



– 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
 - 1. Regular Meeting of November 28, 2018 3
 - B. Recommended Employment/Resignations/Contract Adjustments 6
 - C. Treasurer's Report - General/Other Fund Bills 9
 - D. Balance Sheet 29
 - E. Budget Transfers 37
 - F. Grant Application(s)/Budget(s) Approval
 - G. Fund Raising Requests 44
 - H. Gift/Bequests
 - I. Bus Accident Report
- VII. Reports/Considerations**
 - A. WASB Legislative Network Member
 - B. CESA Representative
 - C. Student Representative
 - D. Superintendent
 - 1. WHPE Recognition of Staff 45
 - 2. Recognition of Staff from Kids Voting Board of Directors 49
 - 3. National Board Certified Teacher - Kevin Podeweltz
 - 4. Medical College of Wisconsin Teaching Award to Yauo Yang
 - 5. Referendum

| | |
|--|-----|
| a. Rothschild Staging | 50 |
| VIII. Unfinished Business | |
| A. Board Goals | |
| 1. Fast Forward Grant | |
| Presenter: Dr. Gilmore | |
| 2. Middle School Schedule | |
| Presenter: Gina Lehman, Principal | |
| IX. New Business | |
| A. Course Proposals for 2019-2020 | 51 |
| B. Revisions to Staff Handbook | |
| 1. Handbook with Marked Changes | 65 |
| 2. Handbook Unmarked | 103 |
| C. 4K Contracts for 2019-2020 | 130 |
| D. Ballot order drawing will be held January 4 at 10:00 a.m. | |
| D.C. Everest Administration Building Board Room | |
| X. Petitions and Communications | |
| XI. Future Meeting Dates | |
| A. Next Regular Board Meetings | |
| 1. Wednesday, January 30, 2019, 6:30 p.m. | |
| D.C. Everest Administration Building Board Room | |
| 2. Wednesday, February 27, 2019, 6:30 p.m. | |
| D.C. Everest Administration Building Board Room | |
| B. Wisconsin Education Convention | |
| January 23-25, 2019 | |
| Convention Center in Milwaukee, WI | |
| XII. Adjournment to Closed Session Following the Open Meeting Pursuant to W.S.S.19.85(1)(d) to Review School Violence Drill Reports | |
| A. School Violence Drill Reports | 138 |
| XIII. Adjourn | |



MINUTES

I. Call to Order

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

II. Roll Call

Members present were Felch, Norrbom, Dickerson, Ackermann, Kasten, Schaefer. Xiong 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)(d) to Review School Safety Plans.

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

V. Hearing of Delegations

Benjamin Prunuske, 5206 DJ Lane, Weston, WI 54476 addressed the Board regarding an Eagle Scout project for a gaga ball pit at Weston Elementary.

VI. Consent Agenda

Motion by Dickerson, second by Kasten to approve the Consent Agenda with F removed. With a roll call vote: Norrbom - yes, Felch - yes, Dickerson - yes, Ackermann - yes, Kasten - yes, Schaefer - yes. Motion carried.

Motion by Kasten, second by Dickerson approve F. With a roll call vote, Felch abstained, Norrbom - yes, Dickerson - yes, Ackermann - yes, Kasten - yes, Schaefer - yes. Motion carried.

A. Approval of Minutes

1. Regular School Board Meeting of October 24, 2018

B. Recommended Employment/Resignations/Contract Adjustments

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

D. Balance Sheet

E. Budget Transfers

F. Start College Now Request

1. Idea Start College Now Request

G. Early College Credit Request

1. Senior High Request for UWMC
2. Senior High Request for UW-Eau Claire
3. Idea Request for UWMC

4. Idea Request or UW-Stevens Point

H. Gift/Bequests

1. Weston Elementary

I. Second Reading of Policies

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

VII. Reports/Considerations

A. WASB Legislative Network Member – Felch reported on WASB State Convention plans and that WASB will watch changes in state government after election.

B. CESA Representative – Ackermann reported on AmeriCorp presentation of resources for homelessness. The Kohl regional scoring will be done online this year rather than in person at CESA. Pathway to Teacher Licensure program is featured in DPI newsletter.

C. Student Representative – Radies reported on the “More Than an Athlete” campaign, Mock Trial has begun. Student Council planning a Food Drive for the pantry at the Senior High. Mamma Mia was a success. The Citizen Student Movement focused on empowering students to voice their opinions in a respectful way has begun meeting.

D. Superintendent's Report

1. Suburban School Superintendent's Conference

2. Second School Safety Grant Received

3. Update on Referendum Projects – Thanked Mike Raether, Aaron Hoffman, Jason Jablonski, Aaron Mull, Tech Ed/Family Consumer/SPED/Business teachers for their time given to the Senior High project. Rothschild thanks to Rena Sabey and staff for their time on the Rothschild Elementary project.

VIII. Unfinished Business

A. Board Goals

1. Continuous Improvement Plans

a. D.C. Everest Annual Scorecard 2018-2019

b. Elementary Scorecards

c. Secondary School Scorecards

d. District Department Scorecards

IX. New Business

A. 2017-2018 Final Audit Report

Motion by Kasten, second by Dickerson to accept the 2017-2018 final audit report as presented by the Administration in the background information. With a voice vote, all yes, motion carried.

B. Business Office Budget Calendar 2019-2020

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 Felch, second by Ackermann to accept the Budget Calendar for 2019-2020 as submitted in the background information. With a voice vote, all yes, motion carried.

C. Acceptance of the Contract for the First Phase of Senior High Construction

Motion by Kasten, second by Dickerson to accept the contract for the first phase of construction at the Senior High for the 8 classrooms and Fine Arts storage area. With a voice vote, all yes, motion carried.

D. 2019 School Board Election Schedule and Paperwork Deadlines

E. Select WASB Delegate for State Convention, Wednesday, January 23 at 1:30 p.m.

Motion by Kasten, second by Ackermann to name Yee Leng Xiong as the WASB delegate. With a voice vote, all yes, motion carried.

X. Petitions and Communications

A. Memorial Thank You from Peggy Bindl

B. Memorial Thank You from Mary Ann Gleisner

C. Memorial Thank You from Erin Jablonski's Family

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.

Motion by Kasten, second by Dickerson to adjourn to Closed Session Following the Open Meeting Pursuant to W.S.S.19.85(1)(d) to Review School Safety Plans. With a roll call vote: Kasten – yes, Ackermann – yes, Dickerson –yes, Felch – yes, Norrbom – yes, Schaefer – yes. Time was 7:17 p.m.

XIII. Reconvene in Open Session to Approve School Safety Plans

Motion by Kasten, second by Felch to accept the School Safety Plans as submitted and reviewed in Closed Session on November 28, 2018. With a voice vote, all yes, motion carried.

XIV. Meeting Adjourned at 7:27 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 December 19, 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> |
|-------------|--------------------------|------------|--------------|
|-------------|--------------------------|------------|--------------|

| | | | |
|-----------------|----------------------------|------|-------------------|
| Olivia Monte | Cook II/SH | 0.58 | December 10, 2018 |
| Dee Hanz | Cook II/MS | 0.46 | December 10, 2018 |
| Angela Borth | Cook II/MS | 0.46 | December 10, 2018 |
| Hannah Upshaw | SWD Assistant/WE 4K | 0.27 | January 2, 2019 |
| Katlyn Rowlands | Drop In Care/GFH | 0.3 | December 10, 2018 |
| Bailey Hughes | Temporary Technology Staff | 0.1 | December 10, 2018 |

Students

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

Resignation(s)/Retirement(s)

All Staff

| <i>Name</i> | <i>Position/Building</i> | <i>Reason</i> | <i>Effective Date</i> |
|-------------|--------------------------|---------------|-----------------------|
|-------------|--------------------------|---------------|-----------------------|

| | | | |
|------------------|--------------------------|------------------------|-------------------|
| Shebra Braunger | Cook II/MS | Resignation | November 26, 2018 |
| Cheryl Suchon | Cook II/SH | Resignation/Retirement | December 18, 2018 |
| Tanya Woller | SWD Assistant/RO | Resignation | December 21, 2018 |
| Mary Beth Kulaf | English Teacher/MS | Retirement | June 7, 2019 |
| Susan Allen | Grade 4 Teacher/MB | Retirement | June 7, 2019 |
| Kathleen Heller | Math Teacher/JH | Retirement | June 7, 2019 |
| Donald Tinjum | Math Teacher/SH | Retirement | June 7, 2019 |
| Laurie Heilmeier | Grade 1 Teacher/MB | Retirement | June 7, 2019 |
| Mary Jo Lechner | Assistant Superintendent | Retirement | June 30, 2019 |

Adjustments

Certified Staff

| <i>Name</i> | <i>Position From</i> | <i>Position To</i> | <i>Effective Date</i> |
|-------------|----------------------|--------------------|-----------------------|
|-------------|----------------------|--------------------|-----------------------|

| | | | |
|-----------|----------------------|----------------------|-----------------|
| Amy Stack | Social Worker .6 FTE | Social Worker .8 FTE | January 2, 2019 |
|-----------|----------------------|----------------------|-----------------|

Support Staff

| <i>Name</i> | <i>Position From</i> | <i>Position To</i> | <i>Effective Date</i> |
|-------------|----------------------|--------------------|-----------------------|
|-------------|----------------------|--------------------|-----------------------|

| | | | |
|---------------------|--------------------------------|---|-------------------|
| Amanda Rose | Asst School/Camp Coord .72 FTE | Asst School/Camp Coord .88 FTE | November 26, 2018 |
| Landon Bittner | SWD Assistant .35 FTE | SWD Assistant .44 FTE | November 2, 2018 |
| Andrew Kutchenriter | Substitute Teacher | Before & After/GFH & Substitute Teacher | November 29, 2018 |

| | | | |
|------------------|-------------------------------------|---------------------------------|-------------------|
| Sally Johnson | Substitute Assistant | SWD Assistant/RI | December 3, 2018 |
| Joshua Schuch | SWD Assistant/JH | Substitute Teacher | January 2, 2019 |
| Erin Jablonski | Education Assistant/RI | Long Term Teacher/RI | November 14, 2018 |
| Elizabeth Krause | Before and After & Sub Assistant | SWD Assistant/EV .62 FTE | January 2, 2019 |
| Landon Bittner | SWD Assistant (Position Eliminated) | Substitute Assistant | December 10, 2018 |

| DCE Junior High School | | | | |
|------------------------|--------------------------------------|---------|----------|---|
| Name | Position | Begin | End | % |
| Meyer, Rick | Basketball 8th Girls Head Coach | 1/4/19 | 3/8/19 | 7 |
| Michlig, Kaitlyn | 6-8 Boys Head Coach | 11/6/18 | 12/21/18 | 3 |
| Schuster, Felicia | Basketball 8th Grade Assistant Coach | 1/4/19 | 3/8/19 | 5 |

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

TREASURER'S REPORT

DECEMBER 12, 2018

| | | |
|---|----------------|----------------|
| CASH BALANCE AS OF NOVEMBER 15, 2018 | (\$41,590.63) | |
| INVESTMENT ACCOUNT TRANSFERS | | \$3,670,465.48 |
| RECEIPTS CR#26304 - CR#26434 | \$5,577,794.66 | |
| CHECKS FOR APPROVAL #223474 - #223665 ACH: # 181900969 - # 181901227 | | \$1,953,375.56 |
| <u>VOIDS:</u> | | |
| (none) | \$0.00 | |
| CASH BALANCE AS OF DECEMBER 12, 2018 | | (\$87,637.01) |
| | \$5,536,204.03 | \$5,536,204.03 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|--------------------------------|---------------------------|-----------------------|---------------|
| 223474 | LAMERS BUS LINES, INC. | 544187 | 43420 | 488.48 |
| 223474 | LAMERS BUS LINES, INC. | 544188 | 43420 | 192.78 |
| 223474 | LAMERS BUS LINES, INC. | 544189 | 43420 | 1,515.33 |
| 223474 | LAMERS BUS LINES, INC. | 544355 | 43420 | 396.80 |
| 223474 | LAMERS BUS LINES, INC. | 544178 | 43420 | 520.49 |
| 223474 | LAMERS BUS LINES, INC. | 544180 | 43420 | 719.45 |
| 223474 | LAMERS BUS LINES, INC. | 544181 | 43420 | 347.61 |
| 223474 | LAMERS BUS LINES, INC. | 544182 | 43420 | 203.98 |
| 223475 | MADISON NATL LIFE INS CO | 43435 | 43420 | 16,158.77 |
| 223476 | SECURIAN FINANCIAL GROUP, INC. | 43435 | 43420 | 19,136.24 |
| 223477 | SECURITY HEALTH PLAN | 43435 | 43420 | 830,881.30 |
| 223478 | ABBE INC | 8350 | 43420 | 1,071.58 |
| 223479 | APPLE INC - AR | 6770036690 | 43420 | 494.95 |
| 223479 | APPLE INC - AR | 6770001969 | 43420 | 494.95 |
| 223479 | APPLE INC - AR | 6770174983 | 43420 | 494.95 |
| 223480 | BAY, ASIA | BAY11718 | 43420 | 37.50 |
| 223481 | BEHRENS, MIKE | 1192018 | 43420 | 30.00 |
| 223482 | BURGOYNES TOILET RENT & SEPTIC | 57079 | 43420 | 175.00 |
| 223483 | CDW GOVT IN EDUCATION | PVK2318 | 43420 | 1,100.00 |
| 223483 | CDW GOVT IN EDUCATION | PWR2062 | 43420 | -1,100.00 |
| 223483 | CDW GOVT IN EDUCATION | PSS2602 | 43420 | -210.00 |
| 223483 | CDW GOVT IN EDUCATION | PSS2673 | 43420 | -625.00 |
| 223483 | CDW GOVT IN EDUCATION | PSS7803 | 43420 | 2,200.00 |
| 223483 | CDW GOVT IN EDUCATION | PTX 0367 | 43420 | 9,225.00 |
| 223483 | CDW GOVT IN EDUCATION | PTC4106 | 43420 | 37,400.00 |
| 223483 | CDW GOVT IN EDUCATION | PSX2515 | 43420 | 31,388.38 |
| 223483 | CDW GOVT IN EDUCATION | PXN5747 | 43420 | 37,723.56 |
| 223484 | CHARTER COMMUNICATIONS, INC. | 73262102118 | 43420 | 109.99 |
| 223485 | CITY PAGES, INC. | 30157 | 43420 | 472.78 |
| 223486 | CONNOR, CARLYNN | ChildFindOCT2018 | 43420 | 45.00 |
| 223487 | DEAN FOODS OF WISCONSIN, INC. | 10302018 | 43420 | 23,038.18 |
| 223488 | DISCOVERY EDUCATION, INC | 90151114 | 43420 | 2,500.00 |
| 223488 | DISCOVERY EDUCATION, INC | 90152268 | 43420 | 20,500.00 |
| 223489 | ELITE PLUMBING PLUS, LLC. | 3616 | 43420 | 1,130.50 |
| 223490 | FASTENAL COMPANY | wisch303867 | 43420 | 17.29 |
| 223491 | FEDEX, INC. | 6-362-05087 | 43420 | 35.70 |
| 223492 | GORDON FOOD SERVICE INC | | 43420 | 0.00 |
| 223492 | GORDON FOOD SERVICE INC | 189603786 | 43420 | 123.72 |
| 223492 | GORDON FOOD SERVICE INC | 189771234 | 43420 | 107.98 |
| 223492 | GORDON FOOD SERVICE INC | 189942501 | 43420 | 159.57 |
| 223492 | GORDON FOOD SERVICE INC | 12026122 | 43420 | -6.64 |
| 223492 | GORDON FOOD SERVICE INC | 190053160 | 43420 | 83.12 |
| 223492 | GORDON FOOD SERVICE INC | 190053159 | 43420 | 141.22 |
| 223492 | GORDON FOOD SERVICE INC | 190053162 | 43420 | 1,626.32 |
| 223492 | GORDON FOOD SERVICE INC | 190053163 | 43420 | 383.64 |
| 223492 | GORDON FOOD SERVICE INC | 190053161 | 43420 | 499.08 |
| 223492 | GORDON FOOD SERVICE INC | 12195716 | 43420 | -18.03 |
| 223492 | GORDON FOOD SERVICE INC | 12195088 | 43420 | -36.98 |
| 223492 | GORDON FOOD SERVICE INC | 12203050 | 43420 | -2,044.62 |
| 223492 | GORDON FOOD SERVICE INC | 12203617 | 43420 | -663.78 |
| 223492 | GORDON FOOD SERVICE INC | 12213433 | 43420 | -73.26 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|--|---------------------------|-----------------------|---------------|
| 223492 | GORDON FOOD SERVICE INC | 12213366 | 43420 | -44.70 |
| 223492 | GORDON FOOD SERVICE INC | 12213392 | 43420 | -144.30 |
| 223493 | HABECK, MIKE | 1192018 | 43420 | 30.00 |
| 223494 | HAYES GRAPHICS LLC | 23850 | 43420 | 180.70 |
| 223495 | HOARDS DAIRYMAN | 0152444-2018 | 43420 | 19.95 |
| 223496 | HURT, RYAN | 1192018 | 43420 | 35.00 |
| 223497 | JOHNSON, TRICIA | 24337 | 43420 | 40.00 |
| 223498 | KHADKA, SANGITA | 43405 | 43420 | 55.00 |
| 223499 | KNUDSON SHEET METAL INC | 9229 | 43420 | 2,100.00 |
| 223500 | KOLTON, CHRIS | 43405 | 43420 | 13.69 |
| 223501 | LAMERS BUS LINES, INC. | 543440 | 43420 | 2,040.00 |
| 223501 | LAMERS BUS LINES, INC. | 544251 | 43420 | 202.09 |
| 223501 | LAMERS BUS LINES, INC. | 544229 | 43420 | 78.41 |
| 223501 | LAMERS BUS LINES, INC. | 544356 | 43420 | 4,396.98 |
| 223501 | LAMERS BUS LINES, INC. | 544243 | 43420 | 263.14 |
| 223501 | LAMERS BUS LINES, INC. | 544244 | 43420 | 98.62 |
| 223501 | LAMERS BUS LINES, INC. | 544242 | 43420 | 82.21 |
| 223501 | LAMERS BUS LINES, INC. | 544241 | 43420 | 305.29 |
| 223501 | LAMERS BUS LINES, INC. | 544239 | 43420 | 198.70 |
| 223502 | LONDERVILLE ENTERPRISES | 510341 | 43420 | 173.00 |
| 223502 | LONDERVILLE ENTERPRISES | 1510341 | 43420 | 128.40 |
| 223503 | MALBRIT MECHANICAL INC | 179033 | 43420 | 97.00 |
| 223504 | MARA CTY SHERIFFS OFFICE | 10013710 | 43420 | 50.00 |
| 223505 | MS GRAPHICS, LLC | 2014-2165 | 43420 | 1,150.00 |
| 223506 | NEOFUNDS BY NEOPOST INC. | 43374 | 43420 | 953.29 |
| 223507 | PTM DOCUMENT SYSTEMS | 68990 | 43420 | 70.95 |
| 223508 | RESS, DAKOTA | 10282018 | 43420 | 175.00 |
| 223509 | SCHMITZ, KURT | 1192018 | 43420 | 30.00 |
| 223510 | SCHOOL OUTFITTERS | INV13009309 | 43420 | 1,940.84 |
| 223511 | SEEHAFER, ADAM | 1192018 | 43420 | 30.00 |
| 223512 | SEKEL, AMY | 1192018 | 43420 | 35.00 |
| 223513 | STAPLES ADVANTAGE | 3395634657 | 43420 | 707.85 |
| 223513 | STAPLES ADVANTAGE | 33942701461 | 43420 | 28.93 |
| 223513 | STAPLES ADVANTAGE | 3395572769 | 43420 | 28.94 |
| 223514 | STARR COMMONWEALTH | SGLN-3104 | 43420 | 2,200.00 |
| 223515 | TRAIN 4 YOUR BEST | PE1807 | 43420 | 925.00 |
| 223516 | WEIK, RICHARD | 1192018 | 43420 | 35.00 |
| 223517 | YEAGER, KRISTEN | 1192018 | 43420 | 35.00 |
| 223518 | MARK HARRING STANDING CHAPTER 13 TRUSTEE | 112318A | 43427 | 1,526.24 |
| 223519 | UNEMPLOYMENT INSURANCE | 112318A | 43427 | 50.00 |
| 223520 | UNITED WAY OF MARATHON CNTY | 20181123ADUWAY | 43427 | 753.06 |
| 223521 | DC EVEREST SENIOR HIGH SCHOOL | GIRLSVLY111218 | 43427 | 507.00 |
| 223521 | DC EVEREST SENIOR HIGH SCHOOL | BOYSBSK111218 | 43427 | 2,288.00 |
| 223521 | DC EVEREST SENIOR HIGH SCHOOL | YTHOUTDOOR SOC111218 | 43427 | 300.00 |
| 223522 | LAMERS BUS LINES, INC. | 544267 | 43427 | 680.00 |
| 223522 | LAMERS BUS LINES, INC. | 544268 | 43427 | 667.00 |
| 223522 | LAMERS BUS LINES, INC. | 544179 | 43427 | 109.54 |
| 223523 | LAMERS BUS LINES, INC. | 544247 | 43427 | 32.82 |
| 223524 | ANSTUTZ, TRAVIS | 43405 | 43427 | 75.00 |
| 223525 | APG MEDIA OF WI-REGIONAL | 101811012938 | 43427 | 571.72 |
| 223526 | APPLE INC - AR | 6771469500 | 43427 | 774.95 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|------------------------------|---------------------------|-----------------------|---------------|
| 223527 | BOELTER COMPANIES, THE | 96703404 | 43427 | 953.20 |
| 223527 | BOELTER COMPANIES, THE | 96715536 | 43427 | 788.43 |
| 223528 | BROOKFIELD CENTRAL | 11232018 | 43427 | 300.00 |
| 223529 | CARTER, TONIA | CARTER111918 | 43427 | 354.50 |
| 223530 | CENTURY LINK | 1454076199 | 43427 | 243.64 |
| 223531 | COLLINS, HEATHER | 43374 | 43427 | 68.39 |
| 223532 | COMPLETE OFFICE OF WISCONSIN | 141638 | 43427 | 1,845.04 |
| 223533 | DIDAX, INC | 133136 | 43427 | 283.90 |
| 223534 | DIETRICH VANDERWALL, S.C. | 118 | 43427 | 400.00 |
| 223535 | ECOLAB, INC. | 1364673 | 43427 | 1,006.31 |
| 223536 | EVEREST PARTY RENTALS | 1149 | 43427 | 625.00 |
| 223537 | FASTSIGNS | 2096-6912 | 43427 | 270.00 |
| 223538 | FEDEX, INC. | 6-369-19744 | 43427 | 37.27 |
| 223539 | FIRST SUPPLY LLC | 74898-00 | 43427 | 2.70 |
| 223539 | FIRST SUPPLY LLC | 74752-00 | 43427 | 73.60 |
| 223540 | FLETCHER, TAMRA | FLETCHER111318 | 43427 | 88.50 |
| 223541 | GOPHER SPORT, INC. | 9530129 | 43427 | 978.48 |
| 223542 | GORDON FOOD SERVICE INC | | 43427 | 0.00 |
| 223542 | GORDON FOOD SERVICE INC | 12113762 | 43427 | -17.27 |
| 223542 | GORDON FOOD SERVICE INC | 189942500 | 43427 | 103.67 |
| 223542 | GORDON FOOD SERVICE INC | 189942495 | 43427 | 519.75 |
| 223542 | GORDON FOOD SERVICE INC | 189942492 | 43427 | 938.10 |
| 223542 | GORDON FOOD SERVICE INC | 189942490 | 43427 | 3,572.03 |
| 223542 | GORDON FOOD SERVICE INC | 189942505 | 43427 | 126.67 |
| 223542 | GORDON FOOD SERVICE INC | 189942499 | 43427 | 1,185.52 |
| 223542 | GORDON FOOD SERVICE INC | 189942496 | 43427 | 24.50 |
| 223542 | GORDON FOOD SERVICE INC | 189942504 | 43427 | 5,928.39 |
| 223542 | GORDON FOOD SERVICE INC | 189942497 | 43427 | 266.31 |
| 223542 | GORDON FOOD SERVICE INC | 189863383 | 43427 | 663.78 |
| 223542 | GORDON FOOD SERVICE INC | 189885006 | 43427 | 123.37 |
| 223542 | GORDON FOOD SERVICE INC | 189885004 | 43427 | 378.22 |
| 223542 | GORDON FOOD SERVICE INC | 189885005 | 43427 | 184.21 |
| 223542 | GORDON FOOD SERVICE INC | 189885003 | 43427 | 135.59 |
| 223542 | GORDON FOOD SERVICE INC | 189885001 | 43427 | 2,196.96 |
| 223542 | GORDON FOOD SERVICE INC | 189863363 | 43427 | 2,034.40 |
| 223542 | GORDON FOOD SERVICE INC | 189863388 | 43427 | 348.68 |
| 223542 | GORDON FOOD SERVICE INC | 189771224 | 43427 | 285.86 |
| 223542 | GORDON FOOD SERVICE INC | 189771230 | 43427 | 30.62 |
| 223542 | GORDON FOOD SERVICE INC | 189771231 | 43427 | 152.74 |
| 223542 | GORDON FOOD SERVICE INC | 189771229 | 43427 | 812.21 |
| 223542 | GORDON FOOD SERVICE INC | 189771228 | 43427 | 547.29 |
| 223542 | GORDON FOOD SERVICE INC | 189771222 | 43427 | 7,560.17 |
| 223542 | GORDON FOOD SERVICE INC | 189771226 | 43427 | 106.62 |
| 223542 | GORDON FOOD SERVICE INC | 189771233 | 43427 | 1,203.91 |
| 223542 | GORDON FOOD SERVICE INC | 189771223 | 43427 | 568.27 |
| 223542 | GORDON FOOD SERVICE INC | 189771227 | 43427 | 3,188.48 |
| 223542 | GORDON FOOD SERVICE INC | 189706693 | 43427 | 301.88 |
| 223542 | GORDON FOOD SERVICE INC | 189706689 | 43427 | 7,242.30 |
| 223542 | GORDON FOOD SERVICE INC | 189706692 | 43427 | 720.74 |
| 223542 | GORDON FOOD SERVICE INC | 189706690 | 43427 | 440.33 |
| 223542 | GORDON FOOD SERVICE INC | 190112993 | 43427 | 147.37 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|------------------------------------|---------------------------|-----------------------|---------------|
| 223543 | GUMDROP BOOKS | PINV117702 | 43427 | 2,772.23 |
| 223544 | INDIANHEAD FOODSERVICE DISTRIBUTOR | 725627 | 43427 | 921.91 |
| 223545 | KLOPOTIC, JAMY | KLOPOTIC11918 | 43427 | 72.00 |
| 223546 | KNUDSON SHEET METAL INC | 9243 | 43427 | 1,865.00 |
| 223546 | KNUDSON SHEET METAL INC | 9242 | 43427 | 1,287.00 |
| 223547 | KOLTON, CHRIS | NOV2018A | 43427 | 31.79 |
| 223548 | KRAEGER, JAMIE | 43405 | 43427 | 75.00 |
| 223549 | KREJCI, ALAYNA | 43374 | 43427 | 10.38 |
| 223550 | LAMERS BUS LINES, INC. | | 43427 | 0.00 |
| 223550 | LAMERS BUS LINES, INC. | | 43427 | 0.00 |
| 223550 | LAMERS BUS LINES, INC. | | 43427 | 0.00 |
| 223550 | LAMERS BUS LINES, INC. | 544433 | 43427 | 96.27 |
| 223550 | LAMERS BUS LINES, INC. | 544221 | 43427 | 123.62 |
| 223550 | LAMERS BUS LINES, INC. | 544225 | 43427 | 84.19 |
| 223550 | LAMERS BUS LINES, INC. | 544434 | 43427 | 84.19 |
| 223550 | LAMERS BUS LINES, INC. | 544222 | 43427 | 103.46 |
| 223550 | LAMERS BUS LINES, INC. | 544226 | 43427 | 94.09 |
| 223550 | LAMERS BUS LINES, INC. | 54427 | 43427 | 163.67 |
| 223550 | LAMERS BUS LINES, INC. | 544175 | 43427 | 143.25 |
| 223550 | LAMERS BUS LINES, INC. | 544176 | 43427 | 46.34 |
| 223550 | LAMERS BUS LINES, INC. | 544237 | 43427 | 225.75 |
| 223550 | LAMERS BUS LINES, INC. | 544238 | 43427 | 118.92 |
| 223550 | LAMERS BUS LINES, INC. | 544435 | 43427 | 138.25 |
| 223550 | LAMERS BUS LINES, INC. | 544438 | 43427 | 149.18 |
| 223550 | LAMERS BUS LINES, INC. | 544186 | 43427 | 78.41 |
| 223550 | LAMERS BUS LINES, INC. | 544628 | 43427 | 1,675.00 |
| 223550 | LAMERS BUS LINES, INC. | 544230 | 43427 | 80.81 |
| 223550 | LAMERS BUS LINES, INC. | 544208 | 43427 | 42.45 |
| 223550 | LAMERS BUS LINES, INC. | 544198 | 43427 | 127.08 |
| 223550 | LAMERS BUS LINES, INC. | 544197 | 43427 | 129.96 |
| 223550 | LAMERS BUS LINES, INC. | 544185 | 43427 | 110.22 |
| 223550 | LAMERS BUS LINES, INC. | 544209 | 43427 | 242.22 |
| 223550 | LAMERS BUS LINES, INC. | 544184 | 43427 | 127.13 |
| 223550 | LAMERS BUS LINES, INC. | 544211 | 43427 | 362.29 |
| 223550 | LAMERS BUS LINES, INC. | 544212 | 43427 | 286.45 |
| 223550 | LAMERS BUS LINES, INC. | 544213 | 43427 | 268.53 |
| 223550 | LAMERS BUS LINES, INC. | 544215 | 43427 | 238.75 |
| 223550 | LAMERS BUS LINES, INC. | 544216 | 43427 | 149.37 |
| 223550 | LAMERS BUS LINES, INC. | 544217 | 43427 | 138.90 |
| 223550 | LAMERS BUS LINES, INC. | 544218 | 43427 | 196.11 |
| 223550 | LAMERS BUS LINES, INC. | 544219 | 43427 | 82.50 |
| 223550 | LAMERS BUS LINES, INC. | 544203 | 43427 | 95.78 |
| 223550 | LAMERS BUS LINES, INC. | 544204 | 43427 | 110.92 |
| 223550 | LAMERS BUS LINES, INC. | 544205 | 43427 | 507.95 |
| 223550 | LAMERS BUS LINES, INC. | 544206 | 43427 | 236.57 |
| 223550 | LAMERS BUS LINES, INC. | 544246 | 43427 | 161.96 |
| 223550 | LAMERS BUS LINES, INC. | 544250 | 43427 | 164.39 |
| 223550 | LAMERS BUS LINES, INC. | 544502-54474 | 43427 | 1,647.23 |
| 223550 | LAMERS BUS LINES, INC. | 544207 | 43427 | 39.72 |
| 223550 | LAMERS BUS LINES, INC. | 544214 | 43427 | 263.66 |
| 223550 | LAMERS BUS LINES, INC. | 544220 | 43427 | 92.45 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|---------------------------------|---------------------------|-----------------------|---------------|
| 223551 | LOCKSMITH SHOPPE | 13683 | 43427 | 20.00 |
| 223551 | LOCKSMITH SHOPPE | 13804 | 43427 | 25.00 |
| 223552 | MARA CTY TREASURER'S OFFICE | 18110614 | 43427 | 8.00 |
| 223553 | MARQUARDT STAMP AND SIGN | 49143 | 43427 | 133.60 |
| 223554 | MILLER, STEPHANIE | MILLER111018 | 43427 | 224.00 |
| 223555 | MULRY, CHRISTA | 43405 | 43427 | 75.00 |
| 223556 | NAPA AUTO PARTS, INC. | DCE103-OCT18 | 43427 | 293.18 |
| 223557 | NASCO INC - EDUCATION | 188803 | 43427 | 823.84 |
| 223558 | PITNEY BOWES PURCHASE POWER | 43385 | 43427 | 500.00 |
| 223559 | QUALITY POWER SOLUTIONS | 10294 | 43427 | 3,290.00 |
| 223560 | RATTANASACK, INPANH | Oct/Nov 2018 | 43427 | 139.97 |
| 223561 | RE-VI DESIGN LLC | 16250 | 43427 | 15,514.70 |
| 223562 | SANI SPORT OF WI LLC | 2451 | 43427 | 851.00 |
| 223563 | SCHOOLWIDE INC | | 43427 | 0.00 |
| 223563 | SCHOOLWIDE INC | 368795 | 43427 | 574.00 |
| 223563 | SCHOOLWIDE INC | 369966 | 43427 | 1,783.65 |
| 223563 | SCHOOLWIDE INC | 370380 | 43427 | 2,070.60 |
| 223563 | SCHOOLWIDE INC | 370526 | 43427 | 2,127.00 |
| 223564 | SHRED-IT USA | 8125938820 | 43427 | 81.05 |
| 223565 | SONOVA USA, INC. | 515825802 | 43427 | 2,327.99 |
| 223566 | STAPLES ADVANTAGE | | 43427 | 0.00 |
| 223566 | STAPLES ADVANTAGE | | 43427 | 0.00 |
| 223566 | STAPLES ADVANTAGE | | 43427 | 0.00 |
| 223566 | STAPLES ADVANTAGE | 3395749681 | 43427 | 362.01 |
| 223566 | STAPLES ADVANTAGE | 3395572770 | 43427 | 89.34 |
| 223566 | STAPLES ADVANTAGE | 3395572767 | 43427 | 9.84 |
| 223566 | STAPLES ADVANTAGE | 3395749682 | 43427 | 32.95 |
| 223566 | STAPLES ADVANTAGE | 3395816117 | 43427 | 16.28 |
| 223566 | STAPLES ADVANTAGE | 3395966750 | 43427 | 3.28 |
| 223566 | STAPLES ADVANTAGE | 3395966749 | 43427 | 85.80 |
| 223566 | STAPLES ADVANTAGE | 3395888583 | 43427 | 46.20 |
| 223566 | STAPLES ADVANTAGE | 3395816116 | 43427 | 81.60 |
| 223566 | STAPLES ADVANTAGE | 3396213544 | 43427 | 259.07 |
| 223566 | STAPLES ADVANTAGE | 3396213546 | 43427 | 71.99 |
| 223566 | STAPLES ADVANTAGE | 3396213547 | 43427 | 8.80 |
| 223566 | STAPLES ADVANTAGE | 3396213548 | 43427 | 16.06 |
| 223567 | TRAIN 4 YOUR BEST | DCE1810 | 43427 | 3,050.00 |
| 223568 | VILLAGE OF KRONENWETTER | 37 145A | 43427 | 1,337.32 |
| 223569 | WALSWORTH PUBLISHING CO | 9073880A | 43427 | 735.75 |
| 223570 | WAUSAU EVENTS INC. | WAUSAUEVENTS111918 | 43427 | 15.00 |
| 223571 | WEST MUSIC CO | SI1684142 | 43427 | 118.76 |
| 223572 | WESTON MUNICIPAL UTILITIES | OCT.31.,2018 | 43427 | 12.50 |
| 223573 | WI DEPT OF JUSTICE | 201809DEPTJUSTICE | 43427 | 30.00 |
| 223574 | WISCONSIN MEDIA, INC. | 2085439 | 43427 | 73.70 |
| 223575 | YONKER, BRIAN | 43405 | 43427 | 75.00 |
| 223576 | APPLE INC - AR | 6771229260 | 43434 | 494.95 |
| 223577 | BOELTER COMPANIES, THE | 96726469 | 43434 | 525.47 |
| 223577 | BOELTER COMPANIES, THE | 96726470 | 43434 | 113.06 |
| 223578 | CHARTER COMMUNICATIONS, INC. | 7326112118 | 43434 | 111.63 |
| 223579 | EDUCLIMBER-ILLUMINATE EDUCATION | 1203 | 43434 | 23,540.00 |
| 223580 | FASTSIGNS | 2096-6841 | 43434 | 1,331.26 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|--|---------------------------|-----------------------|---------------|
| 223581 | FEDEX, INC. | 6-376-69046 | 43434 | 27.00 |
| 223582 | GORDON FOOD SERVICE INC | 12251598 | 43434 | -24.94 |
| 223582 | GORDON FOOD SERVICE INC | 190138330 | 43434 | 79.38 |
| 223582 | GORDON FOOD SERVICE INC | 190112987 | 43434 | 687.10 |
| 223582 | GORDON FOOD SERVICE INC | 190112996 | 43434 | 4,226.47 |
| 223582 | GORDON FOOD SERVICE INC | 190112994 | 43434 | 1,513.06 |
| 223582 | GORDON FOOD SERVICE INC | 190112999 | 43434 | 264.16 |
| 223582 | GORDON FOOD SERVICE INC | 190112997 | 43434 | 151.60 |
| 223582 | GORDON FOOD SERVICE INC | 190112991 | 43434 | 1,803.37 |
| 223582 | GORDON FOOD SERVICE INC | 190112990 | 43434 | 259.28 |
| 223582 | GORDON FOOD SERVICE INC | 190112995 | 43434 | 1,469.00 |
| 223582 | GORDON FOOD SERVICE INC | 190112992 | 43434 | 113.63 |
| 223582 | GORDON FOOD SERVICE INC | 190112998 | 43434 | 244.49 |
| 223582 | GORDON FOOD SERVICE INC | 190112988 | 43434 | 9,821.18 |
| 223583 | GUMDROP BOOKS | PINV118004 | 43434 | 4,218.36 |
| 223584 | HABECK, MIKE | 11202018 | 43434 | 35.00 |
| 223585 | HARBERT, MICHAEL | 11202018 | 43434 | 50.00 |
| 223586 | HURT, RYAN | 11202018 | 43434 | 35.00 |
| 223587 | LAMERS BUS LINES, INC. | 545669 | 43434 | 335,465.24 |
| 223588 | MARA CTY TREASURER'S OFFICE | 18111304 | 43434 | 8.00 |
| 223589 | NASCO INC - EDUCATION | 196397 | 43434 | 433.30 |
| 223590 | NATL LOUIS UNIVERSITY-ATTN: READING RECOVERY | RR2019-13 | 43434 | 2,200.00 |
| 223591 | PREISIG, MONICA | PREISIG112018 | 43434 | 146.00 |
| 223592 | SCHMITZ, KURT | 11202018 | 43434 | 35.00 |
| 223593 | SEKEL, AMY | 11202018 | 43434 | 35.00 |
| 223594 | SNO SITES | 23174 | 43434 | 360.00 |
| 223595 | STAPLES ADVANTAGE | 3396769887 | 43434 | 26.80 |
| 223595 | STAPLES ADVANTAGE | 3396769886 | 43434 | 76.86 |
| 223595 | STAPLES ADVANTAGE | 3396769884 | 43434 | 17.17 |
| 223595 | STAPLES ADVANTAGE | 3396769885 | 43434 | 2.83 |
| 223596 | STEVENS POINT SCHOOL DISTRICT | 11162018 | 43434 | 488.25 |
| 223597 | STRATZ, TAMMY | 43405 | 43434 | 55.00 |
| 223598 | THE CHILDREN'S HEALTH MARKET | INV#38192 | 43434 | 600.00 |
| 223599 | TITO INC | 12117-A | 43434 | 2,380.00 |
| 223600 | TRAIN 4 YOUR BEST | G1810 | 43434 | 295.00 |
| 223601 | WISCONSIN CHORAL ASSOCIATION | F8E26T1 | 43434 | 125.00 |
| 223602 | ANTIGO HIGH SCHOOL | 11282018 | 43434 | 75.00 |
| 223603 | FRONEK, AMY | AUG-NOV2018 | 43434 | 850.42 |
| 223604 | NEFF COMPANY, INC. | 2674919 | 43434 | 169.94 |
| 223605 | NEILLSVILLE HIGH SCHOOL | 11282018 | 43434 | 150.00 |
| 223606 | BETHLEHEM COMM-RO.,INC. | BETH-4K-Nov18 | 43437 | 9,138.85 |
| 223607 | FIRST SUPPLY LLC | 75354-00 | 43437 | 82.00 |
| 223608 | GLACIER CANYON LODGE | 743527;743526 | 43437 | 181.99 |
| 223609 | MS GRAPHICS, LLC | OCT-NOV2018 | 43437 | 4,151.00 |
| 223610 | SOUNDWORKS SYSTEMS, INC. | 102872 | 43437 | 150.00 |
| 223611 | ST JOHN LUTHERAN SCHOOL | STJO-4K-Nov18 | 43437 | 3,668.97 |
| 223612 | MARK HARRING STANDING CHAPTER 13 TRUSTEE | 120718A | 43441 | 1,526.24 |
| 223613 | UNEMPLOYMENT INSURANCE | 120818A | 43441 | 50.00 |
| 223614 | UNITED WAY OF MARATHON CNTY | 20181207ADUWAY | 43441 | 753.06 |
| 223615 | FAULKS BROS CONSTR INC | 308729 | 43441 | 354.45 |
| 223615 | FAULKS BROS CONSTR INC | 308729-1 | 43441 | 354.45 |

