



School District of Altoona

1903 Bartlett Ave Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION

Regular Meeting
District Board Room
1903 Bartlett Avenue
March 20, 2017
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
 - a. March 6, 2017 Regular Meeting
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
 - a. Non-Agenda items - public comment and concern
 - b. Agenda items - public comment and concern
8. Treasurer's Report and Business Services Report
 - a. Approval of Checks for Payment
 - (1) General Fund checks totaling \$480,730.71
 - (2) Student Activity Fund checks totaling \$33,859.01
 - b. Approval of Treasurer's Report
 - c. Expenditures, Revenues and Cash Position
9. Information
 - a. Committee Reports
 - (1) Parks and Recreation Committee, March 13
 - b. General Information
 - c. President's Report
 - d. Superintendent's Report
 - (1) Studer Education Update
 - (2) Other Meetings, News and Events (Items announced in this category are not intended for discussion)

Please note meeting location:
District Board Room
1903 Bartlett Ave

Please enter through the main
entrance of the Altoona
Intermediate/Middle School
building

Altoona Board of Education, March 20, 2017

10. Board Action after Consideration and Discussion
 - a. Consider Resignation of Kindergarten Teacher
 - b. Consider Resignation of Crossing Guard
 - c. Consider Resignation of Head Football Coach
 - d. Consider Resignation of Dance Team Coach
 - e. Consider Employment Recommendation to Fill Crossing Guard Position
 - f. Consider Employment Recommendation to Fill Extracurricular Positions
 - g. Consider Job Description for 4K Coordinator
 - h. Consider Youth Options Intentions List for Fall 2017
 - i. Consider Application for Cooperative Team Renewal – Boys’ Hockey
 - j. Consider 66.0301 Cooperative Agreement with McKinley Charter School and the School District of Eau Claire for 2017/18
 - k. Consider 66.0301 Cooperative Agreement with the Cluster A for 2017/18
11. Anticipated Closed Session as Per Section 19.85 (1) (c), (1) (f) – Wisc. Statutes
 - a. Consider Closed Session Minutes for February 20, 2017
 - b. Performance evaluation of teaching staff including the preliminary consideration of discontinuing the employment of members(s) of the teaching staff which, if discussed in public, could have an adverse impact on the reputation member(s) of the staff - 19.85 (1)(c), (1)(f)
12. Reconvene into Open Session and Take Necessary Action
13. Adjournment

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.

ALTOONA SCHOOL BOARD AGREEMENT

- We base our decisions on the best interest of the students.
- We are guided by our Vision, Mission and our Strategic Plan.
- We believe that every employee makes a contribution to the success of every student.
- We conduct ourselves within commonly understood principles of integrity.
- We listen carefully and respectfully to ensure all voices are heard.
- We practice good stewardship of our tax dollars.
- We seek to operate with as much transparency as possible.
- We do not engage in drama or political rhetoric.
- We seek a way around obstacles; reframing from an attitude of “we can’t,” to “how can we?”

Adopted: 9/19/11

Amended: 1/21/13



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Dr. Connie Biedron, Superintendent

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ALTOONA BOARD OF EDUCATION

Regular Meeting
District Board Room
1903 Bartlett Avenue
March 6, 2017
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig at 6:30 p.m. in the District board room.
2. Roll call was taken and the following were present:
Robin E. Elvig, President
Helen S. Drawbert, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member (left at 7:30 p.m.; returned at 8:05 p.m.)
Dr. Connie Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. February 20, 2017 Regular Meeting. Motion by Drawbert to approve the minutes as presented, seconded by Rowe. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. (1) Dave Rowe will be joining the high school band in Orlando. Students participating will be gone March 11-16. b. Agenda items - public comment and concern. None.
8. Treasurer's Report. a. Approval of Checks for Payment. Motion by Rowe to approve General Fund checks totaling \$1,093,366.14 and Student Activity Fund checks totaling \$3,686.32 as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0.
9. Information. a. School Showcase. (1) Tech/Coding Extensions. Susan Sivertson, gifted and talented coordinator, and Amanda Miller, grade 2 teacher, shared an interactive presentation featuring robots (Code-a-Pillar and Dash) and apps used by students. First used as learning extensions for gifted and talented students, these and other apps and devices are now used to teach code and provide hands-on expanded learning experiences for all students in Amanda's and others' classrooms.

(2) Student Representative's Update. Student representative, Emily Studinski, shared an update highlighting recent or upcoming events including Forensics, the State Career Development Conference (DECA), ACT and ACT WorkKeys, Cloverbelt math competition (March 7), blood drive (April 12) and prom (April 29). The Forensics team took second place at their most recent competition on March 4 at Regis. Four students are competing at the State Career Development Conference this week.

b. Committee Reports. (1) Parks and Recreation Committee. Brad Poquette reviewed the topics that were included on the February 27 agenda. **c. General Information.** None. **d. President's Report.** (1) WASB Legal and Human Resources Conference. Dave Rowe shared highlights from the Conference, held on February 23 in Wisconsin Dells. **e. Superintendent's Report.** (1) Studer Education Update – Strategic Planning. Dr. Karen Owen, Studer Education Consultant, provided the strategic plan update and next steps. Focus groups were held with parents, community, staff and students in January following the initial visioning sessions with the board and leadership team (steering committee). The next step is to offer an opportunity for feedback via a survey process, March 15-24. A draft plan will be created after survey results have been reviewed with the steering committee, and the draft will be shared with the board, employees and parents/community members before being finalized for board adoption. (2) AASA Conference. Dr. Biedron attended the AASA National Conference, March 2-4 in New Orleans. Keynote speaker Ravi Hutheesing was noted in particular. (3) Personalized Learning Program. Dr. Biedron has been accepted to participate in the AASA Superintendent's Personalized Learning Cohort and Certification program. The group's next meeting will be held in Herndon, Virginia, March 29-31. (4) Enrollment Update Report. Student enrollments as of February 9, 2017 were reviewed: elementary school, 593; intermediate school, 225; middle school, 347; and high school, 422 for a district total of 1587. (5) Other Meetings, News and Events (Items announced in this category are not intended for discussion). Items announced include the Fall Creek school board's denial of the Petition to Alter School District Boundaries submitted by Aaron and Stephanie Walczak, and a meeting scheduled for March 7 with the executive committee of the Altoona Booster Club.

10. Board Action after Consideration and Discussion. a. Consider Retirement of 4K Coordinator. Motion by Drawbert to accept the retirement of Susan Hintgen, 4K coordinator, as presented, seconded by Poquette. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.
- b. Consider Final Adoption of Policy 940 – Naming School Facilities. Motion by Drawbert to approve the final adoption of Policy 940 as presented, seconded by Rowe. Poquette, yes; Drawbert, yes; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 5-0.
11. Adjournment. Motion by Rowe to adjourn at 8:10 p.m., seconded by Hilger. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, March 20, 2017 at 6:30 p.m. in the District board room.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life-long learning and the emotional well-being of our students. We are dedicated to offering large school opportunities with a small school approach.

March 20, 2017 Board Update – Michael Markgren, Business Manager

Expenditures:

- Expenses continue to track well.

Revenues:

- We have received more property taxes. We will have to transfer some to debt service this month as we have April 1 payments.
- There was no state aid last month.

Cash Position:

- We borrowed and were able to pay off our \$34,000 of Line-of-Credit in February.
- For the third month in a row, we had to do some short borrowing, but were able to pay it off before month end.
-
- Per our discussion, I have included only the net of Line-of-Credit cash position graph. For the third consecutive month, we are at an all-time high in cash position. We are in great shape.

Banking:

- We have seen a lot of savings with both our reduced banking fees and borrowing interest. A big thank you to CCF for being a great partner.
- Our average bank fees under CCF net \$261.77/month compared to \$1,166.71 for the same period at Wells Fargo.
- We paid \$2,500/month in interest on our Cash Flow Borrowing in the previous year. So far since we've used the CCF Line-of-Credit, November had no interest, December had \$1,519.96, January had \$240.93, and February had \$15.16. That's an average savings per month of over \$2,055.
- Overall, we are saving just under \$3,000/month from last year.

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER			DESCRIPTION	AMOUNT
03/02/2017	133080	10 E 800 310 162390		CLOVERBELT CONF COMMISSIONER	1st and 2nd Place BBB Crossover Game Revenue-02-25-2017	2,837.00
					Totals for 133080	2,837.00
03/02/2017	133081	10 E 800 310 252105		DIVERSIFIED BENEFIT SERVICES I	FEBRUARY FSA SERVICES & DEBIT CARD SERVICES	145.00
					Totals for 133081	145.00
03/03/2017	133082	10 L 000 000 811670		AMERIPRISE FINANCIAL SERVICES	Payroll accrual	1,350.00
					Totals for 133082	1,350.00
03/03/2017	133083	10 L 000 000 811680		WI SCTF	Payroll accrual	46.98
	133083	27 L 000 000 811680		WI SCTF	Payroll accrual	7.02
					Totals for 133083	54.00
03/03/2017	133084	10 E 400 310 162105		PARKER, MARK	OFFICIAL FEE-REISSUED	65.00
					Totals for 133084	65.00
03/03/2017	133085	10 E 400 310 162205		SPLINTER, ROY	OFFICIAL FEE-REISSUED	85.00
					Totals for 133085	85.00
03/03/2017	133086	50 E 800 320 257220		CERTIFIED REFRIG & MECHANICAL	Fix HS dishwasher leaking. PAYMENT TO INCLUDE 5% DISCOUNT	962.49
	133086	50 E 800 320 257220		CERTIFIED REFRIG & MECHANICAL	Major HS freezer repair. PAYMENT TO INCLUDE 5% DISCOUNT	3,925.25
					Totals for 133086	4,887.74
03/07/2017	133087	27 E 700 310 152000		CASH	Petty cash for field trip	110.00
					Totals for 133087	110.00
03/07/2017	133088	10 E 400 389 431000		CHIPPEWA VALLEY TECHNICAL COLL	Youth Options - CVTC - Spring 2017	5,027.70
					Totals for 133088	5,027.70
03/07/2017	133089	10 R 800 271 500000		GALE-ETTRICK-TREMPEALEAU HS	Presale tickets for the boys basketball regional game in GET	356.00
					Totals for 133089	356.00
03/07/2017	133090	10 E 400 411 254300		J.H. LARSON COMPANY	Fuse's for H.S. Fire curtain	94.68
					Totals for 133090	94.68
03/07/2017	133091	10 E 800 353 258500		L & M MAIL SERVICE, INC.	FEBRUARY METERING FEE, POSTAGE USED	1,438.01
					Totals for 133091	1,438.01
03/07/2017	133092	27 E 700 411 158000		MUSSEHL, AMANDA	PETTY CASH FOR HS CD PROGRAM	98.47
					Totals for 133092	98.47
03/07/2017	133093	10 E 100 320 254300		PILTZ GLASS AND MIRROR INC	CLEAR LAMINATED GLASS, BLACK SPEC	51.97
	133093	10 E 200 320 254300		PILTZ GLASS AND MIRROR INC	CLEAR LAMINATED GLASS, BLACK SPEC	51.97

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER	NUMBER		DESCRIPTION	AMOUNT
03/07/2017	133093	10 E 400 320 254300		PILTZ GLASS AND MIRROR INC	CLEAR LAMINATED GLASS, BLACK SPEC	51.96
					Totals for 133093	155.90
03/07/2017	133094	10 E 400 941 161343		STANLEY-BOYD AREA SCHOOLS	Entry fee for Cloverbelt math competition in Stanley-Boyd	125.00
					Totals for 133094	125.00
03/07/2017	133095	10 E 100 320 254300		STOCOR PORTABLE STORAGE	Final moving cost for storage pods-INV#S: 13393,13394,13395,13396,13397	300.00
					Totals for 133095	300.00
03/03/2017	161700958	10 E 400 310 162105		PARKER, MARK	OFFICIAL FEE	-65.00
					Totals for 161700958	-65.00
03/03/2017	161700960	10 E 400 310 162205		SPLINTER, ROY	OFFICIAL FEE	-85.00
					Totals for 161700960	-85.00
03/02/2017	161700973	10 E 400 341 256740		BERNARD BUS COMPANY	Locomotion bus to La Crosse Logan competition.	899.00
	161700973	10 E 800 342 221400		BERNARD BUS COMPANY	CAPITALIZING ON THE OPPORTUNITY TO ENGAGE LEARNERS WORKSHOP 2-10-2017	3,000.00
	161700973	10 E 400 341 256740		BERNARD BUS COMPANY	Locomotion bus to La Crosse Logan competition.	-899.00
	161700973	10 E 800 342 221400		BERNARD BUS COMPANY	CAPITALIZING ON THE OPPORTUNITY TO ENGAGE LEARNERS WORKSHOP 2-10-2017	-3,000.00
					Totals for 161700973	0.00
03/02/2017	161700974	10 E 400 411 126000		FLINN SCIENTIFIC INC.	Genetics lab for AP Biololgy	64.85
					Totals for 161700974	64.85
03/02/2017	161700975	10 E 800 432 222200		FOLLETT SCHOOL SOLUTIONS, INC.	HS BOOK ORDER-B. CARLSEN	290.18
					Totals for 161700975	290.18
03/02/2017	161700976	10 E 100 320 254300		G & K SERVICES, INC.	INV#S: 1017353241,1017353240,10173532 39.	60.15
	161700976	10 E 200 320 254300		G & K SERVICES, INC.	INV#S: 1017353241,1017353240,10173532 39.	60.15
	161700976	10 E 400 320 254300		G & K SERVICES, INC.	INV#S: 1017353241,1017353240,10173532 39.	60.15
					Totals for 161700976	180.45
03/02/2017	161700977	27 E 700 342 156700		JENSEN, PATRICIA	FEBRUARY MILEAGE REIMBURSMENT	416.26
	161700977	27 E 700 342 156700		JENSEN, PATRICIA	FEBRUARY MILEAGE REIMBURSMENT	416.25
					Totals for 161700977	832.51
03/02/2017	161700978	10 E 400 341 256740		KRUG'S BUS SERVICE	Locomotion bus to Monona Grove competition.	1,332.00
					Totals for 161700978	1,332.00

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT
	NUMBER	NUMBER	NUMBER			
03/03/2017	161700980	10 E 400 187 162205		SPRINGER, WENDY	GAME WORKER	20.00
					Totals for 161700980	20.00
03/03/2017	161700981	10 E 400 187 162205		TURPIN, QUINCY	ATHLETIC TRAINER	50.00
					Totals for 161700981	50.00
03/07/2017	161700982	10 L 000 000 811670		ING LIFE INS & ANNUITY CO	Payroll accrual	245.00
	161700982	27 L 000 000 811670		ING LIFE INS & ANNUITY CO	Payroll accrual	105.00
	161700982	10 L 000 000 811670		ING LIFE INS & ANNUITY CO	Payroll accrual	100.00
					Totals for 161700982	450.00
03/03/2017	161700984	50 E 800 415 257240		DEAN FOODS OF WISCONSIN	AES, AMS AHS MILK FEB 6-19, 2017	2,669.44
					Totals for 161700984	2,669.44
03/03/2017	161700985	50 E 800 415 257220		EARTHGRAINS BAKING CO. INC.	BREAD FEB 13-27. INV#S: 52188312945,52188313051,521883 13145	412.04
					Totals for 161700985	412.04
03/03/2017	161700989	50 E 800 415 257210		INDIANHEAD FOODSERVICE INC	MS BREAKFAST FEB 9-MAR 2. INV#S: 569192,570001,571047,571809,57 2805,574808	1,780.08
	161700989	50 E 800 411 257250		INDIANHEAD FOODSERVICE INC	SUPPLES AES, AMS, AHS. FEB 9-MAR 2. INV#S: 569190,570002,570004,570050,57 1053,571808,572803,572809,5728 11,573687,574810,574814	1,155.07
	161700989	50 E 800 415 257250		INDIANHEAD FOODSERVICE INC	HS ALA CARTE & CATERING FOR JR. BREAKFAST. INV#S: 571813,574813,572807,573684	557.95
	161700989	50 E 800 415 257220		INDIANHEAD FOODSERVICE INC	HS LUNCH FEB 13-MAR 2. INV#S: 570003,571048,571049,571811,57 2806,572808,573683,574811,5748 12	3,306.17
	161700989	50 E 800 415 257210		INDIANHEAD FOODSERVICE INC	AES BREAKFAST INV#S: 571815,572813	500.29
	161700989	50 E 800 415 257210		INDIANHEAD FOODSERVICE INC	HS BREAKFAST. INV#S: 570005,571812,573685,574815	1,475.95
	161700989	50 E 800 415 257220		INDIANHEAD FOODSERVICE INC	AES LUNCH FEB 6-MAR 2. INV#S: 568099,569201,570006,571051,57 1052,571814,572810,572812,5736 86	3,513.66
	161700989	50 E 800 415 257250		INDIANHEAD FOODSERVICE INC	MS ALA CARTE. INV#S: 569191,571810	209.13
	161700989	50 E 800 415 257220		INDIANHEAD FOODSERVICE INC	AMS LUNCH FEB 9-MAR 2. INV#S: 569188,569189,569200,570000,57 1045,571046,571807,572802,5728 04,573682,574807,574809	3,063.80
					Totals for 161700989	15,562.10
03/03/2017	161700990	50 E 800 415 257220		PIZZA HUT OF EAU CLAIRE INC	INV#S:	322.50

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
				145840480002,145840480003,145840480004	
				Totals for 161700990	322.50
03/03/2017	161700991	50 E 800 411 257220	STAPLES	Office supplies plus windex for serving line glass	16.15
				Totals for 161700991	16.15
03/07/2017	161700992	10 E 400 341 256740	BERNARD BUS COMPANY	Locomotion bus to La Crosse Logan competition.	899.00
				Totals for 161700992	899.00
03/07/2017	161700993	10 E 400 411 162121	BIG ATHLETICS	Dig Pink Adidas Tee Shirts	220.00
	161700993	10 E 400 450 162121	BIG ATHLETICS	Adidas spandex volleyball shorts	364.38
				Totals for 161700993	584.38
03/07/2017	161700994	10 E 800 320 254500	BOBCAT PLUS	Fifty hour service check on Bobcat	277.72
				Totals for 161700994	277.72
03/07/2017	161700995	10 E 100 320 254300	BRAUN CORPORATION LLC	W/O#B70207120 MECHANIC HOURS VIOLATION ON LIFT	173.78
	161700995	10 E 400 320 254300	BRAUN CORPORATION LLC	W/O#B70207120 MECHANIC HOURS VIOLATION ON LIFT	137.47
				Totals for 161700995	311.25
03/07/2017	161700996	10 E 800 342 221400	CESA #10	WORKSHOP ATTENDEES: CAPITALIZING ON THE OPPORTUNITY TO ENGAGE LEARNERS 2-10-2017	3,000.00
				Totals for 161700996	3,000.00
03/07/2017	161700997	10 E 800 310 231100	EAU CLAIRE AREA CHAMBER OF COM	Annual Membership Dues: April 2, 2017-April 1, 2018	614.00
				Totals for 161700997	614.00
03/07/2017	161700998	10 E 400 411 121000	CONTINENTAL CLAY CO	materials for ceramics class	123.81
				Totals for 161700998	123.81
03/07/2017	161700999	10 E 100 411 253300	HILLYARD, INC - EAU CLAIRE	INV#S: 602423207, 602423206. TOWELS, LIQUID GUM-GO	786.37
	161700999	10 E 200 411 253300	HILLYARD, INC - EAU CLAIRE	INV#S: 602423207, 602423206. TOWELS, LIQUID GUM-GO	786.37
	161700999	10 E 400 411 253300	HILLYARD, INC - EAU CLAIRE	INV#S: 602423207, 602423206. TOWELS, LIQUID GUM-GO	786.38
				Totals for 161700999	2,359.12
03/07/2017	161701001	10 E 400 310 125500	JW PEPPER	Two Pieces for 8th Grade (Festival Concert)	114.99
	161701001	10 E 400 411 125500	JW PEPPER	Sonatina by Robert Sheldon for our 7th grade band	57.99
	161701001	10 E 200 411 125510	JW PEPPER	Dean Sorenson First Place for Jazz Director's Book	80.94
	161701001	10 E 200 411 125500	JW PEPPER	HOBO TRAIN	68.99
	161701001	10 E 400 411 125400	JW PEPPER	Music purchase for solo and	132.52

