



School District of Altoona

1903 Bartlett Avenue 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
Altoona Commons Addition
April 22, 2013
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Administer Oath of Office
6. Rules for Meeting
7. Approval of Minutes
 - a. April 8, 2013 Regular Meeting
8. 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
9. Treasurer's Report
 - a. Approval of Checks for Payment
 - (1) General fund checks totaling \$494521.66
 - (2) Student activity fund checks totaling \$1,879.50
 - (3) Debt Service checks totaling \$-0-
 - b. Approval of Treasurer's Report
10. Planning for the Schools of Tomorrow-Enrollment Projections Report, Sarah Kemp
11. Review Debt Defeasance Process, Dave DeYoung
12. Information
 - a. General Information
 - (1) Policy Development: 187-Rule – Public Participation at Board Meetings
 - b. President's Report
 - (1) Region 4 Legislative Meeting, April 15
 - (2) WASB New Board Member Gathering, April 16
 - (3) WASB Spring Academy, May 4

- c. Superintendent's Report
 - (1) Date Change: Tenth Street Tennis Court Grand Opening, May 18
 - (2) Enrollment Update Report
 - (3) Facilities Study Process Update
 - (4) Project Based Learning School Update
 - (5) Transforming Wisconsin Classrooms Grant
 - (6) Library Board Meeting, April 17
 - (7) Eggs & Issues: State of Altoona, April 19
 - (8) Monthly Budget Update
 - (9) Other Meetings and Events

- 13. Board Action after Consideration and Discussion
 - a. Consider Retirement of Grade 4 Teacher
 - b. Consider Retirement of Middle School Title 1 Teacher
 - c. Consider Retirement of Elementary Music Teacher
 - d. Consider Resignation of Kindergarten Teacher
 - e. Consider Employment Recommendation to Fill Extracurricular Positions
 - f. Consider Adoption of Professional Educator Handbook
 - g. Consider Final Adoption of Policy 345.64 – Physical Education Credit Option
 - h. Consider Adoption of Resolution Authorizing District Employees to Subscribe for United States Treasury State and Local Governmental Obligations

- 14. 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 on our unique, single campus setting.

Oath of Office

I, _____, swear that I will support the constitution of the United States and the constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of the Board of Education of the School District of Altoona to the best of my ability, so help me God.

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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ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
April 8, 2013
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Helen Drawbert at 6:31 p.m. in the Altoona commons addition.
2. Roll call was taken and the following were present:
Helen S. Drawbert, President
Robin E. Elvig, Vice President/Clerk
Michael J. Hilger, Treasurer
David A. Rowe, Member
Dr. Connie M. Biedron, Superintendent
Joyce M. Orth, Board Secretary
Megan Netzinger, Student Representative
3. Reading of Public Notice. Report of notice was given. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. March 18, 2013 Regular Meeting. Motion by Elvig to approve the March 18 minutes as presented, seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0. b. March 19, 2013 Special Meeting. Motion by Rowe to approve the March 19 minutes as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0. c. March 20, 2013 Special Meeting. Motion by Elvig to approve the March 20 (8:30 a.m.) minutes as presented, seconded by Hilger. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0. d. March 20, 2013 Special Meeting. Motion by Elvig to approve the March 20 (3:45 p.m.) minutes as presented, seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0. e. April 4, 2013 Special Meeting. Motion by Rowe to approve the April 4 minutes as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. (1) Dave Rowe noted the high school band trip to Orlando, and their two marching performances during Spring Break. b. Agenda items - public comment and concern. (1) Parent, Sheila Presler, addressed the board regarding the 4-5 grade intermediate school staffing, and her feeling that Donna Walther's and Cathy Seipel's assignments for next year should include those grades due to their strengths and experience. (2) Katie Kuenkel, parent, asked for more research on the multi-age concept or that the district delay implementing multi-age for next year. She wondered if the multi-age benefits would be lessened under the choice-option planned.

8. Treasurer's Report. a. Approval of Checks for Payment. Motion by Elvig to approve general fund checks totaling \$717,658.17, student activity checks totaling \$3,548.62 and debt service checks of \$670,393.75 as presented, seconded by Rowe. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0.
9. School Showcase. a. Student Representative's Update. Student representative, Megan Netzinger and Nick Ohren, senior class president, shared photos and highlights from past events at the high school including: Time to Share, Holiday Games, Snowball, MORP, Community Table, and the Red Cross Blood Drive. Upcoming events for this year and next were also shared. b. Academic and Behavioral RtI: How Pedersen is Pulling it Together. Tara Betlach, reading specialist, and Tammy VanBlarcom, teacher and Tier 2 coach, presented ways that RtI is implemented at Pedersen using a problem solving/PLC process and systems' approach to ensure student success. Interventions implemented (Tier 1: all students, Tier 2: some students, Tier 3: individual students) to support academic and behavioral instruction were reviewed.
10. Information. **a. Committee Reports.** None. **b. General Information.** (1) School Board Election Results. Robin Elvig announced the results of the April 2 School Board Election. David Rowe and Brad Poquette were elected for the two three-year term openings. (2) Policy Development. Policy 527-Grievance Procedure, Policy 522.71– Electronic Media and Social Media were discussed. See 11.n. for amendment of Policy 527. **c. President's Report.** (1) WASB Region 4 Legislative Meeting. The Region 4 Legislative Meeting is scheduled for April 15, 1:30-3:30 p.m. in the Elk Mound High School auditorium. (2) WASB New School Board Member Gathering. Region 4 director, Bill Yingst, will hold an informal orientation for new board members on April 16, 7:00-9:00 p.m. in the Durand High School cafeteria. (3) WASB Spring Academy. The WASB Spring Academy will be held in Waukesha on May 4. An introductory-track for new board members, as well as in-depth sessions for experienced board members will be offered. If attending, board members should let Joyce know by April 22. **d. Superintendent's Report.** (1) Coffee with Connie. The most recent Coffee with Connie was held on April 6 at the Altoona Family Restaurant. Staff sessions are scheduled this week. (2) Grand Opening. A grand opening/play day is scheduled for the 10th Street tennis courts on April 20, 10 a.m. to noon. (3) Workers Compensation Dividend. The school district earned a worker's compensation dividend of \$15,747 for the period October 2011 to October 2012. (4) Transforming Wisconsin Classrooms Grant. The District will submit a Wisconsin Technology Initiative grant for integrating instructional technology into classrooms. The grant submission deadline is April 19. (5) Proposed Technology Priorities. A preliminary proposal to meet base-line technology needs in the classrooms was reviewed. The base-line needs total \$609,200. (6) Project Based Learning (PBL) School Update. The next parent meeting is scheduled for April 18 at 6:30 p.m. in the commons addition. The PBL team will visit the SoSET School in Blair-Taylor on April 10. (7) Facilities Study Process. The facilities study process is underway. ADG will be available to staff for input in the afternoon on April 17. (8) Other Meetings and Events. Other meetings and events noted include: a Cluster A inservice, the April 6 Walk to Feed a Child Nyre You, the upcoming meeting to review the base wage calculation, the Children's Legacy Luncheon on April 18, and Eggs and Issues: State of Altoona scheduled for April 19. Girl Scout Troop 3505 raised \$3600 in their efforts for Feed a Child Nyre You. Dr. Biedron also mentioned that our WEA Insurance premium will not increase for next year, and that the administration will attend the Quality Educator Convention in June.
11. Board Action after Consideration and Discussion. a. Consider Resignation of High School English/Language Arts Teacher. Motion by Rowe to accept the retirement of Melody Christianson, high school English/language arts teacher, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0. b. Consider Resignation of Boys Varsity Basketball Coach. Motion by Elvig to accept the resignation of Andy Riechers, boys' varsity basketball coach, seconded by Rowe. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0. c. Consider Resignation of Assistant Softball Coach. Motion by Elvig to accept the resignation of Don Crane, assistant softball coach, seconded by Hilger. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0. d. Consider Resignation of Odyssey of the Mind Coach. Motion by Rowe to accept the resignation of Melissa Martin, OM coach 2012/13 season as presented, seconded by Elvig. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0.

e. Consider Resignation of Odyssey of the Mind Coach. Motion by Elvig to accept the resignation of Tammy VanBlarcom, OM coach 2012/13 season as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0. f. Consider Recommendation to Employ Elementary School Principal. Motion by Elvig to employ Joann Walker as Elementary School Principal beginning July 1, 2013, as recommended, seconded by Rowe. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0. g. Consider Approval of Contract for Elementary School Principal. Motion by Elvig to approve the Administrative Contract for Joann Walker for July 1, 2013 through June 30, 2015 at a salary of \$70,000 for the first year, as presented, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0. h. Consider Recommendation to Employ High School/Middle School Dean of Students. Motion by Elvig to employ James Oliver as Dean of Students starting 2013/14 as recommended, seconded by Hilger. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0. i. Consider Approval of Contract for Dean of Students. Motion by Elvig to approve the Dean of Students Contract for James Oliver for July 1, 2013 through June 30, 2014 at a salary of \$66,112, as presented, seconded by Rowe. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0. j. Consider Recommendation to Increase Counseling Department Staffing to Full-Time. Motion by Elvig to approve the increases in FTE to full-time for Heather Burich Holle (from .98) and Brooke Kaldor (from .60) as recommended, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0. k. Consider Elementary Position Eliminations and Resulting Lay-offs. Motion by Hilger to approve the position eliminations and the resulting lay-offs to Patricia Bourget (.50 physical education teacher) and Heather Lahr (.33 music teacher) as recommended, seconded by Elvig. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0. l. Consider Final Adoption of Policy 521.1 Staff Communications and Lines of Responsibility. Motion by Elvig to approve final adoption of Policy 521.1 as presented, seconded by Hilger. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0. m. Consider Initial Adoption of Policy 345.64 Physical Education Credit Option. Motion by Elvig to approve initial adoption of Policy 345.64 as presented, seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0. n. Consider Amendment of Policy 527 – Grievance Procedures. Motion by Rowe to amend Policy 527 as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0. o. Consider Proclamation Supporting the 2013 Eau Claire County Campaign “Start Talking – Silence is Permission. Motion by Elvig to adopt the Proclamation as presented, seconded by Rowe. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0. p. Consider Proceeding with Boiler Replacement Project. Motion by Elvig to approve the boiler replacement project as presented at an estimated cost of \$172,595 as presented, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 4-0. q. Consider Approval of Proposal for Architectural Services Facility Study. Motion by Elvig to approve the Proposal as presented at an estimated cost of \$1,500 for reprographics’ reimbursable costs (or estimated actual time and material costs of \$45,000 under conditions specified), seconded by Rowe. Rowe, yes; Hilger, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0.

12. Adjournment. Motion by Rowe to adjourn at 8:34 p.m., seconded by Hilger. Hilger, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 4-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, April 22, 2013 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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CHECK DATE	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER						DESCRIPTION	
04/10/2013	128819	10 E 800 320 254200 000					CITY OF ALTOONA	TENNIS COURT	-67,370.10
								Totals for 128819	-67,370.10
04/05/2013	128874	10 L 000 000 811680 000					OKLAHOMA DEPARTMENT OF HUMAN SERVIC	Payroll accrual	74.91
								Totals for 128874	74.91
04/05/2013	128875	10 L 000 000 811680 000					WI SCTF	Payroll accrual	46.98
04/05/2013	128875	27 L 000 000 811680 000					WI SCTF	Payroll accrual	7.02
04/05/2013	128875	10 L 000 000 811680 000					WI SCTF	Payroll accrual	187.50
								Totals for 128875	241.50
04/10/2013	128902	10 E 800 320 254200 000					CITY OF ALTOONA	TENNIS COURT	74,500.10
								Totals for 128902	74,500.10
04/11/2013	128903	10 E 400 411 120000 000					ALTOONA HOT LUNCH PROGRAM	Food for blood drive	45.00
								Totals for 128903	45.00
04/11/2013	128904	10 E 400 436 127900 000					AVENTA LEARNING	Enrolled User Program with Aventa Online Learning	4,689.00
								Totals for 128904	4,689.00
04/11/2013	128905	10 E 800 310 263300 000					CENTURYLINK - BUSINESS SERVICES	Long Distance Telephone Service	77.13
								Totals for 128905	77.13
04/11/2013	128906	10 E 100 337 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	816.87
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 100 338 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	1,263.00
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 200 337 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	719.60
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 200 338 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	1,055.24
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 400 337 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	267.22
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 400 338 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	109.90
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 100 339 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	1,853.57
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 200 339 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	1,964.23
								5167 5168 5169 5171 5174 6210	
04/11/2013	128906	10 E 400 339 253300 000					CITY OF ALTOONA	ACCOUNT NUMBERS 5165 5166	492.25
								5167 5168 5169 5171 5174 6210	
								Totals for 128906	8,541.88
04/11/2013	128907	27 E 800 370 436000 341					CLINCARE CORP/EC ACADEMY DIV	On-going special education 2013.	3,483.00
								Totals for 128907	3,483.00
04/11/2013	128908	10 E 100 411 110000 000					CULLIGAN WATER SERVICE	ANNUAL WATER DELIVERY	23.40
								Totals for 128908	23.40
04/11/2013	128909	10 E 800 310 252105 000					DIVERSIFIED BENEFIT SERVICES INC	ADMIN SERVICES	704.83
								Totals for 128909	704.83
04/11/2013	128910	10 E 700 411 172000 000					EAU CLAIRE SPECIALTIES	Odyssey of the Mind	331.65

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE	
	NUMBER	NUMBER		DESCRIPTION	AMOUNT
04/12/2013	128910	10 E 700 411 172000 000	EAU CLAIRE SPECIALTIES	tee-shirts 2013 Odyssey of the Mind tee-shirts 2013	-331.65
				Totals for 128910	0.00
04/11/2013	128911	10 E 100 411 161306 000	JG BUSINESS SOLUTIONS	T-Shirts for the 3/4 grade play	420.00
				Totals for 128911	420.00
04/11/2013	128912	10 E 400 310 161100 000	JOSTEN'S	1 cap and gown	22.14
				Totals for 128912	22.14
04/11/2013	128913	10 E 100 411 125100 000	PLANK ROAD PUBLISHING, INC.	Supplies	197.48
				Totals for 128913	197.48
04/11/2013	128914	10 E 400 310 125500 000	SANDS, SHIRLEY	solo and ensemble accompanist	150.00
04/11/2013	128914	10 E 400 310 125500 000	SANDS, SHIRLEY	State solo and ensemble accompanist	75.00
				Totals for 128914	225.00
04/11/2013	128915	10 E 400 320 254410 000	SCHMITT MUSIC CENTERS	repairs to district owned tuba	318.00
				Totals for 128915	318.00
04/11/2013	128916	10 L 000 000 816200 000	TOMESH, AMANDA	RAIL SESSION 1 REFUND	20.00
				Totals for 128916	20.00
04/11/2013	128917	10 E 800 730 270000 000	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INSURANCE	1,234.54
				Totals for 128917	1,234.54
04/11/2013	128918	10 E 200 411 161390 000	UWEC RECREATION & SPORT FACILITIES	bowling and billiards	288.00
04/11/2013	128918	10 E 200 411 161390 000	UWEC RECREATION & SPORT FACILITIES	bowling and billiards	-288.00
				Totals for 128918	0.00
04/11/2013	128919	10 E 800 310 231100 000	WISC DEPT OF JUSTICE	BACKGROUND CHECKS	84.00
04/11/2013	128919	10 E 800 310 231100 000	WISC DEPT OF JUSTICE	BACKGROUND CHECKS	-84.00
				Totals for 128919	0.00
04/11/2013	128920	10 E 400 943 161339 000	WISCONSIN HIGH SCHOOL FORENSICS ASS	WHSFA State Forensics Festival	90.00
				Totals for 128920	90.00
04/11/2013	128921	10 E 100 431 222200 000	WSRA CONVENTION	Power of Reading To Your Child DVD	20.00
				Totals for 128921	20.00
04/11/2013	128922	10 E 200 411 161390 000	UWEC RECREATION & SPORT FACILITIES	bowling and billiards	288.00
				Totals for 128922	288.00
04/11/2013	128923	10 E 800 310 231100 000	WISC DEPT OF JUSTICE	BACKGROUND CHECKS	84.00
				Totals for 128923	84.00
04/12/2013	128924	10 E 700 411 172000 000	EAU CLAIRE SPECIALTIES	Odyssey of the Mind tee-shirts 2013	295.65
				Totals for 128924	295.65

CHECK DATE	CHECK ACCOUNT						VENDOR	INVOICE	
	NUMBER	NUMBER						DESCRIPTION	AMOUNT
04/16/2013	128925	27 E 700 411 158100 341					ACTION CITY	Field trip to action city	464.00
								Totals for 128925	464.00
04/16/2013	128926	10 E 400 411 162119 000					ALTOONA HIGH SCHOOL	money to help pay for HUDL and Ipad - TRANSFER TO 61 L 814407 GBB	350.00
								Totals for 128926	350.00
04/16/2013	128927	10 E 800 355 263300 000					AT&T	TELEPHONE	2.66
								Totals for 128927	2.66
04/16/2013	128928	10 E 800 941 231100 000					EAU CLAIRE AREA CHAMBER OF COMMERCE	Excellence in Education Banquet Sponsorship	270.00
								Totals for 128928	270.00
04/16/2013	128929	10 E 800 320 254200 000					EAU CLAIRE COUNTY HIGHWAY DEPT	salt/sand mixture for sidewalks and parking lot. ACCOUNT 53340	154.74
								Totals for 128929	154.74
04/16/2013	128930	10 E 800 358 221910 000					GOOGLE, INC.	GMail/Postini archiving and discovery services	13.75
								Totals for 128930	13.75
04/16/2013	128931	10 E 200 411 123000 000					IXL LEARNING	Educational Subscription Quia Web	49.00
								Totals for 128931	49.00
04/16/2013	128932	10 E 200 310 125400 000					MITCHELL, JANICE	State and District Solo and Ensemble accompaniment fees	380.00
								Totals for 128932	380.00
04/16/2013	128933	10 E 400 411 161322 000					NAT'L ASSN-SECDY SCHOOL PRIN	National Honor Society RENEWAL	85.00
								Totals for 128933	85.00
04/17/2013	128934	10 E 100 411 110000 393					CITY OF ALTOONA	RAIL - 6 PAGES OF BROCHURE	600.00
								Totals for 128934	600.00
04/17/2013	128935	10 E 100 411 110000 393					JAY'S SIGN SERVICE, INC.	RAIL SIGN	210.00
								Totals for 128935	210.00
04/17/2013	128936	10 E 200 320 254410 000					SCHMITT MUSIC CENTERS	fix trombone checked out to TJ Lamont	50.00
								Totals for 128936	50.00
04/05/2013	121320894	10 L 000 000 811650 000					WEST CENTRAL EDUCATION ASSN	Payroll accrual	196.80
04/05/2013	121320894	10 L 000 000 811650 000					WEST CENTRAL EDUCATION ASSN	Payroll accrual	203.46
04/05/2013	121320894	27 L 000 000 811650 000					WEST CENTRAL EDUCATION ASSN	Payroll accrual	203.20
04/05/2013	121320894	80 L 000 000 811650 000					WEST CENTRAL EDUCATION ASSN	Payroll accrual	2.84
04/05/2013	121320894	10 L 000 000 811650 000					WEST CENTRAL EDUCATION ASSN	Payroll accrual	3,212.54
04/05/2013	121320894	27 L 000 000 811650 000					WEST CENTRAL EDUCATION ASSN	Payroll accrual	463.78
								Totals for 121320894	4,282.62
04/05/2013	121320895	10 L 000 000 811670 000					ING LIFE INS & ANNUITY CO	Payroll accrual	745.40
04/05/2013	121320895	27 L 000 000 811670 000					ING LIFE INS & ANNUITY CO	Payroll accrual	64.60

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE DESCRIPTION	AMOUNT
	NUMBER	NUMBER			
04/05/2013	121320895	10 L 000 000 811670 000	ING LIFE INS & ANNUITY CO	Payroll accrual	150.40
04/05/2013	121320895	27 L 000 000 811670 000	ING LIFE INS & ANNUITY CO	Payroll accrual	9.60
				Totals for 121320895	970.00
04/05/2013	121320910	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	513.71
04/05/2013	121320910	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	82.80
04/05/2013	121320910	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	26.75
04/05/2013	121320910	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
04/05/2013	121320910	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	217.94
04/05/2013	121320910	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.24
04/05/2013	121320910	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	3.43
04/05/2013	121320910	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
04/05/2013	121320910	10 E 100 230 110000 000	MINNESOTA LIFE INSURANCE CO	MAY BILLING IN APRIL 2013	1.75
04/05/2013	121320910	10 E 200 230 120000 000	MINNESOTA LIFE INSURANCE CO	MAY BILLING IN APRIL 2013	1.80
04/05/2013	121320910	10 E 400 230 120000 000	MINNESOTA LIFE INSURANCE CO	MAY BILLING IN APRIL 2013	1.75
04/05/2013	121320910	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	513.71
04/05/2013	121320910	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	82.80
04/05/2013	121320910	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	26.75
04/05/2013	121320910	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
04/05/2013	121320910	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	217.93
04/05/2013	121320910	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.25
04/05/2013	121320910	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	3.43
04/05/2013	121320910	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
				Totals for 121320910	1,751.04
04/11/2013	121320911	50 E 800 310 257220 000	BADGERLAND PRINTING INC.	envelopes	793.00
				Totals for 121320911	793.00
04/11/2013	121320912	50 E 800 415 257250 000	COCA-COLA BOTTLING CO	coke blanket order	115.12
				Totals for 121320912	115.12
04/11/2013	121320913	50 E 800 415 257210 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	240.00
04/11/2013	121320913	50 E 800 415 257220 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	554.56
04/11/2013	121320913	50 E 800 415 257250 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	522.08
04/11/2013	121320913	50 E 800 415 257210 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	240.00
04/11/2013	121320913	50 E 800 415 257220 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	570.55
04/11/2013	121320913	50 E 800 415 257250 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	522.08
04/11/2013	121320913	50 E 800 415 257220 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	331.71
				Totals for 121320913	2,980.98
04/11/2013	121320914	50 E 800 415 257220 000	DOMINOS PIZZA	Domino's Pizza blanket order	315.00
				Totals for 121320914	315.00
04/11/2013	121320915	50 E 800 415 257220 000	EARTHGRAINS BAKING CO. INC.	Earthgrains blanket order	178.15
04/11/2013	121320915	50 E 800 415 257220 000	EARTHGRAINS BAKING CO. INC.	Earthgrains blanket order	114.97
04/11/2013	121320915	50 E 800 415 257220 000	EARTHGRAINS BAKING CO. INC.	Earthgrains blanket order	88.15
				Totals for 121320915	381.27
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	90.21