**DC EVEREST AREA SCHOOL DISTRICT
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| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|-----------------------------|---------------------------|-----------------------|---------------|
| 223616 | LAMERS BUS LINES, INC. | 545982 | 43441 | 331.36 |
| 223617 | WAUSAU WEST PLANETARIUM | DCE12122018 | 43441 | 96.00 |
| 223618 | ABT WATER TREATMENT INC | 23276 | 43441 | 525.08 |
| 223618 | ABT WATER TREATMENT INC | 23303 | 43441 | 51.39 |
| 223619 | BAY PORT HIGH SCHOOL | 120718 | 43441 | 150.00 |
| 223620 | BENNETT HARDWOODS INC | 12912 | 43441 | 1,318.00 |
| 223620 | BENNETT HARDWOODS INC | 12911 | 43441 | 1,212.00 |
| 223621 | BOELTER COMPANIES, THE | 96738390 | 43441 | 1,088.66 |
| 223622 | BP | 4990244701-NOV2018 | 43441 | 31.49 |
| 223623 | CARTER, TONIA | CARTER12418 | 43441 | 390.50 |
| 223624 | CELLCOM - WAUSAU | 916173 | 43441 | 701.49 |
| 223625 | CENTRAL RESTAURANT PRODUCTS | 30575624 | 43441 | 6,482.00 |
| 223626 | CHEMSEARCH DIVISION | 3319927 | 43441 | 456.00 |
| 223627 | DC EVEREST DECA CHAPTER | 43434 | 43441 | 36.00 |
| 223628 | DIGGERS HOTLINE INC | 181 1 27751 | 43441 | 27.75 |
| 223629 | DIVEPOINT SCUBA CENTER INC | 120318 | 43441 | 1,344.00 |
| 223629 | DIVEPOINT SCUBA CENTER INC | 120418 | 43441 | 522.00 |
| 223630 | EAU CLAIRE NORTH HS | 120718 | 43441 | 12.00 |
| 223631 | FEDEX, INC. | 6-382-78447 | 43441 | 13.50 |
| 223632 | FIRST SUPPLY LLC | | 43441 | 0.00 |
| 223632 | FIRST SUPPLY LLC | 73035-00 | 43441 | 19.65 |
| 223632 | FIRST SUPPLY LLC | 73699 | 43441 | 98.58 |
| 223632 | FIRST SUPPLY LLC | 75018-00 | 43441 | 24.62 |
| 223632 | FIRST SUPPLY LLC | 75024-00 | 43441 | 14.75 |
| 223632 | FIRST SUPPLY LLC | 75127-00 | 43441 | 0.95 |
| 223632 | FIRST SUPPLY LLC | 75303-00 | 43441 | 12.09 |
| 223632 | FIRST SUPPLY LLC | 75167-00 | 43441 | 49.24 |
| 223632 | FIRST SUPPLY LLC | 75449-00 | 43441 | 49.24 |
| 223633 | FRAAZA ROCKS & SAND | 4101 | 43441 | 4,785.00 |
| 223634 | GOPHER SPORT, INC. | 9539293 | 43441 | 755.58 |
| 223635 | GORDON FOOD SERVICE INC | | 43441 | 0.00 |
| 223635 | GORDON FOOD SERVICE INC | 190417883 | 43441 | 238.84 |
| 223635 | GORDON FOOD SERVICE INC | 190223595 | 43441 | 332.79 |
| 223635 | GORDON FOOD SERVICE INC | 190223600 | 43441 | 529.15 |
| 223635 | GORDON FOOD SERVICE INC | 190223599 | 43441 | 60.80 |
| 223635 | GORDON FOOD SERVICE INC | 190223596 | 43441 | 2,379.36 |
| 223635 | GORDON FOOD SERVICE INC | 190360580 | 43441 | 213.37 |
| 223635 | GORDON FOOD SERVICE INC | 190360582 | 43441 | 225.74 |
| 223635 | GORDON FOOD SERVICE INC | 190360579 | 43441 | 1,821.83 |
| 223635 | GORDON FOOD SERVICE INC | 190360577 | 43441 | 118.78 |
| 223635 | GORDON FOOD SERVICE INC | 190417881 | 43441 | 68.62 |
| 223635 | GORDON FOOD SERVICE INC | 190417871 | 43441 | 1,188.93 |
| 223635 | GORDON FOOD SERVICE INC | 190417880 | 43441 | 108.51 |
| 223635 | GORDON FOOD SERVICE INC | 190417875 | 43441 | 3,758.66 |
| 223635 | GORDON FOOD SERVICE INC | 190417877 | 43441 | 774.03 |
| 223635 | GORDON FOOD SERVICE INC | 190417884 | 43441 | 329.22 |
| 223635 | GORDON FOOD SERVICE INC | 12291720 | 43441 | -0.34 |
| 223635 | GORDON FOOD SERVICE INC | 12203750 | 43441 | -348.68 |
| 223635 | GORDON FOOD SERVICE INC | 190417868 | 43441 | 8,616.42 |
| 223635 | GORDON FOOD SERVICE INC | 190417879 | 43441 | 1,192.33 |
| 223635 | GORDON FOOD SERVICE INC | 190417869 | 43441 | 327.39 |

**DC EVEREST AREA SCHOOL DISTRICT
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| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|--|---------------------------|-----------------------|---------------|
| 223635 | GORDON FOOD SERVICE INC | 190417878 | 43441 | 222.12 |
| 223635 | GORDON FOOD SERVICE INC | 190417874 | 43441 | 21.99 |
| 223635 | GORDON FOOD SERVICE INC | 190417873 | 43441 | 422.53 |
| 223635 | GORDON FOOD SERVICE INC | 189102719 | 43441 | 45.76 |
| 223636 | GRAPHICS PLUS, INC. | 21214 | 43441 | 30.00 |
| 223636 | GRAPHICS PLUS, INC. | 21534 | 43441 | 120.00 |
| 223637 | PATTERSON-HAWK, KRISTI | 43405 | 43441 | 21.00 |
| 223638 | HIGHLAND VALLEY FARM | 1047 | 43441 | 1,254.00 |
| 223639 | HORST DISTRIBUTING INC | 75734-000 | 43441 | 328.11 |
| 223640 | HUMPAL, COLLIN | Humpal-Scholar 4-1 | 43441 | 500.00 |
| 223641 | IDENTIFIX, INC. | 400431-18 | 43441 | 534.00 |
| 223642 | JABLONSKI, ERIN | 43405 | 43441 | 125.00 |
| 223643 | KESSEN, STEFANIE | 2361 | 43441 | 2,437.50 |
| 223644 | KNOWBUDDY RESOURCES | ARU0271508 | 43441 | 203.60 |
| 223645 | KYLES CONSULTING LLC | 43405 | 43441 | 1,550.00 |
| 223646 | LAMERS BUS LINES, INC. | 544233 | 43441 | 63.00 |
| 223646 | LAMERS BUS LINES, INC. | 545983 | 43441 | 103.33 |
| 223646 | LAMERS BUS LINES, INC. | 545987 | 43441 | 478.91 |
| 223646 | LAMERS BUS LINES, INC. | 545988 | 43441 | 127.24 |
| 223646 | LAMERS BUS LINES, INC. | 545994 | 43441 | 68.96 |
| 223647 | LIGHTHOUSE SERVICES, INC. | 19106 | 43441 | 1,040.00 |
| 223648 | LIVEWIRE SYSTEMS, LLC | 1015 | 43441 | 196.96 |
| 223649 | MALBRIT MECHANICAL INC | 178952 | 43441 | 105.00 |
| 223649 | MALBRIT MECHANICAL INC | 178789 | 43441 | 157.50 |
| 223649 | MALBRIT MECHANICAL INC | 179224 | 43441 | 87.50 |
| 223650 | MARSHFIELD HIGH SCHOOL | 11282018 | 43441 | 125.00 |
| 223651 | MS GRAPHICS, LLC | 2014-2191 | 43441 | 1,800.00 |
| 223652 | NEENAH HIGH SCHOOL | 120818 | 43441 | 250.00 |
| 223653 | PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC. | 3307621861 | 43441 | 351.99 |
| 223654 | PROCARE SOFTWARE | 69086 | 43441 | 6,632.25 |
| 223655 | RE-VI DESIGN LLC | 16424 | 43441 | 15,514.70 |
| 223656 | RICS SEWER SERVICE LLC | jh001 | 43441 | 825.00 |
| 223656 | RICS SEWER SERVICE LLC | HS001 | 43441 | 225.00 |
| 223656 | RICS SEWER SERVICE LLC | JH002 | 43441 | 750.00 |
| 223657 | SIGN HERE INTERPRETING LLC | DCE181130 | 43441 | 237.50 |
| 223658 | STAPLES ADVANTAGE | 3396562469 | 43441 | 39.98 |
| 223658 | STAPLES ADVANTAGE | 3397134165 | 43441 | 17.97 |
| 223658 | STAPLES ADVANTAGE | 3396562467 | 43441 | 62.66 |
| 223658 | STAPLES ADVANTAGE | 3396894501 | 43441 | 9.47 |
| 223658 | STAPLES ADVANTAGE | 3396894503 | 43441 | 36.46 |
| 223658 | STAPLES ADVANTAGE | 3396449766 | 43441 | 17.39 |
| 223658 | STAPLES ADVANTAGE | 3396292027 | 43441 | 4.75 |
| 223658 | STAPLES ADVANTAGE | 3397134167 | 43441 | 33.36 |
| 223658 | STAPLES ADVANTAGE | 3396292028 | 43441 | 11.33 |
| 223658 | STAPLES ADVANTAGE | 3396894504 | 43441 | 21.73 |
| 223659 | STERLING WATER INC | 342X06964301 | 43441 | 1,013.40 |
| 223660 | STRATFORD SCHOOL DISTRICT | 12012018 | 43441 | 150.00 |
| 223661 | SWWBIA, TREAS JAMES DELUCA | 1 | 43441 | 380.00 |
| 223662 | UWSP CATERING AND SUMMER CONFERECEES | 6309 | 43441 | 96.63 |
| 223663 | VIKING ELECTRIC SUPPLY | s002118435.006 | 43441 | 23.33 |
| 223663 | VIKING ELECTRIC SUPPLY | s002129475.001 | 43441 | 190.86 |

**DC EVEREST AREA SCHOOL DISTRICT
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| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|----------------------------|---------------------------|-----------------------|---------------|
| 223663 | VIKING ELECTRIC SUPPLY | S002136717.001 | 43441 | 317.91 |
| 223663 | VIKING ELECTRIC SUPPLY | S002136540.001 | 43441 | 37.38 |
| 223663 | VIKING ELECTRIC SUPPLY | S002118435.001 | 43441 | 569.41 |
| 223663 | VIKING ELECTRIC SUPPLY | | 43441 | 0.00 |
| 223664 | WATERTOWN HIGH SCHOOL | 12012018 | 43441 | 265.00 |
| 223665 | WESTON MUNICIPAL UTILITIES | GHF AUG-NOV2018 | 43441 | 2,334.33 |
| 223665 | WESTON MUNICIPAL UTILITIES | AUG-NOV2018 | 43441 | 18,446.89 |
| 181900969 | ABLE DISTRIBUTING CO INC | S013534839.001 | 43420 | 84.00 |
| 181900969 | ABLE DISTRIBUTING CO INC | S013585414.001 | 43420 | 44.27 |
| 181900970 | ALPHA BAKING CO., INC. | 180126316006 | 43420 | 94.98 |
| 181900970 | ALPHA BAKING CO., INC. | 180126316007 | 43420 | 67.00 |
| 181900970 | ALPHA BAKING CO., INC. | 180126316008 | 43420 | 115.10 |
| 181900971 | AMAZON CAPITAL SERVICES | | 43420 | 0.00 |
| 181900971 | AMAZON CAPITAL SERVICES | | 43420 | 0.00 |
| 181900971 | AMAZON CAPITAL SERVICES | 1GDJ-4GJW-NNGM | 43420 | -37.16 |
| 181900971 | AMAZON CAPITAL SERVICES | 1DRG-VWQ4-WTQN | 43420 | 459.60 |
| 181900971 | AMAZON CAPITAL SERVICES | 11GM-QK7C-V7GK | 43420 | -16.99 |
| 181900971 | AMAZON CAPITAL SERVICES | 1PWF-YR31-NTHK | 43420 | 42.86 |
| 181900971 | AMAZON CAPITAL SERVICES | 1RC6-7WVN-KWGH | 43420 | 34.46 |
| 181900971 | AMAZON CAPITAL SERVICES | 1WGX-9VHN-H74M | 43420 | 39.49 |
| 181900971 | AMAZON CAPITAL SERVICES | 1R9L-H3DL-6LFV | 43420 | 132.42 |
| 181900971 | AMAZON CAPITAL SERVICES | 1LTM-9FVV-FNR6 | 43420 | 66.96 |
| 181900971 | AMAZON CAPITAL SERVICES | 1WGX-9VHN-HKWN | 43420 | 88.08 |
| 181900971 | AMAZON CAPITAL SERVICES | 1LTM-9FVV-NVCF | 43420 | 69.99 |
| 181900971 | AMAZON CAPITAL SERVICES | 1XD3-D6FY-J9DH | 43420 | 16.66 |
| 181900971 | AMAZON CAPITAL SERVICES | 161C-9333-4HP4 | 43420 | 78.58 |
| 181900971 | AMAZON CAPITAL SERVICES | 161C-9333-LPXG | 43420 | 187.74 |
| 181900971 | AMAZON CAPITAL SERVICES | 1WGX-9VHN-FCXY | 43420 | 31.98 |
| 181900971 | AMAZON CAPITAL SERVICES | 1CRP-JTC9-VGTH | 43420 | 68.36 |
| 181900971 | AMAZON CAPITAL SERVICES | 1R9L-H3DL-17VH | 43420 | 31.49 |
| 181900972 | BAUDHUIN, LATICIA | 43374 | 43420 | 97.17 |
| 181900973 | BRANTON, MICHELLE | 43374 | 43420 | 6.49 |
| 181900974 | CESA 9, INC. | 10824 | 43420 | 600.00 |
| 181900974 | CESA 9, INC. | 10694 | 43420 | 9,440.00 |
| 181900975 | CUMMINGS, LONA | 43374 | 43420 | 89.92 |
| 181900976 | ETCO ELECTRIC SUPPLY INC | 3287901 | 43420 | 4.54 |
| 181900977 | GENERAL PARTS OF WISCONSIN | 6005179 | 43420 | 271.20 |
| 181900978 | GOETSCH, DIANE | 43374 | 43420 | 149.60 |
| 181900979 | GULDAN, DONNA | 43374 | 43420 | 128.08 |
| 181900980 | HEID MUSIC COMPANY, INC. | 199101 | 43420 | 29.65 |
| 181900980 | HEID MUSIC COMPANY, INC. | 2257273 | 43420 | 25.57 |
| 181900980 | HEID MUSIC COMPANY, INC. | 2258258 | 43420 | 170.00 |
| 181900980 | HEID MUSIC COMPANY, INC. | 2263361 | 43420 | 132.50 |
| 181900980 | HEID MUSIC COMPANY, INC. | 2272163 | 43420 | 33.40 |
| 181900981 | HELLER, LUKE | 1192018 | 43420 | 35.00 |
| 181900982 | HUGHES, PATRICK | 2 | 43420 | 248.05 |
| 181900983 | J.W. PEPPER & SON | 07A31106 | 43420 | 64.99 |
| 181900983 | J.W. PEPPER & SON | 07A31517 | 43420 | 152.35 |
| 181900983 | J.W. PEPPER & SON | 07A30140 | 43420 | 65.00 |
| 181900984 | JERRYS MUSIC INC | 137239 | 43420 | 75.00 |
| 181900984 | JERRYS MUSIC INC | 137979 | 43420 | 84.00 |

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|-------------------------|-------------------------------|---------------------------|-----------------------|---------------|
| 181900985 | KAMPMANN, KEVIN | 43374 | 43420 | 79.79 |
| 181900986 | KENITZER, DICK | 1192018 | 43420 | 35.00 |
| 181900987 | KWIK TRIP INC | 00054784 OCT2018 | 43420 | 2,352.48 |
| 181900988 | LECHNER, MARY | 43374 | 43420 | 127.91 |
| 181900989 | LUKASKO, TIFFANY | 43374 | 43420 | 200.67 |
| 181900990 | LY, MAI LEE | 8 | 43420 | 41.75 |
| 181900991 | MID WISCONSIN BEVERAGE | 2556726 | 43420 | 39.00 |
| 181900991 | MID WISCONSIN BEVERAGE | 2556725 | 43420 | 424.00 |
| 181900991 | MID WISCONSIN BEVERAGE | 2556727 | 43420 | 759.00 |
| 181900992 | NIKOLAI, JEAN | 43374 | 43420 | 69.06 |
| 181900993 | OFFICE ENTERPRISES INC | 433169 | 43420 | 5,216.00 |
| 181900993 | OFFICE ENTERPRISES INC | 433265 | 43420 | 151.54 |
| 181900994 | PHALEN, PATRICK | 43374 | 43420 | 51.78 |
| 181900994 | PHALEN, PATRICK | AUG2018A | 43420 | 64.31 |
| 181900995 | PREGONT, DANIEL | 1192018 | 43420 | 35.00 |
| 181900996 | REINHART FOODS INC | 599160 | 43420 | 492.99 |
| 181900997 | REISER, ALLISON | REISER11718 | 43420 | 392.00 |
| 181900998 | SCHOOL SPECIALTY | 308103222120 | 43420 | 73.35 |
| 181900999 | SCHUELLER, DAWNEEN | OCT2018A | 43420 | 39.99 |
| 181901000 | SEKEL, JAMES | 11072018 | 43420 | 42.46 |
| 181901001 | SENDELBACH, MICHELLE | 43374 | 43420 | 50.99 |
| 181901001 | SENDELBACH, MICHELLE | 43405 | 43420 | 20.00 |
| 181901002 | SUN PRINTING INC | 100955 | 43420 | 330.00 |
| 181901003 | TOMASIEWICZ, SARAH | OCT2018A | 43420 | 34.44 |
| 181901004 | TRETTER, TODD | 43374 | 43420 | 49.16 |
| 181901005 | VAN ERT ELECTRIC COMPANY INC. | 23544 | 43420 | 23,143.49 |
| 181901006 | WEBB, HERSHEL | 43374 | 43420 | 155.38 |
| 181901007 | WI PUBLIC SERVICE | SH GAS OCT2018 | 43420 | 758.38 |
| 181901007 | WI PUBLIC SERVICE | MB GAS OCT2018 | 43420 | 417.09 |
| 181901007 | WI PUBLIC SERVICE | GHF GAS OCT2018 | 43420 | 797.95 |
| 181901007 | WI PUBLIC SERVICE | JH GAS OCT2018 | 43420 | 733.59 |
| 181901007 | WI PUBLIC SERVICE | MS GAS OCT2018 | 43420 | 511.01 |
| 181901008 | ABLE DISTRIBUTING CO INC | s013168851.001 | 43427 | 88.11 |
| 181901009 | ACKLEY, MEGAN | 43374 | 43427 | 30.03 |
| 181901009 | ACKLEY, MEGAN | SEP-OCT2018 | 43427 | 143.59 |
| 181901010 | ADAMUS, AMY | 43374 | 43427 | 36.19 |
| 181901011 | ALPHA BAKING CO., INC. | | 43427 | 0.00 |
| 181901011 | ALPHA BAKING CO., INC. | 180126312009 | 43427 | 86.42 |
| 181901011 | ALPHA BAKING CO., INC. | 180126312010 | 43427 | 36.74 |
| 181901011 | ALPHA BAKING CO., INC. | 180126312011 | 43427 | 115.10 |
| 181901011 | ALPHA BAKING CO., INC. | 180126309006 | 43427 | 71.18 |
| 181901011 | ALPHA BAKING CO., INC. | 180126309008 | 43427 | 85.25 |
| 181901011 | ALPHA BAKING CO., INC. | 180126309007 | 43427 | 122.60 |
| 181901011 | ALPHA BAKING CO., INC. | 180126302007 | 43427 | 79.16 |
| 181901011 | ALPHA BAKING CO., INC. | 180126302006 | 43427 | 129.96 |
| 181901011 | ALPHA BAKING CO., INC. | 180126302008 | 43427 | 256.40 |
| 181901011 | ALPHA BAKING CO., INC. | 180126284024 | 43427 | -15.72 |
| 181901011 | ALPHA BAKING CO., INC. | 180126256008 | 43427 | 76.86 |
| 181901011 | ALPHA BAKING CO., INC. | 180126256010 | 43427 | 228.50 |
| 181901011 | ALPHA BAKING CO., INC. | 180126256009 | 43427 | 57.00 |
| 181901011 | ALPHA BAKING CO., INC. | 180126267006 | 43427 | 57.34 |

