with goal setting*

College and Career Readiness

School SMART Goal(s):

- By the end of the 2018-2019 school year, our 6th and 7th grade students will increase the baseline of students who attend school 90% of the time or more by 2% by the end of 2019 school year as measured by Infinite Campus attendance data.

School Progress Monitoring Measures

- *eduCLIMBER*
- *Infinite campus*

Dates/ Results-current baseline from 2017-18 (end of yr)

- 2017-18 [data \(853 students\)](#)
- students 90% or more
 - 801 students (94%)
- Less than 90 %
- 52 students (6.1%)
- % in attendance daily
- 6th grade 96.12%
 - 7th grade 95.47%
- Ave. Daily UNX absence
- 6th 2.71 / day
 - 7th 2.32 / day

School Strategic Actions:

- *Weekly Student Support Meeting standing agenda-attendance*
- *PBIS lessons:*
 - *booster lessons defining what tardy is, helping students organize their day*
 - *Successful middle school student organization (on-time)*
- *Parent communication*
- *SRO will be more involved during phase 1 work with AP Lehrke*
- *House Expectations defined and awareness of student absences*
- *Use ESS process to facilitate student support for attendance improvement*
- *Home visits of heavy hitters*
- *House team meetings about students and attendance*

Culture of Excellence

School SMART Goal(s):

- By the end of the 2018-2019 school year, DCE Middle School will increase the overall percentage of 6th and 7th grade students who participate in 1 or more co-curricular activities, clubs and/or sports from 73% to 76%, all while paying attention to frequency of attendance in school clubs and collecting baseline data for the 2018-19 school year.

School Progress Monitoring Measures

- *IC rosters, Athletic rosters, attendance sheets for clubs and club sign-up sheets during open house and mini-imagine event (with intent to cross-reference with actual sign-ups and explore sub-groups).*

Dates/ Results--current baseline from 2017-18 (end of yr)

Sports

- 293 participants
- 222 different students
- (26% of students)
- 67 - 2 sport
- 4 - 3 sport

Club Data

- 555 Participants (attended at least once)

Music Data

- 31 participants

Combined Data

- 618 participants
- 73% of our students participate in co-curriculars (music, clubs, athletics) for 2017-18 school year.
- 138 students in 2 or more clubs or athletics (22.3%)

School Strategic Actions:

- *Enhancing PR:*
 - *create a video about clubs being offered*
 - *Create a booth promoting clubs during open house and during PTC*
 - *Develop a mini imagine event to expose students to offering*
 - *Collect frequency data on how often students are participating in co/extra-curriculars*
 - *B2MS talk about clubs and sports available*
 - *Work with Boys and Girls Club and start partnering*
 - *Survey students on what is barrier to them participating in co-curriculars*
 - *Recruit staff members to offer more clubs*

D.C. Everest Area School District
D.C. Everest Junior High School

Literacy

District Goal: Early Literacy: On Target by Third Grade

District Measures:

- Increase % of students in Grade 3 who are proficient in reading from 73% to 80% (STAR)
- Increase % of students in grades 1-8 who meet or exceed growth expectations in reading from 71% to 75 % (STAR)
- Increase the % of 9-10 students who meet or exceed growth expectations by 5% from our fall to spring administrations of SRI.

District Progress Monitoring: STAR/SRI

District Strategic Actions: TBD

Department Goals:

- During the 2018-2019 school year, the staff of the DCE JH will be infusing Tier II academic vocabulary into existing curricula across all disciplines. The effectiveness of this instructional strategy will be evaluated by two metrics: Using the Star Reading Assessment, 8th grade students will increase their SGP median from 69% to 75% by the spring of 2019 and using the SRI Assessment 9th grade students will increase the percentage of students that score at/above their grade level from 75% to 80% by the spring of 2019.

| Current: | Date: | Target: | Date: |
|---|-------|--|-------|
| Progress Monitoring Measure: Star Reading Assessment (8th grade) | | Dates: The assessment is taken 3 times each year (fall, winter and spring). | |
| Progress Monitoring Measure: SRI Assessment (9th grade) | | Dates: The assessment is taken 3 times each year (fall, winter and spring). | |

Strategic Actions:

- Professional development opportunities for staff focused on identifying and incorporating Tier II academic vocabulary
- PLC conversations about techniques and strategies for use that are content specific
- Vertical teaming work to ensure a clear scope and sequence from 6-12

College and Career Readiness

District Goal: College and Career Readiness: Academic Success

District Measures:

- Increase students' college and career readiness in Grades 8-10 from (*Average composite score, Aspire or % of students achieving benchmark of 428 composite score, Aspire*)
- Increase % of 11th grade students who meet the College and Career Ready benchmark from (Composite score 22, ACT)

Proposed: **Increase the number of students that meet all four ACT benchmarks from 28% to 30%.**

- Improve by 5% proportional representation* in Advanced Placement, Tech Ed, and Family and Consumer Sciences courses

District Progress Monitoring: Educlimber

District Strategic Actions: TBD

Department Goals:

- The staff of the JH will focus on building relationships with students and families to ensure that all students are appropriately placed in various courses according to skill level and interest and are encouraged to get involved in one of our many co-curricular options.

Current:

Date:

Target:

Date:

Progress Monitoring Measure:
Studer Student Engagement Survey

Dates:
Fall 2018

Progress Monitoring Measure:
Registration numbers for courses and co-curriculars

Dates:
Fall 2018 - Spring 2019, the 2018 - 2019 school year will be used to create a baseline for our data

Strategic Actions:

- Our Guiding Coalition is focused on techniques and strategies to increase student engagement and to foster a positive culture and climate at the JH
- Ongoing work with students and families to ensure that needed support is always provided/available
- Introductory videos for each discipline placed on the JH webpage
- Parent Engagement Night (Jan. 2019)
- Transition meetings with MS students (May 2019)

Culture of Excellence

District Goal: Culture of Excellence: A Positive Place to Learn and Work

District Measures:

- Improve proportional representation* in co-curricular activities
- Increase employee engagement from 3.89 to 3.99 (Studer EducationSM survey)

District Progress Monitoring: Studer Employee Engagement

District Strategic Actions: TBD

Department Goals:

- The JH will increase the employee engagement metric from 3.70 to 4.0.

| Current: | Date: | Target: | Date: |
|--|-------|-------------------------------------|-------|
| Progress Monitoring Measure: Studer Staff Engagement Survey | | Dates: Fall 2018 and Spring 2019 | |
| Progress Monitoring Measure: | | Dates: | |

Strategic Actions:

- Development of Guiding Coalition
- Addition of the “Gratitude Station”
- Developing various means of staff recognition
- Regular PLC visits
- Incorporation of PD format for staff meetings
- Focus on transparency and clarity of communication/messaging
- Continuation of various staff get togethers (Staff picnic, potlucks, Winter Night Hike, holiday get together, Brewer spring trip)

D.C. Everest Area School District

Annual School Scorecard

SENIOR HIGH SCHOOL

Literacy

School SMART Goal(s):

- Increase by 10 percentage points from 65% to 75% of the percentage of students in grades 10 who meet or exceed growth expectations in reading (SRI) (HS)

School Progress Monitoring Measures

- SRI

Dates/ Results - Baseline for current 10th grade students

- 2017-2018 scores for 9th grade students indicated that 65% of the students met or exceeded their expected growth rate.

School Strategic Actions:

- *Building wide incorporation of tier 2 Academic Vocabulary into unit planning*
- *Implementation of professional development around literacy in content areas*
- *Peer and PLC accountability for incorporation of Academic Vocabulary*
- *Are these items going to move the needle on the stated goal?*

College and Career Readiness

School SMART Goal(s):

- By the end of the 2018-2019 school year, our 10-12 grade students will increase the baseline of students who attend school 90% of the time or more by 2% by the end of the 2019 school year as measured by Infinite Campus attendance data

School Progress Monitoring Measures

- *Infinite Campus attendance data*

Dates/ Results

-

School Strategic Actions:

- *Relationship building (Professional development around 8 effective classroom practices throughout the year)*
- *Truancy pilot*
- *ESS Referral - Check and Connect with teachers*

- *Increased communication between student services and administration around individual student's attendance issues*
- *SRO/AP home visits for chronic Truants*

Culture of Excellence

School SMART Goal(s):

- Outcomes of Studer Student survey will rise from a baseline fall score of ___ to a spring score of ___.

School Progress Monitoring Measures

- *Studer Student Survey*

Dates/Results

- Fall Studer student survey will be used as baseline.
Spring will be used as end of year.

School Strategic Actions:

- *Relationship building professional development*
- *Attendance accountability and systematic intervention using cut points*
- *Plus/Delta feedback from all students twice during the year - PDSA cycles of improvement based on feedback gathered*

D.C. Everest Area School District

Annual Department Scorecard

Business and Operations - Asst. Superintendent's Office

Effective & Efficient Operations

Department SMART Goal(s):

- Ensure referendum projects fall within budgets

Department Progress Monitoring Measures

- *Monitor bids vs. budget amounts*
- *Monitor the cost of spending "Creep" (things not originally planned for that are requested and/or approved)*
- *Track interest earned that can support creep and/or additional projects*

Dates/ Results

- Monthly
- Compare budget to actual
- Track out-of-budget approved expenditures

Department Strategic Actions:

- *Attend referendum Meetings*
- *Provide spending information and account balances*
- *Provide guidance by encouraging stakeholders to compare the value of their request to that of other requests district-wide.*
- *Assist in the decision-making process when plans can change to the positive financially (things originally planned for that maybe with analysis do not need to be done)*

Culture of Excellence

Department SMART Goal(s):

- *Communications and resource sharing regarding personal finance education for employees will increase from 0 to 5*
- Retirement seminar presentations will increase from 2 annually to 3

Department Progress Monitoring Measures

- *Monitor feedback from staff on levels of satisfaction from staff*
- *Evaluate survey results from survey feedback*
-

Dates/ Results

-

Department Strategic Actions:

- *Gather materials for personal finance educational information*
- *Prepare and present materials via e-mail, district web-page, presentations*

D.C. Everest Area School District

Annual Department Scorecard: 2018-19

DCE Curriculum and Learning Team

Literacy

District Goal:

- Increase % of students in Grade 3 from 42.65% to 60% who are proficient in reading in STAR
- Increase median SGP from 59 to 64 across all students in grades 1-8 (STAR)
- Increase by 10 percentage points from 65 % to 75% the % of students in grades 9-10 who meet or exceed growth expectations in reading (SRI)

District Strategic Actions:

PreK-12 across all content areas identify, define, instruct and assess student knowledge of and ability to utilize tier 2 (academic) and tier 3 (content-specific) vocabulary.

Improve consistency, clarity and frequency of academic vocabulary. Assist teachers in vocabulary instructional strategies.

Create a school culture of readers and writers.

Department Strategic Actions:

Math:

- Work with Director of Literacy to identify essential Tier II words for each grade level / math class
- Work with Director of Literacy to provide professional development to 6-12 math teachers
- Use Vertical Teaming, PLC and building directed time align Tier II words with the math curriculum framework documents (units, learning targets & Tier III words)
- * all actions prefaced and reinforced with reiteration of district goals and emphasis on *why*

Social Studies:

- Utilize Vertical Teaming meetings in October/November to establish 6-12 PLC plans to improve students understanding and application of key tier 2 words agreed upon by coordinators under the direction of Director of Literacy.
- Vertical teaming time will be used to provide teachers with instructional strategies related to teaching vocabulary i.e. word walls, vocabulary games, and other strategies provided by Director of Literacy and other CCs. Each PLC will also identify key tier 3 word by unit and systematically plan to teach them during instruction. The department plans to update its 2013 Literacy documents to include the revised tier 3 word list by unit.
- The Social Studies Department also plans to contribute to the improvement of literacy by providing choice

books in all classes. These “non fiction” books will be read, annotated and discussed in literature circles in all classes. The social studies department will also encourage and increase the use of literature written by authors of colors.

- The new Identity and Social Justice class will feature literature from many minority groups and other underrepresented groups.

Science

- Work with Director of Literacy to identify essential Tier II words for each grade level / science class
- Work with Director of Literacy to provide professional development to 6-12 science teachers
- Use Vertical Teaming, PLC and building directed time align Tier II words with revised science curriculum framework documents (units, learning targets & Tier III words)
- * all actions prefaced and reinforced with reiteration of district goals and emphasis on *why*

ELA

- Tier 2 and 3 vocabulary student-interactive instruction.
- Ongoing implementation and coaching support of Lucy Calkins writing and reading workshop grades 1-7,
- Ongoing promotion of purposeful choice reading throughout the grades to promote literacy engagement (continue to build classroom libraries and utilize LC staff to pull carts of high interest novels relevant to curricular units for classroom access; the reading attitudes survey will be administered 6-9; pre survey for baseline data administered in window of September 24-28, in January and then again in May to track growth in student perceptions and attitudes towards reading).
- 3 year PD plan for systematic and strategic training of all pk-5 elementary teachers of science- based reading instruction (3 year plan)
 - Year 1: 2018-19: September 27 Brain-based reading training at Cesa.
(Possibility of in-district offering with same presenter at a later date); LETRS training 40 total 4k early summer of 2019.

Physical Education/Health

- Work with Director of Literacy to identify essential Tier II words for each grade level for PE & Health course
- Work with Director of Literacy to provide professional development to PE/H teachers
- Use Vertical Teaming, PLC and building directed time align

Tier II words with the PE/H curriculum framework documents (units, learning targets & Tier III words)

Music

- **General** - Throughout the 18-19 school year, the general music staff will review the tier 2 literacy word list at weekly meetings. We will use tier 2 vocabulary words in daily instruction; for example, we will use tier 2 vocabulary words in our posted "I Can" statements around the classroom. We will share ideas for how to implement reading and writing activities into the music classroom. We will continue to use the Share the Music textbooks to encourage student literacy on a weekly basis.
- **Choir** - Throughout the 18-19 year the vocal music curriculum we will review the choral literature presented to students. The choral music staff will develop tools to make connections between multiple genres of choral music literature.
- **Instrumental** - Throughout the 18-19 school year the instrumental music staff will review the instrumental literature and vocabulary presented to students. The band and orchestra staff will develop tools to make connections between multiple genres of instrumental music literature.

Visual Arts

Senior & Junior High:

- modeling expected responses and show examples
- vocabulary sheet- practice words using personal experiences
- mini critiques in small groups
- Digital Vocabulary/worksheet

Middle School

- Develop use of introductory art vocabulary
- Connect art vocabulary with rubrics and assessments,
- Critique works of art to develop communication skills.

Elementary

- Word wall of tier 2 and 3 vocabulary.
- Model art criticism and reflection.

World Language

- All teachers integrate and emphasize the cross curricular meaning/use of Tier 2 vocabulary
- Refer to Hess's Cognitive Rigor Matrix when developing specific rubrics for feedback.

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| | <p>Career and Technical Education</p> <ul style="list-style-type: none"> ● Build upon recent focus of Tier 3 Vocabulary strategies to increase direct instruction on Tier 2 Vocabulary ● Use recently created Reporting Standards to develop “I Can” statements to be communicated with students via rubrics and postings in the rooms/labs |
| <p>Department Progress Monitoring: Fall, Winter & Spring STAR Assessment data</p> | <p>Dates/ Results:</p> |

College and Career Readiness

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| <p>District Goal:</p> <ul style="list-style-type: none"> ● Increase the baseline (91%) of K12 students who attend school 90% of the time or more by 2% (Encourage each building/department to choose subpopulations upon which they will focus their actions) ● Increase proportional representation of underrepresented groups in Advanced Placement and Dual Enrollment courses in Tech Ed, Math, Health, Science and social studies. | |
|---|--|

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| <p>Department Progress Monitoring Measures:</p> <p><i>ELA:</i></p> <ul style="list-style-type: none"> ● <i>Create a culture of student-centered ownership of learning: Pre and post reading attitudes survey. Set baseline for grades 6-9 late September; improve outcomes</i> <p><i>Mathematics:</i></p> <ul style="list-style-type: none"> ● <i>Pre-Placement survey of students meeting the criteria for Grade Accelerated 7th grade math to meet proportional representation. Modifying as needed.</i> ● <i>ACT Math Screener for 9-11.</i> ● <i>Goal of 18-22 for 9th Grade, 20-24 for 10th Grade and 24+ for 11th Grade</i> | <p>Dates/ Results:</p> <p><i>Mathematics:</i></p> <ul style="list-style-type: none"> ● <i>The ACT Screener will be used for the 3 screening windows but ideally we are using the Winter Screener as our key identifier because the ACT is taking in late Winter.</i> ● <i>We will follow the scheduling timeline for equity placements into grade 7</i> |
|--|--|

Social Studies

- *To increase the #s of underrepresented groups in AP & DE classes we will increase the # of minority students who enroll in 6-8 grade honor classes by 5%.*

Department Strategic Actions:

ELA:

- Continued support of student choice: Calkins reading and writing workshops (purchase of \$8,000.00 of choice books in ELA classroom libraries at secondary levels.) choice reading and writing authentic opportunities district-wide.
- Continue to adjust existing courses and create new courses that are student-centered and promote student ownership and engagement (College and Career Research English - Personalized learning class for seniors).
- Continue promotion of honors and AP for any student either showing potential or willing to take the course.

Mathematics:

- Increase our minority populations in AP Classes by focusing on 5th-6th Grade Math and striving for equal representation when it is measured combining 7th Grade Honors and 7th Grade Pre-Algebra
- Instruct Intro to Geometry as Geometry allowing students to engage in an at-level curriculum with the goal that students are able to advance into College and Career Ready Math in 2019-20.
- Focus on formative assessments in Algebra 2 and CCRM to drive instruction and ensure College and Career Readiness prior to taking the ACT assessment.

Social Studies:

- To increase participation of minority students in 6th-8th grade honors classes we need to identify the current number taking honors classes now.
- 6th-8th grade PLCs will then create a plan to identify students in 5th-7th grade regular classes who will be identified for placement in honors during March(2019) scheduling.
- Forward test scores, 1st & 2nd quarter grades, Star(lexile) scores as well as individual conferencing will be used to identify minority students for honors classes.
- Goal would be to increase minority population in honors classes by 5%.

Science

- Conduct enrollment demographic analysis of honors, Advanced Placement and Dual Enrollment 6-12 science courses
- Science department will develop plan to identify to motivate students in traditional science classes to register for honors, Advanced Placement and Dual Enrollment classes the following year.
- Continue and revise high school imbedded ACT Science prep work
- Continue ongoing work of increasing authentic science lessons which emphasize data interpretation knowledge and skills.

* all actions prefaced and reinforced with reiteration of district goals and emphasis on *why*

Physical Education/Health

- Conduct enrollment demographic analysis of high school elective health class (Young Adult Medicine).

- Expand health advocacy instruction in health classes, support PE curriculum, and collaborate with student services to provide accurate information to students.
- Continue to adjust current physical education course options to meet the ever changing mental health needs of students.

Music

- Staff will be more purposefully connect instructional and assessment practices/strategies with the critical thinking and problem solving skills students need to learn and use when taking any assessment to demonstrate their academic understanding.
- *Throughout the 18-19 school year the music staff will support students by providing them with both curricular and extracurricular opportunities to perform and become more accustomed to a performance setting.*

Visual Arts

Secondary:

- Connecting: Students will study and be aware of many different artistic careers and their connection to what we are doing in the classroom.
- Students will become aware of the connections between artistic practices and everyday work or other fields of study.
- Students will develop critical thinking skills, design thinking skills, innovation skills, strong work ethics, creativity skills, and problem solving skills through artistic development.
- 8-12: Review demographic representation of those students enrolled in a music or visual arts course. Research and collect data as to why students continue to take arts courses and what is keeping them from not taking arts courses beyond 7th grade. Develop a strategic plan on how to address the challenges for minority students to continue the study of music and/or art beyond 7th grade.

Elementary:

K-3: Students will use and understand tier 2 vocabulary when describing the connection between literature and art.

K-5: Students will use tier 2 vocabulary when describing and discussing artwork with other

World Language

- *Develop a better system to provide students with support to complete the different components of the Global Education Achievement Certificate (Check-in/check-out progress - teacher mentor/advisor structure).*
- *Begin promoting the GEAC program at grade 8 or earlier to increase the number of students to begin this enrichment opportunity earlier.*
- *Possible Parent Information Night about GEAC program and the advantages to College and Career Readiness.*

Career and Technical Education

- Define baseline data for the past three years in regards to male/female participation in

Technology Education coursework

- Engage various stakeholders to include but not be limited by: CWIMMA, WATEA, Wausau School District, SPASH, NCWWDB
- Develop strategies to address underrepresentation
- Increase female participation

Culture of Excellence

District Goal:

- Increase % of **6, 7 and 8th grade** students who participate in **1 or more sports, co-curricular activities, or clubs**
- Increase employee engagement from **3.97 to 4.07** (Studer EducationSM survey)

Department Progress Monitoring

Measures: Spring participation data, Studer survey scores

Dates/ Results:

Department Strategic Actions:

Social Studies:

- On a daily basis the coordinator will provide positive feedback to one or more staff members via email, cards, Pat on the Back, or face to face conversations.
- Increasing the personal contact with staff and being aware of what's going on in their lives and continually get feedback on how I can best help them.

- This coordinator will focus on the strengths of each individual teachers. Every staff member has leadership potential that I can tap.

Science

- Use monthly rounding to build stronger personal relationships with all science teachers.
- Develop personalized system for recognizing positive teacher work including but not limited to effective teaching strategies, rapport with children, curriculum development, department leadership and mentoring, technology application, etc.
- Recognize teachers and support staff on a weekly basis in personalized ways

Math

- Bi-weekly meetings with PLC's to assist them, celebrate their successes and work through their struggles to further support them.
- Rounding with teachers to discuss things in a more 1:1 environment.
- Focus on "Pat's on the Back" and other personal success notes.

ELA

- Rounding and recognition.
- Continue to provide support and ongoing PD opportunities that support teachers to reach our district goals (examples include preK and K play based reading instruction; academic vocabulary; elementary level brain-based reading PD; nonfiction PD strategies).
- Increase efforts to involve students in forensics, creative writing clubs and opportunities.

Physical Education/Health

- Coordinator will use a bi-weekly blog "PE Chat" to communicate to all department staff on curriculum development, focus on specific department topics of interest, share ideas, recognize successes and connect as a professional learning community.
- Put "kindness" into practice with staff and with students through a book study: "Kindness is Contagious"

Music, Visual Arts, World Language

- Continue to offer department PD meetings at an off-campus setting to provide staff with a more relaxed, collaborative environment in which to work on curriculum, instruction, and assessment goals.
- Continue an open-door policy to all staff and provide instructional supports as needed to address questions/concerns and/or to advocate for teacher and students in these three academic areas.
- Research and discuss the possibility of before/after school or ELT opportunities for students who are unable to enroll in a music/visual art/world language class during the regular school day, but still have an interest in learning more about and participating in these three academic areas.

Career and Technical Education

- Support JH to start a pen turners club at the Junior High. Pens will be donated to the Never Forgotten Honor Flight.
- Support John Glynn in creating FFA and SkillsUSA opportunities at the Junior High
- Support Jodi Peterson and DECA at the Junior High
- Provide more staff voice in the cadence and format of CTE department meetings

Innovation

District Goal:

- Research and define key terms in our district goal and selection of measures to assess our progress through our cohort work with the League of Innovative Schools

Department Progress Monitoring Measures:

Continue to provide innovative curriculum so that students have curriculum choices that allow them to pursue their own interests and helps them to develop college and career skills such as problem - solving, decision - makings, and becoming an independent learner. Students will have opportunity to learn how to research, write, speak, and create innovation.

Increase personalization of courses to improve student perceptions and attitudes towards school:
(Implementation of Personalized College and Career Research English. Utilize the qualitative data that will be collected in November and January from students to explore student perceptions of this new and innovative course.)

Dates/ Results:

ELA: November and January: collection of student interview data.

Department Strategic Actions:**Social Studies:**

- Action Civics & American Institutions will collaborate with various community and state groups to promote participatory civics, ie. Purple State civic action groups collaboration with UW- Madison, DC Everest Area Community problem solving project, Shadow a legislator project, and the We The People National Project.
- The department will provide support for teachers of the new Innovations & Creations 2nd semester class.
- Work to develop and implement a new course titled *Identify and Social Justice* for 2019-20.

Math:

- Green Energies 1 - an effort to run this class as it is setup in 2019-20
- Green Energies 2 - if Green Energies 1 runs in 2019-20 we will further develop course 2. The basic premise and foundation is built already.

- STEM - Supporting the implementation of STEM at Weston and the individual support of classroom teachers in the their implementation of STEM initiatives.

ELA:

- Personalized college and career research English.
- Assist in wrapping ELA credit into Innovative Pathways.

Career and Technical Education

- Continue to develop plans for renovations at the Junior High and High School
- Use technology to promote and celebrate innovation within CTE (Twitter, Instagram, T.V.'s in the hallways
- Continue to increase ways in which students can earn DE and industry-standard certifications

D.C. Everest Area School District

Annual Dept. Scorecard - Human Resources

Effective & Efficient Operations

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SMART Goal(s):

- *I will gather feedback from new teacher hires regarding the interview and job offer process. I will increase from 0 to 5 teachers to be contacted.*

Progress Monitoring Measures

- *I have not asked for feedback in the past and I will reach out to five new teacher hires.*

Dates/ Results

- Fall 2018

Strategic Actions: (No more than 3 actions, those that will have greatest impact)

- *I will discuss what they tell me with my team and we will identify anything we can do differently, better, more efficiently, etc. for next hiring season.*

Culture of Excellence

SMART Goal(s):

- *I will round with and gather feedback from fellow administrators about the service my department provides to them. I will increase from 0 to 5 administrators to round with.*

Progress Monitoring Measures

- *I have not rounded per se with fellow administrators in the past and I will round with five. by asking them the following:*
 1. *When you make a request of my department do you get a timely response?*
 2. *When you make a request of my department do you get a friendly response?*
 3. *What suggestions do you have for my department to improve?*

Dates/ Results

- Fall 2018

Strategic Actions:(No more than 3 actions, those that will have greatest impact)

- *I will discuss what they tell me with my team and we will identify anything we can do to provide better service.*

D.C. Everest Area School District

Annual Department Score Card

Special Education

Literacy

SPED Department SMART Goal(s):

- Increase % of Special Education students in Grade 3 from ___ to ___ who are proficient in reading (60th percentile) in STAR (*will add fall baseline when complete in Sept--by 9/22/18*)
- Increase median SGP from 47 to 52 across all students in grades 1-8 (STAR)
- Increase by 10 percentage points from 65 % to 75% the % of students in grades 9-10 who meet or exceed growth expectations in reading (SRI)

SPED Department Progress Monitoring Measures

- STAR
- AIMSweb
- SRI

Dates/ Results

- STAR - PM every 3 weeks & benchmarking 3x per year
- AIMSweb - PM weekly
- SRI - benchmarking 3x per year

SPED Department Strategic Actions:

- PreK-12 across all content areas identify, define, instruct and assess student knowledge of and ability to utilize tier 2 (academic) and tier 3 (content-specific) vocabulary.
- Improve consistency, clarity and frequency of academic vocabulary. Assist teachers in vocabulary instructional strategies.
- Provide quality PD in literacy for teachers and provide quality resources and/or interventions. ex. LETRS training, book study
- Provide meaningful inclusive practices in the CORE curriculum, classroom. ex. Co-teaching, Specially Designed Instruction.

College and Career Readiness

SPED Department SMART Goal(s):

- Increase the baseline (85%) of K-12 Special Education students who attend school 90% of the time or more by 5%
- Increase proportional representation of Special Education students in Advanced Placement and Dual Enrollment courses. **ADD BASELINE**

School Progress Monitoring Measures

- Monitoring of Special Education student attendance through

Dates/ Results

- Quarterly

| | |
|--|--|
| <p>Infinite Campus.</p> <ul style="list-style-type: none"> Monitoring Special Education student enrollment in AP and DE courses. | <ul style="list-style-type: none"> Semester (Talk to Mike, Todd, Jeff to get a baseline of our students in AP, and DE courses for fall) |
| <p>SPED Department Strategic Actions:</p> <ul style="list-style-type: none"> Building relationships-Outside district PD option engagement student voice and choice high expectations for ALL Personalization | |

Culture of Excellence

| | |
|--|--|
| <p>SPED Department SMART Goal(s):</p> <ul style="list-style-type: none"> Increase % of 6, 7, and 8th grade Special Education students who participate in 1 or more sports, co-curricular activities, or clubs- BASELINE Increase employee engagement from 4.01 to 4.11 (Studer EducationSM survey) Increase district services Studer Survey results from 3.09 to 3.29 | |
| <p>SPED Department Progress Monitoring Measures</p> <ul style="list-style-type: none"> Special Education student participation in co-curricular and clubs. Studer Survey | <p>Dates/ Results</p> <ul style="list-style-type: none"> Quarterly Twice yearly |
| <p>SPED Department Strategic Actions:</p> <ul style="list-style-type: none"> PR- talk about recruiting and retention of our special education students in co-curriculars and clubs investigate reasons why our students are not participating, ex. socioeconomic reasons, disability reasons | |

D.C. Everest Area School District

Annual Department Scorecard

Technology Department

Effective & Efficient Operations

Department SMART Goal(s):

- *Tech team will decrease time to respond to tickets from 8 Hours to 6 hours*
- *Tech team will decrease time to close ticket from 2 Days 8 Hours to 2 Days*
- *Implement Infinite Campus Student Online Registration*
- *Canvas - Coordinate training and integration with other apps*

Department Progress Monitoring Measures

Help Desk

- *Run reports from SpiceWorks on time to respond*
- *Run reports from SpiceWorks on time to close ticket*

Infinite Campus OLR –

- *Initial training completed for tech staff responsible for the set up and maintenance of the Infinite Campus online registration.*
- *Train secretaries to process the online registrations*

Canvas Integration

- *List of apps created*
- *Tech training completed*
- *Teacher resources created*
- *Staff training complete*

Dates/ Results

Check monthly SpiceWork reports

November 1, 2018

February 28, 2019

February 28, 2019

April 30, 2019

May 31, 2019

May 31, 2019

Department Strategic Actions:

Help Desk

- *Response to ticket within one school day*
- *Set an expectation to get this ticket done*

Infinite Campus OLR –

- *Training completed for setup*
- *Training completed for secretaries*
- *Website information for new families*

Canvas Integration

- *Determine list of apps that will integrate and complete integration steps*
- *Train techs for basic troubleshooting*
- *Creating and communicating resources*
- *Training for lead teachers, teachers, principals*

Culture of Excellence

Department SMART Goal(s):

Achieve positive service relationships as evident by improving 10% for each survey to “agree” or “strongly agree” on the central office (non-building) tech staff surveys.

- *Establish baseline*
- *Improve 10% in January and March, from survey results in November*
- *Increase operational effectiveness 4.15 and accessibility from 4.20*

Department Progress Monitoring Measures

- *Check schedule to verify visits are being completed by techs*
- *survey buildings*

Non Help Desk Staff

- *Initial survey*
- *Follow-up survey*
- *2nd Follow-up survey*

Dates/ Results

- Weekly
- quarterly
- November 15, 2018
- January 15, 2019
- March 15, 2019

Department Strategic Actions:

Help Desk

- *Tech rotation to different schools especially elementary*
- *Create a shared document on when techs will visit each building share this document with the tech team.*

Non-Help Desk

- *Create survey to include comments, suggestions.*
- *Email out surveys and review results*

D.C. Everest Area School District

Annual Department Scorecard Student Services

Literacy

Department SMART Goal(s):

- Increase % of students in Grade 3 from 42.65% to 60% who are proficient in reading in STAR
- Increase median SGP from 59 to 64 across all students in grades 1-8 (STAR)
- Increase by 10 percentage points from 65 % to 75% the % of students in grades 9-10 who meet or exceed growth expectations in reading (SRI)

Department Progress Monitoring Measures

- *b.e.s.t. Universal Screener*
- *GAIN-SS*
- *MCS-BCC survey*

Dates/ Results

- Semester
- Annually

Student Services Strategic Actions:

Student Services:

- Integrate trauma sensitive practices at K-5 through our work with the Trauma Sensitive Schools Project
- Utilize the GAIN-SS pilot and the b.e.s.t. universal screener to identify students with potential roadblocks to academic success and implement internal and external interventions with those students
- Continue partnership with the Marathon County School-Based Counseling Consortium to further establish a system that will better provide counseling opportunities to students

College and Career Readiness

Department SMART Goal(s):

- Increase the baseline (91%) of K12 students who attend school 90% of the time or more by 2%
- Increase proportional representation of underrepresented groups in Advanced Placement and Dual Enrollment courses in Tech Ed, Math, Health, Science and social studies.

Department Progress Monitoring Measures

- *Attendance data*

Dates/ Results

- Quarterly

Department Strategic Actions:

Student Services:

- *Work with the Education and Pathways teams to establish fluid, alternative programming opportunity for students struggling within the traditional environment.*
- *Establish protocols within the Counseling Department and scheduling process for all students to better understand class options in the course selection process.*
- *Establish an administrative PLC with secondary AP's to collaboratively establish high-yield actions around improving student attendance.*

Culture of Excellence

Department SMART Goal(s):

- Increase % of **6, 7 and 8th grade** students who participate in **1 or more sports, co-curricular activities, or clubs**
- Increase employee engagement from **3.97 to 4.07** (Studer EducationSM survey)

Department Progress Monitoring Measures

- SAS
- *WI School Mental Health Needs Assessment*

Dates/ Results

- Annually

Department Strategic Actions:

Student Services:

- *Restructure the ESS-Behavior system to provide better front-line supports for our buildings and internal coaches.*
- *Implement strategies around advancing compassion resilience for educators to address compassion fatigue for K-5 staff (TSS Project).*
- *Implement strategies around trauma sensitive schools for educators to address student needs around K-5 students (TSS Project).*

D.C. Everest Area School District

Annual Department Scorecard

Facilities

Effective & Efficient Operations

Department SMART Goal(s):

- *Organize a referendum facebook page to better engage the public on the upcoming projects and progress*
- *Increase professional development for all custodial staff to bi-yearly*
- *Coordinate with custodians buy-in for reducing supply costs*
- *Get 95% staff engagement in the Studer survey (last survey 19 staff members took the survey)*

Department Progress Monitoring Measures

- *Monitor feedback from staff on levels of satisfaction from staff*
- *Evaluate survey results from survey feedback*

Dates/ Results

-

Department Strategic Actions:

- *Gather quotes for supplies*
- *Research best practices for cleaning*
- *Prepare and present materials via e-mail, district web-page, presentations*
- *Meet with all staff and help them through the Studer survey*

Culture of Excellence

Department SMART Goal(s):

- *Facilities will increase our satisfaction survey rating from 3.72 to 3.8*

Department Progress Monitoring Measures

- *TBD*

Dates/ Results

- *TBD*

Department Strategic Actions:

- *Improve communication with staff*
- *Continue to increase timely responses*
- *Provide additional resources for second shift employee management*

D.C. Everest Area School District

Annual Department Scorecard

Community Services

Effective & Efficient Operations

Department SMART Goal(s):

- *Create a seamless process for Adventure Care billing and tracking*
- *Communicate with administrators and other district staff on the districts new security plan.*

Department Progress Monitoring Measures

- *Track fund transfers and survey parents on billing system*
- *Survey or talk to administrators about security process to see if any changes need to be made or if communication needs to be increased.*

Dates/ Results

-

Department Strategic Actions:

- *Look into better software for payments and tracking. Then create processes around that software.*
- *Do a district wide training with staff and administrators*
- *Meet with each principal to get there feedback throughout the development of the security plan.*

Culture of Excellence

Department SMART Goal(s):

- *Community Services and Custodial will increase our satisfaction survey rating from 3.72 to 3.8*

Department Progress Monitoring Measures

- *Employee engagement Survey*
- *Rounding with staff*

Dates/ Results

-

Department Strategic Actions:

- *Improve communication with staff*
- *Continue to increase timely responses*
- *Provide additional resources for second shift employees*

D.C. Everest Area School District

Annual Department Scorecard

Business and Operations - Finance Manager

Effective & Efficient Operations

Department SMART Goal(s):

- Will continue to work with Building Principals & Departments regarding transition to new copy machine company.

Department Progress Monitoring Measures

- Will measure each quarter with assistance of Papercut, Quarterly Invoices, Input from Administration and the support of Marco's Representation.

Dates/ Results

- Will measure each quarterly.

Department Strategic Actions:

- *Work with District Staff and Marco for copy machine installation & training.*
- *Provide print job costs to Administration on other Staff to help them make appropriate printing choices.*
- *Ensure that Building Principals and Secretaries receive and analyze quarterly reports.*
- *Work with staff in the procurement of paper.*

Culture of Excellence

Department SMART Goal(s):

- _____ will increase/ decrease from ___ to __ (Measure to be used)
-

Department Progress Monitoring Measures

-

Dates/ Results

-

Department Strategic Actions:

-

D.C. Everest Area School District

Annual Department ScoreCard

Food Service

Effective & Efficient Operations

Department SMART Goal(s):

- *Decrease use of disposable products by 15%.*
- *Eliminate use of styrofoam products by the end of the school year*

Department Progress Monitoring Measures

- *Evaluate product usage data during 2018-2019.*
- *Compare useage to 2017-2018*
- *Chart and measure budgetary reduction based on reduced product usage*

Dates/ Results

- Chart monthly comparisons
- Annual comparison FY 18 to FY 19

Department Strategic Actions:

- *Pre-package less food items. Serve more food items directly onto student trays.*
- *Eliminate milk straw usage.*
- *Increase number of school buildings using metal silverware from 5 buildings to 7 buildings.*
- *Educate food service staff to be mindful of using less disposable products in day to day operations.*
- *Replace styrofoam soup bowls with paper soup bowls.*
- *Communicate goals with teachers, support staff, and principals in each building*

Culture of Excellence

Department SMART Goal(s):

- *Increase feeling of value and appreciation in employees*
- *Increase opportunities to give employees a voice in the way we operate the department*

Department Progress Monitoring Measures

- *Observe attitude of staff when their requests cannot be honored*
- *Continue to encourage input from staff where things can be done better - give them more voice.*

Dates/ Results

- Monthly kitchen visits and notes kept for each visit
- Survey staff at year end

Department Strategic Actions:

- *Work alongside line staff in at least one kitchen per month*
- *All schools will participate in 3-month Wisconsin School Breakfast Challenge. Prizes and verbal recognition will be given to kitchen each month*



D.C. Everest Area School District

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

Aaron Nelson
Finance Manager

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.