CHECK DATE	CHECK ACCOUNT						INVOICE	
	NUMBER	NUMBER			VENDOR	DESCRIPTION	AMOUNT	
	161701001	10 E 400 411 125500			JW PEPPER	ensemble and concert choir Music for Jazz (March Concert)	102.99	
	161701001	10 E 200 411 125500			JW PEPPER	Music for 8th Grade Band (will be used on Winter Concert)	120.99	
	161701001	10 E 400 411 125400			JW PEPPER	LAMENTATIONS OF JEREMIAH	56.99	
	161701001	10 E 200 411 125500			JW PEPPER	Music for 7th Grade (Winter Concert)	45.00	
						Totals for 161701001	781.40	
03/07/2017	161701002	10 E 200 320 254300			NATIONAL ELEVATOR SERVICES INC	Elevator inspection fee	67.10	
						Totals for 161701002	67.10	
03/07/2017	161701003	10 E 400 310 125500			NEFF PIANO SERVICE	BAND ROOM PIANO 9-15-2016	99.00	
						Totals for 161701003	99.00	
03/07/2017	161701004	10 E 200 320 254300			NET GUARD SECURITY SOLUTIONS	NG ENGINEER, CABLE, PHONE LINE IN LIFT	541.50	
						Totals for 161701004	541.50	
03/07/2017	161701006	10 E 100 310 122000			SCHALLER, INGRID	Interpreting P/T Conference	90.00	
						Totals for 161701006	90.00	
03/07/2017	161701007	27 E 700 411 158000			SCHOOL SPECIALTY, INC.	Misc. classroom materials -E. PLANERT	47.82	
						Totals for 161701007	47.82	
03/07/2017	161701008	10 E 400 411 241000			STAPLES	high school supplies-M. MITCH	84.86	
						Totals for 161701008	84.86	
03/07/2017	161701009	10 E 400 389 431000			UW-EAU CLAIRE BUSINESS OFFICE	Youth Options - UWEC - Spring 2017	2,670.40	
						Totals for 161701009	2,670.40	
03/07/2017	161701010	10 R 800 271 500000			WIAA	WIAA reimbursment from 3-2-17 sectional basketball game.	2,856.11	
	161701010	10 R 800 271 500000			WIAA	Reimbursement for WIAA regional game on 2-23-17.	528.76	
						Totals for 161701010	3,384.87	
03/01/2017	201601369	10 L 000 000 811635			DELTA DENTAL	Payroll accrual	8,015.16	
	201601369	27 L 000 000 811635			DELTA DENTAL	Payroll accrual	2,011.63	
	201601369	50 L 000 000 811635			DELTA DENTAL	Payroll accrual	75.83	
	201601369	10 L 000 000 811635			DELTA DENTAL	Payroll accrual	8,015.16	
	201601369	27 L 000 000 811635			DELTA DENTAL	Payroll accrual	2,011.63	
	201601369	50 L 000 000 811635			DELTA DENTAL	Payroll accrual	75.83	
	201601369	10 L 000 000 811635			DELTA DENTAL	INSURANCE ADJUSTMENTS	-12.00	
						Totals for 201601369	20,193.24	
03/07/2017	201601371	10 A 000 000 711101			CCF BANK	NET PAYROLL - 03/07/17	218,590.00	
	201601371	27 A 000 000 711101			CCF BANK	NET PAYROLL - 03/07/17	50,176.49	
	201601371	50 A 000 000 711101			CCF BANK	NET PAYROLL - 03/07/17	7,974.21	
	201601371	80 A 000 000 711101			CCF BANK	NET PAYROLL - 03/07/17	125.85	
						Totals for 201601371	276,866.55	

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER			DESCRIPTION	AMOUNT
03/07/2017	201601372	10 L 000 000	811612	EFTPS	Payroll accrual	486.28
	201601372	27 L 000 000	811612	EFTPS	Payroll accrual	50.00
	201601372	50 L 000 000	811612	EFTPS	Payroll accrual	52.00
	201601372	10 L 000 000	811612	EFTPS	Payroll accrual	29,727.46
	201601372	27 L 000 000	811612	EFTPS	Payroll accrual	5,924.53
	201601372	50 L 000 000	811612	EFTPS	Payroll accrual	363.51
	201601372	80 L 000 000	811612	EFTPS	Payroll accrual	13.13
	201601372	10 L 000 000	811611	EFTPS	Payroll accrual	19,770.12
	201601372	27 L 000 000	811611	EFTPS	Payroll accrual	4,401.78
	201601372	50 L 000 000	811611	EFTPS	Payroll accrual	612.46
	201601372	80 L 000 000	811611	EFTPS	Payroll accrual	10.26
	201601372	10 L 000 000	811611	EFTPS	Payroll accrual	4,623.82
	201601372	27 L 000 000	811611	EFTPS	Payroll accrual	1,029.45
	201601372	50 L 000 000	811611	EFTPS	Payroll accrual	143.23
	201601372	80 L 000 000	811611	EFTPS	Payroll accrual	2.40
	201601372	10 L 000 000	811611	EFTPS	Payroll accrual	4,623.82
	201601372	27 L 000 000	811611	EFTPS	Payroll accrual	1,029.45
	201601372	50 L 000 000	811611	EFTPS	Payroll accrual	143.23
	201601372	80 L 000 000	811611	EFTPS	Payroll accrual	2.40
	201601372	10 L 000 000	811611	EFTPS	Payroll accrual	19,770.12
	201601372	27 L 000 000	811611	EFTPS	Payroll accrual	4,401.78
	201601372	50 L 000 000	811611	EFTPS	Payroll accrual	612.46
	201601372	80 L 000 000	811611	EFTPS	Payroll accrual	10.26
					Totals for 201601372	97,803.95
03/07/2017	201601373	10 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	1,464.50
	201601373	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	500.00
					Totals for 201601373	1,964.50
03/07/2017	201601374	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	225.79
	201601374	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	87.19
	201601374	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	32.35
	201601374	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	15.00
	201601374	10 L 000 000	811670	WEA TRUST ADVANTAGE	Payroll accrual	2,979.00
	201601374	27 L 000 000	811670	WEA TRUST ADVANTAGE	Payroll accrual	384.00
	201601374	10 L 000 000	811670	WEA TRUST ADVANTAGE	Payroll accrual	1,316.68
	201601374	27 L 000 000	811670	WEA TRUST ADVANTAGE	Payroll accrual	583.34
	201601374	10 L 000 000	811670	WEA TRUST ADVANTAGE	Payroll accrual	233.00
	201601374	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	1,878.50
	201601374	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	84.00
					Totals for 201601374	7,818.85
03/07/2017	201601375	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	78.00
	201601375	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	10.00
	201601375	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	14,750.69
	201601375	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	3,037.53
	201601375	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	197.52
	201601375	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	6.80
					Totals for 201601375	18,080.54
03/07/2017	201601376	10 L 000 000	811690	WISCONSIN DEPT OF REVENUE	Payroll accrual	32.87
	201601376	27 L 000 000	811690	WISCONSIN DEPT OF REVENUE	Payroll accrual	61.79
					Totals for 201601376	94.66
03/01/2017	201601378	10 E 800 249	259000	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS - 03/03/17	2,790.47
					Totals for 201601378	2,790.47

<u>CHECK</u>	<u>CHECK ACCOUNT</u>		<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>

Totals for checks 480,730.71

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	338,413.14	3,740.87	27,354.78	369,508.79
27	SPECIAL EDUCATION FUND	75,831.77	0.00	1,088.80	76,920.57
50	FOOD SERVICE	10,260.28	0.00	23,869.97	34,130.25
80	COMMUNITY SERVICE	171.10	0.00	0.00	171.10
***	Fund Summary Totals ***	424,676.29	3,740.87	52,313.55	480,730.71

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

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/02/2017	8300	61 L 000 000 814902 000	LAKESHORE LEARNING M	Magna - Cars and Trucks replacement for literacy bag	58.19
				Totals for 8300	58.19
03/07/2017	8301	61 L 000 000 814433 000	BOB ROGERS TRAVEL	Final Invoice for Orlando Trip	33,432.00
				Totals for 8301	33,432.00
03/07/2017	8302	61 L 000 000 814101 000	CITY OF ALTOONA	Elementary School Origami 3rd gr. sale -Police Department dog fund	50.00
				Totals for 8302	50.00
03/07/2017	8303	61 L 000 000 814801 000	EQUAL RIGHTS DIVISIO	FEBRUARY, 2017 STUDENT WORK PERMITS	52.50
				Totals for 8303	52.50
03/02/2017	????????	61 L 000 000 814410 000	BIG ATHLETICS	coach's clothing for cross country	266.32
				Totals for 161700979	266.32
				Totals for checks	33,859.01

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
61	EXTRA CURRICULAR FUND	33,859.01	0.00	0.00	33,859.01
***	Fund Summary Totals ***	33,859.01	0.00	0.00	33,859.01