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| 181901011 | ALPHA BAKING CO., INC. | 180126267008 | 43427 | 122.40 |
| 181901011 | ALPHA BAKING CO., INC. | 180126267007 | 43427 | 67.00 |
| 181901011 | ALPHA BAKING CO., INC. | 180126270009 | 43427 | 85.26 |
| 181901011 | ALPHA BAKING CO., INC. | 180126270011 | 43427 | 249.10 |
| 181901011 | ALPHA BAKING CO., INC. | 180126270010 | 43427 | 33.50 |
| 181901011 | ALPHA BAKING CO., INC. | 180126281006 | 43427 | 56.76 |
| 181901011 | ALPHA BAKING CO., INC. | 180126281007 | 43427 | 64.14 |
| 181901011 | ALPHA BAKING CO., INC. | 180126284008 | 43427 | 133.13 |
| 181901011 | ALPHA BAKING CO., INC. | 180126284010 | 43427 | 648.50 |
| 181901011 | ALPHA BAKING CO., INC. | 180126284009 | 43427 | 33.50 |
| 181901011 | ALPHA BAKING CO., INC. | 180126288006 | 43427 | 90.90 |
| 181901011 | ALPHA BAKING CO., INC. | 180126288007 | 43427 | 91.90 |
| 181901011 | ALPHA BAKING CO., INC. | 180126288008 | 43427 | 356.15 |
| 181901011 | ALPHA BAKING CO., INC. | 180126291009 | 43427 | 73.00 |
| 181901011 | ALPHA BAKING CO., INC. | 180126291011 | 43427 | 246.05 |
| 181901011 | ALPHA BAKING CO., INC. | 180126291010 | 43427 | 33.50 |
| 181901012 | AMAZON CAPITAL SERVICES | | 43427 | 0.00 |
| 181901012 | AMAZON CAPITAL SERVICES | | 43427 | 0.00 |
| 181901012 | AMAZON CAPITAL SERVICES | | 43427 | 0.00 |
| 181901012 | AMAZON CAPITAL SERVICES | | 43427 | 0.00 |
| 181901012 | AMAZON CAPITAL SERVICES | | 43427 | 0.00 |
| 181901012 | AMAZON CAPITAL SERVICES | 19R9-W9YQ-XQPH | 43427 | 62.21 |
| 181901012 | AMAZON CAPITAL SERVICES | 1MHY-4YC1-W9FF | 43427 | 436.86 |
| 181901012 | AMAZON CAPITAL SERVICES | 1TKT-QRFF-CHQT | 43427 | 297.62 |
| 181901012 | AMAZON CAPITAL SERVICES | 1NN6-NDHM-X9DD | 43427 | 19.98 |
| 181901012 | AMAZON CAPITAL SERVICES | 1P6W-HNXV-F9RN | 43427 | 83.80 |
| 181901012 | AMAZON CAPITAL SERVICES | 1KD1-TKFF-DPNC | 43427 | -14.00 |
| 181901012 | AMAZON CAPITAL SERVICES | 1KD1-TKFF-FM3J | 43427 | -12.22 |
| 181901012 | AMAZON CAPITAL SERVICES | 1DCT-DGHW-W1J3 | 43427 | 16.74 |
| 181901012 | AMAZON CAPITAL SERVICES | 1F4T-M61C-9JJF | 43427 | 29.99 |
| 181901012 | AMAZON CAPITAL SERVICES | 17T3-76N6-GCRR | 43427 | 207.21 |
| 181901012 | AMAZON CAPITAL SERVICES | 11GX-HPPG-JDDD | 43427 | 865.24 |
| 181901012 | AMAZON CAPITAL SERVICES | 1GDJ-4GJW-QHWM | 43427 | 43.37 |
| 181901012 | AMAZON CAPITAL SERVICES | 1NN6-NDHM-1DQ9 | 43427 | 13.01 |
| 181901012 | AMAZON CAPITAL SERVICES | 1XG1-FJFF-X9Y7 | 43427 | 122.01 |
| 181901012 | AMAZON CAPITAL SERVICES | 11GM-QK7C-YKPD | 43427 | 13.99 |
| 181901012 | AMAZON CAPITAL SERVICES | 11GM-QK7C-THGF | 43427 | 93.05 |
| 181901012 | AMAZON CAPITAL SERVICES | 1P6W-HNXV-RNNM | 43427 | 61.81 |
| 181901012 | AMAZON CAPITAL SERVICES | 1NN6-NDHM-1RWH | 43427 | 44.82 |
| 181901012 | AMAZON CAPITAL SERVICES | 1DCT-DGHW-JHGP | 43427 | 40.76 |
| 181901012 | AMAZON CAPITAL SERVICES | 16TC-Y1MR-16MR | 43427 | 82.76 |
| 181901012 | AMAZON CAPITAL SERVICES | 16TC-Y1MR-WGPL | 43427 | 98.19 |
| 181901012 | AMAZON CAPITAL SERVICES | 1TKT-QRFF-VLNN | 43427 | 13.92 |
| 181901012 | AMAZON CAPITAL SERVICES | 1XG1-FJFF-X3YF | 43427 | 44.94 |
| 181901012 | AMAZON CAPITAL SERVICES | 1TKT-QRFF-7X7M | 43427 | 199.96 |
| 181901012 | AMAZON CAPITAL SERVICES | 17T3-76N6-PQYC | 43427 | 164.00 |
| 181901012 | AMAZON CAPITAL SERVICES | 1DCT-DGHW-X3F7 | 43427 | 126.81 |
| 181901012 | AMAZON CAPITAL SERVICES | 1TKT-QRFF-TLY3 | 43427 | 206.30 |
| 181901012 | AMAZON CAPITAL SERVICES | 1LJ9-GLWJ-4PKX | 43427 | 88.93 |
| 181901012 | AMAZON CAPITAL SERVICES | 1C63-MVGW-NDFL | 43427 | 106.32 |
| 181901012 | AMAZON CAPITAL SERVICES | 1C63-MVGW-LLPR | 43427 | 133.56 |

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| 181901012 | AMAZON CAPITAL SERVICES | 1NN6-NDHM-X6DG | 43427 | 54.12 |
| 181901012 | AMAZON CAPITAL SERVICES | 1C63-MVGW-J9HV | 43427 | 44.79 |
| 181901012 | AMAZON CAPITAL SERVICES | 19JV-K63R-J47Q | 43427 | 44.04 |
| 181901012 | AMAZON CAPITAL SERVICES | 14NR-W741-JKDR | 43427 | 84.66 |
| 181901012 | AMAZON CAPITAL SERVICES | 14TR-H49H-JHQ1 | 43427 | 18.99 |
| 181901012 | AMAZON CAPITAL SERVICES | 1P6W-HNXV-XQ76 | 43427 | 11.75 |
| 181901012 | AMAZON CAPITAL SERVICES | 191V-YJRK-MMWX | 43427 | 246.64 |
| 181901013 | AMERICAN WELDING & GAS INC | 5942037 | 43427 | 121.78 |
| 181901014 | ANDREW, SARA | SEP-OCT2018 | 43427 | 23.98 |
| 181901015 | BAREGI, JILL | 43405 | 43427 | 96.00 |
| 181901016 | BARTLING, SHARON | 43374 | 43427 | 15.59 |
| 181901017 | BASSETT MECHANICAL, INC. | 6048513 | 43427 | 710.08 |
| 181901018 | BOUFFLEUR, BETH | 43374 | 43427 | 65.18 |
| 181901019 | BRECKE, ROXANNE | 43374 | 43427 | 51.99 |
| 181901020 | BROST, TONYA | 43405 | 43427 | 31.25 |
| 181901021 | CHAPMAN, DEBORAH | 43405 | 43427 | 163.88 |
| 181901021 | CHAPMAN, DEBORAH | NOV2018A | 43427 | 96.18 |
| 181901022 | CONSTELLATION ENERGY SERVICES | 2454147 | 43427 | 14,163.69 |
| 181901023 | DAMROW, CYNTHIA | 43344 | 43427 | 92.21 |
| 181901023 | DAMROW, CYNTHIA | 43374 | 43427 | 110.96 |
| 181901024 | DIGICOPY | 03-00-0398 | 43427 | 64.95 |
| 181901025 | DIPPEL, ASHLEY | 43405 | 43427 | 68.26 |
| 181901026 | EDENS, SARAH | 43374 | 43427 | 242.85 |
| 181901027 | ENGEN, TERI | 43374 | 43427 | 69.11 |
| 181901028 | FLETCHER, KATHRYN | 43405 | 43427 | 99.00 |
| 181901029 | FOX, GRETCHEN | SEP-OCT2018 | 43427 | 93.66 |
| 181901029 | FOX, GRETCHEN | 43374 | 43427 | 45.78 |
| 181901030 | FRANKLIN, WILLIAM II | 43374 | 43427 | 144.43 |
| 181901031 | FULLER, TARYN | 43374 | 43427 | 62.35 |
| 181901032 | GILBERTSON, MOLLIE | 43374 | 43427 | 112.60 |
| 181901033 | GREAT LAKES COCA-COLA DISTRIBUTION LLC | 2747208956 | 43427 | 234.24 |
| 181901033 | GREAT LAKES COCA-COLA DISTRIBUTION LLC | 2747209100 | 43427 | 910.80 |
| 181901034 | HAAKENSON, BRITTANY | 43405 | 43427 | 52.37 |
| 181901035 | HAHN, NATHAN | 43405 | 43427 | 40.46 |
| 181901036 | HEID MUSIC COMPANY, INC. | 2172505 | 43427 | 51.29 |
| 181901036 | HEID MUSIC COMPANY, INC. | 2245430 | 43427 | 52.00 |
| 181901037 | HEILMEIER, LAURIE | 43405 | 43427 | 39.40 |
| 181901038 | HOBART SALES AND SERVICE INC | ZB78417 | 43427 | 134.00 |
| 181901039 | HOFFMAN, SARA | 43374 | 43427 | 184.54 |
| 181901040 | HORAK REFRIGERATION INC | 38147 | 43427 | 140.50 |
| 181901041 | HUDDLESTON, DUDLEY | 43374 | 43427 | 35.99 |
| 181901042 | HUGHES, JAYMI | 43405 | 43427 | 51.18 |
| 181901043 | INDUSTRIAL ARTS SUPPLY IASCO | M13504 | 43427 | 89.19 |
| 181901044 | JACOBSON, LISA | OCT-NOV2018 | 43427 | 60.07 |
| 181901045 | JIRIK, SCOTT | 43374 | 43427 | 81.12 |
| 181901046 | KEMP, JANE | 43374 | 43427 | 40.88 |
| 181901047 | KOENIG, TAMMY | SEP-NOV2018 | 43427 | 15.90 |
| 181901048 | KOEPKE, RICHARD | 43374 | 43427 | 11.99 |
| 181901049 | KOSTKA, RACHAEL | OCT2018A | 43427 | 10.36 |
| 181901050 | KOWALKE, KATHLEEN | SEP-OCT2018 | 43427 | 58.74 |
| 181901051 | KRISS PREMIUM PROD INC | 159101 | 43427 | 145.00 |

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| 181901052 | LAMMERT, SARAH | 43405 | 43427 | 250.98 |
| 181901053 | LEMKE, ALEXSANDRA | 43374 | 43427 | 11.45 |
| 181901054 | LEPAK, MOLLY | 43374 | 43427 | 225.41 |
| 181901055 | LIGHTBODY, LLC | LIGHTBODY11818 | 43427 | 173.00 |
| 181901056 | LINDELL, JEFF | 43374 | 43427 | 74.39 |
| 181901057 | MCDONNELL, BRITTANY | 43374 | 43427 | 194.02 |
| 181901058 | MEURETT, MOLLY | 43405 | 43427 | 66.71 |
| 181901059 | MICHLIG, KAITLYN | 43374 | 43427 | 61.59 |
| 181901060 | MID WISCONSIN BEVERAGE | 2558338 | 43427 | 803.00 |
| 181901060 | MID WISCONSIN BEVERAGE | 2558336 | 43427 | 37.00 |
| 181901060 | MID WISCONSIN BEVERAGE | 2559337 | 43427 | 238.68 |
| 181901061 | MUELLER, MARLEE | 43374 | 43427 | 12.54 |
| 181901062 | MULTI-HEALTH SYSTEMS INC | i015520 | 43427 | 83.00 |
| 181901063 | MURPHY, MELISSA | 43374 | 43427 | 34.29 |
| 181901064 | NELSON, AARON | 43374 | 43427 | 11.45 |
| 181901065 | NEOLA, INC | 78021 | 43427 | 1,225.00 |
| 181901066 | NEWTON, PETE | 43405 | 43427 | 263.64 |
| 181901067 | NOWAK, JESSICA | 43405 | 43427 | 100.00 |
| 181901068 | NYE, CASEY | 43374 | 43427 | 75.97 |
| 181901069 | O'BRIEN, RENEE | 43374 | 43427 | 113.80 |
| 181901070 | OFFICE ENTERPRISES INC | 431990 | 43427 | 13,523.24 |
| 181901071 | OLSON, JULIE | Oct.2018 | 43427 | 656.64 |
| 181901072 | OOSTERHUIS, JENNY | 43405 | 43427 | 212.55 |
| 181901073 | PAGEL, AMANDA | 43374 | 43427 | 28.99 |
| 181901074 | PALM, AMY | AUG-OCT2018 | 43427 | 219.40 |
| 181901075 | PLACE, AMY | 43374 | 43427 | 191.24 |
| 181901076 | PLAMANN, LIBERTAD | SEP2018A | 43427 | 13.08 |
| 181901076 | PLAMANN, LIBERTAD | 43374 | 43427 | 13.08 |
| 181901077 | PRO ED, INC. | BW2721035 | 43427 | 5,726.70 |
| 181901078 | RACZKOWSKI, MARY ANN | 43374 | 43427 | 7.47 |
| 181901079 | REINHART FOODS INC | 594986 | 43427 | 206.45 |
| 181901080 | REXFORD, KRISTEN | 43405 | 43427 | 49.06 |
| 181901081 | ROCHESTER, TIMOTHY | OCT2018A | 43427 | 73.36 |
| 181901082 | RUPPERT, ELISSA | 43374 | 43427 | 53.41 |
| 181901083 | SCHALOW, CHARI | OCT2018A | 43427 | 15.70 |
| 181901084 | SCHOLASTIC INC. - CLASSROOM MAGAZINES | M6637023 | 43427 | 132.66 |
| 181901085 | SCHOMMER, MARK | 43374 | 43427 | 132.54 |
| 181901086 | SCHOOL SPECIALTY | 208121976803 | 43427 | 98.20 |
| 181901086 | SCHOOL SPECIALTY | 308103221088 | 43427 | 376.66 |
| 181901087 | SCHUELLER, DAWNEEN | OCT2018B | 43427 | 100.83 |
| 181901088 | SKALITZKY, DEVANNE | 43405 | 43427 | 59.25 |
| 181901089 | SONDELSKI, TRACI | 43405 | 43427 | 85.00 |
| 181901090 | SPIEGEL, TINA | 43374 | 43427 | 141.21 |
| 181901091 | STACK, AMY | 43374 | 43427 | 66.05 |
| 181901091 | STACK, AMY | 43405 | 43427 | 22.16 |
| 181901092 | SUN PRINTING INC | 101123 | 43427 | 300.00 |
| 181901093 | TEAM SPORTING GOODS INC | AAF011550 | 43427 | 304.80 |
| 181901093 | TEAM SPORTING GOODS INC | AAD007600 | 43427 | 915.00 |
| 181901094 | USIC LOCATING SERVICES INC | 304399 | 43427 | 604.86 |
| 181901095 | VAN BERKEL, DESIREE | VANBERKEL11918 | 43427 | 229.50 |
| 181901096 | WELLER, JULIE | 43374 | 43427 | 129.71 |

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| 181901097 | YANG, YAUO | 43374 | 43427 | 50.09 |
| 181901098 | AMAZON CAPITAL SERVICES | | 43434 | 0.00 |
| 181901098 | AMAZON CAPITAL SERVICES | | 43434 | 0.00 |
| 181901098 | AMAZON CAPITAL SERVICES | 14TR-H49H-VKYN | 43434 | 75.70 |
| 181901098 | AMAZON CAPITAL SERVICES | 1K19-RWJL-4CRJ | 43434 | 25.12 |
| 181901098 | AMAZON CAPITAL SERVICES | 1KD3-P746-4GQ3 | 43434 | 101.34 |
| 181901098 | AMAZON CAPITAL SERVICES | 1NK1-QYRD-XPLH | 43434 | -9.36 |
| 181901098 | AMAZON CAPITAL SERVICES | 1LPT-Y3PR-CL33 | 43434 | -37.44 |
| 181901098 | AMAZON CAPITAL SERVICES | 16M9-H7YF-FXQ6 | 43434 | 52.99 |
| 181901098 | AMAZON CAPITAL SERVICES | 1GJT-7WXR-YP69 | 43434 | 36.07 |
| 181901098 | AMAZON CAPITAL SERVICES | 1XXC-C99P-4HKW | 43434 | 13.98 |
| 181901098 | AMAZON CAPITAL SERVICES | 14TR-H49H-1NGH | 43434 | 179.76 |
| 181901098 | AMAZON CAPITAL SERVICES | 1KD3-P746-FQLL | 43434 | 148.35 |
| 181901098 | AMAZON CAPITAL SERVICES | 1HC6-TPGX-JFG1 | 43434 | 50.67 |
| 181901098 | AMAZON CAPITAL SERVICES | 1WPQ-K63L-QMTM | 43434 | 42.20 |
| 181901098 | AMAZON CAPITAL SERVICES | 1TKT-QRFF-T9DR | 43434 | 170.47 |
| 181901098 | AMAZON CAPITAL SERVICES | 1KD3-P746-CW9C | 43434 | 240.50 |
| 181901098 | AMAZON CAPITAL SERVICES | 1MGQ-RHFW-VTKX | 43434 | 43.38 |
| 181901098 | AMAZON CAPITAL SERVICES | 1KXN-XV14-NTRM | 43434 | 31.99 |
| 181901098 | AMAZON CAPITAL SERVICES | 1HC6-TPGX-PH7W | 43434 | 78.30 |
| 181901098 | AMAZON CAPITAL SERVICES | 1KXN-XV14-GVVT | 43434 | 111.00 |
| 181901098 | AMAZON CAPITAL SERVICES | 1HC6-TPGX-6PNT | 43434 | 108.93 |
| 181901098 | AMAZON CAPITAL SERVICES | 1K19-RWJL-Y79W | 43434 | 55.90 |
| 181901099 | ELLENBECKER CONST, S.D. INC. | 11741 | 43434 | 1,050.00 |
| 181901100 | FRANCE PROPANE SERVICE | 249936 | 43434 | 803.33 |
| 181901101 | HEID MUSIC COMPANY, INC. | 2275243 | 43434 | 136.00 |
| 181901101 | HEID MUSIC COMPANY, INC. | 2276685 | 43434 | 234.00 |
| 181901102 | HOENISCH, BENJAMIN | 43405 | 43434 | 56.84 |
| 181901103 | HORAK REFRIGERATION INC | 37863 | 43434 | 140.50 |
| 181901104 | HURRELL, ELIZABETH | 43374 | 43434 | 397.41 |
| 181901105 | JAKUBEK, JACQUE | 43405 | 43434 | 299.61 |
| 181901105 | JAKUBEK, JACQUE | NOV2018A | 43434 | 146.06 |
| 181901106 | JERRYS MUSIC INC | 138146 | 43434 | 130.00 |
| 181901107 | KENITZER, DICK | 11162018 | 43434 | 55.00 |
| 181901108 | LY, MAI LEE | 7 | 43434 | 823.25 |
| 181901108 | LY, MAI LEE | 10 | 43434 | 73.50 |
| 181901109 | MARCO TECHNOLOGIES LLC | INV5695042 | 43434 | 2,552.98 |
| 181901110 | NANOTEK DEVICE REPAIR LLC | 625 | 43434 | 1,130.00 |
| 181901111 | PER MAR SECURITY SERVICES, INC. | 1951120 | 43434 | 263.76 |
| 181901112 | SCHOOL SPECIALTY | 208122057793 | 43434 | 83.61 |
| 181901112 | SCHOOL SPECIALTY | 208122026371 | 43434 | 53.68 |
| 181901112 | SCHOOL SPECIALTY | 208121963104 | 43434 | 267.99 |
| 181901113 | TIERNEY BROTHERS, INC. | 781559 | 43434 | 3,014.48 |
| 181901114 | VAN BERKEL, DESIREE | VANBERKEL11818 | 43434 | 229.50 |
| 181901115 | VAN ERT ELECTRIC COMPANY INC. | 23798 | 43434 | 3,121.53 |
| 181901116 | WENNING GRINDING SUPPLY INC., J | 96423 | 43434 | 46.00 |
| 181901117 | WOCHINSKI, KATHRYN | 43374 | 43434 | 245.57 |
| 181901118 | AMAZON CAPITAL SERVICES | 14PC-Q6R1-F764 | 43434 | 10.00 |
| 181901119 | AMERICAN WELDING & GAS INC | 5957860 | 43434 | 121.78 |
| 181901120 | ANDREAS, HEATHER | AUG-SEP2018 | 43434 | 196.86 |
| 181901121 | CERNY, CASSANDRA | 43405 | 43434 | 230.22 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|------------------------------------|---------------------------|-----------------------|---------------|
| 181901122 | FORMS SPECIALISTS INC | 44651 | 43434 | 195.00 |
| 181901122 | FORMS SPECIALISTS INC | 44637 | 43434 | 98.00 |
| 181901123 | HELLER, CHRISTOPHER | 43344 | 43434 | 37.71 |
| 181901123 | HELLER, CHRISTOPHER | 43374 | 43434 | 104.59 |
| 181901124 | LAH INTERPRETING LLC | 2018 | 43434 | 100.00 |
| 181901125 | MID WISCONSIN BEVERAGE | 2560243 | 43434 | 645.21 |
| 181901126 | MULL, AARON | 43374 | 43434 | 283.41 |
| 181901127 | REINHART FOODS INC | 6077158 | 43434 | 637.24 |
| 181901128 | ZOESCH, DANIELLE | 43405 | 43434 | 19.22 |
| 181901130 | ABLE DISTRIBUTING CO INC | S013618715.001 | 43437 | 70.11 |
| 181901130 | ABLE DISTRIBUTING CO INC | S013625339.001 | 43437 | 180.74 |
| 181901130 | ABLE DISTRIBUTING CO INC | S013625339.002 | 43437 | 152.46 |
| 181901130 | ABLE DISTRIBUTING CO INC | S013643177.001 | 43437 | 55.25 |
| 181901131 | ADAMUS, AMY | 43405 | 43437 | 39.00 |
| 181901132 | ASPIRUS YMCA CHILD DEV CTR | YMCA-4K-Nov18 | 43437 | 26,372.11 |
| 181901133 | DAHLGREN, JAMES | 43405 | 43437 | 147.15 |
| 181901134 | ETCO ELECTRIC SUPPLY INC | 3289476 | 43437 | 69.49 |
| 181901135 | HEID MUSIC COMPANY, INC. | 2263356 | 43437 | 96.00 |
| 181901135 | HEID MUSIC COMPANY, INC. | 2263357 | 43437 | 203.10 |
| 181901136 | HUDDLESTON, DUDLEY | 43405 | 43437 | 49.45 |
| 181901137 | KEY TO LIFE CHILDCARE CENTER, INC. | KYLF-4K-Nov18 | 43437 | 9,661.07 |
| 181901138 | KINDER CARE LEARNING CTR, INC. | KIND-4K-Nov18 | 43437 | 7,458.79 |
| 181901139 | MARA CTY CHILD DEVELOPMENT | MCCDA-4K-Nov18 | 43437 | 4,271.76 |
| 181901140 | MOUNT OLIVE 4K PROGRAM | MTOL-4K-Nov18 | 43437 | 10,705.51 |
| 181901141 | NEWMAN CATHOLIC-ST MARK | STMA-4K-Nov18 | 43437 | 8,931.45 |
| 181901142 | NEWMAN CATHOLIC-ST THERESE | STTH-4K-Nov18 | 43437 | 7,652.76 |
| 181901143 | PAXTON PATTERSON | 365472 | 43437 | 1,460.00 |
| 181901144 | ROTO-GRAPHIC PRINTING INC | 4432 | 43437 | 65.00 |
| 181901145 | SCHOOL SPECIALTY | 208122063726 | 43437 | 74.90 |
| 181901146 | SKYWARD INC | 195120 | 43437 | 1,900.00 |
| 181901147 | SYBELDON, THERESA | 43405 | 43437 | 85.34 |
| 181901148 | WAUSAU CHILD CARE-CEDAR CR, INC. | WACC-4K-Nov18 | 43437 | 6,005.53 |
| 181901149 | ABLE DISTRIBUTING CO INC | S013654913.001 | 43441 | 96.22 |
| 181901149 | ABLE DISTRIBUTING CO INC | S013616076.002 | 43441 | 31.72 |
| 181901149 | ABLE DISTRIBUTING CO INC | S013662328.001 | 43441 | 64.23 |
| 181901150 | ALPHA BAKING CO., INC. | 180126319010 | 43441 | 148.60 |
| 181901150 | ALPHA BAKING CO., INC. | 180126319009 | 43441 | 33.50 |
| 181901150 | ALPHA BAKING CO., INC. | 180126319008 | 43441 | 70.16 |
| 181901150 | ALPHA BAKING CO., INC. | 180126323006 | 43441 | 110.84 |
| 181901150 | ALPHA BAKING CO., INC. | 180126323008 | 43441 | 188.80 |
| 181901150 | ALPHA BAKING CO., INC. | 180126323007 | 43441 | 87.79 |
| 181901150 | ALPHA BAKING CO., INC. | 180126330006 | 43441 | 82.34 |
| 181901150 | ALPHA BAKING CO., INC. | 180126330007 | 43441 | 84.24 |
| 181901150 | ALPHA BAKING CO., INC. | 180126330008 | 43441 | 336.99 |
| 181901150 | ALPHA BAKING CO., INC. | 180126333011 | 43441 | 85.25 |
| 181901150 | ALPHA BAKING CO., INC. | 180126333009 | 43441 | 55.50 |
| 181901150 | ALPHA BAKING CO., INC. | 180126333010 | 43441 | 40.39 |
| 181901150 | ALPHA BAKING CO., INC. | 180126281008 | 43441 | 100.50 |
| 181901150 | ALPHA BAKING CO., INC. | 180126305009 | 43441 | 57.98 |
| 181901150 | ALPHA BAKING CO., INC. | 180126305010 | 43441 | 57.44 |
| 181901150 | ALPHA BAKING CO., INC. | 180126305011 | 43441 | 292.45 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|--|---------------------------|-----------------------|---------------|
| 181901151 | AMAZON CAPITAL SERVICES | | 43441 | 0.00 |
| 181901151 | AMAZON CAPITAL SERVICES | 1HKM-K4R4-QR4V | 43441 | 6.91 |
| 181901151 | AMAZON CAPITAL SERVICES | 1KD1-TKFF-DCW7 | 43441 | 218.81 |
| 181901151 | AMAZON CAPITAL SERVICES | 1MGQ-RHFW-6PQ4 | 43441 | 35.46 |
| 181901151 | AMAZON CAPITAL SERVICES | 1RXX-R34C-69J4 | 43441 | 217.88 |
| 181901151 | AMAZON CAPITAL SERVICES | 1CW3-VCXP-RJ91 | 43441 | 15.98 |
| 181901151 | AMAZON CAPITAL SERVICES | 1RXX-R34C-9W7V | 43441 | 31.47 |
| 181901151 | AMAZON CAPITAL SERVICES | 1CW3-VCXP-G7GR | 43441 | 74.84 |
| 181901151 | AMAZON CAPITAL SERVICES | 11HP-CX9G-LYRP | 43441 | 82.10 |
| 181901151 | AMAZON CAPITAL SERVICES | 1KKW-T9XX-61WX | 43441 | -18.99 |
| 181901152 | AMERICAN WELDING & GAS INC | 5955032 | 43441 | 253.22 |
| 181901152 | AMERICAN WELDING & GAS INC | 5955110 | 43441 | 18.95 |
| 181901152 | AMERICAN WELDING & GAS INC | 5979294 | 43441 | 83.67 |
| 181901153 | ARCHIQUETTE, JEANNE | 43405 | 43441 | 81.75 |
| 181901153 | ARCHIQUETTE, JEANNE | 43374 | 43441 | 106.28 |
| 181901154 | AUGUST WINTER & SONS INC | 8142 | 43441 | 940.00 |
| 181901154 | AUGUST WINTER & SONS INC | 7759 | 43441 | 1,544.00 |
| 181901155 | BARTLING, SHARON | 43405 | 43441 | 7.37 |
| 181901155 | BARTLING, SHARON | 43435 | 43441 | 55.85 |
| 181901155 | BARTLING, SHARON | NOV2018A | 43441 | 11.23 |
| 181901156 | BASS, JOSHUA | 43344 | 43441 | 107.91 |
| 181901157 | BAUDHUIN, LATICIA | 43405 | 43441 | 102.19 |
| 181901158 | CAREER BUILDER EMPLOYMENT SCREENING, LLC | AUR1095964 | 43441 | 99.90 |
| 181901158 | CAREER BUILDER EMPLOYMENT SCREENING, LLC | AUR1095965 | 43441 | 997.40 |
| 181901159 | CESA 9, INC. | 10860 | 43441 | 4,425.00 |
| 181901160 | CHAPMAN, DEBORAH | NOV2018B | 43441 | 10.90 |
| 181901160 | CHAPMAN, DEBORAH | NOV2018C | 43441 | 85.10 |
| 181901161 | COUNTY MATERIALS CORP. | 3161078-00 | 43441 | 70.00 |
| 181901162 | DAHLGREN, JAMES | NOV2018A | 43441 | 17.97 |
| 181901163 | DAVIES, ELYSE | 43405 | 43441 | 77.21 |
| 181901164 | DERCKS, ALYSSA | 43405 | 43441 | 11.45 |
| 181901165 | EGGERT, STEPHANIE | EGGERT112818 | 43441 | 146.50 |
| 181901166 | ELLENBECKER CONST, S.D. INC. | 11749 | 43441 | 3,000.00 |
| 181901167 | EVANS, ALYSON | 43405 | 43441 | 65.40 |
| 181901168 | FOREMAN, RONALD | 43435 | 43441 | 60.00 |
| 181901169 | FORMS SPECIALISTS INC | 44727 | 43441 | 75.00 |
| 181901169 | FORMS SPECIALISTS INC | 44728 | 43441 | 495.00 |
| 181901170 | GILMORE, KRISTINE | NOV2018A | 43441 | 85.02 |
| 181901171 | GINGERROOT LLC | 1825 | 43441 | 3,750.00 |
| 181901172 | GLEISNER, MARY ANN | AUG-SEP2018 | 43441 | 218.04 |
| 181901173 | GRAINGER INC, WW | 9007531123 | 43441 | 561.82 |
| 181901174 | GREAT LAKES COCA-COLA DISTRIBUTION LLC | 2747209261 | 43441 | 234.24 |
| 181901175 | HACKBARTH, LINDA | HACKBARTH12418 | 43441 | 195.00 |
| 181901176 | HELLER, CHRISTOPHER | 43405 | 43441 | 185.08 |
| 181901177 | HOFFMAN, AARON | AUG-OCT2018 | 43441 | 170.86 |
| 181901177 | HOFFMAN, AARON | 43405 | 43441 | 56.95 |
| 181901178 | HOSTVEDT, JAMES | 43405 | 43441 | 57.61 |
| 181901179 | JABLONSKI, JASON | 43405 | 43441 | 97.28 |
| 181901180 | KNAACK, ROBERT | 43435 | 43441 | 60.00 |
| 181901181 | KOSTKA, RACHAEL | 43405 | 43441 | 35.26 |
| 181901182 | KRUG BUS SERVICE, INC. | 10192 | 43441 | 1,000.00 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|---------------------------------|---------------------------|-----------------------|---------------|
| 181901183 | LECHNER, MARY | 43405 | 43441 | 123.99 |
| 181901184 | LEMKE, ALEXSANDRA | 43405 | 43441 | 10.90 |
| 181901185 | MARATHON PEST CONTROL | 26880 | 43441 | 28.00 |
| 181901185 | MARATHON PEST CONTROL | 26891 | 43441 | 28.00 |
| 181901185 | MARATHON PEST CONTROL | 26885 | 43441 | 28.00 |
| 181901185 | MARATHON PEST CONTROL | 26884 | 43441 | 35.00 |
| 181901185 | MARATHON PEST CONTROL | 26886 | 43441 | 28.00 |
| 181901185 | MARATHON PEST CONTROL | 26887 | 43441 | 35.00 |
| 181901185 | MARATHON PEST CONTROL | 26879 | 43441 | 28.00 |
| 181901185 | MARATHON PEST CONTROL | 26890 | 43441 | 35.00 |
| 181901185 | MARATHON PEST CONTROL | 26897 | 43441 | 28.00 |
| 181901185 | MARATHON PEST CONTROL | 26904 | 43441 | 28.00 |
| 181901185 | MARATHON PEST CONTROL | 26928 | 43441 | 28.00 |
| 181901186 | MC MILLAN-HEHIR, HEATHER | 43405 | 43441 | 32.05 |
| 181901187 | MCDONNELL, BRITTANY | 43405 | 43441 | 180.07 |
| 181901188 | MEYER, REBECCA | 43405 | 43441 | 182.30 |
| 181901189 | MID WISCONSIN BEVERAGE | 2561444 | 43441 | 30.24 |
| 181901189 | MID WISCONSIN BEVERAGE | 2561443 | 43441 | 128.00 |
| 181901189 | MID WISCONSIN BEVERAGE | 2561445 | 43441 | 1,282.99 |
| 181901190 | MIDLAND PAPER COMPANY, INC. | IN00985971 | 43441 | 2,913.37 |
| 181901190 | MIDLAND PAPER COMPANY, INC. | IN00990567 | 43441 | 84.55 |
| 181901191 | MMG EMPLOYER SOLUTIONS, INC. | 140618 | 43441 | 1,444.00 |
| 181901192 | NANOTEK DEVICE REPAIR LLC | 631 | 43441 | 1,410.00 |
| 181901193 | NELSON, AARON | OCT2018A | 43441 | 8.39 |
| 181901194 | NEWTON, PETE | NOV2018A | 43441 | 30.00 |
| 181901195 | O'BRIEN, RENEE | 43405 | 43441 | 123.28 |
| 181901196 | OFFICE ENTERPRISES INC | 433622 | 43441 | 40.00 |
| 181901197 | PAVLOVICH, JENNIFER | AUG-NOV2018 | 43441 | 348.58 |
| 181901198 | PAXTON PATTERSON | 365112 | 43441 | 167.71 |
| 181901198 | PAXTON PATTERSON | 2365388 | 43441 | 170.19 |
| 181901199 | PER MAR SECURITY SERVICES, INC. | 1964971 | 43441 | 274.82 |
| 181901200 | PISCA, SARAH | PISCA112818 | 43441 | 88.00 |
| 181901201 | PRAHL, TINA | 43405 | 43441 | 123.39 |
| 181901202 | QUALITY ROOFING INC | 18-437 | 43441 | 461.00 |
| 181901202 | QUALITY ROOFING INC | 18-433 | 43441 | 538.00 |
| 181901203 | REALLY GOOD STUFF, LLC | 6772465 | 43441 | 21.32 |
| 181901204 | REID-MICHLIG, LISA | 43405 | 43441 | 106.35 |
| 181901205 | REINDERS INC | 2407979-00 | 43441 | 646.40 |
| 181901206 | REINHART FOODS INC | 614989 | 43441 | 989.01 |
| 181901206 | REINHART FOODS INC | 607929 | 43441 | 355.83 |
| 181901207 | RIGGS SITE CONSULTING LLC | 4529 | 43441 | 2,700.00 |
| 181901208 | RIISER ENERGY LLC | 109923 | 43441 | 1,035.85 |
| 181901208 | RIISER ENERGY LLC | 109929 | 43441 | 755.71 |
| 181901208 | RIISER ENERGY LLC | 111206 | 43441 | 1,447.08 |
| 181901209 | RUPPERT, ELISSA | 43405 | 43441 | 37.39 |
| 181901210 | SCHNECK, TRINA | 43405 | 43441 | 57.61 |
| 181901211 | SCHOOL SPECIALTY | 208/122069424 | 43441 | 81.64 |
| 181901211 | SCHOOL SPECIALTY | 208122069130 | 43441 | 124.84 |
| 181901211 | SCHOOL SPECIALTY | 208122069131 | 43441 | 39.39 |
| 181901211 | SCHOOL SPECIALTY | 308103228528 | 43441 | 13.84 |
| 181901212 | SCHUELLER, DAWNEEN | 43405 | 43441 | 80.12 |