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
				blanket order	
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	-35.60
				blanket order	
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	15.60
				blanket order	
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	-18.46
				blanket order	
04/11/2013	121320917	50 E 800 415 257210 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	786.33
				blanket order	
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	1,281.99
				blanket order	
04/11/2013	121320917	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	128.41
				blanket order	
04/11/2013	121320917	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	222.53
				blanket order	
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	-48.86
				blanket order	
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	14.40
				blanket order	
04/11/2013	121320917	50 E 800 415 257210 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	559.93
				blanket order	
04/11/2013	121320917	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	1,826.01
				blanket order	
04/11/2013	121320917	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	93.70
				blanket order	
04/11/2013	121320917	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice	114.42
				blanket order	
				Totals for 121320917	5,030.61
04/11/2013	121320918	10 E 200 320 254300 000	BRAUN CORPORATION LLC	Replace travel cable,	2,136.00
				tensioner and battery pack.	
04/11/2013	121320918	10 E 200 320 254300 000	BRAUN CORPORATION LLC	Replace travel cable,	1,424.00
				tensioner and battery pack	
				Totals for 121320918	3,560.00
04/11/2013	121320919	10 E 200 411 120600 000	CAROLINA BIOLOGICAL SUPPLY CO	Science Supplies for 6th	397.14
				Grade	
				Totals for 121320919	397.14
04/11/2013	121320920	10 E 400 411 162204 000	CHIPPEWA VALLEY SPORTING GOODS	baseballs for 2013 season	638.00
				Totals for 121320920	638.00
04/11/2013	121320921	10 E 800 310 221400 000	ERICKSON, LIZA	First Aid Recertification	50.00
				Totals for 121320921	50.00
04/11/2013	121320922	10 E 800 432 222200 000	FOLLETT LIBRARY RESOURCES	Books from Follett for HS &	361.58
				MS	
04/11/2013	121320922	10 E 800 432 222200 000	FOLLETT LIBRARY RESOURCES	Books from Follett for HS & M	482.25
				Totals for 121320922	843.83
04/11/2013	121320923	10 E 800 310 221400 000	HANRATH, KATHLEEN	First Aid Recertification	50.00
				Totals for 121320923	50.00
04/11/2013	121320924	10 E 400 470 125500 000	JW PEPPER & SON INC.	SKYFALL	55.00
04/11/2013	121320924	10 E 400 470 125500 000	JW PEPPER & SON INC.	SKYFALL SCORE	10.99
				Totals for 121320924	65.99

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
04/11/2013	121320925	10 E 800 342 252000 000	LYNUM, CHARLENE	MILEAGE TO WIS DELLS	144.64	
				Totals for 121320925	144.64	
04/11/2013	121320926	27 E 700 411 158310 341	MARCZINKE, STEVE	Classroom Rewards and supplies	152.94	
				Totals for 121320926	152.94	
04/11/2013	121320927	10 E 800 310 221400 000	NELSON, ANGELA	First Aid Recertification	50.00	
				Totals for 121320927	50.00	
04/11/2013	121320928	10 E 400 320 254300 000	NET GUARD SECURITY SOLUTIONS	replaced battery in Module #3 in H.S. laundry.	90.00	
04/11/2013	121320928	10 E 400 320 254300 000	NET GUARD SECURITY SOLUTIONS	Replaced smoke detector in room 4070	97.50	
				Totals for 121320928	187.50	
04/11/2013	121320929	10 E 400 411 127000 000	SCHOOL SPECIALTY INC.	Classroom supplies	50.53	
				Totals for 121320929	50.53	
04/11/2013	121320930	10 E 800 310 221400 000	VENAAS, KATHLEEN	First Aid Recertification	50.00	
				Totals for 121320930	50.00	
04/11/2013	121320931	10 E 800 941 231100 000	WISC ASSOC OF SCHOOL BOARDS	Day at the Capitol	85.00	
				Totals for 121320931	85.00	
04/16/2013	121320932	10 E 200 411 120000 000	BADGERLAND PRINTING INC.	Regular Envelopes	201.00	
				Totals for 121320932	201.00	
04/16/2013	121320933	10 E 800 354 231100 000	EAU CLAIRE AREA CHAMBER OF COMMERCE	Community Profile Ad	495.00	
				Totals for 121320933	495.00	
04/16/2013	121320934	50 E 800 342 257220 000	EHRHARD, MARGARET	meeting in Milwaukee on 03/11/13	277.98	
				Totals for 121320934	277.98	
04/16/2013	121320935	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	15.69	
04/16/2013	121320935	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	15.69	
04/16/2013	121320935	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	15.70	
				Totals for 121320935	47.08	
04/16/2013	121320936	10 E 100 320 254300 000	GARBERS ELECTRIC MOTOR	GENTEQ MOTOR	114.98	
04/16/2013	121320936	10 E 200 320 254300 000	GARBERS ELECTRIC MOTOR	GENTEQ MOTOR	114.98	
04/16/2013	121320936	10 E 400 320 254300 000	GARBERS ELECTRIC MOTOR	GENTEQ MOTOR	114.99	
				Totals for 121320936	344.95	
04/16/2013	121320937	10 E 200 411 120500 000	GEBERT, CHRIS	classroom supplies	86.95	
				Totals for 121320937	86.95	
04/16/2013	121320938	10 E 200 342 213000 000	KALDOR, BROOKE	mileage for RTi conf to Green Bay	113.00	
				Totals for 121320938	113.00	
04/16/2013	121320939	10 E 400 411 126000 000	LENZ, TODD	books for professional library as donated by Reality Works	65.40	

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
				Totals for 121320939	65.40
04/16/2013	121320940	27 E 700 411 158310 341	MARCZINKE, STEVE	Classroom Supplies from Office Depot	56.94
				Totals for 121320940	56.94
04/16/2013	121320941	10 E 100 320 254300 000	THE MOOREFIELD GROUP INC	WATER MANAGEMENT	61.67
04/16/2013	121320941	10 E 200 320 254300 000	THE MOOREFIELD GROUP INC	WATER MANAGEMENT	61.67
04/16/2013	121320941	10 E 400 320 254300 000	THE MOOREFIELD GROUP INC	WATER MANAGEMENT	61.66
				Totals for 121320941	185.00
04/16/2013	121320942	10 E 100 320 254300 000	NET GUARD SECURITY SOLUTIONS	troubleshoot elementary fire panel.	130.00
				Totals for 121320942	130.00
04/16/2013	121320943	10 E 200 342 120000 000	PSZENICZNY, GARY	Mileage to Blair for PBL school visit on 4/10/13.	62.15
				Totals for 121320943	62.15
04/16/2013	121320944	10 E 200 411 120600 000	SCHOOL SPECIALTY INC.	6th grade supplies	548.04
				Totals for 121320944	548.04
04/16/2013	121320945	10 E 400 943 125500 000	WSMA	State Solo and Ensemble registrations	160.00
				Totals for 121320945	160.00
04/17/2013	121320946	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	15.69
04/17/2013	121320946	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	15.69
04/17/2013	121320946	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	15.70
04/17/2013	121320946	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	21.35
04/17/2013	121320946	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	21.35
04/17/2013	121320946	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	21.35
04/17/2013	121320946	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	13.47
04/17/2013	121320946	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	13.47
04/17/2013	121320946	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	13.46
				Totals for 121320946	151.53
04/05/2013	201200400	10 L 000 000 811671 000	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	1,045.00
04/05/2013	201200400	27 L 000 000 811671 000	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	500.00
				Totals for 201200400	1,545.00
04/05/2013	201200401	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	4,444.92
04/05/2013	201200401	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	646.28
04/05/2013	201200401	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	168.02
04/05/2013	201200401	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	36.88
04/05/2013	201200401	10 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	739.90
04/05/2013	201200401	27 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	9.60
04/05/2013	201200401	50 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	10.00
04/05/2013	201200401	80 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	7.50
04/05/2013	201200401	10 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	27,734.28
04/05/2013	201200401	27 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	3,102.81
04/05/2013	201200401	50 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	669.65
04/05/2013	201200401	80 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual	282.77
04/05/2013	201200401	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	19,005.75
04/05/2013	201200401	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	2,763.40
04/05/2013	201200401	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	718.46

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER		DESCRIPTION	
04/05/2013	201200401	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	157.74
				Totals for 201200401	60,497.96
04/05/2013	201200402	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	4,444.92
04/05/2013	201200402	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	646.28
04/05/2013	201200402	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	168.02
04/05/2013	201200402	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	36.88
04/05/2013	201200402	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	19,005.75
04/05/2013	201200402	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	2,763.40
04/05/2013	201200402	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	718.46
04/05/2013	201200402	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	157.74
				Totals for 201200402	27,941.45
04/05/2013	201200403	10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	102.50
04/05/2013	201200403	50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	55.00
04/05/2013	201200403	80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	7.50
04/05/2013	201200403	10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	15,551.27
04/05/2013	201200403	27 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	2,120.50
04/05/2013	201200403	50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	438.44
04/05/2013	201200403	80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	122.06
				Totals for 201200403	18,397.27
04/05/2013	201200404	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	551.39
04/05/2013	201200404	10 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	3,104.46
04/05/2013	201200404	27 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	716.64
04/05/2013	201200404	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	656.08
04/05/2013	201200404	80 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	49.26
04/05/2013	201200404	10 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	15,481.76
04/05/2013	201200404	27 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,018.56
04/05/2013	201200404	80 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	121.87
04/05/2013	201200404	10 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	3,104.46
04/05/2013	201200404	27 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	716.64
04/05/2013	201200404	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	104.69
04/05/2013	201200404	80 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	49.26
04/05/2013	201200404	10 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	15,481.76
04/05/2013	201200404	27 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,018.56
04/05/2013	201200404	80 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	121.87
				Totals for 201200404	44,297.26
04/05/2013	201200405	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	98.23
04/05/2013	201200405	27 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	64.86
04/05/2013	201200405	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	2,895.00
04/05/2013	201200405	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	5,403.75
04/05/2013	201200405	27 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	500.00
04/05/2013	201200405	80 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	78.25
04/05/2013	201200405	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	64.14
04/05/2013	201200405	27 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	45.75
04/05/2013	201200405	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	233.00
04/05/2013	201200405	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	10.44
04/05/2013	201200405	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	2,707.50
				Totals for 201200405	12,100.92
04/05/2013	201200406	10 A 000 000 711100 000	WELLS FARGO BANK/NET PR & DIRECT DE PR & DIRECT DEPOSIT/4-5-13		202,584.20
04/05/2013	201200406	27 A 000 000 711100 000	WELLS FARGO BANK/NET PR & DIRECT DE PR & DIRECT DEPOSIT/4-5-13		31,178.60
04/05/2013	201200406	50 A 000 000 711100 000	WELLS FARGO BANK/NET PR & DIRECT DE PR & DIRECT DEPOSIT/4-5-13		9,397.24
04/05/2013	201200406	80 A 000 000 711100 000	WELLS FARGO BANK/NET PR & DIRECT DE PR & DIRECT DEPOSIT/4-5-13		1,688.74

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
Totals for 201200406						244,848.78
04/05/2013	201200422	10 E 100 249 110000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		149.05
04/05/2013	201200422	10 E 100 249 110100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		221.71
04/05/2013	201200422	10 E 100 249 110101 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		324.16
04/05/2013	201200422	10 E 100 249 110200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		197.00
04/05/2013	201200422	10 E 100 249 110300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		232.13
04/05/2013	201200422	10 E 100 249 110400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		132.64
04/05/2013	201200422	10 E 100 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		42.11
04/05/2013	201200422	10 E 100 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		63.06
04/05/2013	201200422	10 E 100 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		48.15
04/05/2013	201200422	10 E 100 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		229.74
04/05/2013	201200422	10 E 100 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		75.97
04/05/2013	201200422	10 E 100 249 110100 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		65.78
04/05/2013	201200422	10 E 100 249 110101 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		69.24
04/05/2013	201200422	10 E 100 249 110200 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		110.60
04/05/2013	201200422	10 E 100 249 110300 365	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.30
04/05/2013	201200422	10 E 200 249 120000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		26.14
04/05/2013	201200422	10 E 200 249 120500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		149.77
04/05/2013	201200422	10 E 200 249 120600 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		126.35
04/05/2013	201200422	10 E 200 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		8.05
04/05/2013	201200422	10 E 200 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		157.68
04/05/2013	201200422	10 E 200 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		14.41
04/05/2013	201200422	10 E 200 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		62.18
04/05/2013	201200422	10 E 200 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		3.10
04/05/2013	201200422	10 E 200 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		27.68
04/05/2013	201200422	10 E 200 249 125510 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.56
04/05/2013	201200422	10 E 200 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		72.31
04/05/2013	201200422	10 E 200 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		99.80
04/05/2013	201200422	10 E 200 249 132700 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		31.31
04/05/2013	201200422	10 E 200 249 136320 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		7.19
04/05/2013	201200422	10 E 200 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		6.91
04/05/2013	201200422	10 E 200 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		57.24
04/05/2013	201200422	10 E 200 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		110.79
04/05/2013	201200422	10 E 200 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		92.45
04/05/2013	201200422	10 E 200 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		144.23
04/05/2013	201200422	10 E 200 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		1.17
04/05/2013	201200422	10 E 200 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		102.70
04/05/2013	201200422	10 E 200 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		50.02
04/05/2013	201200422	10 E 400 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		40.95
04/05/2013	201200422	10 E 400 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		221.59
04/05/2013	201200422	10 E 400 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		96.50
04/05/2013	201200422	10 E 400 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		128.32
04/05/2013	201200422	10 E 400 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		3.10
04/05/2013	201200422	10 E 400 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		27.68
04/05/2013	201200422	10 E 400 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		185.40
04/05/2013	201200422	10 E 400 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		179.71
04/05/2013	201200422	10 E 400 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		10.50
04/05/2013	201200422	10 E 400 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		57.80
04/05/2013	201200422	10 E 400 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		77.93
04/05/2013	201200422	10 E 400 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		92.33
04/05/2013	201200422	10 E 400 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		135.63
04/05/2013	201200422	10 E 400 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		3.72
04/05/2013	201200422	10 E 400 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		95.08
04/05/2013	201200422	10 E 400 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		50.02
04/05/2013	201200422	10 E 400 249 132700 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		90.48

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
04/05/2013	201200422	10 E 400 249 136320 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		48.12
04/05/2013	201200422	10 E 700 249 172000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		70.73
04/05/2013	201200422	10 E 800 249 211100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		30.74
04/05/2013	201200422	10 E 800 249 214400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		36.69
04/05/2013	201200422	10 E 800 249 221910 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		96.40
04/05/2013	201200422	10 E 800 249 223100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		29.48
04/05/2013	201200422	10 E 800 249 232100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		104.22
04/05/2013	201200422	10 E 800 249 252000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		82.97
04/05/2013	201200422	10 E 800 249 254200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		50.01
04/05/2013	201200422	10 E 800 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		51.77
04/05/2013	201200422	10 E 800 249 122000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		68.20
04/05/2013	201200422	10 E 800 249 239000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		1.57
04/05/2013	201200422	27 E 700 249 152000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		70.73
04/05/2013	201200422	27 E 700 249 158100 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		16.08
04/05/2013	201200422	27 E 700 249 158310 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.49
04/05/2013	201200422	27 E 700 249 158320 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.33
04/05/2013	201200422	27 E 700 249 158330 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		14.06
04/05/2013	201200422	27 E 700 249 158340 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		10.83
04/05/2013	201200422	27 E 700 249 158510 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		4.41
04/05/2013	201200422	27 E 700 249 158520 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.34
04/05/2013	201200422	27 E 700 249 158530 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.43
04/05/2013	201200422	27 E 700 249 158710 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		71.02
04/05/2013	201200422	27 E 700 249 158730 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.38
04/05/2013	201200422	27 E 700 249 158750 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.42
04/05/2013	201200422	27 E 700 249 158760 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.44
04/05/2013	201200422	27 E 700 249 159110 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		652.49
04/05/2013	201200422	27 E 700 249 213000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		20.58
04/05/2013	201200422	27 E 700 249 214400 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		14.99
04/05/2013	201200422	27 E 700 249 223300 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		26.14
04/05/2013	201200422	27 E 700 249 223300 341	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		38.61
04/05/2013	201200422	10 E 100 249 110300 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.28
				Totals for 201200422		6,974.37
04/08/2013	201200424	10 L 000 000 811614 000	DIVERSIFIED BENEFIT SERVICES INC	Flex plan charges		220.78
				Totals for 201200424		220.78
04/09/2013	201200425	10 E 100 249 110000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		165.61
04/09/2013	201200425	10 E 100 249 110100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		246.34
04/09/2013	201200425	10 E 100 249 110101 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		360.18
04/09/2013	201200425	10 E 100 249 110200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		218.89
04/09/2013	201200425	10 E 100 249 110300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		257.92
04/09/2013	201200425	10 E 100 249 110400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		147.37
04/09/2013	201200425	10 E 100 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		46.79
04/09/2013	201200425	10 E 100 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		70.07
04/09/2013	201200425	10 E 100 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		53.50
04/09/2013	201200425	10 E 100 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		255.27
04/09/2013	201200425	10 E 100 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		84.41
04/09/2013	201200425	10 E 100 249 110100 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		73.09
04/09/2013	201200425	10 E 100 249 110101 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		76.94
04/09/2013	201200425	10 E 100 249 110200 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		122.89
04/09/2013	201200425	10 E 100 249 110300 365	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.44
04/09/2013	201200425	10 E 200 249 120000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		29.04
04/09/2013	201200425	10 E 200 249 120500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		166.41
04/09/2013	201200425	10 E 200 249 120600 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		140.39
04/09/2013	201200425	10 E 200 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		8.94
04/09/2013	201200425	10 E 200 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		175.20

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
04/09/2013	201200425	10 E 200 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		16.02
04/09/2013	201200425	10 E 200 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		69.09
04/09/2013	201200425	10 E 200 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		3.45
04/09/2013	201200425	10 E 200 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		30.76
04/09/2013	201200425	10 E 200 249 125510 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.73
04/09/2013	201200425	10 E 200 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		80.34
04/09/2013	201200425	10 E 200 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		110.89
04/09/2013	201200425	10 E 200 249 132700 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		34.79
04/09/2013	201200425	10 E 200 249 136320 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		7.99
04/09/2013	201200425	10 E 200 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		7.68
04/09/2013	201200425	10 E 200 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		63.60
04/09/2013	201200425	10 E 200 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		123.10
04/09/2013	201200425	10 E 200 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		102.73
04/09/2013	201200425	10 E 200 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		160.25
04/09/2013	201200425	10 E 200 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		1.30
04/09/2013	201200425	10 E 200 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		114.12
04/09/2013	201200425	10 E 200 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.58
04/09/2013	201200425	10 E 400 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		45.50
04/09/2013	201200425	10 E 400 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		246.21
04/09/2013	201200425	10 E 400 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		107.22
04/09/2013	201200425	10 E 400 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		142.58
04/09/2013	201200425	10 E 400 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		3.45
04/09/2013	201200425	10 E 400 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		30.76
04/09/2013	201200425	10 E 400 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		206.00
04/09/2013	201200425	10 E 400 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		199.68
04/09/2013	201200425	10 E 400 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		11.67
04/09/2013	201200425	10 E 400 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		64.22
04/09/2013	201200425	10 E 400 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		86.58
04/09/2013	201200425	10 E 400 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		102.59
04/09/2013	201200425	10 E 400 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		150.69
04/09/2013	201200425	10 E 400 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		4.13
04/09/2013	201200425	10 E 400 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		105.65
04/09/2013	201200425	10 E 400 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.58
04/09/2013	201200425	10 E 400 249 132700 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		100.54
04/09/2013	201200425	10 E 400 249 136320 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		53.47
04/09/2013	201200425	10 E 700 249 172000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		78.59
04/09/2013	201200425	10 E 800 249 211100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		34.16
04/09/2013	201200425	10 E 800 249 214400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		40.76
04/09/2013	201200425	10 E 800 249 221910 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		107.11
04/09/2013	201200425	10 E 800 249 223100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		32.75
04/09/2013	201200425	10 E 800 249 232100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		115.80
04/09/2013	201200425	10 E 800 249 252000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		92.19
04/09/2013	201200425	10 E 800 249 254200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.57
04/09/2013	201200425	10 E 800 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		57.52
04/09/2013	201200425	10 E 800 249 122000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		75.78
04/09/2013	201200425	10 E 800 249 239000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		1.74
04/09/2013	201200425	27 E 700 249 152000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		78.59
04/09/2013	201200425	27 E 700 249 158100 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		17.86
04/09/2013	201200425	27 E 700 249 158310 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.65
04/09/2013	201200425	27 E 700 249 158320 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.48
04/09/2013	201200425	27 E 700 249 158330 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		15.62
04/09/2013	201200425	27 E 700 249 158340 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		12.04
04/09/2013	201200425	27 E 700 249 158510 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		4.90
04/09/2013	201200425	27 E 700 249 158520 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.49
04/09/2013	201200425	27 E 700 249 158530 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.58
04/09/2013	201200425	27 E 700 249 158710 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		78.92