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

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ALTHI	001 ALTOONA HIGH SCHOOL	01/31/2017	458047919	XXXXXXXXXXXXXXXXXX	AMAZON.COM	AMZN.COM/BI, AMZN.CO		02/06/2017	Invoiced	A	94.92
	2 Indoor soccer goals (mini size)				4601700119	705921-170200076	02/27/2017	94.92			
		01/31/2017	458047920	XXXXXXXXXXXXXXXXXX	PSO*BANDSHOPPE	SUPERTM, 800-457		02/06/2017	Invoiced	A	73.85
	2 Shoes for Locomotion				4001700209	705921-170200077	02/27/2017	73.85			
		01/27/2017	457771494	XXXXXXXXXXXXXXXXXX	FLAGHOUSE INC,	800-793-7900, NJ		02/06/2017	Invoiced	A	443.12
	2 ADPE Supplies				4001700143	705921-170200078	02/27/2017	443.12			
		01/20/2017	456968135	XXXXXXXXXXXXXXXXXX	GORDY S MARKET,	EAU CLAIRE, WI		02/06/2017	Invoiced	A	53.70
	2 supplies for class projects, workbooks and cur				4001700196	705921-170200079	02/27/2017	53.70			
		01/17/2017	456430095	XXXXXXXXXXXXXXXXXX	TEACHERSPAYTEACHERS.CO,	6465880		02/06/2017	Invoiced	A	12.00
	1					705921-170200008	02/27/2017	12.00			
		01/17/2017	456430096	XXXXXXXXXXXXXXXXXX	WAL-MART #1669,	EAU CLAIRE, WI,		02/06/2017	Invoiced	A	20.24
	2 Project supplies, cooking supplies, and classr				4001700160	705921-170200080	02/27/2017	20.24			
		01/13/2017	456161072	XXXXXXXXXXXXXXXXXX	HANSEN S IGA	STANL, STANLEY, WI		02/06/2017	Invoiced	A	13.28
	2 Project supplies, cooking supplies, and classr				4001700160	705921-170200082	02/27/2017	13.28			
		01/13/2017	456161073	XXXXXXXXXXXXXXXXXX	CENTRAL STATES	CONFERE, 414-405		02/06/2017	Invoiced	A	205.00
	2 classroom supplies				4001700091	705921-170200081	02/27/2017	205.00			
		01/12/2017	455913123	XXXXXXXXXXXXXXXXXX	CENTRAL STATES	CONFERE, 414-405		02/06/2017	Invoiced	A	205.00
	1					705921-170200008	02/27/2017	205.00			
		01/09/2017	455522121	XXXXXXXXXXXXXXXXXX	TROPIC WATERS	PET CENT, EAU CLA		02/06/2017	Invoiced	A	1.99
	2 supplies for class projects, workbooks and cur				4001700196	705921-170200083	02/27/2017	1.99			
		01/06/2017	455417148	XXXXXXXXXXXXXXXXXX	GORDY S MARKET,	EAU CLAIRE, WI		02/06/2017	Invoiced	A	8.99
	3 supplies for class projects, workbooks and cur				4001700196	705921-170200084	02/27/2017	8.99			
		01/06/2017	455417149	XXXXXXXXXXXXXXXXXX	WAL-MART #1669,	EAU CLAIRE, WI,		02/06/2017	Invoiced	A	44.18
	2 Project supplies, cooking supplies, and classr				4001700160	705921-170200085	02/27/2017	44.18			
		01/05/2017	455200343	XXXXXXXXXXXXXXXXXX	PETCO 616	63506166, EAU CLA		01/06/2017	Invoiced	A	5.98
	2 Project supplies, cooking supplies, and classr				4001700160	705921-170100067	01/26/2017	5.98			
		01/05/2017	455200344	XXXXXXXXXXXXXXXXXX	MENARDS EAU	CLAIRE EAS, EAU CLA		01/06/2017	Invoiced	A	43.66
	2 Project supplies, cooking supplies, and classr				4001700160	705921-170100068	01/26/2017	43.66			
		01/05/2017	455200345	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER	#1669, EAU CLAIR		01/06/2017	Invoiced	A	47.53
	2 Project supplies, cooking supplies, and classr				4001700160	705921-170100069	01/26/2017	47.53			
		01/03/2017	454995375	XXXXXXXXXXXXXXXXXX	GRADECAM, LLC,	8664723339, CA,		01/06/2017	Invoiced	A	15.00
	1					705921-170100019	01/26/2017	15.00			
		01/03/2017	454995376	XXXXXXXXXXXXXXXXXX	GRADECAM, LLC,	8664723339, CA,		01/06/2017	Invoiced	A	15.00
	1					705921-170100019	01/26/2017	15.00			
17 transaction(s) for ALTHI 001. Total Amount =====>											1,303.44
ALTHI	001 ALTOONA MIDDLE SCHOOL	01/18/2017	456579662	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER	#1669, EAU CLAIR		02/06/2017	Invoiced	A	213.32
	2 Gift cards for captains for pizza, ice cream,				2001700146	705921-170200114	02/27/2017	213.32			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ALTFI	001 ALTOONA MIDDLE SCHOOL	continued...									
		01/13/2017	456161080	XXXXXXXXXXXXXXXXXX	LITTLE CAESARS 1320 00, EAU CLA		02/06/2017		Invoiced	A	60.00
	2 Mike Markgren- please assign this to MS BB acc				4001700179	705921-170200115	02/27/2017	60.00			
		01/12/2017	455913131	XXXXXXXXXXXXXXXXXX	GORDYS COUNTY MARKET, EAU CLAIR		02/06/2017		Invoiced	A	70.47
	2 Courage retreat food for mentors and staff				Ta 2001700147	705921-170200116	02/27/2017	70.47			
		01/12/2017	455913132	XXXXXXXXXXXXXXXXXX	JIMMY JOHNS - 1189 - M, 715-833		02/06/2017		Invoiced	A	19.36
	2 Courage retreat food for mentors and staff				Ta 2001700147	705921-170200117	02/27/2017	19.36			
		01/12/2017	455913133	XXXXXXXXXXXXXXXXXX	LITTLE CAESARS 1320 00, EAU CLA		02/06/2017		Invoiced	A	79.13
	2 Courage retreat food for mentors and staff				Ta 2001700147	705921-170200118	02/27/2017	79.13			
		01/12/2017	455913134	XXXXXXXXXXXXXXXXXX	ERBERT AND GERBERTS, EAU CLAIRE		02/06/2017		Invoiced	A	61.50
	2 OPEN PO FOR STUDENT OF THE MONTH LUNCHES				2601700005	705921-170200119	02/27/2017	61.50			
		01/09/2017	455522124	XXXXXXXXXXXXXXXXXX	TARGET	00017749, EAU CLA	02/06/2017		Invoiced	A	91.95
	2 Supplies, crafts, food for mathcounts activiti				2601700012	705921-170200120	02/27/2017	91.95			
		01/09/2017	455522125	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		02/06/2017		Invoiced	A	417.00
	8 Registration for convention for Monica Laux an				1501700068	705921-170200121	02/27/2017	417.00			
		01/09/2017	455522126	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		02/06/2017		Invoiced	A	417.00
	3 Registration for convention for Monica Laux an				1501700068	705921-170200122	02/27/2017	417.00			
		01/05/2017	455200352	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		01/06/2017		Invoiced	A	70.78
	2 Ecosystem Supplies				2001700138	705921-170100184	01/26/2017	70.78			
					10 transaction(s) for ALTFI		001.	Total Amount ==>			1,500.51
ALTOONA	015 ALTOONA INTERMEDIATE SCH	01/16/2017	456302974	XXXXXXXXXXXXXXXXXX	CENTRAL STATES CONFERE, 414-405		02/06/2017		Invoiced	A	205.00
	2 Registration fee and Workshop fee				1501700072	705921-170200110	02/27/2017	205.00			
		01/13/2017	456161078	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		02/06/2017		Invoiced	A	19.68
	2 winter boots and snacks for student				1501700070	705921-170200111	02/27/2017	19.68			
		01/13/2017	456161079	XXXXXXXXXXXXXXXXXX	OTC BRANDS, INC., OMAHA, NE, 6		02/06/2017		Invoiced	A	29.98
	2 stress balls/fidget toys and curriculum/worksh				1501700069	705921-170200112	02/27/2017	29.98			
					3 transaction(s) for ALTOONA 015.		Total Amount ==>				254.66
ALTOONA	017 ALTOONA DISTRICT OFFICE	01/30/2017	457937511	XXXXXXXXXXXXXXXXXX	CENTURYLINK/SPEEDPAY, 800-777-9		02/06/2017		Invoiced	A	56.46
	2 CENTURYLINK BLANKET PO 2016-17				8001700006	705921-170200096	02/27/2017	56.46			
		01/27/2017	457771495	XXXXXXXXXXXXXXXXXX	CHARTER COMM, 888-438-2427, MO,		02/06/2017		Invoiced	A	52.57
	2 CHARTER/SPECTURM DIGITAL RECEIVERS AND UPGRADE				8001700007	705921-170200097	02/27/2017	52.57			
		01/26/2017	457532927	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		02/06/2017		Invoiced	A	159.17
	2 AT&T 2015-16 BLANKET ORDER				8001700005	705921-170200099	02/27/2017	159.17			
		01/26/2017	457532928	XXXXXXXXXXXXXXXXXX	ADVANCED DISPOSAL ONLI, 866-888		02/06/2017		Invoiced	A	2,274.21
	2 WASTE MANAGMENT 2016-2017 BLANKET PO				8001700009	705921-170200098	02/27/2017	2,274.21			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ALTOONA 017	ALTOONA DISTRICT OFFICE	continued...									
		01/19/2017	456722333	XXXXXXXXXXXXXXXXXX	STERLING WATER CULLIGA, 8004449		02/06/2017		Invoiced	A	8.80
2	CULLIGAN PES ANNUAL WATER DELIVERY				1001700118	705921-170200100	02/27/2017	8.80			
		01/19/2017	456722334	XXXXXXXXXXXXXXXXXX	STERLING WATER CULLIGA, 8004449		02/06/2017		Invoiced	A	29.05
2	WATER FOR MS OFFICE				2001700067	705921-170200101	02/27/2017	29.05			
		01/16/2017	456302973	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		02/06/2017		Invoiced	A	46.25
2	AT&T 2015-16 BLANKET ORDER				8001700005	705921-170200102	02/27/2017	46.25			
		01/13/2017	456161074	XXXXXXXXXXXXXXXXXX	QUILL CORPORATION, 800-982-3400		02/06/2017		Invoiced	A	99.53
2	DO SUPPIES: KUERIG, COFFEE, CHAIR MAT, PRINTE				8001700016	705921-170200103	02/27/2017	99.53			
		01/13/2017	456161075	XXXXXXXXXXXXXXXXXX	QUILL CORPORATION, 800-982-3400		02/06/2017		Invoiced	A	361.60
2	DO SUPPIES: KUERIG, COFFEE, CHAIR MAT, PRINTE				8001700016	705921-170200104	02/27/2017	361.60			
		01/13/2017	456161076	XXXXXXXXXXXXXXXXXX	QUILL CORPORATION, 800-982-3400		02/06/2017		Invoiced	A	6.76
2	DO SUPPIES: KUERIG, COFFEE, CHAIR MAT, PRINTE				8001700016	705921-170200105	02/27/2017	6.76			
		01/13/2017	456161077	XXXXXXXXXXXXXXXXXX	CHARTER COMM, 888-438-2427, MO,		02/06/2017		Invoiced	A	54.99
2	CHARTER/SPECTRUM INTERNET EARLY LEARNING CENTE				8101700031	705921-170200106	02/27/2017	54.99			
		01/11/2017	455780408	XXXXXXXXXXXXXXXXXX	CENTURYLINK/SPEEDPAY, 800-777-9		02/06/2017		Invoiced	A	31.01
2	CENTURYLINK BLANKET PO 2016-17				8001700006	705921-170200107	02/27/2017	31.01			
		01/10/2017	455647732	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		02/06/2017		Invoiced	A	68.93
1						705921-170200008	02/27/2017	68.93			
		01/09/2017	455522122	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		02/06/2017		Invoiced	A	192.51
2	AT&T 2015-16 BLANKET ORDER				8001700005	705921-170200108	02/27/2017	192.51			
		01/09/2017	455522123	XXXXXXXXXXXXXXXXXX	ATT*BUS PHONE PMT, 800-704-4808		02/06/2017		Invoiced	A	12.68
2	AT&T 2015-16 BLANKET ORDER				8001700005	705921-170200109	02/27/2017	12.68			
		01/05/2017	455200346	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		01/06/2017		Invoiced	A	37.00
2	Registration for the Wisconsin State Reading C				2001700136	705921-170100129	01/26/2017	37.00			
		01/05/2017	455200347	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		01/06/2017		Invoiced	A	37.00
2	Registration for the Wisconsin State Reading C				2001700136	705921-170100130	01/26/2017	37.00			
		01/05/2017	455200348	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		01/06/2017		Invoiced	A	380.00
2	Registration for the Wisconsin State Reading C				2001700136	705921-170100131	01/26/2017	380.00			
		01/05/2017	455200349	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		01/06/2017		Invoiced	A	417.00
2	Registration for the Wisconsin State Reading C				2001700136	705921-170100132	01/26/2017	417.00			
		01/05/2017	455200350	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		01/06/2017		Invoiced	A	380.00
2	Registration for the Wisconsin State Reading C				2001700136	705921-170100133	01/26/2017	380.00			
		01/05/2017	455200351	XXXXXXXXXXXXXXXXXX	WISCONSIN STATE READIN, 262-514		01/06/2017		Invoiced	A	417.00
2	Registration for the Wisconsin State Reading C				2001700136	705921-170100134	01/26/2017	417.00			
		01/03/2017	454995377	XXXXXXXXXXXXXXXXXX	TARGET	00017749, EAU CLA	01/06/2017		Invoiced	A	30.95
2	Project supplies				2001700118	705921-170100135	01/26/2017	30.95			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ALTOONA 017	ALTOONA DISTRICT OFFICE	continued...									
		01/03/2017	454995378	XXXXXXXXXXXXXXXXXX	OFFICEMAX/OFFICEDEPOT6, EAU CLA		01/06/2017		Invoiced	A	39.98
	2 Project supplies				2001700118	705921-170100136	01/26/2017	39.98			
		01/03/2017	454995379	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		01/06/2017		Invoiced	A	36.08
	2 Project supplies				2001700118	705921-170100137	01/26/2017	36.08			
		01/03/2017	454995380	XXXXXXXXXXXXXXXXXX	BIG LOTS STORES - #082, EAU CLA		01/06/2017		Invoiced	A	55.50
	2 Project supplies				2001700118	705921-170100138	01/26/2017	55.50			
		01/03/2017	454995381	XXXXXXXXXXXXXXXXXX	DOLLAR TREE, EAU CLAIRE, WI, 54		01/06/2017		Invoiced	A	54.00
	2 Project supplies				2001700118	705921-170100139	01/26/2017	54.00			
		01/03/2017	454995382	XXXXXXXXXXXXXXXXXX	MICHAELS STORES 9166, EAU CLAIR		01/06/2017		Invoiced	A	48.77
	2 Project supplies				2001700118	705921-170100140	01/26/2017	48.77			
		01/03/2017	454995383	XXXXXXXXXXXXXXXXXX	CHARTER COMM, 888-438-2427, MO,		01/06/2017		Invoiced	A	52.57
	2 CHARTER/SPECTURM DIGITAL RECEIVERS AND UPGRADE				8001700007	705921-170100169	01/26/2017	52.57			
		01/03/2017	454995384	XXXXXXXXXXXXXXXXXX	VZWRLSS*MY VZ VB P, 800-922-020		01/06/2017		Invoiced	A	42.21
	2 VERIZON WIRELESS HOTSPOT JETPACK MONTHLY SERVI				8101700032	705921-170100170	01/26/2017	42.21			
		29 transaction(s) for ALTOONA 017. Total Amount ==>									5,482.58
ALTOONA 018	ALTOONA FOOD SERVICE	01/20/2017	456968134	XXXXXXXXXXXXXXXXXX	Heartland Payment Syst, PRINCET		02/06/2017		Invoiced	A	925.00
	2 Nutrition software with first charge of 925.00				0001700180	705921-170200072	02/27/2017	925.00			
		01/17/2017	456430094	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		02/06/2017		Invoiced	A	22.16
	1					705921-170200008	02/27/2017	22.16			
		2 transaction(s) for ALTOONA 018. Total Amount ==>									947.16
ALTOONA 021	ALTOONA EXTRA CURR ACTI	01/16/2017	456302968	XXXXXXXXXXXXXXXXXX	MCDONALD S F36014, ROBERTS, WI,		02/06/2017		Invoiced	A	6.48
	3 Clinic expenses (hotel)				4601700117	705921-170200091	02/27/2017	6.48			
		01/16/2017	456302969	XXXXXXXXXXXXXXXXXX	MARRIOTT MINNEAPOLIS S, MINNETO		02/06/2017		Invoiced	A	26.60
	3 Clinic expenses (hotel)				4601700117	705921-170200092	02/27/2017	26.60			
		01/16/2017	456302970	XXXXXXXXXXXXXXXXXX	MARRIOTT MINNEAPOLIS S, MINNETO		02/06/2017		Invoiced	A	97.62
	2 Softball clinic.				4601700117	705921-170200093	02/27/2017	97.62			
		01/16/2017	456302971	XXXXXXXXXXXXXXXXXX	MARRIOTT MINNEAPOLIS S, MINNETO		02/06/2017		Invoiced	A	18.09
	3 Clinic expenses (hotel)				4601700117	705921-170200095	02/27/2017	18.09			
		01/16/2017	456302972	XXXXXXXXXXXXXXXXXX	MARRIOTT MINNEAPOLIS S, MINNETO		02/06/2017		Invoiced	A	19.11
	3 Clinic expenses (hotel)				4601700117	705921-170200094	02/27/2017	19.11			
		5 transaction(s) for ALTOONA 021. Total Amount ==>									167.90
BALLEJEF000	BALLENTINE JEFFERY DJ	01/13/2017	456161068	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		02/06/2017		Invoiced	A	17.24
	1					705921-170200008	02/27/2017	17.24			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount				
BALLEJEF000	BALLENTINE JEFFERY DJ	continued...										
	1	01/12/2017	455913107	XXXXXXXXXXXXXXXXXX	MISSISSIPPI WELDERS, ALTOONA, W		02/06/2017		Invoiced	A	5.30	
						705921-170200008	02/27/2017	5.30				
	1	01/09/2017	455522120	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		02/06/2017		Invoiced	A	187.49	
						705921-170200008	02/27/2017	187.49				
					3 transaction(s) for BALLEJEF000. Total Amount ==>							210.03
BETLATAR000	BETLACH TARA C	01/31/2017	458047918	XXXXXXXXXXXXXXXXXX	AWL*PEARSON EDUCATION, 800-922-		02/06/2017		Invoiced	A	507.27	
	2	Interventions That Work - 3 books of the serie			0001700234	705921-170200059	02/27/2017	507.27				
	1	01/06/2017	455417147	XXXXXXXXXXXXXXXXXX	CHULA VISTA RESORT, WISCONSIN D		02/06/2017		Invoiced	A	-14.46	
						705921-170200008	02/27/2017	-14.46				
	2	01/05/2017	455200342	XXXXXXXXXXXXXXXXXX	CHULA VISTA RESORT, WISCONSIN D		01/06/2017		Invoiced	A	32.47	
	2	Hotel and food			0001700207	705921-170100043	01/26/2017	32.47				
	2	01/04/2017	455096040	XXXXXXXXXXXXXXXXXX	CVR MARKET FRESH LOUNG, WISCONS		01/06/2017		Invoiced	A	57.62	
	2	Hotel and food			0001700207	705921-170100044	01/26/2017	57.62				
					4 transaction(s) for BETLATAR000. Total Amount ==>							582.90
BIEDRCON000	BIEDRON CONSTANCE M	01/27/2017	457771489	XXXXXXXXXXXXXXXXXX	GRIZZLYS GRILL N SALOO, EAU CLA		02/06/2017		Invoiced	A	31.67	
	1					705921-170200008	02/27/2017	31.67				
	1	01/23/2017	457121447	XXXXXXXXXXXXXXXXXX	HILTON HOTELS F&B, MILWAUKEE, W		02/06/2017		Invoiced	A	10.72	
						705921-170200008	02/27/2017	10.72				
	1	01/23/2017	457121448	XXXXXXXXXXXXXXXXXX	ALL STOP TRAVEL PLAZA, DEFOREST		02/06/2017		Invoiced	A	26.08	
						705921-170200008	02/27/2017	26.08				
	1	01/20/2017	456968122	XXXXXXXXXXXXXXXXXX	ELSAS ON THE PARK, MILWAUKEE, W		02/06/2017		Invoiced	A	147.88	
						705921-170200008	02/27/2017	147.88				
	1	01/20/2017	456968123	XXXXXXXXXXXXXXXXXX	BARTOLOTTA LAKE PA, MILWAUKEE,		02/06/2017		Invoiced	A	388.50	
						705921-170200008	02/27/2017	388.50				
	1	01/20/2017	456968124	XXXXXXXXXXXXXXXXXX	HILTON HOTELS F&B, MILWAUKEE, W		02/06/2017		Invoiced	A	476.54	
						705921-170200008	02/27/2017	476.54				
	1	01/20/2017	456968125	XXXXXXXXXXXXXXXXXX	HILTON HOTELS F&B, MILWAUKEE, W		02/06/2017		Invoiced	A	5.25	
						705921-170200008	02/27/2017	5.25				
	1	01/18/2017	456579659	XXXXXXXXXXXXXXXXXX	STARBUCKS STORE 02718, WISCONSI		02/06/2017		Invoiced	A	55.85	
						705921-170200008	02/27/2017	55.85				
	1	01/17/2017	456430092	XXXXXXXXXXXXXXXXXX	BEST BUY	00000406, EAU CLA	02/06/2017		Invoiced	A	40.08	
						705921-170200008	02/27/2017	40.08				
	1	01/06/2017	455417144	XXXXXXXXXXXXXXXXXX	STARBUCKS STORE 09858, EAU CLAI		02/06/2017		Invoiced	A	19.09	
						705921-170200008	02/27/2017	19.09				

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description	PO Number	Invoice Number	Invoice Dt	Amount				
BIEDRCON000	BIEDRON CONSTANCE M	continued...									
		1	01/06/2017	455417145	XXXXXXXXXXXXXXXXXX	ALTOONA FAMILY RESTAUR, ALTOONA	02/06/2017		Invoiced	A	5.16
						705921-170200008	02/27/2017	5.16			
			11 transaction(s) for BIEDRCON000. Total Amount ==>								1,206.82
CARLSBEV000	CARLSEN BEVERLY	1	01/27/2017	457771492	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/	02/06/2017		Invoiced	A	21.98
		2	books and supplies for PIE Book battle	2001700156	705921-170200066	02/27/2017	21.98		Invoiced	A	112.55
			01/27/2017	457771493	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/	02/06/2017		Invoiced	A	112.55
		2	books and supplies for PIE Book battle	2001700156	705921-170200067	02/27/2017	112.55		Invoiced	A	13.99
			01/25/2017	457386945	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/	02/06/2017		Invoiced	A	13.99
		2	books and supplies for PIE Book battle	2001700156	705921-170200068	02/27/2017	13.99		Invoiced	A	4.99
			01/24/2017	457239111	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/	02/06/2017		Invoiced	A	4.99
		2	books and supplies for PIE Book battle	2001700156	705921-170200069	02/27/2017	4.99		Invoiced	A	71.97
			01/24/2017	457239112	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/	02/06/2017		Invoiced	A	71.97
		2	books and supplies for PIE Book battle	2001700156	705921-170200070	02/27/2017	71.97		Invoiced	A	414.77
			01/23/2017	457121449	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/	02/06/2017		Invoiced	A	414.77
		2	books and supplies for PIE Book battle	2001700156	705921-170200071	02/27/2017	414.77		Invoiced	A	-159.90
			01/16/2017	456302967	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/	02/06/2017		Invoiced	A	-159.90
		1				705921-170200008	02/27/2017	-159.90			
			7 transaction(s) for CARLSBEV000. Total Amount ==>								480.35
JOHNSGRE000	JOHNSON GREGORY L	1	01/30/2017	457937510	XXXXXXXXXXXXXXXXXX	KWIK TRIP 45900004598, EAU CLA	02/06/2017		Invoiced	A	117.00
						705921-170200008	02/27/2017	117.00			
		1	01/27/2017	457771490	XXXXXXXXXXXXXXXXXX	OFFICEMAX/OFFICEDEPOT6, EAU CLA	02/06/2017		Invoiced	A	71.99
						705921-170200008	02/27/2017	71.99			
		1	01/20/2017	456968126	XXXXXXXXXXXXXXXXXX	KWIK TRIP 45900004598, EAU CLA	02/06/2017		Invoiced	A	70.00
						705921-170200008	02/27/2017	70.00			
		1	01/20/2017	456968127	XXXXXXXXXXXXXXXXXX	KWIK TRIP 45900004598, EAU CLA	02/06/2017		Invoiced	A	125.00
						705921-170200008	02/27/2017	125.00			
		1	01/20/2017	456968128	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA	02/06/2017		Invoiced	A	31.35
						705921-170200008	02/27/2017	31.35			
		1	01/19/2017	456722331	XXXXXXXXXXXXXXXXXX	KWIK TRIP 20800002089, ALTOONA	02/06/2017		Invoiced	A	112.89
						705921-170200008	02/27/2017	112.89			
		1	01/19/2017	456722332	XXXXXXXXXXXXXXXXXX	FARM & FLT CHIPPEWA FL, CHIPPEW	02/06/2017		Invoiced	A	78.97
						705921-170200008	02/27/2017	78.97			
		1	01/18/2017	456579660	XXXXXXXXXXXXXXXXXX	FARM & FLT CHIPPEWA FL, CHIPPEW	02/06/2017		Invoiced	A	99.95
						705921-170200008	02/27/2017	99.95			

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	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
JOHNSGRE000	JOHNSON GREGORY L	continued...									
	1	01/18/2017	456579661	XXXXXXXXXXXXXXXXXX	EAU CLAIRE	LAWN EQUIPM, EAU CLA 705921-170200008	02/27/2017	125.38	Invoiced	A	125.38
	1	01/13/2017	456161070	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA 705921-170200008	02/27/2017	125.00	Invoiced	A	125.00
	1	01/13/2017	456161071	XXXXXXXXXXXXXXXXXX	TRU LOCK &	SECURITY IN, EAU CLA 705921-170200008	02/27/2017	23.95	Invoiced	A	23.95
	1	01/12/2017	455913112	XXXXXXXXXXXXXXXXXX	KWIK TRIP	20800002089, ALTOONA 705921-170200008	02/27/2017	110.09	Invoiced	A	110.09
	1	01/11/2017	455780407	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA 705921-170200008	02/27/2017	125.00	Invoiced	A	125.00
	1	01/05/2017	455200340	XXXXXXXXXXXXXXXXXX	KWIK TRIP	45900004598, EAU CLA 705921-170100019	01/26/2017	74.00	Invoiced	A	74.00
	1	01/03/2017	454995373	XXXXXXXXXXXXXXXXXX	MENARDS	EAU CLAIRE EAS, EAU CLA 705921-170100019	01/26/2017	489.00	Invoiced	A	489.00
						15 transaction(s) for JOHNSGRE000.		Total Amount ==>			1,779.57
LEMAYJAS000	LEMAY JASON M	01/20/2017	456968133	XXXXXXXXXXXXXXXXXX	ARBYS, EAU CLAIRE, WI, 54701, U		02/06/2017		Invoiced	A	163.24
	2	Teacher work day (January 20, 2017) lunch			4001700199	705921-170200063	02/27/2017	163.24			
	1	01/03/2017	454995374	XXXXXXXXXXXXXXXXXX	VISTAPR*VistaPrint.com, 866-893		01/06/2017		Invoiced	A	167.99
						705921-170100019	01/26/2017	167.99			
						2 transaction(s) for LEMAYJAS000.		Total Amount ==>			331.23
LIERMAND000	LIERMAN ANDREW D	01/20/2017	456968131	XXXXXXXXXXXXXXXXXX	MICROSOFT	*ANSWER DE, 0800642	02/06/2017		Invoiced	A	499.00
	2	Single support incident- Online Commercial Sup			8101700050	705921-170200061	02/27/2017	499.00			
	1	01/20/2017	456968132	XXXXXXXXXXXXXXXXXX	MONOPRICE, INC., 8772712592, CA		02/06/2017		Invoiced	A	23.98
						705921-170200008	02/27/2017	23.98			
	2	01/10/2017	455647731	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		02/06/2017		Invoiced	A	159.96
	2	3M Privacy Filter for Widescreen Desktop LCD M			8101700048	705921-170200062	02/27/2017	159.96			
						3 transaction(s) for LIERMAND000.		Total Amount ==>			682.94
MARKGMIC000	MARKGREN MICHAEL P	01/13/2017	456161069	XXXXXXXXXXXXXXXXXX	KALAHARI RESORTS, WISCONSIN DEL		02/06/2017		Invoiced	A	82.00
	2	Federal Funding Conference			0001700216	705921-170200054	02/27/2017	82.00			
	2	01/11/2017	455780406	XXXXXXXXXXXXXXXXXX	WASBO FOUNDATION INC, MADISON,		02/06/2017		Invoiced	A	345.00
	2	Registration for Federal Funding Conference			0001700215	705921-170200055	02/27/2017	345.00			
	2	01/06/2017	455417146	XXXXXXXXXXXXXXXXXX	NAMEBADGE.COM, 8002439227, FL,		02/06/2017		Invoiced	A	78.39
	2	Name badges for Board, Connie, Mike			0001700214	705921-170200056	02/27/2017	78.39			
						3 transaction(s) for MARKGMIC000.		Total Amount ==>			505.39