**DC EVEREST AREA SCHOOL DISTRICT
BOARD CHECK REGISTER (11/15/2018-12/12/2018)**

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|-------------------------------|---------------------------|-----------------------|---------------|
| 181901213 | SCHUSTER, TERESE | 43405 | 43441 | 72.98 |
| 181901214 | SELLE, SUZANNE | 43405 | 43441 | 24.42 |
| 181901215 | STACK, AMY | NOV2018A | 43441 | 48.94 |
| 181901216 | STEINKE, ALLEN | 43374 | 43441 | 104.64 |
| 181901217 | STOSKOPF, JACK | 43405 | 43441 | 59.79 |
| 181901218 | THAO, METHUSELAH | 43405 | 43441 | 39.79 |
| 181901219 | THEISS, HEATHER | 43405 | 43441 | 146.29 |
| 181901220 | TREPTOW, FELECITY | 43405 | 43441 | 167.91 |
| 181901221 | VAN ERT ELECTRIC COMPANY INC. | 23796 | 43441 | 598.16 |
| 181901221 | VAN ERT ELECTRIC COMPANY INC. | 23799 | 43441 | 725.27 |
| 181901221 | VAN ERT ELECTRIC COMPANY INC. | 23800 | 43441 | 3,834.49 |
| 181901221 | VAN ERT ELECTRIC COMPANY INC. | 23802 | 43441 | 273.95 |
| 181901221 | VAN ERT ELECTRIC COMPANY INC. | 23801 | 43441 | 778.40 |
| 181901222 | VESPER, WENDY | OCT-NOV2018 | 43441 | 176.06 |
| 181901222 | VESPER, WENDY | SEP-NOV2018 | 43441 | 473.19 |
| 181901223 | WASB-WI ASSN OF SCHL BOARDS | 18244 & 18284 | 43441 | 2,264.00 |
| 181901224 | WAUSAU SCHOOL DISTRICT | 11-426-341-256770-40 | 43441 | 135.60 |
| 181901225 | WENDORF, MICHAEL | 43405 | 43441 | 10.00 |
| 181901226 | WISTROM, LISA | OCT-NOV2018 | 43441 | 203.05 |
| 181901227 | ZURAKOWSKI, AUSTIN | 43405 | 43441 | 329.99 |
| 181901227 | ZURAKOWSKI, AUSTIN | NOV2018A | 43441 | 9.37 |

1,953,375.56

FUND 49
(11/15/2018-12/12/2018)

| CHECK NUMBER | VENDOR | INVOICE NUMBER | CHECK DATE | AMOUNT |
|-------------------------|---------------------------|---------------------------|-----------------------|-------------------|
| 4900179 | BPI COLOR | 0537853 &0537728 | 43,434.00 | 1,149.19 |
| 4900180 | ELLIS CONSTRUCTION | AIA G702/CMa18113 | 43,434.00 | 78,325.34 |
| 4900181 | GREEN VALLEY SEPTIC LLC | MT0056 and MT0001 | 43,434.00 | 675.00 |
| 4900182 | PRESTO PRINTS | 76,527.00 | 43,434.00 | 19.47 |
| 4900183 | STAINLESS SPECIALISTS INC | AIA G702 WS 2 Mech | 43,434.00 | 4,845.00 |
| 4900184 | STOCOR , LLC | DCE SRH BP #1 8775 | 43,434.00 | 350.00 |
| 181901129 | NEXUS SOLUTIONS, LLC | W47-PC1&2 #740 | 43,434.00 | 26,636.36 |
| 181901129 | NEXUS SOLUTIONS, LLC | W47-PM3 #741 | 43,434.00 | 511,826.90 |
| | | | | 623,827.26 |

| | | 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 | 52,373,666.57 | 56,762,002.19 | 210,610.29 |
| 10 | A | 000 | 000 | 711100 | 000 000 000 | GENERAL FUND/PAYROLL CLEARANCE ACCOUNT | | | | | | 0.00 | 16,840,246.77 | 16,840,246.77 | 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 | 44,951,088.35 | 39,174,740.48 | 5,261,836.25 |
| 10 | A | 000 | 000 | 712999 | 000 000 000 | GENERAL FUND/WISC INVESTMENT ACCOUNT, PMA | | | | | | 504,800.77 | 508,000.00 | 503,704.36 | 500,505.13 |
| 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 | 3,718,000.00 | 3,718,000.00 | 0.00 |
| 10 | L | 000 | 000 | 811200 | 000 000 000 | GENERAL FUND/ACCOUNTS PAYABLE | | | | | | -384,739.58 | 9,441,289.28 | 9,826,028.86 | 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 | 618,062.42 | 666,122.80 | 0.00 |
| 10 | L | 000 | 000 | 811611 | 000 000 000 | GENERAL FUND/FICA | | | | | | -216,550.87 | 2,633,061.06 | 2,849,611.93 | 0.00 |
| 10 | L | 000 | 000 | 811612 | 000 000 000 | GENERAL FUND/FEDERAL INCOME TAX | | | | | | 1,070.64 | 1,598,954.24 | 1,597,883.60 | 0.00 |
| 10 | L | 000 | 000 | 811613 | 000 000 000 | GENERAL FUND/STATE INCOME TAX | | | | | | -136,500.47 | 853,550.08 | 990,050.55 | 0.00 |
| 10 | L | 000 | 000 | 811620 | 000 000 000 | GENERAL FUND/RETIREMENT DEDUCTION | | | | | | -633,556.98 | 2,552,287.58 | 2,569,330.24 | -616,514.32 |
| 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 | 69,024.25 | 75,223.01 | -2,539.96 |
| 10 | L | 000 | 000 | 811634 | 000 000 000 | GENERAL FUND/SPOUSE/DEP'DT LIFE INSURANCE | | | | | | -2,017.69 | 5,757.04 | 5,440.39 | -2,334.34 |
| 10 | L | 000 | 000 | 811635 | 000 000 000 | GENERAL FUND/DEPENDENT CARE - CHPT125 | | | | | | -7,980.32 | 42,294.86 | 43,304.93 | -6,970.25 |
| 10 | L | 000 | 000 | 811636 | 000 000 000 | GENERAL FUND/DENTAL-PPO CHAPTER 125 | | | | | | 0.00 | 0.00 | 0.00 | 0.00 |

| | | 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 | 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 | 41,281.16 | 39,988.63 | -5,259.93 |
| 10 | L | 000 | 000 | 811640 | 000 000 000 | GENERAL FUND/UNITED WAY | | | | | | 0.00 | 10,753.38 | 10,753.38 | 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 | 41,686.40 | 45,855.56 | -9,813.82 |
| 10 | L | 000 | 000 | 811647 | 000 000 000 | GENERAL FUND/LIMITED FLEX PLAN-CHAPTER 125 | | | | | | 1,213.49 | 6,036.30 | 4,523.46 | -299.35 |
| 10 | L | 000 | 000 | 811648 | 000 000 000 | GENERAL FUND/SUPPLEMENTAL LIFE INSURANCE | | | | | | -3,299.53 | 20,894.85 | 20,015.18 | -4,179.20 |
| 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 | 3,919.32 | 3,919.32 | 0.00 |
| 10 | L | 000 | 000 | 811655 | 000 000 000 | GENERAL FUND/V VISION PLAN | | | | | | -257.76 | 14,802.80 | 16,377.60 | 1,317.04 |
| 10 | L | 000 | 000 | 811656 | 000 000 000 | GENERAL FUND/V SHORT TERM DISABILITY | | | | | | 3,820.25 | 26,102.32 | 24,469.83 | 2,187.76 |
| 10 | L | 000 | 000 | 811665 | 000 000 000 | GENERAL FUND/ROTH 403(b) | | | | | | 0.00 | 27,074.60 | 27,074.60 | 0.00 |
| 10 | L | 000 | 000 | 811670 | 000 000 000 | GENERAL FUND/TSA'S | | | | | | 0.00 | 450,946.69 | 450,946.69 | 0.00 |
| 10 | L | 000 | 000 | 811673 | 000 000 000 | GENERAL FUND/RETIREE HEALTH | | | | | | 0.00 | 72,700.31 | 4,022.03 | -68,678.28 |
| 10 | L | 000 | 000 | 811674 | 000 000 000 | GENERAL FUND/RETIREE DENTAL | | | | | | 0.00 | 4,278.70 | 0.00 | -4,278.70 |
| 10 | L | 000 | 000 | 811675 | 000 000 000 | GENERAL FUND/RETIREE LIFE | | | | | | -8,155.08 | 3,397.95 | 0.00 | -11,553.03 |
| 10 | L | 000 | 000 | 811699 | 000 000 000 | GENERAL FUND/MISCELLANEOUS | | | | | | 0.00 | 53,407.66 | 53,407.66 | 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 | 34,667,551.13 | 34,667,551.13 | 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 | 4,788,749.63 | 5,434,475.29 | -156,520.79 |
| 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 | 456,558.14 | 454,961.38 | -141,184.31 |
| 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 | 2,278,015.55 | 2,081,618.72 | | -196,396.83 |
| 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 | 45,846,785.86 | 32,500,693.15 | | -21,907,144.40 |
| 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 | 233,932,336.29 | 233,932,336.29 | | 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 | 4,154,854.27 | 988,248.66 | -2,574,738.64 |
| 27 | A | 000 | 000 | 711100 | 000 | 000 | 000 | SPECIAL | EDUCATION | FUND/PAYROLL CLEARANCE ACCOUNT | | 0.00 | 4,211,943.12 | 4,211,943.12 | 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 | 898,366.37 | 898,366.37 | 0.00 |
| 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 | 312,395.72 | 314,810.90 | 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 | 6,145,614.45 | 6,145,614.45 | 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 | 148,485.79 | 101,380.01 | -47,105.78 |
| 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 | 2,147,125.97 | 4,768,970.39 | 2,621,844.42 |
| 27 | - | --- | --- | ----- | --- | --- | --- | | | | | 0.00 | 18,324,015.80 | 18,324,015.80 | 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 | 830,371.04 | 810,881.93 | 1,007,077.41 |
| 50 | A | 000 | 000 | 711100 | 000 | 000 | 000 | FOOD SERVICE FUND/PAYROLL CLEARANCE ACCOUNT | | | | | | | | 0.00 | 415,959.88 | 415,959.88 | 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 | 500,956.46 | 500,956.46 | 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 | 405,683.54 | 414,444.88 | 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 | 427,171.84 | 427,171.84 | 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 | 8,290.54 | 7,846.24 | -444.30 |
| 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 | 890,043.30 | 966,857.56 | -920,245.96 |
| 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 | 3,555,275.66 | 3,555,275.66 | 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 |
| 80 | A | 000 | 000 | 711000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 78,425.77 | 688,862.24 | | 580,117.66 | | -30,318.81 |
| 80 | A | 000 | 000 | 711001 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 250.00 | 0.00 | | 0.00 | | 250.00 |
| 80 | A | 000 | 000 | 711100 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 398,743.86 | | 398,743.86 | | 0.00 |
| 80 | A | 000 | 000 | 711105 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 711200 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 1,030.00 | 0.00 | | 0.00 | | 1,030.00 |
| 80 | A | 000 | 000 | 711300 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 712000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 713100 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 250,000.00 | | 250,000.00 |
| 80 | A | 000 | 000 | 713200 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 82,867.51 | 82,867.51 | | 0.00 | | 0.00 |
| 80 | A | 000 | 000 | 713205 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 5,192.26 | 3,316.91 | | 0.00 | | 1,875.35 |
| 80 | A | 000 | 000 | 714100 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 000000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811200 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -18,131.15 | 231,299.30 | | 249,430.45 | | 0.00 |
| 80 | L | 000 | 000 | 811225 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811558 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811610 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -215.48 | 0.00 | | 215.48 | | 0.00 |
| 80 | L | 000 | 000 | 811611 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -2,710.24 | 0.00 | | 2,710.24 | | 0.00 |
| 80 | L | 000 | 000 | 811620 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -938.40 | 0.00 | | 938.40 | | 0.00 |
| 80 | L | 000 | 000 | 811628 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811630 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811633 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811645 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 811815 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 430,631.27 | | 430,631.27 | | 0.00 |
| 80 | L | 000 | 000 | 811820 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -38,291.12 | 0.00 | | 38,291.12 | | 0.00 |
| 80 | L | 000 | 000 | 812000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816900 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -5,272.29 | 0.00 | | 5,272.29 | | 0.00 |
| 80 | L | 000 | 000 | 816901 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -35,780.08 | 0.00 | | 35,780.08 | | 0.00 |
| 80 | L | 000 | 000 | 816902 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -9,928.79 | 0.00 | | 9,928.79 | | 0.00 |
| 80 | L | 000 | 000 | 816903 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -39,044.58 | 0.00 | | 39,044.58 | | 0.00 |
| 80 | L | 000 | 000 | 816904 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816905 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816906 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816907 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816908 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -434.00 | 0.00 | | 434.00 | | 0.00 |
| 80 | L | 000 | 000 | 816909 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 816911 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -8,643.96 | 0.00 | | 8,643.96 | | 0.00 |
| 80 | L | 000 | 000 | 816913 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | -397.19 | 0.00 | | 397.19 | | 0.00 |
| 80 | L | 000 | 000 | 817101 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | L | 000 | 000 | 817200 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 0.00 | 0.00 | | 0.00 | | 0.00 |
| 80 | Q | 000 | 000 | 000000 | 000 | 000 | 000 | 000 | 000 | 000 | 000 | 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 | |
| 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 | 908,291.20 | 693,493.77 | -222,775.69 |
| 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 | 2,744,073.14 | 2,744,073.14 | 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 | | |
| Grand Asset Totals | | | | | | | | 17,677,542.59 | 135,383,764.35 | | 140,584,422.74 | | 22,878,200.98 | | |
| Grand Liability Totals | | | | | | | | -7,771,452.42 | 70,944,837.48 | | 76,850,418.31 | | -1,865,871.59 | | |
| Grand Equity Totals | | | | | | | | -9,906,090.17 | 52,227,099.06 | | 41,120,859.84 | | -21,012,329.39 | | |
| Grand Totals | | | | | | | | 0.00 | 258,555,700.89 | | 258,555,700.89 | | 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: 12/12/18
 PROGRAM NAME: fin/3amgip01. TIME: 8:24:25 AM
 COPIES: 1 LPI: 6
 RUN ON SERVER: yes CREATE ASCII FILE: NO

| BATCHES SELECTED: | POST DATE | BATCH # | DESCRIPTION |
|-------------------|------------|----------|---|
| | 12/11/2018 | 18-00103 | to cover crayola markers |
| | 12/11/2018 | 18-00102 | Tr funds to cover expense for guidance DVD's |
| | 12/11/2018 | 18-00101 | funds needed for Guidance /Employee Travel |
| | 12/11/2018 | 18-00100 | ADVERTISING FOR PROGRAMS |
| | 12/06/2018 | 18-00099 | Transfer to pay for Student bus trip from cor |
| | 12/06/2018 | 18-00098 | To cover the cost of radios District-Wide |
| | 12/05/2018 | 18-00097 | Transfer from 434 to 439 |
| | 12/04/2018 | 18-00096 | to cover teachers Discovery |
| | 12/04/2018 | 18-00095 | TO COVER SHORTFALL IN COST OF NEW SOFTWARE PR |
| | 12/04/2018 | 18-00094 | Transfer to pay for registration at Fritz Wen |
| | 12/03/2018 | 18-00093 | Money for online Magazines |
| | 12/03/2018 | 18-00092 | Money needed for replacement climbing helmets |
| | 12/03/2018 | 18-00091 | Transfer to pay for student project wood from |
| | 11/29/2018 | 18-00090 | Transfer to cover additional unexpected cost |
| | 11/28/2018 | 18-00089 | to cover rental of 8 studio lights for Ron Ad |
| | 11/28/2018 | 18-00087 | TRANSFER TO COVER COSTS OF NEW PROGRAM SOFTWA |
| | 11/28/2018 | 18-00080 | Create Separate Account for Second Safety Gra |
| | 11/21/2018 | 18-00088 | To cover the cost of new time clocks |
| | 11/20/2018 | 18-00086 | to cover reimbursement for Incentives and 1st |
| | 11/19/2018 | 18-00085 | Transfer Funds for alignment of actual spendi |
| | 11/16/2018 | 18-00084 | Transfer to cover cost of PAES Lab |
| | 11/15/2018 | 18-00083 | transfer for Miss Fox |
| | 11/15/2018 | 18-00082 | to cover Scholastic Art subscription for Jean |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|---|--|------------------|--------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00103 | to cover crayola markers | 2018-2019 | 12/11/2018 | 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 | | to cover crayola markers | | 10 E 400 481 123000 000 | 123 000 | 12/11/2018 | 0.00 | 25.25 |
| 2 | | to cover crayola markers | | 10 E 400 411 123000 000 | 123 000 | 12/11/2018 | 25.25 | 0.00 |
| TOTALS | | | | | | | 25.25 | 25.25 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
| 18-00102 | Tr funds to cover expense for guidance DVD's | 2018-2019 | 12/11/2018 | 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 | | Tr funds to cover expense for guidance DVDs on abuse | | 10 E 108 479 110000 000 | 213 000 | 12/11/2018 | 0.00 | 119.94 |
| 2 | | Tr funds to cover expense for guidance DVDs on abuse | | 10 E 108 411 213000 000 | 213 000 | 12/11/2018 | 119.94 | 0.00 |
| TOTALS | | | | | | | 119.94 | 119.94 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
| 18-00101 | funds needed for Guidance /Employee Travel | 2018-2019 | 12/11/2018 | 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 | | funds needed for Guidance /Employee Travel | | 10 E 400 440 213000 000 | 213 000 | 12/10/2018 | 0.00 | 150.00 |
| 2 | | funds needed for Guidance /Employee Travel | | 10 E 400 342 213000 000 | 213 000 | 12/10/2018 | 150.00 | 0.00 |
| TOTALS | | | | | | | 150.00 | 150.00 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
| 18-00100 | ADVERTISING FOR PROGRAMS | 2018-2019 | 12/11/2018 | 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 | | DUES AND FEES | | 80 E 861 940 253300 000 | 300 000 | 12/07/2018 | 0.00 | 2,000.00 |
| 2 | | ADVERTISING ACCOUNT | | 80 E 861 351 393000 000 | 300 000 | 12/07/2018 | 2,000.00 | 0.00 |
| TOTALS | | | | | | | 2,000.00 | 2,000.00 |
| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
| 18-00099 | Transfer to pay for Student bus trip from cor | 2018-2019 | 12/06/2018 | 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 Student bus trip from correct account | | 10 E 400 411 135000 000 | 135 000 | 12/06/2018 | 0.00 | 63.02 |
| 2 | | Transfer to pay for Student bus trip from correct account | | 10 E 400 341 256770 000 | 135 000 | 12/06/2018 | 63.02 | 0.00 |
| TOTALS | | | | | | | 63.02 | 63.02 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|-------------------------|-----------------|------------|--------------|---------------|
| 18-00098 | To cover the cost of radios District-Wide | 2018-2019 | 12/06/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | To cover the cost of radios District-Wide | 10 E 830 440 251000 000 | 251 000 | 12/06/2018 | 28,000.00 | 0.00 |
| 2 | | To cover the cost of radios District-Wide | 10 E 830 561 251000 000 | 251 000 | 12/06/2018 | 0.00 | 28,000.00 |
| TOTALS | | | | | | 28,000.00 | 28,000.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|--------------------------|---|-------------------------|-----------------|------------|--------------|---------------|
| 18-00097 | Transfer from 434 to 439 | 2018-2019 | 12/05/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | This money was allocated for e magazines, but the company has refused to contact me. I am transferring the money to 439 to cover replacement robots and other makerspace items. | 10 E 108 434 222200 031 | 220 000 | 12/05/2018 | 0.00 | 1,999.00 |
| 2 | | This money is for robotics and other makerspace materials. | 10 E 108 439 222200 031 | 220 000 | 12/05/2018 | 1,999.00 | 0.00 |
| TOTALS | | | | | | 1,999.00 | 1,999.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|-----------------------------|------------------------------------|-------------------------|-----------------|------------|--------------|---------------|
| 18-00096 | to cover teachers Discovery | 2018-2019 | 12/04/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | to cover teachers Discovery | 10 E 400 481 123000 000 | 123 000 | 12/04/2018 | 0.00 | 2.49 |
| 2 | | to cover teachers Discovery | 10 E 400 411 123000 000 | 123 000 | 12/04/2018 | 2.49 | 0.00 |
| TOTALS | | | | | | 2.49 | 2.49 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|------------------------------------|-------------------------|-----------------|------------|--------------|---------------|
| 18-00095 | TO COVER SHORTFALL IN COST OF NEW SOFTWARE PR | 2018-2019 | 12/04/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | TECH ACCOUNT | 80 E 862 481 391000 000 | 391 000 | 12/04/2018 | 0.00 | 1,000.00 |
| 2 | | COMPUTER SOFTWARE | 80 E 862 480 391000 000 | 391 000 | 12/04/2018 | 1,000.00 | 0.00 |
| TOTALS | | | | | | 1,000.00 | 1,000.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|--|-------------------------|-----------------|------------|--------------|---------------|
| 18-00094 | Transfer to pay for registration at Fritz Wen | 2018-2019 | 12/04/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Transfer to pay for registration at Fritz Wenzel Science Conference from correct account | 10 E 400 341 256770 000 | 126 000 | 12/03/2018 | 0.00 | 150.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|-----------------|---|--|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00094 | Transfer to pay for registration at Fritz Wen | 2018-2019 | 12/04/2018 | 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 registration at Fritz Wenzel Science Conference from correct account | 10 E 400 940 126000 000 126 000 | | 12/03/2018 | 150.00 | 0.00 |
| 3 | | Transfer to pay for registration at Fritz Wenzel Science Conference from correct account | 10 E 400 342 126000 000 126 000 | | 12/03/2018 | 0.00 | 75.00 |
| 4 | | Transfer to pay for registration at Fritz Wenzel Science Conference from correct account | 10 E 400 940 126000 000 126 000 | | 12/03/2018 | 75.00 | 0.00 |
| TOTALS | | | | | | 225.00 | 225.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|----------------------------|------------------------------------|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00093 | Money for online Magazines | 2018-2019 | 12/03/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Money for online magazines | 10 E 102 439 222200 031 220 000 | | 12/03/2018 | 0.00 | 539.99 |
| 2 | | Money for magazines | 10 E 102 434 222200 031 220 000 | | 12/03/2018 | 539.99 | 0.00 |
| TOTALS | | | | | | 539.99 | 539.99 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00092 | Money needed for replacement climbing helmets | 2018-2019 | 12/03/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Money needed for replacement climbing helmets from Divepoint Scuba | 10 E 300 342 143000 000 140 000 | | 11/30/2018 | 0.00 | 300.00 |
| 2 | | Money needed for replacement climbing helmets from Divepoint Scuba | 10 E 300 440 143000 000 140 000 | | 11/30/2018 | 300.00 | 0.00 |
| TOTALS | | | | | | 300.00 | 300.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|--|---------------------------------|-----------------|------------|--------------|---------------|
| 18-00091 | Transfer to pay for student project wood from | 2018-2019 | 12/03/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Transfer to pay for student project wood from correct account | 10 E 300 440 136610 000 136 000 | | 11/30/2018 | 0.00 | 1,100.00 |
| 2 | | Transfer to pay for student project wood from correct account | 10 E 300 411 136610 000 136 000 | | 11/30/2018 | 1,100.00 | 0.00 |
| TOTALS | | | | | | 1,100.00 | 1,100.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|--|---|-------------------------|-----------------|------------|--------------|---------------|
| 18-00090 | Transfer to cover additional unexpected cost | 2018-2019 | 11/29/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Transfer to cover additional unexpected cost of items for PAES Lab | 27 E 809 411 158000 341 | 809 000 | 11/29/2018 | 0.00 | 1,560.00 |
| 2 | | Transfer to cover additional unexpected cost of items for PAES Lab | 27 E 809 440 158000 341 | 809 000 | 11/29/2018 | 1,560.00 | 0.00 |
| TOTALS | | | | | | 1,560.00 | 1,560.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|-------------------------|-----------------|------------|--------------|---------------|
| 18-00089 | to cover rental of 8 studio lights for Ron Ad | 2018-2019 | 11/28/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | to cover rental of 8 studio lights for Ron Aderholdt | 10 E 300 411 122600 000 | 125 000 | 11/28/2018 | 0.00 | 165.00 |
| 2 | | to cover rental of 8 studio lights for Ron Aderholdt | 10 E 300 571 122600 000 | 125 000 | 11/28/2018 | 165.00 | 0.00 |
| TOTALS | | | | | | 165.00 | 165.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|------------------------------------|-------------------------|-----------------|------------|--------------|---------------|
| 18-00087 | TRANSFER TO COVER COSTS OF NEW PROGRAM SOFTWA | 2018-2019 | 11/28/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | SA FOOD | 80 E 862 415 391000 000 | 391 000 | 11/28/2018 | 0.00 | 4,632.25 |
| 2 | | Capital Purchases | 80 E 862 551 391000 000 | 391 000 | 11/28/2018 | 0.00 | 1,000.00 |
| 3 | | PURCHASE NEW SOFTWARE | 80 E 862 480 391000 000 | 391 000 | 11/28/2018 | 5,632.25 | 0.00 |
| TOTALS | | | | | | 5,632.25 | 5,632.25 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS | | |
|----------|---|---|-------------------------|-----------------|------------|--------------|---------------|
| 18-00080 | Create Separate Account for Second Safety Gra | 2018-2019 | 11/28/2018 | Submit Transfer | History | | |
| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
| 1 | | Create Separate Account for Second Safety Grant. | 10 E 809 100 221300 699 | 809 205 | 11/27/2018 | 0.00 | 23,010.00 |
| 2 | | Create Separate Account for Second Safety Grant. | 10 E 809 100 221300 700 | 809 205 | 11/27/2018 | 23,010.00 | 0.00 |
| 3 | | Create Separate Account for Second Safety Grant. | 10 E 809 212 221300 699 | 809 205 | 11/27/2018 | 0.00 | 1,507.00 |
| 4 | | Create Separate Account for Second Safety Grant. | 10 E 809 212 221300 700 | 809 205 | 11/27/2018 | 1,507.00 | 0.00 |
| 5 | | Create Separate Account for Second Safety Grant. | 10 E 809 310 253000 699 | 809 000 | 11/27/2018 | 0.00 | 139,057.36 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00080 | Create Separate Account for Second Safety Gra | 2018-2019 | 11/28/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|-----------------|-----------|--|---------------------------------|-----------|------------|--------------|---------------|
| . . . CONTINUED | | | | | | | |
| 6 | | Create Separate Account for Second Safety Grant. | 10 E 809 310 253000 700 809 000 | | 11/27/2018 | 139,057.36 | 0.00 |
| 7 | | Create Separate Account for Second Safety Grant. | 10 E 809 440 253000 699 809 000 | | 11/27/2018 | 0.00 | 58,297.64 |
| 8 | | Create Separate Account for Second Safety Grant. | 10 E 809 440 253000 700 809 000 | | 11/27/2018 | 58,297.64 | 0.00 |
| 9 | | Create Separate Account for Second Safety Grant. | 10 E 809 551 253000 699 809 000 | | 11/27/2018 | 0.00 | 117,793.00 |
| 10 | | Create Separate Account for Second Safety Grant. | 10 E 809 551 253000 700 809 000 | | 11/27/2018 | 117,793.00 | 0.00 |
| 11 | | Create Separate Account for Second Safety Grant. | 10 E 809 222 221300 699 809 205 | | 11/27/2018 | 0.00 | 1,760.00 |
| 12 | | Create Separate Account for Second Safety Grant. | 10 E 809 222 221300 700 809 205 | | 11/27/2018 | 1,760.00 | 0.00 |
| TOTALS | | | | | | 341,425.00 | 341,425.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|--------------------------------------|-------------|------------|-----------------|---------|
| 18-00088 | To cover the cost of new time clocks | 2018-2019 | 11/21/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|--------|-----------|--------------------------------------|---------------------------------|-----------|------------|--------------|---------------|
| 1 | | To cover the cost of new time clocks | 10 E 830 561 251000 000 251 000 | | 11/21/2018 | 0.00 | 15,000.00 |
| 2 | | To cover the cost of new time clocks | 10 E 830 440 251000 000 251 000 | | 11/21/2018 | 15,000.00 | 0.00 |
| TOTALS | | | | | | 15,000.00 | 15,000.00 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|----------|---|-------------|------------|-----------------|---------|
| 18-00086 | to cover reimbursement for Incentives and 1st | 2018-2019 | 11/20/2018 | Submit Transfer | History |

| LINE | NAME/PROJ | DESCRIPTION/ADDITIONAL DESCRIPTION | ACCOUNT/REFERENCE | QUICK KEY | ENTRY DATE | DEBIT AMOUNT | CREDIT AMOUNT |
|--------|-----------|---|---------------------------------|-----------|------------|--------------|---------------|
| 1 | | to cover reimbursement for Incentives and 1st quarter reward for Jaymi Hughes | 10 E 200 481 122000 000 122 000 | | 11/20/2018 | 0.00 | 51.18 |
| 2 | | to cover reimbursement for Incentives and 1st quarter reward for Jaymi Hughes | 10 E 200 411 122000 000 122 000 | | 11/20/2018 | 51.18 | 0.00 |
| TOTALS | | | | | | 51.18 | 51.18 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|---|---|------------------|--------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00085 | Transfer Funds for alignment of actual spendi | 2018-2019 | 11/19/2018 | 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 Funds for alignment of actual spending to Non-Capital Equipment Fund | | 10 E 832 411 253300 000 | 253 000 | 11/19/2018 | 0.00 | 2,500.00 |
| 2 | | Transfer Funds for alignment of actual spending to Non-Capital Equipment Fund | | 10 E 832 440 254200 000 | 253 000 | 11/19/2018 | 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> | | | |
|--------------|------------------------------------|---|------------------|--------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00084 | Transfer to cover cost of PAES Lab | 2018-2019 | 11/16/2018 | 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 PAES Lab | | 27 E 809 310 156100 019 | 809 000 | 11/16/2018 | 0.00 | 6,768.00 |
| 2 | | Transfer to cover cost of PAES Lab | | 27 E 809 440 221100 019 | 809 000 | 11/16/2018 | 6,768.00 | 0.00 |
| TOTALS | | | | | | | 6,768.00 | 6,768.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|-----------------------|---|------------------|--------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00083 | transfer for Miss Fox | 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 | | transfer for Miss Fox | | 10 E 102 411 129200 000 | 129 000 | 11/15/2018 | 0.00 | 100.00 |
| 2 | | transfer for Miss Fox | | 10 E 102 479 129200 000 | 129 000 | 11/15/2018 | 100.00 | 0.00 |
| TOTALS | | | | | | | 100.00 | 100.00 |

| <u>BATCH</u> | <u>DESCRIPTION</u> | <u>FISCAL YEAR</u> | <u>POST DATE</u> | <u>BATCH ORIGIN</u> | <u>STATUS</u> | | | |
|--------------|---|---|------------------|--------------------------|------------------|-------------------|---------------------|----------------------|
| 18-00082 | to cover Scholastic Art subscription for Jean | 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 | | to cover Scholastic Art subscription for Jeanne Archiquette | | 10 E 200 417 121000 000 | 121 000 | 11/15/2018 | 0.00 | 132.66 |
| 2 | | to cover Scholastic Art subscription for Jeanne Archiquette | | 10 E 200 479 121000 000 | 121 000 | 11/15/2018 | 132.66 | 0.00 |
| TOTALS | | | | | | | 132.66 | 132.66 |

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

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

STUDENTS
5830F/page 1

Fundraiser Application

| | | |
|--|--|-----------|
| Name of Group or Organization | Mountain Bay PTO | |
| Representative Completing Form | Jocelyn Barwick (Secretary to the Principal) | |
| Work Phone Number | 715-355-0302 ext. 5821 | |
| Cell Phone Number | 757-646-8766 | |
| E-Mail Address | jbarwick@dce.k12.wi.us | |
| Please describe the details of the fundraiser below. | | |
| Mountain Bay Rodeo - a school carnival event, complete with a silent auction, BBQ dinner, carnival games, & face painting. We would like to seek donations from area businesses for the silent auction and event supplies. | | |
| What do you expect your total revenues to be? | 8,800.00 | |
| What do you anticipate your total expenses to be? | \$ 800.00 | |
| Estimated fundraiser profit | \$ 8,000.00 | |
| Describe how profits from this fundraiser will be used this year to enhance the experience of all students in the program. | | |
| The proceeds will go towards classroom allotments for additional books and supplies, one completely funded field trip for each grade level, and other enrichment opportunities. | | |
| Fundraiser Start Date | 4/26/19 | |
| Fundraiser End Date | 4/26/19 | |
| Two fundraisers that include non-exempt food items sold during the school day are allowed for each group per year. Duration of these fundraisers may not exceed 2 weeks. | | |
| Please place an 'X' in the YES or NO column below for each question | Yes | No |
| Will fundraiser include non-exempt food items sold during the day? | | X |
| Have you been approved for a non-exempt food item fundraiser previously? | | X |
| Will you be soliciting local businesses? (Fundraisers that solicit local businesses require school board approval.) | X | |
| Will alcohol be served or sold during the activity? | | X |
| Will these funds be housed in a district activity account? | | X |
| Will the fundraiser use the name of D.C. Everest Schools?* | X | |

Instructions:

- 1) Complete and sign form (teacher, coach, co-curricular supervisor, or designated staff member.)
- 2) Submit to the principal for approval and signature.
- 3) Principal submits form to superintendent and school board for approval.