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
04/09/2013	201200425	27 E 700 249 158730 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.53
04/09/2013	201200425	27 E 700 249 158750 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.58
04/09/2013	201200425	27 E 700 249 158760 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.60
04/09/2013	201200425	27 E 700 249 159110 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		724.98
04/09/2013	201200425	27 E 700 249 213000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		22.86
04/09/2013	201200425	27 E 700 249 214400 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		16.65
04/09/2013	201200425	27 E 700 249 223300 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		29.04
04/09/2013	201200425	27 E 700 249 223300 341	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		42.90
04/09/2013	201200425	10 E 100 249 110300 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.43
Totals for 201200425						7,749.30
04/10/2013	201200426	10 E 100 249 110000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		165.61
04/10/2013	201200426	10 E 100 249 110100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		246.34
04/10/2013	201200426	10 E 100 249 110101 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		360.18
04/10/2013	201200426	10 E 100 249 110200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		218.89
04/10/2013	201200426	10 E 100 249 110300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		257.92
04/10/2013	201200426	10 E 100 249 110400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		147.37
04/10/2013	201200426	10 E 100 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		46.79
04/10/2013	201200426	10 E 100 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		70.07
04/10/2013	201200426	10 E 100 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		53.50
04/10/2013	201200426	10 E 100 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		255.27
04/10/2013	201200426	10 E 100 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		84.41
04/10/2013	201200426	10 E 100 249 110100 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		73.09
04/10/2013	201200426	10 E 100 249 110101 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		76.94
04/10/2013	201200426	10 E 100 249 110200 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		122.89
04/10/2013	201200426	10 E 100 249 110300 365	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.44
04/10/2013	201200426	10 E 200 249 120000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		29.04
04/10/2013	201200426	10 E 200 249 120500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		166.41
04/10/2013	201200426	10 E 200 249 120600 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		140.39
04/10/2013	201200426	10 E 200 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		8.94
04/10/2013	201200426	10 E 200 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		175.20
04/10/2013	201200426	10 E 200 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		16.02
04/10/2013	201200426	10 E 200 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		69.09
04/10/2013	201200426	10 E 200 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		3.45
04/10/2013	201200426	10 E 200 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		30.76
04/10/2013	201200426	10 E 200 249 125510 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.73
04/10/2013	201200426	10 E 200 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		80.34
04/10/2013	201200426	10 E 200 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		110.89
04/10/2013	201200426	10 E 200 249 132700 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		34.79
04/10/2013	201200426	10 E 200 249 136320 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		7.99
04/10/2013	201200426	10 E 200 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		7.68
04/10/2013	201200426	10 E 200 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		63.60
04/10/2013	201200426	10 E 200 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		123.10
04/10/2013	201200426	10 E 200 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		102.73
04/10/2013	201200426	10 E 200 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		160.25
04/10/2013	201200426	10 E 200 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		1.30
04/10/2013	201200426	10 E 200 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		114.12
04/10/2013	201200426	10 E 200 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.58
04/10/2013	201200426	10 E 400 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		45.50
04/10/2013	201200426	10 E 400 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		246.21
04/10/2013	201200426	10 E 400 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		107.22
04/10/2013	201200426	10 E 400 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		142.58
04/10/2013	201200426	10 E 400 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		3.45
04/10/2013	201200426	10 E 400 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		30.76
04/10/2013	201200426	10 E 400 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		206.00
04/10/2013	201200426	10 E 400 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		199.68

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
04/10/2013	201200426	10 E 400 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		11.67
04/10/2013	201200426	10 E 400 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		64.22
04/10/2013	201200426	10 E 400 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		86.58
04/10/2013	201200426	10 E 400 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		102.59
04/10/2013	201200426	10 E 400 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		150.69
04/10/2013	201200426	10 E 400 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		4.13
04/10/2013	201200426	10 E 400 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		105.65
04/10/2013	201200426	10 E 400 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.58
04/10/2013	201200426	10 E 400 249 132700 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		100.54
04/10/2013	201200426	10 E 400 249 136320 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		53.47
04/10/2013	201200426	10 E 700 249 172000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		78.59
04/10/2013	201200426	10 E 800 249 211100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		34.16
04/10/2013	201200426	10 E 800 249 214400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		40.76
04/10/2013	201200426	10 E 800 249 221910 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		107.11
04/10/2013	201200426	10 E 800 249 223100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		32.75
04/10/2013	201200426	10 E 800 249 232100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		115.80
04/10/2013	201200426	10 E 800 249 252000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		92.19
04/10/2013	201200426	10 E 800 249 254200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.57
04/10/2013	201200426	10 E 800 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		57.52
04/10/2013	201200426	10 E 800 249 122000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		75.78
04/10/2013	201200426	10 E 800 249 239000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		1.74
04/10/2013	201200426	27 E 700 249 152000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		78.59
04/10/2013	201200426	27 E 700 249 158100 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		17.86
04/10/2013	201200426	27 E 700 249 158310 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.65
04/10/2013	201200426	27 E 700 249 158320 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.48
04/10/2013	201200426	27 E 700 249 158330 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		15.62
04/10/2013	201200426	27 E 700 249 158340 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		12.04
04/10/2013	201200426	27 E 700 249 158510 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		4.90
04/10/2013	201200426	27 E 700 249 158520 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.49
04/10/2013	201200426	27 E 700 249 158530 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.58
04/10/2013	201200426	27 E 700 249 158710 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		78.92
04/10/2013	201200426	27 E 700 249 158730 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.53
04/10/2013	201200426	27 E 700 249 158750 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.58
04/10/2013	201200426	27 E 700 249 158760 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.60
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04/10/2013	201200426	27 E 700 249 223300 341	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		42.90
04/10/2013	201200426	10 E 100 249 110300 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.43
Totals for 201200426						7,749.30
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Totals for 201200429						769.80
04/19/2013	201200430	10 E 100 249 110000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		100.54
04/19/2013	201200430	10 E 100 249 110100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		149.55
04/19/2013	201200430	10 E 100 249 110101 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		218.67
04/19/2013	201200430	10 E 100 249 110200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		132.89
04/19/2013	201200430	10 E 100 249 110300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		156.58
04/19/2013	201200430	10 E 100 249 110400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		89.47
04/19/2013	201200430	10 E 100 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		28.41
04/19/2013	201200430	10 E 100 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		42.54
04/19/2013	201200430	10 E 100 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		32.48
04/19/2013	201200430	10 E 100 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		154.97
04/19/2013	201200430	10 E 100 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		51.25

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
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04/19/2013	201200430	10 E 100 249 110200 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		74.61
04/19/2013	201200430	10 E 100 249 110300 365	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		37.30
04/19/2013	201200430	10 E 200 249 120000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		17.63
04/19/2013	201200430	10 E 200 249 120500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		101.03
04/19/2013	201200430	10 E 200 249 120600 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		85.23
04/19/2013	201200430	10 E 200 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		5.43
04/19/2013	201200430	10 E 200 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		106.36
04/19/2013	201200430	10 E 200 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		9.72
04/19/2013	201200430	10 E 200 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		41.94
04/19/2013	201200430	10 E 200 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		2.09
04/19/2013	201200430	10 E 200 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		18.67
04/19/2013	201200430	10 E 200 249 125510 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		37.48
04/19/2013	201200430	10 E 200 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		48.78
04/19/2013	201200430	10 E 200 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		67.32
04/19/2013	201200430	10 E 200 249 132700 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		21.12
04/19/2013	201200430	10 E 200 249 136320 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		4.85
04/19/2013	201200430	10 E 200 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		4.66
04/19/2013	201200430	10 E 200 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		38.61
04/19/2013	201200430	10 E 200 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		74.74
04/19/2013	201200430	10 E 200 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		62.37
04/19/2013	201200430	10 E 200 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		97.29
04/19/2013	201200430	10 E 200 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		0.79
04/19/2013	201200430	10 E 200 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		69.28
04/19/2013	201200430	10 E 200 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		33.74
04/19/2013	201200430	10 E 400 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		27.62
04/19/2013	201200430	10 E 400 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		149.47
04/19/2013	201200430	10 E 400 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		65.09
04/19/2013	201200430	10 E 400 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		86.56
04/19/2013	201200430	10 E 400 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		2.09
04/19/2013	201200430	10 E 400 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		18.67
04/19/2013	201200430	10 E 400 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		125.06
04/19/2013	201200430	10 E 400 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		121.23
04/19/2013	201200430	10 E 400 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		7.09
04/19/2013	201200430	10 E 400 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		38.99
04/19/2013	201200430	10 E 400 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		52.57
04/19/2013	201200430	10 E 400 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		62.28
04/19/2013	201200430	10 E 400 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		91.49
04/19/2013	201200430	10 E 400 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		2.51
04/19/2013	201200430	10 E 400 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		64.14
04/19/2013	201200430	10 E 400 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		33.74
04/19/2013	201200430	10 E 400 249 132700 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		61.04
04/19/2013	201200430	10 E 400 249 136320 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		32.46
04/19/2013	201200430	10 E 700 249 172000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		47.71
04/19/2013	201200430	10 E 800 249 211100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		20.74
04/19/2013	201200430	10 E 800 249 214400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		24.75
04/19/2013	201200430	10 E 800 249 221910 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		65.03
04/19/2013	201200430	10 E 800 249 223100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		19.88
04/19/2013	201200430	10 E 800 249 232100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		70.30
04/19/2013	201200430	10 E 800 249 252000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		55.97
04/19/2013	201200430	10 E 800 249 254200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		33.74
04/19/2013	201200430	10 E 800 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		34.92
04/19/2013	201200430	10 E 800 249 122000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		46.00
04/19/2013	201200430	10 E 800 249 239000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		1.06
04/19/2013	201200430	27 E 700 249 152000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS		47.71

CHECK DATE	CHECK ACCOUNT						INVOICE					AMOUNT
	NUMBER	NUMBER					VENDOR	DESCRIPTION				
04/19/2013	201200430	27 E 700 249 158100 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			10.85					
04/19/2013	201200430	27 E 700 249 158310 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.43					
04/19/2013	201200430	27 E 700 249 158320 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.32					
04/19/2013	201200430	27 E 700 249 158330 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			9.48					
04/19/2013	201200430	27 E 700 249 158340 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			7.31					
04/19/2013	201200430	27 E 700 249 158510 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			2.98					
04/19/2013	201200430	27 E 700 249 158520 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.33					
04/19/2013	201200430	27 E 700 249 158530 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.39					
04/19/2013	201200430	27 E 700 249 158710 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			47.91					
04/19/2013	201200430	27 E 700 249 158730 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.36					
04/19/2013	201200430	27 E 700 249 158750 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.38					
04/19/2013	201200430	27 E 700 249 158760 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.40					
04/19/2013	201200430	27 E 700 249 159110 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			440.14					
04/19/2013	201200430	27 E 700 249 213000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			13.88					
04/19/2013	201200430	27 E 700 249 214400 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			10.11					
04/19/2013	201200430	27 E 700 249 223300 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			17.63					
04/19/2013	201200430	27 E 700 249 223300 341	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			26.04					
04/19/2013	201200430	10 E 100 249 110300 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS			37.31					
Totals for 201200430											4,704.63	

Totals for checks 494,521.66

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	350,534.85	0.00	57,342.87	407,877.72
27	SPECIAL EDUCATION FUND	50,782.17	0.00	9,330.84	60,113.01
50	FOOD SERVICE	13,715.81	0.00	9,893.96	23,609.77
80	COMMUNITY SERVICE	2,921.16	0.00	0.00	2,921.16
***	Fund Summary Totals ***	417,953.99	0.00	76,567.67	494,521.66

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

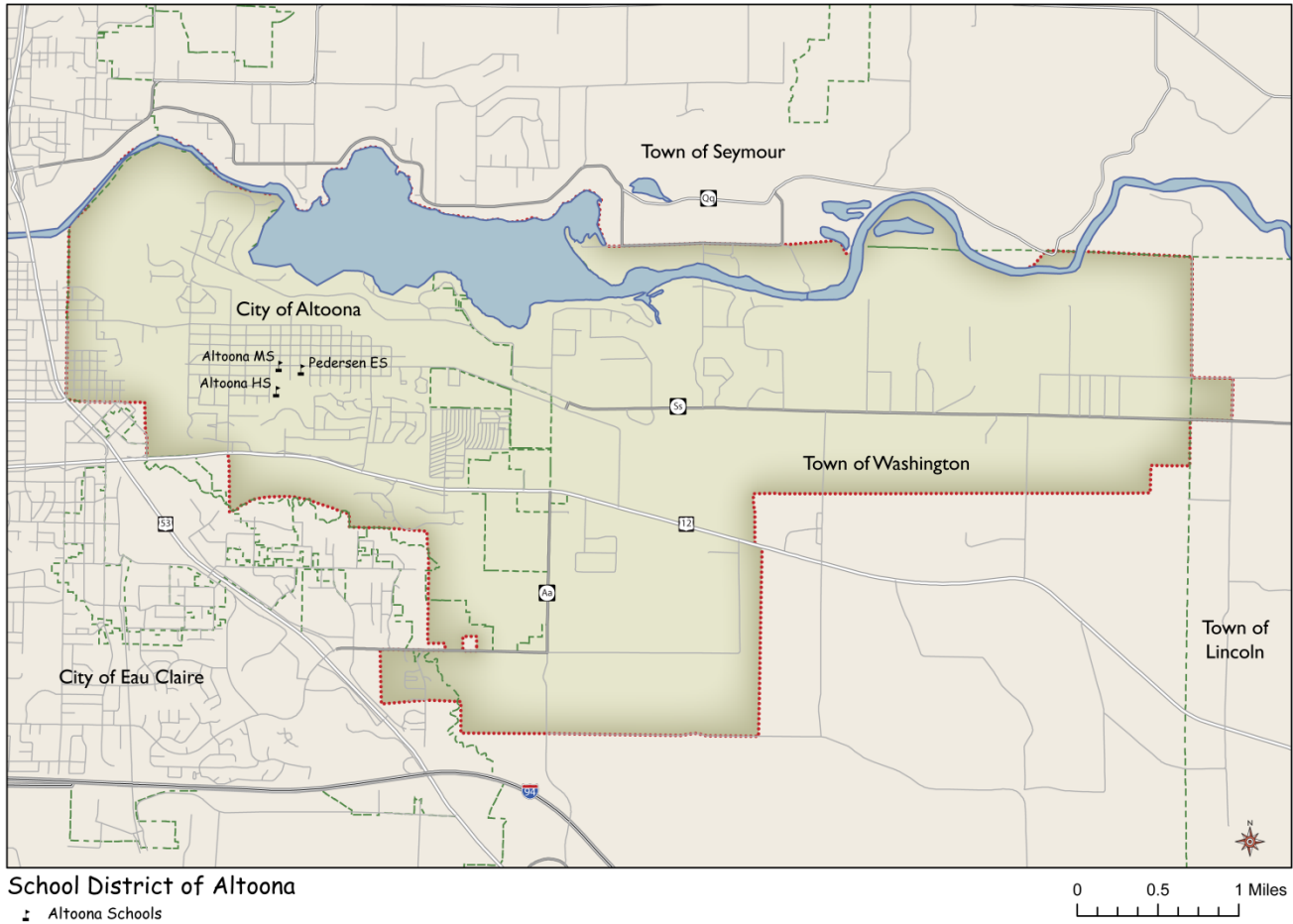
CHECK	CHECK ACCOUNT		INVOICE		
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
04/10/2013	7841	61 L 000 000 814209 000	AFTON ALPS SKI AREA	Ski Trip Balance	-482.00
				Totals for 7841	-482.00
04/10/2013	7846	61 L 000 000 814209 000	AFTON ALPS SKI AREA	Ski Trip Balance	444.00
				Totals for 7846	444.00
04/10/2013	7847	61 L 000 000 814415 000	CHIPPEWA VALLEY SPOR	supplies for baseball 2013	424.50
				Totals for 7847	424.50
04/10/2013	7848	61 L 000 000 814400 000	ELLIOTT, MIKE	fundraiser payment REP 8000 ACCT# 2020	550.00
				Totals for 7848	550.00
04/10/2013	7849	61 L 000 000 814212 000	EQUAL RIGHTS DIVISIO	MARCH WORK PERMITS - OFFICE #: 7	45.00
				Totals for 7849	45.00
04/10/2013	7850	61 L 000 000 814000 000	SCHROYER, DAWN	Purchase Altoona baseball hats from Senior class.	198.00
				Totals for 7850	198.00
04/16/2013	7851	61 L 000 000 814228 000	PLANERT, EMILEE	reimbursement for rental cost of Indoor Sports Center for 4/16	150.00
				Totals for 7851	150.00
04/16/2013	7852	61 L 000 000 814400 000	SCHMITT MUSIC CENTER	Fender Bass Guitar	550.00
				Totals for 7852	550.00
				Totals for checks	1,879.50

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	1,879.50	0.00	0.00	1,879.50
***	Fund Summary Totals ***	1,879.50	0.00	0.00	1,879.50

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

Planning for the Schools of Tomorrow



School Enrollment Projections Series School District of Altoona

March 2013

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Introduction

This report offers a summary of the Enrollment Projection Analysis completed for the School District of Altoona by the Applied Population Laboratory (APL), University of Wisconsin-Madison. Projections (2013/2022) are provided for the district as a whole, and individually for each grade and grade grouping. The projection process uses a combination of historical enrollment data, birth trends and projections, housing starts data, and population trends to create reasonable assumptions about future growth scenarios and the likely impact on the school district.

District Enrollment History

Figure 1-A and Tables 1 and 2 display the last ten years of enrollment history in the School District of Altoona. Table 2 does not show grade 4K individually, but 4K enrollment is included in the Total section of the table. 4K-12 enrollment shows a increase since 2003/04, increasing by 152 students, or an 11% increase in the number enrolled. However, K-12 enrollment has only increase by 39 students, or a 2.8% increase.

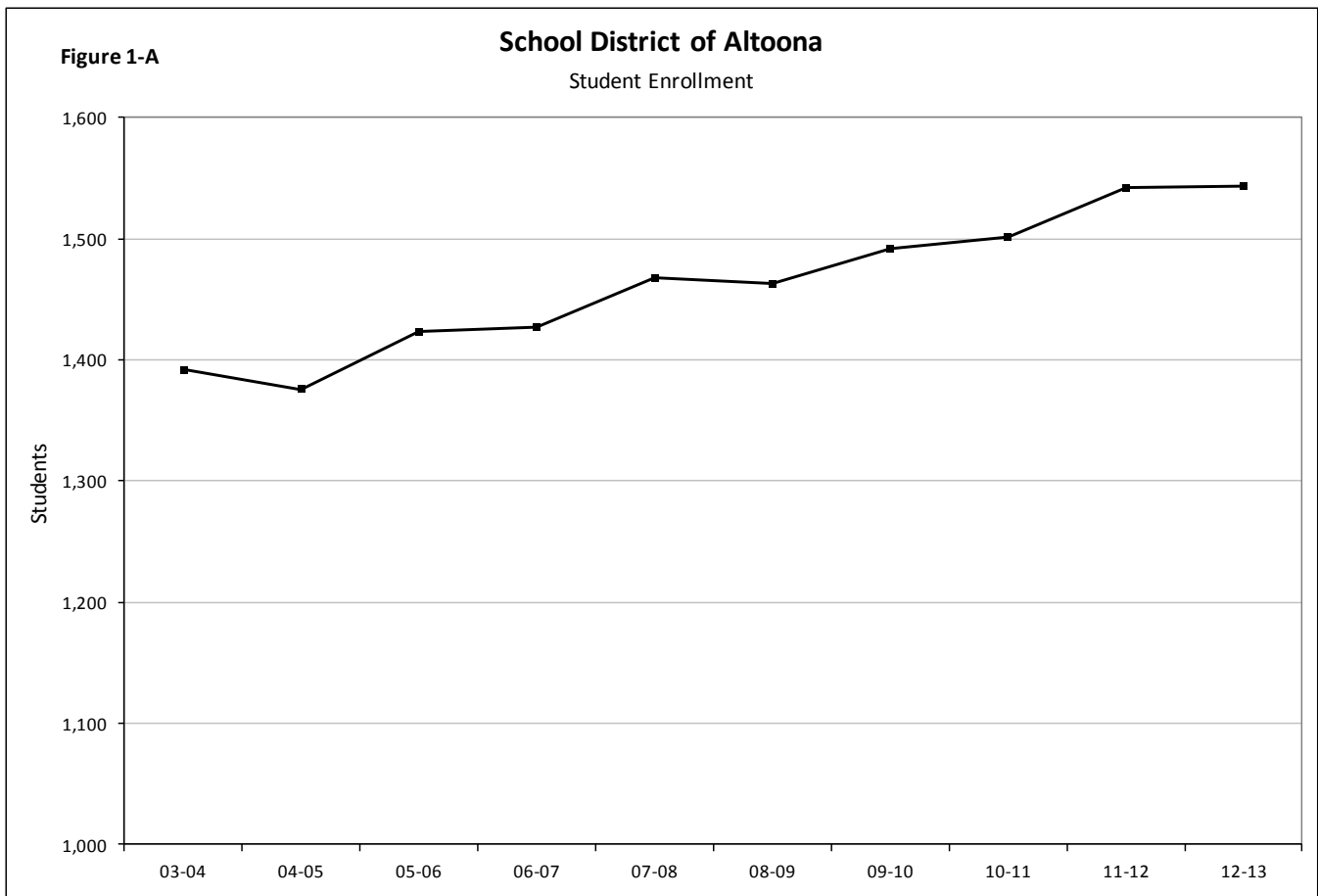


TABLE 1
Student Enrollment
School District of Altoona

	SCHOOL YEAR									
	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13
4K							78	79	90	113
K	111	101	98	113	103	97	104	106	114	121
1	94	105	105	104	116	108	99	111	111	109
2	106	94	108	108	108	119	93	100	117	107
3	115	108	102	110	113	104	109	91	106	116
4	102	115	113	108	115	110	98	111	98	97
5	92	94	127	117	111	123	104	99	117	92
6	107	99	97	124	120	109	125	98	105	117
7	118	101	103	103	122	122	114	119	107	101
8	118	123	100	100	101	120	123	112	118	116
9	107	128	126	108	117	115	133	130	110	121
10	123	104	126	127	108	115	107	127	126	104
11	93	121	99	113	126	101	109	111	123	115
12	106	83	119	92	108	120	96	108	100	115
TOTAL	1,392	1,376	1,423	1,427	1,468	1,463	1,492	1,502	1,542	1,544
K-12	1,392	1,376	1,423	1,427	1,468	1,463	1,414	1,423	1,452	1,431
K-4	528	523	526	543	555	538	503	519	546	550
5-8	435	417	427	444	454	474	466	428	447	426
9-12	429	436	470	440	459	451	445	476	459	455

TABLE 2
Student Enrollment Changes
School District of Altoona

GRADE	ABSOLUTE CHANGE			PERCENT CHANGE			AVERAGE ANNUAL PERCENT CHANGE		
	'03 to '12	'03 to '07	'08 to '12	'03 to '12	'03 to '07	'08 to '12	'03 to '12	'03 to '07	'08 to '12
K	10	-8	24	9.0	-7.2	24.7	1.0	-1.8	6.2
1	15	22	1	16.0	23.4	0.9	1.8	5.9	0.2
2	1	2	-12	0.9	1.9	-10.1	0.1	0.5	-2.5
3	1	-2	12	0.9	-1.7	11.5	0.1	-0.4	2.9
4	-5	13	-13	-4.9	12.7	-11.8	-0.5	3.2	-3.0
5	0	19	-31	0.0	20.7	-25.2	0.0	5.2	-6.3
6	10	13	8	9.3	12.1	7.3	1.0	3.0	1.8
7	-17	4	-21	-14.4	3.4	-17.2	-1.6	0.8	-4.3
8	-2	-17	-4	-1.7	-14.4	-3.3	-0.2	-3.6	-0.8
9	14	10	6	13.1	9.3	5.2	1.5	2.3	1.3
10	-19	-15	-11	-15.4	-12.2	-9.6	-1.7	-3.0	-2.4
11	22	33	14	23.7	35.5	13.9	2.6	8.9	3.5
12	9	2	-5	8.5	1.9	-4.2	0.9	0.5	-1.0
TOTAL	152	76	81	10.9	5.5	5.5	1.2	1.4	1.4
K-12	39	76	-32	2.8	5.5	-2.2	0.3	1.4	-0.5
K-4	22	27	12	4.2	5.1	2.2	0.5	1.3	0.6
5-8	-9	19	-48	-2.1	4.4	-10.1	-0.2	1.1	-2.5
9-12	26	30	4	6.1	7.0	0.9	0.7	1.7	0.2



Figure 1-B shows enrollment history broken down by grade groupings (K-4, 5-8, and 9-12). Grades K-4 enrollment increased in the last ten years by 0.5% annually. Grades 5-8 enrollment declined slightly by -0.2% annually, while grades 9-12 enrollment increased by 0.7% annually. Grades 5-8 increased by 4% the first five years but decreased by 10% over the last five years.