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
MCCUTDON000	MCCUTCHEON DONALD ALAN	01/31/2017	458047917	XXXXXXXXXXXXXXXXXX	FESTIVAL FOODS, EAU CLAIRE, WI,		02/06/2017		Invoiced	A	25.09
	2 Donuts and napkins				8271700097	705921-170200021	02/27/2017	25.09			
		01/27/2017	457771487	XXXXXXXXXXXXXXXXXX	KWIK TRIP	82800008284, ALTOONA		02/06/2017	Invoiced	A	3.37
	2 incentives to use in the token economy system				8271700073	705921-170200022	02/27/2017	3.37			
		01/27/2017	457771488	XXXXXXXXXXXXXXXXXX	THINK SOCIAL PUBLISHIN, 408-557			02/06/2017	Invoiced	A	44.60
	2 Larry and Whole Body Listening				8271700078	705921-170200023	02/27/2017	44.60			
		01/25/2017	457386942	XXXXXXXXXXXXXXXXXX	KWIK TRIP	82800008284, ALTOONA		02/06/2017	Invoiced	A	3.37
	2 incentives to use in the token economy system				8271700073	705921-170200024	02/27/2017	3.37			
		01/20/2017	456968118	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #5373, CHIPPEWA			02/06/2017	Invoiced	A	28.19
	3 Materials (food) for cooking class for 8th gra				8271700085	705921-170200025	02/27/2017	28.19			
		01/18/2017	456579658	XXXXXXXXXXXXXXXXXX	SAGE PUBLICATIONS, 805-499-9774			02/06/2017	Invoiced	A	37.90
	2 Brief Counseling That Works Third Edition A So				7171700048	705921-170200026	02/27/2017	37.90			
		01/16/2017	456302966	XXXXXXXXXXXXXXXXXX	AMAZON.COM AMZN.COM/BI, AMZN.CO			02/06/2017	Invoiced	A	22.06
	2 Connect Level 1 & 2 student book and workbook				8271700090	705921-170200027	02/27/2017	22.06			
		01/13/2017	456161066	XXXXXXXXXXXXXXXXXX	AMAZON.COM AMZN.COM/BI, AMZN.CO			02/06/2017	Invoiced	A	149.99
	2 Rosetta Stone Learn English Software for newco				7171700050	705921-170200029	02/27/2017	149.99			
		01/13/2017	456161067	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,			02/06/2017	Invoiced	A	118.74
	2 Connect Level 1 & 2 student book and workbook				8271700090	705921-170200028	02/27/2017	118.74			
		01/12/2017	455913103	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #5373, CHIPPEWA			02/06/2017	Invoiced	A	28.76
	2 Materials (food) for cooking class for 8th gra				8271700085	705921-170200030	02/27/2017	28.76			
		01/12/2017	455913104	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/			02/06/2017	Invoiced	A	159.00
	2 1 SmartCam for special education programming				7171700049	705921-170200031	02/27/2017	159.00			
		01/11/2017	455780405	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/			02/06/2017	Invoiced	A	16.99
	2 EZ Eyes keyboard for Cody Sagert.				8271700091	705921-170200032	02/27/2017	16.99			
		01/09/2017	455522119	XXXXXXXXXXXXXXXXXX	PIZZA HUT 014584, 07158345346,			02/06/2017	Invoiced	A	67.26
	2 Meals for working lunches during SPDG team mee				7171700022	705921-170200033	02/27/2017	67.26			
		01/04/2017	455096037	XXXXXXXXXXXXXXXXXX	ASHA 3, 08004982071, MD, 20850,			01/06/2017	Invoiced	A	225.00
	2 ASHA dues for 2017				8271700083	705921-170100026	01/26/2017	225.00			
		01/04/2017	455096038	XXXXXXXXXXXXXXXXXX	WAL-MART #5373, CHIPPEWA FALL,			01/06/2017	Invoiced	A	38.42
	2 Materials (food) for cooking class for 8th gra				8271700085	705921-170100027	01/26/2017	38.42			
											15 transaction(s) for MCCUTDON000. Total Amount =====>
											968.74
OLIVEJAM000	OLIVER JAMES A	01/12/2017	455913119	XXXXXXXXXXXXXXXXXX	MARTINOS PIZZA & SUB R, STANLEY		02/06/2017		Invoiced	A	13.06
	1					705921-170200008	02/27/2017	13.06			
ORTH JOY000	ORTH JOYCE MARIE	01/24/2017	457239102	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	531.00
	9 Rooms Hilton (9) State Ed Conv				8311700012	705921-170200043	02/27/2017	531.00			

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	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
ORTH JOY000	ORTH JOYCE MARIE	continued...									
		01/24/2017	457239103	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	606.00
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200044	02/27/2017	606.00			
		01/24/2017	457239104	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	531.00
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200045	02/27/2017	531.00			
		01/24/2017	457239105	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	531.00
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200047	02/27/2017	531.00			
		01/24/2017	457239106	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	531.00
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200048	02/27/2017	531.00			
		01/24/2017	457239107	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	531.00
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200046	02/27/2017	531.00			
		01/24/2017	457239108	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	581.00
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200040	02/27/2017	581.00			
		01/24/2017	457239109	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	204.00
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200041	02/27/2017	204.00			
		01/24/2017	457239110	XXXXXXXXXXXXXXXXXX	HILTON HOTELS, MILWAUKEE, WI, 5		02/06/2017		Invoiced	A	622.80
9	Rooms Hilton (9) State Ed Conv				8311700012	705921-170200042	02/27/2017	622.80			
		01/23/2017	457121446	XXXXXXXXXXXXXXXXXX	HILTON HOTELS F&B, MILWAUKEE, W		02/06/2017		Invoiced	A	3.91
5	Coffee Starbucks				8311700012	705921-170200049	02/27/2017	3.91			
		01/20/2017	456968119	XXXXXXXXXXXXXXXXXX	FAMOUS DAVES 3167, LAKE DELTON,		02/06/2017		Invoiced	A	45.05
6	Meals (4) Famous Daves				8311700012	705921-170200052	02/27/2017	45.05			
		01/20/2017	456968120	XXXXXXXXXXXXXXXXXX	HILTON HOTELS F&B, MILWAUKEE, W		02/06/2017		Invoiced	A	8.43
3	Meal Starbucks				8311700012	705921-170200050	02/27/2017	8.43			
		01/20/2017	456968121	XXXXXXXXXXXXXXXXXX	HILTON HOTELS F&B, MILWAUKEE, W		02/06/2017		Invoiced	A	2.91
4	Coffee Starbucks				8311700012	705921-170200051	02/27/2017	2.91			
		01/19/2017	456722330	XXXXXXXXXXXXXXXXXX	STARBUCKS STORE 18900, LAKE DEL		02/06/2017		Invoiced	A	7.47
2	Meal Starbucks				8311700012	705921-170200053	02/27/2017	7.47			
		01/03/2017	454995372	XXXXXXXXXXXXXXXXXX	FACEBK 45DDCBSZK2, 650-6187714,		01/06/2017		Invoiced	A	34.98
3	Facebook Promo Ad				8311700011	705921-170100041	01/26/2017	34.98			
		15 transaction(s) for ORTH JOY000. Total Amount =====>									4,771.55
PEDEL	001 PEDERSEN ELEMENTARY SCHO	01/31/2017	458047921	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	38.15
	1					705921-170200008	02/27/2017	38.15			
		01/31/2017	458047922	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	-59.96
6	Learning Resources Cell Phone Stoo				1001700154	705921-170200087	02/27/2017	-59.96			
		01/26/2017	457532926	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	164.34
2	IRIS 12 Quart Stack & Pull Box, 6				1001700154	705921-170200088	02/27/2017	34.21			
3	Sargent Art 36-1012 36 Count Premium				1001700154	705921-170200088	02/27/2017	7.22			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
		Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
PEDEL	001 PEDERSEN ELEMENTARY SCHOOL	continued...										
		4	Elmer's All Purpose School Glue Sticks, Washab	1001700154	705921-170200088	02/27/2017	9.86					
		5	STOTT PILATES Mini Stability Ball	1001700154	705921-170200088	02/27/2017	11.12					
		6	Learning Resources Cell Phone Stooage Chart, 20	1001700154	705921-170200088	02/27/2017	89.94					
		7	Homecube 30 Pockets Classroom Pocket Chart for	1001700154	705921-170200088	02/27/2017	11.99					
			01/25/2017 457386946 XXXXXXXXXXXXXXXXXXXX	NASCO	FORT ATKINSON, 920-56855		02/06/2017		Invoiced	A	222.92	
		1			705921-170200008	02/27/2017	222.92					
			01/20/2017 456968136 XXXXXXXXXXXXXXXXXXXX	SAMSLUB #8185,	EAU CLAIRE, WI,		02/06/2017		Invoiced	A	174.52	
		2	PBIS Celebration Items - Will be reimbursed by	1001700160	705921-170200089	02/27/2017	174.52					
			01/06/2017 455417150 XXXXXXXXXXXXXXXXXXXX	ASHA 3,	08004982071, MD, 20850,		02/06/2017		Invoiced	A	225.00	
		2	ASHA Dues to maintain CCC for 3rd party billin	8271700086	705921-170200090	02/27/2017	225.00					
			6 transaction(s) for PEDEL				001.	Total Amount ==>		764.97		
PEGGS	DAN000 PEGGS DANIEL S	01/25/2017	457386944	XXXXXXXXXXXXXXXXXX	AWSA, 608-2410300,	WI, 53704, U	02/06/2017		Invoiced	A	185.00	
		2	MS/HS Principal's Convention registration fee	2001700150	705921-170200060	02/27/2017	185.00					
SCHEP	MAR000 SCHEPPKE MARK J	01/27/2017	457771491	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE	PMTS, AMZN.COM/	02/06/2017		Invoiced	A	300.21	
		1			705921-170200008	02/27/2017	300.21					
			01/25/2017 457386943 XXXXXXXXXXXXXXXXXXXX	EAU CLAIRE	ACE, EAU CLAIRE, WI,		02/06/2017		Invoiced	A	3.17	
		1			705921-170200008	02/27/2017	3.17					
			01/20/2017 456968129 XXXXXXXXXXXXXXXXXXXX	Amazon.com,	AMZN.COM/BILL, WA,		02/06/2017		Invoiced	A	214.95	
		1			705921-170200008	02/27/2017	214.95					
			01/20/2017 456968130 XXXXXXXXXXXXXXXXXXXX	APL*APPLEONLINE	STOREUS, 800-676		02/06/2017		Invoiced	A	479.00	
		2	Updated ipad - tech order	0001700225	705921-170200057	02/27/2017	479.00					
			01/17/2017 456430093 XXXXXXXXXXXXXXXXXXXX	GILMORE	GLOBAL US, 8663636673,		02/06/2017		Invoiced	A	117.20	
		1			705921-170200008	02/27/2017	117.20					
			01/05/2017 455200341 XXXXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE	PMTS, AMZN.COM/		01/06/2017		Invoiced	A	121.50	
		1			705921-170100019	01/26/2017	121.50					
			6 transaction(s) for SCHEPMAR000.				001.	Total Amount ==>		1,236.03		
SIVERS	SUS000 SIVERTSON SUSAN K	01/31/2017	458047916	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE	PMTS, AMZN.COM/	02/06/2017		Invoiced	A	85.96	
		2	Containers for Code-a-pillar - 15 for first gr	0001700235	705921-170200009	02/27/2017	85.96					
			01/30/2017 457937508 XXXXXXXXXXXXXXXXXXXX	Amazon.com,	AMZN.COM/BILL, WA,		02/06/2017		Invoiced	A	5.29	
		2	Advanced Guided Reading books - AIS Counting b	0001700227	705921-170200010	02/27/2017	5.29					
			01/30/2017 457937509 XXXXXXXXXXXXXXXXXXXX	WAL-MART #1669,	EAU CLAIRE, WI,		02/06/2017		Invoiced	A	64.29	
		1			705921-170200008	02/27/2017	64.29					
			01/20/2017 456968117 XXXXXXXXXXXXXXXXXXXX	Amazon.com,	AMZN.COM/BILL, WA,		02/06/2017		Invoiced	A	74.60	
		2	Advanced Guided Reading books - AIS Counting b	0001700227	705921-170200011	02/27/2017	74.60					

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
SIVERSUS000	SIVERTSON SUSAN K	continued...									
		01/19/2017	456722329	XXXXXXXXXXXXXXXXXX	OFFICEMAX/OFFICEDEPOT6, EAU CLA		02/06/2017		Invoiced	A	270.58
	2 Office needs and extension materials (ink for				0001700232	705921-170200012	02/27/2017	270.58			
		01/18/2017	456579657	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	57.92
	1					705921-170200008	02/27/2017	57.92			
		01/13/2017	456161064	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		02/06/2017		Invoiced	A	79.90
	2 Storage Units for Science				0001700213	705921-170200013	02/27/2017	79.90			
		01/13/2017	456161065	XXXXXXXXXXXXXXXXXX	Amazon Services-Kindle, 866-321		02/06/2017		Invoiced	A	10.54
	1					705921-170200008	02/27/2017	10.54			
		01/12/2017	455913100	XXXXXXXXXXXXXXXXXX	TEACHERSPAYTEACHERS.CO, 6465880		02/06/2017		Invoiced	A	30.50
	2 Advanced Chapter Book Series 1st gr. 1-4				0001700218	705921-170200014	02/27/2017	30.50			
		01/12/2017	455913101	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	28.90
	1					705921-170200008	02/27/2017	28.90			
		01/11/2017	455780402	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	157.22
	1					705921-170200008	02/27/2017	157.22			
		01/11/2017	455780403	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	64.95
	2 Office needs and extension materials (ink for				0001700232	705921-170200016	02/27/2017	64.95			
		01/11/2017	455780404	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		02/06/2017		Invoiced	A	93.92
	2 Advanced Chapter Book Series 1st gr. 1-4				0001700218	705921-170200015	02/27/2017	93.92			
		01/09/2017	455522116	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	205.68
	1					705921-170200008	02/27/2017	205.68			
		01/09/2017	455522117	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		02/06/2017		Invoiced	A	29.27
	1					705921-170200008	02/27/2017	29.27			
		01/09/2017	455522118	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		02/06/2017		Invoiced	A	27.00
	2 Advanced Chapter Book Series 1st gr. 1-4				0001700218	705921-170200017	02/27/2017	27.00			
		01/04/2017	455096034	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		01/06/2017		Invoiced	A	179.92
	2 Power Jacks for ipads/ipad stands				0001700209	705921-170100017	01/26/2017	179.92			
		01/04/2017	455096035	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		01/06/2017		Invoiced	A	34.43
	2 ipad cases for 2 ipads				0001700210	705921-170100018	01/26/2017	34.43			
		01/04/2017	455096036	XXXXXXXXXXXXXXXXXX	AMAZON MKTPLACE PMTS, AMZN.COM/		01/06/2017		Invoiced	A	15.81
	1					705921-170100019	01/26/2017	15.81			
		19 transaction(s) for SIVERSUS000. Total Amount =====>									1,516.68
STEFFAND000	STEFFEN ANDREA M	01/23/2017	457121445	XXXXXXXXXXXXXXXXXX	HILTON HOTELS F&B, MILWAUKEE, W		02/06/2017		Invoiced	A	16.92
	2 Breakfast for myself, Shalyn, Connie, and Jenn				0001700254	705921-170200035	02/27/2017	16.92			
STEINWIL000	STEINKE WILLIAM E	01/05/2017	455200339	XXXXXXXXXXXXXXXXXX	WWW.MAKERBOT.COM, 347-457-5757,		01/06/2017		Invoiced	A	-11.70
	1					705921-170100019	01/26/2017	-11.70			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line Description	PO Number	Invoice Number	Invoice Dt	Amount					
STEINWIL000	STEINKE WILLIAM E	continued...									
		01/04/2017	455096039	XXXXXXXXXXXXXXXXXX	WWW.MAKERBOT.COM, 347-457-5757,		01/06/2017		Invoiced	A	224.37
		1			705921-170100019		01/26/2017	224.37			
					2 transaction(s) for STEINWIL000. Total Amount ==>						212.67
WALKEJOA000	WALKER JOANN B	01/17/2017	456430091	XXXXXXXXXXXXXXXXXX	MENARDS EAU CLAIRE EAS, EAU CLA		02/06/2017		Invoiced	A	31.43
		2	GENERAL SUPPLIES		1001700137 705921-170200003		02/27/2017	31.43			
		01/16/2017	456302965	XXXXXXXXXXXXXXXXXX	WM SUPERCENTER #1669, EAU CLAIR		02/06/2017		Invoiced	A	33.40
		2	GENERAL SUPPLIES		1001700137 705921-170200004		02/27/2017	33.40			
		01/11/2017	455780401	XXXXXXXXXXXXXXXXXX	AMAZON.COM AMZN.COM/BI, AMZN.CO		02/06/2017		Invoiced	A	29.32
		2	GENERAL SUPPLIES		1001700137 705921-170200005		02/27/2017	29.32			
		01/09/2017	455522114	XXXXXXXXXXXXXXXXXX	SAMS CLUB #8185, EAU CLAIRE, WI		02/06/2017		Invoiced	A	42.98
		2	GENERAL SUPPLIES		1001700137 705921-170200006		02/27/2017	42.98			
		01/09/2017	455522115	XXXXXXXXXXXXXXXXXX	AMAZON.COM AMZN.COM/BI, AMZN.CO		02/06/2017		Invoiced	A	87.96
		2	GENERAL SUPPLIES		1001700137 705921-170200007		02/27/2017	87.96			
		01/03/2017	454995369	XXXXXXXXXXXXXXXXXX	AMAZON.COM AMZN.COM/BI, AMZN.CO		01/06/2017		Invoiced	A	168.59
		2	GENERAL SUPPLIES		1001700137 705921-170100000		01/26/2017	168.59			
		01/03/2017	454995370	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		01/06/2017		Invoiced	A	7.33
		2	GENERAL SUPPLIES		1001700137 705921-170100001		01/26/2017	7.33			
		01/03/2017	454995371	XXXXXXXXXXXXXXXXXX	Amazon.com, AMZN.COM/BILL, WA,		01/06/2017		Invoiced	A	61.65
		2	GENERAL SUPPLIES		1001700137 705921-170100002		01/26/2017	61.65			
					8 transaction(s) for WALKEJOA000. Total Amount ==>						462.66
					188 transaction(s). Total Amount ==>						25,583.76

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

SCHOOL DISTRICT OF ALTOONA

Bank Balances

February 2017

GENERAL ACCOUNTS (FUNDS 10, 21, 23, 27, 38, 50, and 80)

CCF

Beginning balance	\$	694,169.34
Receipts	\$	2,295,693.28
Disbursements	\$	(1,654,367.51)
Transfers in	\$	172,431.60
Transfers out	\$	(30,934.00)
Line-of-Credit in	\$	34,411.45
Line-of-Credit out	\$	(34,411.45)
Ending Balance	\$	<u>1,476,992.71</u>

State Government Pool

Beginning balance	\$	61,292.21
Receipts	\$	76,826.49
Transfers in	\$	-
Transfers out	\$	(135,000.00)
Interest	\$	6.76
Ending Balance	\$	<u>3,125.46</u>

Wisconsin Liquid Asset Fund

Beginning balance	\$	2,146.17
Interest	\$	-
Ending Balance	\$	<u>2,146.17</u>

GENERAL ACCOUNTS TOTAL

\$ 1,482,264.34

SCHOOL DISTRICT OF ALTOONA

Bank Balances

February 2017

DEBT SERVICE FUND 39

CCF

Beginning balance	\$	200,724.99
Receipts	\$	-
Disbursements	\$	-
Interest	\$	-
Ending Balance	\$	<u>200,724.99</u>

CONSTRUCTION FUND 49

CCF

Beginning balance	\$	5,726.12
Receipts	\$	37,431.60
Disbursements	\$	(37,913.24)
Interest	\$	-
Ending Balance	\$	<u>5,244.48</u>

STUDENT ACTIVITY FUND 60

Wells Fargo Bank

Beginning balance	\$	112,910.22
Receipts	\$	21,756.04
Disbursements	\$	(7,347.83)
Interest	\$	-
Ending Balance	\$	<u>127,318.43</u>

Employee Benefit Trust Fund 73

Mid America

Beginning balance	\$	657,507.69
Receipts	\$	-
Disbursements	\$	-
Gain or Loss	\$	2,884.69
Ending Balance	\$	<u>660,392.38</u>