TO: Jack E. Stoskopf, Jr., Assistant Superintendent Business/Personnel Services
FROM: Aaron Nelson, Finance Manager
RE: 2017-18 Financial Audit
DATE: 11/13/2018

Attached is the final Audit Report for the past school year completed by Hawkins Ash CPAs. The audit was an unmodified opinion, which in audit terminology is a good meaning.

The district's audited fund balance is \$8,901,052, which is up \$83,229 from the start of the 2017-18 school year. This equates to 11.9% of total revenues. Of this fund balance, \$340,000 is reserved to pay employee benefit obligations. The remaining \$8,561,052 is designated as unassigned for the purpose of reducing cash flow borrowing and meeting unexpected expenditures.

I recommend the school board accept these reports.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS' REPORT**

JUNE 30, 2018

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MEMBERS OF THE BOARD OF EDUCATION

| | |
|--------------------------|------------------|
| President | Larry Schaefer |
| Vice President | Helen Ackermann |
| Treasurer | Joshua Dickerson |
| Clerk | Yee Leng Xiong |
| Member | Katie Felch |
| Member | Corina Norrbom |
| Member | Rita Kasten |
| Superintendent | Kristine Gilmore |
| Assistant Superintendent | Jack Stoskopf |
| Assistant Superintendent | Mary Jo Lechner |
| Finance Manager | Aaron Nelson |



INDEPENDENT AUDITORS' REPORT

To the Board of Education
D.C. Everest Area School District
Weston, Wisconsin

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the D.C. Everest Area School District, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the D.C. Everest Area School District as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, the District has implemented Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, Wisconsin Retirement System pension schedules, Wisconsin Retirement System local retiree life insurance fund, and OPEB healthcare defined benefit plan schedules, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the D.C. Everest Area School District's basic financial statements. The combining and individual nonmajor fund financial statements, schedule of changes in assets and liabilities - agency funds, and schedule of charter school authorizer operating costs are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards and state financial assistance are presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* and *State Single Audit Guidelines* issued by the Wisconsin Department of Administration, and are also not a required part of the basic financial statements.

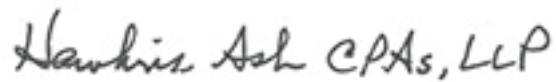
The combining and individual nonmajor fund financial statements, schedule of changes in assets and liabilities - agency funds, schedule of charter school authorizer operating costs, schedule of expenditures of federal awards, and state financial assistance are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the

combining and individual nonmajor fund financial statements, the schedule of expenditures of federal awards, and state financial assistance are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 12, 2018, on our consideration of the D.C. Everest Area School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering D.C. Everest Area School District's internal control over financial reporting and compliance.

HAWKINS ASH CPAS, LLP

A handwritten signature in cursive script that reads "Hawkins Ash CPAs, LLP".

Manitowoc, Wisconsin
November 12, 2018

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN
MANAGEMENT'S DISCUSSION AND ANALYSIS**



D.C. Everest Area School District

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

Aaron Nelson
Finance Manager

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.

Management's Discussion and Analysis Fiscal Year Ending June 30, 2018

The following discussion and analysis is of the D.C. Everest Area School District's annual financial performance during the fiscal year ending June 30, 2018. Please read it in conjunction with the District's financial statements immediately following this section.

The Management's Discussion and Analysis (MD&A) is Required Supplementary Information specified in the Governmental Accounting Standard Board's (GASB) Statement No. 34 – Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments issued in June 1999. Certain comparative information between this reported fiscal year and the prior fiscal year is required to be presented in the MD&A.

FINANCIAL HIGHLIGHTS

- Total governmental revenues based off from the Statement of Activities were \$80,355,381 to include \$25,150,265 of property taxes and \$43,533,454 of general state and federal aid. Total governmental activities expenditures were \$77,480,806 including \$44,959,310 for direct instruction.
- The District's financial status, per the Statement of Net Position, increased by \$2,874,575.

OVERVIEW OF THE FINANCIAL STATEMENTS

The basic financial statements are comprised of **1)** district-wide financial statements, **2)** fund financial statements, and **3)** notes to the financial statements. In addition, other information supplemental to the basic financial statements is provided.

The basic financial statements consist of two kinds of statements that present different views of the District's financial activities.

- The *Statement of Net Position and Statement of Activities* provide information on a district-wide basis. The statements present an aggregate view of the District's finances. District-wide statements contain useful long-term information as well as information for the just-completed fiscal year.

- The remaining statements are *fund financial statements* that focus on individual parts of the District. Fund statements generally report operations in more detail than the district-wide statements.

The *notes to the financial statements* provide further explanation of some of the information in the statements. They also provide additional disclosures so statement users have a complete picture of the District's financial activities and position.

Required supplementary information further explains and supports the financial statements by including a comparison of the District's budget data for the year.

The major features of the District's financial statements, including the activities reported and the type of information contained are shown in the following table.

| | District-wide Statements | Fund Financial Statements | |
|---|--|---|--|
| | | Governmental | Fiduciary |
| Scope | Entire district (except fiduciary funds) | Activities of the District for instruction, the support of instruction, special projects and revenue, debt service, food service, community education, and capital projects as needed. | Assets held by the District on behalf of someone else. Student and other organizations that have funds on deposit with the District are reported here. |
| Required financial statements | Statement of Net Assets Statement of Activities | Balance Sheet Statement of Revenue, Expenditure and Change in Fund Balance | Statement of Fiduciary Net Assets Statement of Change in Fiduciary Net Assets |
| Basis of accounting and measurement focus | Accrual accounting Economic resources focus | Modified accrual accounting Current financial resources focus | Accrual accounting Economic resources focus |
| Type of asset and liability information | All assets and liabilities, both financial and capital, short-term and long-term | Generally, consumable assets and liabilities coming due during the year or soon thereafter, no capital assets included. | All assets and liabilities. These funds do not currently contain any capital assets, although they can. |
| Type of inflow and outflow information | All revenues and expenses during the year, regardless of when cash is received or paid | Revenue for which cash is received during or soon after the end of the year; expenditures when goods or services have been received and the related liability are due and payable during the year or soon thereafter. | All additions and/or deductions during the year, regardless of when cash is received or paid. |

DISTRICT-WIDE STATEMENTS

The district-wide statements report information about the District as a whole using accounting methods similar to those used by private-sector companies. The statement of activities reports all revenues and expenses used to support the District. The statement of net position reports all assets and liabilities available to support District activities. The two district-wide statements report the District's *net position* and how they have changed. Net position, the difference between the District's assets and liabilities, is one way to measure the District's overall financial position. Increases or decreases in the District's net position are one indicator of whether its financial position is improving or deteriorating respectively. To assess the overall financial condition of the District, additional non-financial factors such as changes in the District's property tax base and the condition of school buildings and other facilities, should be considered.

In the district-wide financial statements, the District's activities are reported as governmental activities. Most of the District's basic services are included here, such as regular and special education, transportation, support services, debt service, capital projects, food service, community programs and administration. Property taxes and state school aid, finance most of these activities.

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the District's funds, focusing on its most significant or "major" funds - not the District as a whole. Funds are accounting devices the District uses to keep track of sources of funding and spending on particular programs and to demonstrate compliance with various regulatory requirements. Some funds are required by state law and by bond covenants. The District establishes other funds to control and manage money for particular purposes (like repaying its long-term debt), or to show that it is properly using certain revenues (like capital project funds).

The District has two kinds of funds:

- **Governmental funds** - Most of the District's basic services are included in governmental funds, which generally focus on (1) how cash and other financial assets can readily be converted to cash flow in and out; (2) the balances left at year-end that are available for funding future basic services. Governmental funds statements provide a detailed short-term view that help determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Governmental funds information does not report on long-term commitments as is reported on the district-wide statements.
- **Fiduciary funds** - The District serves as a trustee, or fiduciary, for various student organizations. The assets of these organizations belong to the organization and not the District. The District is responsible for ensuring that the assets reported in these funds are used only for their intended purposes, and only by those to whom the assets belong. These activities are excluded from the district-wide financial statements because the District cannot use these assets to finance its operations.

FINANCIAL ANALYSIS

The District as a Whole

Table 1 provides a summary of the District's net position for the year ended June 30, 2018 compared with the prior year. The District's total assets and deferred outflows of resources were \$128,991,942. The District's total liabilities and deferred inflows of resources were \$84,395,652. The District's net position was \$44,596,290. The District's combined net position increased by \$2,874,575. Of the total net position \$4,958,071 (other activities under Statement of net position) is due to the reporting requirements of GASB 68. This new requirement improves accounting and financial reporting by state and local governments for pensions (WRS).

Table 1
D.C. Everest Area School District
Statement of Net Position

| | Governmental Activities | |
|--|-------------------------|------------------------|
| | As of June 30, 2017 | As of June 30, 2018 |
| Current and other assets | 25,904,105 | 52,322,031 |
| Capital assets | 52,184,592 | 55,586,034 |
| Deferred Outflow of Resources | 16,358,901 | 21,083,877 |
| Total Assets | \$ 94,447,598 | \$ 128,991,942 |
| | | |
| Current liabilities | 16,611,822 | 14,531,199 |
| Long-term liabilities | 27,715,609 | 47,456,192 |
| Deferred Inflow of Resources | 8,398,452 | 22,408,261 |
| Total Liabilities | \$ 52,725,883 | \$ 84,395,652 |
| | | |
| Net assets | | |
| Invested in capital assets, net of related debt | 31,830,911 | 33,230,429 |
| Restricted | 9,263,611 | 33,120,393 |
| Unrestricted | 627,193 | (21,754,532) |
| Total Net Assets | \$ 41,721,715 | \$ 44,596,290 |
| | | |
| Increase | | \$ 2,874,575 |

The District as a Whole (continued)

Table 2 provides summarized operating results and their impact on net position. The District relies primarily on state and federal aids 54% and property taxes 31% of total revenues to fund governmental activities. These two funding sources make up 86% of the total revenues. All other revenues accounted for 15% of total revenue for the year.

The District's total revenues were \$80,355,381 for the year ended June 30, 2018.

The total cost of all programs and services was \$77,480,809. The district experienced an increase in net position of \$2,874,575. The District's expenses are predominantly related to educating and caring for students. Those costs not directly related to instruction are incurred in support of the instructional mission.

Table 2
D.C. Everest Area School District
Statement of Activities

| | Governmental Activities | |
|----------------------------------|-------------------------|-------------------------|
| | As of | As of |
| | June 30, 2017 | June 30, 2018 |
| Revenues: | | |
| Program Revenues | | |
| Charges for Services | 2,390,674 | 2,546,034 |
| Grants and Contributions | 5,290,530 | 5,318,039 |
| General Revenues | | |
| Property Taxes | 24,410,762 | 25,198,058 |
| State Aid - Formula Grants | 42,755,195 | 43,533,454 |
| Other | 2,919,848 | 3,759,796 |
| Total Revenues | \$ 77,767,009 | \$ 80,355,381 |
| Expenses: | | |
| Instruction | 42,491,603 | 44,959,310 |
| Pupil and Instructional Services | 7,336,674 | 7,280,891 |
| Administration and Business | 22,356,930 | 20,273,893 |
| Interest and Other | 499,677 | 1,058,116 |
| Other Expenses | 3,617,716 | 3,908,596 |
| Total Expenses | \$ 76,302,600 | \$ 77,480,806 |
| Change in net assets | <u>1,464,409</u> | <u>2,874,575</u> |

Net Cost of Governmental Activities.

Table 3 presents the cost of the major district activities. The table reports each activities net cost (total cost less fees generated by the activities and intergovernmental aid provided for specific programs). The net cost reflects the financial burden that was placed on the District's taxpayers by each of these functions.

The net cost of all governmental activities this year was \$69,616,733.

Table 3
D.C. Everest Area School District
Net Cost of Governmental Activities

| | Net Cost of Services 2017 | Net Cost of Services 2018 |
|----------------------------------|---------------------------------|---------------------------------|
| Expenses | | |
| Instruction | \$ 38,680,967 | \$ 41,153,327 |
| Pupil and Instructional Services | \$ 7,126,104 | \$ 7,049,045 |
| Administration and Business | \$ 19,772,558 | \$ 17,617,243 |
| Interest on Debt | \$ 499,677 | \$ 1,058,116 |
| Other | \$ 2,542,090 | \$ 2,739,002 |
| Total | \$ 68,621,396 | \$ 69,616,733 |

General Fund Budgetary Highlights

Over the course of the year, the District revised the annual operating budget several times. These budget amendments fall into three categories:

- * Implementing budgets for specially funded projects, which include both federal and state grants.
- * Increasing appropriations for significant unbudgeted costs.
- * Reallocating the budget between functional lines.

The District prepares and reviews an interim budget in spring for the subsequent year. Consistent with current state statutes and regulations, an original budget is adopted in October following determination of official enrollment and certification of general state aids. Generally, the original budget is not significantly modified.

The District's General Fund for 2017-18 showed an equity increase by \$83,229 resulting in a fund balance of \$8,901,052, 11.9% of revenues.

- Actual General Fund revenues including fund 27 (less transfer) were \$74,713,273.
- Actual General Fund expenditures including fund 27 (less transfer) were \$74,630,043.

The District's Total Governmental Fund for 2017-18 showed an equity increase by \$24,909,302 resulting in a fund balance of \$36,723,373.

- Actual Governmental Fund revenues and other financing sources were \$109,992,430.
- Actual Governmental Fund expenditures were \$85,083,128.

The change to the total governmental fund balance was due the following:

- Fund 10 – General Fund - Increase in fund balance of \$83,229.
- Fund 21 – Special Revenue Trust Fund - Decrease in fund balance of \$43,214
- Fund 38 – Non Referendum Debt Service Fund - Increase in fund balance of \$1,240,691.
- Fund 39 – Referendum Debt Service Fund - Decrease in fund balance of \$23,370.
- Fund 46 – Capital Improvement Trust Fund - Increase in fund balance of \$747,752.
- Fund 49 – Other Capital Projects Fund - Increase in fund balance of \$22,733,324.
- Fund 50 – Fund Service Fund - Increase in fund balance of \$162,912.
- Fund 80 – Community Service Fund - Increase in fund balance of \$7,978.

Capital Assets

At the end of the fiscal year, the District had \$91.7 million in a broad range of capital assets, including land, sites & improvements, buildings, and equipment. Total accumulated depreciation on these assets were \$36.1 million.

- Asset acquisitions during this fiscal year for governmental activities totaled \$3,860,986.
- Asset deletions during this fiscal year for governmental activities totaled \$2,714,122.
- The District recognized depreciation expense of \$2,094,240 for Governmental Activities during this fiscal year.

Table 4
D.C. Everest Area School District
Capital Assets

| | 2017 | 2018 |
|---------------------------------|----------------------|----------------------|
| | Governmental | Governmental |
| | Activities | Activities |
| Land | \$527,500 | \$821,265 |
| Construction in Progress | \$0 | \$2,461,553 |
| Sites and Improvements | 4,047,335 | 4,466,270 |
| Buildings & Improvements | 70,653,695 | 70,725,294 |
| Equipment | 12,574,636 | 13,230,966 |
| Capital Assets | 87,803,166 | 91,705,348 |
| Accumulated Depreciation | (35,618,574) | (36,119,314) |
| Assets less Depreciation | \$ 52,184,592 | \$ 55,586,034 |

Long-Term Debt

At year-end the District had \$41,940,000 in general obligation debt, a increase of 99.6% from the prior year. Additional information about the District's long-term liabilities is presented in the financial statements.

| | Total School District June 30 | | Total % Change |
|--------------------------|----------------------------------|----------------------|-------------------|
| | 2017 | 2018 | |
| General Obligation Bonds | 19,585,000 | 41,220,000 | 110.5% |
| Taxable Note | 1,430,000 | 720,000 | -49.7% |
| | <u>\$ 21,015,000</u> | <u>\$ 41,940,000</u> | <u>99.6%</u> |

- The District added a \$25,000,000 bond for energy efficiency projects.
- The District retired \$3,375,000 of outstanding general obligation bonds.
- The District retired \$710,000 of outstanding notes.
- The district currently has a Standard & Poor's rating of AA.

Debt of the District is secured by an irrevocable tax levy adopted by the School Board at the time of issuance. Wisconsin state statutes require that the first property tax receipts be segregated for annual debt service payments.

Factors Bearing on the District's Future

Currently known circumstances that will impact the district's financial status in the future are:

- In the 2018-19 school year, the district has levied to its maximum. This will make future school budgets more challenging if State of Wisconsin continues to provide little or no revenue limit funding increases.
- In the 2018-19 school year, total revenue limit student FTE increased by 25 when compared to the prior school year.
- With the most recent third Friday Head Count, the district had 374 student Open Enrollment (OE) in vs 358 OE out for a positive number of 16. This has been a significant shift to the positive when compared to prior school years.
- The district does not anticipate any significant labor negotiation issues, however is concerned with the tight labor pool and increased wage pressures.
- An actuarial study by Willis of Wisconsin, Inc. in February 2018, determined the post-retirement benefit liability as of 6/30/17 to be \$9,477,681. At the time of the study, the Trust Fund was funded at 51.6% with an actuarial value of assets of \$4,542,506 to offset this liability.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors and creditors with a general overview of the District's finances to demonstrate the District's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Aaron Nelson, Finance Manager, by mail at 6300 Alderson Street, Weston, Wisconsin 54476, by phone at (715) 359-4221, ext. 1243, or by email at anelson@dce.k12.wi.us.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**BASIC
FINANCIAL STATEMENTS**

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**DISTRICT-WIDE
FINANCIAL STATEMENTS**

D.C. EVEREST AREA SCHOOL DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2018

| | GOVERNMENTAL ACTIVITIES |
|---|-------------------------------------|
| ASSETS | |
| Cash and investments | \$ 36,358,847 |
| Receivables | |
| Accounts | 103,354 |
| Taxes | 6,808,615 |
| Due from other governments | 1,701,099 |
| Wisconsin Retirement System net pension | 7,350,116 |
| Capital assets (net of accumulated depreciation) | |
| Capital assets not being depreciated | 3,282,818 |
| Capital assets being depreciated | <u>52,303,216</u> |
| TOTAL ASSETS | <u>107,908,065</u> |
| DEFERRED OUTFLOWS OF RESOURCES | |
| Wisconsin Retirement System pension | 19,978,003 |
| Wisconsin Retirement System LRLIF | 255,093 |
| OPEB healthcare | <u>850,781</u> |
| TOTAL DEFERRED OUTFLOWS OF RESOURCES | <u>21,083,877</u> |
| TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES | <u><u>128,991,942</u></u> |
| LIABILITIES | |
| Accounts payable | 414,048 |
| Self insurance claims payable | 154,409 |
| Accrued liabilities | |
| Payroll, payroll taxes, insurance | 6,288,504 |
| Interest | 332,211 |
| Deposits payable | 1,283,980 |
| Unearned revenue | 107,601 |
| Current portion of long-term obligations | 5,950,446 |
| Noncurrent portion of long-term obligations | <u>47,456,192</u> |
| TOTAL LIABILITIES | <u>61,987,391</u> |
| DEFERRED INFLOWS OF RESOURCES | |
| Wisconsin Retirement System pension | 22,370,048 |
| Wisconsin Retirement System LRLIF | 28,806 |
| OPEB healthcare | <u>9,407</u> |
| TOTAL DEFERRED INFLOWS OF RESOURCES | <u>22,408,261</u> |
| NET POSITION | |
| Net investment in capital assets | 33,230,429 |
| Restricted for | |
| General fund | 340,000 |
| Special revenue | 1,405,073 |
| Debt service | 1,514,524 |
| Capital projects | 24,902,725 |
| Other activities | 4,958,071 |
| Unrestricted | <u>(21,754,532)</u> |
| TOTAL NET POSITION | <u>44,596,290</u> |
| TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND NET POSITION | <u><u>\$ 128,991,942</u></u> |

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2018

| FUNCTIONS/PROGRAMS | EXPENSES | PROGRAM REVENUE | | NET (EXPENSES) REVENUE AND CHANGES IN NET POSITION |
|---|-----------------------------|----------------------------|--|---|
| | | CHARGES FOR SERVICES | OPERATING GRANTS AND CONTRIBUTIONS | |
| GOVERNMENTAL ACTIVITIES | | | | |
| Instruction | | | | |
| Regular instruction | \$ 32,169,238 | \$ 72,702 | \$ 85,007 | \$ (32,011,529) |
| Vocational instruction | 2,035,055 | 27,491 | 42,982 | (1,964,582) |
| Special instruction | 7,113,113 | - | 3,423,201 | (3,689,912) |
| Other instruction | 3,641,904 | 154,600 | - | (3,487,304) |
| Total instruction | <u>44,959,310</u> | <u>254,793</u> | <u>3,551,190</u> | <u>(41,153,327)</u> |
| Support services | | | | |
| Pupil services | 3,480,980 | - | - | (3,480,980) |
| Instructional staff services | 3,799,911 | - | 231,846 | (3,568,065) |
| General administration services | 879,908 | - | - | (879,908) |
| Building administration services | 2,919,130 | - | - | (2,919,130) |
| Business services | 15,667,148 | 1,124,647 | 1,532,003 | (13,010,498) |
| Central services | 379,432 | - | - | (379,432) |
| Insurance | 428,275 | - | - | (428,275) |
| Interest and other | 1,058,116 | - | - | (1,058,116) |
| Other support services | 158,553 | - | - | (158,553) |
| Community services | 1,042,843 | 1,166,594 | 3,000 | 126,751 |
| Total support services | <u>29,814,296</u> | <u>2,291,241</u> | <u>1,766,849</u> | <u>(25,756,206)</u> |
| Non-program transactions | 2,707,200 | - | - | (2,707,200) |
| TOTAL GOVERNMENTAL ACTIVITIES | <u>\$ 77,480,806</u> | <u>\$ 2,546,034</u> | <u>\$ 5,318,039</u> | <u>(69,616,733)</u> |
| General revenues | | | | |
| Taxes | | | | |
| Property taxes | | | | |
| | | | | 25,150,265 |
| Other taxes | | | | |
| | | | | 47,793 |
| State and federal aids not restricted to specific functions | | | | |
| | | | | 43,533,454 |
| Interest and investment earnings | | | | |
| | | | | 303,706 |
| Miscellaneous | | | | |
| | | | | 3,456,090 |
| Total general revenues | | | | |
| | | | | <u>72,491,308</u> |
| CHANGE IN NET POSITION | | | | |
| | | | | 2,874,575 |
| NET POSITION - BEGINNING OF YEAR | | | | |
| | | | | 49,892,427 |
| CHANGE IN ACCOUNTING PRINCIPLE | | | | |
| | | | | (8,170,712) |
| NET POSITION - END OF YEAR | | | | |
| | | | | <u>\$ 44,596,290</u> |

The accompanying notes are an integral part of these statements.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**FUND
FINANCIAL STATEMENTS**

D.C. EVEREST AREA SCHOOL DISTRICT

BALANCE SHEET
GOVERNMENTAL FUNDS

JUNE 30, 2018

| | 10/27 | 38 | 49 | 21/39/46/50/80 | |
|--|----------------------|---------------------|----------------------|---------------------|-------------------|
| | GENERAL | DEBT SERVICE | OTHER | TOTAL | TOTAL |
| | FUND | FUND | CAPITAL PROJECTS | NONMAJOR | GOVERNMENTAL |
| | | NON-REFERENDUM | | FUNDS | FUNDS |
| ASSETS | | | | | |
| Cash and investments | \$ 7,958,107 | \$ 1,285,809 | \$ 23,930,824 | \$ 3,184,107 | \$ 36,358,847 |
| Receivables | | | | | |
| Accounts | 14,693 | - | - | 88,661 | 103,354 |
| Taxes | 6,808,615 | - | - | - | 6,808,615 |
| Due from other funds | - | - | - | 720,410 | 720,410 |
| Due from other governments | 1,624,904 | - | - | 76,195 | 1,701,099 |
| TOTAL ASSETS | 16,406,319 | 1,285,809 | 23,930,824 | 4,069,373 | 45,692,325 |
| LIABILITIES | | | | | |
| Accounts payable | 387,156 | - | - | 26,892 | 414,048 |
| Self insurance claims payable | 154,409 | - | - | - | 154,409 |
| Accrued payroll liabilities | 6,235,193 | - | - | 53,311 | 6,288,504 |
| Due to other funds | 720,410 | - | - | - | 720,410 |
| Deposits payable | - | - | 1,197,500 | 86,480 | 1,283,980 |
| Unearned revenue | 8,100 | - | - | 99,501 | 107,601 |
| TOTAL LIABILITIES | 7,505,268 | - | 1,197,500 | 266,184 | 8,968,952 |
| FUND BALANCES | | | | | |
| Restricted | 340,000 | 1,285,809 | 22,733,324 | 3,803,189 | 28,162,322 |
| Unassigned | 8,561,051 | - | - | - | 8,561,051 |
| TOTAL FUND BALANCES | 8,901,051 | 1,285,809 | 22,733,324 | 3,803,189 | 36,723,373 |
| TOTAL LIABILITIES AND FUND BALANCES | \$ 16,406,319 | \$ 1,285,809 | \$ 23,930,824 | \$ 4,069,373 | |

Total net position reported for governmental activities in the statement of net position is different from the amount reported above as total governmental funds fund balance because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund statements. Amounts reported for governmental activities in the statement of net position are:

| | | |
|---------------------------------------|---------------------|------------|
| Governmental capital asset | \$ 91,705,348 | |
| Governmental accumulated depreciation | <u>(36,119,314)</u> | 55,586,034 |

Wisconsin Retirement System asset, deferred inflows of resources, and deferred outflows of resources are not current financial resources and are not reported in fund statements:

| | | |
|--|--|-----------|
| Other post employment benefits deferred inflows of resources and deferred outflows of resources are not current financial resources and are not reported in fund statements: | | 5,184,358 |
| | | 841,374 |

Long-term liabilities are not due in the current period and therefore are not reported in the fund statements. Long-term liabilities reported in the statement of net position that are not reported in the funds balance sheet are:

| | | |
|--------------------------|--------------------|---------------------|
| General obligation debt | \$ (41,940,000) | |
| Premium | (2,280,710) | |
| Capital leases | (2,438,341) | |
| Accrued interest | (332,211) | |
| WRS liability | (2,044,463) | |
| Vested employee benefits | (120,618) | |
| Net OPEB obligation | <u>(4,582,506)</u> | <u>(53,738,849)</u> |

Total net position - governmental activities **\$ 44,596,290**

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2018

| | 10/27 | 38 | 49 | 21/39/46/50/80 | |
|---|---------------------|---------------------|----------------------|---------------------|----------------------|
| | GENERAL | DEBT SERVICE | OTHER | NONMAJOR | TOTAL |
| | FUND | FUND | CAPITAL PROJECTS | GOVERNMENTAL | GOVERNMENTAL |
| | | NON-REFERENDUM | | FUNDS | FUNDS |
| REVENUES | | | | | |
| Property taxes | \$ 20,539,235 | \$ 1,109,898 | \$ - | \$ 3,548,925 | \$ 25,198,058 |
| Other local sources | 620,944 | 304 | 194,878 | 2,360,372 | 3,176,498 |
| Interdistrict sources | 2,527,870 | - | - | - | 2,527,870 |
| Intermediate sources | 600 | - | - | - | 600 |
| State sources | 45,197,506 | - | - | 50,354 | 45,247,860 |
| Federal sources | 2,346,843 | - | - | 1,238,771 | 3,585,614 |
| Other sources | 164,537 | - | - | - | 164,537 |
| TOTAL REVENUES | 71,397,535 | 1,110,202 | 194,878 | 7,198,422 | 79,901,037 |
| EXPENDITURES | | | | | |
| Current | | | | | |
| Instruction | | | | | |
| Regular instruction | 28,728,867 | - | - | 45,810 | 28,774,677 |
| Vocational instruction | 1,990,882 | - | - | - | 1,990,882 |
| Special instruction | 6,982,169 | - | - | - | 6,982,169 |
| Other instruction | 3,589,808 | - | - | - | 3,589,808 |
| Total instruction | 41,291,726 | - | - | 45,810 | 41,337,536 |
| Support services | | | | | |
| Pupil services | 3,432,412 | - | - | - | 3,432,412 |
| Instructional staff services | 3,735,208 | - | - | - | 3,735,208 |
| General administration services | 900,281 | - | - | - | 900,281 |
| Building administration services | 2,851,021 | - | - | - | 2,851,021 |
| Business services | 9,282,011 | - | 2,461,554 | 2,510,691 | 14,254,256 |
| Central services | 2,824,024 | - | - | 780 | 2,824,804 |
| Insurance | 428,275 | - | - | - | 428,275 |
| Other support services | 158,553 | - | - | - | 158,553 |
| Community services | - | - | - | 975,389 | 975,389 |
| Total support services | 23,611,785 | - | 2,461,554 | 3,486,860 | 29,560,199 |
| Non-program transactions | 2,707,200 | - | - | - | 2,707,200 |
| Debt service | | | | | |
| Principal | 1,146,352 | 1,035,000 | - | 3,040,000 | 5,221,352 |
| Interest | 38,369 | 317,123 | - | 394,225 | 749,717 |
| Other | 3,087 | 293,044 | - | - | 296,131 |
| Total debt service | 1,187,808 | 1,645,167 | - | 3,434,225 | 6,267,200 |
| Capital outlay | 5,111,114 | - | - | 99,879 | 5,210,993 |
| TOTAL EXPENDITURES | 73,909,633 | 1,645,167 | 2,461,554 | 7,066,774 | 85,083,128 |
| EXCESS (DEFICIENCY) OF REVENUES | | | | | |
| OVER EXPENDITURES | (2,512,098) | (534,965) | (2,266,676) | 131,648 | (5,182,091) |
| OTHER FINANCING (USES) SOURCES | | | | | |
| Net transfer (to) from other funds | (720,410) | - | - | 720,410 | - |
| Capital lease proceeds | 2,861,393 | - | - | - | 2,861,393 |
| Sale of capital assets | 454,344 | - | - | - | 454,344 |
| Issuance of long-term debt | - | - | 25,000,000 | - | 25,000,000 |
| Premium on refunding bonds issued | - | 1,775,656 | - | - | 1,775,656 |
| TOTAL OTHER FINANCING | | | | | |
| (USES) SOURCES | 2,595,327 | 1,775,656 | 25,000,000 | 720,410 | 30,091,393 |
| NET CHANGE IN FUND BALANCE | 83,229 | 1,240,691 | 22,733,324 | 852,058 | 24,909,302 |
| FUND BALANCE - BEGINNING OF YEAR | 8,817,822 | 45,118 | - | 2,951,131 | 11,814,071 |
| FUND BALANCE - END OF YEAR | \$ 8,901,051 | \$ 1,285,809 | \$ 22,733,324 | \$ 3,803,189 | \$ 36,723,373 |

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
YEAR ENDED JUNE 30, 2018

Net change in fund balances - total governmental funds \$ 24,909,302

Amounts reported for governmental activities in the statement of activities are different because:

The acquisition of capital assets are reported in the governmental funds as expenditures. However, for governmental activities those costs are shown in the statement of net position and allocated over their estimated useful lives as annual depreciation expenses in the statement of activities.

| | | |
|--|--------------------|-----------|
| Capital outlay reported in fund statements | \$ 5,210,993 | |
| Capital outlay reported as other expenses in fund statements | 1,405,311 | |
| Depreciation expense reported in the statement of activities | (2,094,240) | |
| Net book value of capital assets disposed | <u>(1,120,622)</u> | |
| Amount by which capital outlays are greater than depreciation in the current period: | | 3,401,442 |

The amount of the loan and lease is reported in the governmental funds as a source of financing. In the statement of net position however, loans and capital leases are not reported as a financing source, but rather constitute a long-term liability. The amount of loans and capital leases reported in the governmental funds statement is: (27,861,393)

Certain employee benefits are reported in the governmental funds when amounts are paid. The statement of activities reports the value of benefits earned during the year.

This year the accrual of these benefits decreased by: 591

Wisconsin Retirement System pension asset, deferred outflows of resources, liability, and deferred inflows of resources changes: (969,291)

Wisconsin Retirement System LRLIF asset, deferred outflows of resources, liability, and deferred inflows of resources changes: (207,528)

OPEB healthcare deferred outflows of resources, liability, and deferred inflows of resources changes: 168,024

Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the statement of net position and does not affect the statement of activities.

Amount of long-term debt principal payments in the current year is: 5,221,352

In governmental funds interest payments and other debt costs on outstanding debt are reported as an expenditure when paid. In the statement of activities interest is reported as it accrues.

| | | |
|--|--------------------|--------------------|
| Amount of interest and other debt costs paid during the current period is | \$ (729,808) | |
| Amount of interest and other debt costs accrued during the current period is | <u>(1,058,116)</u> | |
| Interest paid is less than interest accrued by: | | <u>(1,787,924)</u> |

Change in net position - governmental activities \$ 2,874,575

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT

STATEMENT OF NET POSITION

FIDUCIARY FUNDS

JUNE 30, 2018

| | 60 | 71 | 73 | 75 |
|---|---------------------|----------------------------------|---------------------|-------------------------------------|
| | AGENCY FUND | TRUST FUNDS | | |
| | STUDENT ACTIVITY | PRIVATE PURPOSE EXPENDABLE | EMPLOYEE BENEFIT | PRIVATE PURPOSE NONEXPENDABLE |
| ASSETS | | | | |
| Cash | \$ 241,537 | \$ 2,779 | \$ - | \$ - |
| Investments | 155,674 | 257,866 | 4,944,064 | 3,151 |
| TOTAL ASSETS | 397,211 | 260,645 | 4,944,064 | 3,151 |
| LIABILITIES | | | | |
| Due to student organizations | 397,211 | - | - | - |
| Other liabilities | - | 374 | - | - |
| TOTAL LIABILITIES | 397,211 | 374 | - | - |
| NET POSITION | | | | |
| Net position held in trust | - | 260,271 | 4,944,064 | 3,151 |
| TOTAL LIABILITIES AND NET POSITION | \$ 397,211 | \$ 260,645 | \$ 4,944,064 | \$ 3,151 |

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT
STATEMENT OF CHANGES IN NET POSITION
FIDUCIARY FUNDS
YEAR ENDED JUNE 30, 2018

| | 71 | 73 | 75 |
|---|----------------------------------|---------------------|-------------------------------------|
| | TRUST FUNDS | | |
| | PRIVATE PURPOSE EXPENDABLE | EMPLOYEE BENEFIT | PRIVATE PURPOSE NONEXPENDABLE |
| ADDITIONS | | | |
| Investment income | \$ 1,755 | \$ 94,243 | \$ 264 |
| Contributions | 5,342 | 919,439 | - |
| Miscellaneous income | 141,543 | - | - |
| TOTAL ADDITIONS | <u>148,640</u> | <u>1,013,682</u> | <u>264</u> |
| DEDUCTIONS | | | |
| Disbursements | 54,124 | 964,793 | 69,387 |
| TOTAL DEDUCTIONS | <u>54,124</u> | <u>964,793</u> | <u>69,387</u> |
| CHANGE IN NET POSITION | 94,516 | 48,889 | (69,123) |
| NET POSITION - BEGINNING OF YEAR | <u>165,755</u> | <u>4,895,175</u> | <u>72,274</u> |
| NET POSITION - END OF YEAR | <u>\$ 260,271</u> | <u>\$ 4,944,064</u> | <u>\$ 3,151</u> |

The accompanying notes are an integral part of these statements.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**NOTES TO THE BASIC
FINANCIAL STATEMENTS**

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS
JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies

The financial statements of the D.C. Everest Area School District (the "District") have been prepared in conformity with generally accepted accounting principles (GAAP) in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The significant accounting principles and policies utilized by the District are described below.

Reporting Entity - The D.C. Everest Area School District is organized as a common school district. The District, governed by a seven member elected school board, operates grades K through 12 and is comprised of all or parts of twelve taxing districts.

The District's basic financial statements do not include any component units, as defined in GASB 14 and amended by GASB 39 and GASB 61, as there are no organizations which meet the criterion. The criterion for including a legally separate organization as a component unit is the degree of financial accountability the District has with the organization. A financial benefit or burden relationship needs to be present between the primary government and that organization for it to be included in the reporting entity as a component unit.