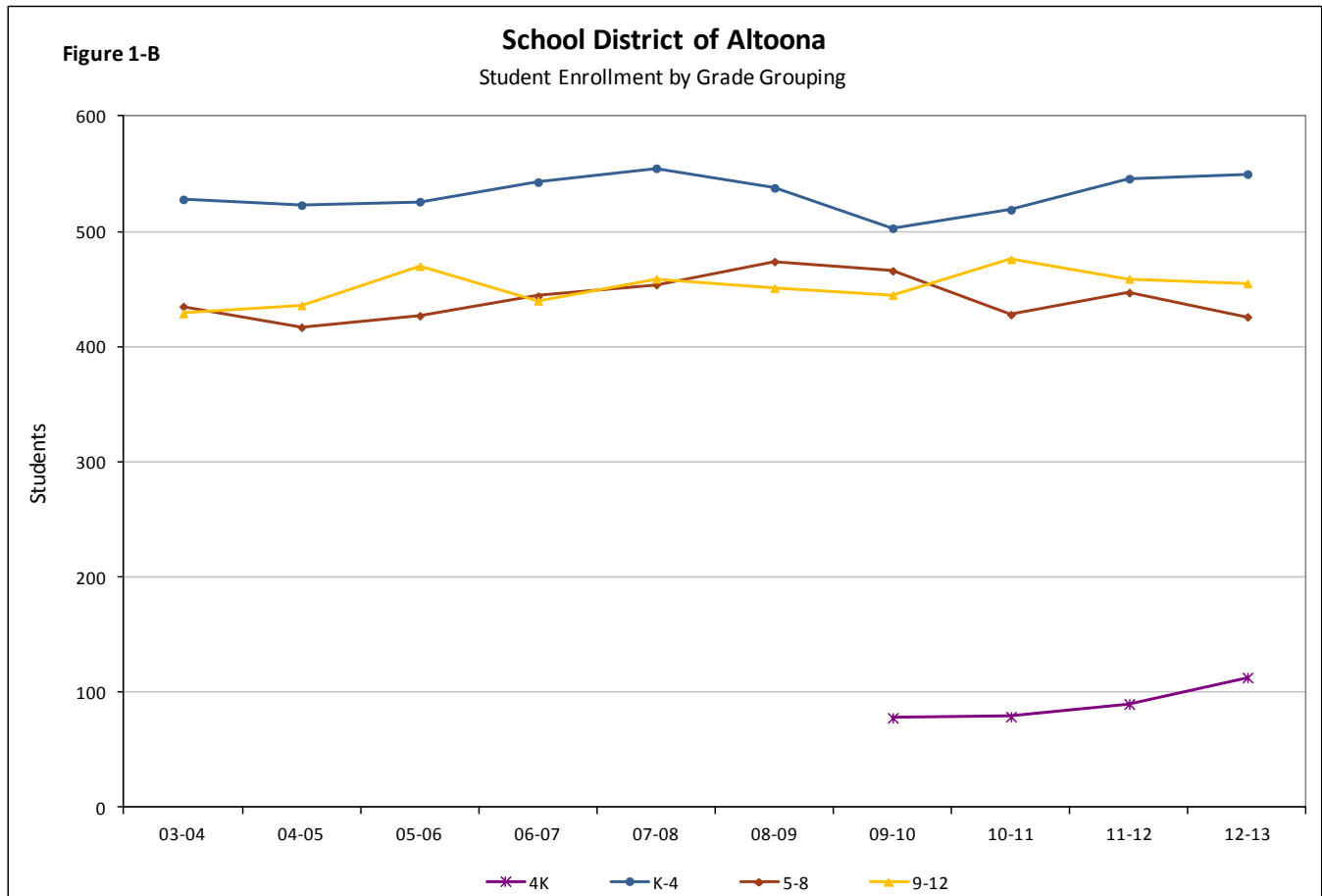
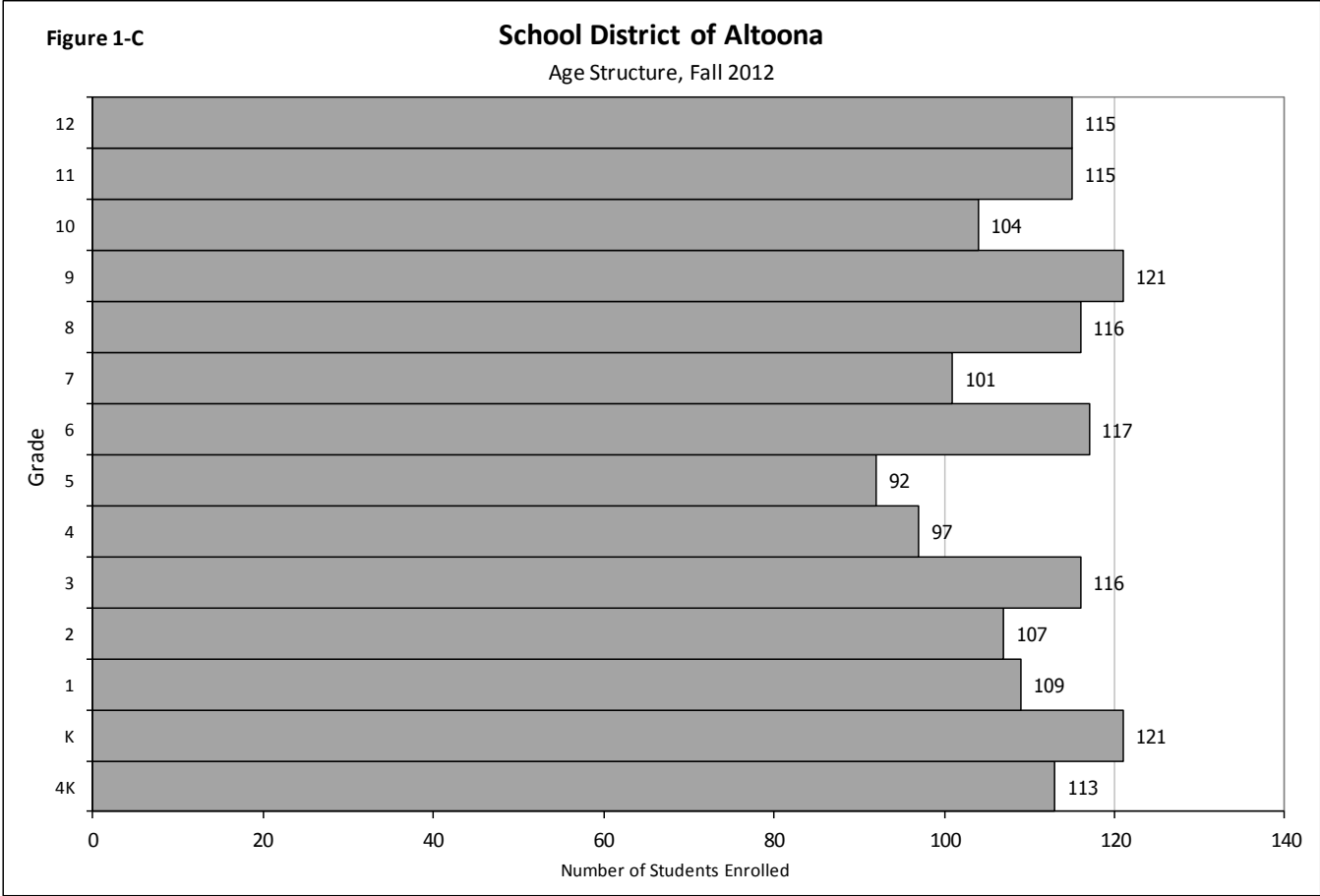
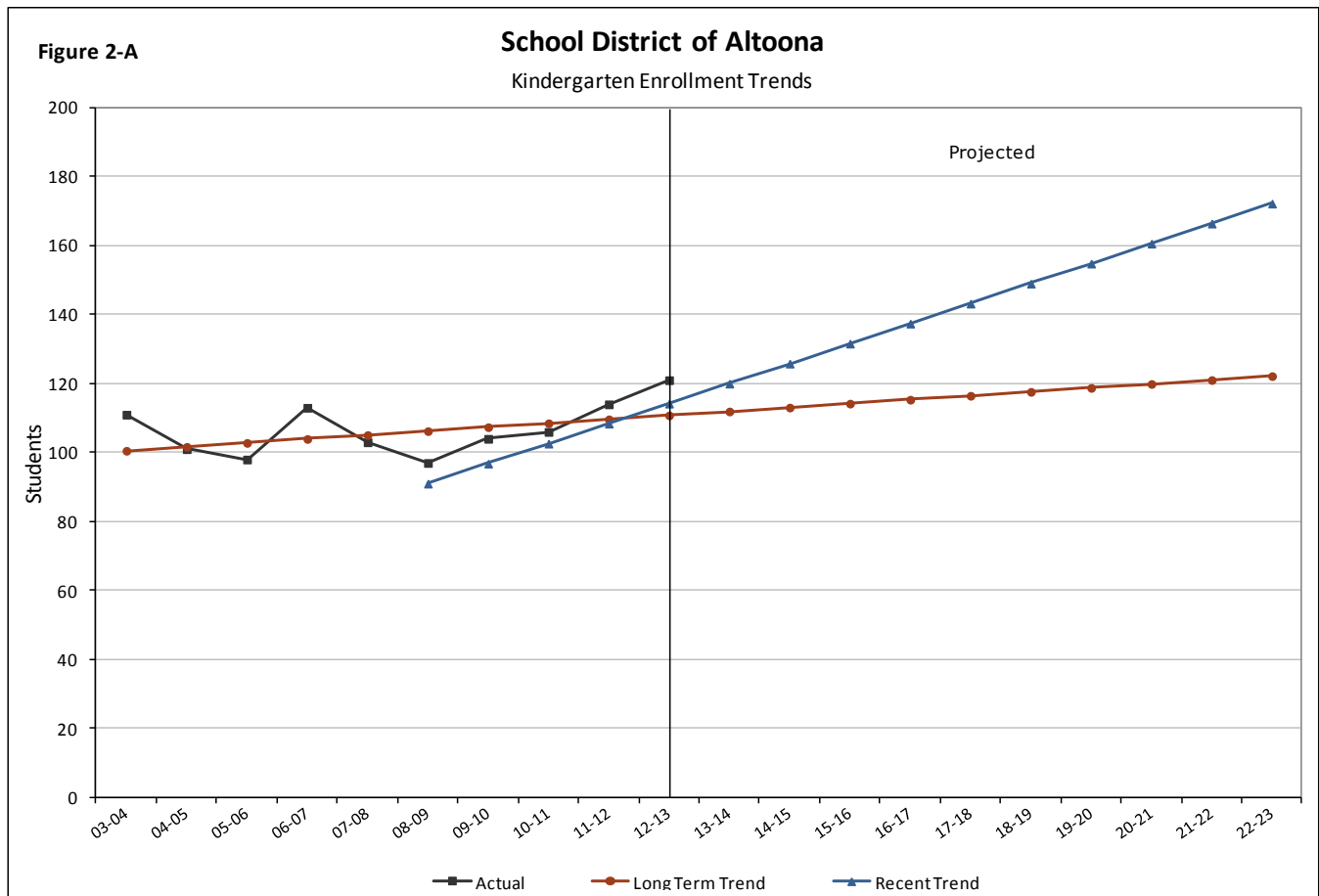


Figure 1-C shows the age structure in the Fall of 2012 of the student population with the number of 4K students at the bottom and the number of 12th graders at the top. The greatest number of students are in kindergarten and 9th grades, while 4th and 5th grades contain the fewest number of students.

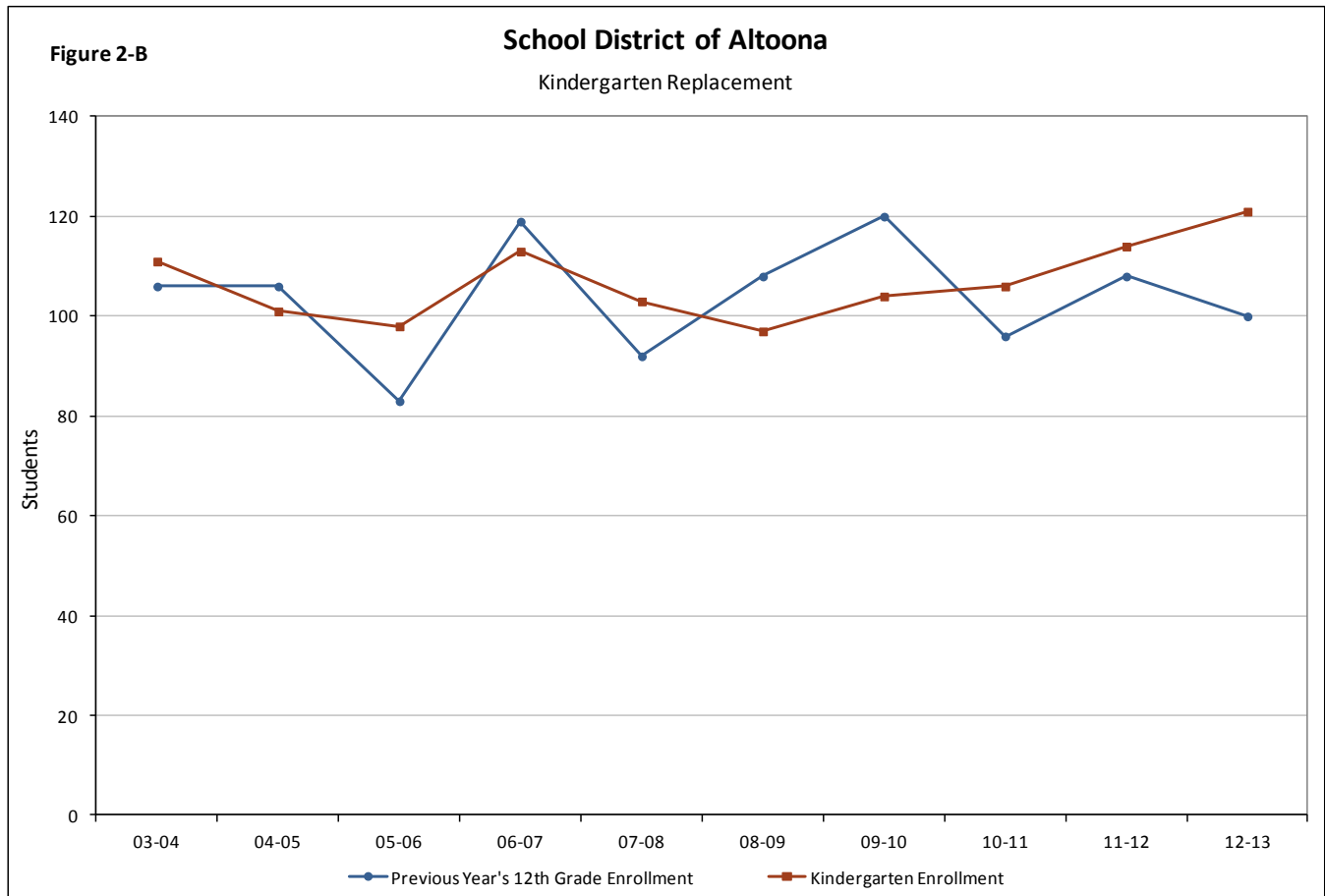


Kindergarten Enrollment Trends

Examining trends in kindergarten enrollment is particularly informative for gaining perspective on future district enrollment, as today's kindergartners will gradually make up tomorrow's students at the higher grade levels as they age and move through the school system. Figure 2-A shows kindergarten enrollment history and trend lines depicting future enrollment trends. The "Long Term Trend" line (shown in red) averages enrollment changes between 2003/02 and 2012/13. The "Recent Trend" line emphasizes enrollment changes over the last five years. In the School District of Altoona, the long term trend indicates slightly increasing enrollment for kindergarten, while recent trends indicate a more significant increase in enrollment.

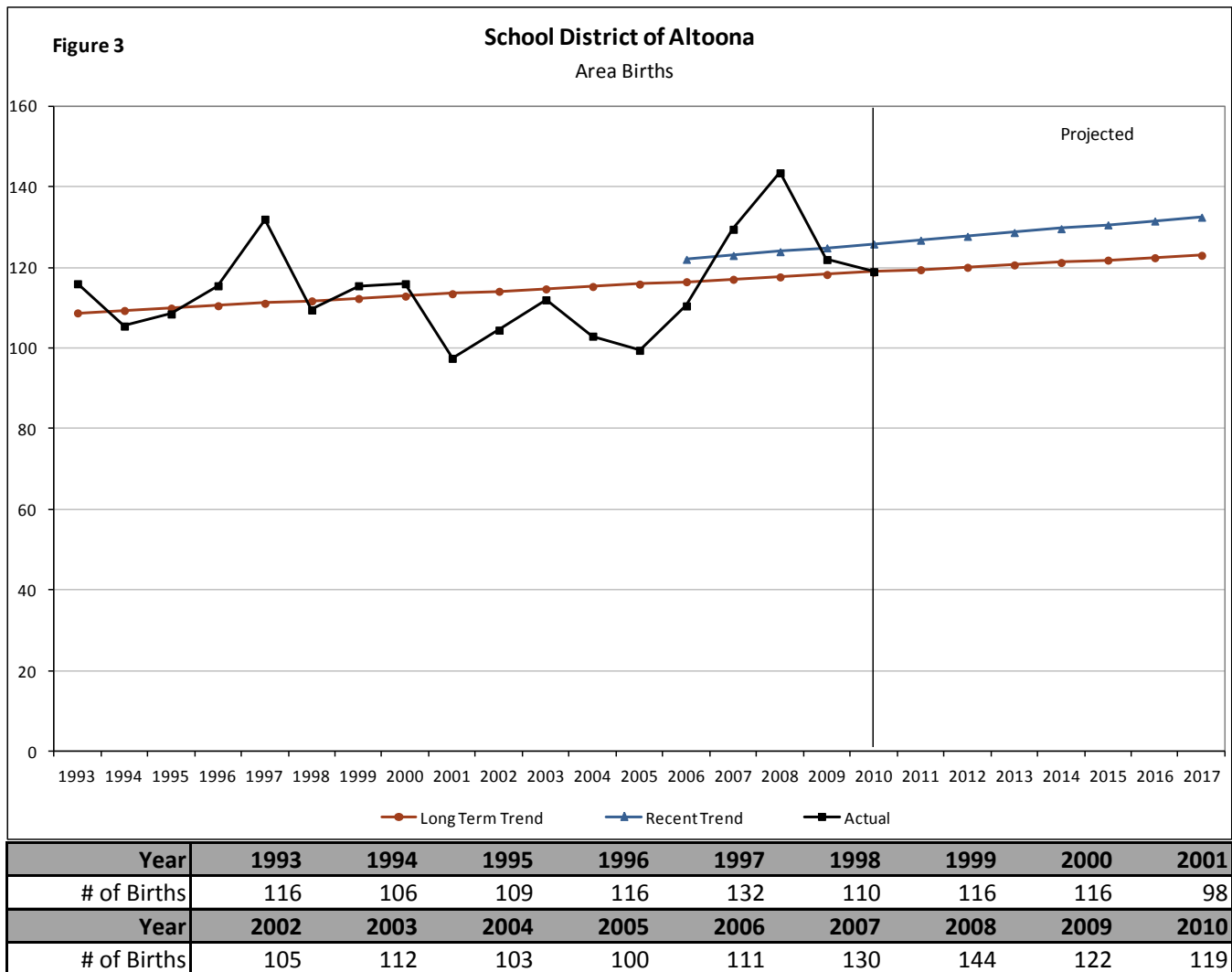


In addition to examining kindergarten enrollment on its own, comparing kindergarten enrollment to outgoing 12th graders offers a snapshot of how the age structure of district enrollment is shifting either from older to younger, or younger to older. Districts tend to experience overall growth when kindergarten enrollment outpaces outgoing students, and they tend to experience decline when kindergartners do not fully replace the number of graduates. In the School District of Altoona, kindergartners replaced outgoing 12th graders six of the ten years.



Birth Trends and Projections

We use historical and projected birth data to forecast the number of kindergarten students who will enroll in the School District of Altoona in future years. Figure 3 shows (in black) the number of births to mothers living in the City of Altoona and half of the Town of Washington, by year, from 1993-2010, as collected from the Wisconsin Department of Health Services. We extrapolate these birth trends into the future to correspond with our Baseline and Recent Trend projection models, using the grade progression ratios to convert births into future kindergarteners. The red line represents birth trends over the long term and the blue line examines birth patterns for the last five years. Both trends show increasing births over time.



Source: WI Department of Health Services



Population Trends

This section examines population trends in the City of Altoona and the Town of Washington. Changes in the total population of the district area, particularly when examined by age, provide clues into how the school age population may be changing. Table 3 and Figure 4-A provides U. S. Census population totals and the Department of Administration estimates. The School District of Altoona's population totals can be compared with populations for Eau Claire County and the State of Wisconsin. The Town of Washington saw a greater population gain (2.7%) from 2000 to 2010 than the City of Altoona which only grew by 0.1%. This can be compared to the City of Eau Claire which grew by 7% from 2000 to 2010. The City of Altoona acknowledges on their website the geographic limitations for expansion that exist because of the Eau Claire River, Lake Altoona, and the City of Eau Claire.