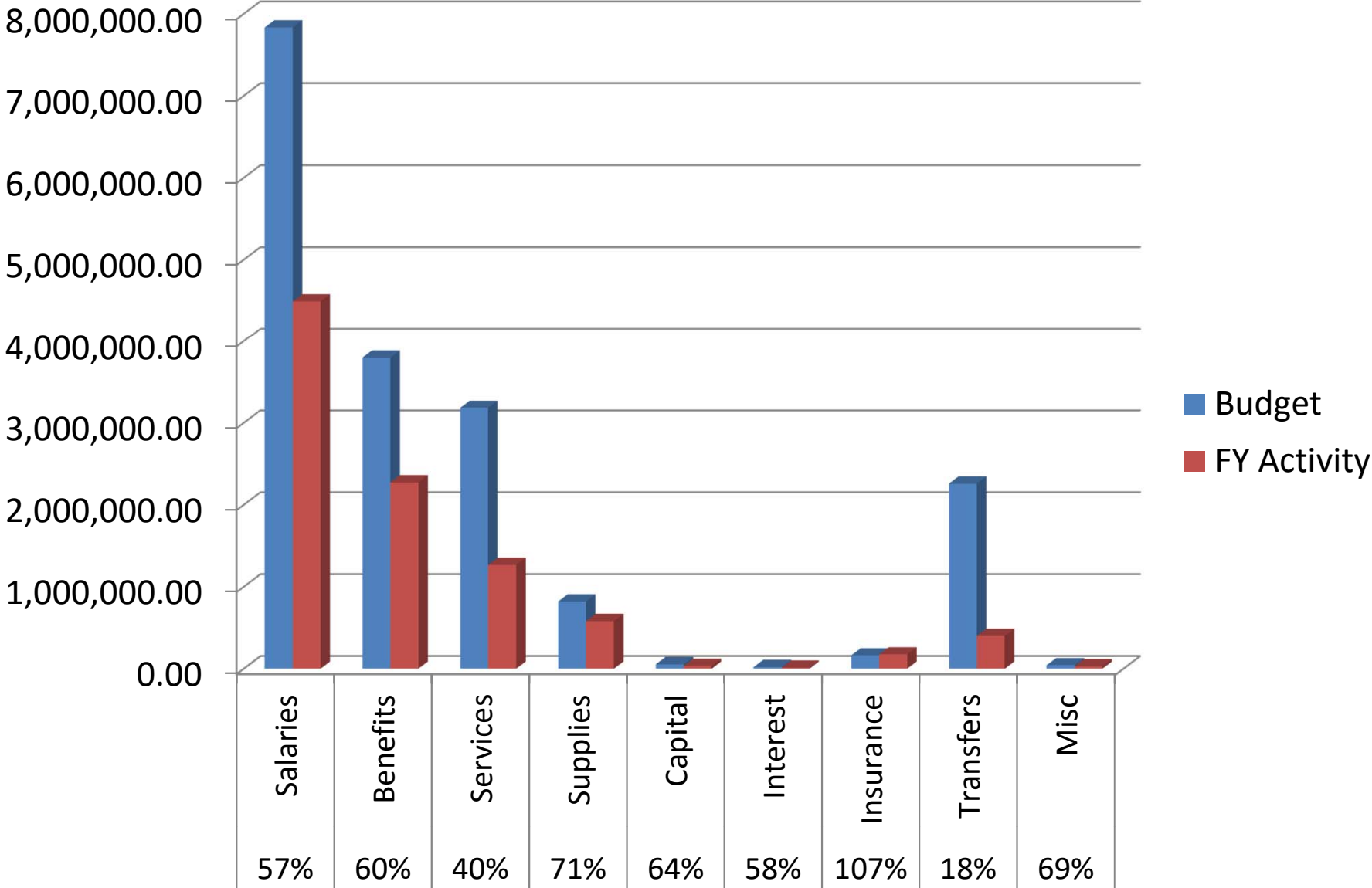
Fd	T	Loc	Obj	Func	Func	2016-17	2016-17	2016-17	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	E	---	---	11	UNDIFF CURRICULUM	3,343,428.00	3,343,428.00	1,721,373.93	1,622,054.07
10	E	---	---	12	REGULAR CURRICULUM	4,216,928.00	4,216,928.00	2,177,095.58	2,039,832.42
10	E	---	---	13	VOCATIONAL CURRICULUM	442,568.00	442,568.00	222,941.08	219,626.92
10	E	---	---	14	PHYSICAL CURRICULUM	375,979.00	375,979.00	189,144.12	186,834.88
10	E	---	---	16	CO-CURRICULAR ACTIVITIES	312,158.00	312,158.00	189,259.98	122,898.02
10	E	---	---	17	SPECIAL NEEDS	103,317.00	103,317.00	55,961.78	47,355.22
10	E	---	---	21	PUPIL SERVICES	568,755.00	568,755.00	317,377.87	251,377.13
10	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	1,018,067.00	1,018,067.00	657,282.63	360,784.37
10	E	---	---	23	GENERAL ADMINISTRATION	399,896.00	399,896.00	276,601.01	123,294.99
10	E	---	---	24	SCHOOL BUILDING ADMINISTRATION	934,559.00	934,559.00	556,294.57	378,264.43
10	E	---	---	25	BUSINESS ADMINISTRATION	2,784,778.00	2,784,778.00	1,691,211.78	1,093,566.22
10	E	---	---	26	CENTRAL SERVICES	103,370.00	103,370.00	43,973.65	59,396.35
10	E	---	---	27	INSURANCE/DISTRICT	164,700.00	164,700.00	175,643.60	-10,943.60
10	E	---	---	28	DEBT SERVICES - SHORT TERM	20,000.00	20,000.00	11,609.38	8,390.62
10	E	---	---	29	OTHER SUPPORT SERVICES	2,960.00	2,960.00	295,623.50	-292,663.50
10	E	---	---	41	INTERFUND TRANSFERS	2,259,790.00	2,259,790.00	400,000.00	1,859,790.00
10	E	---	---	43	GENERAL TUITION PAYMENTS	1,125,000.00	1,125,000.00	284,886.43	840,113.57
10	E	---	---	49	OTHER NON-PROGRAM TRANSACTIONS	1,200.00	1,200.00	141.41	1,058.59
10	-	---	---	-----	GENERAL	18,177,453.00	18,177,453.00	9,266,422.30	8,911,030.70
21	E	---	---	11	UNDIFF CURRICULUM	250.00	250.00		250.00
21	E	---	---	12	REGULAR CURRICULUM	10,000.00	10,000.00	4,725.96	5,274.04
21	E	---	---	13	VOCATIONAL CURRICULUM			26,064.68	-26,064.68
21	E	---	---	14	PHYSICAL CURRICULUM	1,000.00	1,000.00	-890.45	1,890.45
21	E	---	---	16	CO-CURRICULAR ACTIVITIES			1,141.49	-1,141.49
21	E	---	---	21	PUPIL SERVICES	10,000.00	10,000.00	-736.16	10,736.16
21	-	---	---	-----	SPECIAL REVENUE TRUST FUND	21,250.00	21,250.00	30,305.52	-9,055.52
27	E	---	---	15	SPECIAL ED CURRICULUM	2,114,126.00	2,114,126.00	1,105,526.15	1,008,599.85
27	E	---	---	17	SPECIAL NEEDS			225.00	-225.00
27	E	---	---	21	PUPIL SERVICES	321,391.00	321,391.00	168,354.23	153,036.77
27	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	197,420.00	197,420.00	131,922.85	65,497.15
27	E	---	---	25	BUSINESS ADMINISTRATION	116,000.00	116,000.00	63,059.22	52,940.78
27	E	---	---	43	GENERAL TUITION PAYMENTS	92,801.00	92,801.00	44,246.98	48,554.02
27	-	---	---	-----	SPECIAL EDUCATION FUND	2,841,738.00	2,841,738.00	1,513,334.43	1,328,403.57
38	E	---	---	28	DEBT SERVICES - SHORT TERM	50,000.00	50,000.00		50,000.00
38	-	---	---	-----	NON-REFERENDUM DEBT	50,000.00	50,000.00		50,000.00
39	E	---	---	28	DEBT SERVICES - SHORT TERM	1,748,668.00	1,748,668.00	347,922.75	1,400,745.25
39	-	---	---	-----	REFERENDUM APPROVED DEBT SERV	1,748,668.00	1,748,668.00	347,922.75	1,400,745.25
49	E	---	---	25	BUSINESS ADMINISTRATION	6,598,758.00	6,598,758.00	6,396,159.33	202,598.67
49	-	---	---	-----	OTHER CAPITAL PROJECTS	6,598,758.00	6,598,758.00	6,396,159.33	202,598.67
50	E	---	---	25	BUSINESS ADMINISTRATION	839,880.00	839,880.00	553,220.61	286,659.39
50	-	---	---	-----	FOOD SERVICE	839,880.00	839,880.00	553,220.61	286,659.39
73	E	---	---	42	Fiduciary Fund Expenditures	563,555.00	563,555.00		563,555.00
73	-	---	---	-----	Employee Benefit Trust Fund	563,555.00	563,555.00		563,555.00
80	E	---	---	25	BUSINESS ADMINISTRATION	2,750.00	2,750.00	4,246.10	-1,496.10
80	E	---	---	26	CENTRAL SERVICES	4,147.00	4,147.00	6,165.88	-2,018.88
80	E	---	---	29	OTHER SUPPORT SERVICES	30,240.00	30,240.00	30,240.00	
80	E	---	---	31	COMMUNITY SERVICE	23,052.00	23,052.00	140.08	22,911.92
80	E	---	---	39		50,070.00	50,070.00	38,895.39	11,174.61
80	-	---	---	-----	COMMUNITY SERVICE	110,259.00	110,259.00	79,687.45	30,571.55

Fd	T	Loc	Obj	Func	Func	2016-17 Original Budget	2016-17 Revised Budget	2016-17 FY Activity	Unexpended Balance
Grand	Expense	Tota				30,951,561.00	30,951,561.00	18,187,052.39	12,764,508.61

Number of Accounts: 1845

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

Board Approved Expenditures vs. Budget



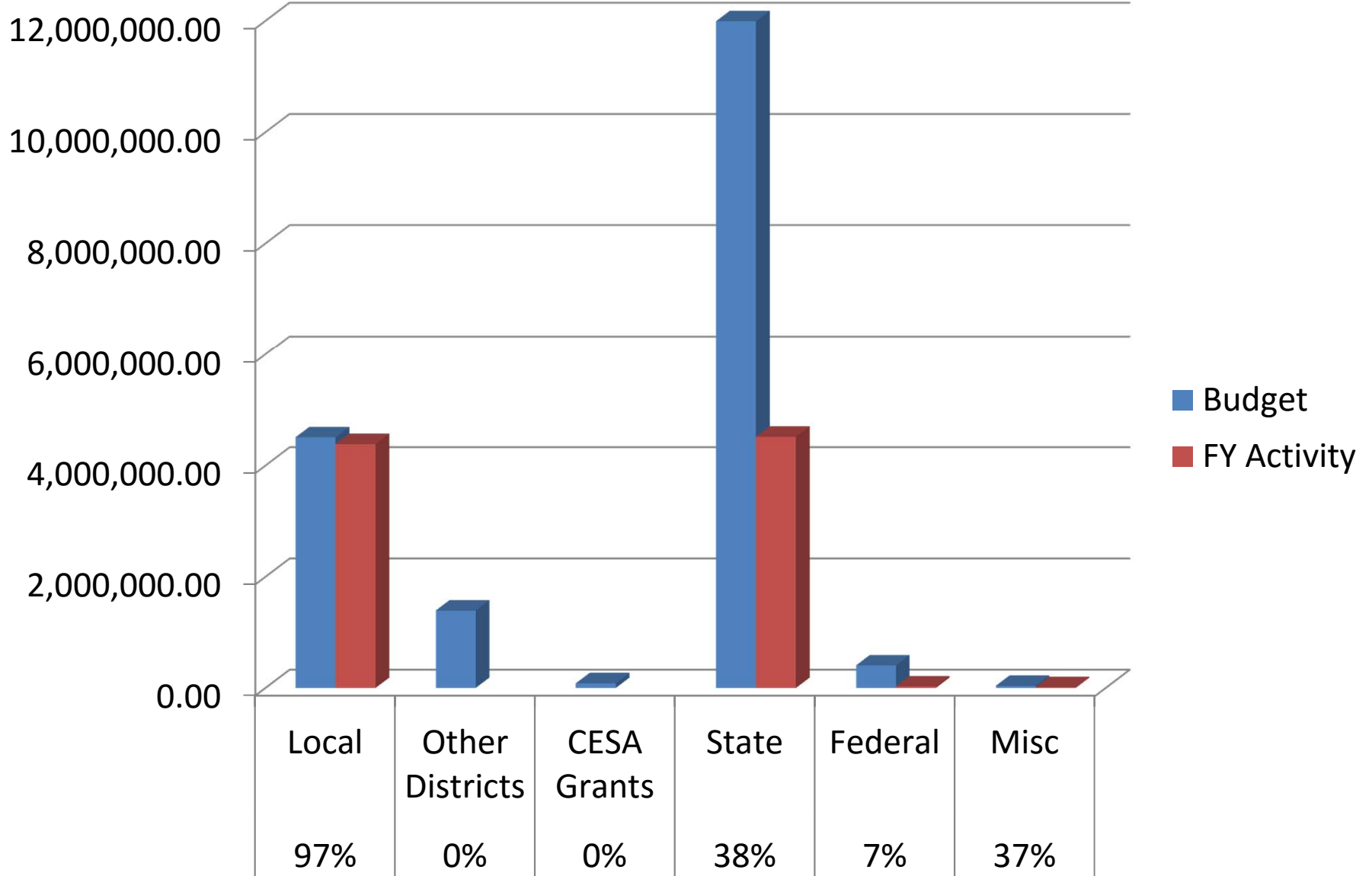
Fd	T	Loc	Obj	Fu	Src	2016-17		2016-17	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	R	800	21-	--	TAXES	4,436,019.00	4,436,019.00	4,323,836.95	112,182.05
10	R	800	26-	--	NON-CAPITAL SALES	1,000.00	1,000.00		1,000.00
10	R	800	27-	--	SCHOOL ACTIVITY-INCOME	32,200.00	32,200.00	36,794.87	-4,594.87
10	R	800	28-	--	INTEREST ON INVESTMENT	7,500.00	7,500.00	4,702.37	2,797.63
10	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	30,550.00	30,550.00	20,211.80	10,338.20
10	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	1,391,800.00	1,391,800.00		1,391,800.00
10	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	58,442.00	58,442.00		58,442.00
10	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS	25,000.00	25,000.00		25,000.00
10	R	800	61-	--	STATE AID-CATEGORICAL	460,250.00	460,250.00	27,667.50	432,582.50
10	R	800	62-	--	STATE AID-GENERAL	10,993,644.00	10,993,644.00	4,322,435.00	6,671,209.00
10	R	800	63-	--	SPECIAL PROJECTS GRANT			10,640.00	-10,640.00
10	R	800	65-	--	SAGE GRANT	525,000.00	525,000.00	153,675.00	371,325.00
10	R	800	69-	--	OTHER REVENUE - STATE SOURCES	12,850.00	12,850.00		12,850.00
10	R	800	73-	--	SPECIAL PROJECTS GRANTS	160,000.00	160,000.00		160,000.00
10	R	800	75-	--	TITLE I	245,000.00	245,000.00	27,722.89	217,277.11
10	R	800	96-	--	ADJUSTMENTS	25,000.00	25,000.00		25,000.00
10	R	800	97-	--	REFUND OF DISBURSEMENT	12,500.00	12,500.00		12,500.00
10	R	800	99-	--	Other Miscellaneous Revenue	1,000.00	1,000.00	14,076.03	-13,076.03
10	R	---	---	--	Revenue	18,417,755.00	18,417,755.00	8,941,762.41	9,475,992.59
10	-	---	---	--	GENERAL	18,417,755.00	18,417,755.00	8,941,762.41	9,475,992.59
21	R	100	29-	--	OTHER REVENUES-LOCAL SOURCES			20,000.00	-20,000.00
21	R	150	29-	--	OTHER REVENUES-LOCAL SOURCES	250.00	250.00	2,850.00	-2,600.00
21	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	21,000.00	21,000.00	965.00	20,035.00
21	R	---	---	--	Revenue	21,250.00	21,250.00	23,815.00	-2,565.00
21	-	---	---	--	SPECIAL REVENUE TRUST FUND	21,250.00	21,250.00	23,815.00	-2,565.00
27	R	800	11-	--	OPERATING TRANSFERS-IN	1,859,790.00	1,859,790.00		1,859,790.00
27	R	800	31-	--	TRANSIT OF AIDS-INTERDISTRICT	7,377.00	7,377.00		7,377.00
27	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	97,481.00	97,481.00		97,481.00
27	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	2,961.00	2,961.00	13,510.35	-10,549.35
27	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS	53,763.00	53,763.00		53,763.00
27	R	800	61-	--	STATE AID-CATEGORICAL	615,626.00	615,626.00	277,780.00	337,846.00
27	R	800	73-	--	SPECIAL PROJECTS GRANTS	204,740.00	204,740.00	99,284.64	105,455.36
27	R	800	86-	--	SALES OF FIXED ASSETS			250.00	-250.00
27	R	---	---	--	Revenue	2,841,738.00	2,841,738.00	390,824.99	2,450,913.01
27	-	---	---	--	SPECIAL EDUCATION FUND	2,841,738.00	2,841,738.00	390,824.99	2,450,913.01
38	R	800	21-	--	TAXES	50,000.00	50,000.00		50,000.00
38	R	---	---	--	Revenue	50,000.00	50,000.00		50,000.00
38	-	---	---	--	NON-REFERENDUM DEBT	50,000.00	50,000.00		50,000.00
39	R	800	11-	--	OPERATING TRANSFERS-IN	400,000.00	400,000.00	400,000.00	
39	R	800	21-	--	TAXES	1,736,593.00	1,736,593.00		1,736,593.00
39	R	800	28-	--	INTEREST ON INVESTMENT	731.00	731.00	203.80	527.20
39	R	---	---	--	Revenue	2,137,324.00	2,137,324.00	400,203.80	1,737,120.20
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV	2,137,324.00	2,137,324.00	400,203.80	1,737,120.20
49	R	800	28-	--	INTEREST ON INVESTMENT	10,000.00	10,000.00	17,208.95	-7,208.95
49	R	800	86-	--	SALES OF FIXED ASSETS			76,000.00	-76,000.00
49	R	800	97-	--	REFUND OF DISBURSEMENT	756,814.00	756,814.00	494,702.40	262,111.60
49	R	---	---	--	Revenue	766,814.00	766,814.00	587,911.35	178,902.65
49	-	---	---	--	OTHER CAPITAL PROJECTS	766,814.00	766,814.00	587,911.35	178,902.65
50	R	800	25-	--	FOOD SERVICE SALES	241,000.00	241,000.00	147,131.82	93,868.18
50	R	800	61-	--	STATE AID-CATEGORICAL	17,500.00	17,500.00		17,500.00
50	R	800	71-	--	FEDERAL AID-CATEGORICAL	370,000.00	370,000.00	160,194.23	209,805.77

Fd	T	Loc	Obj	Fu	Src	2016-17		2016-17	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
50	R	---	---	--	Revenue	628,500.00	628,500.00	307,326.05	321,173.95
50	-	---	---	--	FOOD SERVICE	628,500.00	628,500.00	307,326.05	321,173.95
73	R	800	28-	--	INTEREST ON INVESTMENT	12,500.00	12,500.00	5,556.40	6,943.60
73	R	800	95-	--	Contributions to Emp Benefits	563,555.00	563,555.00		563,555.00
73	R	---	---	--	Revenue	576,055.00	576,055.00	5,556.40	570,498.60
73	-	---	---	--	Employee Benefit Trust Fund	576,055.00	576,055.00	5,556.40	570,498.60
80	R	800	21-	--	TAXES	100,000.00	100,000.00		100,000.00
80	R	---	---	--	Revenue	100,000.00	100,000.00		100,000.00
80	-	---	---	--	COMMUNITY SERVICE	100,000.00	100,000.00		100,000.00
<hr/>									
Grand Revenue T						25,539,436.00	25,539,436.00	10,657,400.00	14,882,036.00