The following circumstances set forth the District's financial accountability for a legally separate organization: the District is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the District. The District may be financially accountable if an organization is fiscally dependent on the District regardless of whether the organization has (1) a separately-elected governing body, (2) a governing body appointed by a higher level of government, or (3) a jointly-appointed governing body. In addition, the primary government may determine, through exercise of management's professional judgment, that the inclusion of an organization that does not meet the financial accountability criteria is necessary in order to prevent the reporting entity's financial statements from being misleading.

Basis Of Presentation

District-Wide Statements

The statement of net position and the statement of activities present financial information about the District's governmental activities. These statements include the financial activities of the overall government in its entirety, except those that are fiduciary. Eliminations have been made to minimize the double counting of internal transactions. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions.

The statement of activities presents a comparison between direct expenses and program revenues for each function of the District's governmental activities. Direct expenses are those that are specifically associated with and are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies - Continued

Fund Financial Statements

The fund statements provide information about the District's funds, including fiduciary funds. Separate statements for each fund category - governmental and fiduciary - are presented. The emphasis of fund financial statements is on major governmental funds; each displayed in a separate column. All remaining governmental funds are aggregated and reported as non-major funds.

The District reports the following major governmental funds:

General Fund - is used for all financial activity that is not required to be accounted for in another fund. This is the District's primary operating fund.

Non-Referendum Debt Service Fund - is used to account for and report financial resources that are restricted, committed or assigned to expenditure for principal and interest.

Other Capital Projects Fund - is used to account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

The District has four fiduciary funds which account for assets held as an agent for various student organizations, an employee benefit trust and two private purpose trusts.

Measurement Focus and Basis of Accounting

The district-wide and fiduciary fund financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash transaction takes place. Nonexchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations. On an accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The governmental fund statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after the end of the fiscal year. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as other financing sources.

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies - Continued

Under the terms of grant agreements, the District may fund certain programs by a combination of specific cost-reimbursement grants, categorical block grants, and general revenues. Therefore, when program expenses are incurred, both restricted and unrestricted net position may be available to finance the program. It is the District's policy to first apply cost-reimbursement grant resources to such programs, followed by general revenues.

Cash and Investments - The District's cash and cash equivalents consist of cash on hand, demand deposits, and short-term investments with original maturities of three months or less from date of acquisition. All funds share common (pooled) checking and investment accounts unless regulations require separate investment accounts, such as the debt service fund.

Investments are stated at fair value, if applicable, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income. Investment income on commingled investments of municipal accounting funds is allocated based on average investment balances.

Property Tax Levy - Under Wisconsin law, personal property taxes and first and second installment real estate taxes are collected by municipal treasurers who then make proportional settlement with the District and county treasurer for those taxes collected on their behalf. Third installment real estate taxes and delinquent taxes are collected by the county treasurer who then makes settlement with the city, town, village, and the District before retaining any for county purposes. Taxes collected by the township are made in two installments, the first by the town, and the second by the county treasurer.

The District's property taxes are levied on or before November 1 on the equalized property valuation certified by the Department of Revenue. As permitted by a collecting municipality's ordinance, taxes may be paid in full or two or more installments with the first installment payable the subsequent January 31, and a final payment no later than the following July 31. The District is paid by the collecting municipality its proportionate share of tax collections received through the last day of the preceding month on or before January 15, and by the 20 of each subsequent month thereafter. On or before August 20, the county treasurer makes full settlement to the District for any remaining balance. The county assumes all responsibility for delinquent real estate property taxes.

Property taxes are recognized as revenue in the period for which the taxes are levied. The 2017 tax levy is used to finance operations of the District's fiscal year ended June 30, 2018. All property taxes are considered due on January 1, when an enforceable lien may be assessed against the property and the taxpayer is liable for the taxes. All taxes are collected within 60 days of June 30 and are available to pay current liabilities.

Accounts Receivable - Accounts receivable are recorded at gross amounts with uncollectible amounts recognized under the direct write-off method. No allowance for uncollectible accounts has been provided since it is believed that the amount of such allowance would not be material.

Due To/From Other Funds - During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies - Continued

reported as due to and from other funds. The amounts reported on the statement of net position for receivable/payable from external parties represents amounts due between different fund types (governmental activities and fiduciary funds). Eliminations have been made for amounts due to and due from within the same fund type.

Interfund Transactions - Non-exchange transactions which are not borrowing/lending (will not be repaid) are recorded as operating transfers, and exchange transactions are recorded as revenues and expenses. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers.

Prepaid Items - Prepaid items represent payments made by the District for which benefits extend beyond June 30.

A nonspendable fund balance has been recognized for these non-liquid assets (prepaid items) to signify that a portion of fund balance is not available for other subsequent expenditures.

Capital Assets - Capital assets are reported at actual cost or estimated historical costs, based on appraisals conducted by an independent third-party professional appraisal firm. Donated assets are reported at estimated fair market value at the time received.

Capitalization thresholds (the dollar value above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets reported in the district-wide statements are as follows:

| | <u>Capitalization Threshold</u> | <u>Depreciation Method</u> | <u>Estimated Useful Life</u> |
|-------------------------|-------------------------------------|--------------------------------|----------------------------------|
| Buildings | \$5,000 | Straight-line | 20-70 years |
| Land improvements | \$5,000 | Straight-line | 20 years |
| Furniture and equipment | \$5,000 | Straight-line | 5-20 years |

Debt Premiums and Discounts - In the government-wide financial statements, debt premiums and discounts are amortized over the life of the debt. Long-term debt is reported net of the applicable debt premium or discount.

In the fund financial statements, premiums and discounts are recognized during the current period. The face amount of debt issued is reported as other financing sources. Premiums on debt issuance are reported as other financing sources while discounts on debt issuance are reported as other financing uses.

Compensated Absences - The District's policy permits employees to accumulate earned, but unused vacation benefits, which are eligible for payment upon separation from government service. The liability for such leave is reported as incurred in the government-wide statements. A liability for those amounts is recorded in the government funds only if the liability has matured as a result of employee resignations or retirements. The liability for compensated absences includes salary related benefits where applicable.

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies - Continued

Accumulated sick leave lapses upon separation from government service therefore no monetary obligation exists.

Pensions - For purposes of measuring the net pension liability (asset), deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Wisconsin Retirement System (WRS) and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Post-Employment Benefits (OPEB) - The fiduciary net position of the local retiree life insurance fund (LRLIF) has been determined using the flow of economic resources measurement focus and the accrual basis of accounting. This includes for purposes of measuring the net OPEB liability, deferred outflows of resources, and deferred inflows of resources related to other post-employment benefits, OPEB expense, and information about the fiduciary net position of the LRLIF and additions to/deductions from LRLIFs fiduciary net position have been determined on the same basis as they are reported by LRLIF. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Deferred Outflows and Inflows of Resources - In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and will not be recognized as an outflow of resources (expenditure) until then. The District has three items that qualify for reporting in this category. They are the Wisconsin Retirement System pension, Wisconsin Retirement System local retiree life insurance fund (LRLIF), and OPEB healthcare reported in the government-wide statement of net position. The Wisconsin Retirement System pension, Wisconsin Retirement System LRLIF, and OPEB healthcare result from changes in their actuarial studies and are amortized over the average of the expected remaining service lives of participants.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position which applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. The District has three types of items, Wisconsin Retirement System pension, Wisconsin Retirement System LRLIF, and OPEB healthcare which qualify for reporting in this category. Revenue on refunding arises under the accrual basis of accounting. The Wisconsin Retirement System pension, Wisconsin Retirement System LRLIF, and OPEB healthcare result from changes in their actuarial studies and are amortized over the average of the expected remaining service lives of participants.

Estimates - The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

Net Position Classifications - Net position represents the difference between the total assets and deferred outflows of resources and the total liabilities and deferred inflows of resources. Net

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 1 - Summary of Significant Accounting Policies - Continued

investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowings used for the acquisition, construction or improvement for those assets. Net position is reported as restricted when there are limitations imposed on their use through external restrictions imposed by creditors, grantors or laws or regulations of other governments.

Fund Balance Classification - The District classifies its fund equity as follows: 1) nonspendable fund balance consists of equity that is not in a spendable form or is legally or contractually required to be maintained intact, 2) restricted fund balance consists of equity constrained to specific purposes by their providers, externally imposed by creditors, constitutional provisions or by enabling legislation, 3) committed fund balance consists of equity constrained to specific purposes by the District itself, using its highest level of decision making authority - Board of Education policies, 4) assigned fund balance consists of equity the governing body intends to use for a specific purpose, intent can be expressed by the governing body. The Board of Education has authorized the assistant superintendent to assign fund balances through its Fund Balance policy and 5) unassigned fund balance consists of equity available for any purpose.

When net losses occur, it is the District's policy to record the net loss against committed fund balance, then assigned fund balance and lastly to unassigned fund balance (GASB 54 default for not having a policy). The District applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net positions are available.

Change in Accounting Principle - The District has implemented GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in 2018.

NOTE 2 - Cash and Investments

State statutes permit the District to invest available cash balances, other than debt service funds, in time deposits of authorized depositories, state obligations, U.S. Treasury obligations, U.S. agency issues, repurchase agreements and other investments secured by federal securities, high grade commercial paper, and the local government investment pool administered by the state investment board. Available balances in the debt service fund may be invested in municipal obligations, obligations of the United States and the local government pooled-investment fund. No significant violations of these restrictions occurred during the year.

As of June 30, 2018, the District had the following investment:

| <u>Investment</u> | <u>Weighted Average Maturities</u> | <u>Fair Value</u> |
|---|--|-----------------------|
| State of Wisconsin Investment Pool | Less than one year | \$ 8 |
| Wisconsin Investment Series Cooperative | Less than one year | 504,801 |
| Wisconsin Investment Series Cooperative | Less than one year | 1,199,971 |
| Wisconsin Investment Series Cooperative | Less than one year | 22,730,817 |
| Certificate of deposit | Less than one year | 2,729,818 |
| Certificates of deposit | More than one year | 3,024,516 |
| Total | | <u>\$ 30,189,931</u> |

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 2 - Cash and Investments - Continued

Investment Pool Information - Participation in the State of Wisconsin Local Government Investment Pool is voluntary. The Pool's regulatory oversight is provided by state statutes and its investment board. The fair value of the District's position in the Pool is the same as the value of the Pool shares. At June 30, 2018, the Pool's fair value was 100 percent of book value.

Determining Fair Value - Fair value of the District's deposits and investments are determined as follows:

- 1) State of Wisconsin Local Government Investment Pool fair value is determined monthly by the Pool's investment board based on published market quotations (level 2 inputs).
- 2) Wisconsin Investment Trust is determined based on published market quotations (level 1 inputs).

Income Allocation - Interest income is generally allocated to the fund that owns the certificate of deposit, money market account, savings account, and investment.

Interest Rate Risk - State statutes limit investments in commercial paper, corporate bonds, and mutual bond funds to those which mature or may be tendered for purchase at the option of the holder within not more than 7 years of the date acquired. The District does not have an investment policy that would further limit investment maturities as a means of further managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk - State statutes limit investments in commercial paper, corporate bonds, and mutual bond funds to the top two ratings issued by nationally recognized statistical rating organizations. The District does not have an investment policy that would further limit its investment choices. The State of Wisconsin Local Government Investment Pool is not rated.

Custodial Credit Risk - Custodial credit is the risk that, in the event of a financial institution failure, the District's deposits may not be returned. The District does not have a policy in place for custodial credit risk. The State of Wisconsin's Public Deposit Guarantee Fund created under Chapter 34 of the Wisconsin Statutes protects the municipality's designated public depositories against any losses of public funds up to \$400,000 subject to the total amount of the Guarantee Fund available. As of June 30, 2018, \$4,627,695 of the District's bank balance of \$19,239,903 was exposed to custodial credit risk as uninsured, pledged collateral, collateralized by U.S. Government or municipal securities held by the bank in the bank's name. \$477,475 was uninsured and uncollateralized.

NOTE 3 - Capital Assets

Capital asset balances and activity for the year ended June 30, 2018 are as follows:

| | Beginning Balance | Increases | Decreases | Ending Balance |
|--|----------------------|------------------|-----------|-------------------|
| Capital assets not being depreciated: | | | | |
| Land | \$ 527,500 | \$ 293,765 | \$ - | \$ 821,265 |
| Construction in progress | - | 2,461,553 | - | 2,461,553 |
| Total capital assets not being depreciated | <u>527,500</u> | <u>2,755,318</u> | <u>-</u> | <u>3,282,818</u> |

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
JUNE 30, 2018

NOTE 3 - Capital Assets - Continued

| | | | | |
|--|----------------------|---------------------|-----------------------|----------------------|
| Capital assets being depreciated: | | | | |
| Land improvements | 4,047,335 | 418,935 | - | 4,466,270 |
| Buildings and improvements | 70,653,695 | 117,625 | (46,026) | 70,725,294 |
| Equipment | <u>12,574,636</u> | <u>3,324,426</u> | <u>(2,668,096)</u> | <u>13,230,966</u> |
| Total capital assets being depreciated | <u>87,275,666</u> | <u>3,860,986</u> | <u>(2,714,122)</u> | <u>88,422,530</u> |
| | | | | |
| Less accumulated depreciation for: | | | | |
| Land improvements | (2,431,245) | (191,297) | - | (2,622,542) |
| Buildings and improvements | (27,471,688) | (1,357,862) | 14,509 | (28,815,041) |
| Equipment | <u>(5,715,641)</u> | <u>(545,081)</u> | <u>1,578,991</u> | <u>(4,681,731)</u> |
| Total accumulated depreciation | <u>(35,618,574)</u> | <u>(2,094,240)</u> | <u>1,593,500</u> | <u>(36,119,314)</u> |
| Total capital assets being depreciated, net of accumulated depreciation | <u>51,657,092</u> | <u>1,766,746</u> | <u>(1,120,622)</u> | <u>52,303,216</u> |
| | | | | |
| Capital assets, net of accumulated depreciation | <u>\$ 52,184,592</u> | <u>\$ 4,522,064</u> | <u>\$ (1,120,622)</u> | <u>\$ 55,586,034</u> |

Depreciation expense was charged to governmental functions as follows:

| | |
|----------------------------------|---------------------|
| Regular instruction | \$ 14,812 |
| Vocational instruction | 6,962 |
| Other instruction | 16,012 |
| Pupil services | 2,466 |
| Instructional staff services | 1,858 |
| General administration services | 43 |
| Building administration services | 16,273 |
| Business services | 112,467 |
| Operations and maintenance | 1,663,427 |
| Central services | 196,277 |
| Community services | 63,643 |
| Total | <u>\$ 2,094,240</u> |

The District does not capitalize interest on general fixed asset projects.

NOTE 4 - Short-Term Notes Payable

Short-term notes payable issued for working capital are as follows:

| <u>Type</u> | <u>Beginning Balance</u> | <u>Increases</u> | <u>Decreases</u> | <u>Ending Balance</u> |
|--------------|------------------------------|---------------------|-----------------------|---------------------------|
| Note payable | <u>\$ 4,300,000</u> | <u>\$ 3,725,000</u> | <u>\$ (8,025,000)</u> | <u>\$ -</u> |

In prior years, the District had made use of a short-term note payable to finance their need for cash flow. At June 30, 2018, the District had a line of credit agreement with River Valley Bank in the amount of \$4,500,000. The agreement had an interest rate of 1.95%. The District had used the line of credit at various times throughout the school year, but the ending balance as of June 30, 2018 is \$0.

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
JUNE 30, 2018

NOTE 5 - Long-Term Obligations

Long-term obligations are as follows:

| | Beginning | | | Ending | Amounts |
|-----------------------------|----------------------|----------------------|-----------------------|----------------------|------------------------|
| | Balance | Increases | Decreases | Balance | Due Within One Year |
| Bonds payable | \$ 19,585,000 | \$ 25,000,000 | \$ (3,365,000) | \$ 41,220,000 | \$ 3,385,000 |
| Notes payable | 1,430,000 | - | (710,000) | 720,000 | 720,000 |
| Leases payable | 723,300 | 2,861,393 | (1,146,352) | 2,438,341 | 629,328 |
| Premium | 705,381 | 1,775,656 | (200,327) | 2,280,710 | 244,719 |
| Vested vacation pay | 121,209 | 120,618 | (121,209) | 120,618 | 120,618 |
| Wisconsin Retirement System | | | | | |
| Net pension liability | 2,033,087 | - | (2,033,087) | - | - |
| LRLIF | 1,610,648 | 433,815 | - | 2,044,463 | - |
| OPEB healthcare | <u>4,737,832</u> | <u>682,757</u> | <u>(838,083)</u> | <u>4,582,506</u> | <u>850,781</u> |
| Total | <u>\$ 30,946,457</u> | <u>\$ 30,874,239</u> | <u>\$ (8,414,058)</u> | <u>\$ 53,406,638</u> | <u>\$ 5,950,446</u> |

In prior years, the general and food service funds liquidated vested employee benefits. Interest cost incurred during the year totaled \$761,985 and total interest paid during the year aggregated \$749,717 including \$28,775 for short-term borrowing, and \$9,594 for capital leases.

General Obligation Debt - All general obligation debt is secured by the full faith and credit and unlimited taxing powers of the District. The general obligation debt is expected to be repaid with general property taxes. General obligation debt at June 30, 2018 is comprised of the following individual issues:

| <u>Issue Description</u> | <u>Issue Dates</u> | <u>Interest Rates (%)</u> | <u>Dates of Maturity</u> | <u>Balance</u> |
|--------------------------|------------------------|-------------------------------|------------------------------|----------------------|
| Refunding bonds | 2/18/16 | 2.0-3.0% | 4/1/21 | \$ 4,445,000 |
| Refunding bonds | 1/5/12 | 2-2.25% | 4/1/20 | 1,075,000 |
| Refunding bonds | 1/5/12 | 2.0-3.5% | 4/1/23 | 1,765,000 |
| Refunding bonds | 6/1/12 | 2-2.375% | 4/1/25 | 6,935,000 |
| Refunding bonds | 1/15/14 | 1.75-2.0% | 4/1/20 | 2,000,000 |
| Taxable note | 6/18/14 | 1.2-2.0% | 4/1/19 | 720,000 |
| Bonds | 12/29/17 | 3.0-5.0% | 4/1/37 | <u>25,000,000</u> |
| Total | | | | <u>\$ 41,940,000</u> |

General Obligation Debt Limit Calculation - The 2017 equalized valuation of the District as certified by the Wisconsin Department of Revenue is \$2,415,982,591. The legal debt limit and margin of indebtedness as of June 30, 2018, in accordance with Section 67.03(1) (b) of the Wisconsin Statutes follows:

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 5 - Long-Term Obligations - Continued

| | |
|--|-----------------------|
| Debt limit (10 percent of \$2,415,982,591) | \$ 241,598,259 |
| Applicable long-term debt | (41,940,000) |
| Amount available in debt service fund | <u>1,514,524</u> |
| Margin of indebtedness | <u>\$ 201,172,783</u> |

Maturities of Long-Term Obligations - Aggregate cash flow requirements for the retirement of long-term debt principal and interest are as follows:

| <u>Year Ending June 30</u> | <u>Principal</u> | <u>Interest</u> | <u>Total</u> |
|----------------------------|---------------------|---------------------|---------------------|
| 2019 | \$ 4,105,000 | \$ 1,309,600 | \$ 5,414,600 |
| 2020 | 3,460,000 | 1,225,184 | 4,685,184 |
| 2021 | 3,795,000 | 1,138,738 | 4,933,738 |
| 2022 | 2,605,000 | 1,038,288 | 3,643,288 |
| 2023 | 2,925,000 | 962,626 | 3,887,626 |
| 2024-2028 | 9,540,000 | 3,535,276 | 13,075,276 |
| 2029-2033 | 8,020,000 | 1,907,350 | 9,927,350 |
| 2034-2037 | <u>7,490,000</u> | <u>571,500</u> | <u>8,061,500</u> |
| | <u>\$41,940,000</u> | <u>\$11,688,562</u> | <u>\$53,628,562</u> |

Defeased Debt - In prior years, the District defeased general obligation debt by placing the proceeds of new debt in an irrevocable trust account for all future debt service payments of the old debt. Accordingly, the trust account assets and the liability for the defeased debt are not included in the District's financial statements. At June 30, 2018, \$9,265,000 of defeased debt remains outstanding.

NOTE 6 - Wisconsin Retirement System

General Information about the Pension Plan

Plan Description - The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>

Vesting - For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011 must have five years of creditable service to be vested.

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 6 - Wisconsin Retirement System - Continued

Benefits Provided - Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before 12/31/2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at age 55 (50 for protective occupations) and receive an actuarial-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments - The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

| Year | Core Fund Adjustment | Variable Fund Adjustment |
|------|----------------------|--------------------------|
| 2007 | 3% | 10% |
| 2008 | 6.6 | - |
| 2009 | (2.1) | (42) |
| 2010 | (1.3) | 22 |
| 2011 | (1.2) | 11 |
| 2012 | (7) | (7) |
| 2013 | (9.6) | 9 |
| 2014 | 4.7 | 25 |
| 2015 | 2.9 | 2 |
| 2016 | .5 | (5) |
| 2017 | 2 | 4 |

Contributions - Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for general category employees, including teachers, and Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 6 - Wisconsin Retirement System - Continued

rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized \$2,487,690 in contributions from the employer.

Contribution rates as of June 30, 2018 are:

| Employee Category | Employee | Employer |
|---|----------|----------|
| General (including teachers, executives, and elected officials) | 6.8% | 6.8% |
| Protective with Social Security | 6.8% | 10.6% |
| Protective without Social Security | 6.8% | 14.9% |

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the District reported a liability (asset) of \$(7,350,116) for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2017, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2016, rolled forward to December 31, 2017. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The District's proportion of the net pension liability (asset) was based on the District's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2017, the District's proportion was 0.24755213%, which was an increase of 0.0008898% from its proportion measured as of December 31, 2016.

For the year ended June 30, 2018, the District recognized pension expense of \$3,208,313.

At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|--------------------------------|-------------------------------|
| Differences between expected and actual experience | \$ 9,338,508 | \$ 4,368,243 |
| Changes in assumptions | 7,866,759 | 17,968,812 |
| Net differences between projected and actual earnings on pension plan investments | 1,452,239 | - |
| Changes in proportion and differences between employer contributions and proportionate share of contributions | 54,332 | 32,993 |
| Employer contributions subsequent to the measurement date | 1,266,165 | - |
| Total | \$ 19,978,003 | \$ 22,370,048 |

\$1,266,165 reported as deferred outflows related to pension resulting from the WRS Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pension will be recognized in pension expense as follows:

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 6 - Wisconsin Retirement System - Continued

| Year Ending June 30 | Deferred Outflows of Resources | Deferred Inflows of Resources |
|------------------------|-----------------------------------|----------------------------------|
| 2019 | \$ 7,490,159 | \$ 6,674,878 |
| 2020 | 6,622,046 | 6,674,874 |
| 2021 | 2,373,856 | 4,897,010 |
| 2022 | 2,208,142 | 4,123,221 |
| Thereafter | 17,635 | 65 |

Actuarial Assumptions - The total pension liability in the December 31, 2016, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

| | |
|---|--------------------------------|
| Actuarial Valuation Date: | December 31, 2016 |
| Measurement Date of Net Pension Liability (Asset) | December 31, 2017 |
| Actuarial Cost Method: | Entry Age |
| Asset Valuation Method: | Fair Market Value |
| Long-Term Expected Rate of Return: | 7.2% |
| Discount Rate: | 7.2% |
| Salary Increases: | |
| Inflation | 3.2% |
| Seniority/Merit | 0.2% - 5.6% |
| Mortality: | Wisconsin 2012 Mortality Table |
| Post-retirement Adjustments* | 2.1% |

** No post-retirement adjustment is guaranteed - Actual adjustments are based on recognized investment return, actuarial experience and other factors. 2.1% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.*

Actuarial assumptions are based upon an experience study conducted in 2015 using experience from 2012 - 2014. The total pension liability for December 31, 2017 is based upon a roll-forward of the liability calculated from the December 31, 2016 actuarial valuation.

Long-Term Expected Return on Plan Assets - The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Allocation Targets and Expected Returns
 As of December 31, 2017

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 6 - Wisconsin Retirement System - Continued

| Core Fund Asset Class | Asset Allocation % | Long-Term Expected Nominal Rate of Return % | Long-Term Expected Real Rate of Return % |
|----------------------------|--------------------|---|--|
| Global Equities | 50 | 8.2 | 5.3 |
| Fixed Income | 24.5 | 4.2 | 1.4 |
| Inflation Sensitive Assets | 15.5 | 3.8 | 1.0 |
| Real Estate | 8 | 6.5 | 3.6 |
| Private Equity/Debt | 8 | 9.4 | 6.5 |
| Multi-Asset | 4 | 6.5 | 3.6 |
| Total Core Fund | 110 | 7.3 | 4.4 |
| Variable Fund Asset Class | | | |
| U.S. Equities | 70 | 7.5 | 4.6 |
| International Equities | 30 | 7.8 | 4.9 |
| Total Variable Fund | 100 | 7.9 | 5 |

New England Pension Consultants Long-Term US CPI (Inflation) Forecast 2.75%
 Asset Allocations are managed within established ranges, target percentages may differ from actual monthly allocations

Single Discount Rate - A single discount rate of 7.20% was used to measure the total pension liability. This single discount rate was based on the expected rate of return on pension plan investments of 7.20% and a long term bond rate of 3.31%. Because of the unique structure of WRS, the 7.20% expected rate of return implies that a dividend of approximately 2.1% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the District's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate - The following presents the District's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.20 percent, as well as what the District's proportionate share of the net pension liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (6.20 percent) or 1-percentage-point higher (8.20 percent) than the current rate:

| | 1% Decrease 6.20% | Current Single Discount Rate Assumption 7.20% | 1% Increase 8.20% |
|---|----------------------|---|----------------------|
| District's proportionate share of the net pension liability (asset) | \$ 19,017,260 | \$ (7,350,116) | \$ (27,390,138) |

Pension Plan Fiduciary Net Position - Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>.

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 6 - Wisconsin Retirement System - Continued

Payables to the Pension Plan - The District reported a payable of \$676,075 for the outstanding amount of contributions to the pension plan required for the year ended June 30, 2018.

NOTE 7 - Wisconsin Retirement System Local Retirement Life Insurance Fund

General Information about the Other Post Employment Benefits

Plan Description - The LRLIF is a multiple-employer defined-benefit OPEB plan. LRLIF benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. The Wisconsin Department of Employee Trust Funds (ETF) and the Group Insurance Board have statutory authority for program administration and oversight. The plan provides post employment life insurance benefits for all eligible employees.

OPEB Plan Fiduciary Net Position - ETF issues a standalone Comprehensive Annual Financial Report (CAFR), which can be found at <http://etf.wi.gov/publications/cafr.htm>

Benefits Provided - The LRLIF plan provides fully paid life insurance benefits for post age 64 retired employees and pre-65 retirees who pay for coverage.

Contributions - The Group Insurance Board approves contribution rates annually, based on recommendations from the insurance carrier. Recommended rates are based on an annual valuation, taking into consideration an estimate of the present value of future benefits and the present value of future contributions. A portion of employer contributions made during a member's working lifetime funds a post retirement benefit.

Employers are required to pay the following contributions based on employee contributions for active members to provide them with basic coverage after age 65. There are no employer contributions required for pre-age 65 annuitant coverage. If a member retires prior to age 65, they must continue paying the employee premiums until age 65 in order to be eligible for the benefit after age 65.

Contribution rates as of June 30, 2017 are:

| Coverage Type | Employer Contribution |
|------------------------------|------------------------------|
| 50% post retirement coverage | 40% of employee contribution |
| 25% post retirement coverage | 20% of employee contribution |

Employee contributions are based upon nine age bands through age 69 and an additional eight age bands for those age 70 and over. Participating employees must pay monthly contribution rates per \$1,000 of coverage until the age of 65 (age 70 if active). The employee contribution rates in effect for the year ended December 31, 2017 are as listed below:

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 7 - Wisconsin Retirement System Local Retirement Life Insurance Fund - Continued

| Attained Age | Basic |
|--------------|-------|
| Under 30 | \$.05 |
| 30-34 | .06 |
| 35-39 | .07 |
| 40-44 | .08 |
| 45-49 | .12 |
| 50-54 | .22 |
| 55-59 | .39 |
| 60-64 | .49 |
| 65-69 | .57 |

During the reporting period, the LRLIF recognized \$12,904 in contributions from the employer.

OPEB Liabilities, OPEB Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEBs

At June 30, 2018, the District reported a liability (asset) of \$2,044,463 for its proportionate share of the net OPEB liability (asset). The net OPEB liability (asset) was measured as of December 31, 2017, and the total OPEB liability used to calculate the net OPEB liability (asset) was determined by an actuarial valuation as of December 31, 2016 rolled forward to December 31, 2017. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The District's proportion of the net OPEB liability (asset) was based on the District's share of contributions to the OPEB plan relative to the contributions of all participating employers. At December 31, 2017, the District's proportion was 0.679544%, which was an increase of .016144% from its proportion measured as of December 31, 2016.

For the year ended June 30, 2017, the District recognized OPEB expense of \$221,546.

At June 30, 2017, the District reported deferred outflows of resources and deferred inflows of resources related to OPEBs from the following sources:

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|--------------------------------|-------------------------------|
| Differences between expected and actual experience | \$ - | \$ 28,806 |
| Net differences between projected and actual earnings on OPEB plan investments | 23,541 | - |
| Changes in assumption | 197,561 | - |
| Changes in proportion and differences between employer contributions and proportionate share of contributions | 33,991 | - |
| Employer contributions subsequent to the measurement date | - | - |
| Total | \$ 255,093 | \$ 28,806 |

Zero reported as deferred outflows related to OPEB resulting from the LRLIF Employer's contributions subsequent to the measurement date will be recognized as a reduction of the net OPEB liability (asset) in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 7 - Wisconsin Retirement System Local Retirement Life Insurance Fund - Continued

| Year Ending June 30 | Deferred Outflows of Resources | Deferred Inflows of Resources |
|------------------------|-----------------------------------|----------------------------------|
| 2019 | \$ 36,143 | \$ 4,414 |
| 2020 | 36,139 | 4,411 |
| 2021 | 36,139 | 4,411 |
| 2022 | 36,139 | 4,411 |
| Thereafter | 110,533 | 11,159 |

Actuarial Assumptions - The total OPEB liability in the January 1, 2017 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

| | |
|--|--------------------------------|
| Actuarial Valuation Date: | January 1, 2017 |
| Measurement Date of Net OPEB Liability (Asset) | December 31, 2017 |
| Actuarial Cost Method: | Entry Age Normal |
| 20 Year Tax Exempt Municipal Bond Yield: | 3.44% |
| Long-Term Expected Rate of Return: | 5% |
| Discount Rate: | 3.63% |
| Salary Increases: | |
| Inflation | 3.2% |
| Seniority/Merit | 0.2% - 5.6% |
| Mortality: | Wisconsin 2012 Mortality Table |

Long-Term Expected Return on Plan Assets - The long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. Investments for the LRLIF are held with Securian, the insurance carrier. Interest is calculated and credited to the LRLIF based on the rate of return for a segment of the insurance carriers' general fund, specifically 10-year A- Bonds (as a proxy, and not tied to any specific investments). The overall aggregate interest rate is calculated using a tiered approach based on the year the funds were originally invested and the rate of return for that year. Investment interest is credited based on the aggregate rate of return and assets are not adjusted to fair market value. Furthermore, the insurance carrier guarantees the principal amounts of the reserves, including all interest previously credited thereto.

Local OPEB Life Insurance
 Asset Allocation Targets and Expected Returns
 As of December 31, 2017

| Asset Class | Index | Target Allocation % | Long-Term Expected Geometric Real Rate of Return % |
|-----------------------------------|----------------------|------------------------|--|
| US Government Bonds | Barclays Government | 1 | 1.13 |
| US Credit Bonds | Barclays Credit | 65 | 2.61 |
| US Long Credit Bonds | Barclays Long Credit | 3 | 3.08 |
| US Mortgages | Barclays MBS | 31 | 2.19 |
| Inflation | | | 2.3 |
| Long-term Expected Rate of Return | | | 5 |

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 7 - Wisconsin Retirement System Local Retirement Life Insurance Fund - Continued

Single Discount Rate - A single discount rate of 3.63% was used to measure the total OPEB liability. The plan's fiduciary net position was projected to be insufficient to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total OPEB liability is equal to the single equivalent rate that results in the same actuarial present value as the long-term expected rate of return applied to benefit payments, to the extent that the plan's fiduciary net position is projected to be sufficient to make projected benefit payments, and the municipal bond rate applied to benefit payment to the extent that the plan's fiduciary net position is projected to be insufficient.

Sensitivity of the District's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate - The following presents the District's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 3.63 percent, as well as what the District's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (2.63 percent) or 1-percentage-point higher (4.63 percent) than the current rate:

| | 1% Decrease to Discount Rate (2.63%) | Current Discount Rate (3.63%) | 1% Increase to Discount Rate (4.63%) |
|---|--|----------------------------------|--|
| District's proportionate share of the net OPEB liability (asset) | \$ 2,889,602 | \$ 2,044,463 | \$ 1,395,906 |

OPEB Plan Fiduciary Net Position - Detailed information about the OPEB plan's fiduciary net position is available in separately issued financial statements available at <http://etf.wi.gov/publications/cafr.htm>

Payables to the Pension Plan - The District reported a payable of zero for the outstanding amount of contributions to the OPEB plan required for the year ended June 30, 2018.

NOTE 8 - Interfund Balance and Activity

Interfund receivable and payable balances on June 30, 2018, are as follows:

| <u>Receivable Fund</u> | <u>Payable Fund</u> | <u>Amount</u> |
|-------------------------------------|---------------------|---------------|
| Long-term capital improvement trust | General | \$ 720,410 |

The above balance resulted from the timing differences between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system and (3) payments between funds are made. All amounts are due within one year. For the statement of net position, interfund balances which are owed within the governmental activities are netted and eliminated.

Interfund transfers at June 30, 2018 were as follows:

| <u>Transfer from</u> | <u>Transfer to</u> | <u>Amount</u> |
|----------------------|-------------------------------------|---------------|
| General | Long-term capital improvement trust | \$ 720,410 |

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 8 - Interfund Balance and Activity - Continued

Generally, transfers are used to move revenue from the fund that collects them to the fund that the budget requires to expend them and use unrestricted revenue collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

NOTE 9 - Post Employment Benefits Other Than Pensions

General Information about the Post Employment Benefits Other Than Pensions

Plan Description - The other post employment benefits (OPEB) other than pensions is a single-employer defined benefit OPEB plan. Benefit terms are established by employee handbooks and may be modified by the Board of Education. The plan is administered by the District and included in the District's financial statements.

Benefits Provided - Current benefits apply to administrators, teachers, and support staff who retired prior to 7/1/14. Administrators receive \$60,000 allocated monthly on a pro rata basis with no maximum payment. Teachers and support staff will receive equal monthly contributions for the maximum of 7 years, or the number of eligible months left before age 65, whichever is lesser. The monthly contributions cannot exceed the total cost of insurance. Also, those retired prior to 6/9/11 will receive an additional monthly contribution of \$2,800 for family (\$1,030 for single) divided over their eligible amount. The maximum has been set for \$60,000 for family (\$22,130 for single). Administrators will also receive a contribution to cover 100% of dental costs until the age 65.

Administrators, teachers, and at will salaried employees at least age 57 with 15 years of service in the District will receive \$60,000 deposited into a HRA account if they retire prior to age 65 and are salaried. If salaried administrators retire after the age 65, they will receive \$35,000 deposited into a HRA account.

Administration confidential, custodians, food service, at will hourly, and concession employees' benefits range depending on the length of service and if the retiree retired prior to 65 or subsequent to age 65. If the retiree retired prior to age 65, they will receive \$30,000 to \$50,000 deposited into a HRA account with the service length ranging from 25 years of service to 35 years. If the retiree retired after the age 65, they will receive \$15,000 to \$25,000 deposited into a HRA account with the service length ranging from 25 years of service to 35 years.

Employees Covered - As of the June 30, 2017 measurement date, the following employees were covered by the benefit terms. The plan is not closed to new entrants.

| | |
|--|------------|
| Inactive employees or beneficiaries currently receiving benefits | 22 |
| Inactive employees entitled to but not yet receiving benefits | - |
| Active employees | <u>484</u> |
| Total | <u>506</u> |

Contributions - The Board of Education has the authority to establish the contribution requirements for the plan. The Board establishes contribution rates based on premiums and an actuarially determined rate recommended by an independent actuary. The actuarially determined rate is the estimated amount necessary to finance the unfunded accrued liability. For the year ended June 30, 2018, contribution rates for Plan members were \$0 - \$1,772 per participant per month and \$0 - \$1,772 from the District, depending on the type of retiree plan.

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 9 - Post Employment Benefits Other Than Pensions - Continued

Plan members receiving benefits contributed \$120,785 and the District contributed \$828,676 to the plan.

Actuarial Assumptions - The net OPEB healthcare liability in the June 30, 2017, actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

| | |
|------------------------------------|---|
| Actuarial Valuation Date: | June 30, 2017 |
| Measurement Date: | June 30, 2017 |
| Actuarial Cost Method: | Entry Age Actuarial Cost Method |
| Amortization Period: | 20 years |
| Asset Valuation Method: | Fair Market Value |
| Long-Term Expected Rate of Return: | 1.6% |
| Discount Rate: | 2.5% |
| Salary Increases: | 3% |
| Mortality: | RP-2014 Mortality Fully Generational using Projection Scale MP-2016 |
| Medical Care Cost Trend: | 6% |
| Dental Care Cost Trend: | 3% |

The actuarial valuation was based upon the data provided by the District and utilized the premium rate history of the District's medical plans as well as the trends used in the prior valuation and projected a stream of expected premium rates for each year in the future based on the data as of June 30, 2017. The actuary did not complete an experience study due to insufficient experience due to enrollment for the experience to be credible.