*Fundraisers using the name of D.C. Everest Schools, either directly or indirectly or implied are not permitted without approval.


Signature of Fundraiser Representative


12/17/18

Date


Signature of Building Principal

12/17/18

Date


Signature of Superintendent

12/17/18

Date

School Board
Approved 10/13/16

Date



145 Mitchell Hall, 1725 State Street
La Crosse, WI 54601 608-785-8175
www.whpe.us whpe@uwlax.edu

November 15, 2018

Dr. Kristine Gilmore
DC Everest School District
6300 Alderson St
Weston, WI 54476

Dr. Gilmore,

I am writing to thank you for your support and recognize your staff member, Jo Bailey, for presenting at the 2018 Wisconsin Health and Physical Education (WHPE) convention, which was held at the Wilderness Resort/Glacier Canyon Conference Center in Wisconsin Dells, WI on October 25-26, 2018. Jo presented a session on “All for One – One for All, Cooperative Learning in Physical Education”.

Each year over 800 health and physical educators along with university faculty and university students from all over Wisconsin gather at the WHPE convention to learn the latest and the best in teaching strategies, ideas, and professional development for the health and physical education field.

Jo’s willingness to share her ideas and expertise is a testament to both her professionalism and dedication to delivering high quality health and physical education to the students of Wisconsin.

We are grateful for Jo’s contribution towards making the WHPE convention an outstanding professional development conference.

Yours sincerely,

Patty Kestell

Patty Kestell
WHPE President 2016-2018



145 Mitchell Hall, 1725 State Street
La Crosse, WI 54601 608-785-8175
www.whpe.us whpe@uwlax.edu

November 15, 2018

Kristen Gilmore
6300 Alderson St
Weston, WI 54476

Dear Ms. Gilmore,

I am writing to thank you for your support and recognize your staff member, Lucas Kollross, for presenting at the 2018 Wisconsin Health and Physical Education (WHPE) convention, which was held at the Wilderness Resort/Glacier Canyon Conference Center in Wisconsin Dells, WI on October 25-26, 2018. Lucas presented a session on “The Road to a Lifetime of Movement”.

Each year over 800 health and physical educators along with university faculty and university students from all over Wisconsin gather at the WHPE convention to learn the latest and the best in teaching strategies, ideas, and professional development for the health and physical education field.

Lucas’s willingness to share his ideas and expertise is a testament to both his professionalism and dedication to delivering high quality health and physical education to the students of Wisconsin.

We are grateful for Lucas’s contribution towards making the WHPE convention an outstanding professional development conference.

Yours sincerely,

Patty Kestell
WHPE President 2016-2018



145 Mitchell Hall, 1725 State Street
La Crosse, WI 54601 608-785-8175
www.whpe.us whpe@uwlax.edu

November 15, 2018

Kristen Gilmore
6300 Alderson St
Weston, WI 54476

Dear Ms. Gilmore,

I am writing to thank you for your support and recognize your staff member, Karen Wegge, for presenting at the 2018 Wisconsin Health and Physical Education (WHPE) convention, which was held at the Wilderness Resort/Glacier Canyon Conference Center in Wisconsin Dells, WI on October 25-26, 2018. Karen presented a session on “The Road to a Lifetime of Movement”.

Each year over 800 health and physical educators along with university faculty and university students from all over Wisconsin gather at the WHPE convention to learn the latest and the best in teaching strategies, ideas, and professional development for the health and physical education field.

Karen’s willingness to share her ideas and expertise is a testament to both her professionalism and dedication to delivering high quality health and physical education to the students of Wisconsin.

We are grateful for Karen’s contribution towards making the WHPE convention an outstanding professional development conference.

Yours sincerely,

Patty Kestell
WHPE President 2016-2018



145 Mitchell Hall, 1725 State Street
La Crosse, WI 54601 608-785-8175
www.whpe.us whpe@uwlax.edu

November 15, 2018

Kristen Gilmore
6300 Alderson St
Weston, WI 54476

Dear Ms. Gilmore,

I am writing to thank you for your support and recognize your staff member, Allisha Blanchette, for presenting at the 2018 Wisconsin Health and Physical Education (WHPE) convention, which was held at the Wilderness Resort/Glacier Canyon Conference Center in Wisconsin Dells, WI on October 25-26, 2018. Allisha presented 2 sessions on "Aha Moments in Health" and "Role Play Redefined".

Each year over 800 health and physical educators along with university faculty and university students from all over Wisconsin gather at the WHPE convention to learn the latest and the best in teaching strategies, ideas, and professional development for the health and physical education field.

Allisha's willingness to share her ideas and expertise is a testament to both her professionalism and dedication to delivering high quality health and physical education to the students of Wisconsin.

We are grateful for Allisha's contribution towards making the WHPE convention an outstanding professional development conference.

Yours sincerely,

A handwritten signature in black ink that reads "Patty Kestell". The signature is written in a cursive, flowing style.

Patty Kestell
WHPE President 2016-2018



2018 Board Members

Diane Sennholz, President
Peter Dodson, Vice President
Mike Beck, Secretary
Berni Hollinger, Treasurer
Chris Clarke-Epstein
Kathy Drury
Kris Kamrath
Alison Leahy
Dan Line
Kaitlin McNamara

Superintendent Christine Gilmore
DC Everest School District
6300 Alderson Street
Schofield WI 54476

Dear Superintendent Gilmore,

The Kids Voting Board of Directors would like to thank you and your staff for participating in our Kids Voting mock mid-term election on Tuesday, November 6, 2018. A special thank you goes out to Chad Thompson, Jeff Bergstrom, Lisa Stortecky, Lynn Burzinski, Andrew Dercks, and Josh Lekie for coordinating the election at their schools. Below is a summary of the Kids Voting projects held throughout 2018. Also, included with this letter is the individual school election results.

1. Surveying 688 students at 8 Marathon County high schools to learn their views on the topics important to high school students such as gun control, health care, social security, and other societal issues.
2. Conducting the mock gubernatorial convention on March 20 at UW Stevens Point at Wausau for 150 high school students from 4 Marathon County schools. Eleven students ran for governor, debated, and two students secured the gubernatorial nomination.
3. Holding a mock mid-term election on Tuesday, November 6. Eighteen Marathon County K-12 schools participated. Schools could choose to vote by an electronic or paper ballot. There were 3,954 students who voted with an age appropriate ballot and 1,846 electronic ballots cast. Thirteen volunteers counted the ballots. In addition 1,912 Be A Voter workbooks were distributed to elementary schools.

Thanks again for your continued support and we truly appreciate your willingness to support us in our mission. If you have any questions, please feel free to contact me at 715 261 6104 or kvusamc@live.com.

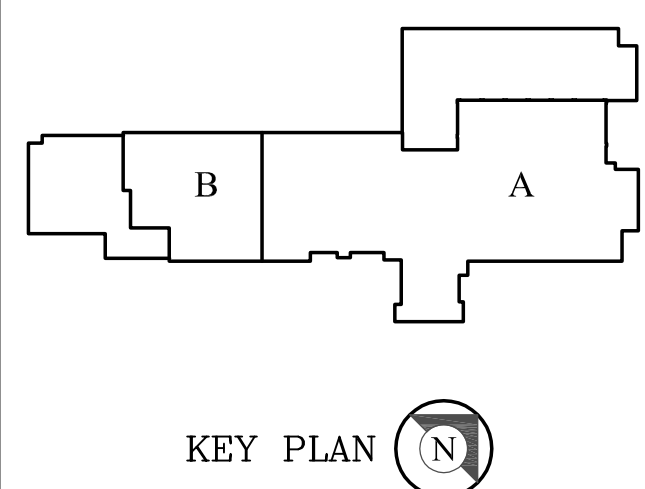
Sincerely,

A handwritten signature in blue ink that reads "Sharon Hunter".

Sharon Hunter
Kids Voting of Marathon County
Executive Director

Rothschild Elementary School

Construction Phasing Schedule



D.C. EVEREST SCHOOL DISTRICT
ROTHSCHILD ELEMENTARY SCHOOL
BUILDING ADDITIONS AND RENOVATIONS
BID PACKAGE 3
810 1st STREET
ROTHSCHILD, WI 54474

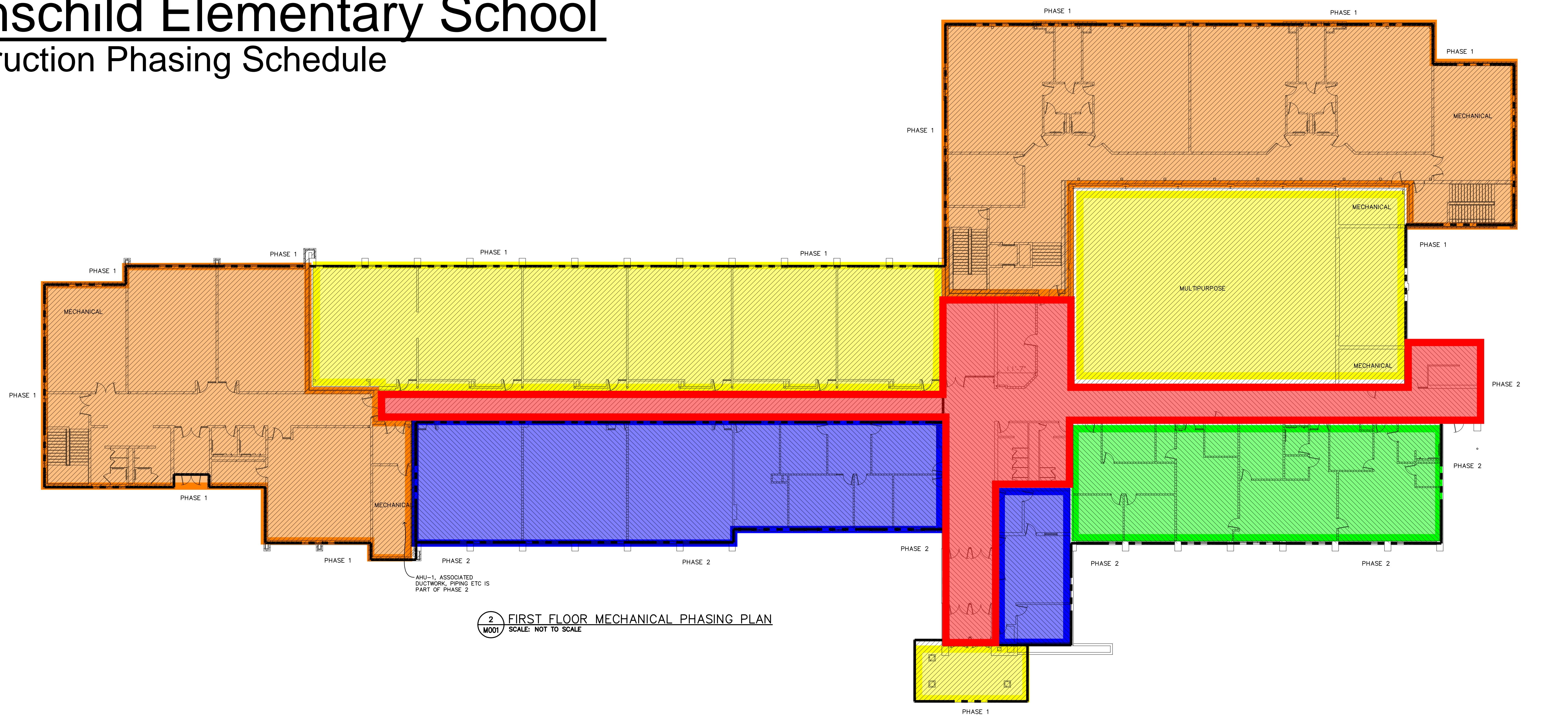
| Date | Revision Description |
|------|----------------------|
| | |
| | |
| | |

PRELIMINARY DRAWINGS

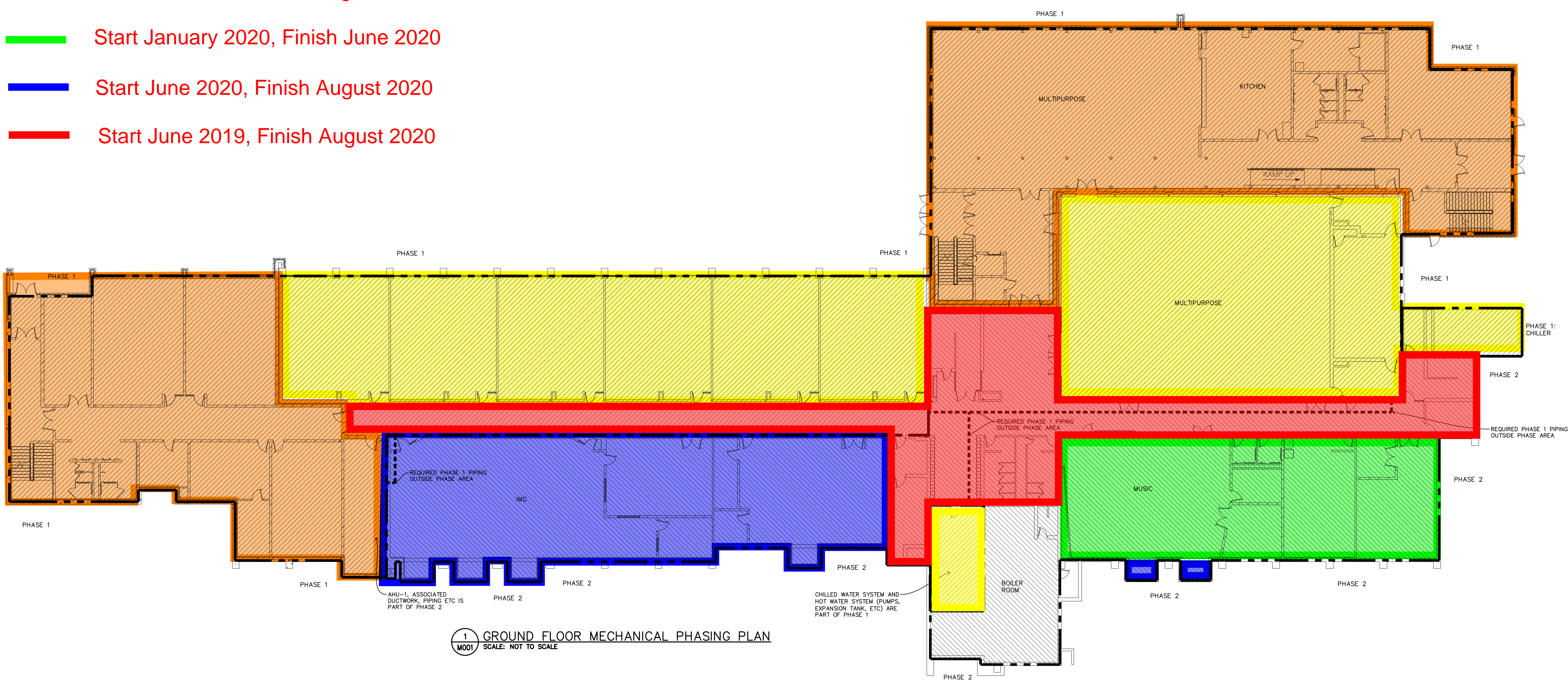
| | | | |
|----------|------------|------------|---------|
| DATE | 11-16-2018 | PROJECT # | W47-PM3 |
| DRAWN BY | RRM | CHECKED BY | CDM/RDS |

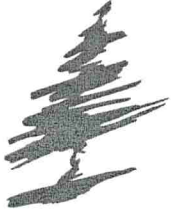
DRAWING TITLE
MECHANICAL PHASING PLANS

DRAWING NUMBER
M001



- Start April 2019, Finish December 2019
- Start June 2019, Finish August 2019
- Start January 2020, Finish June 2020
- Start June 2020, Finish August 2020
- Start June 2019, Finish August 2020





D.C. Everest Area School District

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

Casey Nye
Director of Secondary Education

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 A. Gilmore, *Superintendent*

From: Dr. Casey J. Nye, *Director of Secondary Education & Innovation*

Subject: New Course Proposals 2019-2020

Date: December 11, 2018

The following are new course proposals for the 2019-2020 school year.

- Champion Development & Wellness Physical Education Department
- Equity and Social Justice Social Studies Department
- Social Learning Family and Consumer Science Department
- Microsoft Office Essentials Business and Technology Education Department
- Help Desk Business and Technology Education Department
- Chinese 3 Foreign Language Department

Champion Development & Wellness

Prerequisite: Fitness for Life

½ credit class (6:45 -8:17 AM)

Recommended for all athletes in grades 11 - 12 who have met the Fitness for Life prerequisite

Course Description

This course is an extended period semester class recommended for athletes that are junior and senior status. The class will provide extended learning time with a start at 6:45 AM and run through first hour. The class will be offered as a 1/2 credit PE course and student athletes are encouraged to take both semesters both junior and senior year. This class will focus on but not be limited to strength training, speed training, agility training, plyometrics training, conditioning, nutrition, leadership training and community service projects. Units and concepts covered: Safety in weight room, spotting, performing lifts properly, understanding foundations of movement science, FITT principle and how it applies, SPORT principle and how it applies, critiquing overload and progression principles, speed development, nutritional diet plans, goal setting and developing & applying what it takes to be a leader. Head coaches and other community partners will be invited to be part of this course and speak to the class on topics of expertise. There are a variety of resources within our school and community to offer to these young athletes.

Rationale:

The Champion Development & Wellness course will help our athletes balance a very busy schedule through their junior and senior year. As we are all aware, young adults have to learn to balance school, athletics, work, personal life and most importantly mental and physical development & wellness. By offering this course we hope to differentiate curriculum and provide in-depth workouts to give young adults a consistent time every day to workout for their own personal well being and development. Having students workout at this morning time allows for proper rest, as athletes do not need to report for 6 AM lifting, which is common practice for many teams. This schedule sets up the student-athlete for a positive day at school and also helps them manage time after school, as their athletic team lifts are completed in full. The extended learning time will allow for more in-depth learning using a Whole Child approach in an effort to promote the long term development and success of all. This course will also embrace the social and emotional learning (SEL) framework in which students acquire and effectively apply the knowledge, attitudes, and skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships and make responsible decisions.

Essential Questions

- What role does physical fitness, stress-management, sleep, and nutrition play in determining health and well-being?
- What opportunities are available to incorporate variety into my workouts and make fitness fun?
- How can I create better relationships with my peers while we workout?
- How can I be active and maintain motivation when I am working out by myself?
- How do I assess my personal health?
- How do I evaluate my fitness needs?
- What does it take to be a leader?
- What are 7 ways to lead your team?
- How do I lead my peers to make positive choices?
- What does a good nutritional diet consist of for an athlete?
- How do I balance athletics with everything else in my life?
- What role do I play in giving back to the community?

Equity and Social Justice

Course Description:

This course is designed to address social and cultural issues relevant in today's society. Topics will reflect current trends around social justice issues. Units of study will include: Gender / Age, Sexual Orientation, Race & Ethnicity, Socio-economic condition, Religious Affiliation and Disability. Students will be given a platform to challenge assumptions and beliefs about how Americans treat each other. Students will have choice in areas of study listed above and are encouraged to focus on topics that are important to them.

Rationale for Equity and Social Justice
(Comments overheard at DCE since 9/1/2018)

- What about personal responsibility? (135 families categorized as homeless)
- Those people are choosing to live in poverty. (16 million children live below poverty)
- (Specific categories) of people do not value family.
- Those parents choose not taking responsibility for their children.
- Those people are choosing to be single parents.
- Those people do not value education.
- Those people are predisposed to commit crimes.
(over 50% of crimes are committed by >13% of the population).
- They (convicts, people arrested) must have done something to be harassed by police.
- Everyone has opportunity to succeed.
- Those people on welfare or government assistance programs are exploiting the system.
- My taxes would be lower if there wasn't so many people taking advantage of the system.
- While on welfare people choose to have multiple kids to bolster their income.
- There is no difference between opportunity and condition.
- Unfairness of Affirmative Action.
- Unfairness of groups like NAACP.
- Civil Rights issues are a moment in history that is not necessary for today.
- Women and men have equal chance of advancement.
- He should act like a guy, she doesn't act like a girl
- Only people who have something to hide should fear being searched.
- Success is determined by your merits.
- Everyone is given equal opportunity to quality education.
- "I'm not racist, but..."
- Why do they have to come here?
- "They" all act, behave, in a certain way.

Course Summary: Students will focus on *Social Comprehension*: This is how we make meaning from and mediate our relationship with the world. Students will understand that *Meaning Making*, or *Socialization*, is learned, not (genetically) Inherited.

Teaching for Change: Teaching for Change challenges teachers and students to examine their world inside and outside of the classroom in order to “ build a more equitable, multicultural society, and become active global citizens.”

Unit Outline

1. Race and Ethnicity

- a.) Individual Identity
- b.) Social Justice, Perception, and Historical Context
- c.) Activism

2. Religion

- a.) Individual Identity
- b.) Social Justice, Perception, and Historical Context
- c.) Activism

3. Sexual Orientation

- a.) Individual Identity
- b.) Social Justice, Perception, and Historical Context
- c.) Activism

4. Gender and Gender Identity

- a.) Individual Identity
- b.) Social Justice, Perception, and Historical Context
- c.) Activism

5. Age

- a.) Individual Identity
- b.) Social Justice, Perception, and Historical Context
- c.) Activism

6. Socioeconomic Status

- a.) Individual Identity
- b.) Social Justice, Perception, and Historical Context
- c.) Activism

7. Disability

- a.) Individual Identity
- b.) Social Justice, Perception, and Historical Context
- c.) Activism

Anchor Standards for Equity & Social Justice

Domain 1: Identity

1. Students will develop positive social identities based on their membership in multiple groups in society.
2. Students will develop language and historical and cultural knowledge that affirm and accurately describe their membership in multiple identity groups.
3. Students will recognize that people's multiple identities interact and create unique and complex individuals.
4. Students will express pride, confidence and healthy self-esteem without denying the value and dignity of other people.
5. Students will recognize traits of the dominant culture, their home culture and other cultures and understand how they negotiate their own identity in multiple spaces.

Domain 2: Diversity

6. Students will express comfort with people who are both similar to and different from them and engage respectfully with all people.
7. Students will develop language and knowledge to accurately and respectfully describe how people (including themselves) are both similar to and different from each other and others in their identity groups.
8. Students will respectfully express curiosity about the history and lived experiences of others and will exchange ideas and beliefs in an open-minded way.
9. Students will respond to diversity by building empathy, respect, understanding and connection.
10. Students will examine diversity in social, cultural, political and historical contexts rather than in ways that are superficial or oversimplified.

Domain 3: Justice

11. Students will recognize stereotypes and relate to people as individuals rather than representatives of groups.
12. Students will recognize unfairness on the individual level (e.g., biased speech) and injustice at the institutional or systemic level (e.g., discrimination).
13. Students will analyze the harmful impact of bias and injustice on the world, historically and today.
14. Students will recognize that power and privilege influence relationships on interpersonal, intergroup and institutional levels and consider how they have been affected by those dynamics.
15. Students will identify figures, groups, events and a variety of strategies and philosophies relevant to the history of social justice around the world.

Domain 4: Action

16. Students will express empathy when people are excluded or mistreated because of their identities and concern when they themselves experience bias.
17. Students will recognize their own responsibility to stand up to exclusion, prejudice and injustice.
18. Students will speak up with courage and respect when they or someone else has been hurt or wronged by bias.
19. Students will make principled decisions about when and how to take a stand against bias and injustice in their everyday lives and will do so despite negative peer or group pressure.
20. Students will plan and carry out collective action against bias and injustice in the world and will evaluate what strategies are most effective.

Social Learning

Course Proposal October 29, 2018

Family and Consumer Science Department, D. C. Everest
Aaron Hoffman, CTE Curriculum Coordinator

Rationale:

The number of students we have entering the middle school with stress, anxiety, mental health concerns, and trauma are drastically increasing. The transition from elementary to the middle school is many times overwhelming and hard for students. Sixth grade students need a way in which to learn about social emotional skills to help them become individuals who can cope with stress, anxiety, increase responsibility, relationship changes, and academic awareness. In order to accomplish this at the middle school we need a course to teach students the skills they need to promote social and emotional development and find positive, nonviolent solutions to social problems they may encounter in the secondary setting. Using research based social emotional curriculum to accomplish this will only increase students ability to be productive, engaged, students within our middle school setting.

Length of Course: 1 quarter

Prerequisite: None

Grade: All 6th grade students

Description for Course Book: No course book needed. We would utilize the second step and/or PATHS curriculum.

Course Learning Outcomes:

EMOTIONAL DEVELOPMENT:

Students will be able to recognize and label a variety of complex graded emotions in self and others.

Students will be able to express their emotions in an appropriate and respectful manner using a variety of modalities (e.g. verbal and non verbal). Students will be able to identify what triggers a strong emotion and apply an appropriate calming or coping strategy to defuse the emotional trigger. Learners will be able to independently use organizational skills and strategies to focus attention in order to work toward short-term personal and academic goals.

Students will be able to provide support and encouragement to others through perspective taking, empathy, and appreciation for diversity. Students will be able to recognize expressions of empathy in society and communities.

SELF CONCEPT:

Students will be able to use optimism and a “growth mind set” to recognize strengths in self in order to describe and prioritize personal skills and interests they want to develop.

Students will be able to self-reflect on their values and beliefs and how their behaviors relate to those values and beliefs.

Students will be able to identify how family and culture impact their thoughts and actions.

Students will be able to consistently set attainable, realistic goals, and persist until their goals are achieved.

Students will be able to identify successes and challenges, and how they can learn from them.

SOCIAL COMPETENCE:

Students will be able to apply negotiation skills and conflict resolution skills to resolve differences.

Students will be able to generate a variety of solutions and outcomes to a problem with consideration of well-being for oneself and others.

Students will be able to identify how social norms for behavior across different settings and within different cultures.

Students will be able to identify the impact of their decisions on personal safety and relationships.

Students will be able to advocate for themselves.

Students will be able to, with adult guidance, create an action plan that addresses a need in the classroom, school, or community.

Tentative Units:

Transition

Fostering Classroom Climate

Study and Organization Skills

Emotional Understanding

Problem Solving and Peer Relations

Resolving Conflict

The Novel Unit

Cost:

It is the intent of the department to keep start up costs at a minimum.

DC Everest High School Elective Course Proposal

Microsoft Office Essentials

Business and Technology Education Department

Aaron Hoffman, CTE Coordinator

Jennifer Gipp, Business & IT Teacher

Rationale:

The Central Wisconsin Information Technology Alliance (CWITA), consisting of major employers in the area, have been engaged in and supportive of our discussions of “ramping up” our I.T. offerings. Local labor market information, among numerous career fields, clearly supports efforts to provide opportunities in I.T.

“Demonstrate that you have the skills needed to get the most out of Office by earning a Microsoft Office Specialist (MOS) certification in a specific Office program. Holding a MOS certification can earn an entry-level business employee as much as \$16,000 more in annual salary than non certified peers.” - Anderson, Cushing, and John F. Gantz. Skills Requirements for Tomorrow’s Best Jobs: Helping Educators Provide Students with Skills and Tools They Need. IDC/Microsoft. October 2013.

Microsoft Office Specialist (MOS) provides industry-leading assessments of skills and knowledge through our new project-based testing, giving students and professionals real-world exercises to appraise their understanding of Microsoft Office, preparing them for future academic or workforce opportunities.

Microsoft certification gives students and workforce candidates the power to chart their own course, fulfill their ambition, and realize their potential. See the statistics that validate that these certifications give you the tools to build a brighter future and prepare yourself for a successful career.