TABLE 3
Total Population by Municipality: 1990-2012
School District of Altoona

Municipality	POPULATION						
	Census 1990	est. 1995	Census 2000	est. 2005	Census 2010	est. 2011	est. 2012
C. Altoona	5,889	6,383	6,698	6,728	6,706	6,735	6,820
T. Washington	6,269	6,258	6,995	7,253	7,182	7,181	7,187
District Area	12,158	12,641	13,693	13,981	13,888	13,916	14,007
Eau Claire County	85,183	87,737	93,142	97,142	98,736	99,012	99,260
State of Wisconsin	4,891,769	5,101,581	5,363,715	5,580,757	5,686,986	5,694,236	5,703,500

Municipality	PERCENT CHANGE						AVG. ANNUAL 2000-2010
	1990 to 1995	1995 to 2000	2000 to 2005	2005 to 2010	2010 to 2011	2011 to 2012	
C. Altoona	8.4%	4.9%	0.4%	-0.3%	0.4%	1.3%	0.0%
T. Washington	-0.2%	11.8%	3.7%	-1.0%	0.0%	0.1%	0.3%
District Area	4.0%	8.3%	2.1%	-0.7%	0.2%	0.7%	0.2%
Eau Claire County	3.0%	6.2%	4.3%	1.6%	0.3%	0.3%	0.7%
State of Wisconsin	4.3%	5.1%	4.0%	1.9%	0.1%	0.2%	0.7%

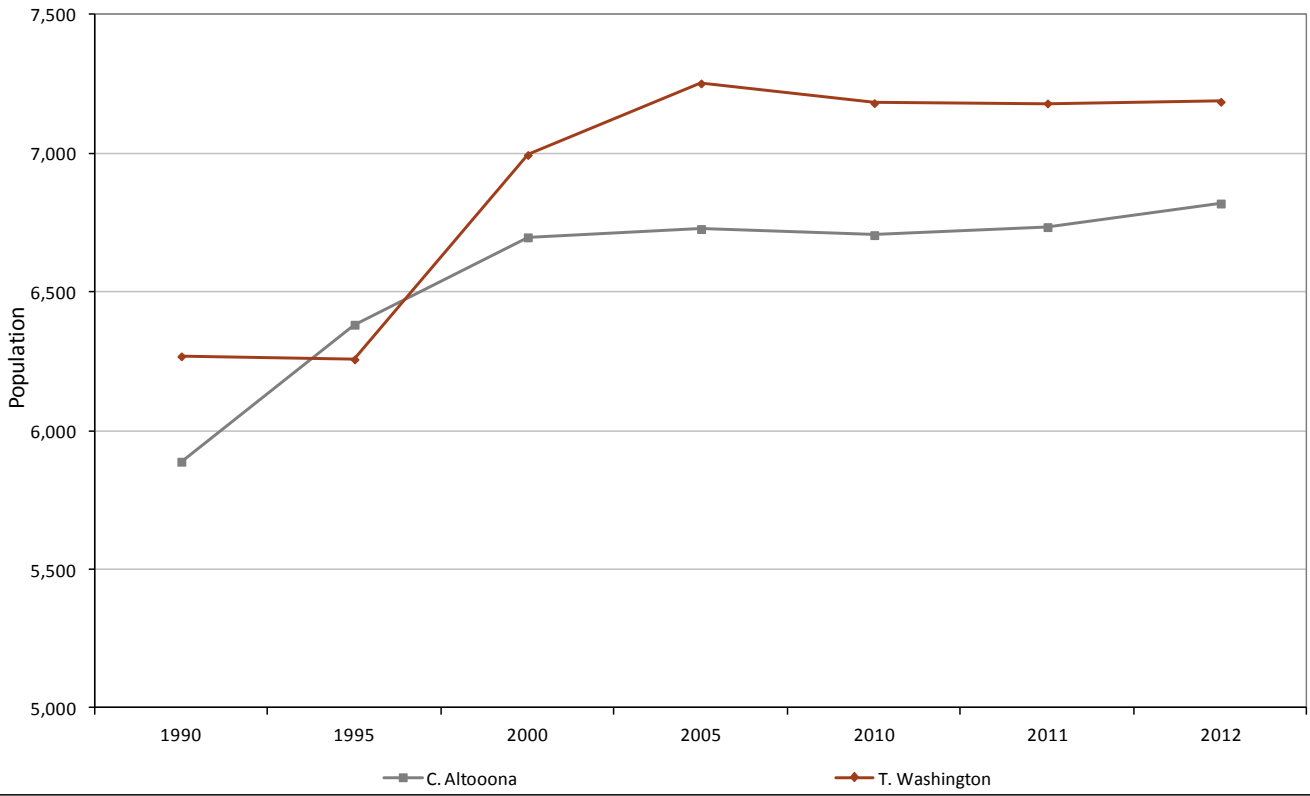
Source: U. S. Census Bureau & Demographic Services Center, WIDOA



Figure 4-A

School District of Altoona

Population for Area Municipalities



Race/Ethnicity

Breakdown of the population by race/ethnicity for the school district area municipalities are provided in Table 4. The municipal population is majority non-Hispanic white, although the City of Altoona does have a notable minority population of all race/ethnic groups except American Indian.

TABLE 4
Race/Ethnicity Population by Municipality: 2010
School District of Altoona

Municipality	Total	White	Asian	American Indian	African American	Hispanic	Two or More
C. Altoona	6,706	6,168	146	53	140	171	157
T. Washington	7,182	6,775	193	32	38	123	96
District Area	13,888	12,943	339	85	178	294	253
Eau Claire County	98,736	91,946	3,297	471	874	1,804	1,598
State of Wisconsin	5,686,986	4,902,067	129,234	54,526	359,148	336,056	104,317

Percent of Total Population

Municipality	White	Asian	American Indian	African American	Hispanic	Two or More
C. Altoona	91.98%	2.18%	0.79%	2.09%	2.55%	2.34%
T. Washington	94.33%	2.69%	0.45%	0.53%	1.71%	1.34%
District Area	93.20%	2.44%	0.61%	1.28%	2.12%	1.82%
Eau Claire County	93.12%	3.34%	0.48%	0.89%	1.83%	1.62%
State of Wisconsin	86.20%	2.27%	0.96%	6.32%	5.91%	1.83%

Source: U. S. Census 2010 and <http://legis.wisconsin.gov/ltsb/redistricting/data.htm>



Table 5 separates the total population for the City of Altoona into racial and ethnic categories, as defined by the U.S. Census Bureau. Between 2000 and 2010, Altoona saw a decline in the total population of non-Hispanic whites (3.7% decline), while all minority populations except American Indian increased. Of particular interest to the school district is that this trend was greater for the population under 18 years of age for the two or more races, Hispanic, and African American populations. The number of non-Hispanic white children in Altoona declined by 5% between 2000 and 2010. This difference is due, in part, to differences in age structure and birth rates by race and ethnicity.

TABLE 5
Detailed Race and Ethnicity Characteristics, 2000-2010
City of Altoona

Race/Ethnicity	Total Population				Population under 18			
	2000	2010	Change	% Change	2000	2010	Change	% Change
Two or More Races	98	157	59	60.2%	61	112	51	83.6%
Hispanic	49	171	122	249.0%	24	84	60	250.0%
African American	27	58	31	114.8%	7	19	12	171.4%
American Indian	39	24	-15	-38.5%	18	3	-15	-83.3%
Asian	69	125	56	81.2%	27	36	9	33.3%
White	6,404	6,168	-236	-3.70%	1,479	1406	-73	-4.90%

Source: U.S. Census 2000, 2010



Age Structure

Table 6 shows population change by age for the period from 1990 to 2010 for the City of Altoona. Between 1990 and 2000, the number of children under age 10 declined only slightly, and the number of young and middle aged adults (age 20-54) increased by 286. All age groups increased in population between 1990 and 2000 except ages 4 and under. Between 2000 and 2010, the number of young and middle aged adults (age 20-54) declined by 160. The number of children under age 10 increased by 27 (the number of children under age 5 increased by 65, while the 5-9 year age group declined by 38). The age groups that decreased in population from 2000 to 2010 was ages 5 to 9, 15 to 19, and 20 to 54. The largest population increase from 2000 to 2010 was the Baby Boom generation (ages 55 to 74).

TABLE 6
Age Structure, 1990-2010
City of Altoona

Age	Number of People			Population Change		Percent Change		Avg. Annual % Change	
	1990	2000	2010	1990-2000	2000-2010	1990-2000	2000-2010	1990-2000	2000-2010
Under 5	469	456	521	-13	65	-2.8%	14.3%	-0.31%	1.58%
5 to 9	462	472	434	10	-38	2.2%	-8.1%	0.24%	-0.89%
10 to 14	380	428	437	48	9	12.6%	2.1%	1.40%	0.23%
15 to 19	378	430	416	52	-14	13.8%	-3.3%	1.53%	-0.36%
20 to 54	2,964	3,250	3,090	286	-160	9.6%	-4.9%	1.07%	-0.55%
55 to 74	863	1,012	1,236	149	224	17.3%	22.1%	1.92%	2.46%
75 and over	373	494	572	121	78	32.4%	15.8%	3.60%	1.75%
Total population	5,889	6,542	6,706	653	164	11.1%	2.5%	1.23%	0.28%

Source: U.S. Census 1990, 2000, 2010

Figure 4-B and Table 7 illustrates the population pyramids for the School District of Altoona which shows changing age structure between 2000 and 2010. In the school district, between 2000 and 2010, the proportion of children under age 5 increased, while the proportion of 5-9 year olds declined (the same pattern as the city). As would be expected, the proportion of 55-69 year olds increased, as the Baby Boom generation aged another ten years. The proportion of people age 20-29 remained almost the same from 2000 to 2010.

Appendix A on page 35 shows a series of maps representing 2010 age groups by block for the School District of Altoona. The maps allow the reader to observe the distinction between areas of the district by age group.



Figure 4-B

Age Structure
School District of Altoona

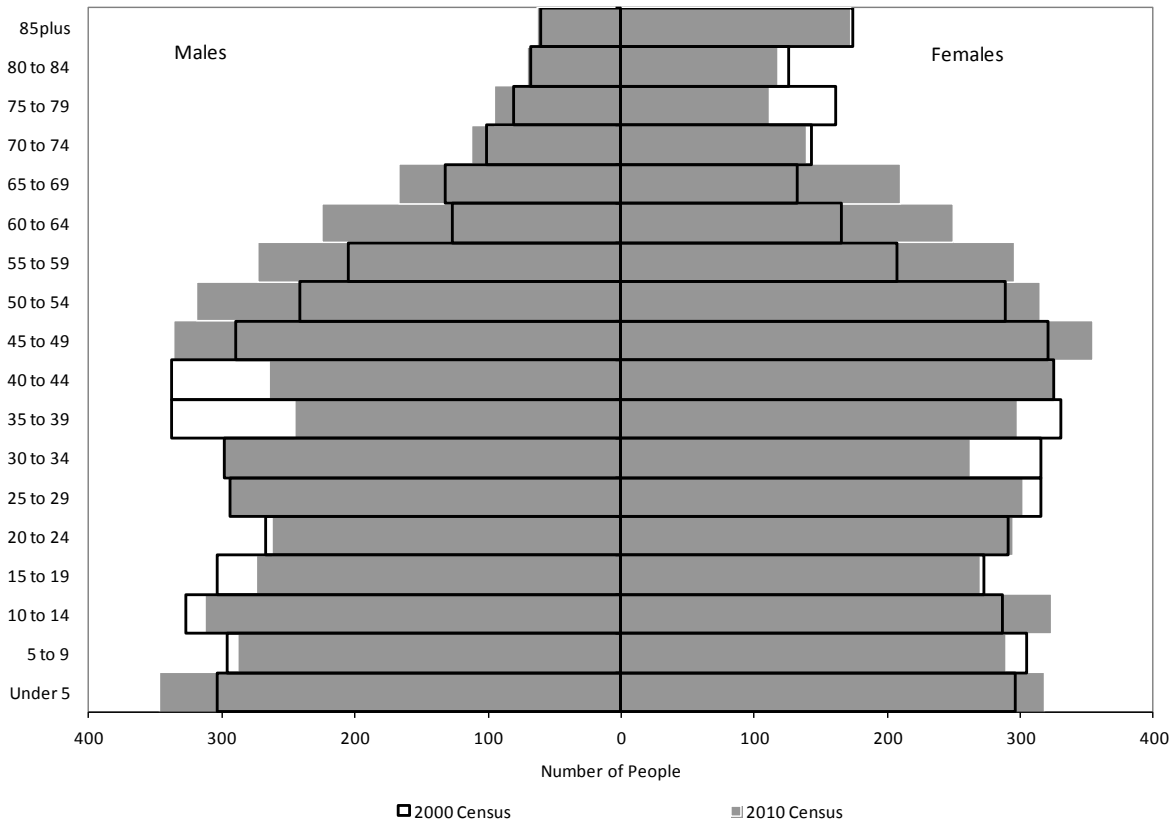


TABLE 7
Population by Age
School District of Altoona

Age	2000 Total			2010 Total		
	Males	Females	Total	Males	Females	Total
Under 5	304	296	600	347	318	665
5 to 9	296	305	601	288	289	577
10 to 14	327	287	614	313	323	636
15 to 19	304	273	577	274	270	544
20 to 24	267	291	558	262	295	557
25 to 29	294	315	609	294	302	596
30 to 34	298	315	613	300	262	562
35 to 39	338	330	668	245	298	543
40 to 44	338	325	663	265	326	591
45 to 49	290	321	611	336	354	690
50 to 54	242	289	531	319	315	634
55 to 59	205	207	412	273	296	569
60 to 64	127	165	292	225	249	474
65 to 69	132	132	264	167	210	377
70 to 74	101	143	244	112	139	251
75 to 79	81	161	242	95	111	206
80 to 84	68	126	194	71	118	189
85plus	61	174	235	63	172	235



Residential Housing Trends

Historical Housing Trends

Table 8 shows the number of housing starts in the School District of Altoona from 2002 to 2011. Although only a portion of the Town of Washington is in the school district this table shows the entire number of new homes in the town. Home construction has declined significantly over the last four years due to the economic downturn. The increase in 2011 was due to the construction of two family and multi-family homes in the City of Altoona.

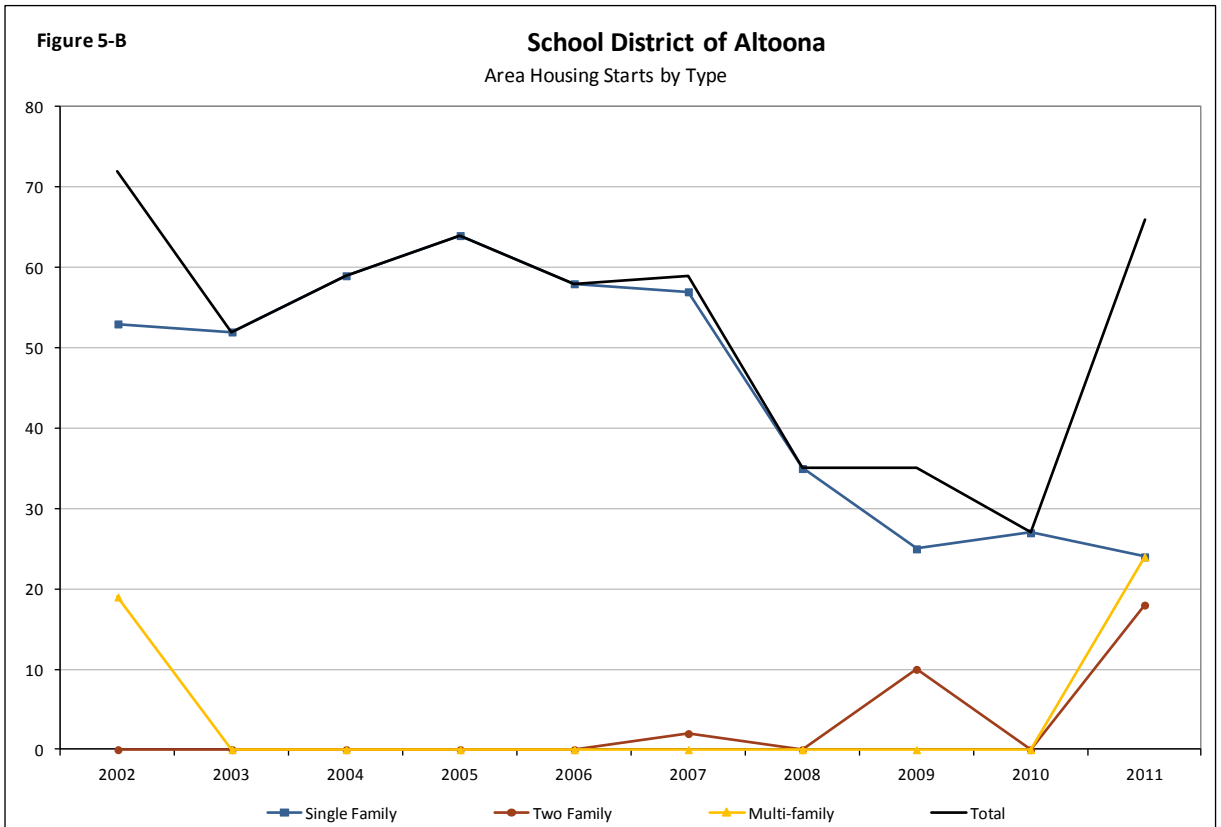
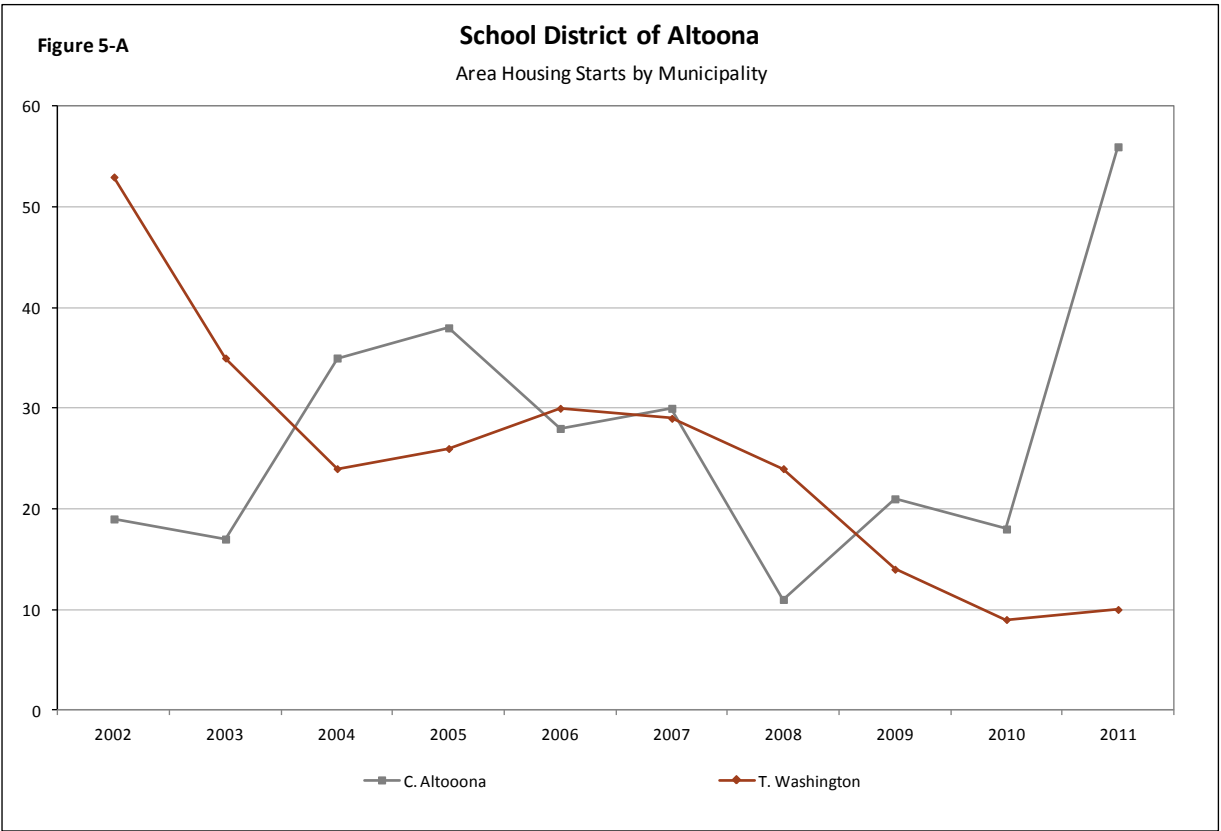
TABLE 8
School District Area Housing Starts
School District of Altoona

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
District Area										
TOTAL	72	52	59	64	58	59	35	35	27	66
Single Family	53	52	59	64	58	57	35	25	27	24
Two Family	0	0	0	0	0	2	0	10	0	18
Multi-family	19	0	0	0	0	0	0	0	0	24
C. Altoona										
TOTAL	19	17	35	38	28	30	11	21	18	56
Single Family	19	17	35	38	28	28	11	11	18	14
Two Family	0	0	0	0	0	2	0	10	0	18
Multi-family	0	0	0	0	0	0	0	0	0	24
T. Washington										
TOTAL	53	35	24	26	30	29	24	14	9	10
Single Family	34	35	24	26	30	29	24	14	9	10
Two Family	0	0	0	0	0	0	0	0	0	0
Multi-family	19	0	0	0	0	0	0	0	0	0

Source: Demographic Services Center, WIDOA

Figure 5-A shows the number of residential building permits issued for the City of Altoona and the Town of Washington. Figure 5-B shows housing starts in the area by type of housing unit—single family home, two family, and multi-family housing unit.





For planning purposes, it is helpful to know how characteristics of housing stock vary across space. Appendix B on page 41 is a series of maps showing the number of housing units, the percent of homes that are owner-occupied, and the percent of households with children under age 18 for 2010, at the block level. Looking at this small geographic unit allows for a detailed examination of how housing is distributed across the district.

The first map shows the total number of housing units by Census block for the school district. As would be expected housing units are most dense in the City of Altoona. The second map shows that home ownership is spread out throughout the school district. 60% of residents own their homes, according to the 5-year estimates of the American Community Survey. It is the outlying areas of the district where home ownership is greatest. The third map in this series illustrates the percent of all households with children under 18 years of age by Census block. Households with children are dispersed throughout the district, but keep in mind that the census blocks in the Town of Washington are much larger than the census blocks in the City of Altoona.

Housing Turnover

It is also important to consider that turnover in ownership of existing housing stock also contributes to changes in enrollment. A district may increase or decrease in enrollment depending upon the cycle of resident homeowners, regardless of housing starts. For instance, a younger community will have a higher child-per-household ratio, whereas an older community will have a lower child-per-household ratio. At some point in time turnover in ownership in an older community may result in an increase in the child-per-household number. As younger families move into the area, the school district will tend to see new students enrolling into the district’s schools. Absent new housing development or housing turnover, householders age in place and the number of school-aged children eventually declines. Turnover in ownership does not happen overnight, however, and slow turnover may occur for several years at varying rates. Table 9 provides the in-migration of the City of Altoona, the School District of Altoona and Eau Claire County. The majority of residents live in the home they lived in one year ago indicating very little turnover.