Long-Term Expected Return on Plan Assets - The long-term expected rate of return on plan investments was determined by expected future real rates of return (expected returns, net of plan investment expense and inflation) developed for each major asset class. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the following table:

| Asset Class | Long-Term Real Rate of Return | Target Allocation |
|-------------|-------------------------------|-------------------|
| Cash | 1.98% | 100% |

Discount Rate - A discount rate of 2.5% was used to measure the total OPEB healthcare liability. This discount rate was based on the expected rate of return on plan investments of 2.5%. The projection of cash flows used to determine the single discount rate assumed that employer contributions will be made at rates equal to the actuarially determined contribution rates. Based on these assumptions, the plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total OPEB healthcare liability. The discount rate did incorporate a municipal bond rate.

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 9 - Post Employment Benefits Other Than Pensions - Continued

Changes in the Net OPEB Healthcare Liability

| | Increase (Decrease) | | |
|--|---------------------------------------|---------------------------|-------------------------------------|
| | Total OPEB Healthcare Liability | Fiduciary Net Position | Net OPEB Healthcare Liability |
| | (a) | (b) | (a) - (b) |
| Beginning balance | \$ 9,480,374 | \$ 4,742,542 | \$ 4,737,832 |
| Changes for the year: | | | |
| Service cost | 518,700 | - | 518,700 |
| Interest | 240,570 | - | 240,570 |
| Differences between expected and actual experience | (9,407) | - | (9,407) |
| Contributions - employer | - | 828,676 | (828,676) |
| Contributions - employee | - | 120,785 | (120,785) |
| Net investment income | - | (44,272) | 44,272 |
| Benefit payments | (752,556) | (752,556) | - |
| Net changes | (2,693) | 152,633 | (155,326) |
| Ending Balance | \$ 9,477,681 | \$ 4,895,175 | \$ 4,582,506 |

Sensitivity of the Net OPEB Healthcare Liability to Changes in the Healthcare Cost Trend Rate - The following presents the net OPEB healthcare liability calculated using the healthcare cost trend rate of 6.0 percent for all years, as well as what the net OPEB liability would be if it were calculated using a healthcare cost trend rate that is 1-percentage-point lower (5.0 percent for all years) or 1-percentage-point higher (7 percent for all years) than the current rate:

| | 1% Decrease to Healthcare Cost Rate (5% for all years) | Current Healthcare Cost Rate (6% for all years) | 1% Increase to Healthcare Cost Rate (7% for all years) |
|-------------------------------|---|--|---|
| Net OPEB healthcare liability | \$ 4,580,937 | \$ 4,582,506 | \$ 4,584,114 |

Sensitivity of the Net OPEB Healthcare Liability to Changes in the Discount Rate - The following presents the net OPEB healthcare liability calculated using the discount rate of 2.5 percent, as well as what the net OPEB healthcare liability would be if it were calculated using a discount rate that is 1-percentage-point lower (1.5 percent) or 1-percentage-point higher (3.5 percent) than the current rate:

| | 1% Decrease to Discount Rate (1.5%) | Current Discount Rate (2.5%) | 1% Increase to Discount Rate (3.5%) |
|-------------------------------|---|---------------------------------|---|
| Net OPEB healthcare liability | \$ 5,026,139 | \$ 4,582,506 | \$ 4,139,663 |

Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to OPEB Healthcare

For the year ended June 30, 2018, the District recognized OPEB healthcare expense of \$709,285.

At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB healthcare from the following sources:

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 9 - Post Employment Benefits Other Than Pensions - Continued

| | Deferred Outflows of Resources | Deferred Inflows of Resources |
|---|--------------------------------------|-------------------------------------|
| Differences between expected and actual experience | \$ - | \$ 9,407 |
| Changes in assumptions | - | - |
| Net differences between projected and actual earnings on pension plan investments | - | - |
| Employer contributions subsequent to the measurement date | 850,781 | - |
| Total | \$ 850,781 | \$ 9,407 |

\$850,781 reported as deferred outflows related to OPEB healthcare resulting from contributions subsequent to the measurement date will be recognized as a reduction on the net OPEB healthcare liability (asset) in the year ended June 30, 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB healthcare will be recognized in expense as follows:

| Year ending June 30 | Deferred Outflows of Resources | Deferred Inflows of Resources |
|------------------------|-----------------------------------|----------------------------------|
| 2019 | \$ - | \$ 744 |
| 2020 | - | 744 |
| 2021 | - | 744 |
| 2022 | - | 744 |
| Thereafter | \$ - | \$ 6,431 |

Payables to the OPEB Healthcare Plan - The District reported a payable of zero for the outstanding amount of contributions to the OPEB Healthcare plan required for the year ended June 30, 2018.

NOTE 10 - Fund Balance and Net Position

Portions of fund balances and net position are not available for current appropriation or expenditure as follows:

| <u>Governmental Fund</u> | <u>Purpose</u> | <u>Amount</u> |
|-------------------------------------|------------------------|---------------|
| Restricted | | |
| General | Specific expenses | \$ 340,000 |
| Food service | DPI regulation | \$ 834,148 |
| Special revenue trust | Specific expenses | \$ 400,035 |
| Non-referendum debt service | Principal and interest | \$ 1,285,809 |
| Referendum debt service | Principal and interest | \$ 228,715 |
| Long-term capital improvement trust | Specific expenses | \$ 2,169,401 |
| Community service | Specific expenses | \$ 7,978 |

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 10 - Fund Balance and Net Position - Continued

Governmental Activities

Restricted

| | | | |
|------------------|-------------------------------------|----|------------|
| General | Specific expenses | \$ | 340,000 |
| Special revenue | DPI regulation | \$ | 1,405,073 |
| Debt service | Principal and interest | \$ | 1,514,524 |
| Capital projects | DPI regulation | \$ | 24,902,775 |
| Other activities | Wisconsin Retirement System pension | \$ | 4,958,071 |

The District has adopted a minimum fund balance policy with a goal of 15% of general fund expenditures to be maintained for working capital purposes.

NOTE 11 - Risk Management

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; employee health and accident claims; and natural disasters. For all risks of loss, the District's policy is to purchase commercial insurance, except for self-insured dental benefits as described in Note 14. Settled claims have not exceeded commercial coverage in any of the past three years and there has been no significant reduction in insurance coverage from coverage in the prior year.

NOTE 12 - Capital Leases

The District leases equipment under capital leases. These assets are included in the capital assets with a cost value of \$5,741,156. The future minimum lease payments for these leases are as follows:

| <u>Year Ending June 30</u> | <u>Amount</u> |
|---|--------------------|
| 2019 | \$ 635,005 |
| 2020 | 612,557 |
| 2021 | 612,557 |
| 2022 | <u>612,557</u> |
| Total minimum lease payments | 2,472,676 |
| Less: amount representing interest | <u>34,335</u> |
| Present value of net minimum lease payments | <u>\$2,438,341</u> |

NOTE 13 - Commitments and Contingencies

The District has a service agreement with Cooperative Education Service Agency #9 for services to be provided to the District in 2018-2019. Expected costs are \$72,157.

The District has a transportation agreement with estimated costs for the following school years:

| | | |
|-----------|----|------------------|
| 2018-2019 | \$ | 2,214,572 |
| 2019-2020 | | 2,264,400 |
| 2020-2021 | | <u>2,315,349</u> |
| | \$ | <u>6,794,321</u> |

D.C. EVEREST AREA SCHOOL DISTRICT
 NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
 JUNE 30, 2018

NOTE 13 - Commitments and Contingencies - Continued

The District is aware some older buildings contain some level of asbestos in which they will incur removal costs upon remodeling, selling, or abandoning these buildings at some future date. However, at this point, the District does not feel they have enough information to reasonably estimate the fair value of the asset retirement obligation and have not recorded a liability.

From time to time, the District is party to various pending claims and legal proceedings. Although the outcome of such matters cannot be forecasted with certainty, it is the opinion of management and the District's attorney that the likelihood is remote that any such claims or proceedings will have a material effect on the District's financial position or results of operations.

NOTE 14 - Limitation of School District Revenue

Wisconsin statutes limit the amount of revenue school districts may derive from general school aids and property taxes. This limitation does not apply to revenue needed for the payment of any general obligation debt service (including refinanced debt) authorized by either of the following: (a) a resolution of the school board or by a referendum prior to August 12, 1993 and (b) a referendum on or after August 12, 1993.

NOTE 15 - Self-Funded Insurance

Self-Insured Risk - The District's dental benefits are self insured and accounted for in the general fund, with appropriate charges to other funds as payroll is incurred in the other funds. Benefit maximums contained in the plan limit the District's total liability under the plan. An administrator processes claims filed and the District is liable for administrative expenses.

Claims Liabilities - The District records an estimated liability for dental care claims against the District. Claims liabilities are based on estimates of the ultimate cost of reported claims (including future claim adjustment expenses) and an estimate for claims incurred but not reported based on historical experience.

Unpaid Claims Liabilities - The following represent the changes in approximate aggregate liabilities for dental care for the current and prior year.

| | <u>Year Ended June 30, 2018</u> | <u>Year Ended June 30, 2017</u> |
|---------------------------------|-------------------------------------|-------------------------------------|
| Beginning liability balance | \$ 163,456 | \$ 167,881 |
| Claims and changes in estimates | 942,366 | 901,073 |
| Claim payments | <u>(951,413)</u> | <u>(905,498)</u> |
| Ending liability balance | <u>\$ 154,409</u> | <u>\$ 163,456</u> |

Claim payments are principally funded through charges to employees, which are paid through payroll deductions, and employer contributions to the dental plan.

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued
JUNE 30, 2018

NOTE 16 - Change in Accounting Principle

The change in accounting principle adjustment of \$8,170,712 on the statement of activities is due to the adoption of GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*.

NOTE 17 - Subsequent Event

On July 2, 2018 the District issued \$59,875,000 of general obligation bonds for remodeling projects.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**REQUIRED
SUPPLEMENTARY INFORMATION**

D.C. EVEREST AREA SCHOOL DISTRICT
BUDGETARY COMPARISON SCHEDULE FOR THE GENERAL FUND
 BUDGET AND ACTUAL
 YEAR ENDED JUNE 30, 2018

| | ORIGINAL BUDGETED AMOUNTS | | | FINAL BUDGETED AMOUNTS | | | ACTUAL AMOUNTS | | | VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE) |
|--|---------------------------|----------------------|---------------------|------------------------|----------------------|---------------------|---------------------|----------------------|---------------------|---|
| | GENERAL | SPECIAL EDUCATION | TOTAL | GENERAL | SPECIAL EDUCATION | TOTAL | GENERAL | SPECIAL EDUCATION | TOTAL | |
| REVENUES | | | | | | | | | | |
| Property taxes | \$ 20,537,433 | \$ - | \$ 20,537,433 | \$ 20,537,433 | \$ - | \$ 20,537,433 | \$ 20,539,235 | \$ - | \$ 20,539,235 | \$ 1,802 |
| Other local sources | 772,999 | - | 772,999 | 772,999 | - | 772,999 | 620,944 | - | 620,944 | (152,055) |
| Interdistrict sources | 2,549,691 | 14,607 | 2,564,298 | 2,549,691 | 14,607 | 2,564,298 | 2,513,451 | 14,419 | 2,527,870 | (36,428) |
| Intermediate sources | - | - | - | - | 250 | 250 | - | 600 | 600 | 350 |
| State sources | 43,143,645 | 2,044,033 | 45,187,678 | 43,144,645 | 2,044,033 | 45,188,678 | 43,173,724 | 2,023,782 | 45,197,506 | 8,828 |
| Federal sources | 1,043,291 | 1,405,697 | 2,448,988 | 1,053,291 | 1,410,092 | 2,463,383 | 962,443 | 1,384,400 | 2,346,843 | (116,540) |
| Other sources | 206,608 | - | 206,608 | 206,608 | - | 206,608 | 164,537 | - | 164,537 | (42,071) |
| TOTAL REVENUES | 68,253,667 | 3,464,337 | 71,718,004 | 68,264,667 | 3,468,982 | 71,733,649 | 67,974,334 | 3,423,201 | 71,397,535 | (336,114) |
| EXPENDITURES | | | | | | | | | | |
| Current | | | | | | | | | | |
| Instruction | | | | | | | | | | |
| Regular instruction | 29,426,207 | - | 29,426,207 | 28,797,333 | - | 28,797,333 | 28,728,867 | - | 28,728,867 | 68,466 |
| Vocational instruction | 2,053,630 | - | 2,053,630 | 2,029,404 | - | 2,029,404 | 1,990,882 | - | 1,990,882 | 38,522 |
| Special instruction | - | 7,049,704 | 7,049,704 | - | 7,037,805 | 7,037,805 | - | 6,982,169 | 6,982,169 | 55,636 |
| Other instruction | 3,633,299 | - | 3,633,299 | 3,600,588 | - | 3,600,588 | 3,589,808 | - | 3,589,808 | 10,780 |
| Total instruction | 35,113,136 | 7,049,704 | 42,162,840 | 34,427,325 | 7,037,805 | 41,465,130 | 34,309,557 | 6,982,169 | 41,291,726 | 173,404 |
| Support services | | | | | | | | | | |
| Pupil services | 2,399,093 | 1,177,141 | 3,576,234 | 2,334,301 | 1,163,217 | 3,497,518 | 2,298,386 | 1,134,026 | 3,432,412 | 65,106 |
| Instructional staff services | 3,417,164 | 572,559 | 3,989,723 | 3,272,849 | 568,019 | 3,840,868 | 3,199,974 | 535,234 | 3,735,208 | 105,660 |
| General administration services | 807,236 | - | 807,236 | 890,534 | - | 890,534 | 900,281 | - | 900,281 | (9,747) |
| Building administration services | 2,840,144 | - | 2,840,144 | 2,829,708 | - | 2,829,708 | 2,851,021 | - | 2,851,021 | (21,313) |
| Business services | 8,354,898 | 573,721 | 8,928,619 | 8,634,807 | 592,158 | 9,226,965 | 8,690,225 | 591,786 | 9,282,011 | (55,046) |
| Central services | 2,600,207 | 19,348 | 2,619,555 | 2,635,872 | 19,428 | 2,655,300 | 2,804,599 | 19,425 | 2,824,024 | (168,724) |
| Insurance | 469,588 | - | 469,588 | 435,242 | - | 435,242 | 428,275 | - | 428,275 | 6,967 |
| Other support services | 155,212 | - | 155,212 | 160,690 | - | 160,690 | 158,553 | - | 158,553 | 2,137 |
| Total support services | 21,043,542 | 2,342,769 | 23,386,311 | 21,194,003 | 2,342,822 | 23,536,825 | 21,331,314 | 2,280,471 | 23,611,785 | (74,960) |
| Non-program transactions | 2,618,916 | 172,046 | 2,790,962 | 2,520,280 | 188,537 | 2,708,817 | 2,524,528 | 182,672 | 2,707,200 | 1,617 |
| Debt service | | | | | | | | | | |
| Principal | 700,936 | - | 700,936 | 1,146,352 | - | 1,146,352 | 1,146,352 | - | 1,146,352 | - |
| Interest | 44,044 | - | 44,044 | 36,413 | - | 36,413 | 38,369 | - | 38,369 | (1,956) |
| Other | 2,541 | - | 2,541 | 3,041 | - | 3,041 | 3,087 | - | 3,087 | (46) |
| Total debt service | 747,521 | - | 747,521 | 1,185,806 | - | 1,185,806 | 1,187,808 | - | 1,187,808 | (2,002) |
| Capital outlay | 2,444,070 | - | 2,444,070 | 4,981,909 | - | 4,981,909 | 5,103,349 | 7,765 | 5,111,114 | (129,205) |
| TOTAL EXPENDITURES | 61,967,185 | 9,564,519 | 71,531,704 | 64,309,323 | 9,569,164 | 73,878,487 | 64,456,556 | 9,453,077 | 73,909,633 | (31,146) |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | 6,286,482 | (6,100,182) | 186,300 | 3,955,344 | (6,100,182) | (2,144,838) | 3,517,778 | (6,029,876) | (2,512,098) | (367,260) |
| OTHER FINANCING SOURCES (USES) | | | | | | | | | | |
| Transfer (to) / from other funds | (6,286,482) | 6,100,182 | (186,300) | (6,816,737) | 6,100,182 | (716,555) | (6,750,286) | 6,029,876 | (720,410) | (3,855) |
| Capital lease proceeds | - | - | - | 2,861,393 | - | 2,861,393 | 2,861,393 | - | 2,861,393 | - |
| Sale of capital assets | - | - | - | - | - | - | 454,344 | - | 454,344 | 454,344 |
| TOTAL OTHER FINANCING SOURCES (USES) | (6,286,482) | 6,100,182 | (186,300) | (3,955,344) | 6,100,182 | 2,144,838 | (3,434,549) | 6,029,876 | 2,595,327 | 450,489 |
| NET CHANGE IN FUND BALANCE | - | - | - | - | - | - | 83,229 | - | 83,229 | 83,229 |
| FUND BALANCE - BEGINNING OF YEAR | 8,817,822 | - | 8,817,822 | 8,817,822 | - | 8,817,822 | 8,817,822 | - | 8,817,822 | - |
| FUND BALANCE - END OF YEAR | \$ 8,817,822 | \$ - | \$ 8,817,822 | \$ 8,817,822 | \$ - | \$ 8,817,822 | \$ 8,901,051 | \$ - | \$ 8,901,051 | \$ 83,229 |

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
ON BUDGETARY ACCOUNTING AND CONTROL
JUNE 30, 2018

NOTE 1 - Budgetary Information - Budgets are adopted each fiscal year for all funds in accordance with Section 65.90 of the Wisconsin Statutes, using the budgetary accounting basis prescribed by the Wisconsin Department of Public Instruction. The legally adopted budget and budgetary expenditure control is exercised at the function level. Reported budget amounts are as originally adopted or as amended by a Board of Education resolution.

The District follows these procedures in establishing the budgetary data reflected in the financial statements:

1. Based upon requests from District staff, the District Administration recommends budget proposals to the Board of Education.
2. The Board of Education prepares a proposed budget including proposed expenditures and the means of financing them for the July 1 through June 30 fiscal year.
3. A public notice is published containing a summary of the budget and identifying the time and place where a public hearing will be held on the proposed budget.
4. Pursuant to the budget hearing, the Board of Education may make alterations to the proposed budget.
5. After the Board of Education (following the public hearing) adopts the budget, no changes may be made in the amount of tax to be levied or in the amount of the various appropriations and the purposes of such appropriations unless authorized by a 2/3 vote of the entire Board of Education.
6. Appropriations lapse at year end unless authorized as a carryover by the Board of Education. The portion of fund balance representing carryover appropriations is reported as a committed or assigned fund balance.
7. Encumbrance accounting is not used.
8. Budgets are adopted on a basis consistent with generally accepted accounting principles.

NOTE 2 - Excess of Actual Expenditure Over Budget - The following functions had an excess of actual expenditures over budget.

| | | |
|---------------------------|----------------------------------|----------|
| General/Special Education | General administration services | \$ 9,747 |
| General/Special Education | Building administration services | 21,313 |
| General/Special Education | Business services | 55,046 |
| General/Special Education | Central services | 168,724 |
| General/Special Education | Interest | 1,956 |
| General/Special Education | Other | 46 |
| General/Special Education | Capital outlay | 129,205 |
| General/Special Education | Transfer to other funds | 3,855 |

D.C. EVEREST AREA SCHOOL DISTRICT
WISCONSIN RETIREMENT SYSTEM PENSION SCHEDULES
YEAR ENDED JUNE 30, 2018

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)
Last 10 Fiscal Years *

| | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> |
|---|----------------|--------------|---------------|----------------|
| Proportion of the net pension liability (asset) | 0.24755213% | 0.24666233% | 0.24736995% | 0.24827742% |
| Proportionate share of the net pension liability (asset) | \$ (7,350,116) | \$ 2,033,087 | \$ 4,019,714 | \$ (6,098,373) |
| Covered payroll | \$36,582,096 | \$35,668,105 | \$ 35,465,311 | \$34,105,812 |
| Proportionate share of the net pension liability (asset) as a percentage of its covered payroll | -20.09% | 5.70% | 11.33% | -17.88% |
| Plan fiduciary net position as a percentage of the total pension liability (asset) | 102.93% | 99.12% | 98.20% | 102.74% |

SCHEDULE OF CONTRIBUTIONS
Last 10 Fiscal Years*

| | <u>2018</u> | <u>2017</u> | <u>2016</u> | <u>2015</u> |
|--|--------------------|--------------------|--------------------|--------------------|
| Contractually required contributions | \$ 2,487,690 | \$ 2,353,922 | \$ 2,411,641 | \$ 2,387,402 |
| Contributions in relation to the contractually required contribution | <u>(2,487,690)</u> | <u>(2,353,922)</u> | <u>(2,411,641)</u> | <u>(2,387,402)</u> |
| Contribution deficiency (excess) | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |
| Covered payroll | \$36,582,096 | \$35,668,105 | \$ 35,465,311 | \$34,105,812 |
| Contributions as a percentage of covered payroll | 6.80% | 6.60% | 6.80% | 7.00% |

* The amounts presented for each fiscal year were determined as of the calendar year end which occurred within the fiscal year.

The District implemented the Government Accounting Standards Board Statement No. 68 for the year ended June 30, 2015. Requirements have been implemented prospectively; therefore, the above illustrations do not reflect similar information for the 6 proceeding years.

Notes to Required Supplementary Information for the Year Ended June 30, 2018

Changes of benefit terms - there were no changes of benefit terms for any participating employer in the Wisconsin Retirement System.

Changes of assumptions - there were no changes in the assumptions.

D.C. EVEREST AREA SCHOOL DISTRICT
WISCONSIN RETIREMENT SYSTEM LOCAL RETIREE LIFE INSURANCE FUND SCHEDULES
YEAR ENDED JUNE 30, 2018

SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)
Last 10 Fiscal Years *

| | <u>2018</u> |
|--|---------------|
| Proportion of the net OPEB liability (asset) | 0.67954400% |
| Proportionate share of the net OPEB liability (asset) | \$ 2,044,463 |
| Covered payroll | \$ 28,576,769 |
| Proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll | 7.15% |
| Plan fiduciary net position as a percentage of the total OPEB liability (asset) | 44.81% |

SCHEDULE OF CONTRIBUTIONS
Last 10 Fiscal Years*

| | <u>2018</u> |
|--|-----------------|
| Contractually required contributions | \$ 12,904 |
| Contributions in relation to the contractually required contribution | <u>(12,904)</u> |
| Contribution deficiency (excess) | <u>\$ -</u> |
| Covered payroll | \$ 28,576,769 |
| Contributions as a percentage of covered payroll | 0.05% |

* The amounts presented for each fiscal year were determined as of the calendar year end that occurred within the fiscal year.

The District implemented the Government Accounting Standards Board Statement No. 75 for the year ended June 30, 2018. Requirements have been implemented prospectively; therefore, the above illustrations do not reflect similar information for the 9 proceeding years.

Notes to Required Supplementary Information for the Year Ended June 30, 2018

Changes of benefit terms - there were no changes of benefit terms for any participating employer in the local retiree life insurance fund.

Changes of assumptions - there were no changes in the assumptions.

D.C. EVEREST AREA SCHOOL DISTRICT
OPEB HEALTHCARE DEFINED BENEFIT PLAN SCHEDULES
YEAR ENDED JUNE 30, 2018

SCHEDULE OF CHANGES IN THE NET OPEB HEALTHCARE LIABILITY AND RELATED RATIOS
Last 10 Fiscal Years

| | <u>2018</u> |
|--|----------------------------|
| Total OPEB Healthcare Liability | |
| Service cost | \$ 518,700 |
| Interest | 240,570 |
| Differences between expected and actual experience | (9,407) |
| Benefit payments | <u>(752,556)</u> |
| Net Changes in Total OPEB Healthcare Liability | (2,693) |
| Total OPEB Healthcare Liability - Beginning | <u>9,480,374</u> |
| Total OPEB Healthcare Liability - Ending (a) | <u>\$ 9,477,681</u> |
| Plan Fiduciary Net Position | |
| Contributions - employer | \$ 828,676 |
| Contributions - employee | 120,785 |
| Net investment income | (44,272) |
| Benefit payments | <u>(752,556)</u> |
| Net Changes in Plan Fiduciary Net Position | 152,633 |
| Plan Fiduciary Net Position - Beginning | <u>4,742,542</u> |
| Plan Fiduciary Net Position - Ending (b) | <u>\$ 4,895,175</u> |
| Net OPEB Healthcare Liability - Ending (a) - (b) | <u>\$ 4,582,506</u> |
| Plan fiduciary net position as a percentage of the total OPEB healthcare liability | 51.65% |
| Covered payroll | \$ 28,347,731 |
| Net OPEB Healthcare liability as a percentage of covered payroll | 16.17% |

SCHEDULE OF CONTRIBUTIONS
Last 10 Fiscal Years

| | <u>2017</u> |
|---|--------------------|
| Actuarially determined contributions | \$ 803,542 |
| Contributions in relation to the actuarially determined contributions | <u>(828,676)</u> |
| Contribution deficiency (excess) | <u>\$ (25,134)</u> |
| Covered payroll | \$ 28,347,731 |
| Contributions as a percentage of covered payroll | 2.92% |
| Actuarial valuation date | 6/30/2017 |
| Measurement date | 6/30/2017 |

The District implemented the Government Accounting Standards Board Statement No. 75 for the year ended June 30, 2018. Requirements have been implemented prospectively; therefore, the above illustrations do not reflect similar information for the 9 preceding years.

Notes to Required Supplementary Information for the Year Ended June 30, 2018

Methods and assumptions used to determine actuarial calculations - entry age normal cost, 20 year amortization, fair market value asset valuation, 2.5% discount rate, 3% salary increases, RP-2014 Mortality Fully Generational using Projection Scale MP-2016.

Changes of benefit terms - there were no changes of benefit terms.

Changes of assumptions - there were no changes in the assumptions.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**OTHER
SUPPLEMENTARY INFORMATION**

D.C. EVEREST AREA SCHOOL DISTRICT
COMBINING BALANCE SHEETS
NONMAJOR GOVERNMENTAL FUNDS
JUNE 30, 2018

| | 21 | 50 | 80 | 39 | 46 | |
|--|-----------------------|---------------------|----------------------|------------------------|--|--|
| | SPECIAL REVENUE FUNDS | | | DEBT SERVICE FUND | | TOTAL NONMAJOR GOVERNMENTAL FUNDS |
| | TRUST | FOOD SERVICE | COMMUNITY SERVICE | REFERENDUM APPROVED | LONG-TERM CAPITAL IMPROVEMENT TRUST | |
| ASSETS | | | | | | |
| Cash and investments | \$ 400,035 | \$ 1,026,660 | \$ 79,706 | \$ 228,715 | \$ 1,448,991 | \$ 3,184,107 |
| Receivables | | | | | | |
| Accounts | - | 603 | 88,058 | - | - | 88,661 |
| Due from other funds | - | - | - | - | 720,410 | 720,410 |
| Due from other governments | - | 76,195 | - | - | - | 76,195 |
| TOTAL ASSETS | 400,035 | 1,103,458 | 167,764 | 228,715 | 2,169,401 | 4,069,373 |
| LIABILITIES | | | | | | |
| Accounts payable | - | 8,761 | 18,131 | - | - | 26,892 |
| Accrued payroll liabilities | - | 11,157 | 42,154 | - | - | 53,311 |
| Deposits payable | - | 86,480 | - | - | - | 86,480 |
| Unearned revenue | - | - | 99,501 | - | - | 99,501 |
| TOTAL LIABILITIES | - | 106,398 | 159,786 | - | - | 266,184 |
| FUND BALANCES | | | | | | |
| Restricted | 400,035 | 997,060 | 7,978 | 228,715 | 2,169,401 | 3,803,189 |
| TOTAL FUND BALANCES | 400,035 | 997,060 | 7,978 | 228,715 | 2,169,401 | 3,803,189 |
| TOTAL LIABILITIES AND FUND BALANCES | \$ 400,035 | \$ 1,103,458 | \$ 167,764 | \$ 228,715 | \$ 2,169,401 | \$ 4,069,373 |

D.C. EVEREST AREA SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS
YEAR ENDED JUNE 30, 2018

| | 21 | 50 | 80 | 39 | 46 | TOTAL NONMAJOR GOVERNMENTAL FUNDS |
|--|-----------------------|-------------------|----------------------|------------------------|--|--|
| | SPECIAL REVENUE FUNDS | | | DEBT SERVICE FUND | LONG-TERM CAPITAL IMPROVEMENT TRUST | |
| | TRUST | FOOD SERVICE | COMMUNITY SERVICE | REFERENDUM APPROVED | | |
| REVENUES | | | | | | |
| Property taxes | \$ - | \$ - | \$ 150,000 | \$ 3,398,925 | \$ - | \$ 3,548,925 |
| Other local sources | 13,809 | 1,137,132 | 1,170,159 | 11,930 | 27,342 | 2,360,372 |
| State sources | - | 50,354 | - | - | - | 50,354 |
| Federal sources | - | 1,238,771 | - | - | - | 1,238,771 |
| TOTAL REVENUES | <u>13,809</u> | <u>2,426,257</u> | <u>1,320,159</u> | <u>3,410,855</u> | <u>27,342</u> | <u>7,198,422</u> |
| EXPENDITURES | | | | | | |
| Current | | | | | | |
| Instruction | | | | | | |
| Regular instruction | 45,810 | - | - | - | - | 45,810 |
| Total instruction | 45,810 | - | - | - | - | 45,810 |
| Support service | | | | | | |
| Business services | - | 2,207,447 | 303,244 | - | - | 2,510,691 |
| Central services | - | - | 780 | - | - | 780 |
| Community services | - | - | 975,389 | - | - | 975,389 |
| Total support services | - | 2,207,447 | 1,279,413 | - | - | 3,486,860 |
| Debt service | | | | | | |
| Principal | - | - | - | 3,040,000 | - | 3,040,000 |
| Interest | - | - | - | 394,225 | - | 394,225 |
| Total debt service | - | - | - | 3,434,225 | - | 3,434,225 |
| Capital outlay | 11,213 | 55,898 | 32,768 | - | - | 99,879 |
| TOTAL EXPENDITURES | <u>57,023</u> | <u>2,263,345</u> | <u>1,312,181</u> | <u>3,434,225</u> | <u>-</u> | <u>7,066,774</u> |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES | <u>(43,214)</u> | <u>162,912</u> | <u>7,978</u> | <u>(23,370)</u> | <u>27,342</u> | <u>131,648</u> |
| OTHER FINANCING SOURCES | | | | | | |
| Transfer from other funds | - | - | - | - | 720,410 | 720,410 |
| TOTAL OTHER FINANCING SOURCES | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>720,410</u> | <u>720,410</u> |
| NET CHANGE IN FUND BALANCE | (43,214) | 162,912 | 7,978 | (23,370) | 747,752 | 852,058 |
| FUND BALANCES - BEGINNING OF YEAR | 443,249 | 834,148 | - | 252,085 | 1,421,649 | 2,951,131 |
| FUND BALANCES - END OF YEAR | <u>\$ 400,035</u> | <u>\$ 997,060</u> | <u>\$ 7,978</u> | <u>\$ 228,715</u> | <u>\$ 2,169,401</u> | <u>\$ 3,803,189</u> |

D.C. EVEREST AREA SCHOOL DISTRICT
SCHEDULE OF CHANGES IN ASSETS AND LIABILITIES
AGENCY FUNDS
YEAR ENDED JUNE 30, 2018

| | BALANCE JULY 1, 2017 | ADDITIONS | DEDUCTIONS | BALANCE JUNE 30, 2018 |
|------------------------------|--------------------------|----------------------------|----------------------------|--------------------------|
| ASSETS | | | | |
| Cash and investments | \$ 400,402 | \$ 1,257,676 | \$ 1,260,867 | \$ 397,211 |
| TOTAL ASSETS | <u>400,402</u> | <u>1,257,676</u> | <u>1,260,867</u> | <u>397,211</u> |
| LIABILITIES | | | | |
| Due to student organizations | | | | |
| Evergreen Elementary | 5,175 | 22,755 | 23,481 | 4,449 |
| Hatley Elementary | 3,364 | 6,456 | 4,287 | 5,533 |
| Mountain Bay Elementary | 8,504 | 17,624 | 17,723 | 8,405 |
| Riverside Elementary | 18,652 | 25,181 | 27,549 | 16,284 |
| Rothschild Elementary | 19,307 | 22,608 | 29,749 | 12,166 |
| Odyssey Elementary | - | 1,863 | 1,026 | 837 |
| Weston Elementary | 4,138 | 13,707 | 14,045 | 3,800 |
| Middle | 40,185 | 91,347 | 88,017 | 43,515 |
| Junior High | 38,896 | 156,813 | 149,108 | 46,601 |
| Senior High | 254,292 | 885,816 | 898,572 | 241,536 |
| IDEA Charter | 7,889 | 13,506 | 7,310 | 14,085 |
| TOTAL LIABILITIES | <u>\$ 400,402</u> | <u>\$ 1,257,676</u> | <u>\$ 1,260,867</u> | <u>\$ 397,211</u> |

D.C. EVEREST AREA SCHOOL DISTRICT
SCHEDULE OF CHARTER SCHOOL AUTHORIZER OPERATING COSTS
YEAR ENDED JUNE 30, 2018

| OPERATING ACTIVITY | WUFAR OBJECT CODE | COST |
|--------------------------|-------------------|-------------|
| Employee salary | 100 | \$ - |
| Employee benefits | 200 | - |
| Purchased services | 300 | - |
| Non-capital objects | 400 | - |
| Capital objects | 500 | - |
| Lease payments | 600 | - |
| Insurance and judgements | 700 | - |
| Special education costs | 800 | - |
| Other objects | 900 | - |
| Total | | <u>\$ -</u> |

D.C. EVEREST AREA SCHOOL DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
YEAR ENDED JUNE 30, 2018

| Awarding Agency Pass-Through Agency Award Description | PASS-THROUGH ENTITY IDENTIFYING NUMBER | FEDERAL CATALOG NUMBER | PROGRAM OR AWARD AMOUNT | ACCRUED RECEIVABLE (UNEARNED REVENUE) JULY 1, 2017 | REVENUES GRANTOR REIMBURSE- MENTS | EXPENDITURES | ACCRUED RECEIVABLE (UNEARNED REVENUE) JUNE 30, 2018 | SUBRECIPIENT PASS-THROUGH EXPENDITURES |
|--|---|------------------------------|-------------------------------|--|--|---------------------|---|--|
| U.S. DEPARTMENT OF AGRICULTURE | | | | | | | | |
| Wisconsin Department of Public Instruction | | | | | | | | |
| <u>Child Nutrition Cluster</u> | | | | | | | | |
| School Breakfast Program July 1, 2017 - June 30, 2018 | 2018-374970-SB-546 | 10.553 | N/A | \$ - | \$ 116,838 | \$ 140,211 | \$ 23,373 | \$ - |
| Food Distribution July 1, 2017 - June 30, 2018 | None | 10.555 | N/A | - | 211,521 | 211,521 | - | - |
| National School Lunch Program July 1, 2017 - June 30, 2018 | 2018-374970-NSL-547 | 10.555 | N/A | - | 812,877 | 835,305 | 22,428 | - |
| Snack Program July 1, 2017 - June 30, 2018 | 2018-374970-NSL-Snacks-566 | 10.555 | N/A | - | 12,511 | 14,059 | 1,548 | - |
| Summer Food Service Program for Children July 1, 2016 - June 30, 2017 | None | 10.559 | N/A | 21,059 | 21,059 | - | - | - |
| July 1, 2017 - June 30, 2018 | 2018-374970-SFSP-586 | | N/A | - | 8,645 | 37,490 | 28,845 | - |
| Total Child Nutrition Cluster | | | | 21,059 | 1,183,451 | 1,238,586 | 76,194 | - |
| Team Nutrition Subgrant July 1, 2017 - June 30, 2018 | None | 10.574 | 200 | - | 185 | 185 | - | - |
| TOTAL U.S. DEPARTMENT OF AGRICULTURE | | | | 21,059 | 1,183,636 | 1,238,771 | 76,194 | - |
| U.S. DEPARTMENT OF EDUCATION | | | | | | | | |
| Wisconsin Department of Public Instruction | | | | | | | | |
| Title IA - Grants to Local Educational Agencies July 1, 2016 - June 30, 2017 | A141-N/A-374970 | 84.010 | N/A | 152,268 | 152,268 | - | - | - |
| July 1, 2017 - June 30, 2018 | 2018-374970-Title I-141 | | \$ 655,053 | - | 278,662 | 630,688 | 352,026 | - |
| Total Title IA Cluster | | | | 152,268 | 430,930 | 630,688 | 352,026 | - |
| <u>Special Education Cluster</u> | | | | | | | | |
| Special Education - Grants to States (IDEA Part B) July 1, 2016 - June 30, 2017 | A341-N/A-374970 | 84.027 | N/A | 249,573 | 249,573 | - | - | - |
| July 1, 2017 - June 30, 2018 | 2018-374970-IDEA-341 | | 1,116,643 | - | 788,792 | 1,057,897 | 269,105 | - |
| Special Education - Preschool Grants (IDEA Part B) July 1, 2016 - June 30, 2017 | A347-N/A-374970 | 84.173 | N/A | 12,404 | 12,404 | - | - | - |
| July 1, 2017 - June 30, 2018 | 2018-374970-Pre-S-347 | | 38,449 | - | 11,702 | 32,837 | 21,135 | - |
| High Cost Special Education Aid July 1, 2017 - June 30, 2018 | None | 84.027 | N/A | - | 6,835 | 6,835 | - | - |
| CESA #11 IDEA Discretionary - Transition Improvement Grant July 1, 2017 - June 30, 2018 | None | 84.027 | 250 | - | 250 | 250 | - | - |
| Total Special Education Cluster | | | | 261,977 | 1,069,556 | 1,097,819 | 290,240 | - |
| Title IV-A Student Support and Academic Enrichment July 1, 2017 - June 30, 2018 | 2018-374970-Title-IV A-381 | 84.186 | 10,000 | - | - | 4,180 | 4,180 | - |
| Title III - English Language Acquisition Grants July 1, 2016 - June 30, 2017 | A391-N/A-374970 | 84.365 | N/A | 11,129 | 11,129 | - | - | - |
| July 1, 2017 - June 30, 2018 | 2018-374970-Title III A-391 | | 60,729 | - | - | 26,245 | 26,245 | - |
| Carl Perkins Act Formula Allocation Grant July 1, 2016 - June 30, 2017 | None | 84.048 | N/A | 9,017 | 9,017 | - | - | - |
| July 1, 2017 - June 30, 2018 | 2018-374970-CP-CTE-400 | | 42,982 | - | - | 42,982 | 42,982 | - |
| Title II-A - Supporting Effective Instruction State Grant July 1, 2016 - June 30, 2017 | A365-N/A-374970 | 84.367 | N/A | 4,479 | 4,479 | - | - | - |
| July 1, 2017 - June 30, 2018 | 2018-374970-Title II-365 | | 157,527 | - | 108,002 | 146,998 | 38,996 | - |
| TOTAL U.S. DEPARTMENT OF EDUCATION | | | | 438,870 | 1,633,113 | 1,948,912 | 754,669 | - |
| U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | | | | | | | | |
| Wisconsin Department of Health Services | | | | | | | | |
| Medical Assistance July 1, 2016 - June 30, 2017 | None | 93.778 | N/A | 5,975 | 5,975 | - | - | - |
| July 1, 2017 - June 30, 2018 | None | | N/A | - | 383,192 | 398,182 | 14,990 | - |
| TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES | | | | 5,975 | 389,167 | 398,182 | 14,990 | - |
| TOTAL FEDERAL AWARDS | | | | \$ 465,904 | \$ 3,205,916 | \$ 3,585,865 | \$ 845,853 | \$ - |