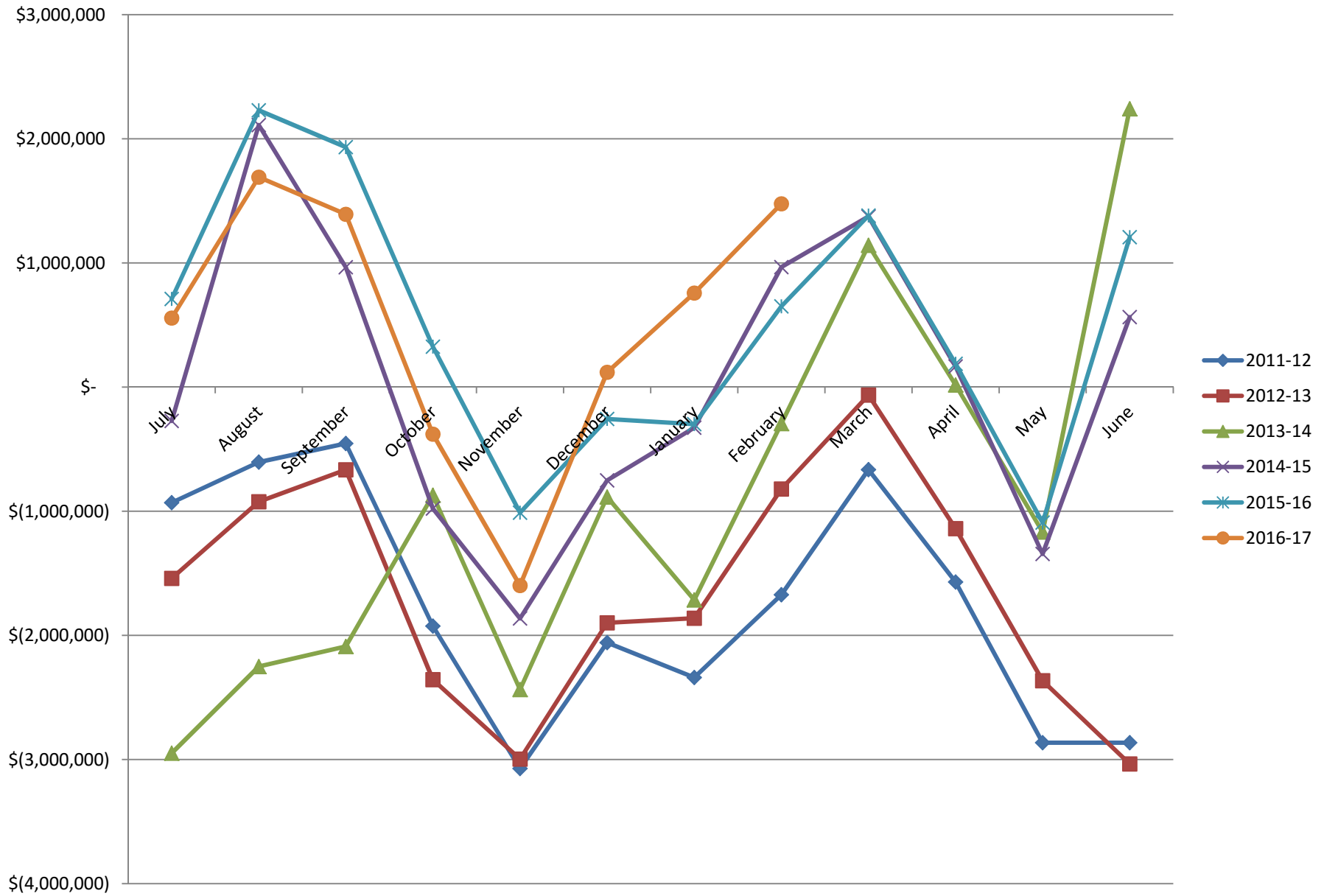
Number of Accounts: 77

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

Board Approved Revenues vs. Budget



Cash Position Less Borrowing 2011-12 to 2016-17 - General Fund





Altoona Parks & Recreation Committee Agenda

Monday March 13, 2017 6:00pm
Parks & Recreation Office
2300 Spooner Ave

1. Call Meeting to Order
2. Roll Call
3. Maintenance Report
4. Recreation Report
5. Discuss/consider approval of minutes from the February 27, 2017 Parks & Recreation Committee Meeting.
6. Discuss/consider recommendation to Council the United Way "Born Learning Trail" to be located in Altoona City Park (10th Street Park)
7. Discuss/consider recommendation to Council the Prairie Event Center and Outdoor Venues Rental and Use Policy and Application
8. Discuss/consider recommendation to Council the Prairie Event Center Caterer Policy and Application
9. Public Comments and Concerns
10. Adjournment

Debra Goldbach
Recreation Manager
Altoona Parks & Recreation Department



March 10, 2017

Item #6

Discuss/consider recommendation to Council the United Way “Born Learning Trail” to be located in Altoona City Park (10th Street Park)

City Staff met with United Way staff and volunteer coordinator to discuss the Born Learning Trail concept in Altoona City Park. The Born Learning Trail is an interactive trail which contains 10 signs with instructions for simple games that an adult can play with young children to turn a trip to the park into a fun learning moment. Some of the signs are designed to stand alone while other signs require enhancements such as stencils painted on the path (sidewalk). The United Way Volunteer Coordinator would be responsible for reaching out to potential local sponsors, ordering supplies and coordinating Community Groups/volunteers to help install the signs, painted stencils and maintaining the stencils.

Item #7

Discuss/consider recommendation to Council the Prairie Event Center and Outdoor Venues Rental and Use Policy and Application

Within the River Prairie Development, the City is building the Prairie Event Center. The Prairie Event Center will be a multi-purpose building and will be large enough to accommodate gatherings of 250 people for banquet style seating and 320 people for cocktail style. Typical uses of these rooms include educational/recreation programs, large business/civic meetings, wedding receptions, baby/bridal showers, parties and other gatherings. Staff has gathered and reviewed other venues rates and policies to determine the basis for the policy attached. Staff will present the Prairie Event Center and Outdoor Venues Rental and Use Policy and Application for Committee’s consideration.

Item #8

Discuss/consider recommendation to Council the Prairie Event Center Caterer Policy and Application

Within the River Prairie Development, the City is building the Prairie Event Center. The Prairie Event Center will be a multi-purpose building and will be large enough to accommodate gatherings of 250 people for banquet style seating and 320 people for cocktail style. Within the Prairie Event Center is a caterer’s kitchen. This kitchen will include a stove, refrigerator, freezer, sink and movable serving counters. Staff has gathered and reviewed other venues policies/contracts with caterers to determine the basis for the policy attached. Staff will present the Prairie Event Center Caterer Policy and Application for Committee’s consideration.

Born Learning Trail

This interactive trail contains 10 signs with instructions for simple games that an adult can play with young children to turn a trip at the park into fun learning moments. Some signs are designed to stand alone, while others require additional enhancements (such as stencils to be painted on the path or surface area).

Stop! Learn! Play! encourages parents and caregivers to follow the child's lead, building the child's curiosity and confidence, and reinforcing the learning already under way.

Signage

Signs are 12" x 24" aluminum signs that are .080" (2mm) thick with round corners. They have two holes per sign for mounting (one top middle and one bottom middle); protective UV laminate coating; and anti-graffiti protection over laminate (made with same material as street signs). They can be attached to wood or metal posts. They will hold up to most weather conditions and will last three to five years.

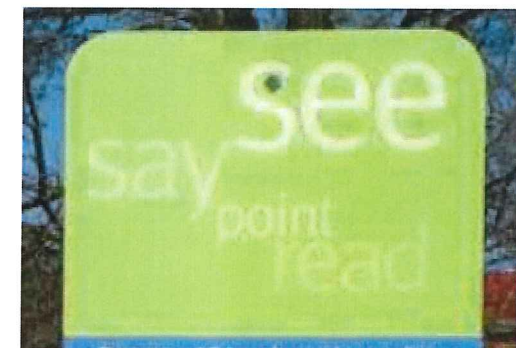
Signs included with standard kit:

1. Welcome
2. Watch learn stop play - Let your child lead the way.
3. Look learn laugh - Take time to pay attention to your child.
Stencil of circle used with this sign.
4. Talk listen sing - Talk it up while you play.
5. See say point read - Start your child on the road to reading.
Stencil of A,B,C used with this sign.
6. Imagine create pretend - Turn any time into story time.
7. Jump clap skip move - Get your child up and active.
8. Hop toss shake wiggle - Get up and moving with your child.
Stencil of 12" hopscotch used with this sign.
9. Describe compare learn - Turn simple ideas into learning games.
Stencil of rectangle/square used with this sign.
10. Look listen touch think - Learn about the world around you.

Activities include:

- Pretend to move like an animal. *Walk like a duck or jump like a frog.*
- Is your child staring or pointing at something? Ask, *"What do you see?"*
- Tell stories about yourself and your family. *Begin with, "When I was little..."*
- Compare things, like flowers or leaves. *"Which are bigger? Smaller?"*

Additional information about Born Learning Trails can be found at: <http://www.bornlearning.org/trails>. Information on the first trail installed by United Way of the Greater Chippewa Valley can be found at: <https://www.uwgcv.org/first-born-learning-trail-be-installed-irvine-park>.





River Prairie Outdoor Venues
 1445 Front Porch Place
 Altoona, WI 54720

River Prairie Outdoor Venues Rental Application

Organization/Applicant: _____ Tax Exempt # (if applicable): _____

Contact Person: _____

Address: _____

City, State: _____ Zip: _____

Phone (best contact): _____ Email: _____

Event Information

Event Date: _____
(Weekends/Holidays require 5 hr. Minimum rental)

Pre-event meeting date: _____
(No later than 2 weeks prior to scheduled event)

Number of Hours to be rented: _____

Event Time: _____ to _____

Number Attending: _____

Set-Up Arrival Time: _____ Exit Time: _____

Type of Event (check all that apply)

- Business Meeting/Training
- Wedding Ceremony
- Wedding Reception
- Family Gathering
- Open to the Public (insurance required)
- Other: _____

Venues Requested

- The Falls
- Forever Garden
- Four Seasons Plaza
- Front Porch Plaza
- Amphitheater

Alcohol: All alcoholic beverages must be provided and distributed by the Prairie Event Center Bar. Contact Parks & Recreation at 715-839-5188 for more information.

Insurance: Rentals "Open to the Public" and/or rentals that include fundraising or profit generation must provide a Certificate of Liability Insurance reflecting the minimum stated on page 2 of the Prairie Event Center Rental and Use Policy.

By my signature, I acknowledge I have received, read and understand the Prairie Event Center User Guide and Rental Policy and agree to comply with the rules and regulations. As the responsible party I agree to be present through the entire event and instruct my group to abide by the policy. I further agree to indemnify and save harmless the City of Altoona and its employees from liability which might be occasioned to the City by virtue of granting reservations as per the application.

Signature: _____ Date: _____
(Must be at least 21 years of age)

City of Altoona Signature: _____ Date: _____



Prairie Event Center
 1445 Front Porch Place
 Altoona, WI 54720

Prairie Event Center Rental Application

Organization/Applicant: _____ Tax Exempt # (if applicable): _____

Contact Person: _____

Address: _____

City, State: _____ Zip: _____

Phone (best contact): _____ Email: _____

Event Information

Event Date: _____
(Weekends/Holidays require 5 hr. Minimum rental)

Pre-event meeting date: _____
(No later than 2 weeks prior to scheduled event)

Number of Hours to be rented: _____

Event Time: _____ to _____

Number Attending: _____

Set-Up Arrival Time: _____ Exit Time: _____

Type of Event (check all that apply)

- Business Meeting/Training
- Wedding Ceremony
- Wedding Reception
- Family Gathering
- Open to the Public (Insurance required)
- Other: _____

Rooms Requested

- River Room (2/3) (Bar included)
- Prairie Room (1/3)
- River Prairie Room (Bar, Patio, Kitchen & Changing rooms included)
- Meeting Room
- Kitchen
- Patio

Alcohol: All alcoholic beverages must be provided and distributed by the Prairie Event Center Bar. Contact Parks & Recreation at 715-839-5188 for more information.

Insurance: Rentals "Open to the Public" and/or rentals that include fundraising or profit generation must provide a Certificate of Liability Insurance reflecting the minimum stated on page 2 of the Prairie Event Center Rental and Use Policy.

By my signature, I acknowledge I have received, read and understand the Prairie Event Center User Guide and Rental Policy and agree to comply with the rules and regulations. As the responsible party I agree to be present through the entire event and instruct my group to abide by the policy. I further agree to indemnify and save harmless the City of Altoona and its employees from liability which might be occasioned to the City by virtue of granting reservations as per the application.

Signature: _____ Date: _____
(Must be at least 21 years of age)

City of Altoona Signature: _____ Date: _____

City of Altoona Parks & Recreation Department

Prairie Event Center Rental & Use Policy

The Prairie Event Center is available for rent to persons ages 21 and over. Rentals can be reserved twenty-four (24) months prior to the rental date.

Hours of Operation

The Altoona Parks & Recreation office is open to the general public during the following business hours:

Monday – Friday 7:30 a.m. – 4:00 p.m.*

*Scheduling appointments outside of business hours to tour the Prairie Event Center can be booked through the Altoona Parks & Recreation office during business hours.

The following rental hours may be available after all department programs and classes have been scheduled.

Monday – Thursday 8:00 a.m. – 12:00 a.m.

Friday - Saturday 8:00 a.m. – 12:00 a.m.

Sunday 10:00 a.m. – 12:00 a.m.

Note: All guests of the event must vacate the building by 12:30 a.m. Renter must have the building cleaned per policy and procedures and vacate the premises by 1:00 a.m.

Booking Timelines

Renters are encouraged to call ahead to gather rental information, visit our facility and discuss the details of the rental process. Any rentals occurring less than four weeks in advance are subject to the ability to appropriately provide staff supervision prior to approval.

Available Rooms and Fees

The following rooms are available for reservation after Altoona Parks & Recreation programs are scheduled. Fees must be paid in full at time of reservation with the exception of a full day venue rental. Full day venue rentals will be required to pay one half total rental fee at the time of reservation. The remaining balance is to be paid in full three (3) months prior to event date. Dates will not be reserved until required payment is received. For complete fees refer to the fee schedule.

All rentals will be charged 5.5% sales tax and require a \$500 refundable security deposit.

Meeting Room/Classroom

Prairie Room

River Room

River Prairie Room (includes bar, patio, kitchen and classroom)

Additional amenities available for rental are listed on the fee schedule.

Cleaning

The renter's cleaning responsibilities include: removal of any and all items brought into the Prairie Event Center by the renter. Renter must clean the kitchen if rented. If hiring a caterer, they are responsible for cleaning the kitchen. If you plan to bring your own food and use the kitchen, renter is responsible for cleaning the kitchen. Any damage to the facility upon inspection by City staff will be deducted from the security deposit. If the damage amount exceeds the security deposit, the renter will be billed for additional cost which will include all time and material for the repair.

Renters leaving the facilities in a manner that requires more than customary cleaning will have \$50.00 per hour, based on cleaning time required, deducted from the security deposit. If cleaning amount exceeds the security deposit, the renter will be billed for additional cost. Customary cleaning includes: cleaning of the restrooms, take-down and removal of tables and chairs, mopping the floors, vacuuming carpeted areas and trash removal.

Additional Fees and Charges

1. Please refer to the Rental Fee schedule for a complete listing of fees and charges for the use of Prairie Event Center furnishings.
2. Audio-visual equipment is available for use by renters and accompanied by a non-refundable rental fee per unit, per day. A list of equipment and associated fees are listed on the fee schedule.
3. A service charge will be assessed if City personnel are called in to correct any problem created by the renter. City staff will be assigned to the building during your rental time which will include set up and tear down.
4. If any Prairie Event Center equipment/furnishings are missing/damage the security deposit will not be returned. If replacement or repair exceeds security deposit renter will be invoiced for additional costs.

Cancellations

Any cancellation of reservations will be refunded as follows:

More than four (4) weeks prior to the scheduled event	Refund of 50% (one half) of rental fee
Less than four (4) weeks prior to the scheduled event	Non-Refundable

All fees and dates are non-transferable.

Alcoholic Beverages

Intoxicating liquors or fermented malt beverages shall not be sold, distributed, or consumed within the premises of the Prairie Event Center after midnight (12:00 a.m.) All alcoholic beverages must be provided by the state approved liquor license holder hired by the City to operate the Prairie Event Center bar.

Deliveries

Items such as soda, food, flowers etc., purchased from dealers, must not be delivered to rented facilities prior to the reserved date and time specified on the agreement form. Deliveries of any items must not be done unless someone is there to receive said items.

Parking

Parking is available in public parking lots and on the street in River Prairie. If supplies must be dropped off, the designated drop off location may be used to unload items. The vehicle must be moved to an appropriate parking location immediately after unloading. A parking map is provided in the user guide which specifies drop off location.

Insurance

Rentals open to the general public and/or rentals that include fundraising or profit generation must provide a Certificate of Liability Insurance reflecting the following minimum coverages and naming the City of Altoona as an additional insured, prior to the scheduled event.

Limits:	\$1,000,000 per occurrence
	\$1,000,000 personal and advertising injury limit
	\$2,000,000 general aggregate
	\$2,000,000 products/completed operations aggregate
Coverage:	Property damage, bodily injury, products liability, completed operations, and contractual liability.
Form:	Occurrence Based – ISO or equivalent

All policies must be written with carriers who are licensed to write business in the state that work is being performed. Carriers must maintain an AM Best Rating of A- or better, with a financial size category of X or better. The City, its members, subsidiaries, directors, officers, and employees shall be included as additional insureds under the commercial general liability. Additional insured coverage under the commercial general liability section shall include both the ongoing operations (CG 20 10 or equivalent) and completed operations hazards (CG 20 37 or equivalent).

Application Process

1. Applicants must complete a Prairie Event Center Application before reservation is confirmed. No telephone reservations will be accepted.
2. The application is to be completed by an individual 21 years of age or older, who will assume primary responsibility for compliance with Prairie Event Center rules during the rental.
3. The required payment must be received at the time of application. Payment may be made in the form of cash, check or credit card. Reservations are confirmed only after payment is received and the signed form is on file at the Parks & Recreation Office. If paying by check, reservation will be confirmed upon check clearing the bank.
4. Checks returned due to insufficient funds will result in the potential loss of the rental and administrative fee of \$30.00.

Prairie Event Center User Guide

Rules and guidelines have been established to assure the maximum enjoyment of the Prairie Event Center. Your consideration of these policies is expected and greatly appreciated. A renter failing to properly conduct its event consistent with these rules and guidelines may be denied subsequent use.

Description of Facility

The Prairie Event Center provides available rental space consisting of the following options:

-Meeting Room/Classroom: This 332 sq. ft. carpeted, rectangular space will accommodate smaller groups in a conference room setting. The room includes a conference table with seating for 8-10. Other amenities available include AV connections, TV and telephone.

-River Prairie Room: This multi-purpose room is large enough to accommodate gatherings of 250 people for banquet style seating and 320 people for cocktail style. Typical uses of these rooms include educational/recreation programs, large business/civic meetings, wedding receptions, baby/bridal showers, parties and other gatherings.

The River Prairie Room can be configured into three different spaces:

Prairie Room: 1,012 sq. ft. (maximum seated capacity of 75), hard surface flooring

River Room: 2,668 sq. ft. (maximum seated capacity of 170), hard surface flooring, adjacent bar, outdoor patio

River Prairie Room: 3,680 sq. ft. (maximum seated capacity of 250), hard surface flooring, adjacent bar, outdoor patio

-Pre-function Space: This space is adjacent to the assembly room. It is typically used as a welcome area and doubles as an area for food tables for buffet style events. When renting the River Prairie Room the pre-function space is usable; when renting only the Prairie Room or River Room the pre-function space is common space.

-Tables & Chairs: Chairs (250) and banquet tables (30 - 72" round) are included in the rental fee. A select amount of 6' and 8' rectangular tables are available upon request. The renter is responsible for providing table coverings.

-Catering Kitchen: Complete with a stove, refrigerator, freezer, sink and movable serving counters. The facility is primarily a catering kitchen and cannot be used for major meal preparation. Kitchen utensils are not supplied.

Rental Rules & Responsibilities

General Rules

- A representative of the person/organization signing the rental agreement must be present at the time the building is opened, while the event is in progress and must remain until after all event guests have vacated the premises. The designated representative is responsible to sign the Facility Closing Checklist before leaving.
- For youth groups, permits will be issued only to responsible adults who chaperone the event. An adult chaperone is required for every 20 youth. A list of chaperones with addresses must be presented when the Rental Use Application is completed. The chaperones must remain on site until the event has completed.
- The City of Altoona is not responsible for any condition or loss of equipment or other items left at the Prairie Event Center at any time.
- Smoking is prohibited inside the building, but allowed in designated outside smoking areas.
- The renter assumes all responsibilities for injuries that may occur to persons or participants.