TABLE 9
In-migration, one year ago

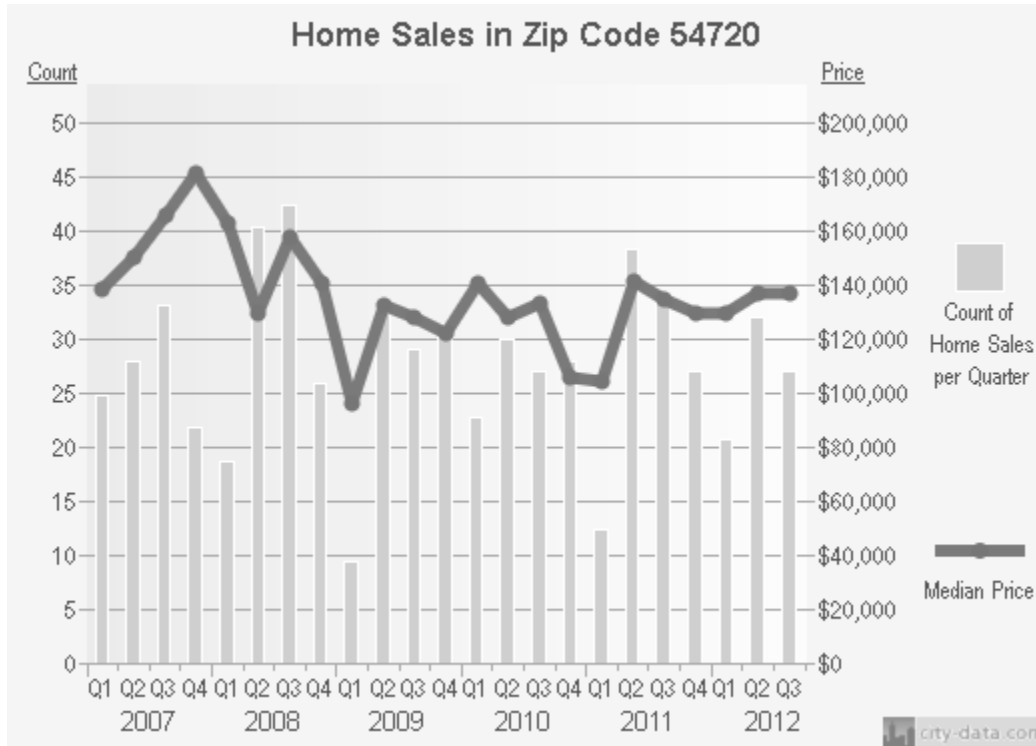
Municipality	Population age 1 and over, 2010	% Living in the Same House	% Moved within Same County	% Moved in from Different County	% Moved in from Different State	% Moved from Abroad
City of Altoona	6,636	90.3%	5.4%	3.0%	0.6%	0.6%
School District of Altoona	8,468	89.3%	6.3%	2.6%	1.3%	0.5%
Eau Claire County	97,076	81.1%	11.2%	4.7%	2.8%	0.2%

Source: ACS 2007-2011



Figure 6 displays home sales from 2007 to 2012 for the zip code area of 54720. This figure shows home sales (grey bars) and the median price of homes sold (black line). Housing sales have fluctuated over the last five and half years. The overall trend in median price has dropped overall, but it has remained fairly steady over the last year of the reported information.

Figure 6



Source: City-Data.com

Home foreclosure is another important issue that is having impacts on the housing market in Eau Claire County and could correspondingly affect school enrollment in the School District of Altoona. In 2009, Eau Claire County had the largest number of foreclosures of 335 homes in a ten year period. However, the number of foreclosure cases declined in 2010 (311) and 2011 (236) in Eau Claire County as reported by Wisconsin’s Consolidated Court Automation Programs. According to the U. S. Census vacancy rates of all housing units in the city increased 83% from 2000 to 2010.

In terms of predicting future school district enrollment and the future age structure of the population in the City of Altoona, this is a question not easily answered. Several factors that are difficult to predict affect housing turnover. These include demand and supply variables like attractiveness to young families (demand), and suitable and available rental and owner occupied housing (supply). In addition, housing turnover depends on even more elusive variables, determined by housing market conditions and the individual preferences of homeowners. Addressing supply and demand components of housing turnover including housing value, educational attainment, travel to work, and housing tenure will be discussed in the following pages.



Housing Value

Young families need housing that is both affordable and can accommodate children. In general, young families have lower incomes and occupy less expensive housing than families with older, more established householders. Table 10 shows median value of owner occupied homes and average household size in the City of Altoona, the School District of Altoona, and Eau Claire County. In the City of Altoona the median housing value has increased from \$88,600 in 2000 to \$146,400 in 2011 and the average family household size is relatively the same from 2000 to 2010.

TABLE 10
Owner Occupied Housing Units, 2011

	Count	Median Value	Average Household Size
City of Altoona	1,761	\$146,400	2.40
School District of Altoona	2,287	\$156,700	2.48
Eau Claire County	25,255	\$148,600	2.53

Source: ACS 2007-2011

Education Attainment and Employment

Table 11 shows the educational attainment for the city and school district population in 2011. The largest number of residents at 35% has graduated from high school. 30% of residents have some college or an Associate's degree, while 28% of city residents have a Bachelor's, Master's, Professional, or Doctoral degree.

TABLE 11
Educational Attainment, 2011

Education	City of Altoona		School District of Altoona	
	Population	Percent	Population	Percent
No High School Diploma	293	6.6%	347	6.1%
High School Graduate	1,559	35.0%	1,903	33.4%
Some College	946	21.2%	1,260	22.1%
Associate's Degree	394	8.8%	575	10.1%
Bachelor's Degree	896	20.1%	1,169	20.5%
Master's or Doctorate Degree	369	8.3%	448	7.9%

Source: ACS 2007-2011



A shorter commute to an employer is possible from the City of Altoona because of its proximity to the City of Eau Claire. Young families ought to be attracted to the employment opportunities in the Eau Claire area. Approximately 30% of Altoona residents drive 5-24 minutes to work and almost half (48%) of the employment in Eau Claire County is in the service industry according to the U.S. Census. Table 12 provides the top employers in the county who employ over 1,000 employees.

TABLE 12
Top Largest Employers
Eau Claire County

Employer	Industry Type
Menard, Inc.	Home Centers
Mayo Clinic Health System-Eau Claire	General Hospitals
Eau Claire Area School District	K-12 Schools
University of Wisconsin - Eau Claire	Colleges & Universities
Sacred Heart Hospital	General Hospitals
Midelfort Clinic Ltd. Mayo Health	Offices of physicians

Source: Wisconsin Dept. of Workforce Development, 2011

Housing Tenure

Table 13 shows owner-occupied and renter-occupied by age in the City of Altoona and Eau Claire County. In the City of Altoona, about 60% of householders own their homes. In households likely to have children, 20% of householders age 35 to 44 are homeowners. Only 17% of householders age 25 to 34 are homeowners, while 29% live in rental units. In general, home ownership is spread out throughout the age groups except for the very young and very elderly populations.

TABLE 13
Homeownership by Age, 2011

Householder	City of Altoona				Eau Claire County			
	Owners	Percent	Renters	Percent	Owners	Percent	Renters	Percent
15 to 24 years	27	2%	207	18%	337	1%	4,515	32%
25 to 34 years	295	17%	337	29%	3,165	13%	3,198	23%
35 to 44 years	361	20%	130	11%	4,258	17%	1,752	12%
45 to 54 years	300	17%	54	5%	6,118	24%	1,516	11%
55 to 64 years	309	18%	123	11%	5,420	21%	1,065	8%
65 to 74 years	332	19%	69	6%	3,069	12%	624	4%
75 to 84 years	93	5%	129	11%	2,151	9%	766	5%
85 years & over	44	2%	122	10%	737	3%	581	4%

Source: ACS 2007-2011



Rental units are significantly more likely to turnover than owner occupied homes, but rental turnover is less likely to bring increasing numbers of young families. While most young families prefer to own a home, some people are willing to rent to live in a desirable area. Table 14 shows rental unit characteristics in the City of Altoona and Eau Claire County. Most of the rental units in the city have two bedrooms. While this type of unit might serve young professionals or students, families with children often need three or more bedrooms. Gross rent is slightly lower in the city compared to the county as a whole.

TABLE 14
Renter Occupied Housing Units, 2011

	City of Altoona	Eau Claire County
Zero bedrooms	60	397
1 bedroom	153	3,511
2 bedrooms	737	6,712
3 or more	181	3,179
Avg. gross rent	\$640	\$679

Source: ACS 2007-2011

Non-family households tend to live in rental units. Table 15 shows the living arrangements of non-family households in the City of Altoona. 82% live alone while 18% live with another person.

TABLE 15
Non-Family Households - Live Alone or With Others
City of Altoona

Non-Family Households	Number of Households	Living Alone	Percent of Total	Living w/Others*	Percent of Total	Living Alone Over age 65	Percent of Total
Female householder	740	599	52%	141	12%	362	32%
Male householder	405	344	30%	61	5%	106	9%
Total population	1,145	943	82%	202	18%	468	41%

* Other includes Housemates, Roomates, Boarders, or Unmarried partners

Source: ACS 2007-2011



Future Housing Trends

The City of Altoona has two primary housing goals according to the city's comprehensive plan. The first goal is to plan for safe, attractive, and affordable housing to meet existing and forecasted housing demands for Altoona residents. The second goal is to maintain housing types and densities that strengthen the traditional character of the city. The city planning commission met for a series of workshops this winter to discuss the future housing needs of the city. Current residential developments include Estates at River Prairie (4-5), Fairway Drive Townhomes (40), Otter Creek Trails (1-3), Tanglewood (5-6), and River's Edge (10-12). The numbers after the subdivision names are the approximate number of lots still available for development. Here is a list of land available for future development:

River Prairie

- SW Quad: 5 acres
- NW Quadrant: 12 acres

North of Spooner Avenue & N. Wilson Drive

- Barland: 27.34 acres
- Majeski: .80 acres

S. Wilson Drive

- Cottagewood Group: 11.19 acres

N. Hillcrest Parkway

- Haselwander: 7.55 acres

Hillcrest (preliminary plat approved)

- Rooney Properties: 149.48 acres
180 single family, 180 multi-family

South of US Hwy 12

- Baumbach: 11.14 acres
- Mayer: 38.65 acres

Prill Road

- Flaskrud: 25.09 acres

Hidden Creek: 131.37 acres

Total: 419.56 acres

The Town of Washington has two primary housing goals according to the town's comprehensive plan. The first goal is to plan for safe, affordable housing to meet existing and forecasted housing demands. The second goal is to plan for housing types and densities that strengthen the rural character of the town. The town currently has no approved subdivisions within the school district.



Method

In order to generate school enrollment projections, we rely on a commonly used demographic technique called the “cohort survival” method or the “grade progression ratio” method. This method advances current students through the school system over time and applies rates of transfer (or “survival”) as the students who are now in school age from year to year and grade to grade. It is through these rates of transfer that we make assumptions about how migration into and out of the district and transfers to and from different schools will impact future enrollment.

Grade Progression Ratios

Grade progression ratios are used to measure district enrollment changes, year to year and grade to grade, that have occurred within the school district in the recent past. By examining these, we can better understand recent changes in enrollment. We use these ratios as the rates of transfer to inform future student projections.

Table 16 shows the grade progression ratios for the School District of Altoona. The ratios measure the effects of in- and out-migration and the transfer of students between private and public schools. The ratios are calculated for several pairs of years and then averages of these based on different time frames are calculated for each grade.

TABLE 16
Grade Progression Ratios
School District of Altoona

YEAR CHANGES	B:K	K:1	1:2	2:3	3:4	4:5	5:6	6:7	7:8	8:9	9:10	10:11	11:12
03-04/04-05	0.863	0.946	1.000	1.019	1.000	0.922	1.076	0.944	1.042	1.085	0.972	0.984	0.892
04-05/05-06	0.863	1.040	1.029	1.085	1.046	1.104	1.032	1.040	0.990	1.024	0.984	0.952	0.983
05-06/06-07	0.976	1.061	1.029	1.019	1.059	1.035	0.976	1.062	0.971	1.080	1.008	0.897	0.929
06-07/07-08	0.993	1.027	1.038	1.046	1.045	1.028	1.026	0.984	0.981	1.170	1.000	0.992	0.956
07-08/08-09	0.950	1.049	1.026	0.963	0.973	1.070	0.982	1.017	0.984	1.139	0.983	0.935	0.952
08-09/09-10	0.950	1.021	0.861	0.916	0.942	0.945	1.016	1.046	1.008	1.108	0.930	0.948	0.950
09-10/10-11	1.000	1.067	1.010	0.978	1.018	1.010	0.942	0.952	0.982	1.057	0.955	1.037	0.991
10-11/11-12	1.132	1.047	1.054	1.060	1.077	1.054	1.061	1.092	0.992	0.982	0.969	0.969	0.901
11-12/12-13	1.133	0.956	0.964	0.991	0.915	0.939	1.000	0.962	1.084	1.025	0.945	0.913	0.935
Baseline	0.974	1.044	1.019	1.011	1.024	1.024	1.005	1.018	0.994	1.074	0.973	0.956	0.945
5 Year Trend	1.033	1.028	0.983	0.982	0.985	1.004	1.000	1.014	1.010	1.062	0.957	0.960	0.946
2 Year "Trend"	1.133	1.002	1.009	1.026	0.996	0.996	1.030	1.027	1.038	1.004	0.957	0.941	0.918

*Shaded progression ratios are excluded from the Baseline Average

The grade progression ratios can be interpreted in the following manner. The Baseline ratio for 2:3 is 1.011. This means that in the School District of Altoona, the third grade class is on average 1.1% larger each year than the second grade class was the previous year (the result of transfers from other schools and in-migration into the district). The B:K Baseline ratio of .974 indicates that on average,



97.4% of births in the district attend kindergarten five years later. Over time the B:K ratio has increased indicating a greater in-migration of kindergartners. Outliers (ratios outside of one standard deviation of the mean) are not included in the calculation of the Baseline average ratios.

In order to examine future enrollment under different growth assumptions, we generate three sets of grade progression ratios that correspond to the different projection models shown later in this report. In addition to the Baseline ratios (averages 10 years of enrollment), we examine rates of transfer in the last 5 years and last 2 years effectively weighing enrollment change patterns from different time periods more heavily than the Baseline. Any significant deviations from the rates of in- and out-migration in the district area will have a corresponding effect on enrollment. These additional models allow us to examine alternative outcomes compared to the overall trends of the Baseline model. Figure 7 shows the differences between these three sets of grade progression ratios.

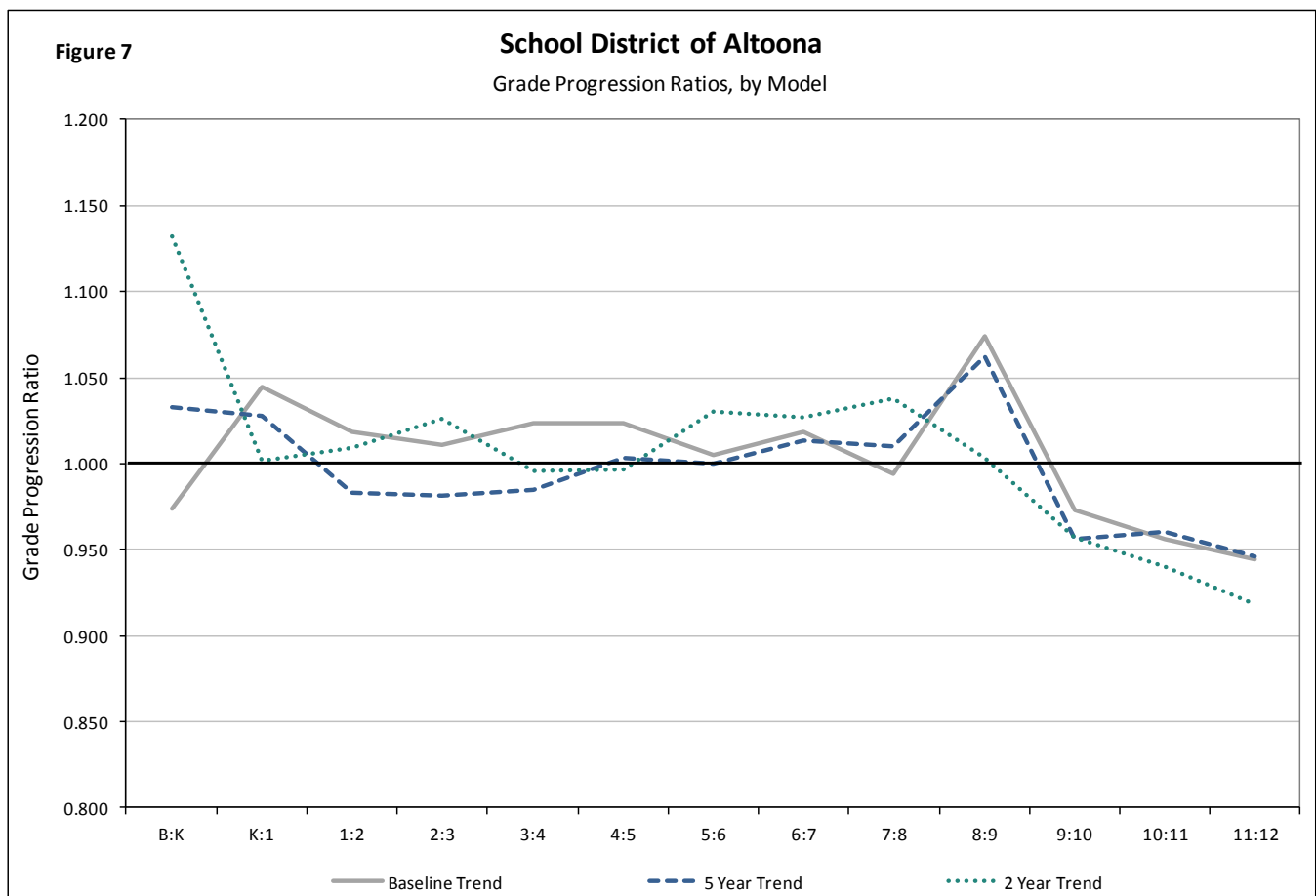


Table 17 shows observed transfer ratios between birth and 4K for the last four school years, future transfer ratio between birth and 4K (1.0), observed enrollment in the 4K program, and projected enrollment in the 4K program from 2013/14 to 2022/23. These 4K projections will be used in all four projection models.

TABLE 17
4K Enrollment and Projections
School District of Altoona

Birth/4K Year	B:4K	Enrollment
04-05/09-10	0.712	78
05-06/10-11	0.745	79
06-07/11-12	0.894	90
07-08/12-13	1.058	113
08-09/13-14	1.000	129
09-10/14-15	1.000	120
10-11/15-16	1.000	119
11-12/16-17	1.000	120
12-13/17-18	1.000	120
13-14/18-19	1.000	121
14-15/19-20	1.000	122
15-16/20-21	1.000	122
16-17/21-22	1.000	123
17-18/22-23	1.000	123



School Enrollment Projections

When considering all of the projections provided in this report for decision-making, it is important to recognize that population projections of all types, including school enrollment projections, are more accurate in the immediate future than they are farther into the future. This is especially true for elementary grades, because the students who will enter kindergarten after 2017 have not yet been born. Overall, our projections are more reliable over the next five years (up to the 2017/18 school year) than they are in the latter half of the next decade. Projections are provided by grade as well as by grade grouping.

Baseline Projections

The Baseline model (Table 18) projects enrollment using the assumption that average trends year to year, grade to grade, will continue into the future. This model assumes that long term trends (past ten years) in enrollment and migration will be representative of future trends in the district. Enrollment is projected to increase by 137 students in five years (1,544 students in 2012/13 to 1,681 students in 2017/18).

TABLE 18
Baseline Projection Model
School District of Altoona

	SCHOOL YEAR									
	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
4K	129	120	119	120	120	121	122	122	123	123
K	135	126	117	116	117	117	118	118	119	120
1	126	141	131	122	121	122	122	123	124	124
2	111	129	144	134	124	124	124	125	125	126
3	108	112	130	145	135	126	125	126	126	127
4	119	111	115	133	149	139	129	128	129	129
5	99	122	113	118	136	152	142	132	131	132
6	92	100	122	114	118	137	153	143	132	132
7	119	94	102	124	116	120	140	156	145	135
8	100	118	94	101	124	115	120	139	155	144
9	125	108	127	101	109	133	124	129	149	166
10	118	121	105	124	98	106	129	121	125	145
11	99	113	116	100	118	93	101	124	115	120
12	109	94	106	109	95	112	88	95	117	109
Total	1,590	1,608	1,641	1,662	1,681	1,717	1,736	1,779	1,815	1,832
K-3	481	508	522	517	498	488	489	492	494	497
4-5	218	232	228	251	285	291	270	260	259	261
6-8	312	312	318	339	358	373	413	437	433	411
9-12	450	435	454	434	419	444	442	468	506	540



5 Year Trend Projections

The 5 Year Trend model (Table 19) uses the grade progression ratios from the last five years and recent birth trends to project what future enrollments would look like if more recent patterns were representative of future trends. For the 5 Year Trend, enrollment is projected to increase from 1,544 students in 2012/13 to 1,640 students in 2017/18. With recent migration rates weighted more heavily, enrollment in the School District of Altoona is projected to increase by 6.2% over the next five years.

TABLE 19
5 Year Trend Projection Model
School District of Altoona

GRADE	SCHOOL YEAR									
	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
4K	129	120	119	120	120	121	122	122	123	123
K	143	133	124	128	132	133	134	135	136	137
1	124	147	137	127	132	135	136	137	138	139
2	107	122	145	135	125	130	133	134	135	136
3	105	105	120	142	132	123	127	131	132	133
4	114	103	104	118	140	130	121	125	129	130
5	97	115	104	104	119	141	131	122	126	129
6	92	97	115	104	104	119	141	131	122	126
7	119	93	99	116	105	105	120	143	133	123
8	102	120	94	100	117	106	107	122	144	134
9	123	108	127	100	106	125	113	113	129	153
10	116	118	104	122	96	101	119	108	108	124
11	100	111	113	100	117	92	97	115	104	104
12	109	94	105	107	94	111	87	92	108	98
TOTAL	1,581	1,589	1,610	1,623	1,640	1,672	1,688	1,729	1,766	1,788
K-3	480	508	526	533	521	520	530	536	540	544
4-5	212	218	208	222	259	271	252	247	254	259
6-8	313	310	308	320	327	331	368	395	398	383
9-12	448	432	449	428	413	429	417	428	450	479



2 Year "Trend" Projections

The 2 Year "Trend" model (Table 20) uses the progression ratios from the last two years to project what future enrollments would look like if even more recent patterns were representative of future trends. For the 2 Year "Trend," enrollment is projected to increase from 1,544 students in 2012/13 to 1,742 students in 2017/18, or a 12.8% increase.