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT
SCHEDULE OF STATE FINANCIAL ASSISTANCE
YEAR ENDED JUNE 30, 2018

| AWARDING AGENCY PASS-THROUGH AGENCY AWARD DESCRIPTION | PASS-THROUGH | | RECEIVABLE | | | RECEIVABLE | |
|---|---------------------------------|-------------------------|---------------------------------------|--------------------------------------|----------------------|--|--|
| | ENTITY IDENTIFYING NUMBER | STATE I.D. NUMBER | (UNEARNED REVENUE) JULY 1, 2017 | REVENUE GRANTOR REIMBURSEMENTS | EXPENDITURES | (UNEARNED REVENUE) JUNE 30, 2018 | SUBRECIPIENT PASS-THROUGH EXPENDITURES |
| WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION | | | | | | | |
| Wisconsin Department of Public Instruction | | | | | | | |
| Special Education and School Age Parents | 347970-100 | 255.101 | \$ - | \$ 1,985,186 | \$ 1,985,186 | \$ - | \$ - |
| State School Lunch Aid | 374970-107 | 255.102 | - | 27,779 | 27,779 | - | - |
| Common School Fund Library Aid | 374970-104 | 255.103 | - | 231,846 | 231,846 | - | - |
| Bilingual/Bicultural Aid | 374970-111 | 255.106 | - | 85,007 | 85,007 | - | - |
| General Transportation Aid | 374970-102 | 255.107 | - | 242,878 | 242,878 | - | - |
| Wisconsin Morning Milk Program | 374970-109 | 255.109 | - | 14,160 | 14,160 | - | - |
| Equalization Aid | 374970-116 | 255.201 | 692,240 | 39,757,055 | 39,742,555 | 677,740 | - |
| High Cost Special Education Aid | 374970-119 | 255.210 | - | 26,365 | 26,365 | - | - |
| Alcohol and Drug Abuse | 374970-143 | 255.306 | - | 13,702 | 24,730 | 11,028 | - |
| School Breakfast Program | 374970-108 | 255.344 | - | 8,415 | 8,415 | - | - |
| Educator Effectiveness Evaluation System | 374970-154 | 255.940 | - | - | 34,006 | 34,006 | - |
| Per Pupil Aid | 374970-113 | 255.945 | - | 2,613,150 | 2,613,150 | - | - |
| Career and Technical Education Incentive | 374970-151 | 255.950 | - | 34,842 | 34,842 | - | - |
| Assessments of Reading Readiness | 374970-166 | 255.956 | - | 9,951 | 9,951 | - | - |
| Aid for Special Education Transition | 374970-168 | 255.960 | - | 27,000 | 27,000 | - | - |
| TOTAL WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION | | | 692,240 | 45,077,336 | 45,107,870 | 722,774 | - |
| WISCONSIN DEPARTMENT OF NATURAL RESOURCES | | | | | | | |
| Payment in Lieu of Taxes | None | None | - | 27,182 | 27,182 | - | - |
| WISCONSIN DEPARTMENT OF REVENUE | | | | | | | |
| Exempt Computer Aid | None | None | 123,758 | 123,758 | 125,577 | 125,577 | - |
| TOTAL STATE FINANCIAL ASSISTANCE | | | \$ 815,998 | \$ 45,228,276 | \$ 45,260,629 | \$ 848,351 | \$ - |

The accompanying notes are an integral part of these statements.

D.C. EVEREST AREA SCHOOL DISTRICT
NOTES TO THE SCHEDULE OF EXPENDITURES OF
FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
JUNE 30, 2018

NOTE 1 - Basis of Presentation

The accompanying schedules of expenditures of federal awards and state financial assistance include the federal and state grant activity of the D.C. Everest Area School District. The information in these schedules is presented in accordance with the requirements of Uniform Guidance and *State Single Audit Guidelines*. Therefore, some amounts presented in these schedules may differ from amounts presented in or used in the preparation of the financial statements.

NOTE 2 - Summary of Significant Accounting Policies

Expenditures reported on the schedules are reported on the modified accrual basis of accounting. Such expenditures are recognized following the cost principles contained in Uniform Guidance, wherein certain types of expenditures are not allowable and are limited as to reimbursement.

NOTE 3 - Special Education and School Age Parents Program

2017-2018 eligible costs under the State Special Education Program are \$8,273,838.

NOTE 4 - Food Distribution Program

Non-monetary assistance is reported in the schedule of federal awards at the fair market value of the commodities received and used.

NOTE 5 - 10% De Minimis Cost Rate

Elected not to use.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

OTHER REPORTS

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

To the Board of Education
D.C. Everest Area School District
Weston, Wisconsin

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the D.C. Everest Area School District, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the D.C. Everest Area School District's basic financial statements and have issued our report thereon dated November 12, 2018.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the D.C. Everest Area School District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the D.C. Everest Area School District's internal control. Accordingly, we do not express an opinion on the effectiveness of the D.C. Everest Area School District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We consider the 2018-001 deficiency described in the accompanying schedule of findings and questioned costs to be a significant deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the D.C. Everest Area School District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

D.C. Everest Area School District's Response to Finding

D.C. Everest Area School District's response to the finding identified in our audit is described in the accompanying schedule of findings and questioned costs. D.C. Everest Area School District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

HAWKINS ASH CPAS, LLP



Manitowoc, Wisconsin
November 12, 2018



INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND STATE SINGLE AUDIT GUIDELINES

To the Board of Education
D.C. Everest Area School District
Weston, Wisconsin

Report on Compliance for Each Major Federal and State Program

We have audited the D.C. Everest Area School District's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* and *State Single Audit Guidelines* that could have a direct and material effect on each of the D.C. Everest Area School District's major federal and state programs for the year ended June 30, 2018. The D.C. Everest Area School District's major federal and state programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal and state statutes, regulations, and the terms and conditions of its federal and state awards applicable to its federal and state programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal and state programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the *State Single Audit Guidelines* issued by the Wisconsin Department of Administration. Those standards, the Uniform Guidance and state guidelines require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal or state program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal and state program. However, our audit does not provide a legal determination of the D.C. Everest Area School District's compliance.

Opinion on Each Major Federal and State Program

In our opinion, the D.C. Everest Area School District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal and state programs for the year ended June 30, 2018.

Report on Internal Control over Compliance

Management of the D.C. Everest Area School District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the D.C. Everest Area School District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal or state program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each federal and state program and to test and report on internal control over compliance in accordance with Uniform Guidance and *State Single Audit Guidelines*, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the D.C. Everest Area School District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal or state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal or state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal and state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance and *State Single Audit Guidelines*. Accordingly, this report is not suitable for any other purpose.

HAWKINS ASH CPAS, LLP



Manitowoc, Wisconsin
November 12, 2018

D.C. EVEREST AREA SCHOOL DISTRICT
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
JUNE 30, 2018

Section I - Summary of Auditors' Results

Financial Statements

| | | | |
|--|---|--|--|
| Type of auditors' report issued: | Unmodified | | |
| Internal control over financial reporting: | | | |
| Material weakness identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| Significant deficiency(ies) identified not considered to be material weaknesses? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> None reported | |
| Noncompliance material to the financial statements? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |

Federal Awards

| | | | |
|--|------------------------------|---|--|
| Internal control over financial reporting: | | | |
| Material weakness identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| Significant deficiency(ies) identified not considered to be material weaknesses? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> None reported | |

Type of auditors' report issued on compliance for major programs: Unmodified

| | | |
|---|------------------------------|--|
| Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|---|------------------------------|--|

Identification of major federal programs:

CFDA Number

84.027/84.173

Name of Federal Program or Cluster

IDEA Cluster

State Assistance

| | | | |
|--|------------------------------|---|--|
| Internal control over financial reporting: | | | |
| Material weakness identified? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No | |
| Significant deficiency(ies) identified not considered to be material weaknesses? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> None reported | |

Type of auditors' report issued on compliance for major programs: Unmodified

| | | |
|---|------------------------------|--|
| Any audit findings disclosed that are required to be reported in accordance with <i>State Single Audit Guidelines</i> ? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
|---|------------------------------|--|

D.C. EVEREST AREA SCHOOL DISTRICT
 SCHEDULE OF FINDINGS AND QUESTIONED COSTS - Continued
 JUNE 30, 2018

Identification of major state programs:

| <u>State ID Number</u> | <u>Name of State Program or Cluster</u> |
|------------------------|---|
| 255.101 | Special Education |
| 255.201 | Equalization Aid |
| 255.945 | Per Pupil Aid |
| 255.107 | General Transportation Aid |

Dollar threshold used to distinguish between:

| | |
|-------------------------------------|-----------|
| Type A and Type B federal programs: | \$750,000 |
| Type A and Type B state programs: | \$250,000 |

Auditee qualified as low-risk auditee? X Yes No

Section II - Financial Statement Findings and Questioned Costs

2018-001 - Preparation of Financial Statements

Program: District-Wide

Criteria: Adequate internal controls necessitate personnel to have knowledge and training which would enable them to prepare financial statements (and footnotes) in accordance with generally accepted accounting principles (GAAP).

Condition: Personnel cannot prepare GAAP basis financial statements.

Questioned Costs: Not applicable.

Context: Personnel have adequate knowledge and experience in governmental accounting and interim reporting requirements; however, their limited knowledge and lack of training limits their ability to prepare GAAP basis financial statements.

Effect: This weakness could result in the possibility of undetected errors and irregularities.

Information: Isolated instance.

Prior Year Finding: This was a prior year audit finding numbered 2017-001.

Recommendation: Obtain adequate training or continue to hire a certified public accounting (CPA) firm to prepare GAAP basis financial statements.

Management's Response: Due to the complexities involved with preparing GAAP basis financial statements, management has weighed the cost-benefit of training personnel or hiring a CPA firm. Management has concluded to hire a CPA firm.

Section III - Federal and State Award Findings and Questioned Costs

None



D.C. Everest Area School District

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

Kristine A. Gilmore, Ed.D.
Superintendent

MISSION STATEMENT

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

SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS AND CORRECTIVE ACTION PLAN
JUNE 30, 2018

Summary Schedule of Prior Audit Findings

2017-001 - Preparation of Financial Statements - Repeat. Initially occurred 6/30/13.

Corrective Action Plan

2018-001 - Preparation of Financial Statements - Contact: Aaron Nelson, Finance Manager. Completion date: N/A. Due to the complexities of governmental reporting in accordance with GAAP, i.e. financial statements and related disclosure reporting, District management has weighed the cost benefit of training current staff or hiring a Certified Public Accountant on staff for the purposes of preparing the external financial statements in accordance with GAAP. District management has concluded to outsource the preparation of the external financial statements and related disclosures to their certified public accounting firm, which is an acceptable practice according to *Government Auditing Standards*. District management will review and approve the externally prepared financial statements.

**D.C. EVEREST AREA SCHOOL DISTRICT
WESTON, WISCONSIN**

**INDEPENDENT AUDITORS' REPORT ON COMMUNICATION
WITH THOSE CHARGED WITH GOVERNANCE
AND MANAGEMENT ADVISORY COMMENTS**

JUNE 30, 2018

D.C. EVEREST AREA SCHOOL DISTRICT
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| 5-6 | Independent Auditors' Report on Management Advisory Comments |
| Appendix A | Adjusting Journal Entries Report |



**INDEPENDENT AUDITORS' REPORT ON
COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE**

To the Board of Education
D.C. Everest Area School District
Weston, Wisconsin

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the D.C. Everest Area School District for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and, if applicable, *Government Auditing Standards* and Uniform Guidance, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated April 20, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the D.C. Everest Area School District are described in Note 1 to the financial statements. As described in Note 1 to the financial statements, the District changed accounting policies by adopting Governmental Accounting Standards Board Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, in 2018. Accordingly, the cumulative effect of the accounting change as of the beginning of the year is reported in the statement of activities. We noted no transactions entered into by the D.C. Everest Area School District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the D.C. Everest Area School District's financial statements were:

Management's estimate of the useful lives of fixed assets is based on prior assets and estimated economic life determined by the asset's manufacturer or vendor.

Management's estimate of the other post-employment benefit liability is calculated by Willis Towers Watson, the District's third-party actuary.

Management's estimated liability for dental care claims is based on estimates of the ultimate cost of reported claims and an estimate for claims incurred but not reported based on historical experience.

Management's estimate of the Wisconsin Retirement System pension was calculated by the State of Wisconsin Department of Employee Trust Funds' third-party actuary.

We evaluated the key factors and assumptions used to develop the estimates above, determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements in Appendix A. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 12, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the D.C. Everest Area School District's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the D.C. Everest Area School District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the management's discussion and analysis, budgetary comparison information, Wisconsin Retirement System pension schedules, Wisconsin Retirement System local retiree life insurance fund schedules, and OPEB healthcare defined benefit plan schedule, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual nonmajor fund financial statements, schedule of changes in assets and liabilities - agency funds, schedule of expenditures of federal awards, and schedule of state financial assistance, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Education and management of the D.C. Everest Area School District and is not intended to be, and should not be, used by anyone other than these specified parties.

HAWKINS ASH CPAS, LLP

Handwritten signature in cursive script that reads "Hawkins Ash CPAs, LLP".

Manitowoc, Wisconsin
November 12, 2018



INDEPENDENT AUDITORS' REPORT ON MANAGEMENT ADVISORY COMMENTS

To the Board of Education
D.C. Everest Area School District
Weston, Wisconsin

We have audited the general purpose financial statements of the D.C. Everest Area School District as of and for the year ended June 30, 2018 and have issued our report thereon dated November 12, 2018. We have also issued compliance reports and reports on the internal control structure in accordance with *Government Auditing Standards*. These reports disclosed any material instances of noncompliance, federal and state program findings and questioned cost, material weaknesses and significant deficiencies that were identified during the audit.

Other matters involving the internal control structure and the District's operations which came to our attention during the audit are reported on the following pages as management advisory comments.

We would like to take this opportunity to acknowledge the many courtesies extended to us by the District's personnel during the course of our work. In particular, we would like to note the considerable assistance and cooperation provided to us by Aaron Nelson and his staff.

We shall be pleased to discuss any of the matters referred to in this letter.

HAWKINS ASH CPAS, LLP

A handwritten signature in cursive script that reads 'Hawkins Ash CPAs, LLP'.

Manitowoc, Wisconsin
November 12, 2018

MANAGEMENT ADVISORY COMMENTS

Current Year Comments

None.

Status of Prior Year(s) Comments

New Standard - GASB Statement No. 75 - Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions (6/30/16)

This statement improves the accounting and financial reporting for postemployment benefits other than pensions provided to employees of state and local governmental employers. Governments previously were allowed to choose from six different methods with additional variations, now they are limited to a single method of attributing the actuarial present value of projected benefit payments to periods of employee service. This will significantly increase the comparability of the information reported by employers regarding OPEB transactions. The requirements of this statement will improve the decision-usefulness of information in employer financial reports by requiring recognition of the entire OPEB liability. This statement establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. For defined benefit OPEB, this statement identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. This will significantly increase the comparability of OPEB information for Districts. Requirements for note disclosure and required supplementary information are also addressed to create additional transparency. However, this statement does not change how the District should fund its OPEB.

The provisions of this statement are effective for financial statement periods beginning after June 15, 2017. Your June 30, 2018 financial statements will be updated for these new reporting requirements.

Status: Resolved.

APPENDIX A

Client: 0201873 - D.C. Everest Area School District
 Engagement: 18 audit - D.C. Everest Area School District
 Period Ending: 6/30/2018
 Trial Balance: Database
 Workpaper: 1501 - Adjusting Journal Entries Report

| Account | Description | W/P Ref | Debit | Credit |
|---|--------------------------------|---------|---------------------|---------------------|
| Adjusting Journal Entries JE # 31 | | | | |
| 2018 - To reclassify receipt for transit of handicapped aid from CESA #9 to proper account. | | | | |
| | | 7722 | | |
| 27 R 809 316 500000 000 --- --- | DISTRICT WIDE | | 350.00 | |
| 27 R 809 516 500000 000 --- --- | DISTRICT WIDE | | | 350.00 |
| Total | | | 350.00 | 350.00 |
| Adjusting Journal Entries JE # 32 | | | | |
| 2018 - Adjustment made per client subsequent to importing the trial balance. | | | | |
| | | 1501.01 | | |
| 10 E --- 827 41---- --- --- | INTERFUND/OPERATING TRANSFER | | 13,549.00 | |
| 27 A 000 000 711000 000 000 000 | CLAIM ON CASH | | 13,549.00 | |
| 10 A 000 000 711000 000 000 000 | CLAIM ON CASH | | | 13,549.00 |
| 27 R 809 110 411000 000 --- --- | OPER. TRANSFERS TO DIF FUND | | | 13,549.00 |
| Total | | | 27,098.00 | 27,098.00 |
| Adjusting Journal Entries JE # 33 | | | | |
| 2018 - Adjustment made per client subsequent to importing the trial balance. | | | | |
| | | 1501.02 | | |
| 10 L 000 000 812000 000 000 000 | DUE TO OTHER FUNDS | | 80,000.00 | |
| 46 R 809 110 411000 000 --- --- | OPER. TRANSFERS TO DIF FUND | | 80,000.00 | |
| 10 E --- 846 41---- --- --- | INTERFUND/OPERATING TRANSFER | | | 80,000.00 |
| 46 A 000 000 714100 000 000 000 | DUE FROM OTHER FUNDS | | | 80,000.00 |
| Total | | | 160,000.00 | 160,000.00 |
| Adjusting Journal Entries JE # 34 | | | | |
| 2018 - Adjustment made per client subsequent to importing the trial balance. | | | | |
| | | 1501.03 | | |
| 10 A 000 000 711000 000 000 000 | CLAIM ON CASH | | 13,549.00 | |
| 10 E --- 243 11---- --- --- | UNDIFFERENTIATED CURRICU | | 36,826.00 | |
| 10 E --- 243 13---- --- --- | VOCATIONAL CURRICULUM | | 2,542.00 | |
| 10 E --- 243 14---- --- --- | PHYSICAL CURRICULUM | | 2,511.00 | |
| 10 E --- 243 17---- --- --- | OTHER SPECIAL NEEDS | | 1,380.00 | |
| 10 E --- 243 21---- --- --- | PUPIL SERVICES | | 4,020.00 | |
| 10 E --- 243 22---- --- --- | INST STAFF SERVICES | | 3,953.00 | |
| 10 E --- 243 23---- --- --- | GENERAL ADMINISTRATION | | 406.00 | |
| 10 E --- 243 24---- --- --- | SCHOOL BUILDING ADMINISTRATION | | 4,577.00 | |
| 10 E --- 243 25---- --- --- | BUSINESS ADMINISTRATION | | 7,014.00 | |
| 10 E --- 243 26---- --- --- | CENTRAL SERVICES | | 3,222.00 | |
| 27 E --- 243 15---- --- --- | SPECIAL CURRICULUM | | 12,124.00 | |
| 27 E --- 243 21---- --- --- | PUPIL SERVICES | | 711.00 | |
| 27 E --- 243 22---- --- --- | INST STAFF SERVICES | | 714.00 | |
| 10 L 000 000 817200 000 000 000 | DENTAL-CLAIMS PAYABLE | | | 80,000.00 |
| 27 A 000 000 711000 000 000 000 | CLAIM ON CASH | | | 13,549.00 |
| Total | | | 93,549.00 | 93,549.00 |
| Adjusting Journal Entries JE # 35 | | | | |
| 2018 - NA -See journal entry 37. | | | | |
| | | 7505 | | |
| 10 R 809 699 500000 942 --- --- | DISTRICT WIDE | | | |
| 10 R 809 780 500000 584 --- --- | DISTRICT WIDE | | | |
| Total | | | 0.00 | 0.00 |
| Adjusting Journal Entries JE # 36 | | | | |
| 2018 - Adjustment made per client subsequent to importing the trial balance. | | | | |
| | | 1501.04 | | |
| 38 L 000 000 816914 000 000 000 | Deferred Premium | | 293,044.00 | |
| 38 R 809 968 500000 000 --- --- | DISTRICT WIDE | | 1,542,768.00 | |
| 38 L 000 000 816914 000 000 000 | Deferred Premium | | | 1,542,768.00 |
| 38 R 809 968 500000 000 --- --- | DISTRICT WIDE | | | 293,044.00 |
| Total | | | 1,835,812.00 | 1,835,812.00 |
| Adjusting Journal Entries JE # 37 | | | | |
| 2018 - Adjustment made per client subsequent to importing the trial balance. | | | | |
| | | 1501.05 | | |
| 10 R 809 780 500000 584 --- --- | DISTRICT WIDE | | 2,000.00 | |
| 10 R 809 699 500000 584 --- --- | DISTRICT WIDE | | | 2,000.00 |
| Total | | | 2,000.00 | 2,000.00 |

**Business Office Budget Calendar
2019-2020 School Year
D.C. Everest Area School District**

| | |
|----------------|---|
| November 2018 | <ul style="list-style-type: none"> ➤ Update projection models with prior year & current year budget data ➤ Board review and approval of budget calendar |
| December 2018 | <ul style="list-style-type: none"> ➤ Update projection models with 2018-19 assumptions ➤ Current year budget performance review |
| January 2019 | <ul style="list-style-type: none"> ➤ Cabinet discusses and determines per pupil allocations ➤ Board review and approval of per pupil allocations ➤ PMA projections model information shared with board ➤ Initial 10-Year Plan meeting with B&G staff ➤ Individual department budget planning meetings ➤ Begin review of staffing needs and ratios ➤ Current year budget performance review |
| February 2019 | <ul style="list-style-type: none"> ➤ Snapshot of current staffing levels for budgeting ➤ Current year budget performance review ➤ Begin review of estimated health care costs for 2019 calendar year |
| March 2019 | <ul style="list-style-type: none"> ➤ Contract negotiations begin ➤ Analyze various scenarios for any salary and negotiations adjustments that may affect the budget ➤ 10-Year Plan meeting with B&G staff ➤ Finalize school budgets ➤ Current year budget performance review |
| April 2019 | <ul style="list-style-type: none"> ➤ April staffing pull from Employee Management into Sal/Neg Module ➤ Review of district depositories ➤ Board review and approve department budgets ➤ Finalize department budgets ➤ Current year budget performance review |
| May 2019 | <ul style="list-style-type: none"> ➤ End of Year project requests - if applicable ➤ Finalize preliminary salary and benefit budgets ➤ End of year project requests – if applicable ➤ Current year budget performance review |
| June 2019 | <ul style="list-style-type: none"> ➤ Ongoing budget work ➤ School Board Approves Line of Credit with Bank ➤ Finalize salary and benefits budgets ➤ Current year budget performance review |
| July 2019 | <ul style="list-style-type: none"> ➤ Ongoing budget work ➤ Review preliminary health and dental costs ➤ School board approves preliminary budget |
| August 2019 | <ul style="list-style-type: none"> ➤ Ongoing budget work ➤ Finalize health and dental costs ➤ Annual district audit process |
| September 2019 | <ul style="list-style-type: none"> ➤ Ongoing budget work ➤ Finalize budget as needed information becomes available ➤ Budget hearing/Annual Meeting |
| October 2019 | <ul style="list-style-type: none"> ➤ School board adopts budget ➤ School board sets the final levy |
| November 2019 | <ul style="list-style-type: none"> ➤ Tax levy certifications sent to municipal clerks |

Prepared by Jack E. Stoskopf, Jr., Assistant Superintendent for Business/Personnel Services



D.C. Everest Area School District

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

Jack E. Stoskopf, Jr., Ed.D.
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.

TO: Dr. Kristine Gilmore
FROM: Jack E. Stoskopf, Jr., Assistant Superintendent
RE: Acceptance of Building Construction Contract – Referendum Work
DATE: November 18, 2018

Bid packs went out for the first referendum construction project at the Senior High School. After all bids were received, Ellis Stone Construction was awarded the contract for the 8 classroom addition, as well as the Fine Arts storage area. Both projects were included in the bid pack.

The total bid amount for the initial construction of these areas is \$1,300,174.

Recommend approving the acceptance of this construction contract.

SCHEDULE AT-A-GLANCE

2019 SPRING ELECTION

NOVEMBER 2018

- 27 • Deadline for Publication of Type A Notice of Election
- On or About 27 • Prepare Packet of Information for Potential Candidates

DECEMBER

- 1 • Earliest Date for Circulation of Nomination Papers, If Required
(NOTE: Nomination Papers Are Not Required in Many School Districts)
- 1 - Jan. 2 • Most Candidates Will File Campaign Registration Statements, Declarations of Candidacy, and Nomination Papers (If Required) during this Period
- 21 • Deadline for Incumbents to File Notice of Noncandidacy (5:00 p.m.)
- On or About 31 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance January Continuing Report (for Period Ending December 31)

JANUARY 2019

- On or After 1 • Eligible Candidate Committees May Claim/Renew Reporting Exemption for 2018
- 2 • Candidate Deadline for Filing All Documents Needed to Establish Eligibility to Appear on the Ballot (5:00 p.m.)
• Clerk Makes Initial Determination of Candidates' Eligibility for Ballot
- 9 • Drawing of Lots for Ballot Order; Certify Ballot Eligibility to County Clerk(s)
• When a Primary is Required, Notice to Municipal Clerks of Primary Election
- 15 • Deadline for Non-Exempt Committees to File January Continuing Report
- 16 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- On or Before 28 • If Primary Election is Being Held, Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)

FEBRUARY

- On or About 1 • If Primary Election is Being Held, Clerk Notifies Non-Exempt Committees of Deadline for Filing Preprimary Campaign Finance Report
- 5 - 11 • Deadline for Non-Exempt Committees to File Preprimary Report
- 12 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- 15 • Write-in Candidate Registration Deadline for Primary Election
- On or Before 18 • If Primary Election is Being Held, Choose Board of Canvassers
- 18 • If Primary Election is Being Held, Notice of Primary Election
- 19 • Spring Primary Election
- On or About 19 • If Primary Election Held, Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)
- On or About 20 • If Primary Election Held, Receipt of Election Materials and Related Duties

FEBRUARY *(continued)*

- On or About 20 - 26 • If Primary Election Held, Canvass of Primary Returns and Written Determination of Primary Results
- On or About 20 - Mar. 1 • If Primary Election Held, Recount Request May Be Filed
- On or About 22 - Mar. 1 • If Primary Election Held, Drawing of Lots for Ballot Order
- If Primary Election Held, Certify Nominations and Ballot Order to County Clerk(s)

MARCH

- On or Before 11 • Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)
- On or About 15 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Preelection Campaign Finance Report
- 19 - 25 • Deadline for Non-Exempt Committees to File Preelection Report
- 26 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- 29 • Write-in Candidate Registration Deadline for Spring Election

APRIL

- On or Before 1 • Choose Board of Canvassers
- 1 • Notice of Spring Election
- 2 • Spring Election
- On or About 2 • Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)
- After 2 • Campaign Committees May File Campaign Finance Termination Report
- On or About 3 • Receipt of Election Materials and Other Related Duties
- 3 - 9 • Canvass of Election Returns and Written Determination of Election Results
- On or About 3 - 12 • Recount Request May Be Filed
- On or About 8 - 12 • Clerk Issues Certificate(s) of Election
- Clerk Notifies Municipal and County Clerks of School District Officers
- On or Before 22 • School Board Members Take and File Official Oath
- 22 • School Board Members Take Office
- 22 - May 22 • Election of School Board Officials (i.e. Board Officers)

JUNE

- On or About June 30 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance July Continuing Report (for Period Ending June 30)

JULY

- 15 • Deadline for Non-Exempt Committees to File July Continuing Report
- 16 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent

A friendly *Smile*, a casual touch,
these are the things that mean so much,
to know you are with us
in our time of *sorrow*,
sharing our prayer,
God today and tomorrow,
gives us comfort in the form of
good friends,
May His peace be with you,
His *love* never ends.

T

The Family of Bernie Crisman
Thank you for your support
and expression of sympathy.

Dear D. C. E.

School Board,

Thank you for
the beautiful
plant that was
sent to the church
for my mom's
funeral. It was
very kind of
you to think
of me at this time.

*During a time like this
we realize how much
our family and friends
really mean to us.*

*Your expression of
sympathy will always
be remembered.*

The family of
Mary Justman

*Sincerely,
Mary Ann Gleason*

*Thank you for the beautiful
plant that you sent in
Tom's memory.*

Dear DCE School Board,

We have lost
someone very special.
Thank you so much
for caring.

The Family of
Thomas J. Jablonski

EVERGREEN CRISIS MANAGEMENT PLAN

HATLEY CRISIS MANAGEMENT PLAN

MOUNTAIN BAY CRISIS MANAGEMENT PLAN

RIVERSIDE CRISIS MANAGEMENT PLAN

ROTHSCHILD CRISIS MANAGEMENT PLAN

WESTON CRISIS MANAGEMENT PLAN

MIDDLE SCHOOL CRISIS MANAGEMENT PLAN

JUNIOR HIGH CRISIS MANAGEMENT PLAN

SENIOR HIGH CRISIS MANAGEMENT PLAN

GREENHECK MAP

IDEA/ODYSSEY CRISIS MANAGEMENT PLAN

TWIN OAKS

Administration Building

D.C. EVEREST AREA SCHOOLS

**EVERGREEN
CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from Evergreen Elementary at 1610 Pine Road, Rothschild and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|-------------------------------|---------------------|
| PRINCIPAL <u>Rick Koepke</u> | Cell # 715-297-6812 |
| SECRETARY <u>Andrea Reede</u> | Cell # 715-298-0616 |
| SRO <u>Jeff Zwicky</u> | Cell # 715-551-6374 |
| GUIDANCE <u>Melissa Meyer</u> | Cell # 715-539-8966 |
| MAINTENANCE _____ | Cell # |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a **"Lock Down."**
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to **Rick Koepke**.
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area

Northland Lutheran High School
2107 Tower Rd.
Kronenwetter, WI 54455
715-359-3400

Secondary Relocation Area

Lamers Bus Lines
2415 Trailwood Ln.
Rothschild, WI 54474
715-241-7799

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado *has been sighted* in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to office or administration.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
- **Soft Lockdown procedure may be initiated if needed.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
- ✓ Refer media to school officials for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- **Keep the caller on the line as long as possible.**
- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify Principal or designee.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

- 1. When is the bomb going to explode?**
- 2. Where is the bomb right now?**
- 3. What does it look like?**
- 4. What will cause it to explode?**
- 5. What kind of bomb is it?**
- 6. Did you place the bomb?**
- 7. Why did you put it in the building?**
- 8. What is your address?**
- 9. What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

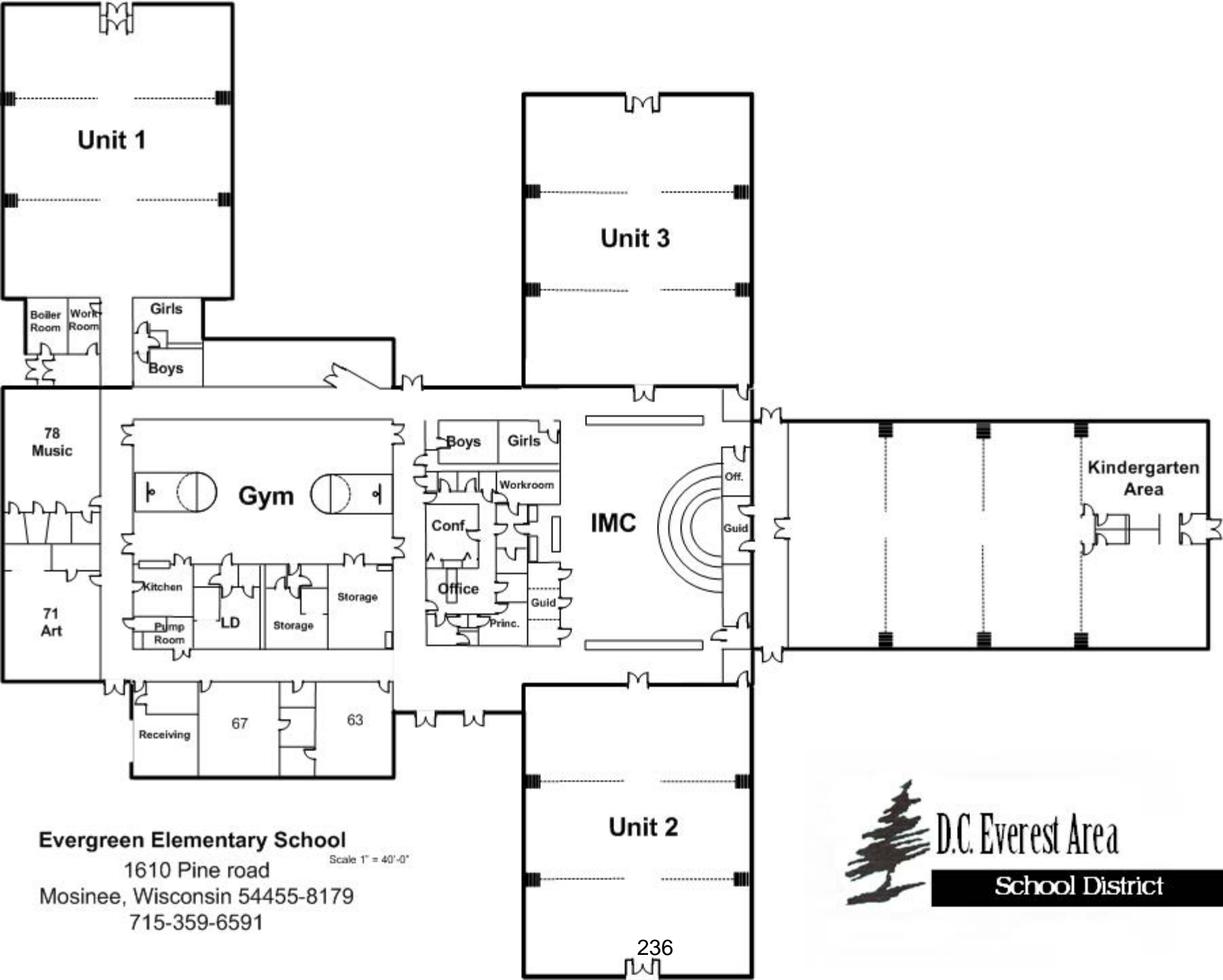
*If safe to do so, look for secondary exit out of area
Evacuate the building/area only if safe to do so.*

*Run to and behind 'cover' objects that will stop bullets and block view of
intruder/shooter.*

If evacuating:

- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.