Length of Course:

Semester

Prerequisite:

none

Description of Course:

A must computer class for ALL students! Microsoft Office proficiency is one of the top five most commonly required skills posted in online job descriptions. Word, Excel, and PowerPoint are major areas of instruction. Business and Industry leaders stress the need for these skills for their current and future employees. Take this class and advance your level of computer skills by earning national MOS certifications. Students can also earn up to four college credits at NTC.

Help Desk

Business and Technology Education Department

Aaron Hoffman, CTE Coordinator

Jennifer Gipp, Business & IT Teacher

Rationale:

The D.C. Everest Business and Information Technology Education department has taken advice from area employers and post-secondary education institutions and are revamping the scope and sequence for I.T. learning experiences. From elementary through high school, we are taking a proactive approach, in computational thinking as well as in hardware and software.

The Central Wisconsin Information Technology Alliance (CWITA), consisting of major employers in the area, have been engaged in and supportive of our discussions of “ramping up” our I.T. offerings. Local labor market information, among numerous career fields, clearly supports efforts to provide opportunities in I.T.

Our tech department is often overwhelmed by the technology needs of students and teachers in the high school. We would like to take some of the burden off their plate while at the same time, give students real-life experience in troubleshooting of both hardware and software.

Length of Course:

Semester. Students would be required to take a study hall in conjunction with the Help Desk class so they can have instructional/planning time as well as time for helping other students and teachers. Students would be able to take the class more than once for credit. Ideally, the class would be held both fall and spring semesters with small class sizes (i.e., 10 students).

Prerequisite:

Junior or Senior standing

Description of Course:

Do you enjoy working with computers as well as helping others? Are you self-driven, motivated, and capable of managing multiple projects? Help Desk students will troubleshoot real-life technology problems (both hardware and software) for students and teachers and offer solutions to technology-related problems. You will also research the latest developments in educational technology and provide excellent customer service. **Students will earn ONE credit and need to sign up for a study hall in conjunction with this class. May take more than once**

for credit.

Intended Learning Outcomes:

- Employ current technology to investigate, create, communicate, and produce
- Apply a variety of problem-solving strategies
- Communicate orally and write effectively
- Read critically and obtain, evaluate, analyze, and apply data
- Demonstrate self-control and respect for all individuals
- Pursue and participate in modes of artistic and creative expression
- Exhibit responsible citizenship

Resources:

- Mac computers
- iPads

Intended Learning Outcomes:

- Apply basic computer skills
- Create Microsoft Word documents
- Apply formatting to Microsoft Word documents.
- Create Microsoft Excel Spreadsheets
- Apply formatting to Microsoft Excel spreadsheets
- Create Microsoft PowerPoint presentations
- Apply formatting to Microsoft PowerPoint presentations.
- Communicate orally and write effectively

Resources:

- Mac computers
- iPads
- MOS Certification
- Microsoft Office Suite
- Testing software

CHINESE 3

Prerequisite: Chinese 1 and 2

Full Year Course

Rationale for Chinese 3

Chinese 2 students in the Junior and Senior High have expressed an interest in continuing their Chinese language studies next year. A Chinese 3 course would provide an opportunity for sequential language study that will provide the platform for students to continue to develop their linguistic proficiency skills in Mandarin Chinese. A Chinese 3 course offering would greatly benefit current and future students in the Chinese Language Program, and also further enrich and expand the World Language Program within the school district.

Course Description

In Chinese 3, students will continue to consolidate and further develop their proficiency skills in the interpersonal, interpretive and presentational modes of communication. Content and language introduced in the first two years of Chinese will be spiraled back into this course to reinforce the language acquisition process, and pave the way for new themes and topics that will introduce more advanced vocabulary and grammatical structures. A focus on intercultural understanding and competence continues to be interweaved throughout the framework of the course.

Course Proficiency Target

In accordance with the ACTFL (American Council for the Teaching of Foreign Languages) Guidelines, the target proficiency level for Chinese 3 is Intermediate Mid (IM).

The target proficiency levels and the corresponding expectations for speaking, writing, reading, and listening will vary depending on the time of year. We shall start the year with a baseline proficiency level **Novice High** with the expectation that the student attains **Intermediate Mid** by the end of the school year. Characteristics and learning outcomes for Intermediate Mid :

- Students will be able to understand the main idea and key information provided in short fictional and informational texts.

- Students will be able to identify the main idea and key information in short straightforward conversations.
- Students will be able to exchange information in conversations on familiar topics and some researched topics, creating sentences and series of sentences and asking a variety of follow-up questions.
- Students will be able to interact with others to meet their needs in a variety of familiar situations, creating sentences and a series of sentences and asking variety of follow-up questions.
- Students will be able to exchange preferences, feelings, or opinions and provide basic advice on a variety of familiar topics, creating sentences and series of sentences and asking a variety of follow-up questions.
- Students will be able to tell a story about their life, activities, events and other social experiences, using sentences and series of connected sentences.
- Students will be able to state their viewpoint about familiar topics and give some reasons to support it, using sentences and series of connected sentences.
- Students will be able to give straightforward presentations on a variety of familiar topics and some concrete topics they have researched, using sentences and series of connected sentences.

Existing or New Resources Needed – None

I do not use a traditional language textbook. My Chinese program is a “Comprehensible Input” language program. I use methods and strategies such as “TPRS” (Teaching Proficiency through Reading and Storytelling), “TPR” (Total Physical Response) Movie Talks and Embedded Readings to facilitate language instruction. Class time focuses on the acquisition of high frequency structures (the most frequently used words and structures in a language); between three and six new target structures each week. This language is incorporated into highly interactive stories to provide comprehensible input and create optimized language immersion in the classroom. Language acquisition is based heavily on listening and reading. Since second language learners of Chinese have the added challenge of interpreting a logographic script, reading plays a significant role in my class materials. Materials using the most frequently used words and structures in the language are developed by myself and story books previously purchased.



***A Culture of Excellence:
A Positive Place to Learn and Work***

EMPLOYEE HANDBOOK

[Revised 12-11-18As of 2-22-17](#)

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

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Employee Acknowledgment

D.C. Everest employees must acknowledge the district's employee handbook online through **Skyward™**. The handbook is always available to employees on the DCE Staff Intranet.

General Provisions Applicable to All Employees

Preamble and Definitions

About this Handbook

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

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, and expectations of the District; however, this *Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Guidelines are available on the **District** website at www.dce.k12.wi.us and at the Superintendent's office. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the D.C. Everest School Board.

Definitions

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

at the time of hire, work performed by a regular employee during a seasonal or summer school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

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

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General Personnel Policies

This *Employment Handbook* is subservient to, and does not supersede the provisions set forth in District policies [at www.neola.com/dceverest-wi/](http://www.neola.com/dceverest-wi/)

Employment Law

Employment of Minors

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

Equal Opportunity

The District does not discriminate by reason of age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Policies 1422, 3122, and 4122 at www.neola.com/dceverest-wi/. Reasonable accommodations shall be made for qualified individuals with a disability. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, to address allegations of violations of the policy.

Policies 1422, 3122, and 4122 at www.neola.com/dceverest-wi/

Fair Labor Standards Act

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. <http://www.dol.gov/whd/flsa/> Policies 6700 at www.neola.com/dceverest-wi/.

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Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy. <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf> [Administrative Guideline 4111B at www.neola.com/dceverest-wi/](http://www.neola.com/dceverest-wi/).

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Employee Rights and Responsibilities Under the Family Medical Leave Act

Leave Entitlements

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits & Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have worked at least 1,250 hours of service in the 12 months before taking leave* and;
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees

Requesting Leave

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA was previously taken or certified.

Employees can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family of medical leave rights.

For additional information or to file a complaint: 1-888-4-USWAGE (1-866-487-9243) TTY: 1-877-889-5627, or www.dol.gov/whd. U.S. Department of Labor, Wage and Hour Division. WH1420 Revised 04/16

Notice of Privacy Practices

Effective date April 4, 2004

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

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

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

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

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

In order to make coverage determinations and payment

3. **Requirements of Law:**

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

4. **Health Oversight Activities:**

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

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

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

6. **Judicial and Administrative Proceedings:**

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

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

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

7. Law Enforcement Purposes:

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

8. Coroners, Medical Examiners, or Funeral Directors:

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

9. Organ or Tissue Donation:

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

10. Specified Government Functions:

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

11. Workers' Compensation:

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

12. Distribution of Health Related Benefits and Services:

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

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

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

Right to Request Restrictions on Uses and Disclosures: You may request the Plan to restrict uses and disclosures of your health information. The Plan will accommodate reasonable requests; however, it is not required to agree to the request. If you wish to request a restriction, please send it in writing to HIPAA Privacy Officer, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221.

Right to Inspect and Copy Your Health Information: You may inspect and obtain a copy of your health information the Plan maintains. The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. If you request a copy of your health information, the Plan may charge a reasonable fee for copying, assembling costs, and postage, if applicable, associated with your request.

Right to Amend Your Health Information: You may request the Plan to amend your health information if you feel that it is incorrect or incomplete. The Plan has 60 days after the request is made to make the amendment. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. Your request may be denied in whole or in part, and, if so, the Plan will provide you with a written explanation of the denial.

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

A request for an accounting form must be used to make the request and can be obtained by contacting your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. The accounting will be provided within 60 days from your submission of the request form. An additional 30 days is allowed if this deadline cannot be met.

Right to Receive Confidential Communications: You may request that the Plan communicate with you about your health information in a certain way or at a certain location if you feel the disclosure could endanger you. You must provide the request in writing to your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. The Plan will attempt to honor all reasonable requests.

Right to a Paper Copy of This Notice: You may request a paper copy of this Notice at any time, even if you have agreed to receive this Notice electronically. Please contact your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221 to make this request.

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

Complains and Contact Person: If you wish to exercise your rights under this Notice, communicate with the Plan about its privacy policies and procedures, or file a complaint with the Plan, please contact the HIPAA Contact Person, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. You may also file a complaint with the Secretary of Health and Human Services if you believe your privacy rights have been violated.

Any questions/concerns should be directed to the HIPAA Privacy Officer, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221

General Employment Practices and Expectations

Professional Expectations

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

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally. [See Policies 3216 and 4216 at www.neola.com/dceverest-wi/.](http://www.neola.com/dceverest-wi/)
- Staying current in your work assignment by actively engaging in professional development activities in and/or out of the district.
- Representing the district in a positive fashion in community venues.

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Teachers' professional conduct also includes:

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

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

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

Hours of Work and Work Schedules

Work hours will be set by the employee's supervisor.

Job Postings

When the District deems it necessary to fill a vacancy within the district, a notice will be emailed to staff, as well as advertised as needed. [See Policies 3132 and 4132 at www.neola.com/dceverest-wi/.](http://www.neola.com/dceverest-wi/)

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Hiring

Applications for all employee positions will be submitted online to the Director of Human Resources who shall insure that an appropriate team will screen and interview applicants selected for the interview process.

Qualifications

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

Duties

The duties and responsibilities of all personnel will be in their written job description. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. All copies of all job descriptions shall be on file in the Human Resources Office and shall be revised from time to time as deemed necessary. [See Policies 3120 and 4120 at www.neola.com/dceverest-wi/.](http://www.neola.com/dceverest-wi/)

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Attendance

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

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

Staff Bulletin Boards

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

Child Abuse and Neglect Reporting

A district employee must immediately report to the county Child Protective Services or local law enforcement by phone or in person when he/she has reasonable cause to suspect a child:

- Has been abused or neglected, or
- Has been threatened with abuse or neglect and the employee believes it may occur.

Contact law enforcement directly when there may be immediate danger to a student.

If the employee is unsure whether a report should be made, it is appropriate to talk to someone who can assist you in making the report. This could be a pupil services professional or school administrator. However, talking with someone else may not delay making the report.

Wis. Statutes 48.981(2)(a), (3)(a)1. *See Policy 8462 at www.neola.com/dceverest-wi/*

Anonymous Reporting Hotline

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

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

Additional information is on the Staff Intranet.

Communication

District employees are expected to abide by the following rules when using information technology and communication resources. See *Policy 7540.04 at <http://www.neola.com/dceverest-wi/>* and the *Staff Acceptable Use Agreement for Technology Resource*.

A. *Electronic Communications:*

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.

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2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the District, users have no reasonable expectation of privacy, including the use of email, text-messages and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
 3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. External electronic storage devices are subject to monitoring if used with District resources.
- B. *User Responsibilities*: The following standards will apply to all users (students and employees) of the network/internet:
1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
 2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
 3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
 4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing inappropriate material. The user must then notify the network administrator and/or immediate supervisor of the website address that should be blocked by the filtering software.
 5. A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.
- C. *Electronic Communications with Students*: Employees are prohibited from communicating through electronic media with students who are enrolled in the District, except as set forth in Section D. An employee is not subject to this prohibition if the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a building principal.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic

forums (chat rooms), video sharing websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, Myspace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

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

3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- H. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- I. **Personal Web Pages:** Employees may not misrepresent the District by creating, or posting any content to any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- J. **Disclaimer:** The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.
- K. **District Property:** The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

Drug-, Alcohol-, and Tobacco-Free Workplace

Policies 3122.01, 4122.01, 3215, 4215, 7434. (www.neola.com/dceverest-wi/)

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

- A. **Drugs and Alcohol:** The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. The District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. **Tobacco Products:** Employees shall not use tobacco or nicotine products (with the exception of tobacco cessation products) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The

District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Two supervisors must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

- D. **Consequence for Violation:** Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies 41 U.S.C. 702(a0) (1) (A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.
- E. **Notification of Conviction:** As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source– the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)]
- F. **Employee Assistance Program:** The employee assistance program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems. EAP helps in the prevention, identification and resolution of work-related or personal problems. To reach the EAP coordinator in the District, please contact the Human Resources Department.

Health Exam

~~Physical examinations required by the district as a condition of employment shall normally be performed at a medical facility contracted by the district. The district will pay for the exam providing the employee utilized the medical facility approved by the District.~~

Physical Examination

See Policies 3160 and 4160 at www.ncola.com/district-wia

Employee Identification Badges

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

Issuing Identification Badges

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

Visitors/Volunteers

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

Additional or Replacement Badges

Identification badges will be replaced at no cost to the employee when there is a change in employment status upon surrender of the old badge. Identification badges that malfunction without any apparent

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physical damage to the card will be replaced at no cost to the employee. Identification badges that are lost, stolen, broken or worn out will be replaced without cost to the employee once every three years.

There shall be a charge of \$10.00 for each identification badge replaced more often than once every three years for these reasons. Lost or stolen identification badges are to be immediately reported to the human resources department at extension 1225 or 1226, or to the technology department at extension 1393 for access security reasons. An employee may request an additional identification badge at any time for a charge of \$10.00 per badge.

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Licensure/Certification

Each employee who is required to be licensed or certified by law must provide Human Resources with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification. [See Policy 3120 at www.neola.com/dceverest-wi/](http://www.neola.com/dceverest-wi/).

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Pay Periods

Payroll Cycle

Employees will be paid bi-weekly by Direct Deposit.

Overtime

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

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Time Cards or other Form of Electronic Tracking of Hours Worked

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

Direct Deposit Payment Method

All employees shall participate in our direct deposit payroll plan. Direct deposit statements are available through Employee Access within **Skyward**™. Direct deposit account changes may be made after giving thirty (30) calendar days' notice in writing to the payroll department.

Salary Deferrals –Tax Sheltered Annuities (TSA)/Deferred Compensation

D.C. Everest provides employees the opportunity to participate in a tax sheltered annuity plan and/or the Wisconsin Deferred Compensation Plan (457).D.C. Everest Area School District 403(b) Plan highlights are found at: <http://www.spokeskids.com/DCEverestASD/>. Please contact the Human Resources Department for further information.

Mileage Reimbursement

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

Reduction in Force

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

Workers Compensation

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Supervisor Responsibilities

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

Employee Responsibilities

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

Finance Manager Responsibilities

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

Return-To-Work Program

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

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

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

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

TWA (Temporary Transitional Work Assignments) Guidelines

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

Workers Compensation

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Supervisor Responsibilities

- Complete Supervisor Incident Report and send it to the Finance Manager within 24 hours.
- Finance Manager will investigate on the job incidents.
- Assist the Finance Manager with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying job tasks.

- Assist in monitoring the progress of injured employees during recovery period.

Employee Responsibilities

- Report all injuries, illnesses, and incidents immediately to your supervisor.
- Complete Employee Incident Report and send it to Supervisor within 24 hours.
- Cooperate with the workers' compensation insurance claims staff, the school district, and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities during recovery.
- Upon returning to work, provide the Finance Manager with your medical provider's medical release and any information regarding your recovery process.
- Comply with work restrictions during your recovery process.

Finance Manager Responsibilities

- Help supervisors and employees fully understand their role and function within our Return-To-Work program and how each will be expected to perform when needed.
- Work with the injured worker's supervisor to find a suitable temporary assignment within his or her recovering functional capabilities and limitations.
- Promptly report all workers' compensation claims to the insurance company.
- Investigate all on-the-job incidents.

Obtain Medical Release Information

- If non-emergency medical treatment is required on the day of injury, or suspected at a later time, provide the injured employee with the following materials prior to leaving the work site:
 - A copy of the Physicians Notification Treatment Authorization form.
 - A list of local medical providers.
- Injured employees should also be instructed to:
 - Inform the attending physician that transitional duty work is available.
 - Provide the Physicians Notification Treatment Authorization form to his/her physician at the time of treatment.
 - Advise that all questions regarding transitional duty work assignments should be directed to the Finance Manager.
 - Obtain a completed copy of the Medical Release form from his/her physician at the time of exam.

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- ~~To the extent possible, the school district will consider work site modifications to allow the injured employee to continue employment.~~

Employee Leave

Sick Leave

See Policies 3432 and 4432 at www.neola.com/dceverest-wi/

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~~Custodians, Food Service, and Teachers should see the section pertaining to their group. Administrators should refer to their contracts.~~

~~Each employee, except as noted above, shall receive twelve (12) days paid sick leave per year that may accumulate to a maximum of 120 days. Each school-year employee shall accrue nine (9) days paid sick leave equal in time to the employee's workday. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave.~~

~~Limitation: Sick leave benefits are granted upon sickness of the employee. Additionally, up to five (5) of these days per school year may be used for illness, care or appointment for a spouse, legally dependent child, parent or self.~~

~~The District may require a physician's certificate after an employee has been absent three (3) days for a personal illness or after three days of any other authorized use of sick leave.~~

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~~School-year employees that work 5.5 hours or less and year-around employees that work 4 hours or less may use 5 extra days for sick child, spouse, etc.~~

Unpaid Leave of Absence

See Policies 3430 and 4430 at www.neola.com/dceverest-wi/

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~~Staff are eligible for up to five (5) days of unpaid non-accumulative leave per two-year period.~~

Jury Duty Leaves

See Policy

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

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

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

Bereavement Leave

See Policies 3431 and 4431

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~~In case of death in the immediate family (spouse, children, stepchildren, mother, father) of the employee employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of of bereavement leave of five (5) working days off at the normal rate of pay, exclusive of~~

~~Funeral leave of one (1) day with pay shall be granted to attend the funerals of the employee's uncle, aunt, niece, nephew, spouse's grandmother and spouse's grandfather. Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for paid time off. This provision shall not be applicable if an employee is on leave of absence, paid sick leave, or vacation, or the funeral is on the weekend.~~

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Upon a review of the above human resources employee's delegated case file, it is recommended that the employee be granted 10 days of unpaid leave. The superintendent or HR Director may approve additional time off on an individual basis.

***Definitions:**

- Spouse..... *current husband or wife.*
- Children..... *biological offspring or adopted.*
- Stepchildren..... *biological offspring or adopted of spouse.*
- Mother..... *biological or adoptive female parent.*
- Father..... *biological or adoptive male parent.*
- Grandchildren..... *children or stepchildren of biological or adopted children.*
- Sister..... *biological or adopted female sibling.*
- Brother..... *biological or adopted male sibling.*
- Mother-in-law..... *mother of current spouse.*
- Father-in-law..... *father of current spouse.*
- Brother-in-law..... *biological or adopted male sibling of current spouse.*
- Sister-in-law..... *biological or adopted female sibling of current spouse.*
- Grandparents..... *father or mother of one's biological or adoptive father or mother.*
- Uncle..... *biological or adopted male sibling of one's mother or father.*
- Aunt..... *biological or adopted female sibling of one's mother or father.*
- Niece..... *biological or adopted female child of one's sibling.*
- Nephew..... *biological or adopted male child of one's sibling.*
- Spouse's grandmother..... *biological or adoptive mother of spouse's biological or adoptive mother.*
- Spouse's grandfather..... *biological or adoptive father of spouse's biological or adoptive father.*

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Uniformed Services Leave

See Policies 3431 and 4431.

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The D.C. Everest Area School Board recognizes employees of the district may choose to belong to the Wisconsin National Guard or United States Military Reserve Unit. As our country no longer experiences a universal draft, it is commendable for these people to volunteer their services in the National Guard or Military Reserve.

USERRA protects the jobs rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.
http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

Family Medical Leave

Policies 3430 and 4430 at www.neola.com/dceverest-wi/.

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The School Board recognizes that there are times when employees qualify for Family Medical Leave (FMLA) and accordingly will comply with the provisions as set forth in Wisconsin and federal laws relative to FMLA.

The 12-month benefit period designated for the purpose of complying with the provisions of the state FMLA shall begin on January 1 and end on December 31.

The 12-month benefit period designated for the purpose of complying with the provisions of the federal FMLA shall be a "rolling" back 12-month period measured backwards from the date an employee uses a FMLA leave. Under some circumstances, the state and federal laws may differ. When both state and federal laws provide for family and medical leaves, the leaves will run concurrently.

The Board will also comply with appropriate posting requirements.

Family of Medical Leave Act 1993 Wisconsin Act 187 Section 103.10 Wisconsin Statutes.

Federal Medical Leave Act Pub. Of 1993 Public Law 103-3 enacted February 5, 1993.

Substitution of Paid Leave

Employees will be allowed to use 30 days from their sick leave bank for the purposes of Child Rearing Leave per state FMLA. Federal Child Rearing Leave is unpaid.

~~Employees will be allowed to use 10 days from their sick leave bank for the purposes of caring for a child, spouse, domestic partner, as defined in § 40.02(1) or 770.01(1) or parent or parent of a domestic partner with a serious health condition per state FMLA. Federal Leave is unpaid.~~

~~Employees will be allowed to use available sick leave for self.~~

To request Family and Medical Leave, employees will log in to the district web-site at: <http://personnel.dce.k12.wi.us/> and go to the Family Medical Leave Act (FMLA) Time Off Request² link. Directions for submitting a request for FMLA leave are located there.

Family or Medical Leave Act 1993 Wisconsin Act 187 Section 103.10 Wisconsin Statutes <https://docs.legis.wisconsin.gov/statutes/statutes/103/10/13/b/2>.

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by GINA. Accordingly, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. An exception to the prohibition outlined in this paragraph is family medical history for situations in which the employee is asking for leave to care for a family member with a serious health condition (e.g., under the Family and Medical Leave Act). <http://www.eeoc.gov/laws/statutes/gina.cfm>

Organ Donation

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

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

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

Benefits Applicable to All Employees

Flexible Spending & Insurance

Cafeteria Plan/Flexible Spending Account

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

- Permitted limited flex plan dental and vision expenses not covered by the insurance plan (IRC § 105) to a maximum of per calendar year subject to the limitations set forth in the Internal Revenue Service Code.
- Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.
- ~~Employees are eligible to participate in a limited Healthcare FSA or Dependent Care FSA on their date of hire. There is a 30 hour per week requirement for enrollment in the Healthcare FSA. There is no hourly requirement for the Dependent Care FSA.~~
-

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Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. If both husband and wife are employed by the district, only one employee will be allowed to carry a family dental plan.

Contact the HR Department for information on coverage specific to your employee group.

[Vision Insurance](#)

[The Board offers employees who work 600 hours per year or more an opportunity to purchase DeltaVision insurance through Delta Dental of Wisconsin. The plan is available through the Access network, and provides benefits for exams, glasses, and contacts. Coverage is available for dependent children until the end of the month in which they reach age twenty-six. This insurance is 100% employee funded.](#)

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Health Insurance

The Board shall provide health insurance to eligible employees [that are scheduled to work 30 hours or more a week](#). The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. If both husband and wife are employed by the district, only one employee will be allowed to carry a family plan. If both husband and wife qualify for insurance and there are no dependents, each employee has the option to take the single insurance plans.

Contact the HR Department for information on coverage specific to your employee group.

[COBRA is offered to staff who leave district employment according to the federal guidelines. Please contact Human Resources for further information.](#) [Remove](#)

Liability Insurance

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

Life Insurance

The Board shall provide basic life insurance to eligible employees [that are scheduled to work over 200 hours a year](#) and pay 100% of the premium. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

[Short-Term Disability](#)

[The Board offers employees who work 600 hours per year or more an opportunity to purchase Short Term Disability insurance. This plan provides income protection in the event that you are ill or injured and unable to come to work for a short-term period of time. Benefits under Short Term Disability will begin immediately following an accident/injury, or after 3 days of an illness. Benefits under this plan will continue until the lesser of 90 days, or until the employee becomes eligible for benefits under the Long-Term Disability plan. Short Term Disability coverage is 100% employee funded with monthly premiums varying by coverage election amounts.](#)

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Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees [that are scheduled to work over 800 hours a year](#). [Employees hired on or after February 1, 2003, must work a minimum of 600 hours per work year to qualify.](#) Contact the HR Department for information on coverage specific to your employee group. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Wisconsin Retirement System (WRS) Contributions

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

[COBRA](#) [Remove](#)

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

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

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

If at any time an employee wishes to obtain a copy of the Post Employment Fund 73 trust documents, the district will provide it at the request of the employee.

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Other Post Employment Benefit: Health Benefit

| Post-Employment Health Benefits | | | | |
|---------------------------------|--|------------------|----------------------------------|------------------------------------|
| Group | Age Eligibility | Years of Service | Benefit if retiring at age 55-64 | Benefit if retiring age 65 or more |
| Teachers (DCETA) | 55 | 15 | \$60,000 | \$30,000 |
| At-Will Salaried | 55 | 15 | \$60,000 | \$30,000 |
| Hourly | 57 | 25 | \$30,000 | \$15,000 |
| Hourly | 57 | 30 | \$40,000 | \$20,000 |
| Hourly | 57 | 35 | \$50,000 | \$25,000 |
| General Notes | | | | |
| For All Employees | Funds will be deposited into personal HRA accounts and can be used for medical premiums only. Medical premiums include health insurance, dental insurance, optical insurance and long term care insurance. | | | |

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Years of service do not need to be consecutive.

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| Post-Employment Health Benefits | | | | |
|---------------------------------|---|------------------|-------------------------------|------------------------------------|
| GROUP | AGE ELIGIBILITY | YEARS OF SERVICE | BENEFIT IF RETIRING AGE 57-64 | BENEFIT IF RETIRING AGE 65 OR MORE |
| Teachers (DCETA) | 57 | 15 | 60,000 | \$35,000 |
| At-Will Salaried | 57 | 15 | 60,000 | \$35,000 |
| Hourly | 59 | 25 | \$700 x Years of Service | \$350 x Years of Service |
| GENERAL NOTES | | | | |
| For all employees | Funds will be deposited into personal HRA accounts and can be used for medical premiums only. Medical premiums include health insurance, dental insurance, optical insurance, and long term disability insurance. | | | |

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

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Conflict Resolution

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

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

Step 1: Discussion with Supervisor

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

Step 2: Written Complaint and Decision

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

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

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

Step 3: Appeal of Decision

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

Additional Guidance

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

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

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

No D. C. Everest employee will be subject to retaliation for filing a complaint under this policy.

Grievance Procedure

Policies #3340 and #4340 outline the district's grievance procedures [at www.neola.com/dceverest-wi/](http://www.neola.com/dceverest-wi/).

Twelve (12) Month Employees

Wage of New Employees

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

Work Year, Week, Day

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

Nonexempt Employees

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

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

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

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

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

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Vacation

Effective July 1, 2017:

Upon Hire: 1 week (Prorated from the date of hire through June 30, if hired after July 1.)

The Start of the Second Year in the District: One (1) week

The Start of the Third Year in the District: Two (2) weeks

The Start of the Eighth Year in the District: Three (3) weeks

The Start of the Fifteenth Year in the District: Four (4) weeks

The Start of the Twenty-Fifth Year in the District: Five (5) weeks

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. As of June 30 each year, up to three (3) days of unused vacation will automatically roll (carry over) into the next work year. Unused days over three (3) will be forfeited. **Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the district afford them additional vacation based upon the above schedule. If an employee is terminated, they are not entitled to a vacation pay out.**

Custodian vacation is allocated on March 1st each year and no vacation carries over. Please see the Custodian Provisions section for specifics on vacation.

Holidays

The normal holidays for twelve month employees are:

| | | |
|------------------|---------------------------|--------------------|
| July 4 | Friday after Thanksgiving | New Year's Eve Day |
| Labor Day | Christmas Eve | New Year's Day |
| Thanksgiving Day | Christmas Day | Memorial Day |

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day of vacation at a time mutually agreed to by the employee and their supervisor.

Personal Day:

Two (2) personal leave days may be taken each year at a time approved by the employee's supervisor. **They can be taken as half day or full day.** A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the Employer. Personal leave days are to be taken during the year in which they are earned. **If personal days are not taken they will not be paid out and they do not roll over.**

Less than Twelve (12) Month Employees

Wage of New Employees

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

Work Year, Week, Day

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

Nonexempt Employees

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

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

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

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

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

Holidays

All employees working less than twelve (12) months shall not be required to work and shall be paid their normal day's pay for the following holidays:

| | |
|-------------------------------|----------------------|
| <u>Labor Day</u> | <u>Christmas Day</u> |
| <u>Thanksgiving Day</u> | <u>Memorial Day</u> |
| <u>Day after Thanksgiving</u> | |

Food Service employees will switch to these five holidays as of July 1, 2019.

Special Provisions

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day of vacation at a time mutually agreed to by the employee and their supervisor.

Work on Holidays

If any holiday falls on a Saturday or Sunday, the employer shall determine the day the holiday will be allowed.

Personal Day (Food Service see section)

Employees who are scheduled to work less than 12 (twelve) months will receive one (1) personal leave day each year. They can be taken as half day or full day. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the Employer. Personal leave days are to be taken during the year in which they are earned. If personal days are not taken, they will not be paid out and they do not roll over.

Reasonable Assurance

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

Provisions for Administrative Confidential Employees

Wage of New Employees

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

Work Year, Week, Day

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

Vacation

Effective July 1, 2017:

Upon Hire: 1 week (Prorated from the date of hire through June 30, if hired after July 1.)

Second Year in the District: One (1) week

Third Year in the District: Two (2) weeks

Eighth Year in the District: Three (3) weeks **Fifteenth Year** in the

District: Four (4) weeks

Twenty-Fifth Year in the District: Five (5) weeks

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. As of June 30 each year, up to three (3) days of unused vacation will automatically roll (carry over) into the next work year. Unused days over three (3) will be forfeited. **Special Note: Any employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the district afford them additional vacation based upon the above schedule.**

Holidays

The normal holidays for administrative-confidential employees are:

| | | |
|------------------|---------------------------|--------------------|
| July 4 | Friday after Thanksgiving | New Year's Eve Day |
| Labor Day | Christmas Eve | New Year's Day |
| Thanksgiving Day | Christmas Day | Memorial Day |

Two (2) personal leave days may be taken each year at a time approved by the employee's supervisor.

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day's vacation.

Provisions for At-Will Hourly Employees

Work Year, Week, Day

The normal work year for full-time staff will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours. The normal workday shall be from 8:00 a.m. to 4:30 p.m. during the entire year with one-half (1/2) hour being provided for unpaid lunch. These hours can be adjusted by the immediate supervisor on the basis of need. Overtime may be necessary at times, and the compensation will be by payment at time and one-half for all hours worked, determined by the respective supervisor. Individuals working less than 2,080 hours will have their work year, week and day tailored to the employer's need.

Wage of New Employees

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

Vacation

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. All vacation time shall be used following the period in which it is earned.