TABLE 20
2 Year "Trend" Projection Model
School District of Altoona

GRADE	SCHOOL YEAR									
	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
4K	129	120	119	120	120	121	122	122	123	123
K	157	146	136	141	144	145	146	148	149	150
1	121	157	147	136	141	145	146	147	148	149
2	110	122	159	148	137	142	146	147	148	149
3	110	113	125	163	152	141	146	150	151	152
4	116	109	112	125	162	151	140	145	149	150
5	97	115	109	112	124	162	151	140	145	148
6	95	100	119	112	115	128	167	155	144	149
7	120	97	102	122	115	118	132	171	159	148
8	105	125	101	106	126	120	123	137	178	165
9	116	105	125	101	107	127	120	123	137	178
10	116	111	101	120	97	102	121	115	118	131
11	98	109	105	95	113	91	96	114	108	111
12	106	90	100	96	87	103	84	88	105	99
TOTAL	1,595	1,620	1,660	1,697	1,742	1,797	1,839	1,902	1,961	2,004
K-3	498	539	567	588	574	573	584	591	595	600
4-5	212	224	221	237	287	313	291	285	294	299
6-8	320	322	322	340	357	366	421	463	481	462
9-12	436	415	431	412	403	424	421	441	468	520



Kindergarten Trend Projections

Table 21 provides the enrollment projections for the Kindergarten Trend Projection model. For this method we perform a trend analysis to project the number of future kindergarten students, rather than relying upon the traditional grade progression ratio. Then, the 5 Year Trend progression ratios are used for projecting the other grades (1-12) in the district. For the Kindergarten Trend model, enrollment is projected to increase from 1,544 students in 2012/13 to 1,638 students in 2017/18, or a 6% increase over a five year period which is similar to the Five Year Trend model.

TABLE 21
Kindergarten Trend Projection Model
School District of Altoona

GRADE	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
4K	129	120	119	120	120	121	122	122	123	123
K	120	126	132	137	143	149	155	161	166	172
1	124	123	129	135	141	147	153	159	165	171
2	107	122	121	127	133	139	145	151	156	162
3	105	105	120	119	125	131	136	142	148	154
4	114	103	104	118	117	123	129	134	140	146
5	97	115	104	104	119	118	123	129	135	140
6	92	97	115	104	104	119	118	123	129	135
7	119	93	99	116	105	105	120	119	125	131
8	102	120	94	100	117	106	107	122	121	126
9	123	108	127	100	106	125	113	113	129	128
10	116	118	104	122	96	101	119	108	108	124
11	100	111	113	100	117	92	97	115	104	104
12	109	94	105	107	94	111	87	92	108	98
TOTAL	1,558	1,557	1,586	1,609	1,638	1,686	1,724	1,790	1,858	1,914
K-3	457	477	502	519	542	566	589	612	636	659
4-5	212	218	208	222	236	241	252	263	275	286
6-8	313	310	308	320	327	331	345	364	375	392
9-12	448	432	449	428	413	429	417	428	450	454



Comparison of Projection Models

Figures 8-12 and Tables 22-26 compare the four enrollment projection models broken down by total district enrollment and by grade groupings.

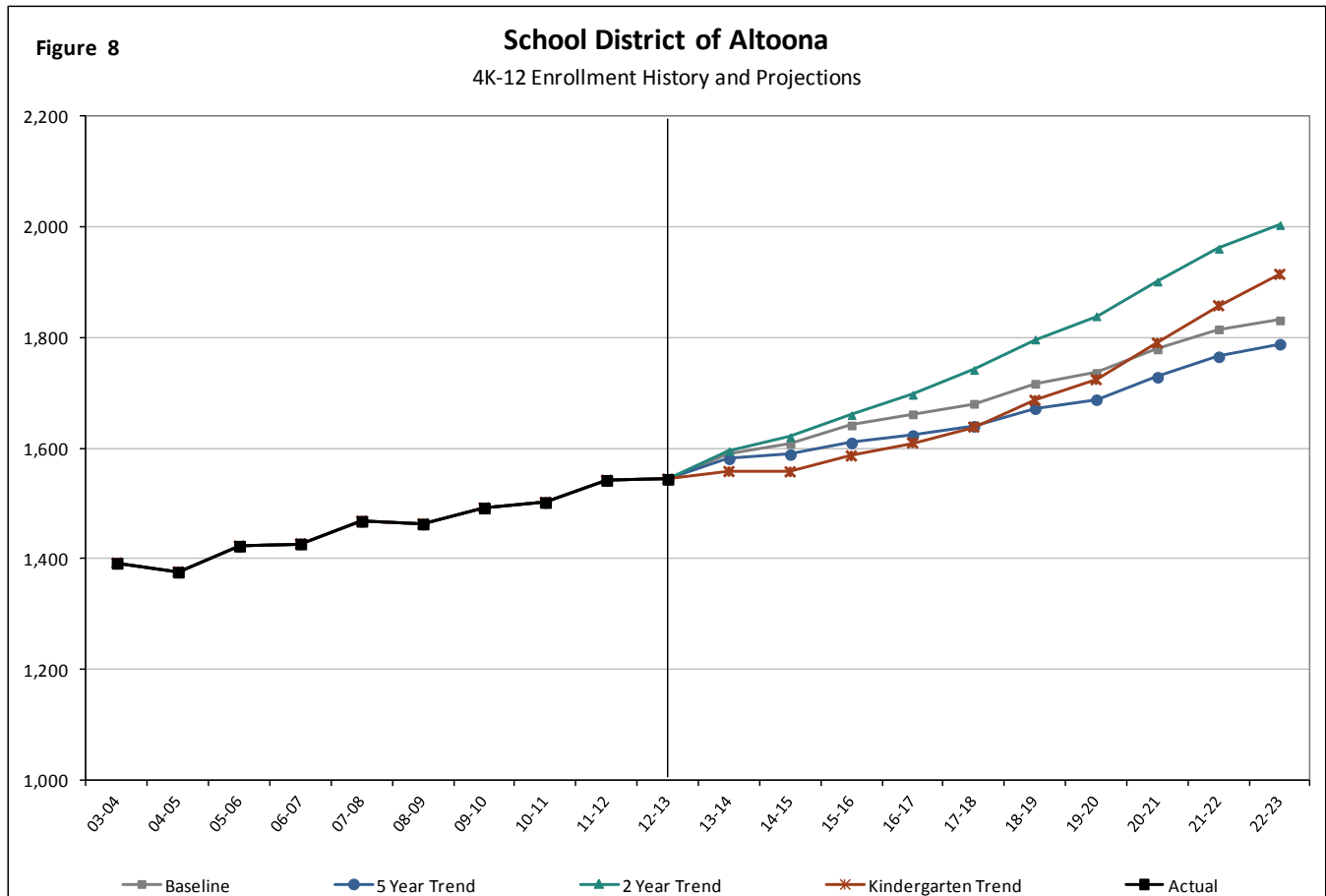


TABLE 22
Summary of 4K-12 Enrollment Projections
School District of Altoona

	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Baseline	1,590	1,608	1,641	1,662	1,681	1,717	1,736	1,779	1,815	1,832
5 Year Trend	1,581	1,589	1,610	1,623	1,640	1,672	1,688	1,729	1,766	1,788
2 Year "Trend"	1,595	1,620	1,660	1,697	1,742	1,797	1,839	1,902	1,961	2,004
Kindergarten Trend	1,558	1,557	1,586	1,609	1,638	1,686	1,724	1,790	1,858	1,914

All models project increasing 4K-12 enrollment. The 2 Year "Trend" model indicates the greatest increase in enrollment while the 5 Year Trend model projects less of an increase in enrollment. 4K-12 enrollment projections five years from now (2017/18) forecast a range of enrollment from 1,638 to 1,742.



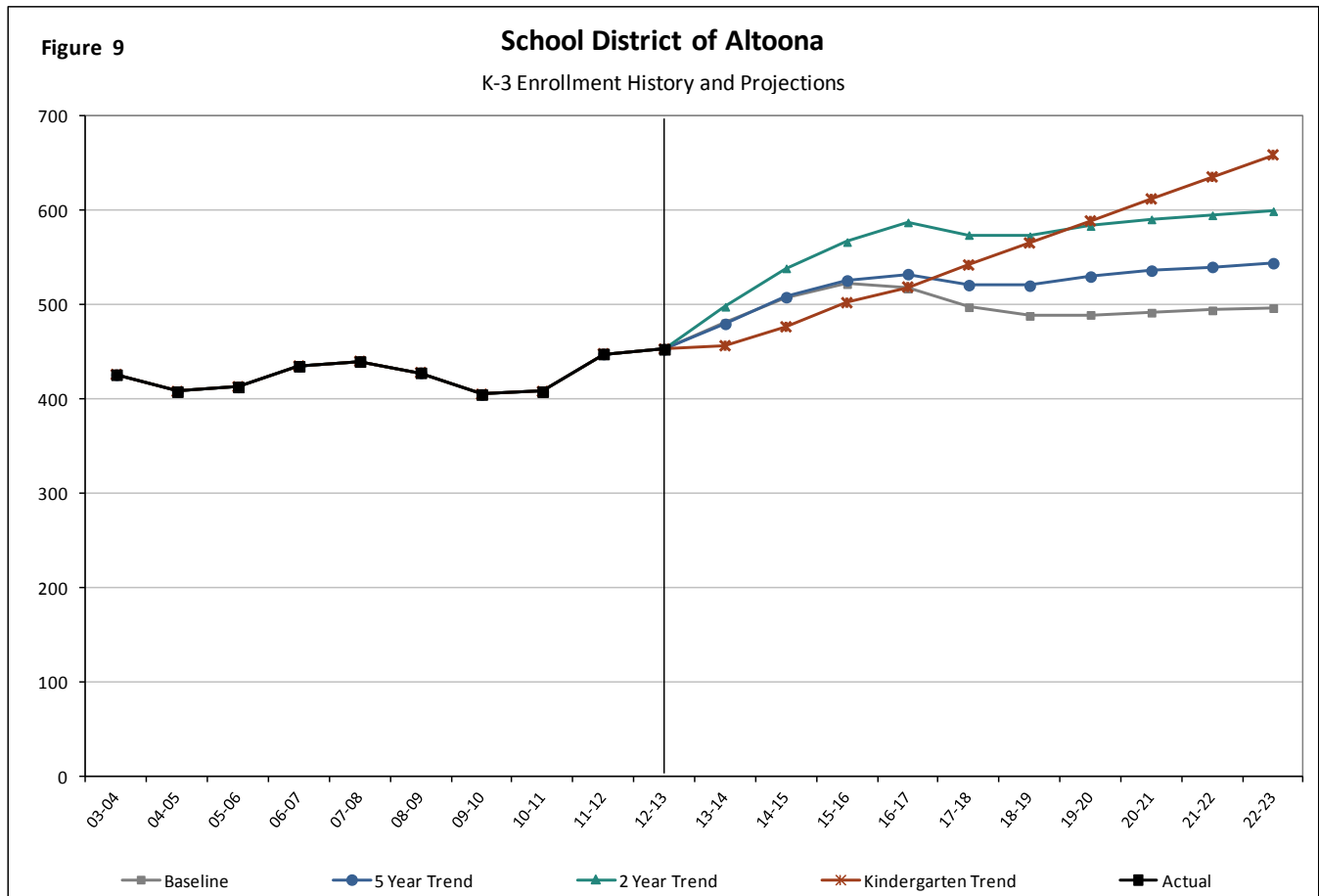


TABLE 23
Summary of K-3 Enrollment Projections
School District of Altoona

	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Baseline	481	508	522	517	498	488	489	492	494	497
5 Year Trend	480	508	526	533	521	520	530	536	540	544
2 Year "Trend"	498	539	567	588	574	573	584	591	595	600
Kindergarten Trend	457	477	502	519	542	566	589	612	636	659

Three of the four models project increasing K-3 enrollment over the next four years followed by steady enrollment. The Kindergarten Trend model indicates increasing enrollment over the next ten years. K-3 enrollment projections five years from now (2017/18) forecast a range of enrollment from 498 to 574.



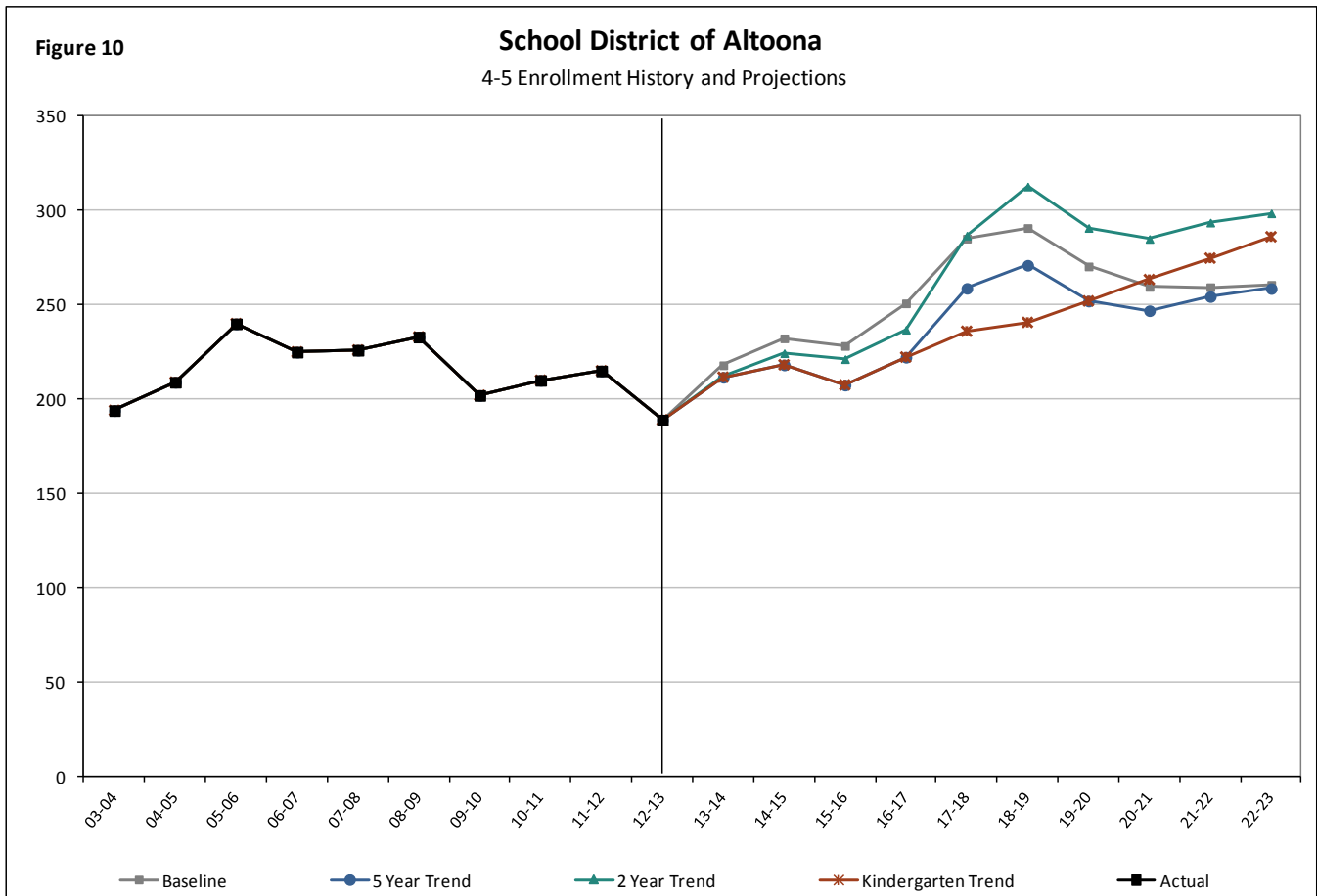


TABLE 24
Summary of 4-5 Enrollment Projections
School District of Altoona

	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Baseline	218	232	228	251	285	291	270	260	259	261
5 Year Trend	212	218	208	222	259	271	252	247	254	259
2 Year "Trend"	212	224	221	237	287	313	291	285	294	299
Kindergarten Trend	212	218	208	222	236	241	252	263	275	286

All models project increasing 4-5 enrollment with a slight decline three years from now followed by a rebound in enrollment. The 5 Year Trend model projects less of an increase in enrollment than the other models. 4-5 enrollment projections five years from now (2017/18) forecast a range of enrollment from 236 to 287.



Figure 11

School District of Altoona
6-8 Enrollment History and Projections

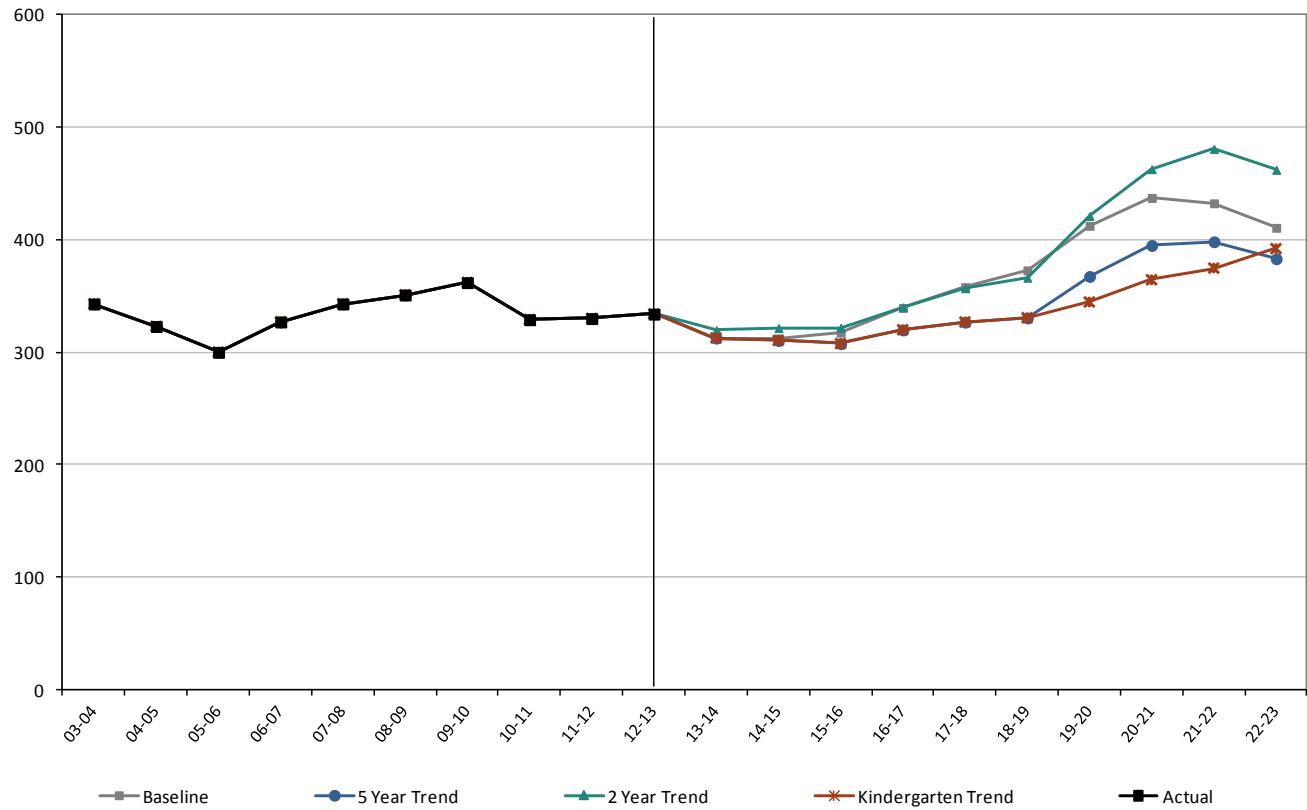


TABLE 25
Summary of 6-8 Enrollment Projections
School District of Altoona

	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Baseline	312	312	318	339	358	373	413	437	433	411
5 Year Trend	313	310	308	320	327	331	368	395	398	383
2 Year "Trend"	320	322	322	340	357	366	421	463	481	462
Kindergarten Trend	313	310	308	320	327	331	345	364	375	392

In grades 6-8, the models project declining enrollment next year followed by steady to slightly increasing enrollment in the near term. 6-8 enrollment projections five years from now (2017/18) forecast a range of enrollment from 327 to 358.