Evergreen Elementary School

1610 Pine road
 Mosinee, Wisconsin 54455-8179
 715-359-6591

Scale 1" = 40'-0"



D.C. Everest Area

School District

D.C. EVEREST AREA SCHOOLS

**HATLEY CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from **Hatley Elementary School at 417 Emmonsville Road, Hatley, WI** and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|-------------------------------|--------------------|
| PRINCIPAL: Lisa Braun | Cell #920-915-5722 |
| LEAD TEACHER 1: Josh Fritsche | Cell #715-350-9085 |
| LEAD TEACHER 2: Amy Rowlands | Cell #715-571-4792 |
| SECRETARY: Vicki Tlmm | Cell #715-359-0789 |
| SRO: Leah Long | Cell #715-370-4649 |
| GUIDANCE: Dawn Schueller | Cell #715-212-1212 |
| MAINTENANCE: Dave Zingler | Cell #715-573-0431 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students, and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a **"Lock Down."**
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to **Lisa Braun/Vicki Timm.**
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

**Primary Relocation Area
(if extended length of time)**

**St. Florian's Church/School
715-446-3085 ext. 301 or 302**

**Secondary Relocation Area
(if extended length of time)**

Hatley Public Library

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado *has been sighted* in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised .
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to Lisa Braun or Vicki Timm.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- Staff will contact Main Office and they will contact the **Principal** and Building Crisis Team Members with information and location of crisis.
- Building Crisis Team will go to the area where the crisis is occurring.
- Soft Lockdown procedure may be initiated if needed.
- If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.
- Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.
- Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.
- Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
- ✓ Refer media to school officials for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- **Keep the caller on the line as long as possible.**
- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify Principal or designee.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does it look like?**
4. **What will cause it to explode?**
5. **What kind of bomb is it?**
6. **Did you place the bomb?**
7. **Why did you put it in the building?**
8. **What is your address?**
9. **What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

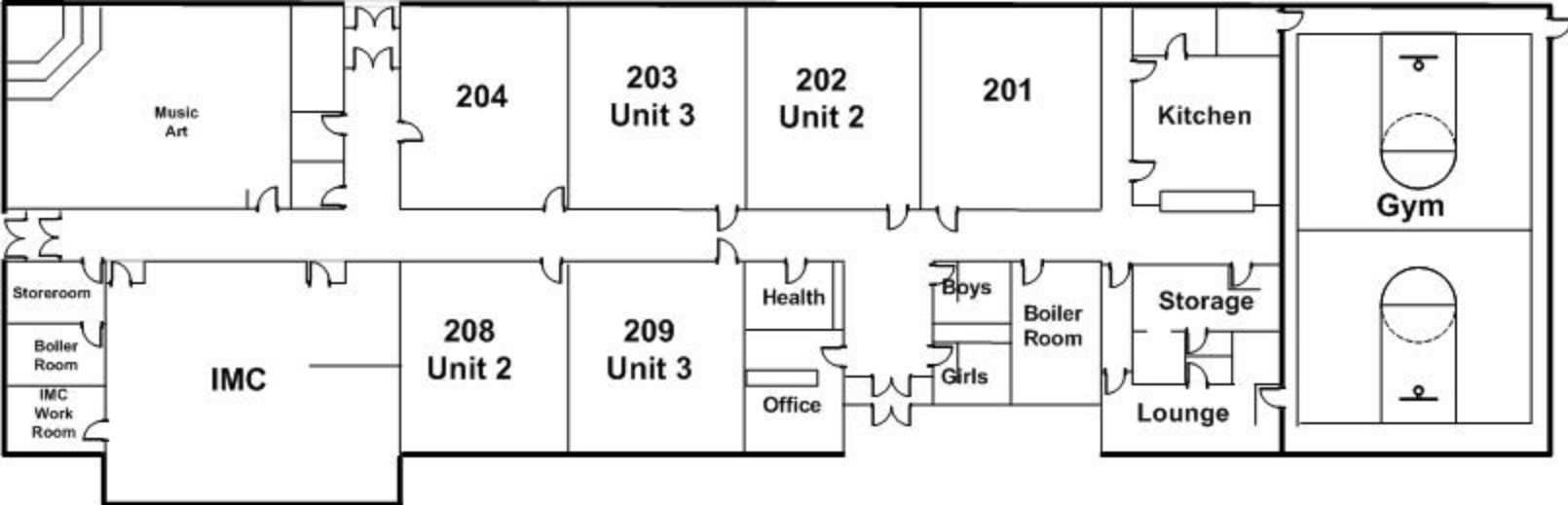
*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.



Hatley Elementary School

Scale 1" = 30'-0"

417 Emmonsville Road
 Hatley, Wisconsin 54440-9769
 715-446-3336



D.C. Everest Area

School District

D.C. EVEREST AREA SCHOOLS

**MOUNTAIN BAY
CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from Mountain Bay Elementary at 8602 Schofield Avenue and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|--------------------------------------|---------------------|
| PRINCIPAL <u>Patrick Phalen</u> | Cell # 715-298-2314 |
| SECRETARY <u>Jocelyn Barwick</u> | Cell # 757-646-8766 |
| TEACHER IN CHARGE <u>Peggy Bindl</u> | Cell # 715-581-4118 |
| SRO <u>Leah Long</u> | Cell # 715-370-4649 |
| GUIDANCE <u>Dawn Schueller</u> | Cell # 715-212-1212 |
| MAINTENANCE <u>David Buettner</u> | Cell # 715-581-2795 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a "Lock Down."
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to 1. Patrick Phalen, 2. Tabitha Prutz, 3. Dawn Schueller.
- Await further instruction from office or administrator.
- Return to room when directed by "ALL CLEAR" announcement or signal.

Primary Relocation Area:

Middle School

Secondary Relocation Area:

Soccer Field

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado **has been sighted** in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to office or administration.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
- **Soft Lockdown procedure may be initiated if needed.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
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- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or **school officials**.
- ✓ Refer media to **school officials** for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- Keep the caller on the line as long as possible.
- Do not attempt to transfer the call.
- Write down all information obtained and the caller ID number.
- Notify Principal or designee.

Written Threats

- For written threats discovered by a student or staff member, immediately notify the Principal or designee.
- Discuss further actions with law enforcement.

BOMB THREAT TELEPHONE CHECKLIST

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does it look like?**
4. **What will cause it to explode?**
5. **What kind of bomb is it?**
6. **Did you place the bomb?**
7. **Why did you put it in the building?**
8. **What is your address?**
9. **What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

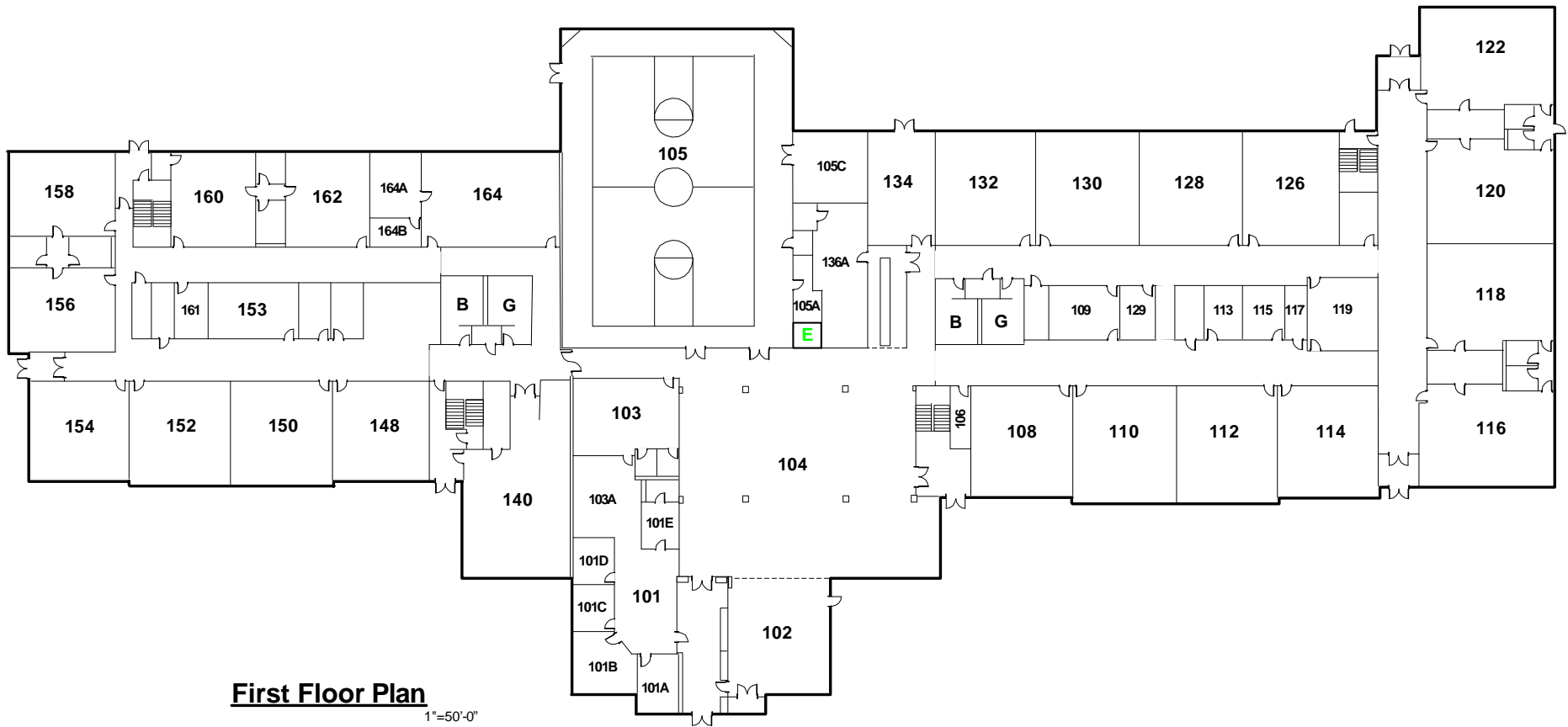
*If safe to do so, look for secondary exit out of area
Evacuate the building/area only if safe to do so.*

*Run to and behind 'cover' objects that will stop bullets and block view of
intruder/shooter.*

If evacuating:

- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.



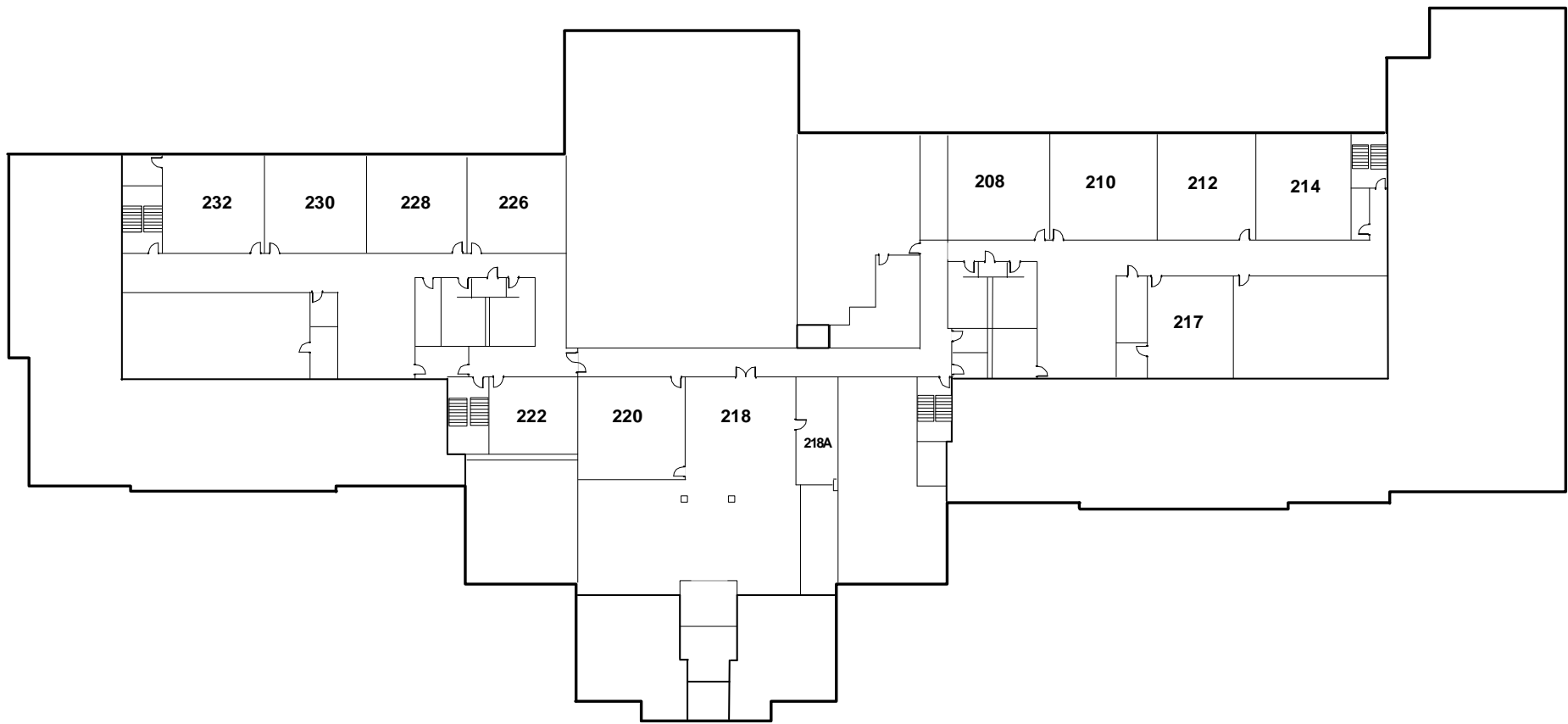
Mountain Bay Elementary School

8602 Schofield Avenue
Weston, Wisconsin 54476



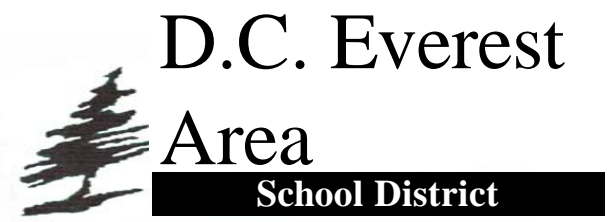
D.C. Everest
Area

School District



Second Floor Plan
 1" = 50'-0"

Mountain Bay Elementary School
 8602 Schofield Avenue
 Weston, Wisconsin 54476



D.C. EVEREST AREA SCHOOLS

**RIVERSIDE
CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from Riverside Elementary at 166543 River Road, Ringle WI 54471 and there is an emergency."

To Call Poison Control: 7-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|---------------------------------|-----------------------|
| PRINCIPAL - <u>5322</u> | Cell # (715) 297-0594 |
| TEACHER IN CHARGE - <u>5349</u> | Cell # (715) 218-8935 |
| SECRETARY - <u>5321</u> | Cell # (715) 573-9031 |
| SRO - <u>2306</u> | Cell # (715) 370-4649 |
| GUIDANCE - <u>5326</u> | Cell # (715) 573-5392 |
| MAINTENANCE - <u>5327</u> | Cell # (715) 551-2755 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- **Announcement will be made: "Security Watch."**
- **School activities go on as usual within the building.**
- **Close and lock all ground floor windows.**
- **Communicate with parents, students and staff as appropriate.**

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a "Lock Down."
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to **Principal**.
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area:

DC Everest Middle School

Secondary Relocation Area:

Mountain Bay Elementary

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado *has been sighted* in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
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- Students should assume the "SAFETY" position.
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- Assess the condition of the area for safety.
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- Provide first aid and assistance as needed.
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ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
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- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **Police and Principal.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to Police and **Principal.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
- ✓ Refer media to school officials for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- **Keep the caller on the line as long as possible.**
- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify Principal or designee.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does it look like?**
4. **What will cause it to explode?**
5. **What kind of bomb is it?**
6. **Did you place the bomb?**
7. **Why did you put it in the building?**
8. **What is your address?**
9. **What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED by law enforcement .**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

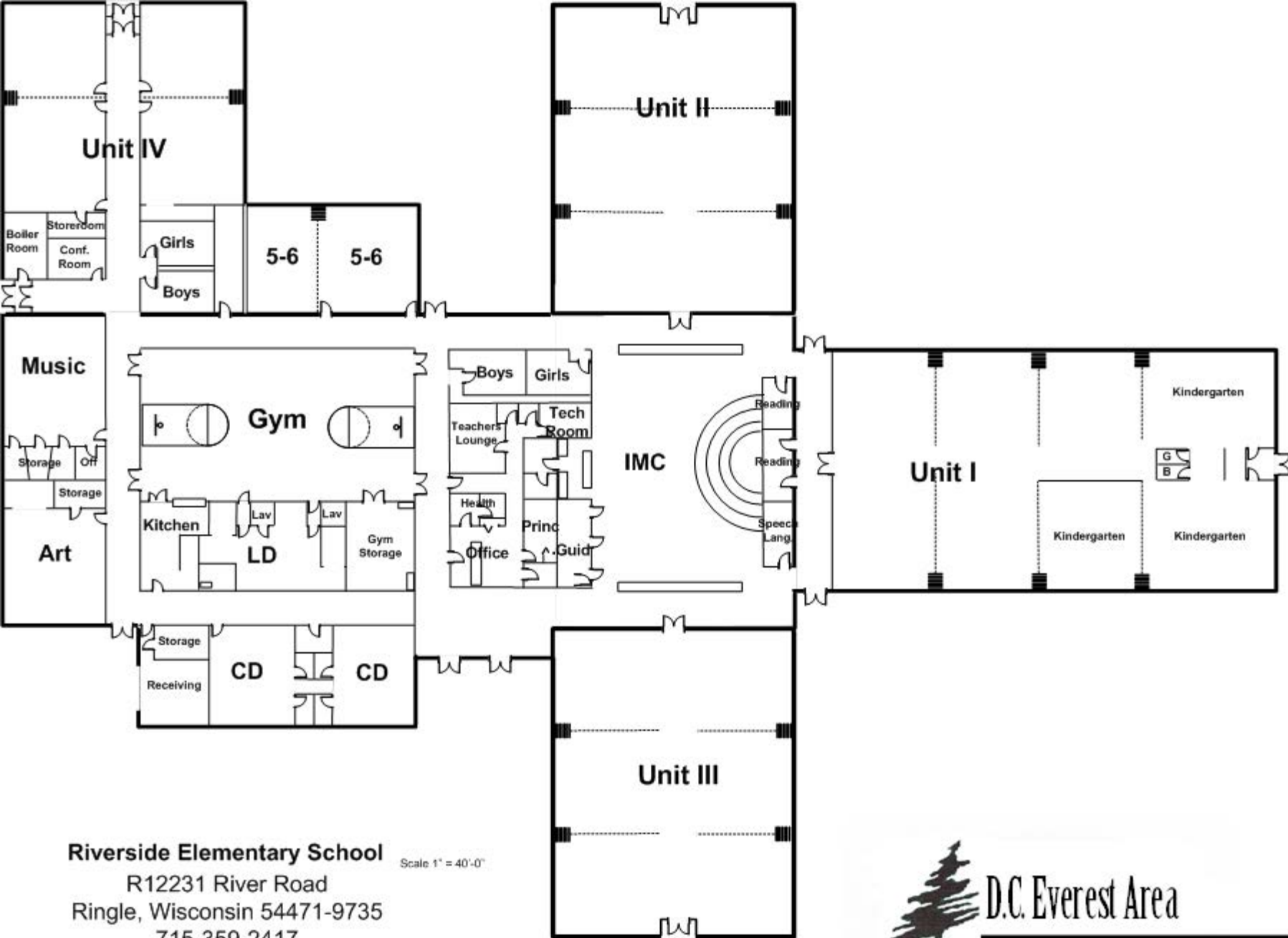
*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschield@dce.k12.wi.us with any missing/additional students in their control.



Riverside Elementary School
 R12231 River Road
 Ringle, Wisconsin 54471-9735
 715-359-2417

Scale 1" = 40'-0"



D.C. EVEREST AREA SCHOOLS

**ROTHSCHILD
CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from Rothschild Elementary at 810 1st Street, Rothschild, and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|---|--------------------|
| PRINCIPAL - Rena Sabey | Cell #715-218-1664 |
| HEALTH ASSOCIATE - Candice Sillars | Cell #715-571-7714 |
| SECRETARY - Nancy Rhodes | Cell #715-432-9144 |
| SRO - Jeff Zwicky | Cell #715-551-6374 |
| GUIDANCE - Deb Chapman | Cell #715-310-7008 |
| MAINTENANCE - Jeff Herron | Cell #715-551-2758 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students, and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled.

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students, and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a **"Lock Down."**
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- **Teacher last to leave** - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to Mrs. Sabey.
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Exit northwest entrance (service entrance) - Rooms 20A, 42, 46, 48, and stage

Exit northeast entrance between rooms and walk to the left - Rooms 20 and 22

Exit main lobby entrance and walk to the left - Rooms 13, 14, 15, 16, 18, 23, and 24

Exit lower lobby (west entrance) and walk to the left - Rooms 36, 37, 38, 39, 50, and 52/53

Exit lower lobby (west entrance) and walk to the right - Rooms 29, 30, and 31

Exit main lobby entrance and walk to the right - Rooms 2, 3, 6, 7A, and 7

Exit south hall entrance and walk to the left - Rooms 8A, 9, and 10

Exit south hall entrance and walk to the right - Rooms 11 and 12

Exit top floor entrance (south hall) and walk to the left - Rooms 32 and 33

Exit top floor entrance (south hall) and walk to the right - Rooms 34 and 35

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado **has been sighted** in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to Mrs. Sabey.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
- **Soft Lockdown procedure may be initiated if needed.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to police and Mrs. Sabey.
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and Mrs. Sabey.
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or Mrs. Sabey.
- ✓ Refer media to Mrs. Sabey for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- Keep the caller on the line as long as possible.
- Do not attempt to transfer the call.
- Write down all information obtained and the caller ID number.
- Notify Principal or designee.

Written Threats

- For written threats discovered by a student or staff member, immediately notify the Principal or designee.
- Discuss further actions with law enforcement.

BOMB THREAT TELEPHONE CHECKLIST

- 1. When is the bomb going to explode?**
- 2. Where is the bomb right now?**
- 3. What does it look like?**
- 4. What will cause it to explode?**
- 5. What kind of bomb is it?**
- 6. Did you place the bomb?**
- 7. Why did you put it in the building?**
- 8. What is your address?**
- 9. What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

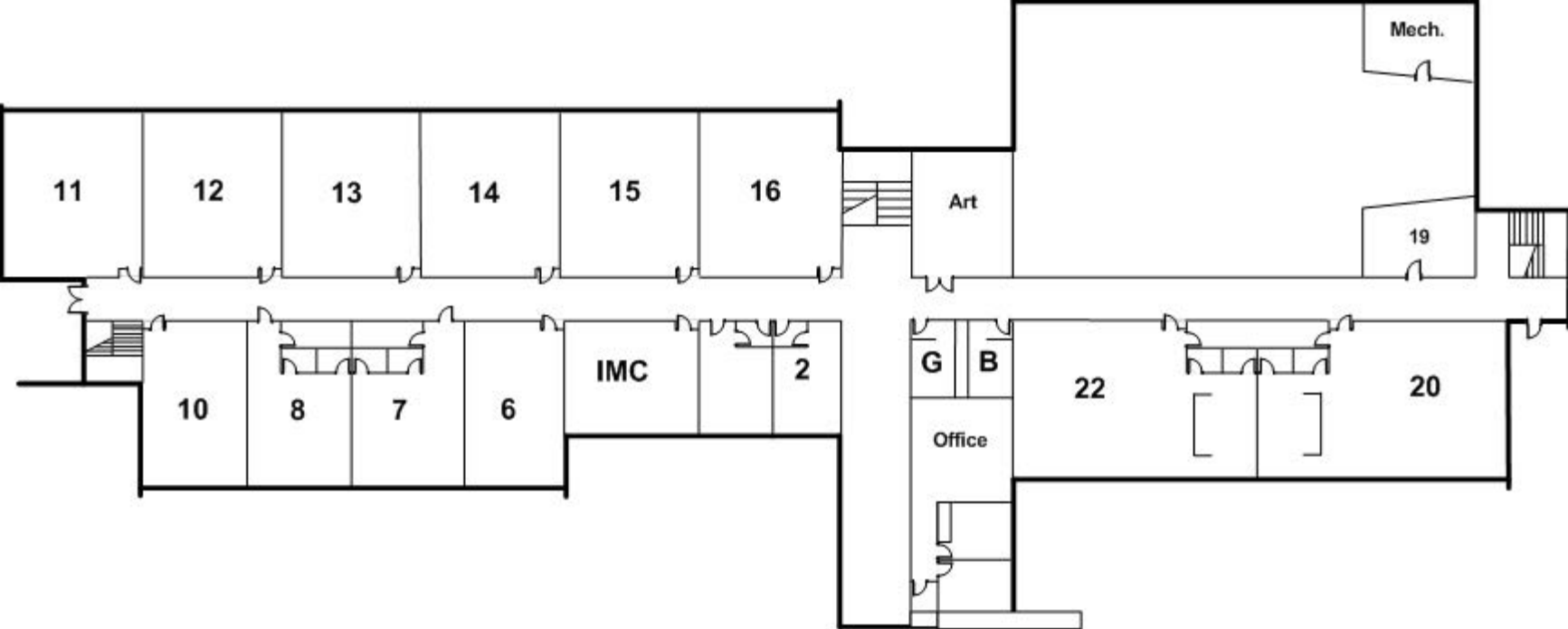
*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.



**Upper level Plan
Rothschild Elementary School**

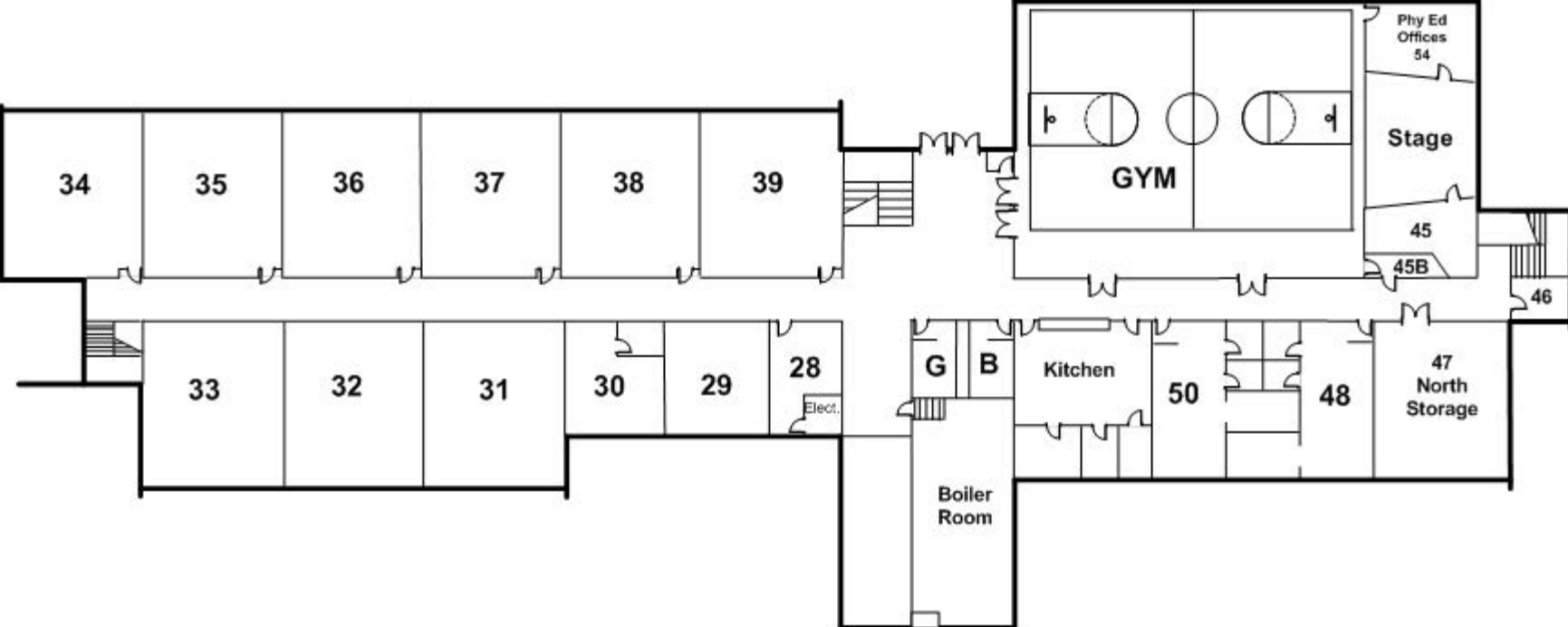
810 1st. Street
Rothschild, Wisconsin 54474-1099

Scale 1" = 40'-0"



D.C. Everest Area

School District



**Lower Level Plan
Rothschild Elementary School**

810 1st. Street
Rothschild, Wisconsin 54474-1099

Scale 1" = 40'-0"



D.C. Everest Area

School District

D.C. EVEREST AREA SCHOOLS

**WESTON CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from Weston Elementary at 5200 Camp Phillips Road in Weston at 715-359-4181 and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|--------------------------------------|---------------------|
| PRINCIPAL <u>Sarah Trimner</u> | Cell # 715.819.0081 |
| ASSOC PRINCIPAL <u>Trena Loomans</u> | Cell # 715.551.5667 |
| SECRETARY <u>Cindy Hall</u> | Cell # 715.571.3172 |
| SRO <u>Greg Schremp</u> | Cell # 715.370.0609 |
| GUIDANCE <u>Cassie Cerny</u> | Cell # 920.819.9278 |
| MAINTENANCE | Cell # |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a "Lock Down."
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to **Sarah Trimner**.
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area

Idea/Odyssey

Secondary Relocation Area

Greenheck Fieldhouse

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado *has been sighted* in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
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ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
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- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
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- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
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- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
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- ✓ Update names and phone numbers.
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- ✓ Review evacuation route(s).
- ✓ Review Building Map.
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- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
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- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

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- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify Principal or designee.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

- 1. When is the bomb going to explode?**
- 2. Where is the bomb right now?**
- 3. What does it look like?**
- 4. What will cause it to explode?**
- 5. What kind of bomb is it?**
- 6. Did you place the bomb?**
- 7. Why did you put it in the building?**
- 8. What is your address?**
- 9. What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

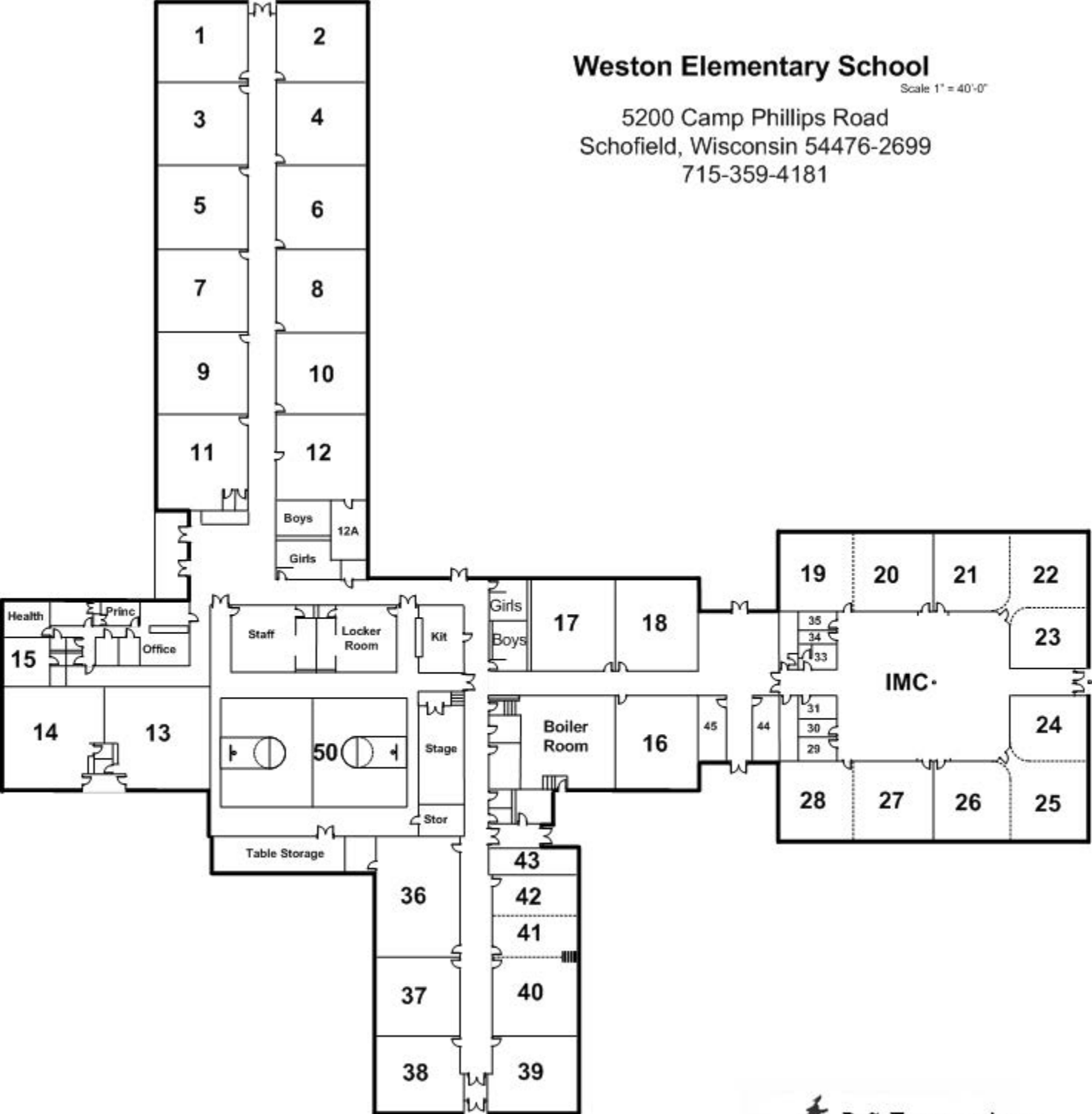
- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.

Weston Elementary School

Scale 1" = 40'-0"

5200 Camp Phillips Road
Schofield, Wisconsin 54476-2699
715-359-4181



D.C. EVEREST AREA SCHOOLS

**MIDDLE
SCHOOL CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from D.C. Everest Middle School at 9302 Schofield Ave. Weston, Wi and there is an emergency."

To Call Poison Control: 7-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|--|---------------------|
| PRINCIPAL <u>Gina Lehman</u> | Cell # 920-539-8742 |
| ASSOC PRINCIPAL <u>Fritz Lehrke</u> | Cell # 715-581-9717 |
| SECRETARY <u>Faye Angeloni</u> | Cell # 715-571-5460 |
| SRO <u>Officer Leah Long</u> | Cell # 715-370-4649 |
| GUIDANCE <u>Dianna Reinardy</u> | Cell # 715-573-5386 |
| GUIDANCE <u>Mike Wolfe</u> | Cell # 715-212-5748 |
| MAINTENANCE <u>Jim (Buck) Brinkman</u> | Cell # 715-574-2050 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students, and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a **"Lock Down."**
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to **Kathy Lannigan**.
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area

Mountain Bay Elementary
8602 Schofield Ave
Weston, WI 54476
715-355-0302

Secondary Relocation Area

Mt. Olive Lutheran Church
6205 Alderson St
Weston, WI 54476
715-359-5546 Terry Halligan

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado *has been sighted* in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to office or administration.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
- **Soft Lockdown procedure may be initiated if needed.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
- ✓ Refer media to school officials for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- **Keep the caller on the line as long as possible.**
- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify Principal or designee.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does it look like?**
4. **What will cause it to explode?**
5. **What kind of bomb is it?**
6. **Did you place the bomb?**
7. **Why did you put it in the building?**
8. **What is your address?**
9. **What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED**.
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

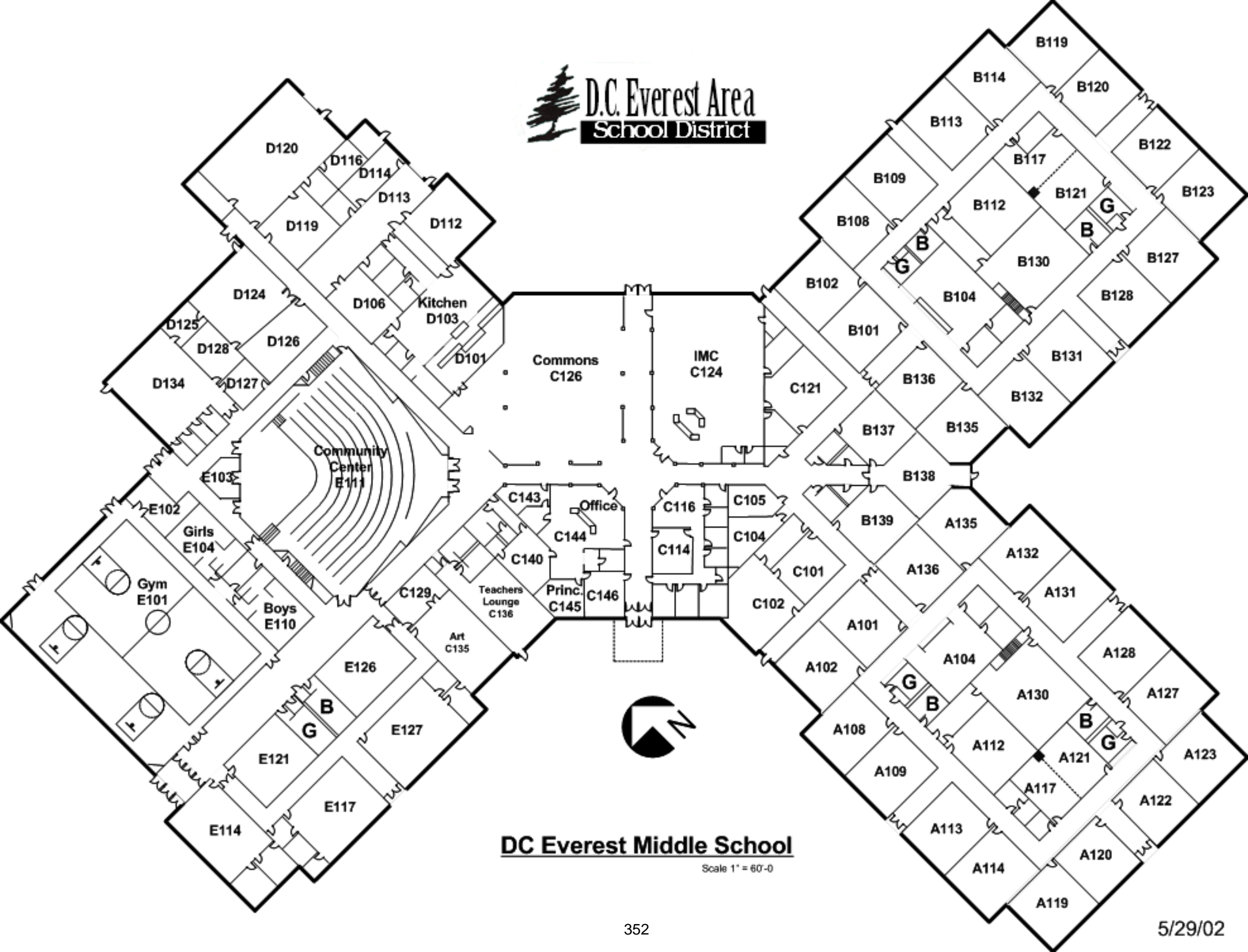
*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschield@dce.k12.wi.us with any missing/additional students in their control.