Arrival

- Event Center staff will be on site upon your arrival. Please check in when you arrive.
- Delivery and pick-up of event supplies will take place through the main entrance using the drop off location. All vehicles must be removed from the drop off location as soon as unloading is complete.

Set-Up and Decorating

- Event Center staff will set-up tables, chairs and any reserved AV equipment as determined in the final pre-event meeting which should take place no later than 2 weeks prior to scheduled event.
- Renters are responsible for any linen service including rental, set-up and tear-down.
- All decorations must be put up and taken down by the renter and must be free standing. Nails, tape, tacks, staples and screws are strictly prohibited. Glitter, confetti, rice, silly string or natural flower petals are not allowed at any time.
- No open flame devices allowed, which includes candles, hurricane lamps, lanterns and chafers.
- Dance wax or any other types of dance compounds are not allowed.
- Signage may be displayed on portable sign holders, bulletin boards or easels. The renter is responsible for the provision, installation and removal of such supplies.

Event Guidelines

- Renters will have access to reserved rooms only.
- Prairie Event Center tables and chairs must remain inside the building at all times.
- Prairie Event Center staff will clear tables to prepare the dance floor area at the time determined during the final pre-event meeting.
- Please inform the building supervisor of any spills/damages that occur throughout the course of the event.

Event Clean-Up

- Return all rented AV equipment to the building supervisor.
- Groups are responsible for cleaning all areas utilized and for the removal of any items that were brought into the facility. All decorations must be removed before leaving the premises.
- All guests must vacate the building by the departure time listed on the rental use application.
- The renter must ensure the facility is left in the same condition as when the renter/organization entered the facility. Upon exiting the facility a representative of the renter/organization must meet with the building supervisor to complete facility closing checklist.
- Renters leaving the facilities in a manner that requires more than customary cleaning will have the cost deducted from the security deposit and will be charged if additional cleaning is required. Failure to properly clean may also result in a loss of building use privileges.

Food Service

- Food may be prepared at home and brought to the Prairie Event Center for events under 75 guests.
- A catering kitchen is available for the renters use at an additional charge. Included in this fee is the use of all major kitchen equipment including refrigerator, freezer, oven, stove top and sink.
- No service ware, glassware or utensils are provided. Upon exiting the facility a representative of the renter/organization must meet with the building supervisor to complete the kitchen closing checklist.

- Food may be provided by a caterer. A caterer is defined as providing food and service for events at a professional capacity.
- A listing of pre-approved caterers is available. Alternate caterers may be contracted once they have completed the application, provided proof of applicable licenses and insurance and received approval.
- All caterers are required to pay the Prairie Event Center a catering fee of 10% of the renter's gross bill which will be agreed upon in the catering contract.

Alcohol

- All alcoholic beverages must be purchased and distributed by the state approved liquor license holder.
- Alcohol distribution and consumption must remain in the rental areas identified on the rental use application.

Prairie Event Center Fee Schedule

***All rentals will be charged 5.5% sales tax and require a \$500 refundable security deposit.**

****Fees listed below are for the months of April - October**

Weekends and Holidays require a 5 hour minimum rental 10:00am – 3:00pm/4:00pm – 9:00pm. Additional 2 hour rental can be added to the am schedule and an additional 3 hour rental can be added to the pm schedule for the hourly rate listed below.

Prairie Room	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
5 HR. Block		\$250	\$200	\$300
Prairie Room Hourly	\$25	\$50	\$40	\$60

Weekends and Holidays require a 5 hour minimum rental 10:00am – 3:00pm/4:00pm – 9:00pm. Additional 2 hour rental can be added to the am schedule and an additional 3 hour rental can be added to the pm schedule for the hourly rate listed below.

River Room	Monday – Thursday	Friday – Saturday	Sunday	Holiday(see pg. 8 for list)
5 HR. Block		\$375	\$300	\$450
River Room Hourly	\$50	\$75	\$60	\$90

Side A&B Full Day Rental (8:00 am – 12:00 am)

River Prairie Room	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
	\$1,000	\$1,500	\$1,250	\$2,000

Meeting/Classroom	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
	\$10/hour	\$20/hour	\$15/hour	\$30/hour

****Fees listed below are for the months of November - March**

Weekends and Holidays require a 5 hour minimum rental 10:00am – 3:00pm/4:00pm – 9:00pm. Additional 2 hour rental can be added to the am schedule and an additional 3 hour rental can be added to the pm schedule for the hourly rate listed below.

Prairie Room	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
5 HR. Block		\$125	\$100	\$150
Prairie Room Hourly	\$25	\$25	\$25	\$25

Weekends and Holidays require a 5 hour minimum rental 10:00am – 3:00pm/4:00pm – 9:00pm. Additional 2 hour rental can be added to the am schedule and an additional 3 hour rental can be added to the pm schedule for the hourly rate listed below.

River Room	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
5 HR. Block		\$250	\$200	\$300
River Room Hourly	\$50	\$50	\$50	\$50

Side A&B Full Day Rental (8:00 am – 12:00 am)

River Prairie Room	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
	\$500	\$750	\$625	\$1,000

Meeting/Classroom	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
	\$10/hour	\$20/hour	\$15/hour	\$30/hour

Prairie Event Center Fee Schedule

Additional Amenities – Flat Fee

Kitchen	\$100.00
Patio	\$50.00
Plug-in Microphone	\$50.00
Podium	\$10.00
Projection Screen	\$10.00
Projector & Screen	\$50.00
Wireless Microphone	\$50.00

Rentals during the below dates are subject to Holiday rate

Holiday	2017	2018	2019
New Year's	January 1	January 1	January 1
Easter	April 14 – 16	March 30 – April 1	April 19 – 21
Memorial Day	May 26 – 29	May 25 – 28	May 24 – 27
July 4 th	July 4	July 4	July 4
Labor Day	September 1 – 4	August 31 – September 3	August 30 – September 2
Thanksgiving	November 23 – 26	November 22 – 25	November 28 – December 1
Christmas	December 22 – 25	December 21 – 25	December 24 – 25
New Year's Eve	December 29 – 31	December 28 – 31	December 31

River Prairie Outdoor Venues Fee Schedule

Throughout River Prairie Park there are five premiere outdoor venues available for rental. Each rental includes 5 hours in the reserved venue, set-up and tear down of all Prairie Event Center rented chairs, speaker system, microphones and audio hookup. There is no indoor back up area for your event unless part or all of the Prairie Event Center is rented prior to the event.

If renting for a wedding, a rehearsal is provided at no additional charge based on availability.

Description of Outdoor Venues

-The Falls: 4,000 sq. ft. (maximum capacity of 250)

The picturesque waterfall and gorgeous landscaping will be the perfect backdrop for your special day. Complete with outdoor speakers and electrical connection, The Falls will instantly have you falling in love.

-Forever Garden: 8,000 sq. ft. (maximum capacity of 400)

This stunning and romantic garden's pristine location will instantly have you wanting to say "I Do". Surrounded by mature oak trees, the Prairie Stream and beautiful landscaping, your guests will surely be impressed. Complete with outdoor speakers and electrical connections the Forever Garden will be your dream wedding location.

-Four Season Plaza: 20,000 sq. ft. (maximum capacity of 2,000)

This beautifully landscaped area is framed by the spectacular Prairie Stream. The lighted rail backdrop and landscape lighting will put an extra special touch to your event.

-Amphitheater: 40,000 sq. ft. (capacity 200-5,000)

Enjoy spectacular Eau Claire River views and wooded surroundings when renting the Amphitheater. The spacious outdoor area has terraced seating, a large hardscape stage with interactive apron, electrical connections, outdoor speakers and backdrop lighting. With the ability to bring in a movable stage and added electrical connections the Amphitheater will be perfect for any occasion.

-Front Porch Plaza: 42,200 sq. ft. (capacity 200-5,000)

Whether your event is an intimate gathering of 200 or a festival for 5,000, the Front Porch Plaza will meet your needs. The festoon lighting, movable seating, electrical connections and outdoor speakers will enhance your event's atmosphere.

Rental Rules & Responsibilities

Fees

- Fees must be paid in full at time of reservation with the exception of a full day venue rental. Full day venue rentals will be required to pay one half total rental fee at the time of reservation. The remaining balance is to be paid in full three (3) months prior to event date.
- Dates will not be reserved until required payment is received. For complete fees refer to the fee schedule.

General Rules

- A signed River Prairie Outdoor Venue Rental Application with approved rental fee are due at time of booking. All rental fees are non-transferable.
- The remainder of the park will remain open to the public.
- Outdoor Venue use must be concluded by 11 p.m. Music must be concluded by 10 p.m.

Outdoor Furnishings

- If renting a tent; tents must be weighted, not staked.
- Chairs, tables, tents, sound systems and other supplies not rented from the Prairie Event Center must be obtained by the renter and must be delivered and removed during the rental period. All items must be properly insured and licensed.
- Any equipment the renter brings to the event cannot be stored prior to the rental and must be removed after the event has concluded. Delivery of other items must be done with a hand truck or by carrying items onto the lawn. **Driving a vehicle onto the lawn area is prohibited.**

Set-Up

- Prairie Event Center staff will provide set-up of Prairie Event Center rented chairs for the outdoor venue.
- A staff approved site plan showing all items brought on site must be provided during the final pre-event meeting which should take place no later than 2 weeks prior to scheduled event.

Sound and Music

- Amplified sound during an outdoor venue rental must end by 10 p.m.
- All outdoor venues have input connectors and speakers.

Lighting and Decorations

- All decorations and lighting planned for the outdoor rental are subject to review and approval.
- Staking decorations into the ground is prohibited. (For example: shepherd hooks)
- Flower petals are allowed on the grass area of the outdoor venue only. They are prohibited on any concrete areas such as the patio or the plaza.

Food and Beverage

- All catered food to accompany an event must be properly licensed and approved by the Prairie Event Center City staff and may be served only in areas designated on the River Prairie Outdoor Venue Rental Application.
- All beverages to accompany an event must be purchased through the Prairie Event Center.

Cleaning/Trash

- Trash receptacles are located throughout the park. Staff will remove trash placed in them at the end of the event.
- All trash and debris must be contained and kept off the lawn area.
- Trash, for example, large containers used to bring items in, must be removed by the renter or caterer.
- The rental area must be left clean of any debris, trash, litter and personal items. Any damage to the facility upon inspection by City staff will be deducted from the security deposit. If damages exceeds the security deposit, the renter will be billed for additional cost.

Cancellations

- Any cancellation of reservations will be refunded as follows:

More than four (4) weeks prior to the scheduled event	Refund of 50% (one half) of rental fee
Less than four (4) weeks prior to the scheduled event	Non-Refundable
- All fees and dates are non-transferable.

Liability

- The City of Altoona is not liable for any lost or damaged items that are used for an Outdoor Venue Rental.

River Prairie Outdoor Venues Fee Schedule

***All rentals will be charged 5.5% sales tax and require a \$500 refundable security deposit.**

Rentals require a 5 hour minimum rental 10:00am – 3:00pm/4:00pm – 9:00pm. Additional 2 hour rental can be added to the am or pm schedule for the hourly rate listed next to the initial rental rate. **Music must be concluded by 10 p.m.**

Venues	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
The Falls	\$100/\$25	\$200/\$50	\$150/\$40	\$250/\$60
Forever Garden	\$150/\$50	\$250/\$75	\$200/\$60	\$300/\$85
Four Seasons	\$200/\$75	\$300/\$100	\$250/\$80	\$350/\$110
Front Porch Plaza	\$300/\$100	\$400/\$125	\$350/\$100	\$450/\$135
Amphitheater	\$300/\$100	\$400/\$125	\$350/\$100	\$450/\$135

Full Day Rental (8:00 am – 11:00 pm)

Music must be concluded by 10 p.m.

Venues	Monday – Thursday	Friday – Saturday	Sunday	Holiday (see pg. 8 for list)
The Falls	\$500	\$1,000	\$800	\$1,200
Forever Garden	\$550	\$1,050	\$850	\$1,250
Four Seasons	\$600	\$1,100	\$900	\$1,300
Front Porch Plaza	\$700	\$1,200	\$1,000	\$1,400
Amphitheater	\$700	\$1,200	\$1,000	\$1,400

Additional Amenities – Flat Fee

Outdoor Chairs (250 available)	\$1.50/chair
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Number of Chairs	Price for Chairs
50 Chairs	\$75
100 Chairs	\$150
150 Chairs	\$225
200 Chairs	\$300
250 Chairs	\$375

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Application

Approved Caterer List –Prairie Event Center

Section A: General Terms and Conditions

Purpose

- The City of Altoona is accepting applications for operating a non-exclusive food service contract at the Prairie Event Center.
- The intent is to issue a contract or contracts to the most qualified caterers for non-exclusive food service rights. The City of Altoona reserves the right to award and maintain concurrent contracts for food service with multiple caterers for various types of food products.
- Caterers submitting applications must be responsibly, practically and regularly engaged in providing the services required in the solicitation. Applicants must possess ample resources to comply with and perform satisfactorily in accordance with the terms of this document.

Background

- Located at 1445 Front Porch Place, the Prairie Event Center is a multipurpose, state of the art public facility designed for recreational, educational, private, public and community events.
- The building contains a classroom/meeting room, a large divisible multipurpose room, a catering kitchen and a bar. If food is catered, the caterer must be approved and enter into an agreement with the City of Altoona. For purposes of this agreement, “caterer” is defined as providing **food and service** for events at a professional capacity.

Method of Selection

- All applications will be subject to approval by the City of Altoona. Contracts will be awarded to selected caterers based upon, but not limited to the following criteria: qualifications, information provided, customer satisfaction, past performance, service capability, and the ability to meet required City, County, and State health and sanitation standards.

Responsiveness and Responsibility

- The City of Altoona reserves the right to refuse any application from any person, firm, or corporation that is in default to the City, or has failed to perform faithfully any previous contract with the City. If requested, the applicant must present within five (5) working days evidence satisfactory to the City of performance ability and possession of necessary facilities, financial resources, adequate insurance, and any other resources required to determine the bidder’s ability to comply with the terms of the solicitation document.

Cancellation

- In the event the caterer shall default in any of the covenants, agreements, commitments or conditions the City may, at its option and in additions to all other rights and remedies which it may have, terminate the Agreement and all rights of the Caterer under the Agreement.
- Failure to maintain the required certificates of insurance, permits, and/or licenses will be cause for contract termination.
- Factors relating to difficulties in cooperation, cleanup, food handling, transportation, behavior of staff, cleanliness, sanitation standards and other relevant issues will have a bearing on the caterer's good standing and may be considered due cause for termination of contract.

Contract Term

- A complete and approved catering contract must be on file at least eight (8) weeks prior to a catered event.
- Contract established with the successful caterers will carry a term that will commence upon approval of application until December 31 of the same calendar year, and shall therefore, be renewed annually on December 31.

Compliance

- Regulations – The caterer shall give all notices and comply with all laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work.
- Licensing and Permits – The caterer selected under this bid shall be required to demonstrate valid possession of appropriate required licenses and will keep them in effect for the term of this contract.

Insurance Requirements

- The caterer will insure, and will require each sub-caterer to insure, as indicated, against the following risks to the extent stated:
 - Commercial General Liability – The caterer shall secure, at its own expense, commercial general liability insurance including all insurance requirements to service and sell food in the State of Wisconsin. This liability insurance is to be issued by a company or companies authorized to do business in the State of Wisconsin, with coverage for bodily injury, property damage, personal injury and the following minimum coverage limits: \$1,000,000 per occurrence, \$2,000,000 aggregate. The City shall be named as an additional insured on the commercial general liability insurance policy. The caterer shall provide the City with a Certificate of Insurance evidencing its commercial general liability insurance, and shall thereafter annually provide the City with a Certificate of Insurance demonstrating compliance with the foregoing requirements. Upon request,

the caterer shall provide certified copies of the requested policies. The certificate of insurance shall contain the following clause; "No reduction, cancellation, or expiration of the policy shall become effective until thirty (30) days from the date of written notice thereof is actually received by the City."

- Worker's Compensation – The caterer shall secure, at its own expense, workers' compensation insurance in such amounts as is required by the State of Wisconsin and shall secure any other kind of insurance that may be required by law in connection with the Caterer's provision of Catering Services. The caterer shall provide the City of Altoona with a Certificate of Insurance evidencing its workers' compensation insurance, and shall thereafter annually provide the City of Altoona with a Certificate of Insurance demonstrating compliance with the workers' compensation insurance requirement.
- Personal Property Insurance – The caterer shall be solely responsible for carrying personal property insurance sufficient to cover loss of all its personal property located at the Prairie Event Center. The City of Altoona shall not be liable for any damage to or loss of property of caterer or its employees, agents, customers, invitees, or guests. The City of Altoona shall not be liable for any injury or damage to persons or property resulting from caterer's provision of Catering Services.

As evidence of the above listed license and insurance, copies shall be forwarded to the City Clerk, 1303 Lynn Ave, Altoona, WI 54720 prior to the beginning of work under this contract.

Indemnification

- The caterer shall be liable to, and hereby agrees to indemnify, defend and hold harmless, the City and its officers, officials, agents and employees against all loss or expense (including liability costs and reasonable attorney's fees) by reason of any claim or suit, or of liability imposed by law upon the City or its agents or employees, for damages because of injury, including death at any time resulting therefrom, sustained by any person or persons or on account of damages to property, including loss of use thereof, arising from, in connection with, caused by or resulting from caterer's provision of Catering Services or activities undertaken by caterer pursuant to this agreement.

Entire Agreement

- These standard terms and conditions shall apply to any contract or order as a result of this application except where special requirements are stated elsewhere in the document, in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any documents, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the City of Altoona.

- If any term or provision of this agreement shall to any extent be held invalid or unenforceable, the remaining terms or provisions shall not be affected thereby, but each term and provision of this agreement shall be valid and enforced to the fullest extent permitted by law.

Section B: Scope of Work

In order to be on the City of Altoona approved caterers list, the caterer agrees to abide by all the following requirements:

- **Guidelines:** Caterer must coordinate each event at the Prairie Event Center in accordance with "Guidelines for Caterers" (Attachment A.) The guidelines include detailed instructions for arrival, set-up, service, trash removal, break-down and rental equipment information.
- **Clean Up:** Caterers must follow the work outlined in the Catering Clean-Up Check list. For each events, the caterer supervisor or designated leader must acknowledge and sign the checklist from acknowledging that required clean-up is completed to the satisfaction of Prairie Event Center personnel. The caterer further agrees to complete clean up within the scheduled rental time as determined on the renter's contract. Additional time will be charged at a staff rate of \$50.00 per hour. The caterer shall be responsible for the removal from the building of rubbish, trash and garbage accumulated at all events. Caterer may utilize the Prairie Event Center dumpster for this purpose.
- **Damage:** At the City's option, caterer shall repair or pay the cost of repair of, damage to the Prairie Event Center caused by caterer's employees, agents or any other persons retained, hired or used by caterer to provide catering services.
- **Food Preparation:** The caterer shall prepare all food off premises, understanding that only a limited area at the Prairie Event Center will be available for staging and final preparation. Approximately 350 square feet of securable space is available for the use of the caterer for final preparation, storage and refrigeration.
- **Equipment and Supplies:** The caterer shall provide all necessary plates, flatware, serving utensils and containers, warmers, linen and other items necessary to properly conduct service unless otherwise provided by renter. The caterer shall provide all necessary cleaning supplies.
- **Use of Furniture:** The Prairie Event Center presently has tables and chairs in sufficient numbers to accommodate most needs within the building. These items are available for the caterer and other providers to use for events at the Prairie Event Center. The caterer agrees to cover any costs incurred for damage to furniture or equipment due to the caterer's actions or negligence.
- **Miscellaneous Event Requirement:** Caterer will make all necessary arrangements directly with the renter and will pass on all necessary costs to the renter that the caterer deems appropriate. Caterer will arrange for all food, service, flowers, china, glassware, linens, equipment and other related items for the event unless otherwise provided by the renter.