The vacation schedule for 52-week staff is as follows:

All vacation will be allocated as of July 1 each year.

Effective July 1, 2017:

Upon Hire: 1 week (If hired after July 1, prorated from the date of hire through June 30.)

Second Year in the District: One (1) week

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~~Third Year in the District: Two (2) weeks
 Eighth Year in the District: Three (3) weeks Fifteenth Year in the District: Four (4) weeks
 Twenty-Fifth Year in the District: Five (5) weeks~~

~~As of June 30 each year, up to three (3) days of unused vacation will automatically roll (carry over) into the next work year. Unused days over three (3) will be forfeited. **Special Note: Any hourly employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the district afford them additional vacation based upon the above schedule.**~~

Holidays

The normal holidays for at-will employees are as follows:

| | | |
|------------------|---------------------------|--------------------|
| July 4 | Friday after Thanksgiving | New Year's Eve Day |
| Labor Day | Christmas Eve | New Year's Day |
| Thanksgiving Day | Christmas Day | Memorial Day |

~~Two (2) personal leave days may be taken each school year at a time approved by the employee's supervisor.~~

~~In the event a holiday falls within an employee's vacation period, or on a weekend, an additional day's vacation shall be granted.~~

Provisions for At-Will Salaried Employees

Work Year, Week, Day

~~The normal work year for full time staff will be fifty two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours. The normal workday shall be from 8:00 a.m. to 4:30 p.m. during the entire year with one half (1/2) hour being provided for unpaid lunch. These hours can be adjusted by the immediate supervisor on the basis of need. Overtime may be necessary at times, and the compensation will be by payment at time and one-half for all hours worked, determined by the respective supervisor. Individuals working less than 2,080 hours will have their work year, week and day tailored to the employer's need.~~

Wage of New Employees

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

Vacation

~~All vacation will be allocated as of July 1 each year.~~

~~Effective July 1, 2017 (Note: At-Will employees who work less than 260 days will not receive vacation):~~

~~**Upon hire:** 1 week (If hired after July 1, prorated from the date of hire through June 30.)~~

~~**Second year** in the district: One (1) week **Third year** in the district:~~

~~Two (2) weeks **Eighth year** in the district: Three (3) weeks-~~

~~**Fifteenth year** in the district: Four (4) weeks~~

~~**Twenty-Fifth year** in the district: Five (5) weeks~~

~~Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. As of June 30 each year, up the three (3) days of unused vacation will automatically roll (carry over) into the next work year. Unused days over three (3) will be forfeited. **Special Note: Any hourly employee whose current vacation time exceeds the above outlined schedule (years worked and time off) shall be grandfathered until such a time that years worked in the district afford them additional vacation based upon the above schedule.**~~

Holidays

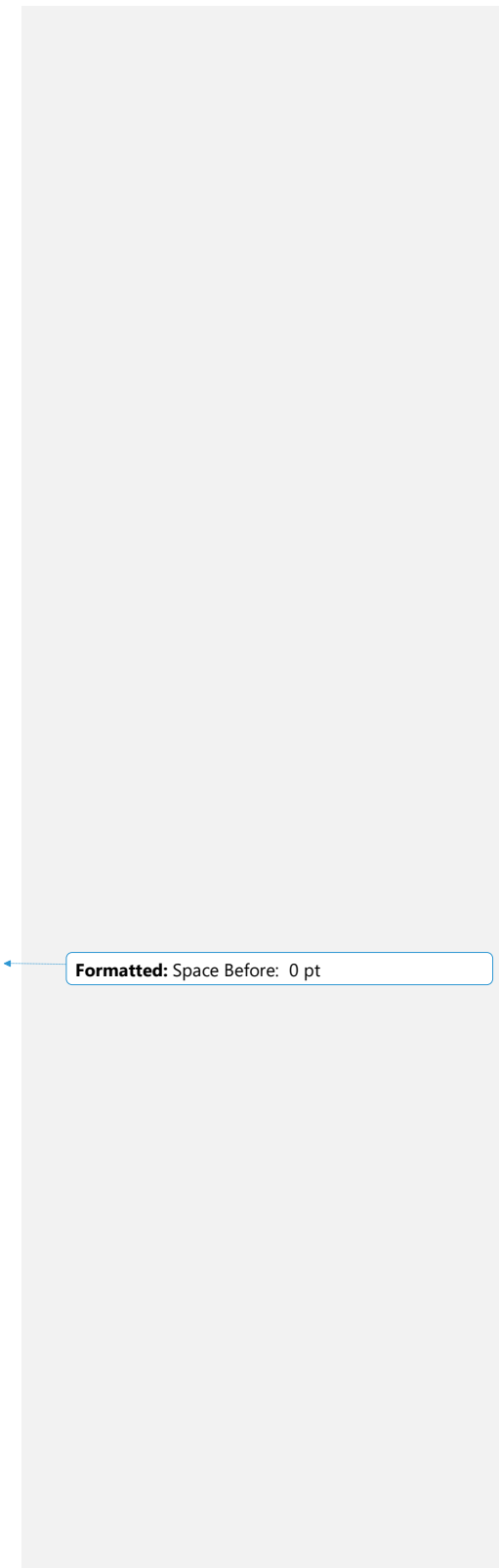
The normal holidays for at-will employees-

| | | |
|------------------|---------------------------|--------------------|
| July 4 | Friday after Thanksgiving | New Year's Eve Day |
| Labor Day | Christmas Eve | New Year's Day |
| Thanksgiving Day | Christmas Day | Memorial Day |

~~Two (2) personal leave days may be taken each school year at a time approved by the employee's supervisor.~~

~~In the event a holiday falls within an employee's vacation period, or on a weekend, an additional day's vacation shall be granted.~~

Provisions for Custodians



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Additional Hours and Overtime - Approval and Assignment

Overtime will be offered by seniority to the employees normally assigned to the building. If no one in the building accepts the overtime it will be offered on a district-wide basis by seniority. Greenheck employees shall be offered overtime occurring within their building by seniority. If no one accepts the overtime, it shall be offered district-wide to those who have been placed on a qualified list established by the district.

Double Time

Double time shall be paid for all work performed on Sunday except Greenheck Field House work and custodians who are scheduled to work Sunday as their normal work hours.

~~Greenheck work schedules will be flexible. However, overtime at the rate of time and one-half (1 ½) will be paid over forty (40) hours to forty-eight (48) hours, and double time will be paid over forty-eight (48) hours. Employees who work at the Greenheck Field House on Sunday shall be paid an additional two dollars per hour. Double time shall be paid for all work performed on Sunday except Greenheck Field House work and custodians who are scheduled to work Sunday as their normal work hours.~~

Building Checks

One (1) hour's pay at the applicable rate shall be the minimum pay an employee shall receive for each day, Saturday, Sunday, or Holidays, an employee is required to perform a building check. The employee needs to work a minimum of one (1) hour for a building check.

Greenheck Field House Custodians

Greenheck work schedules will be flexible. However, overtime at the rate of time and one-half (1 ½) will be paid over forty (40) hours to forty-eight (48) hours, and double time will be paid over forty-eight (48) hours. Employees who work at the Greenheck Field House on Sunday shall be paid an additional two dollars per hour.

Vacation

~~Vacation days are provided on March 1 of each year. Employees shall earn vacation pursuant to the following schedule: Upon Hire: 1 week (prorated from the date of hire through the last day of February)~~

~~Second year in the district: One (1) week~~

~~Third year in the district: Two (2) weeks~~

~~Eighth year in the district: Three (3) weeks Fifteenth year in the district: Four (4) weeks~~

~~Twenty-fifth year in the district: Five (5) weeks (Three (3) of the weeks taken during the summer months)~~

~~Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor.~~

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

Vacation will be allocated on March 1st of each year.

Employees who work less than 2,080 hours during the twelve months prior to March 1 shall receive a prorated vacation benefit determined by dividing the number of hours actually worked by 2,080 with a resulting number rounded to the closest full day (.1 - .4 rounded down; .5 and above rounded up). Employer provided time off (i.e. vacation, holidays, and sick days) shall be considered hours worked for purposes of this calculation. All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid any earned, but unused vacation. **If an employee is terminated, they are not entitled to a vacation pay out.**

Employees with one (1) week of vacation will be required to take vacation during the months of June, July, and August when teachers are not working. Employees with two (2) or more weeks of vacation will be required to take two (2) weeks of vacation during the months of June, July, or August when teachers are not working or during times in the regular school year when teachers are not working. Summer school does not affect vacation scheduling. The Employer may, at its discretion, allow more than one custodian per building to be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the Employer and the employee.

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Split weeks will be allowed for vacation on a mutually-agreed upon basis. Choice of vacation shall be determined by seniority, but said choice shall be subject to notice posted by the employer on or before November 1 of each year, and employees, on a seniority basis, shall have a maximum of two (2) weeks to choose their vacation period. All pre- scheduled vacations must be selected by March 1. During the vacation scheduling period (November 1 – March 1), if an employee forfeits their timely selection, said employee may choose from available weeks during the remaining selection rotation but will only be given one (1) day to make his/her selection before the next senior employee selects his/her vacation.

Holidays

Employees shall not be required to work and shall be paid eight (8) hours at the straight time hourly rate for the following nine (9) holidays: (Effective May 1, 2016)

| | | |
|------------------|---------------------------|--------------------|
| July 4 | Friday after Thanksgiving | New Year's Eve Day |
| Labor Day | Christmas Eve | New Year's Day |
| Thanksgiving Day | Christmas Day | Memorial Day |

Two (2) personal leave days may be taken each school year at a time approved by the employee's supervisor.

Sick Leave

Sick Leave Accumulation and Use

Each employee shall be granted sick leave credited on March 1 of each year.

Sick leave will be allocated on March 1st of each year.

The District may require a physician's certificate after an employee has been absent for a personal illness or any other authorized use of sick leave.

Provisions for Food Service

Dental Insurance

Food Service employees that wish to participate in the district dental insurance plan will pay 25% of the premium for single and family coverage year around.

Long-Term Disability Insurance

(Employees hired on or after February 1, 2003, must work a minimum of 600 hours per work year to qualify.)

Certification

Any employee who earns and maintains certification in the School Nutrition Association for a complete school year will receive a lump sum payment of \$200.00 included with their final paycheck of the current school year. Loss of certification will result in the employee having to start this certification process again as if the employee had never before qualified.

Holidays

Holiday Pay – Less than Twelve Month Employees

All employees working less than twelve months shall not be required to work and shall be paid their normal day's pay for the following **in excess of (5) days** - if the day is included in the employee's work year:

| | |
|------------------|--------------|
| Labor Day | Good Friday |
| Thanksgiving Day | Memorial Day |
| Christmas Day | |

Personal Days

Two (2) personal days may be taken during each year of service at a time approved by the employee's supervisor. **They can be taken as half day or full day. If personal days are not taken they will not be paid out and they do not roll over. Only one personal leave day may be used during a new employee's initial probationary period.** An employee who has provided notice of termination will no longer be compensated for personal days.

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Approval of unpaid leave of absence and/or personal days will follow the following guidelines:

1) No more than two food service staff members per day will be approved for personal days and/or unpaid leave of absence.

AND

2) Approval of leave will be subject to the availability of substitutes.

Staff positions exempt from this guideline include Food Service Specialist, Nutrition Support Specialist, District Wide Server/Cashier, and Middle School Kitchen Coordinator.

Free Meals

Employees will be furnished a daily meal at no charge. The meal must be consumed on the premises. The Supervisor of Food Services will identify what constitutes a meal.

Sick Leave

All food service employees must sign the Food Employee Reporting Agreement as required by the Food Service Safety Plan and the Marathon County Health Department.

Each employee shall earn one (1) day paid sick leave equal in time to the employee's normal working day, for each month of service. Unused sick leave may accumulate to a maximum of 100 working days. Sick leave may be charged in no less than one-hour increments, and any absence for illness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave. The district may require a physician's excuse for any absence due to illness. Employees may utilize up to five (5) days of sick leave for the illness, care of, or appointment for a spouse, legally dependent child, parent or self.

Educational Improvement

Any employee who pursues a course of study approved in advance by the Supervisor of Food Services will receive reimbursement for registration costs. New employees will be required to complete a course in food handling and sanitation as deemed necessary by the Supervisor of Food Services. The district will pay the cost of tuition and compensate the employee their normal rate of pay for scheduled classroom time. The Supervisor of Food Services may require any employee to attend a food handling and sanitation course at any time after initial attendance.

Any employee desiring to become a member of the School Nutrition Association of Wisconsin will have their I cost of membership paid for by the district.

Substitution

Internal substitution of personnel which requires an employee to perform responsibilities at a higher classification level will provide a \$0.50 per hour increase and may be up to a \$0.75 per hour increase above normal wages for hours worked in the higher classification.

Provisions for Paraprofessionals

Vacation

Effective July 1, 2017:

Upon Hire: 1 week (If hired after July 1, prorated from the date of hire through June 30.)

Second year in the district: One (1) week **Third year** in the district:

Two (2) weeks **Eighth year** in the district: Three (3) weeks

Fifteenth year in the district: Four (4) weeks

Twenty-Fifth year in the district: Five (5) weeks

As of June 30 each year, up to three (3) days of unused vacation will automatically roll (carry over) into the next work year. Unused days over three (3) will be forfeited. **Special Note: Any hourly employee whose current vacation time exceeds the above outline schedule (years worked and time off) shall be grandfathered until such a time that years worked in the district afford them additional vacation based upon the above schedule.**

Scheduling of Vacations

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor.

Holidays

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~~Twelve (12) month employees shall not be required to work and shall be paid their normal day's pay for the following holidays:~~

| | | |
|-----------------------------|--------------------------------------|-------------------------------|
| July 4 | Friday after Thanksgiving | New Year's Eve Day |
| Labor Day | Christmas Eve | New Year's Day |
| Thanksgiving Day | Christmas Day | Memorial Day |

~~Employees who are scheduled to work 12 (twelve) months will receive two (2) personal leave days each year. A personal leave day may be taken at the discretion of the employee with the approval of the supervisor. The number of employees off in a given day shall be determined by the Employer. Personal leave days are to be taken during the year in which they are earned.~~

~~All employees working less than twelve (12) months shall not be required to work and shall be paid their normal day's pay for the following holidays:~~

| | |
|-----------------------------------|--------------------------|
| Labor Day | Christmas Day |
| Thanksgiving Day | Memorial Day |
| Day after Thanksgiving | |

~~Employees who are scheduled to work less than 12 (twelve) months will receive one (1) personal leave day each year. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the Employer. Personal leave days are to be taken during the year in which they are earned.~~

Special Provisions

~~In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day of vacation at a time mutually agreed to by the employee and their supervisor.~~

Work on Holidays

~~If any holiday falls on a Saturday or Sunday, the employer shall determine the day the holiday will be allowed.~~

Reasonable Assurance

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

Provisions for Teachers

Normal Hours of Work

Regular building hours for teachers shall be eight (8) per day including a duty-free lunch period of at least thirty (30) minutes. The starting and dismissal times, which may vary from school to school, shall be determined by the district. Altered work schedules may be set up with the building principal. On Fridays, teachers may elect to leave 15 minutes early.

For elementary teachers, every effort will be made to allow fifty (50) minutes of preparation time either before or after each student contact day. It is understood that the current practice of scheduling parent/teacher conferences, district, and faculty meetings will still be followed.

Secondary teachers will have preparation time built into their daily schedule.

Compensation

The district will follow the most current compensation model.

Teacher Evaluation

Teacher evaluations will follow the Educator Effectiveness Guidelines.

Teacher Assignments, Vacancies and Transfers

Assignments

Grade, subject and activity assignments shall be made by the district taking into consideration the employee's professional training, experience, specific achievements and service to the district. Notice of such assignments will be given to teachers as soon as possible.

The district recognizes the importance of high quality teaching. Secondary level assignments will be made after student registration for courses. A sixth class may be assigned when necessary in lieu of a supervisory duty.

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Criteria for Teachers Transfers

When making transfers, the district shall take the training, experience, specific achievements, service to the district, wishes and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the pupils are of primary importance in making such decisions.

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Sick Leave

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Benefit and Accumulation

Teaching staff is granted ten (10) days **personal** sick leave per year, cumulative to one hundred and twenty (120). Employees assigned less than a full school year will receive pro-rata fewer days leave.

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Advance Notice to Administration

Teachers who are sick and unable to report for work shall notify the district via **Skyward™** and AESOP. The Board may question or investigate the use of sick leave.

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Limitations

Sick leave benefits are granted upon sickness of a teacher. Up to five (5) days of accrued sick leave per school year may be used for illness, care of, or appointment for a spouse, legally dependent child, parent, or self. The District encourages staff to make doctor appointments outside working hours whenever possible, but recognizes that from time to time appointments may need to take place during regular working hours. Sick leave may be used in one hour increments to allow for minimal time away from duties for medical appointments.

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Personal/Emergency Leave

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Each teacher shall be entitled to one (1) day of absence, non-accumulative, for personal leave with pay each school year. Each teacher with fifteen (15) years of district service shall receive one (1) additional day of personal leave. Such days may not be used during parent teacher conferences. A limited amount of days will be available at the District's discretion for use the day before or the day after a scheduled vacation and/or holiday. Requests for personal/emergency leave shall be submitted to the building principal. The Principal must be given seventy-two (72) hours written notice and the number of leaves on any given day will be subject to the availability of qualified substitutes. Teachers shall also be eligible for up to two (2) days of emergency leave each school year with pay. However, in the event that a teacher uses both days of emergency leave, no personal leave will be available to that teacher for that school year. Furthermore, if a teacher uses the one (1) day of personal leave, that teacher will only have one (1) day of emergency leave available for that school year. An emergency is a serious situation or occurrence that develops suddenly and calls for immediate attention.

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Teachers requesting emergency leave must do so in writing to their building Principal stating the nature of the emergency. Emergency leave shall also be non-accumulative.

Unpaid Leave of Absence

A leave of absence without compensation for a period of up to one semester or (1) school year may be considered provided a suitable replacement can be obtained.

Request for leave of absence shall be made to the Director of Human Resources by March 1 of the year preceding the year that the leave commences.

Health and dental insurance benefits will be available to the teacher while on leave at no cost to the District under COBRA provisions.

Administration may approve up to five (5) days of unpaid leave during a two-year period. A **fourteen-day advance written notice is requested.** All unpaid leave will be subject to the availability of qualified substitutes.

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Voluntary Early Retirement

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Application

Irrepealable requests for participation in the voluntary early retirement plan must be filed with the Director of Human Resources no later than March 10th of the year in which the teacher wishes to retire in order to qualify for early retirement in that year. This policy shall not apply to any teacher who is discharged or non-renewed.

Teachers who complete and submit the irrevocable early retirement form to the Director of Human Resources by December 31 prior to the year of retirement will receive a \$750 incentive. This is for retirees only. Resignations do not apply. This incentive payment will be added to their second payroll check in January.



***A Culture of Excellence:
A Positive Place to Learn and Work***

EMPLOYEE HANDBOOK

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

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Employee Acknowledgment

D.C. Everest employees must acknowledge the district's employee handbook online through **Skyward™**. The handbook is always available to employees on the DCE Staff Intranet.

General Provisions Applicable to All Employees

Preamble and Definitions

About this Handbook

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

This *Handbook* is intended to provide employees with information regarding policies, procedures, ethics, and expectations of the District; however, this *Handbook* should not be considered all-inclusive. Copies of Board Policies and Administrative Guidelines are available on the **District** website at www.dce.k12.wi.us and at the Superintendent's office. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code, and the policies of the D.C. Everest School Board.

Definitions

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

school session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

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

General Personnel Policies

This *Handbook* is subservient to, and does not supersede the provisions set forth in Board Policies at www.neola.com/dceverest-wi/.

Employment Law

Employment of Minors

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

Equal Opportunity

The District does not discriminate by reason of age, race, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

Reasonable accommodations shall be made for qualified individuals with a disability. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. See *Policies 1422, 3122, and 4122* at www.neola.com/dceverest-wi/.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, to address allegations of violations of the policy. See *Policies 1422, 3122, and 4122* at www.neola.com/dceverest-wi/.

Fair Labor Standards Act

Certain types of workers are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA]. <http://www.dol.gov/whd/flsa/>. See Policy 6700 at www.neola.com/dceverest-wi/.

Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy. <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>. See *Administrative Guideline 4111B* at www.neola.com/dceverest-wi/.

Notice of Privacy Practices

Effective date April 4, 2004

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

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

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

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

1. **Payment and Health Care Operations:**
In order to make coverage determinations and payment (including, but not limited to, billing, claims management, subrogation, and plan reimbursement). For example, the Plan may provide information regarding your coverage or health care treatment to other health plans to coordinate payment of benefits. Your health information may also be used or disclosed in order for the Plan to carry out its own operations regarding the administration of the Plan and provide coverage and services to the Plan's participants. For example, the Plan may use your health information to project future benefit costs, to determine premiums, conduct or arrange for case management or medical review, for internal grievances, for auditing purposes, business planning, and management activities such as planning related analysis, or to contract for stop-loss coverage. Pursuant to the Genetic Information Non-Discrimination Act (GINA), the Plan does not use or disclose genetic information for underwriting purposes.
2. **Disclosure to the Plan Sponsor:** As required, in order to administer benefits under the Plan. The Plan may also provide health information to the plan sponsor to allow the plan sponsor to solicit premium bids from health insurers, to modify the Plan, or to amend the Plan.
3. **Requirements of Law:**
When required to do so by any federal, state, or local law.
4. **Health Oversight Activities:**
To a health oversight agency for activities such as audits, investigations, inspections, licensure, and other proceedings related to the oversight of the health plan.
5. **Threats to Health or Safety:**
As required by law, to public health authorities if the Plan, in good faith, believe the disclosure is necessary to prevent or lessen a serious or imminent threat to your health or safety or to the health and safety of the public.
6. **Judicial and Administrative Proceedings:**
In the course of any administrative or judicial proceeding in response to an order from a court of administrative tribunal, in response to a subpoena, discovery request, or other similar process. The Plan will make a good faith attempt to provide written notice to you to allow you to raise an objection.
7. **Law Enforcement Purposes:**
To a law enforcement official for certain enforcement purposes, including, but not limited to, the purpose of identifying or locating a suspect, fugitive, material witness, or missing person.
8. **Coroners, Medical Examiners, or Funeral Directors:**
For the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law.
9. **Organ or Tissue Donation:**
If you are an organ or tissue donor, for purposes related to that donation.
10. **Specified Government Functions:**
For military, national security and intelligence activities, protective services, and correctional institutions and inmates.
11. **Workers' Compensation:**
As necessary to comply with Workers' Compensation or other similar programs.
12. **Distribution of Health Related Benefits and Services:**
To provide information to you on health-related benefits and services that may be of interest to you.

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

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

Right to Request Restrictions on Uses and Disclosures: You may request the Plan to restrict uses and disclosures of your health information. The Plan will accommodate reasonable requests; however, it is not required to agree to the request. If you wish to request a restriction, please send it in writing to HIPAA Privacy Officer, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221.

Right to Inspect and Copy Your Health Information: You may inspect and obtain a copy of your health information the Plan maintains. The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. If you request a copy of your health information, the Plan may charge a reasonable fee for copying, assembling costs, and postage, if applicable, associated with your request.

Right to Amend Your Health Information: You may request the Plan to amend your health information if you feel that it is incorrect or incomplete. The Plan has 60 days after the request is made to make the amendment. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. Your request may be denied in whole or in part, and, if so, the Plan will provide you with a written explanation of the denial.

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

A request for an accounting form must be used to make the request and can be obtained by contacting your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. The accounting will be provided within 60 days from your submission of the request form. An additional 30 days is allowed if this deadline cannot be met.

Right to Receive Confidential Communications: You may request that the Plan communicate with you about your health information in a certain way or at a certain location if you feel the disclosure could endanger you. You must provide the request in writing to your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. The Plan will attempt to honor all reasonable requests.

Right to a Paper Copy of This Notice: You may request a paper copy of this Notice at any time, even if you have agreed to receive this Notice electronically. Please contact your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221 to make this request.

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

Complains and Contact Person: If you wish to exercise your rights under this Notice, communicate with the Plan about its privacy policies and procedures, or file a complaint with the Plan, please contact the HIPAA Contact Person, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. You may also file a complaint with the Secretary of Health and Human Services if you believe your privacy rights have been violated.

Any questions/concerns should be directed to the HIPAA Privacy Officer, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221

General Employment Practices and Expectations

Professional Expectations

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

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally. See *Policies 3216 and 4216* www.neola.com/dceverest-wi/.
- Staying current in your work assignment by actively engaging in professional development activities in and/or out of the district.
- Representing the district in a positive fashion in community venues.

Teachers' professional conduct also includes:

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

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

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

Hours of Work and Work Schedules

Work hours will be set by the employee's supervisor.

Job Postings

When the District deems it necessary to fill a vacancy within the district, a notice will be emailed to staff, as well as advertised as needed. See *Policies 3132 and 4132* at www.neola.com/dceverest-wi/.

Hiring

Applications for all employee positions will be submitted online to the Director of Human Resources who shall insure that an appropriate team will screen and interview applicants selected for the interview process.

Qualifications

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

Duties

The duties and responsibilities of all personnel will be in their written job description. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. All copies of all job descriptions shall be on file in the Human Resources Office and shall be revised from time to time as deemed necessary. See *Policies 3120 and 4120* at www.neola.com/dceverest-wi/.

Attendance

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

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

Staff Bulletin Boards

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

Child Abuse and Neglect Reporting

A district employee must immediately report to the county Child Protective Services or local law enforcement by phone or in person when he/she has reasonable cause to suspect a child:

- Has been abused or neglected, or
- Has been threatened with abuse or neglect and the employee believes it may occur.

Contact law enforcement directly when there may be immediate danger to a student.

If the employee is unsure whether a report should be made, it is appropriate to talk to someone who can assist you in making the report. This could be a pupil services professional or school administrator. However, talking with someone else may not delay making the report.

Wis. Statutes 48.981(2)(a), (3)(a)1. See *Policy 8462* at www.neola.com/dceverest-wi/.

Anonymous Reporting Hotline

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

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

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

Communication

District employees are expected to abide by the following rules when using information technology and communication resources. See *Policy 7540.04* at www.neola.com/dceverest-wi/ and the *Staff Acceptable Use Agreement for Technology Resource*.

A. *Electronic Communications:*

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

monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. External electronic storage devices are subject to monitoring if used with District resources.

- B. *User Responsibilities*: The following standards will apply to all users (students and employees) of the network/internet:
1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
 2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
 3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
 4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing inappropriate material. The user must then notify the network administrator and/or immediate supervisor of the website address that should be blocked by the filtering software.
 5. A user may not disable internet-tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.
- C. *Electronic Communications with Students*: Employees are prohibited from communicating through electronic media with students who are enrolled in the District, except as set forth in Section D. An employee is not subject to this prohibition if the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, campus athletic coordinators, athletic trainers, and any other employee designated in writing by the Superintendent or a building principal.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, Myspace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

- D. *Limited Electronic Communication with Students*: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:
1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or district-sponsored extra-curricular activities).
 2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, tests and/or district-sponsored extra-curricular activities), the

employee shall not respond to the student using any electronic media except to address a health or safety emergency.

3. The employee is prohibited from communicating with students through a personal social network page, unless the employee has a pre-existing social or family relationship with the student as listed in C above.
 4. The employee must create a separate social network page ("professional page") for communicating with students through a social network. The employee must enable administration and parents to access the employee's professional page.
 5. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
 6. Upon request from the administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with students.
- E. *Retention of Electronic Communications and other Electronic Media:* The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.
- F. *Electronic Recording:* Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- G. *Compliance with Federal, State and Local Law:* For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records. See *Policy 8330* at www.neola.com/dceverest-wi/.
 2. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses. See *Policy 8320* at www.neola.com/dceverest-wi/.
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
- H. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
- I. *Personal Web Pages:* Employees may not misrepresent the District by creating, or posting any content to any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- J. *Disclaimer:* The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without

limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

- K. **District Property:** The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment.

Drug-, Alcohol-, and Tobacco-Free Workplace

See *Policies 3122.01, 4122.01, 3215, 4215, 7434* at www.neola.com/dceverest-wi/.

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

- A. **Drugs and Alcohol:** The manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. The District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. **Tobacco Products:** Employees shall not use tobacco or nicotine products (with the exception of tobacco cessation products) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. **Reasonable Suspicion Testing:** All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. Two supervisors must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- D. **Consequence for Violation:** Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. [See policies 41 U.S.C. 702(a) (1) (A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.
- E. **Notification of Conviction:** As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source– the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring

in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)]

- F. **Employee Assistance Program:** The employee assistance program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems. EAP helps in the prevention, identification and resolution of work-related or personal problems. To reach the EAP coordinator in the District, please contact the Human Resources Department.

Physical Examination

See *Policies 3160 and 4160* at www.neola.com/dceverest-wi/.

Employee Identification Badges

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

Issuing Identification Badges

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

Visitors/Volunteers

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

Additional or Replacement Badges

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

There shall be a charge of \$10.00 for each identification badge replaced more often than once every three years for these reasons. Lost or stolen identification badges are to be immediately reported to the human resources department at extension 1225 or 1226, or to the technology department at extension 1352 for access security reasons. An employee may request an additional identification badge at any time for a charge of \$10.00 per badge.

Licensure/Certification

Each employee who is required to be licensed or certified by law must provide Human Resources with a copy of the current license or certificate to be maintained in his or her personnel file. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification. See *Policy 3120* at www.neola.com/dceverest-wi/.

Pay Periods

Payroll Cycle

Employees will be paid bi-weekly by Direct Deposit.

Overtime

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

Time Cards or other Form of Electronic Tracking of Hours Worked

Time cards or an electronic time card system shall be used by all non-exempt employees. Employees will punch in only at such time as they are fully prepared to begin work. Employees are responsible for

their own time cards and shall not punch in or out for any other employee. If an employee leaves the premises for any personal reason, the electronic system is to be used to clock in and out.

Direct Deposit Payment Method

All employees shall participate in our direct deposit payroll plan. Direct deposit statements are available through Employee Access within **Skyward**[™]. Direct deposit account changes may be made after giving thirty (30) calendar days' notice in writing to the payroll department.

Salary Deferrals –Tax Sheltered Annuities (TSA)/Deferred Compensation

D.C. Everest provides employees the opportunity to participate in a tax sheltered annuity plan and/or the Wisconsin Deferred Compensation Plan (457).D.C. Everest Area School District 403(b) Plan highlights are found at: <http://www.spokekids.com/DCEverestASD/>. Please contact the Human Resources Department for further information.

Mileage Reimbursement

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

Reduction in Force

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

Workers Compensation

Supervisor Responsibilities

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

Employee Responsibilities

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

Finance Manager Responsibilities

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

Return-To-Work Program

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

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

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

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

TTWA (Temporary Transitional Work Assignments) Guidelines

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

Employee Leave

Sick Leave

See Policies 3432 and 4432 at www.neola.com/dceverest-wi/.

Unpaid Leave of Absence

See Policies 3430 and 4430 at www.neola.com/dceverest-wi/.

Jury Duty Leaves

See Policies 3431 and 4431 at www.neola.com/dceverest-wi/.

Bereavement Leave

See Policies 3431 and 4431 at www.neola.com/dceverest-wi/.

Uniformed Services Leave

See Policies 3431 and 4431 at www.neola.com/dceverest-wi/.

Family Medical Leave

See Policies 3430 and 4430 at www.neola.com/dceverest-wi/.

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

Family or Medical Leave Act 1993 Wisconsin Act 187 Section 103.10 Wisconsin Statutes
<https://docs.legis.wisconsin.gov/statutes/statutes/103/10/13/b/2>.

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

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by GINA. Accordingly, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. An exception to the prohibition outlined in this paragraph is family medical history for situations in which the employee is asking for leave to care for a family member with a serious health condition (e.g., under the Family and Medical Leave Act).
<http://www.eeoc.gov/laws/statutes/gina.cfm>.