DC Everest Middle School

Scale 1" = 60'-0"

D.C. EVEREST AREA SCHOOLS

**JUNIOR HIGH
CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from D.C. Everest Junior High School at 1000 Machmueller Street in Weston and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|--|--|
| PRINCIPAL- <u>EXT. 3022</u> | Cell # 715-581-2249 |
| ASSOC PRINCIPAL <u>EXT. 3401, 3402</u> | Cell # 715-470-3738 Cell # 715-571-8941 |
| SECRETARY- <u>EXT. 3021</u> | Cell # 715-842-1122 |
| SRO- <u>EXT. 3333</u> | Cell # 715-370-0609 |
| GUIDANCE- <u>EXT. 3505</u> | Cell # 715-212-3977 |
| MAINTENANCE- <u>EXT. 3027</u> | Cell # 715-581-2750 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a "Lock Down."
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- **Activate fire alarm** – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to: **Administration/Law Enforcement.**
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area:

Stiehm Stadium

Secondary Relocation Area:

Senior High School Fieldhouse

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado **has been sighted** in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to office or administration.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
- **Soft Lockdown procedure may be initiated if needed.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
- ✓ Refer media to school officials for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- **Keep the caller on the line as long as possible.**
- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify Principal or designee.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

- 1. When is the bomb going to explode?**
- 2. Where is the bomb right now?**
- 3. What does it look like?**
- 4. What will cause it to explode?**
- 5. What kind of bomb is it?**
- 6. Did you place the bomb?**
- 7. Why did you put it in the building?**
- 8. What is your address?**
- 9. What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

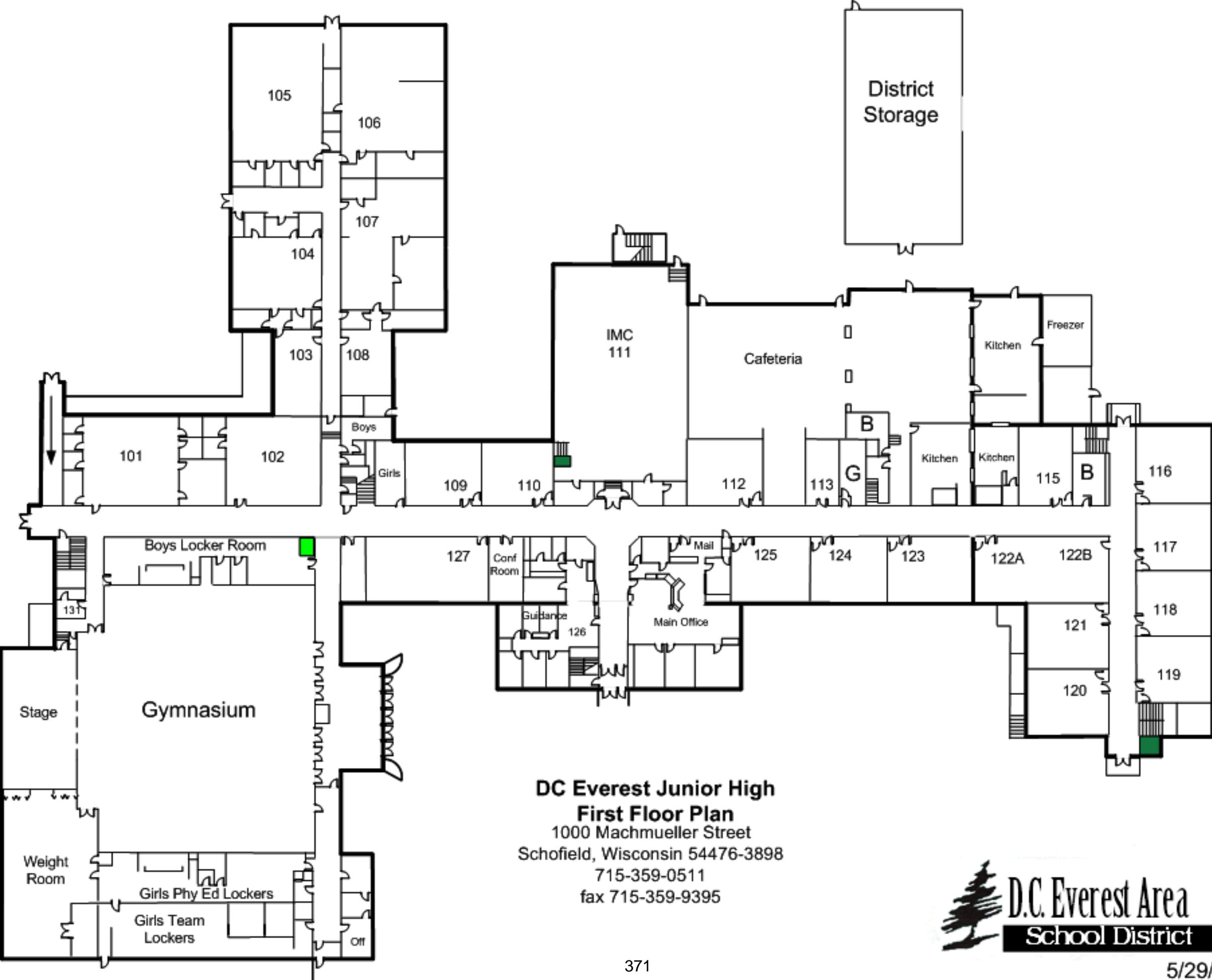
*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

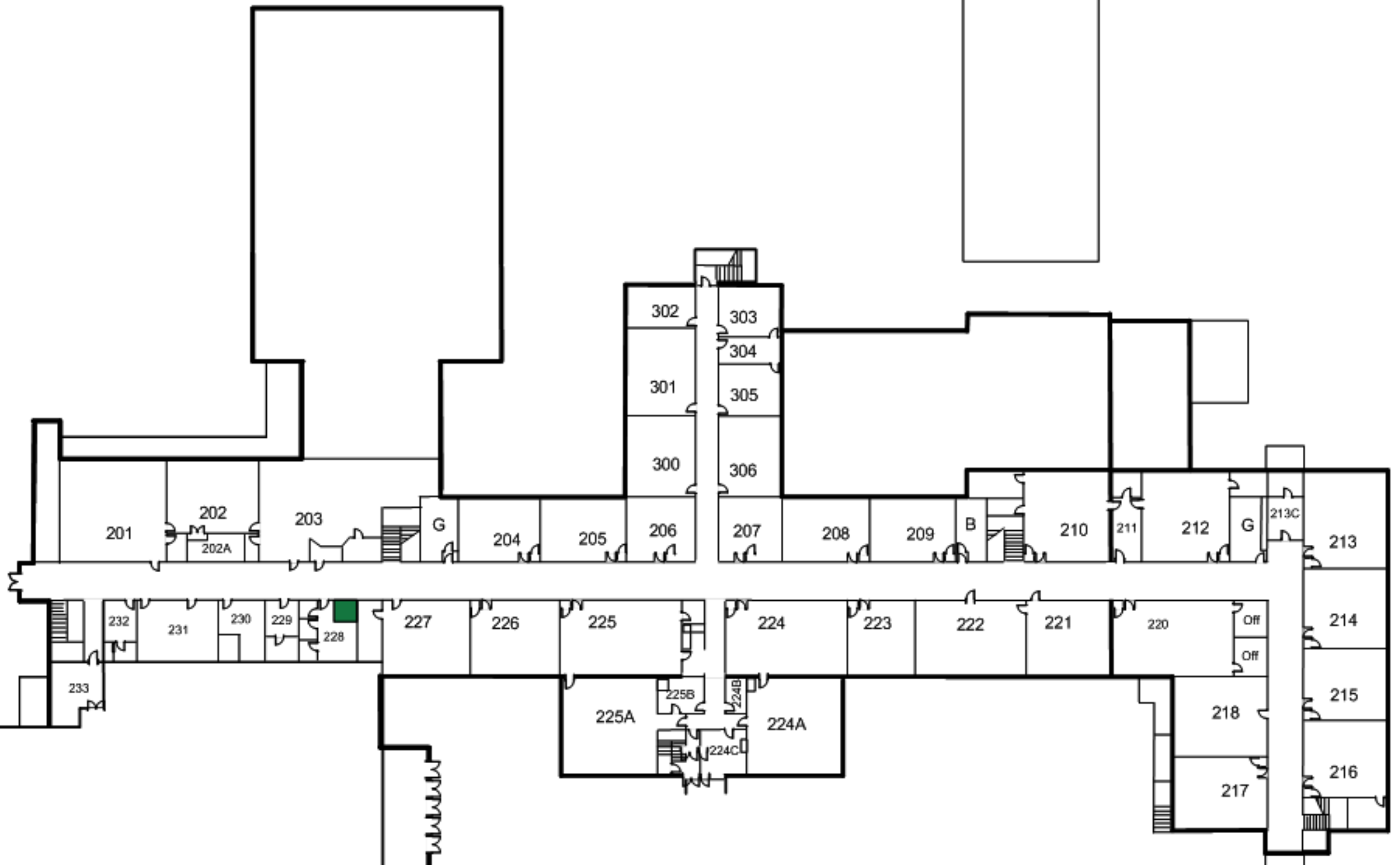
- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.



DC Everest Junior High
First Floor Plan
 1000 Machmueller Street
 Schofield, Wisconsin 54476-3898
 715-359-0511
 fax 715-359-9395

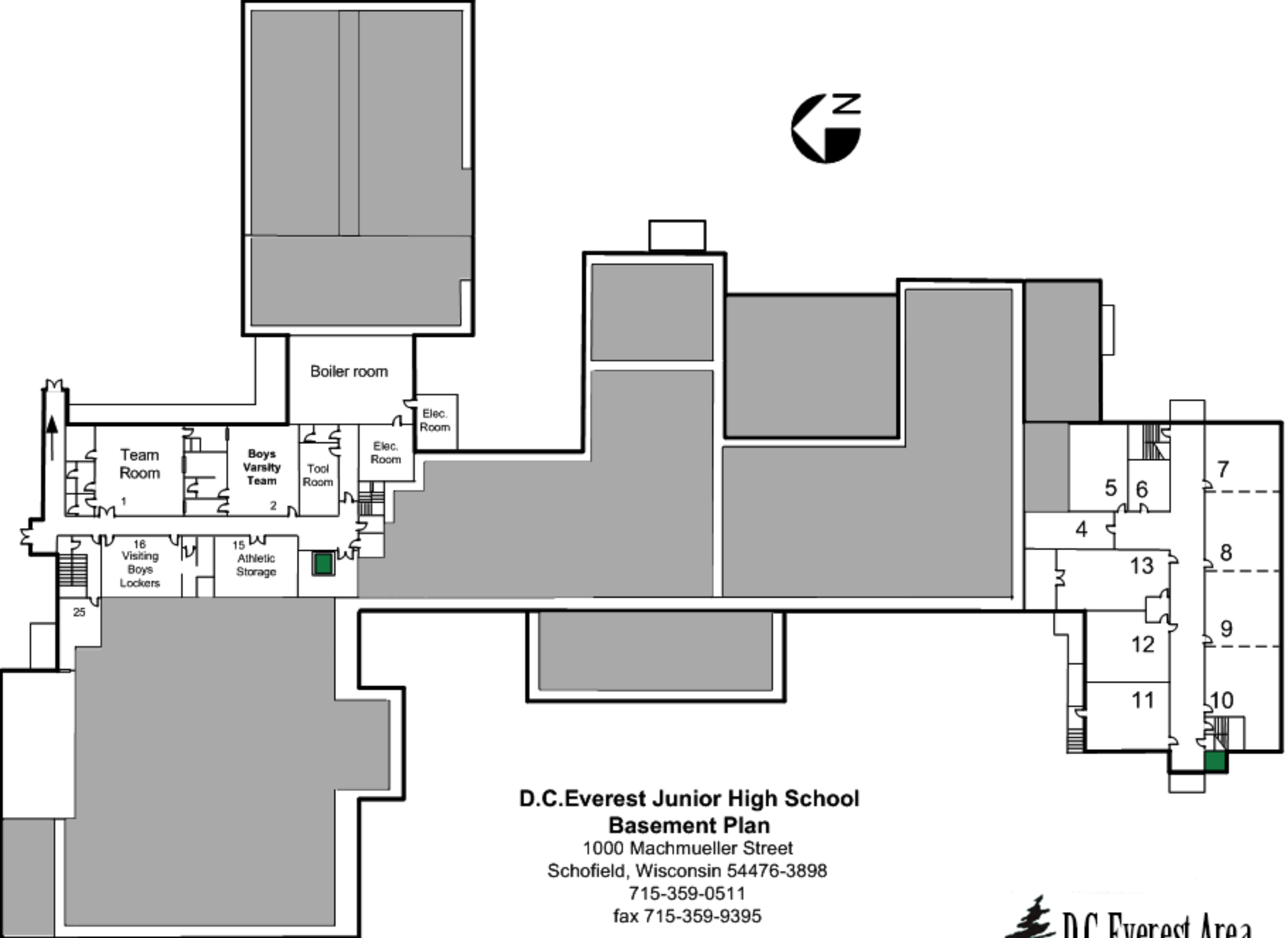




**D. C. Everest Junior High School
Second Floor Plan**

1000 Machmueller Street
Schofield, Wisconsin 54476-3898
715-359-0511
fax 715-359-9395





D.C. Everest Junior High School
Basement Plan
1000 Machmueller Street
Schofield, Wisconsin 54476-3898
715-359-0511
fax 715-359-9395



D.C. EVEREST AREA SCHOOLS

**SENIOR HIGH
CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from D.C. Everest High School at 6500 Alderson Street, Weston, WI 54476 and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|--|-------------------------------------|
| PRINCIPAL: <u>Mike Raether</u> | Cell # <u>(920) 857-4963</u> |
| ASSOC PRINCIPAL: <u>Todd Bohm</u> | Cell # <u>(715) 409-6577</u> |
| <u>Jeff See</u> | Cell # <u>(920) 216-1626</u> |
| SECRETARY: <u>Dawn Seehafer</u> | Work # <u>(715) 359-6561, x4021</u> |
| SRO: <u>Frank Wierzbanowski</u> | Cell # <u>(715) 370-1564</u> |
| GUIDANCE: <u>Pete Newton</u> | Work # <u>(715) 359-6561, x4242</u> |
| MAINTENANCE: <u>Day Lead Bob Kaszubski</u> | Cell # <u>(715) 370-7614</u> |
| <u>Night Supervisor Al Steinke</u> | Cell # <u>(715) 581-0205</u> |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- Announcement will be made: **"We are now on soft lockdown."**
- School activities go on as usual within the classrooms.
- Shut and lock classroom doors.
- Close and lock all ground floor windows.
- Communicate with parents, students and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a **"Lock Down."**
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to an assistant principals.
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area:

Mount Olive Lutheran Church

Secondary Relocation Area:

**Bethany Baptist Church
or
Administration Building**

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado *has been sighted* in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to office or administration.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
- **Soft Lockdown procedure may be initiated if needed.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
- ✓ Refer media to school officials for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- Keep the caller on the line as long as possible.
- Do not attempt to transfer the call.
- Write down all information obtained and the caller ID number.
- Notify Principal or designee.

Written Threats

- For written threats discovered by a student or staff member, immediately notify the Principal or designee.
- Discuss further actions with law enforcement.

BOMB THREAT TELEPHONE CHECKLIST

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does it look like?**
4. **What will cause it to explode?**
5. **What kind of bomb is it?**
6. **Did you place the bomb?**
7. **Why did you put it in the building?**
8. **What is your address?**
9. **What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.

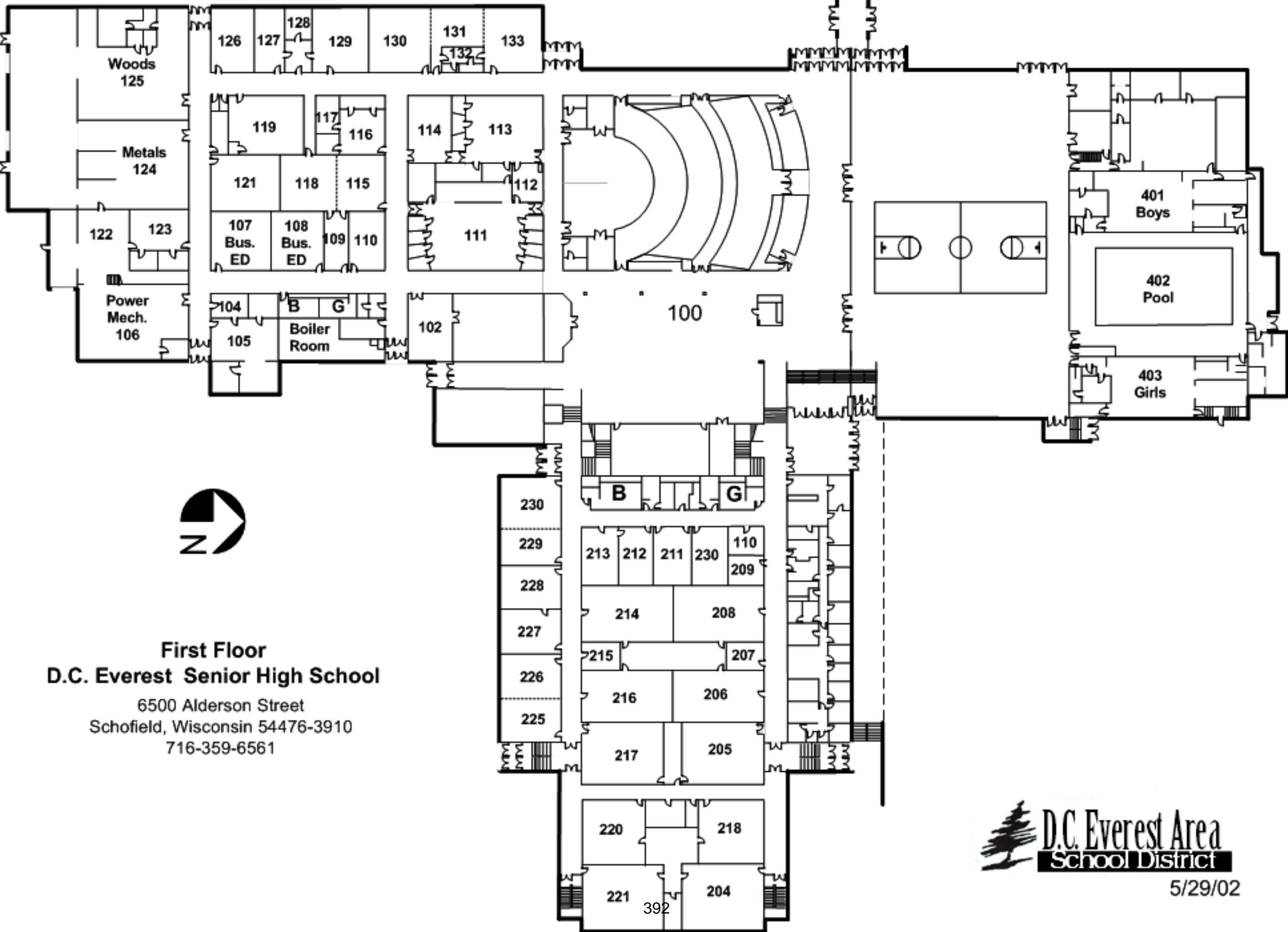
*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

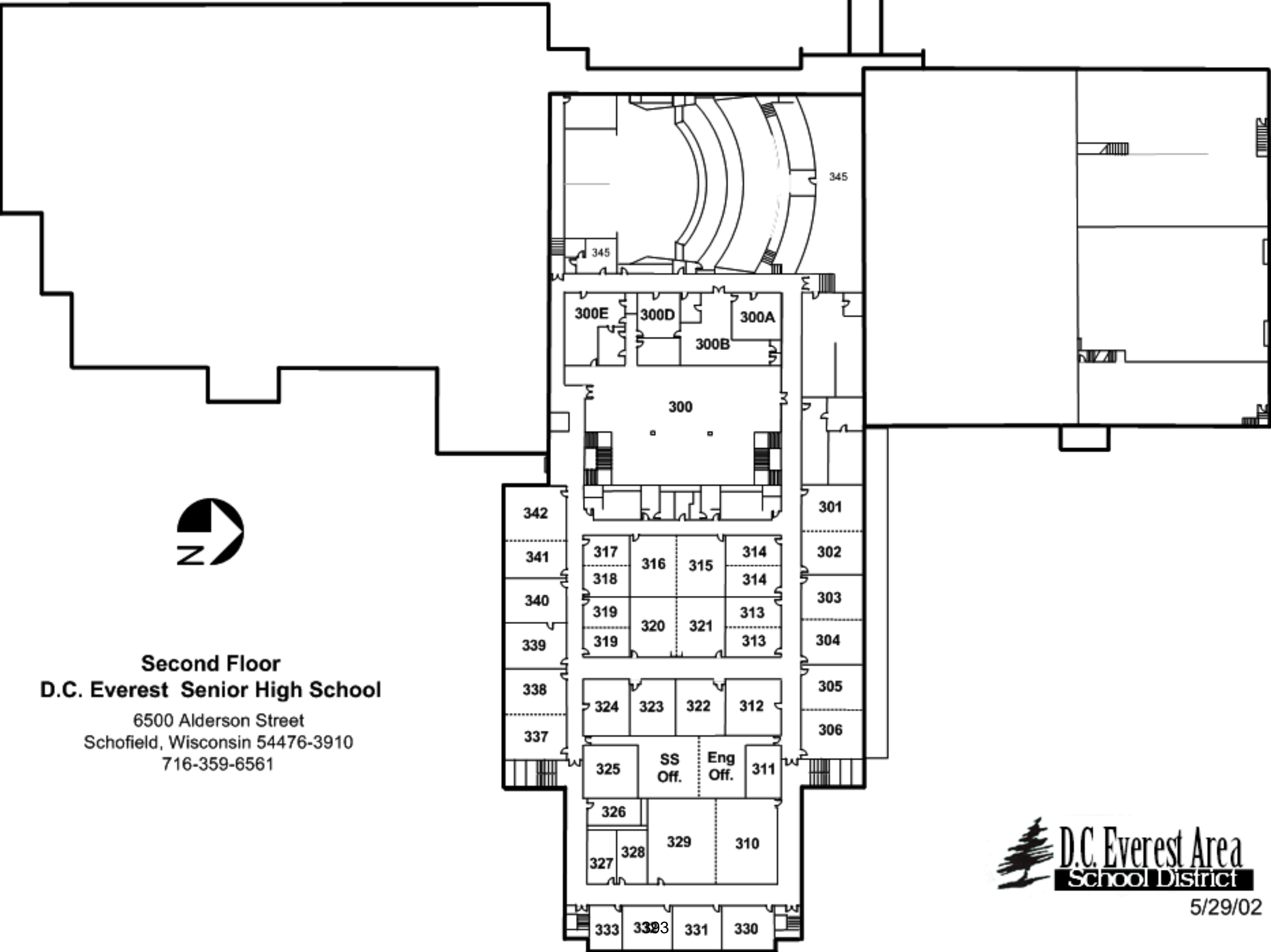
- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.



**First Floor
D.C. Everest Senior High School**

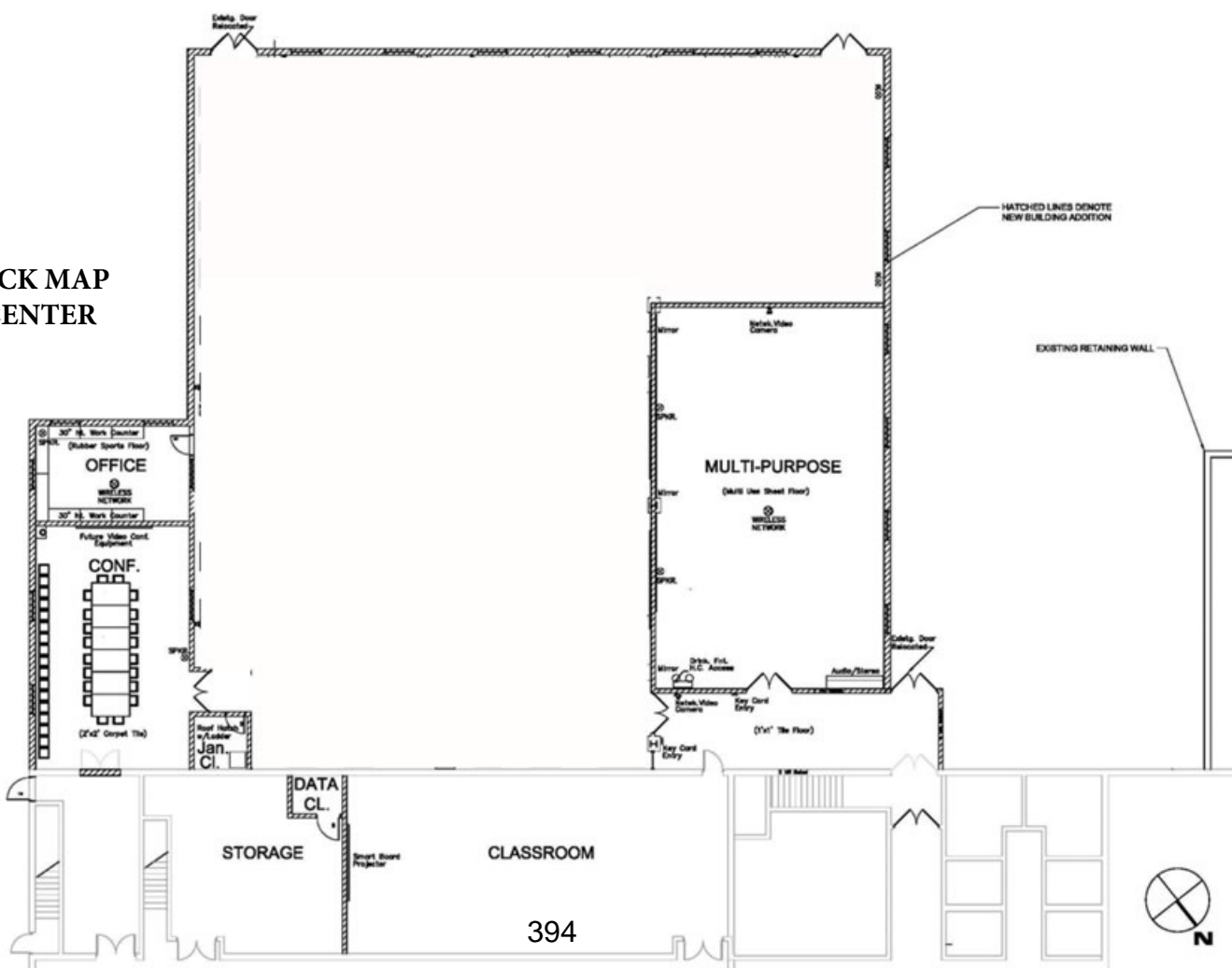
6500 Alderson Street
Schofield, Wisconsin 54476-3910
716-359-6561

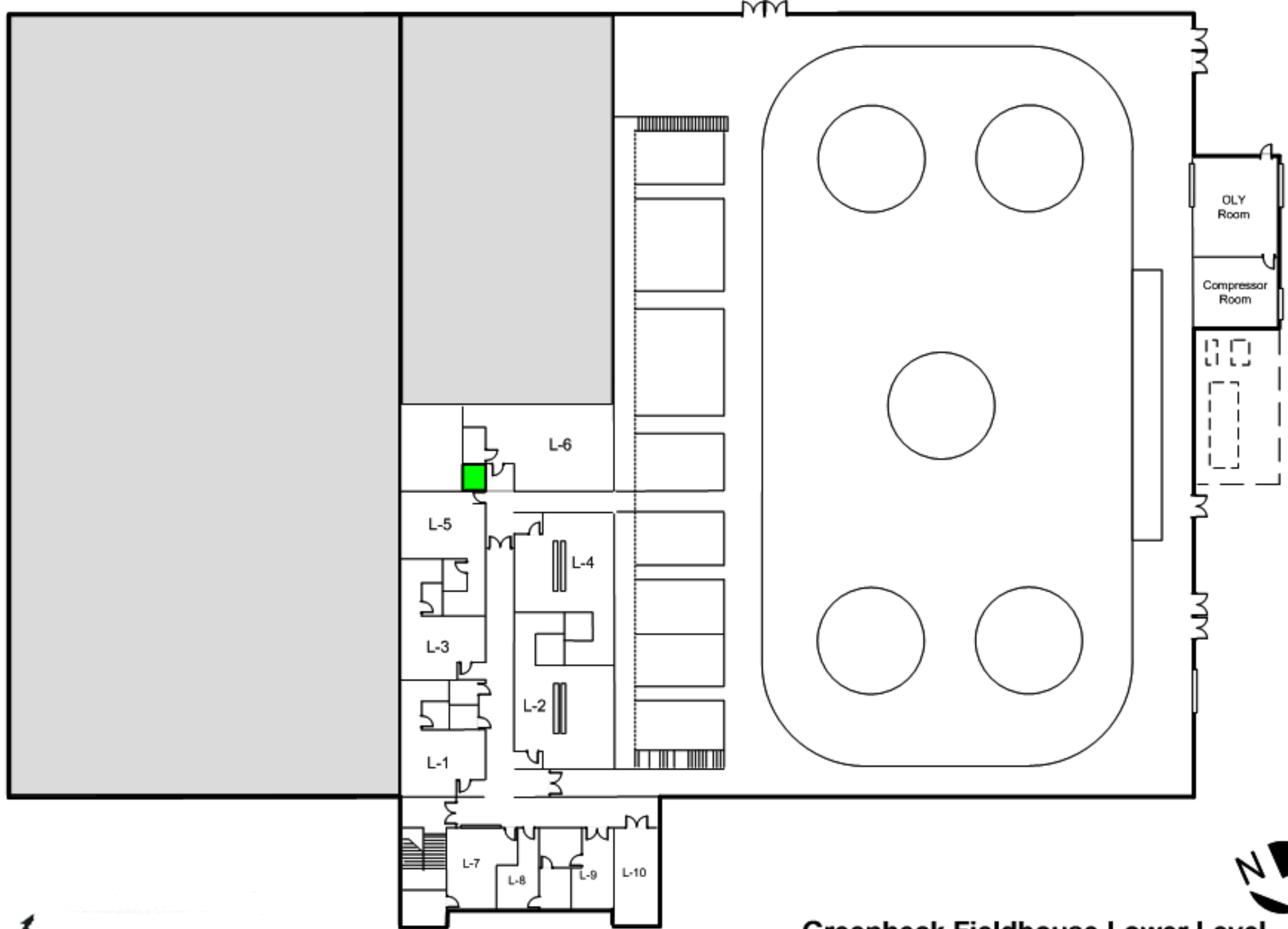


**Second Floor
D.C. Everest Senior High School**

6500 Alderson Street
Schofield, Wisconsin 54476-3910
716-359-6561

GREENHECK MAP FITNESS CENTER



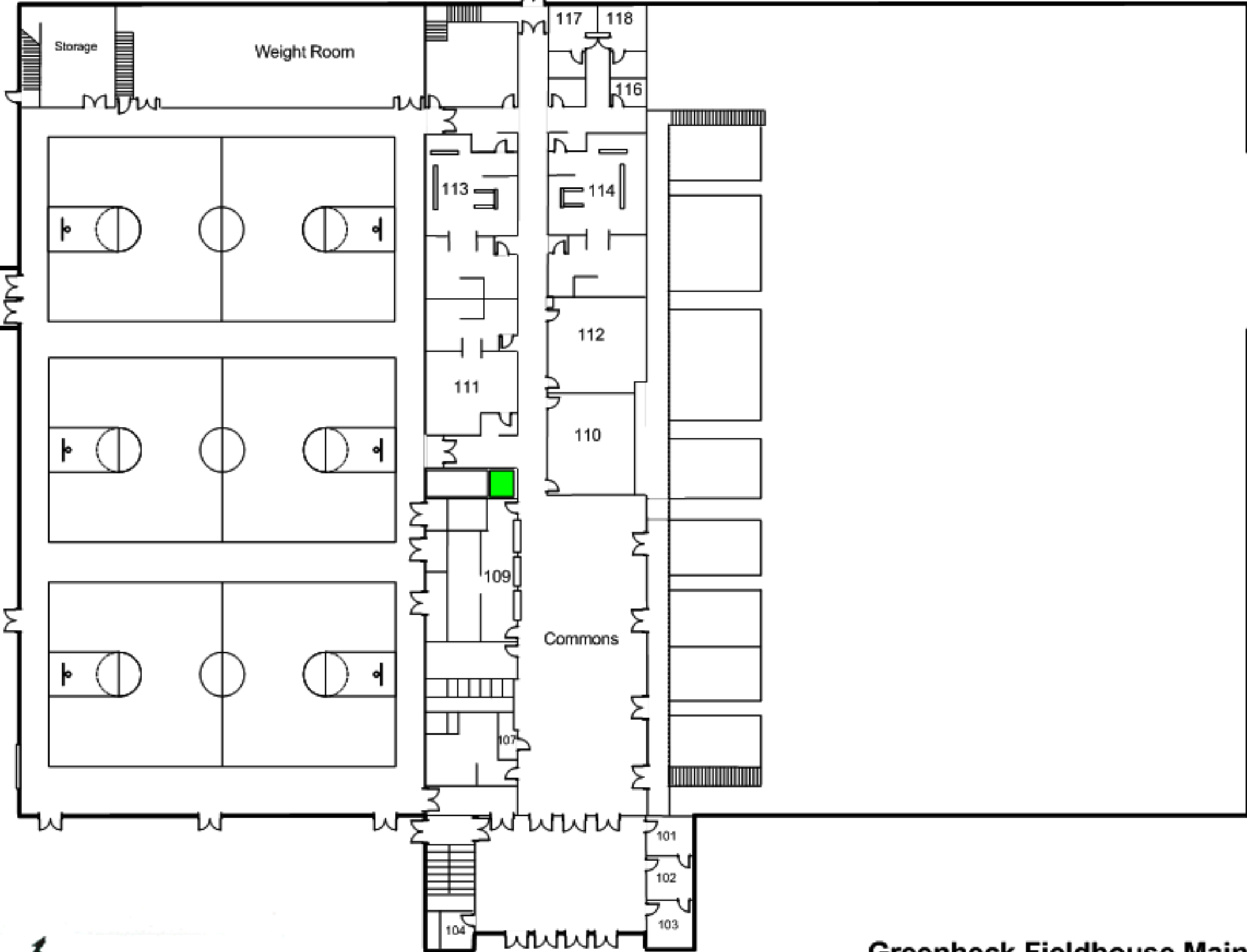


Greenheck Fieldhouse Lower Level

6300 Alderson
 Schofield, Wisconsin 54476

Scale 1" = 40'-0"



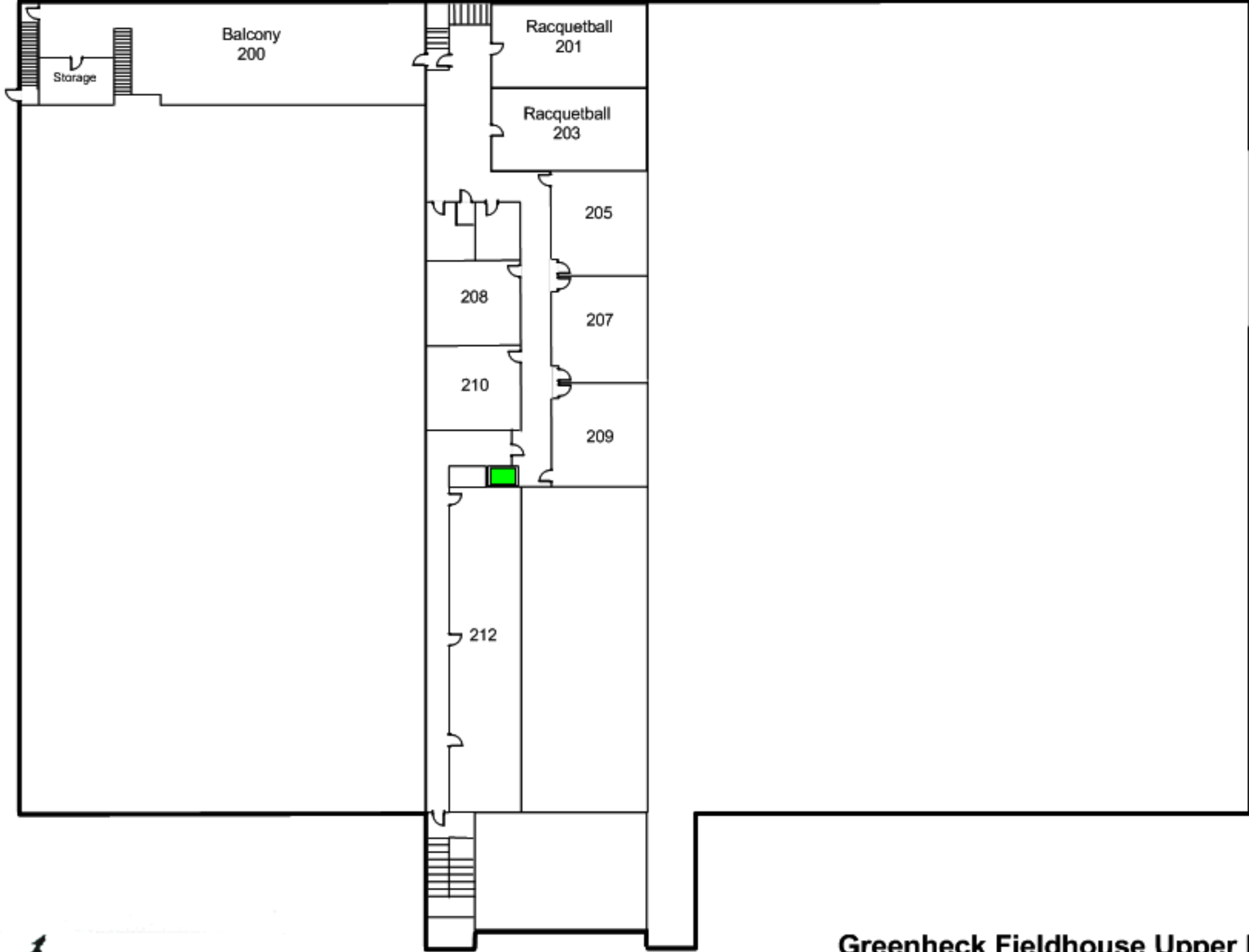


Greenheck Fieldhouse Main Level

6300 Alderson
 Schofield, Wisconsin 54476

Scale 1" = 40'-0"





Greenheck Fieldhouse Upper Level

6300 Alderson
Schofield, Wisconsin 54476

Scale 1" = 40'-0"



D.C. EVEREST AREA SCHOOLS

**IDEA/ODYSSEY
CRISIS
MANAGEMENT
PLAN**

Revised: 9/24/2018

EMERGENCY PROCEDURES

Room # _____

| Security Concern | Location |
|----------------------------|----------|
| Exterior Door Exit | |
| Fire Extinguisher | |
| Fire Alarm Pull | |
| AED | |
| Items to barricade door | |
| Items to break/open window | |
| Eyewash station/shower | |

CLOSEST STAFF TO GIVE HELP:

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

Name _____ Rm # _____ Phone # _____

EMERGENCY CALLING INFORMATION

From a School Phone: 9-9-9-9 MAIN OFFICE 9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from **Idea School/Odyssey School** at 4704 Camp Phillips Rd in Weston and there is an emergency."