- **Supervisor Responsibility:** The caterer will be required to provide on-site supervisors at all food service functions. The caterer will provide adequate sales and coordination personnel to work with the staff of the Prairie Event Center to insure first class service to the public.
- **User's Fee:** The caterer will pay a percentage fee to the City of Altoona for each contracted event. This user's fee is equal to 15% of all gross sales including, but not limited to food, linen, glassware, china, flatware, equipment rental, service fees, or other cost related to the event charged to the party renting the Prairie Event Center.
- **Documentation:** A copy of the catering contract sent to the customer must be submitted at least four weeks prior to the event.
- **Payment/Invoice:** Within ten (10) days of each event, the caterer will provide the City of Altoona with a duplicate copy of the final billing consistent with the contract originally submitted between the caterer and the renter of the Prairie Event Center for whom caterer provided catering services. The City will then send an invoice which is to be paid within thirty (30) days. A late fee of ten percent (10%) of the amount due to the City shall be paid by caterer if the required payment is not timely made. All fees due under this agreement shall be made payable to the City of Altoona and shall be remitted to the City of Altoona Park & Recreation Department, 1419 Front Porch Place Altoona, Wisconsin 54720.
- **Inspection of Documents:** All documents relating to the services provided at the Prairie Event Center will be made available for inspection when requested by staff of the Prairie Event Center or other City of Altoona officials.
- **Promotions:** The caterer will be expected to actively promote the availability of food service at the Prairie Event Center, and with all reasonable effort, work to improve the operation of the usable catering spaces within the facility. Examples of promotion are listing the Prairie Event Center on the catering website and printed material used to promote the caterer's services.

Section C: Applicant Requirements

Applicants shall submit the following information. Applications submitted in any other form may be considered non-responsive and may be disqualified.

- **Completed Caterer's Application (pages 7-9)**
- **Catering Menus:** Applicants must submit sample of catering menus which will be held by the City of Altoona for review by potential clients.

Prairie Event Center Approved Caterer List Application

Please answer all questions. Answers must be clear and comprehensive. Attach additional sheets as necessary.

Applicant Information:

Company Name (print)	Primary Contact Name and Title (print)
Street	City/State/Zip
	Date
Phone	Cell Phone
Fax	Email
Person the City of Altoona can contact regarding questions about your application (if different from above)	
Name	Fax
Phone	Email

1. Circle type of organization:

Individually Owned
 Partnership
 Corporation
 Joint Venture

If corporation, enter that date of incorporation and the state in which incorporated.

2. Number of employees: _____

3. Number of years in business under the present name: _____

4. Other names your company has done business under. Indicate dates, locations and number of years.

5. List specific types of work usually performed by your company: _____

6. List the experience of the key individuals in your company:

<u>Name</u>	<u>Office/Position</u>	<u>Years of Experience</u>	<u>Class of Work</u>

7. Have you ever defaulted on a contract, or in the last seven years, declared bankruptcy, or been put in to bankruptcy or reorganization by your creditors?

_____ Yes _____ No

If Yes, give details, including where and why: _____

8. Do you have any delinquent or unpaid taxes, assessments, forfeitures or other financial claims of the City of Altoona?

_____ Yes _____ No

If Yes, give details: _____

9. License Information:

Food and/or Drink License # _____ (City of Altoona)

Other License # please specify _____ (State/County)

Signature & Attachments:

1. Forms submitted with application:

Initial:

- a. Application
- b. Copy of Current License
- c. Insurance Certificate
- d. Sample of catering menus

2. We comply with all terms, conditions, specifications and application requirements in the request for qualifications.

Applicant's musts provide the complete information requested below. Include the legal name of the bidder and signature of the person(s) legally authorized to bind the bidder to the contract.

Company Name (print)

Signature

By (print name)

Date

Title

Guidelines for Caterers

Attachment A

Arrival

- The renter has a contract with the Prairie Event Center. The caterer must work within the rented times determined on the contract. If additional time is needed, the renter must rent and pay for the time no less than four (4) weeks prior to the event date.
- Doors will be unlocked at the specified time on the rental contract.
- Please inform the Prairie Event Center staff on duty of your arrival.
- All catering staff should report to the kitchen upon arrival.
- The caterer must show great care when bringing equipment across the floors.
- Caterers may park their vehicles in the designated drop off location for the unloading process only. Vehicles must be moved to an appropriate parking location immediately after unloading. Caterers can park in public parking lots in River Prairie labeled on the attached map.

Set-Up

- Prairie Event Center staff will set up the included tables and chairs.
- No catering staff shall enter any areas which are not open to public except storage areas for tables, chairs and kitchen.
- All logistics including electrical service must be pre-planned and approved by the City of Altoona. It is encouraged that the caterer attend the final pre-event meeting with the renter and Prairie Event staff so all needs are discussed. Final pre-event meeting takes place a minimum of two (2) weeks prior to the event.

Service

- Caterers providing drop-off food service must either: 1) arrange for catering staff person to return to attend to clean up duties, or; 2) arrange for the groups using the Prairie Event Center to take care of their own clean up. (This must be pre-approved by Prairie Event Center staff.)
- No candles may be used. Approved heat sources include electric food warmers, wick enabled chafing fuel- not gel. Heat sources must be monitored at all times while in use.
- No decorations, tape, tack or nails may be used on the walls, floors or tables.
- Propane is not permitted in the building.

Trash Removal

- The caterer must provide ample heavy duty plastic bags or double bags for trash containers. Recyclables must be separated into City of Altoona approved recycling trash bins.
- The caterer must pick up trash and recycled materials and take it to the appropriate dumpsters. Trash must be removed regularly from the kitchen area throughout the event to prevent accumulation.

- Prairie Event Center staff will empty the trash located in the event rooms throughout the event and at the end of the event
- Anything beyond food scrap trash such as boxes and containers used to bring in items for catering must be taken off site by caterer. Prairie Event staff will not dispose of these items.
- Do not drag full garbage bags across any of the floor.

Breakdown & Clean-Up

- Catering staff must be out of the building no later than the time determined on the Prairie Event Center Rental Application.
- All items brought in must be removed by the end of the event by the caterer or renter and taken off site. This includes all cardboard boxes and other items used to transport food and service ware.
- The kitchen needs to be well cleaned, left-over ice dumped, floor swept and mopped and all other equipment removed. Mop up any spillage and wipe down walls, counters and serving spaces. When used, empty and wipe down all appliances including the refrigerator, stove and microwave. **Caterers must bring their own soap, dishcloth/towel and other clean-up supplies.** Run the garbage disposal clean and wipe out the sinks. All trash and recycled materials are to be removed and taken to the appropriate place.
- A final inspection with a catering representative will be made by the Prairie Event Center staff on duty. The caterer must ensure that sufficient staff remains to accomplish the required clean-up and removal. A catering staff member will be required to sign off on the Caterer's Clean-Up Checklist before leaving.
- Please remove all excess food, food containers and the like from the catering kitchen refrigerators. Anything remaining after the event will be discarded immediately and may be reason to terminate the contract.

Rental Equipment

- Rental equipment, flowers and any other equipment associated with the contracted caterer must arrive with the caterer. Prairie Event Center staff will not accept deliveries nor will the Prairie Event Center accept responsibility for such items. Caterer is responsible for transporting all items into and out of the Prairie Event Center.
- All equipment and supplies must be removed from inside the Prairie Event Center by the caterer at the close of the event.

Parking/drop-off map

Caterer Clean-Up Checklist

Attachment B

- _____ Left-over ice dumped
- _____ Garbage disposal has been run and cleared of food and debris
- _____ Sinks have been wiped clean
- _____ All counters and serving spaces have been thoroughly wiped down
- _____ Refrigerator, stove and microwave have been emptied and wiped clean
- _____ All appliances are turned off and wiped clean
- _____ All trash has been bagged and placed in the appropriate dumpsters
- _____ Floor has been swept and mopped
- _____ All items are removed from the kitchen
- _____ General walk-through of rented areas for forgotten items

The undersigned caterer agrees that the condition of the kitchen is the same as it was at the start of the event.

Catering Supervisor (printed): _____

Catering Supervisor (signature): _____

Date: _____ Time: _____

Building Supervisor: _____

Time out: _____

Supervisor notes: _____

TITLE: 4K (Four-Year-Old Kindergarten) Coordinator

JOB GOAL: Implementation and evaluation of the School District of Altoona's community-based 4K program

REPORTS TO: Elementary school principal

COORDINATES WITH: Teachers, support staff, and other professionals

PERFORMANCE RESPONSIBILITIES:

1. Oversees the development, planning, organization and implementation of the 4K program.
2. Works with community partners to ensure provision of at least 437 hours of student instruction and 87.5 hours of parent outreach activities each year.
3. Provides evaluation of all 4K classrooms using trained ECERS-R observers/reviewers at least once per year.
4. Supports ongoing quality improvement at every 4K site.
5. Monitors teachers' assessment of 4K student progress, which is completed three times per year using a research-based, data-driven assessment system (currently Teaching Strategies GOLD online assessment system).
6. Visits and communicates regularly with 4K community teachers and site directors.
7. Collaboratively problem-solves issues and concerns that arise during the year with community partners and district administration.
8. Meets with 4K teachers and directors prior to each school year to discuss changes in policies, forms, curriculum, etc.
9. Plans and facilitates monthly meetings with 4K teachers.
10. Plans and facilitates bi-monthly (or more often if needed) meetings with the 4K directors.
11. Oversees staff development for all 4K teachers.
12. Works closely with community partners to ensure fair and adequate enrollment of students at each site.
13. Collaborate with 4K directors and teachers to formulate new policies and procedures, and to review and revise existing policies, procedures, and forms (e.g., enrollment forms, brochures, parent handbook, etc.) as needed.
14. Provides information and assistance to educate staff and parents about 4K program policies and procedures.
15. Works with Student Transit to address busing issues or concerns.
16. Develops the budget for the 4K program with input from community sites and the district.
17. Works with the district business manager and the elementary school principal on curriculum issues, including the purchase of instructional materials.
18. Performs any other duties deemed necessary by the school district administration.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on evaluation of administrative support staff.

TERMS OF EMPLOYMENT: Part-time position (estimated 45 equivalency days with days/week and hours/day flexible); salary to be established by the Board.

QUALIFICATIONS & EDUCATIONAL REQUIREMENTS:

1. Wisconsin Early Childhood teacher license.
2. A minimum of five years of teaching experience at the Early Childhood level.
3. Leadership and organizational skills.
4. Clear understanding of developmentally appropriate programming for young children.
5. Ability to support, and collaborate with, multiple community and district staff in a variety of settings.
6. Ability to establish and maintain positive relationships with staff, parents and the general public.

Adopted:

2017 YOUTH OPTIONS – FALL

STUDENT GPA	LOCATION	COURSE TITLE	COURSE #	CREDITS
3.569	CVTC	Accounting 102	101-113	3
2.245	CVTC	Web 1-HTML & CSS	152-107	3
		Object Oriented Programming	152-142	3
		Speech	801-198	3
3.657	CVTC	Certified Nursing Assistant (CNA)	543-300	3
3.959	CVTC	Principles of General Chemistry II	806-249	5
		General Chemistry	806-134	4
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	UWEC	General Chemistry I	103	4
		BSAD	105	2
		CJ Intro to Forensics	100	1
		CJ Speech Fundamentals	202	3
		Kins Beginning Swimming	148	1
		LAT Beginning Latin	101	4
		SPAN Spanish (pending placement exam)	101	4
CSD American Sign Language I		101	3	
2.78	CVTC	Race & Ethnicity in the U.S.	809-272-002	3
		Interpersonal/Small Group Communications	810-205-402	3
		Ethics	809-225-401	3
		Political Theory	809-229-401	3
		Native American History	803-214-401	3
		Intro to Astronomy	806-225-401	3
		Intro to Creative Writing	801-240-401	3
		Latin American Studies	802-218-401	3
		Intro to Sociology	809-271-405	3
		Fundamentals of Speech	810-201-402	3
2.861	CVTC	Principles of management	104-104	3
		Leadership for Business Excellence	102-112	3
		Marketing Principles	102-133	3
		Intro to Human Resources	104-102	3
		Speech	116-193	3
		Business Analytics	801-198	3
		Business Ethics	102-109	3
		Sales Presentation	102-113	3
		Introductory Statistics	804-189	3
Global Business	102-150	3		

STUDENT GPA	LOCATION	COURSE TITLE	COURSE #	CREDITS
3.775	CVTC	Intro to Criminal Justice	504-900	3
		Intro to Sociology	809-196	3
		Abnormal Psychology	809-159	3
3.635	UWEC	Foundations: Drawing & Composition	107	3
		Foundations: Color & Composition	108	3

Wisconsin Interscholastic Athletic Association
5516 Vern Holmes Drive
Stevens Point, WI 54482-8833
Phone (715) 344-8580 Fax (715) 344-4241

APPLICATION FOR COOPERATIVE TEAM RENEWAL

FALL SPORTS - February 1, 2017

WINTER SPORTS - April 3, 2017

SPRING/SUMMER SPORTS - June 1, 2017

1. We are applying to renew our cooperative agreement in Hockey for the school years of 2017-18 and 2018-19.
(sport)
X boys _____ girls (For Football - please note 11-player or 8-player football.)

2. Contact School (WIAA contact, where materials are sent, etc.) Altoona

LIST ALL SCHOOLS INVOLVED IN CO-OP

- Altoona
- Regis
- Mondovi
- Fall Creek
- Thorp
- McDonell

3. With the signatures below, we agree to continue this co-op agreement for another two years based on the stipulations of the initial co-op agreement drafted between all involved schools. All schools involved in this agreement have been contacted and agree to continue the agreement for another two years. We guarantee a no-cut policy, where any interested students will have an opportunity to participate in the requested co-op.

We further confirm that all school districts will provide the same level of institutional oversight to this program as to other sports sponsored by their district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

List Contact School	Signature of Board of Education or Governing Body President of Contact School	Signature of District Administrator of Contact School
<u>Altoona</u>	_____	<u>C. M. B. [Signature]</u>
Name of Conference	Signature of Authorized Person Indicating Conference Approval	Conference Position
<u>Middle Border</u>	_____	_____

OFFICIAL ACTION OF WIAA BOARD OF CONTROL

The above request for cooperative team sponsorship is hereby granted. The request covers the school years of 2016-17 and 2017-18. The cooperative team sponsorship herein indicated must continue both years. Application must be made again in the event any or all schools are interested in continuing agreement beyond school years indicated.

David Anderson, Executive Director

66.0301 COOPERATIVE AGREEMENT

School Board Resolution

“Whereas the Altoona School District has students in need of specialized programming provided at the McKinley Charter School, and whereas it appears that the educational interest of children in the Altoona School District will be served best by the district and charter school contracting to offer services, as authorized by State Statute.”

“Be it, and it is hereby resolved that the following school boards agree to contract under Section 66.0301 of the Wisconsin Statutes.”

Pursuant to a resolution adopted by each of the following school boards:

SCHOOL DISTRICT OF ALTOONA

MCKINLEY CHARTER SCHOOL (hereafter MCS)

SCHOOL DISTRICT OF EAU CLAIRE (hereafter ECASD)

Said school boards hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. Said above parties agree and contract as hereinafter set forth;
2. The ECASD will be the fiscal agent for the charter school.
3. Student membership for state purposes will be counted by the district of residence; stipulated in the contract between the ECASD Board of Education and the MCS Governance Board. (Altoona students will be counted by Altoona.)
4. Policies for the MCS are established by the MCS Governance Board as delineated in the contract between the ECASD Board of Education and the MCS Governance Board.
5. The costs to the Altoona School District will be \$18,000 per year, for one student in the credit component for the 2017-2018 school year and paid on the schedule as set forth on page 3 of this contract if Altoona chooses to use the slot by July 1 of 2017. After the first day of school, Altoona may use their slot if there is an opening in either the high school or middle school, by quarter or semester.
6. The cost to the Altoona School District for the competency component will be \$600 per quarter for each of the up to 20 Altoona students at a time in the competency component. The school district of Altoona will pay for each student served during

the first semester of the school year in January 2018 and for each student served during the second semester in June 2018.

7. Transportation, if required, will be furnished by the Altoona School District.
8. The fiscal agent, ECASD, agrees to file the required financial reports.
9. The Altoona School District agrees to provide all necessary special education services for students who reside in the Altoona School District and attend MCS.
10. The Altoona School District agrees that students attending the charter school will follow the MCS calendar.
11. Attached hereto and incorporated herein by reference is the plan for operation and plan for payments to said operation and fiscal agent by each school;

Eau Claire Area School District

<u>Christine Vandeweyer-Ryba</u>	President	<u>2-20-17</u>	Date
<u>Kathryn Greax</u>	Clerk	<u>2-20-17</u>	Date

Governance Board of the McKinley Charter School

<u>Sara Anderson</u>	President	<u>2/16/17</u>	Date
<u>[Signature]</u>	Clerk	<u>2/16/17</u>	Date

Altoona School District

_____	President	_____	Date
_____	Clerk	_____	Date

MCKINLEY CHARTER SCHOOL

SCHOOL DISTRICT OF: Altoona School District

Credit Component
COST: \$18,000

1. November 2017	<u>\$4,500.00</u>
2. January 2018	<u>\$4,500.00</u>
3. March 2018	<u>\$4,500.00</u>
4. June 2018	<u>\$4,500.00</u>

**2017-18 School Year
CLUSTER A
66.0301 COOPERATIVE AGREEMENT**

SCHOOL BOARD RESOLUTION

This document will serve as a 66.0301 Cooperative Agreement between the Cluster A school districts for the following purpose.

The school districts of Altoona, Augusta, Eleva-Strum, Fall Creek, Gilmanton, Mondovi, and Osseo-Fairchild each seek to create and maintain educational programs that assist students in becoming successful, productive members of society. To better achieve this goal, these seven districts agree to cooperate with each other to provide expanded educational opportunities for their students. Collectively these seven districts will be known as Cluster A.

As members of Cluster A, each of these seven districts will participate in the development and maintenance of shared academic, vocational, and/or integrated programs. Each district will allocate resources, including people, money, supplies, transportation services, and equipment in a manner that supports the accomplishment of cooperatively determined Cluster goals.

CONDITIONS

Pursuant to a resolution adopted by the school districts of the Cluster A schools, the districts mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said above parties agree and contract for the administration and expenses of cooperative programs of Cluster A as hereinafter set forth;
2. That the School District of Augusta be the operator and fiscal agent;
3. That the School District of Augusta, as the fiscal agent, will include all program expenditures and receipts in Fund 99 of the Wisconsin Uniform Financial Accounting Requirements (WUFAR);
4. That the cost to the Cluster A Schools be determined five (5) days prior to June 30, annually, on the basis of participation and actual program costs;
5. That estimated budget and plan of operation for this cooperative be approved in advance of contract signing by all school district parties hereto;

6. That significant variations from the budget will require prior approval of all school districts hereto;
7. That unemployment compensation will be the responsibility of all districts and each district's share of the cost will be based on percentage of use;
8. That the Cluster A Schools agree to pay the School District of Augusta according to the following schedule: One invoice will be mailed in November with the option of one or two installments, the first due in December and the second in January; and a final payment for the balance of final actual cost by June 30;
9. That the School District of Augusta, as the fiscal agent, agrees to file the required financial report with the Department of Public Instruction;
11. That notice of intent to non-renew this agreement by any participating district will be due on or before February 1.

Program Costs Based on Current Year Contract:

<u>Service Provided</u>	<u>Estimated Contract Amount</u>
Administration and coordination	\$10,861

Altoona School District

District Administrator	Date	School Board President	Date
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Cluster A

Cluster A Representative	Date
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Contracted Service Agreements

An agreement exists between the School District of Augusta and the Cluster A Schools whereby the School District of Augusta will provide the coordinator to serve the staff/students of the Cluster A Schools under the terms listed below:

It is agreed that:

- Total time for contract includes the amount of time for the following:
 - Direct/indirect services
 - Consultation
 - Cluster A staff travel to and from the Cluster A schools, beginning in Augusta for the Coordinator
- The provider(s) of services will participate in Cluster A department meetings/professional development.
- The School District of Augusta will provide access to a networked computer and the ability to print documents in a confidential location.