Organ Donation

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

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

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

Benefits Applicable to All Employees

Flexible Spending & Insurance

Cafeteria Plan/Flexible Spending Account

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

- Permitted limited flex plan dental and vision expenses not covered by the insurance plan (IRC § 105) to a maximum of per calendar year subject to the limitations set forth in the Internal Revenue Service Code.
- Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

- Employees are eligible to participate in a limited Healthcare FSA or Dependent Care FSA on their date of hire. There is a 30 hour per week requirement for enrollment in the Healthcare FSA. There is no hourly requirement for the Dependent Care FSA.

Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. If both husband and wife are employed by the district, only one employee will be allowed to carry a family dental plan.

Contact the HR Department for information on coverage specific to your employee group.

Vision Insurance

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

Health Insurance

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

Contact the HR Department for information on coverage specific to your employee group.

Liability Insurance

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

Life Insurance

The Board shall provide basic life insurance to eligible employees that are scheduled to work over 880 hours a year and pay 100% of the premium. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Short-Term Disability

The Board offers employees who work 600 hours per year or more an opportunity to purchase Short Term Disability insurance. This plan provides income protection in the event that you are ill or injured and unable to come to work for a short-term period of time. Benefits under Short Term Disability will begin immediately following an accident/injury, or after 3 days of an illness. Benefits under this plan will continue until the lesser of 90 days, or until the employee becomes eligible for benefits under the Long-Term Disability plan. Short Term Disability coverage is 100% employee funded with monthly premiums varying by coverage election amounts.

Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees that are scheduled to work over 600 hours a year. Employees hired on or after February 1, 2003, must work a minimum of 600 hours per work year to qualify.

Contact the HR Department for information on coverage specific to your employee group. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Wisconsin Retirement System (WRS) Contributions

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

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

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

Additionally, all newly hired or rehired employees who begin working in the district after June 30, 2014 will not be eligible to remain on any of the district benefit plans upon retirement, nor will they receive any premium

credits. Post-employment, all employees will be required to obtain all health-related insurances outside the district's plan(s). COBRA rules apply.

Other Post Employment Benefit: Health Benefit

| Post-Employment Health Benefits | | | | |
|---|--|------------------|----------------------------------|------------------------------------|
| Group | Age Eligibility | Years of Service | Benefit if retiring at age 55-64 | Benefit if retiring age 65 or more |
| Teachers (DCETA) | 55 | 15 | \$60,000 | \$30,000 |
| At-Will Salaried | 55 | 15 | \$60,000 | \$30,000 |
| Hourly | 57 | 25 | \$30,000 | \$15,000 |
| Hourly | 57 | 30 | \$40,000 | \$20,000 |
| Hourly | 57 | 35 | \$50,000 | \$25,000 |
| General Notes | | | | |
| For All Employees | Funds will be deposited into personal HRA accounts and can be used for medical premiums only. Medical premiums include health insurance, dental insurance, optical insurance and long term care insurance. | | | |
| Years of service do not need to be consecutive. | | | | |

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

Conflict Resolution

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

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

Step 1: Discussion with Supervisor

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

Step 2: Written Complaint and Decision

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

- b. The employee's director/supervisor/department head should forward a copy of the complaint to the superintendent's office.

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

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

Step 3: Appeal of Decision

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

Additional Guidance

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

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

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

No D.C. Everest employee will be subject to retaliation for filing a complaint under this policy.

Grievance Procedure

See Policies 3340 and 4340 at www.neola.com/dceverest-wi/.

Provisions for Twelve (12) Month Employees

Wage of New Employees

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

Work Year, Week, Day

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

Overtime may be necessary at times, and the compensation will be by payment at time and one-half for all hours worked, determined by the respective supervisor.

Nonexempt Employees

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

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

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

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

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

Vacation

Effective July 1, 2017:

Upon Hire: 1 week (Prorated from the date of hire through June 30, if hired after July 1.)

The Start of the Second Year in the District: One (1) week

The Start of the Third Year in the District: Two (2) weeks

The Start of the Eighth Year in the District: Three (3) weeks

The Start of the Fifteenth Year in the District: Four (4) weeks

The Start of the Twenty-Fifth Year in the District: Five (5) weeks

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. As of June 30 each year, up to three (3) days of unused vacation will automatically roll (carry over) into the next work year. Unused days over three (3) will be forfeited.

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

If an employee is terminated, they are not entitled to a vacation pay out.

Note: Custodian employees' vacation is allocated on March 1st each year and no vacation carries over. Please see the Provisions for Custodians vacation section for more information.

Holidays

All employees working **twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

| | | |
|------------------|---------------------------|--------------------|
| July 4 | Friday after Thanksgiving | New Year's Eve Day |
| Labor Day | Christmas Eve | New Year's Day |
| Thanksgiving Day | Christmas Day | Memorial Day |

Special Provisions

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day of vacation at a time mutually agreed to by the employee and their supervisor.

Work on Holidays

If any holiday falls on a Saturday or Sunday, the employer shall determine the day the holiday will be allowed.

Personal Days

Two (2) personal leave days may be taken each year at a time approved by the employee's supervisor. They can be taken as half day or full day. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the employer. Personal leave days are to be taken during the year in which they are earned. If personal days are not taken they will not be paid out and they do not roll over.

Provisions for Less Than Twelve (12) Month Employees

Wage of New Employees

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

Work Year, Week, Day

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

Nonexempt Employees

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

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

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

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

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

Holidays

All employees working **less than twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

| | |
|------------------------|---------------|
| Labor Day | Christmas Day |
| Thanksgiving Day | Memorial Day |
| Day after Thanksgiving | |

Note: Food Service employees will switch to these five holidays as of July 1, 2019.

Special Provisions

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day of vacation at a time mutually agreed to by the employee and their supervisor.

Work on Holidays

If any holiday falls on a Saturday or Sunday, the employer shall determine the day the holiday will be allowed.

Personal Day

One (1) personal leave day may be taken each year at a time approved by the employee's supervisor. They can be taken as half day or full day. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the employer. Personal leave days are to be taken during the year in which they are earned. If personal days are not taken they will not be paid out and they do not roll over.

Note: Food Service employees see Provisions for Food Service section.

Reasonable Assurance

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

Provisions for Custodians

Additional Hours and Overtime - Approval and Assignment

Overtime

Overtime will be offered by seniority to the employees normally assigned to the building. If no one in the building accepts the overtime it will be offered on a district-wide basis by seniority. Greenheck Field House employees shall be offered overtime occurring within their building by seniority. If no one accepts the overtime, it shall be offered district-wide to those who have been placed on a qualified list established by the District.

Double Time

Double time shall be paid for all work performed on Sunday except Greenheck Field House work and custodians who are scheduled to work Sunday as their normal work hours.

Building Checks

One (1) hour of pay at the applicable rate shall be the minimum pay an employee shall receive for each day, Saturday, Sunday, or Holiday, an employee is required to perform a building check. The employee needs to work a minimum of one (1) hour for a building check.

Greenheck Field House Custodians

Greenheck Field House work schedules will be flexible. However, overtime at the rate of time and one-half (1 ½) will be paid over forty (40) hours to forty-eight (48) hours, and double time will be paid over forty-eight (48) hours. Employees who work at the Greenheck Field House on Sunday shall be paid an additional two dollars per hour.

Vacation

Vacation will be allocated on March 1st of each year.

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

Prorated Calculation

Employees who work less than 2,080 hours during the twelve months prior to March 1 shall receive a prorated vacation benefit determined by dividing the number of hours actually worked by 2,080 with a resulting number rounded to the closest full day (.1 - .4 rounded down; .5 and above rounded up). Employer provided time off (i.e. vacation, holidays, and sick days) shall be considered hours worked for purposes of this calculation.

Vacation Requirements

Employees with one (1) week of vacation will be required to take vacation during the months of June, July, and August when teachers are not working.

Employees with two (2) to four (4) weeks of vacation will be required to take two (2) weeks of vacation during the months of June, July, or August when teachers are not working or during times in the regular school year when teachers are not working.

Employees with five (5) weeks of vacation will be required to take three (3) weeks of vacation during the months of June, July, or August when teachers are not working.

The Employer may, at its discretion, allow more than one custodian per building to be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the Employer and the employee.

Scheduling

Choice of vacation shall be determined by seniority, but said choice shall be subject to notice posted by the Employer on or before November 1st of each year, and employees, on a seniority basis, shall have a maximum of two (2) weeks to choose their vacation period.

All pre-scheduled vacations must be selected by March 1st. During the vacation scheduling period (November 1st – March 1st), if an employee forfeits their timely selection, said employee may choose from available weeks during the remaining selection rotation but will only be given one (1) day to make his/her selection before the next senior employee selects his/her vacation.

Split weeks will be allowed for vacation on a mutually-agreed upon basis.

Sick Leave

Sick leave will be allocated on March 1st of each year.

The District may require a physician's certificate after an employee has been absent for a personal illness or any other authorized use of sick leave.

Provisions for Food Service

Dental Insurance

Food Service employees that wish to participate in the District dental insurance plan will pay 25% of the premium for single and family coverage year around.

Certification

Any employee who earns and maintains certification in the School Nutrition Association for a complete school year will receive a lump sum payment of \$200.00 included with their final paycheck of the current school year. Loss of certification will result in the employee having to start this certification process again as if the employee had never before qualified.

Holidays

All employees working **less than twelve (12) months** shall not be required to work and shall be paid their normal day's pay for the following holidays:

| | |
|------------------|--------------|
| Labor Day | Good Friday |
| Thanksgiving Day | Memorial Day |
| Christmas Day | |

Note: Food Service employees will switch to the holidays identified in Provisions for Less Than Twelve (12) Month Employees as of July 1, 2019.

Special Provisions

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day of vacation at a time mutually agreed to by the employee and their supervisor.

Work on Holidays

If any holiday falls on a Saturday or Sunday, the employer shall determine the day the holiday will be allowed.

Personal Days

Two (2) personal leave days may be taken each year at a time approved by the employee's supervisor. They can be taken as half day or full day. If personal days are not taken they will not be paid out and they do not roll over. A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The

number of employees off in a given day shall be determined by the employer. Personal leave days are to be taken during the year in which they are earned.

Approval of unpaid leave of absence and/or personal days will follow the following guidelines:

No more than two food service staff members per day will be approved for personal days and/or unpaid leave of absence *AND* approval of leave will be subject to the availability of substitutes.

Staff positions exempt from this guideline include: Food Service Specialist, Nutrition Support Specialist, District-Wide Server/Cashier, and Middle School Kitchen Coordinator.

Free Meals

Employees will be furnished a daily meal at no charge. The meal must be consumed on the premises. The Supervisor of Food Services will identify what constitutes a meal.

Educational Improvement

Any employee who pursues a course of study approved in advance by the Supervisor of Food Services will receive reimbursement for registration costs. New employees will be required to complete a course in food handling and sanitation as deemed necessary by the Supervisor of Food Services. The district will pay the cost of tuition and compensate the employee their normal rate of pay for scheduled classroom time. The Supervisor of Food Services may require any employee to attend a food handling and sanitation course at any time after initial attendance.

Any employee desiring to become a member of the School Nutrition Association of Wisconsin will have their I cost of membership paid for by the district.

Substitution

Internal substitution of personnel which requires an employee to perform responsibilities at a higher classification level will provide a \$0.50 per hour increase and may be up to a \$0.75 per hour increase above normal wages for hours worked in the higher classification.

Provisions for Teachers

Normal Hours of Work

Regular building hours for teachers shall be eight (8) per day including a duty-free lunch period of at least thirty (30) minutes. The starting and dismissal times, which may vary from school to school, shall be determined by the District. Altered work schedules may be set up with the building principal. On Fridays, teachers may elect to leave 15 minutes early.

For elementary teachers, every effort will be made to allow fifty (50) minutes of preparation time either before or after each student contact day. It is understood that the current practice of scheduling parent/teacher conferences, district, and faculty meetings will still be followed.

Secondary teachers will have preparation time built into their daily schedule.

Compensation

The district will follow the most current compensation model.

Teacher Evaluation

Teacher evaluations will follow the Educator Effectiveness Guidelines.

Teacher Assignments and Transfers

Assignments

Grade, subject, and activity assignments shall be made by the District taking into consideration the employee's professional training, experience, specific achievements, and service to the District. Notice of such assignments will be given to teachers as soon as possible.

The District recognizes the importance of high quality teaching. Secondary level assignments will be made after student registration for courses. A sixth class may be assigned when necessary in lieu of a supervisory duty.

Transfers

When making transfers, the District shall take the training, experience, specific achievements, service to the district, wishes, and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the pupils are of primary importance in making such decisions.

Voluntary Early Retirement**Application**

Irrevocable requests for participation in the voluntary early retirement plan must be filed with the Director of Human Resources no later than March 10th of the year in which the teacher wishes to retire in order to qualify for early retirement in that year. This policy shall not apply to any teacher who is discharged or non-renewed.

Incentive

Teachers who complete and submit the irrevocable early retirement form to the Director of Human Resources by December 31st prior to the year of retirement will receive a \$750 incentive. This is for retirees only. Resignations do not apply. This incentive payment will be added to their second payroll check in January.

D.C. Everest Area School District
Four-Year-Old Kindergarten Program and Site Agreement
2019-2020

This Agreement is between _____, a preschool/childcare provider (hereinafter “Provider”) and the D.C. Everest Area School District (hereinafter “District”), (collectively hereinafter “Parties”). It is agreed as follows.

I. Operations

- A. Provider shall provide the teacher, teacher’s assistant, and the site for the delivery of Four-Year-Old Kindergarten Program Services under this Agreement (hereinafter 4-K Program Services). 4-K Program Services shall be provided in accordance with the requirements of this Agreement.
- B. The 4-K Program Services shall include minimum student contact time of 437 hours per full school year. 4-K Program Services shall begin on the first scheduled day of the District school year calendar and terminate on the last day of the District scheduled school year calendar. 4-K Program Services will follow the District’s inclement weather schedule. The school year shall be the official District school calendar as approved by the District’s Board of Education.
- C. Additionally, the Provider, in collaboration with the District, will provide an outreach program (e.g., home visits, training, team planning, parent outreach, etc.) that is available for 87.5 hours per year, for a total of 524.5 hours per year subject to proration. Written documentation regarding the 87.5 hours of the outreach program shall be maintained and made available for auditing purposes.
- D. 4-K Program Services shall be delivered by the Provider for at least 2.5 consecutive hours per school day with specific hours of operation agreed to by the Parties hereunder. If not agreed to in writing by the Parties at the time of the execution of this Agreement, the District may reasonably designate such times. It is understood by the Parties that the District has no involvement of any kind with any other services and/or care provided by the Provider.
- E. Provider shall engage in regular participation in the monthly directors’ meetings. At a minimum, an administrative staff member (or designee) will be responsible for communications with District personnel.
- F. Daily attendance records shall be maintained by the Provider in accordance with state requirements and as reasonably requested by the District. Appropriate follow-up with absences on a daily basis is expected.
- G. Health and other records shall be maintained by the Provider in accordance with state and/or federal requirements and as reasonably requested by the District.
- H. Employees of sites which provide alternative four-year-old programs shall not promote one program over the other to encourage enrollment in either program.

- J. Exceptions to these contract requirements must be submitted to and approved by the District.
- K. Should the Provider fail to attain an initial enrollment of at least 10 students by August 1, 2019, it shall have the right to withdraw from this contract. The class size must not exceed 24 students.
- L. Faith-based programs agree to maintain separation between all religious programs/curriculum/activities and the 4-K Program Services program.

II. Location and Facilities

- A. The facility at which the services are to be provided pursuant to the Agreement are located at _____ (hereinafter “Site”).
- B. The Provider will be solely responsible for maintaining a safe and appropriate environment including, but not limited to each and all of the following:
 - 1. Indoor play space and equipment appropriate for early childhood;
 - 2. Space which complies with the requirements of the First Amendment to the United States Constitution regarding public educational facilities for young children;
 - 3. Outdoor play space and equipment appropriate for early childhood;
 - 4. Space for support services and parents;
 - 5. Handicap accessibility in accordance with any applicable laws and regulations;
 - 6. Non-discriminatory admission guidelines and program operations.
- C. Custodial services will be provided by the Provider.
- D. Any non-compliance issued by the Department of Children and Families will be provided to the District, in writing, along with the correction plan.

III. Staff

- A. The Program Coordinator for the District is Terese Baier.
- B. The Site Coordinator’s name_____. The Site Coordinator may be replaced at the Provider’s discretion with written notification to the District.
- C. Class enrollments must follow state licensing guidelines as outlined in DCF 251.05. The student teacher ratio is 13:1, class size not to exceed 24 students. Note: this ratio may not be the sole determinant when staffing the 4K classroom. Quality programming and safety, as well as meeting the needs of the children, is a priority and may affect this ratio.
- D. Participation in joint training and professional development will occur for all staff providing services pursuant to this Agreement. These services should not preclude or interfere with professional development provided by the Provider. The District will be financially responsible for professional development opportunities required by the District.
- E. The Program Coordinator shall be advised of current enrollments, attendance reports, and all other reports reasonably requested by the District.

- F. Provider shall provide DPI certified teacher(s) for the Program, with license #70-777 Early Childhood (PK-3) or # 71-777 (Early Childhood – Middle Childhood (PK-6). (Previous license #080-090 or #100-108.)
- G. Teacher Assistants, if employed by the Provider, will have a high school diploma and/or Early Childhood I Certification (or the equivalent).
- H. Provider shall conduct a background check on all candidates prior to employment and shall employ only those individuals for 4-K Program Services who pass said background check.
- I. Provider shall ensure that CPR and First Aid trained staff are available during the time that 4-K Program Services are delivered.
- J. The Provider shall be the sole employer and shall be responsible for all employer responsibilities, including but not limited to tax withholdings and worker’s compensation insurance.

IV. Activities, Curriculum, and Assessments

- A. Provider must use the curriculum and assessments determined and provided by the District.
- B. Site classrooms shall not be segregated by program type, family income, or a child’s ability/disability.

V. Funding

- A. The Schedule of Payments to Providers to be provided by the District to the Provider for 2019-20 school year is as shown on Exhibit “A” attached hereto and incorporated herein by reference.
- B. No enrollment fees may be required of a parent(s)/guardian(s) to enroll their child(ren) for the District 4-K Program Services; Provider shall provide notification in this regard to all parents/guardians.

VI. Parent Involvement

- A. Parent/guardian education shall include, but is not limited to, the following: fall open house, workshops, home visits, family nights, and parent/teacher conferences.
- B. Parent(s)/guardian(s) shall have input into their child(ren)’s educational program and care.
- C. Parent(s)/guardian(s) and/or community members may serve as volunteers, if appropriate screening is conducted by the Provider as described in Section III, Subsection H.
- D. Monthly newsletters will be provided to parents/guardians.
- E. Personnel costs associated with parent involvement will be the responsibility of the Site. Supply costs will be reimbursed by the District, not to exceed \$200 per school year, per mutual agreement and approval by the Program Coordinator in advance of incurring such costs.

VII. Support Services

- A. Available support services provided by Provider include the following:
1. Medically fragile students with unpredictable health outcomes need to be assessed by a District Nurse to determine how care can be safely provided during 4K session. It is the responsibility of the District to meet the health care needs of the student during the 4K session, to guide the plan of care for the student.
 2. Medically complex students with predictable care outcomes-asthma-can be provided by 4K staff as written on the medication forms.
 3. Immunization records are on file.
 4. 4K staff employed by 4K Partner Sites will be certified in CPR/AED for adult and child; and First Aid care for basic illness and injury.
 5. A District Nurse will provide emergency medication administration training annually and as needed for all 4K staff.
 6. Consultation with Health Aides is available as needed, for questions related to basic care and illness management.
 7. Integration of Special Education students when appropriate and consultation with support services provided from the District as outlined in District Policy.

VIII. Standards

- A. Provider shall comply with the following standards:
1. State day care licensing standards (DCF 251.01 through 251.12)
 2. DPI standards
 3. State statutes
 4. District policies and procedures, as provided to Provider
 5. Satisfactory performance on the Early Childhood Environment Rating Scale or comparable evaluation instrument
 6. All other laws and regulations applicable to the preschool program

IX. Evaluation

- A. Program: An evaluation of the 4-K Program Services III shall be conducted annually with coordination and oversight by the Program Coordinator. The evaluation shall include, but not be limited to, a review of the results of the Early Childhood Environment Rating Scale and District determined and selected assessment per IV(A) above.
- B. Staff: Evaluation of staff shall be conducted as required by teacher and teacher assistant Provider contracts, policy, and procedure. Responsibility for evaluations shall remain solely with the Provider; however, Provider will seek input from the Program Coordinator regarding concerns, if any.

X. Miscellaneous

- A. The Provider shall demonstrate a certificate of insurance to the District's 4-K Coordinator two weeks prior to the beginning of the school year and two weeks prior to a policy renewal or policy change. Further, it is required that the Provider include the D.C. Everest Area School District as an Additional Insured on the General Liability and Umbrella Liability policies and that the insurance carrier be rated no worse than A- by the rating bureau AM Best. The Provider shall demonstrate evidence of the following insurance coverages and with limits no less than what is outlined below.
- General Liability – Limits of no less than \$1M on a per occurrence basis and \$2M on a general aggregate basis.

- Umbrella – Limits of no less than \$1M on both a per occurrence and general aggregate basis. Umbrella insurance is not needed *if the General Liability insurance is \$2M on a per occurrence basis.*

B. All notices or communications required or permitted to be given by either Party to the other under this Agreement shall be in writing to the following addresses:

1. Notice to Child Care Provider:

Name: _____

Organization: _____

Address: _____

City/St/Zip: _____

Phone: _____

E-mail: _____

2. Notice to D.C. Everest School District

Dr. Kristine Gilmore
Superintendent of Schools
D.C. Everest School District
6300 Alderson Street
Weston, WI 54476

or such other place as such Party may subsequently designate in writing. Notice shall be deemed to have been received on the date of mailing, if sent by registered or certified mail. For all other forms of transmission, notice shall be deemed received on the date of actual receipt.

- C. This Agreement and any dispute arising from or related to this Agreement shall be governed by the laws of the State of Wisconsin.
- D. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.
- E. This Agreement shall be for the 2019-2020 school year. This Agreement shall not automatically be renewed for the next school year.

- F. If either Party shall breach any term, covenant, or condition of this Agreement, this Agreement may be terminated by the non-breaching Party or a reasonable time may be given to permit compliance at the option of the non-breaching Party. The Agreement may be immediately terminated for conduct by an employee of a Party involving the health and safety of participants or health and safety concerns. Cancellation by the District, due to the Provider not meeting the standards of this Agreement, would result in payment to the Provider on a per diem basis for the children enrolled for the time prior to the cancellation.
- G. Intending to be legally bound, Provider agrees to hold harmless, defend, and indemnify the District, its officers, employees and agents from and against all third-party claims, liability, loss, demands, causes of action, damages, costs and attorney fees, of any kind or nature, arising from or incident to Provider's and Provider's agents' acts and failures to act under this Agreement or otherwise in the operation of Provider's business, arising out of claims for negligence and claims associated with the condition or nature of Provider's premises.
- H. The Parties agree that Provider is and remains an independent contractor and is not engaging in a partnership or joint venture of any kind under this Agreement.
- I. Provider agrees to maintain compliance with all applicable federal and state laws, rules and regulations. Failure to do so will be recognized as grounds for declaring a breach of contract hereunder.
- J. This Agreement and attached Exhibits constitute the entire agreement between the Parties and shall supersede all previous communications and commitments, whether written or verbal, between the Parties regarding the subject matter of this Agreement. No agreement or understanding changing, modifying, or extending this Agreement, shall be binding on either Party unless in writing and signed by both Parties' authorized representatives.

XI. Signatures

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in duplicate, each constituting an original, by their duly-authorized representatives.

Dated this _____ day of _____, 2019

Organization:

D.C. Everest Area School District:

Signature: _____

Signature: _____

Print Name: _____

Print Name: Dr. Kristine Gilmore

Title: _____

Title: Superintendent

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

EXHIBIT "A"

**SCHEDULE OF PAYMENTS TO PROVIDERS
2019-2020**

- A. 4-K Program Services III
 - 1. 524.5Hours (Full Year)
 - 2. Student Fee per Day/Year: \$13.50 per day/\$2,362.50 per year
 - 3. Supply Fee: \$20.00 per student
- B. Payment to the provider will be made on a per diem basis of \$13.50 for all students enrolled with the provider during that period. The payments will be made on the first Friday of each month beginning in October, 2019 and continuing until June, 2020 for this agreement. It should be noted that the final payment of June will be by the last Friday of June, 2020 and will be inclusive of May and the days of service provided in June.
- C. The supply fee will be paid on a one-time basis for the number of students enrolled as of the third Friday count in September, 2019. The payment will be made on the fourth Friday in September, 2019.
- D. All questions or concerns regarding payments or other conditions shall be addressed with the Program Coordinator, Terese Baier.

*Dates will be dependent on 2019-2020 official District calendar.



D.C. Everest School Violence Drill Report

School Name: Senior High
Date of School Violence Drill: October 26

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Table top drill regarding active shooter, lockdown
and evacuation ~~due~~ to threat of violence.
due

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

We decided that a common spot for
placement and storage of the plan in
each room would be more beneficial.

3. What could be changed to increase staff and/or student preparedness?

We have continued to discuss how to include
students in the process ~~and~~ while also increasing
our clarity around expectations for students.

Submitted by:

Michael J. Ruetz
Principal

11/30/18
Date

Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Kristine Spence Date: 12/14/18

School Board President: _____ Date: _____



D.C. Everest School Violence Drill Report

School Name: D.C. Everest JH

Date of School Violence Drill: 10/26/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Our safety plan has just been updated, so a complete walk-through of the entire plan was conducted.

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

Our safety plan was just updated to create uniformity across the entire district. At this time, I don't believe anything needs to be improved.

3. What could be changed to increase staff and/or student preparedness?

We will continue to update our plan based on new information and trainings.

Submitted by:

J.A. [Signature]
Principal

11/19/18
Date

Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Kristine Johnson Date: 12/14/18

School Board President: _____ Date: _____



D.C. Everest School Violence Drill Report

School Name: DC Everest middle School

Date of School Violence Drill: 11-5-18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Hard lockdown - intruder

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

Volume of "hard lockdown" needs to be much louder

Needs to be a loud alert or siren preceding the voice

No hard lockdown alarm/voice in healthroom or auditorium

3. What could be changed to increase staff and/or student preparedness?

Staff two way communication needs to be better

(Remind 101 is one-way only with our large groups)

maps / escape routes need to be rediced - a few updates as well.

Submitted by:

Gina Luhn
Principal

11-13-18
Date

Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: *Kristine Gilmore*

Date: 12/14/19

School Board President: _____

Date: _____



D.C. Everest School Violence Drill Report

School Name: Everest Idea School

Date of School Violence Drill: 10/26/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):
Table-top discussion on evacuation, active shooter scenarios, chain-of-command & communication.
2. Should any improvements be made to the school safety plan, and if so, what should be changed?
Adjustments made to building-level communication as a result of this exercise.
3. What could be changed to increase staff and/or student preparedness?
Continued, regular review of crisis plan.

Submitted by: [Signature]
Principal

11/21/18
Date

Students must be drilled at least annually in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Kristine A. Glumac Date: 12/14/18

School Board President: _____ Date: _____



D.C. Everest School Violence Drill Report

School Name: Harley Elementary School

Date of School Violence Drill: 11/5/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Active shooter + hard lockdown
Also tested alarm

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

Identified + repaired system volume issue
so message can be heard throughout
building + outside building

3. What could be changed to increase staff and/or student preparedness?

Continued review + reflection, especially
with staff, to keep procedures
at the forefront of the minds of
staff members

Submitted by:

Lisa Braun

Principal

11-16-18

Date

Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Katherine Glumac

Date: 12/14/18

School Board President: _____

Date: _____



D.C. Everest School Violence Drill Report

School Name: Evergreen
Date of School Violence Drill: 12/6/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Hard lockdown

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

had a few instances of
velcro dots pulling off metal surface of
door so the door stuck to the corner w/ both velcro dots attached.
this makes it so the corner door won't adhere to the dots
on the window

3. What could be changed to increase staff and/or student preparedness?

perhaps have custodial use stronger
adhesive on the velcro dots attached to
the metal door.

Submitted by: Kirk Koopce
Principal

12/6/18
Date

Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Kurtine Johnson Date: 12/14/18

School Board President: _____ Date: _____



D.C. Everest School Violence Drill Report

School Name: Mountain Bay

Date of School Violence Drill: 11/1/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Security watch, soft lockdown, hard lockdown.

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

We found the gaps in our preparedness and resolved those issues.

3. What could be changed to increase staff and/or student preparedness?

We will revisit our Crisis Management Plan a couple times each year to keep the concepts and procedures fresh.

Submitted by:

Patrick Phaler
Principal

11/16/18
Date

Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Histine Gilmore

Date: 12/14/18

School Board President: _____

Date: _____



D.C. Everest School Violence Drill Report

School Name: Odyssey Elementary
Date of School Violence Drill: 10/26/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):
Table-top discussion on evacuation, active shooter, chain-of-command & communication.
2. Should any improvements be made to the school safety plan, and if so, what should be changed?
adjustments made to building-level communication as a result of this discussion.
3. What could be changed to increase staff and/or student preparedness?
Continued planning practice & regular review of crisis plan.

Submitted by: [Signature]
Principal

10/21/18
Date

Students must be drilled at least annually in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Kristine Glume Date: 12/14/18

School Board President: _____ Date: _____



D.C. Everest School Violence Drill Report

School Name: Rothschild

Date of School Violence Drill: 10-26-18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

Hard lockdown - active shooter enters building.

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

- South end outside of building had limited access to warning alarm - It will be updated with remodel.
- Change in poison control phone # in district under from 9-1 to 7-1

3. What could be changed to increase staff and/or student preparedness?

Continual practice and discussion at staff meetings.

Submitted by:

Dera Sabey
Principal

11-12-18
Date

Students must be drilled **at least annually** in the proper response to a school violence event in accordance with the school safety plan in effect for the school building.

The person having direct charge of the school building at which the drill is held shall submit a brief written report to the School Board within thirty (30) days of holding the drill. This form is that report.

Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).

Superintendent: Hester Plume

Date: 12/14/18

School Board President: _____

Date: _____



D.C. Everest School Violence Drill Report

School Name: Riverside Elementary

Date of School Violence Drill: 10/26/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):
Reviewed full district and building crisis plan which included: security watch, soft lockdown, hard lockdown, child abduction and death of a student/staff in an October staff meeting. Principal also met with all PLC's to review the room's fatal funnel and how staff plan to barricade their classroom door.
2. Should any improvements be made to the school safety plan, and if so, what should be changed?
When testing the hard lockdown system it was noted that none of the alarms in unit II were functioning. We also noted that the hard lockdown announcement did not go through the phone system and was only limited to rooms with speakers. Since all rooms do not have speakers installed this is an area that is in need of improvement. Aaron Mull and Jason Jablonski were notified of the needed repairs.
3. What could be changed to increase staff and/or student preparedness?
We are currently scheduled to have door stoppers installed on the interior side of all classroom doors. Lock plate magnet covers would assist in staff being able to close locked doors but still make them accessible when needed.

Submitted by:

K. Ken
Principal

12/3/18
Date

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Superintendent: Kristine Gilmore Date: 12/14/18

School Board President: _____ Date: _____



D.C. Everest School Violence Drill Report

School Name: Weston Elementary School

Date of School Violence Drill: 12/18/18

1. Scenario(s) drilled (active shooter, lockdown, evacuation due to threat of violence, etc.):

- Lockdown practice; review of procedures

2. Should any improvements be made to the school safety plan, and if so, what should be changed?

- none noted

3. What could be changed to increase staff and/or student preparedness?

- develop age-appropriate pre + follow-up lessons for elementary students that are consistent across the district.

Submitted by:

Jake Sumner
Principal

12/18/18
Date

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Please submit this form electronically to both Aaron Mull (amull@dce.k12.wi.us) and Ellen Suckow (esuckow@dce.k12.wi.us).