To Call Poison Control: 9-1-800-222-1222

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|---|--------------------|
| Administrative Liaison <u>Casey Nye</u> | Cell #715.571.5189 |
| SECRETARY <u>Jane Miller</u> | Cell #920.450.8455 |
| SRO <u>Frank Wierzbanowski</u> | Cell #715.370.1564 |
| SRO <u>Greg Shremp</u> | Cell #715.370.0609 |
| GUIDANCE <u>Roxie Brecke</u> | Cell #715.573.5392 |
| MAINTENANCE <u>Jason Jablonski</u> | Cell #715.551.3596 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern.

Inside activities may continue as normal - all outside activities are canceled and all exterior doors locked.

- Announcement will be made: **"Security Watch."**
- School activities go on as usual within the building.
- Close and lock all ground floor windows.
- Communicate with parents, students, and staff as appropriate.

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in their classrooms - all outside activities are canceled

- **Announcement will be made: "We are now on soft lockdown."**
- **School activities go on as usual within the classrooms.**
- **Shut and lock classroom doors.**
- **Close and lock all ground floor windows.**
- **Communicate with parents, students and staff as appropriate.**

EMERGENCY MEDICAL CARE

- **Person at scene of incident will dial 9999 or establish communication with office.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Crisis Team reports to location of incident.**
- **Crisis Team Members will be called to assist.**
- **Staff on scene will move students to safe location away from the scene.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by health office staff.**
- **Additional follow up call will be made by health office staff.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and ask person “How can I help you?”
- Attempt to direct or accompany person to office.
- Ask for identification, if safe to do so.
- If the person appears suspicious or if a request to leave is not followed, notify office/administration – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Dial 9999 and notify office and request a "Lock Down."
- Move students/staff to safe area and await further instructions from office/administration.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 9999 and establish communication with office.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Evacuate students to predetermined area (minimum 500') via posted fire evacuation routes.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Report missing or injured students to **administrative liaison/lead teacher.**
- Await further instruction from office or administrator.
- Return to room when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area:
Lamers Bus Terminal
3805 Concord Ave
(less than one block to the west)

Secondary Relocation Area
Weston Elementary
5200 Camp Phillips Rd
(2 blocks south)

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado *has been sighted* in the area and danger may be imminent.

- Evacuate to predetermined area following posted tornado routes when advised.
- Take Sub folder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under desks.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to office or administration.
- Await further instruction from office or administration.
- Return to classroom when directed by "ALL CLEAR" announcement or signal.

ABDUCTION OR MISSING CHILD

- **A person at scene will dial 9999 and establish communication with office.**
- **Principal, Assistant Principal, or School Liaison Officer will be notified immediately. Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate. (Intercom may be used to assist.)**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **Building Crisis Team will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact Main Office and they will contact Assistant Principal or Principal and Building Crisis Team Members with information and location of crisis.**
- **Building Crisis Team will go to the area where the crisis is occurring.**
- **Soft Lockdown procedure may be initiated if needed.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Building Crisis Team will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify office/administration/school counselor.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in room.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep Folder with student/family/medical information up-to-date.
- ✓ Use sharps container, if appropriate.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for the crisis response team.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or school officials.
- ✓ Refer media to school officials for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The full Safety Committee should do review of plan yearly.

BOMB THREAT

Phone Threats

- **Keep the caller on the line as long as possible.**
- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify Principal or designee.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

1. **When is the bomb going to explode?**
2. **Where is the bomb right now?**
3. **What does it look like?**
4. **What will cause it to explode?**
5. **What kind of bomb is it?**
6. **Did you place the bomb?**
7. **Why did you put it in the building?**
8. **What is your address?**
9. **What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

- Call 9999 to share Important Information about the situation.
- Principal or Designee enacts 'lockdown' announcement and dials 911.
- Rapidly direct everyone in to nearest classroom/lock and secure area.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows/Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED.**
- Do not react to class bells or fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room.
- Await further instruction from police/school office/administration.
-

*If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.*

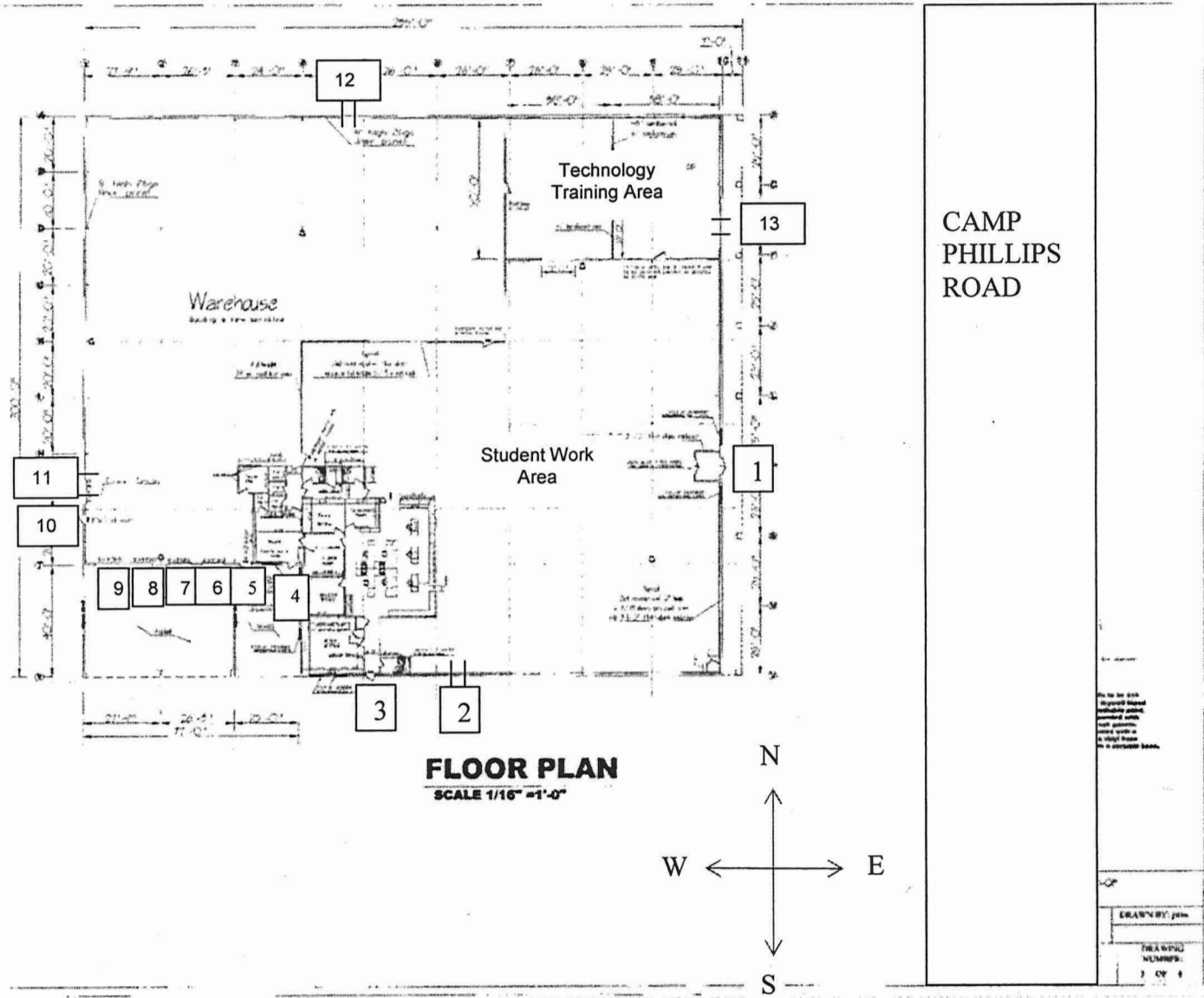
Run to and behind 'cover' objects that will stop bullets and block view of intruder/shooter.

If evacuating:

- Inform students to run at least 500' away from building.
 - Take crisis plan, attendance, and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll.
 - Report missing/injured students to school officials.

Outside Activities: Students/staff in outside activities will go to the designated gathering site/securable facility (if possible). Teacher will take roll and email pschild@dce.k12.wi.us with any missing/additional students in their control.

D.C. Everest Idea Charter School
 4704 Camp Phillips Road
 Weston, WI 54476
 (715) 359-1040



D.C. EVEREST AREA SCHOOLS

**CRISIS
MANAGEMENT
PLAN**

Twin Oaks - School Forest

Revised: 11/2/2018

EMERGENCY PROCEDURES

| Security Concern | Location | | | |
|-----------------------------------|-----------------------------------|-----------------------------|-----------------------------------|------------------------------------|
| | Lodge | Dorms | Kitchen | Downstairs |
| Exterior Door Exit | Front & Back Door | Dorm exit doors | Back Door | Annex Door South West |
| Fire Extinguisher | North & West Exits | Exit Door South Wall | In Kitchen | In Kitchen |
| Fire Alarm Pull | Front Door Exit | Front Door Exit | Front Door Exit | Back Door |
| AED | Boys Dorm Hall | Boys Dorm Hall | Boys Dorm Hall | Boys Dorm Hall |
| Items to barricade door | Zip ties around fire extinguisher | Rope tied to bunks | Zip ties around fire extinguisher | Rolling cabinet with rope zip ties |
| Items to break/open window | Nearest sharp, heavy object | Nearest sharp, heavy object | Nearest sharp, heavy object | Nearest sharp, heavy object |
| Eyewash station/shower | Dorms | Dorms | Sink - Dorms | Dorms - resource room sink |

CLOSEST STAFF TO GIVE HELP:

Cindy Damrow

Phone # 715-457-6634

Home School Principal - See Next Page for contact numbers

EMERGENCY CALLING INFORMATION

9-1-1 FOR EMERGENCY SERVICES

Emphasize school name/address. "I am calling from **D.C. Everest's Twin Oaks School Forest in Kronenwetter** and there is an emergency."

To Call Poison Control: **1-800-222-1222**

IMPORTANT SCHOOL CONTACT NUMBERS:

| | |
|------------------------------------|---------------------|
| DCE Administration Building | 715-359-4221 |
| Switchboard | 1397 |
| Superintendent | 1221 |

| | |
|-----------------------------|---------------------|
| Evergreen Elementary | 715-359-6591 |
| Principal Koepke Cell Phone | 715-297-6812 |

| | |
|----------------------------|---------------------|
| Hatley Elementary | 715-359-3336 |
| Principal Braun Cell Phone | 920-915-5722 |

| | |
|--------------------------------|---------------------|
| Mountain Bay Elementary | 715-359-0302 |
| Principal Phalen Cell Phone | 715-574-8330 |

| | |
|-------------------------------|---------------------|
| Riverside Elementary | 715-359-2417 |
| Principal Kampmann Cell Phone | 715-297-0594 |

| | |
|------------------------------|---------------------|
| Rothschild Elementary | 715-359-3186 |
| Principal Sabey Cell Phone | 715-218-1664 |

| | |
|------------------------------|---------------------|
| Weston Elementary | 715-359-4181 |
| Principal Trimmer Cell Phone | 715-819-0081 |

| | |
|------------------------------|---------------------|
| Senior High | 715-359-6561 |
| Principal Raether Cell Phone | 920-857-4963 |

| | |
|--|--------------------------|
| Cindy Damrow – School Forest Director | Home 715-457-6634 |
| | Cell 715-551-6731 |

| | |
|--|--------------------------|
| Scot Abel – Science Coordinator | Home 715-241-9162 |
| | Cell 715-581-1662 |

| | |
|---|---------------------|
| Kronenwetter Police Department – Non-Emergency | 715-693-4215 |
| Kronenwetter Fire Department – Non-Emergency | 715-693-4200 |

SECURITY WATCH

SECURITY WATCH: A precautionary security procedure - related to an external safety concern including weather conditions.

Inside activities may continue as normal - all outside activities are moved to the lodge and all exterior doors locked.

- **Communicate in person or with a radio: "This doesn't look right, let's move this indoors."**
- **School activities go on as usual within the the school forest lodge.**
- **Close and lock all ground floor windows and doors.**
- **Communicate with parents, students, and staff as appropriate.**

LOCKDOWN – SOFT

LOCKDOWN: A precautionary security procedure - related to medical, behavioral, or exterior safety concern.

Students are to remain in the lodge, all outside activities are moved indoors.

- Staff will communicate in person or with a radio that all students and staff are to remain or go indoors: **"We are now on soft lockdown."**
- School activities go on as usual within the school forest lodge.
- Shut and lock all lodge doors and windows.
- Communicate with parents, students, and staff as appropriate.

EMERGENCY MEDICAL CARE

- **Person at scene of incident will communicate with other school forest staff and teachers at the forest. 911 will be called as necessary.**
- **Soft Lockdown procedure may be initiated if needed.**
- **Staff and teachers will report to location of incident to assist.**
- **One school forest staff member or teacher will move students to a separate safe location away from the scene.**
- **One staff member will review Medical Binder for pertinent student information.**
- **Provide or have trained person provide first aid or other assistance as needed.**
- **Contact appropriate school principal.**
- **Debriefing will occur amongst staff and review if additional supports are needed.**
- **Parent/guardian will be contacted by home school health office staff.**
- **Additional follow up call will be made by health office staff and principal as needed.**

UNAUTHORIZED VISITOR/INTRUDER

- Introduce yourself first and state “and what is your name, and how can I help you?”
- Attempt to direct person to the home-school office of the visiting students.
- If the person appears suspicious or if a request to leave is not followed, communicate school forest staff in person or with radio – call law enforcement.
- If the person presents an immediate danger, do not approach him/her.
- Communicate with all school forest staff to **"Lock Down."**
- Move students/staff to safe area.
- Call 911.
- Make attempt to contact the D.C. Everest Administration building and appropriate school from which students are visiting.

EVACUATION – SMOKE/FIRE DANGER

- Person at scene will dial 911 and will communicate in person or radio with all other school forest staff.
- Activate fire alarm – if fire alarm fails, evacuation will be announced.
- Notify all students and staff to evacuate to the Activity Field adjacent to the Activity Cabin. If inclement weather, take students into Activity Cabin. If fire is in cabin, take students to lodge.
- Teacher last to leave - close doors and shut off lights.
- Account for all students and reassemble at relocation area.
- Take attendance and emergency contact information.
- Staff will establish communication with home-school office using cell phones from outside
- Communicate the names of missing or injured students to other school forest staff and building principal once communication has been established.
- Await further instruction from school forest staff, authorities or school administrator.
- Return to lodge and or normal activities when directed by **"ALL CLEAR"** announcement or signal.

Primary Relocation Area

**Activity Field
Adjacent to Teaching Cabin**

Secondary Relocation Area

Teaching Cabin

TORNADO

Tornado Watch means conditions are favorable for a tornado. Under a watch all students should remain in the school building.

Tornado Warning means a funnel cloud or tornado has been sighted in the area and danger may be imminent.

- Get indoors and move everyone to Lodge Basement when advised.
- Take Medical Binder, attendance, and emergency contact information.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Stay away from windows and rooms with high ceilings.
- Students should assume the "SAFETY" position.
- Should a tornado strike without warning, get under bunks and tables.
- Assess the condition of the area for safety.
- Identify any injured or missing students.
- Provide first aid and assistance as needed.
- Report missing or injured students to **school forest staff and building principal.**
- Await further instruction from school forest staff, building principal, administration or authorities.
- Return to appropriate activities when directed by **"ALL CLEAR" announcement or signal.**

ABDUCTION OR MISSING CHILD

- **School forest staff and teachers will communicate with each other and verify that student is in fact missing,**
- **School forest staff or teacher will immediately contact appropriate school principal.**
- **Staff member should be able to provide where and when the student was last seen, clothing description of the student, vehicle information/license plate, and direction of travel if available.**
- **The administration, School Liaison Officer, and designated staff will conduct a building/grounds search for the student, if appropriate.**
- **Call 911, if necessary.**
- **Notify parent/guardian.**
- **School Forest staff and building principal will meet to determine plan of action.**
- **Superintendent will be notified.**
- **Provide post-assessment of the incident and counseling, if necessary.**

BEHAVIOR CRISIS

- **Staff will contact home school office and they will contact principal and that Building's Crisis Team Members with information and location of crisis.**
- **Home school Building Crisis Team will go to the school forest where the crisis is occurring.**
- **Students not involved in crisis will be removed to safe and prudent location.**
- **If Seclusion or Restraint was necessary, this will be documented on the district seclusion/restraint form by primary staff involved. Copies will be provided to administration and school psychologist.**
- **Parents/guardians of student(s) will be notified of the event after de-escalation of crisis.**
- **Home school Building Crisis Team and School Forest staff will meet to process the events of the crisis. They will decide if additional supports are needed for prevention of event occurring again, if possible.**
- **Transition or discussion about the current BIP will be discussed to reintroduce the student back into the classroom environment.**

SUICIDE – VERBAL/WRITTEN THREATS

- Take threat seriously; tell individual you are concerned.
- Do not leave individual alone.
- Notify home school principal or other administrator.
- Provide written, verbal or other reports of threats to **police and school officials.**
- Do not share information with anyone other than School Officials and Police.

Suicide Attempt in Progress

- A person at scene will dial 9999 and establish communication with office.
- Have another staff member call 9-1-1.
- Provide first aid or inform health office, if needed.
- Remain calm and maintain order.
- Move students and staff to safe area, if needed.
- In the event of a death, be prepared to provide assistance to students.
- Provide information to police and **school officials.**
- Do not share information with anyone other than School Officials and Police.

CHEMICAL SPILL/HAZARDOUS MATERIAL RELEASE

- **Avoid direct contact with chemicals/hazardous materials.**
- **Contact office/administration to relay or attain the following instructions:**
 - **Severity of the chemical contact or hazardous materials release.**
 - **Chemical type (locate the Material Safety Data Sheet — MSDS).**
- **Notify Building and Grounds Director and/or call 9-1-1.**
- **Evacuate the area.**
- **If chemical has contacted skin, flush with water for at least 15 minutes.**
- **Do not attempt to clean up the spilled chemical/hazardous materials unless properly trained.**
- **Review/understand the MSDS re: clean up protocols and proper protective equipment.**

Emergency Procedures Checklist

The following list should be reviewed annually:

- ✓ Review Emergency Procedures — Flip Chart.
- ✓ Post Emergency Procedures Flip Chart in teacher dorm dresser, medicine cabinet and School Forest Staff office in basement.
- ✓ Update names and phone numbers.
- ✓ Inventory and replenish EMK (Emergency Medical Kit).
- ✓ Keep binders with student/family/medical information up-to-date.
- ✓ Review evacuation route(s).
- ✓ Review Building Map.
- ✓ Review Emergency Contact Numbers.
- ✓ Walkie Talkies are in working order for all school forest staff and visiting teachers.

Post-Emergency Reminders

- ✓ Do not give information to non-medical personnel except the family or **school officials**.
- ✓ Refer media to **school officials** for comment.
- ✓ If necessary, identify individuals in need of counseling.
- ✓ File Accident/Incident form promptly.
- ✓ The school forest staff and Science Coordinator will review plan yearly.

BOMB THREAT

Phone Threats

- **Keep the caller on the line as long as possible.**
- **Do not attempt to transfer the call.**
- **Write down all information obtained and the caller ID number.**
- **Notify home school principal or administration building.**

Written Threats

- **For written threats discovered by a student or staff member, immediately notify the Principal or designee.**
- **Discuss further actions with law enforcement.**

BOMB THREAT TELEPHONE CHECKLIST

- 1. When is the bomb going to explode?**
- 2. Where is the bomb right now?**
- 3. What does it look like?**
- 4. What will cause it to explode?**
- 5. What kind of bomb is it?**
- 6. Did you place the bomb?**
- 7. Why did you put it in the building?**
- 8. What is your address?**
- 9. What is your name?**

Exact wording of the threat:

Time:

Date:

Sex of Caller:

Age:

Length of Call:

If the voice is familiar, who did it sound like?

BOMB THREAT TELEPHONE CHECKLIST (cont.)

Caller's Voice

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> Calm | <input type="checkbox"/> Normal | <input type="checkbox"/> Deep Breathing |
| <input type="checkbox"/> Excited | <input type="checkbox"/> Distinct | <input type="checkbox"/> Cracking Voice |
| <input type="checkbox"/> Slow | <input type="checkbox"/> Slurred | <input type="checkbox"/> Disguised |
| <input type="checkbox"/> Rapid | <input type="checkbox"/> Angry | <input type="checkbox"/> Familiar |
| <input type="checkbox"/> Soft | <input type="checkbox"/> Lisp | <input type="checkbox"/> Stutter |
| <input type="checkbox"/> Loud | <input type="checkbox"/> Raspy | <input type="checkbox"/> Nasal |
| <input type="checkbox"/> Accent | <input type="checkbox"/> Clearing Throat | |
| <input type="checkbox"/> Crying | <input type="checkbox"/> Laughter | |

Background Sounds

- | | | |
|---------------------------------|--|---|
| <input type="checkbox"/> Street | <input type="checkbox"/> Local | <input type="checkbox"/> Music |
| <input type="checkbox"/> Static | <input type="checkbox"/> Booth | <input type="checkbox"/> House Noises |
| <input type="checkbox"/> Voices | <input type="checkbox"/> Animal Noises | <input type="checkbox"/> Office Machinery |
| <input type="checkbox"/> Motor | <input type="checkbox"/> PA System | <input type="checkbox"/> Long Distance |

Threat Language:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Well Spoken (educated) | <input type="checkbox"/> Taped | <input type="checkbox"/> Incoherent |
| <input type="checkbox"/> Foul | <input type="checkbox"/> Irrational | |

LOCKDOWN – HARD

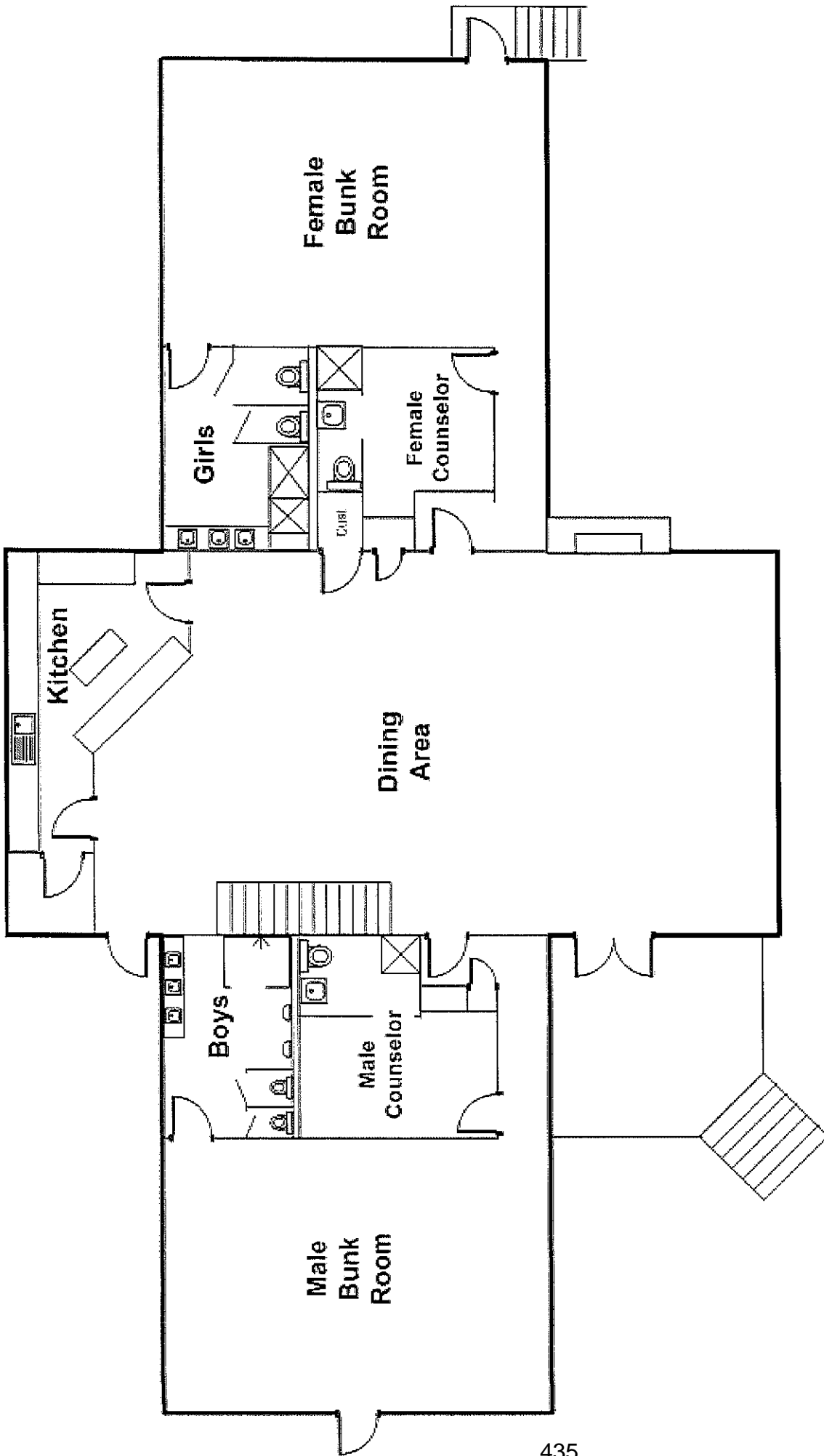
- Call 911 to share Important Information about the situation.
- All school forest staff and teachers will communicate that the forest is entering a 'lockdown.' Call 911.
- Rapidly direct everyone in to nearest secure area. If indoors, relocate to basement or remain in bunk rooms. If outside and moving to the Lodge is not practical, tell students to run as far into woods as possible.
- Lock and barricade door(s) with pre-identified large objects.
- Cover interior windows in doors /Turn off lights/ Shut off cell phones.
- Remain out of 'fatal funnel'. **STAY LOW**
- Do not respond to anyone at door until **RELEASED by police.**
- Do not react to fire alarms unless smoke/fire is confirmed.
- Do not allow anyone to enter or leave the room and lodge.
- Await further instruction from police/school office/administration.

***If safe to do so, look for secondary exit out of area.
Evacuate the building/area only if safe to do so.***

***Run to and behind 'cover' objects that will stop bullets
and block view of intruder/shooter.***

If Evacuating or Outdoors:

- Tell students to run deep into the woods, zig zagging behind trees and never stop.
 - Take crisis plan, attendance, Health Binder and emergency contact information.
 - Account for all students – assemble in predetermined areas and take roll if possible.
 - Report missing/injured students to school officials using cell phones.



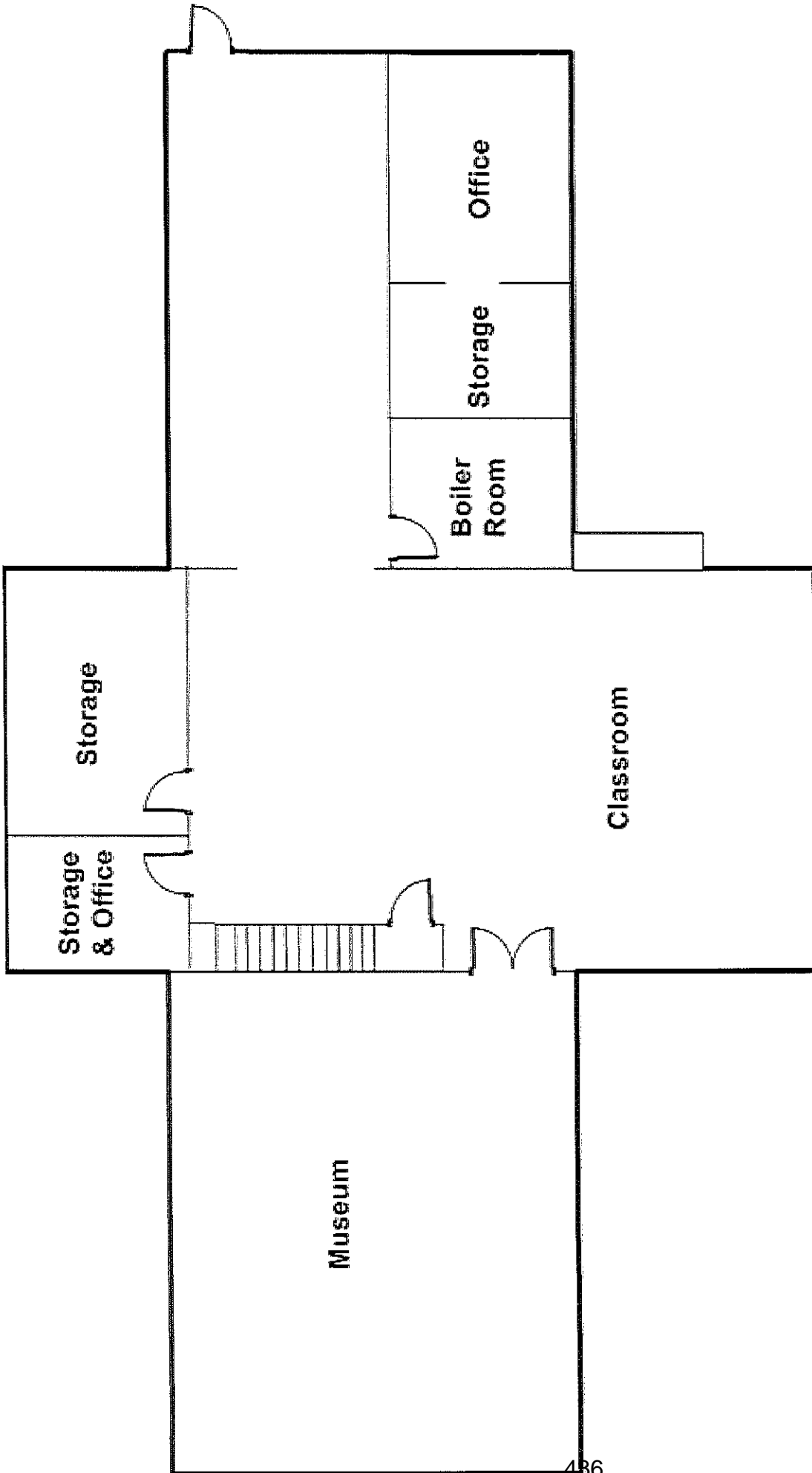
D.C. Everest Area
School District

5/29/02



Scale 1" = 12.5'-0"

Floor Plan
Twin Oaks Lodge
Schofield, Wisconsin



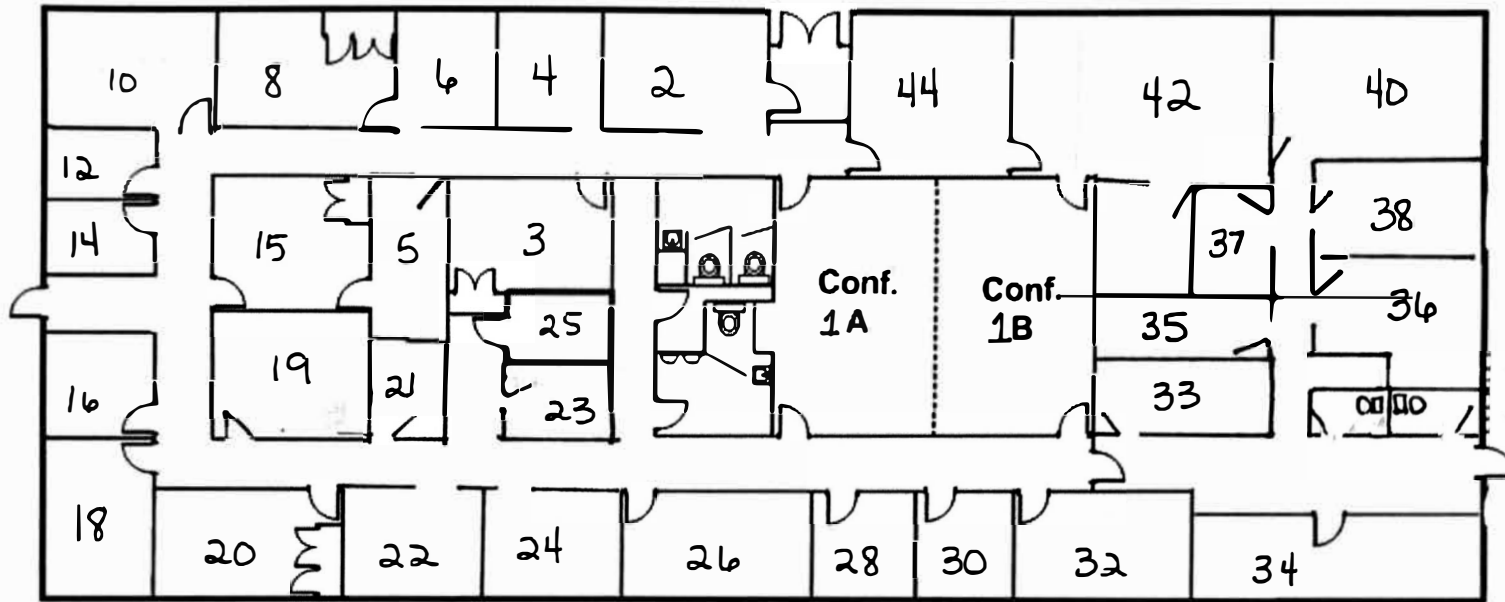
**D.C. Everest Area
School District**

5/29/02

**Basement
Floor Plan
Twin Oaks Lodge**

Scale: 1" = 12'-0"

Schofield, Wisconsin



**Floor Plan
Administration Building**

6300 Alderson Street
Schofield, Wisconsin 54476-3908



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