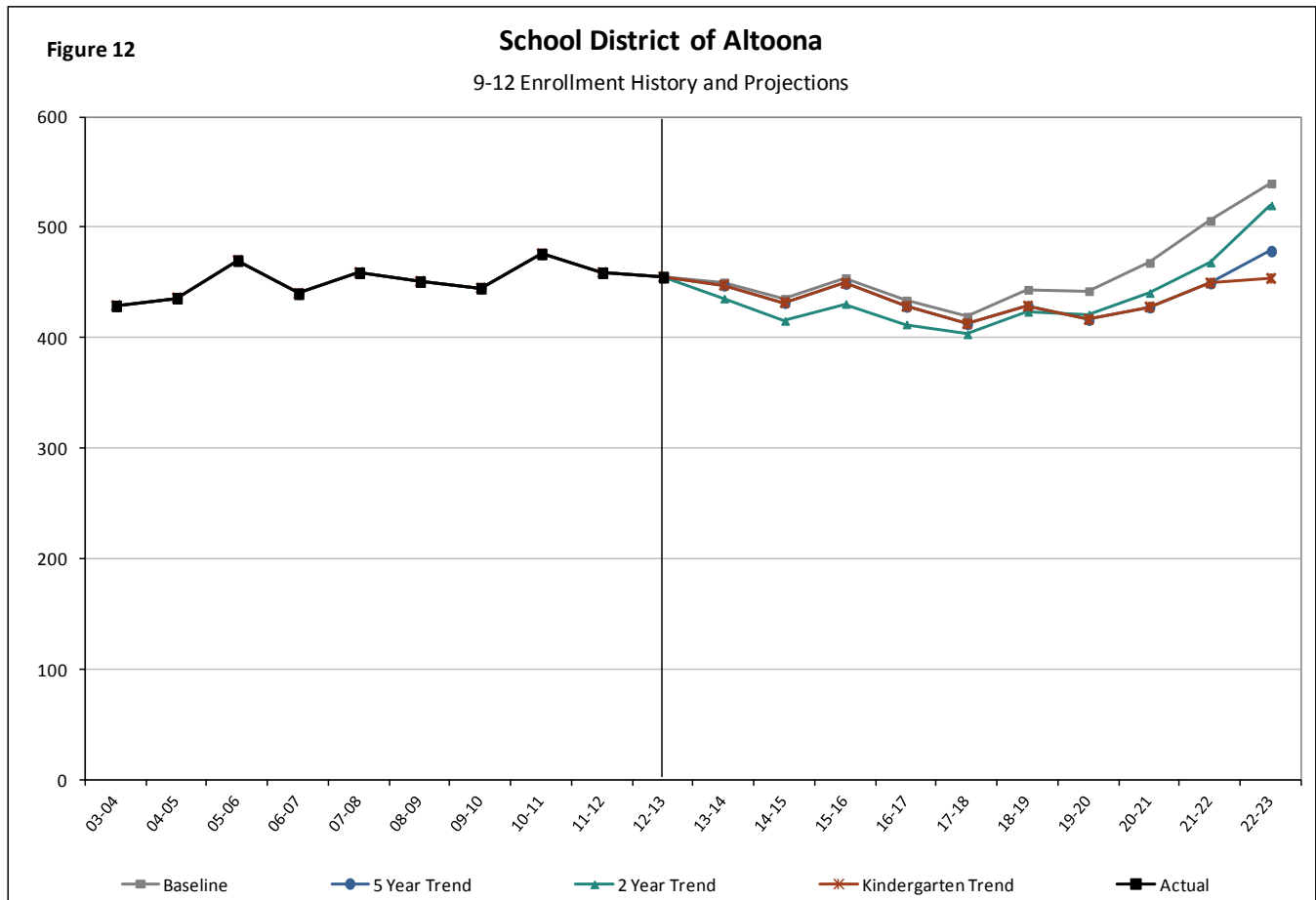


TABLE 26
Summary of 9-12 Enrollment Projections
School District of Altoona

	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Baseline	450	435	454	434	419	444	442	468	506	540
5 Year Trend	448	432	449	428	413	429	417	428	450	479
2 Year "Trend"	436	415	431	412	403	424	421	441	468	520
Kindergarten Trend	448	432	449	428	413	429	417	428	450	454

At the high school level, all models forecast slightly decreasing enrollment over the next five years. 9-12 enrollment projections five years from now (2017/18) project a range of enrollment from 403 to 419.



Conclusions

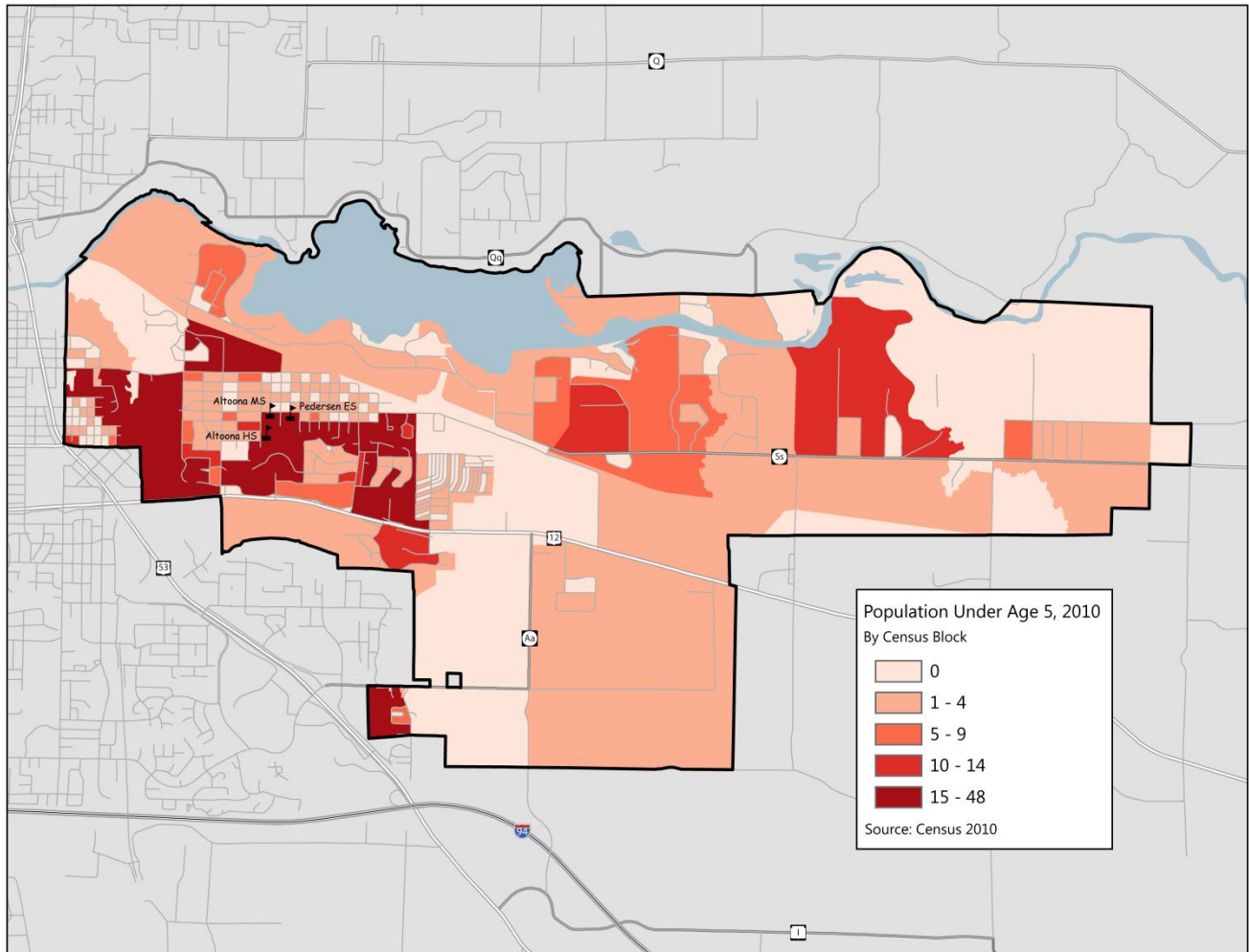
These district-level enrollment projections are based on models that incorporate recent past and current demographic information as well as the district's own enrollment data and assumptions about future housing development in the school district area. Because most of the students in the district's schools over the next few years have already been born or are already in school, and because their grade progression from one year to another is highly predictable, the total district-level projections should be viewed as having high accuracy over the next few years. After a few years, and increasingly for the lower elementary grades, actual enrollment figures will likely deviate from these projections by ever increasing amounts. The reason for this is that birth trends, in-migration of pre-school age children, and transfers into the district are more difficult to predict and therefore this makes meaningful incorporation into enrollment projections a challenge. As with nearly all types of forecasts, accuracy in these enrollment projections decreases over time.

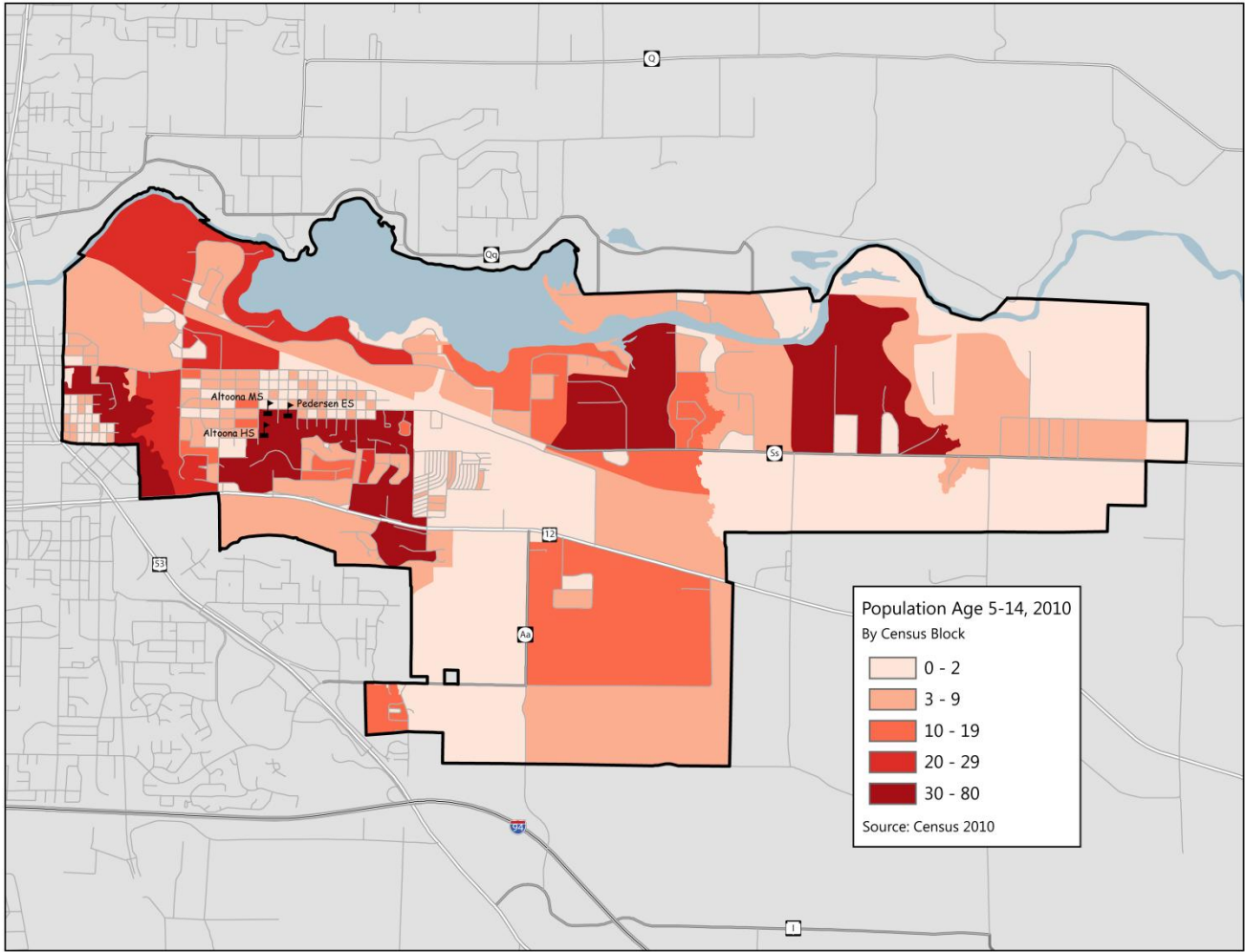
Overall, the information provided in this school enrollment projection report points to continued enrollment increases largely due to students already in the school system and advancing to the higher grades over time. Birth trends indicate births will steadily increase over time. The Two Year "Trend" model projects substantially higher enrollment than the other models, because of the higher grade progression ratios of the last two years. If these higher levels of in-migration and transfers into the district that have occurred in the past two years continue into the future, then this model would be valid. The Five Year Trend model specifically emphasizes the more recent downturn in the housing market and economy. All models project increasing enrollment in the elementary grades. Housing and general population trends also indicate a growth in school age population. The district is likely to see increasing enrollment in the grades 4-5, while grades 6-8 will likely see steady enrollment. High school grades will experience slightly decreasing enrollment in the near term.

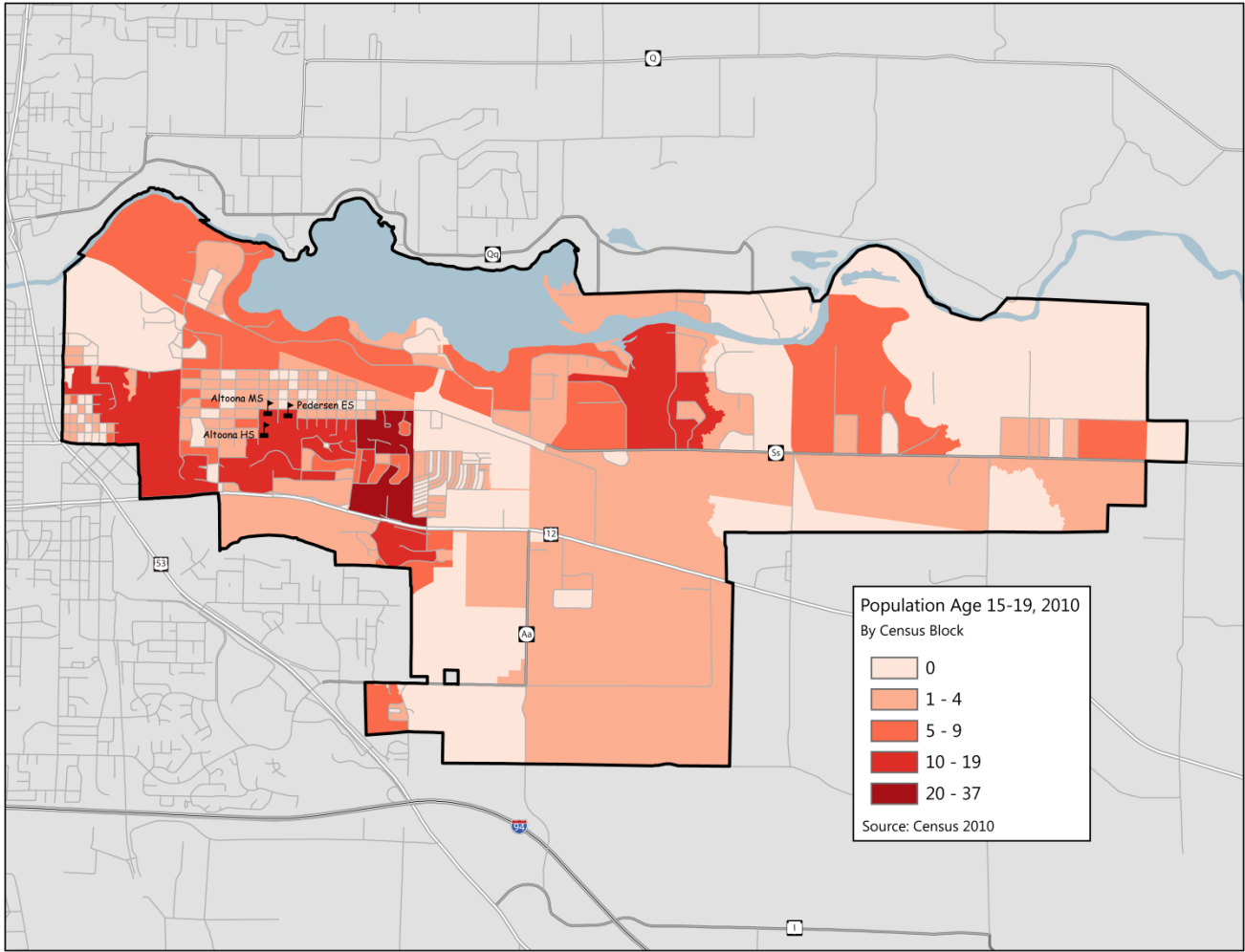
Because the projections found in this report incorporate the consequences of migration to and from the district, any significant and sustained interruption of current or recent past migration patterns will erode these models' accuracy from the initiation point of the new pattern. The various projection models provide a realistic range of migration and transfer effects on the school district. Enrollment growth should be closely monitored for the next few years, and compared with these projections, to determine the trajectory of future growth. This type of monitoring program might help the district to determine which of the models seems to be the most realistic to use for planning purposes.

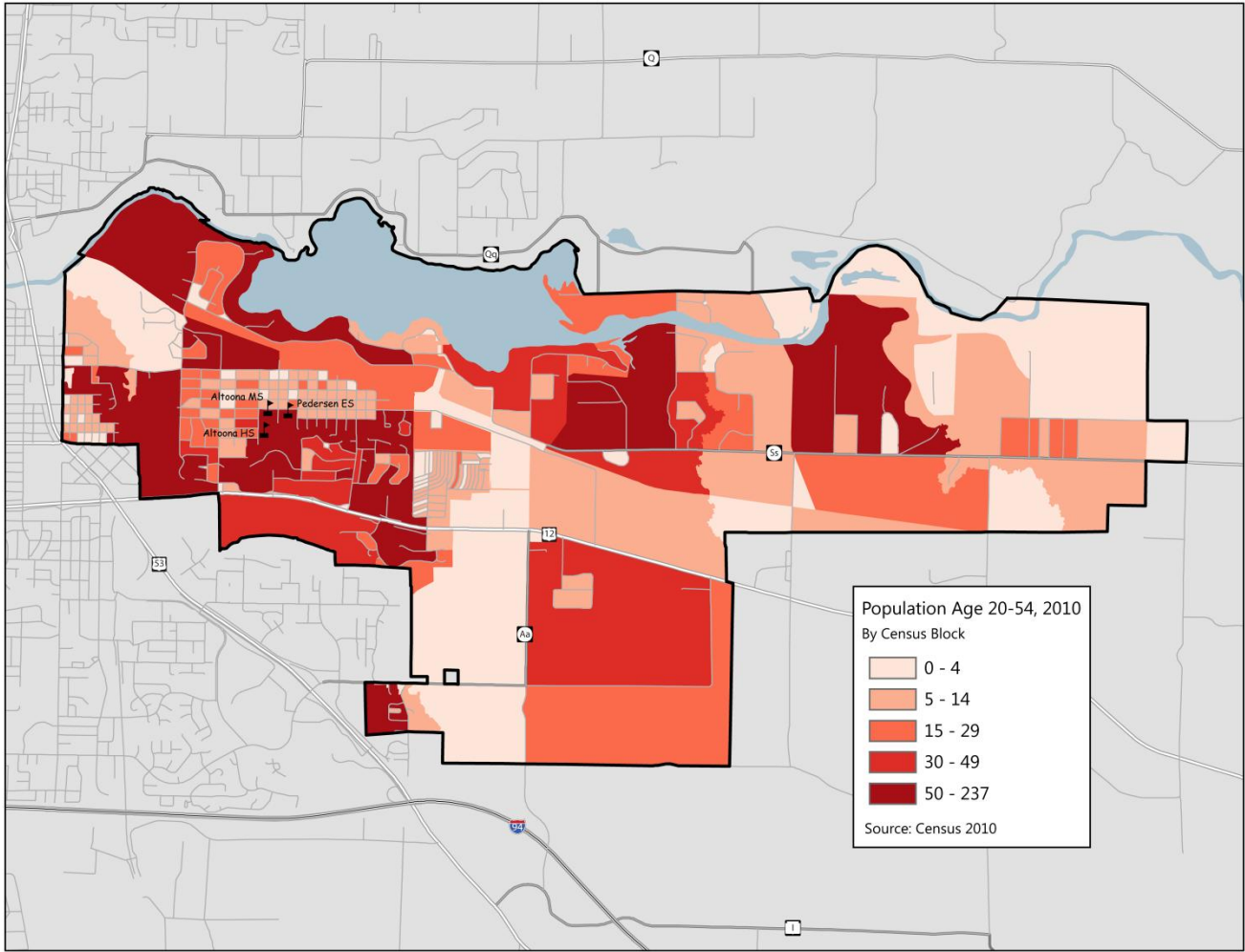


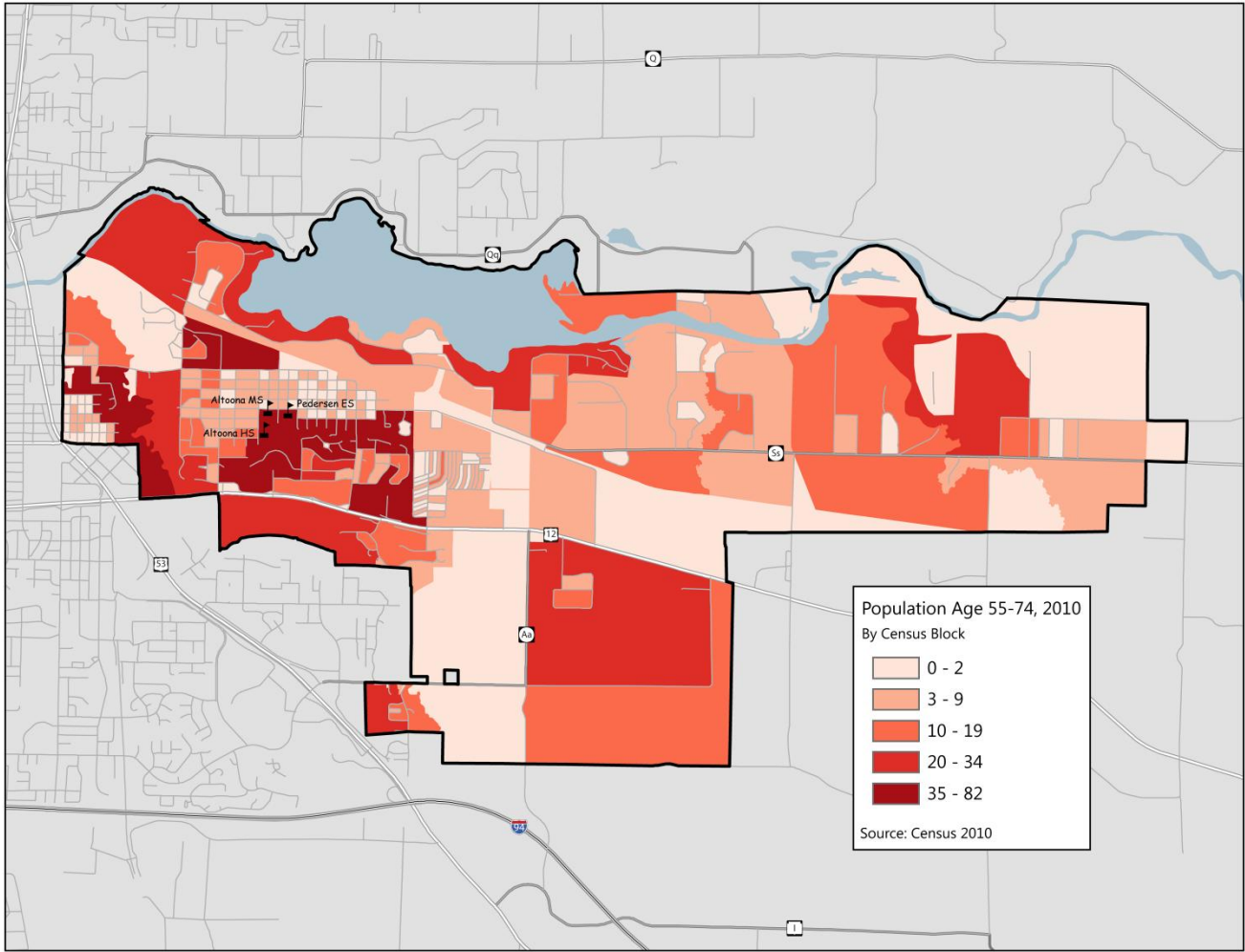
Appendix A

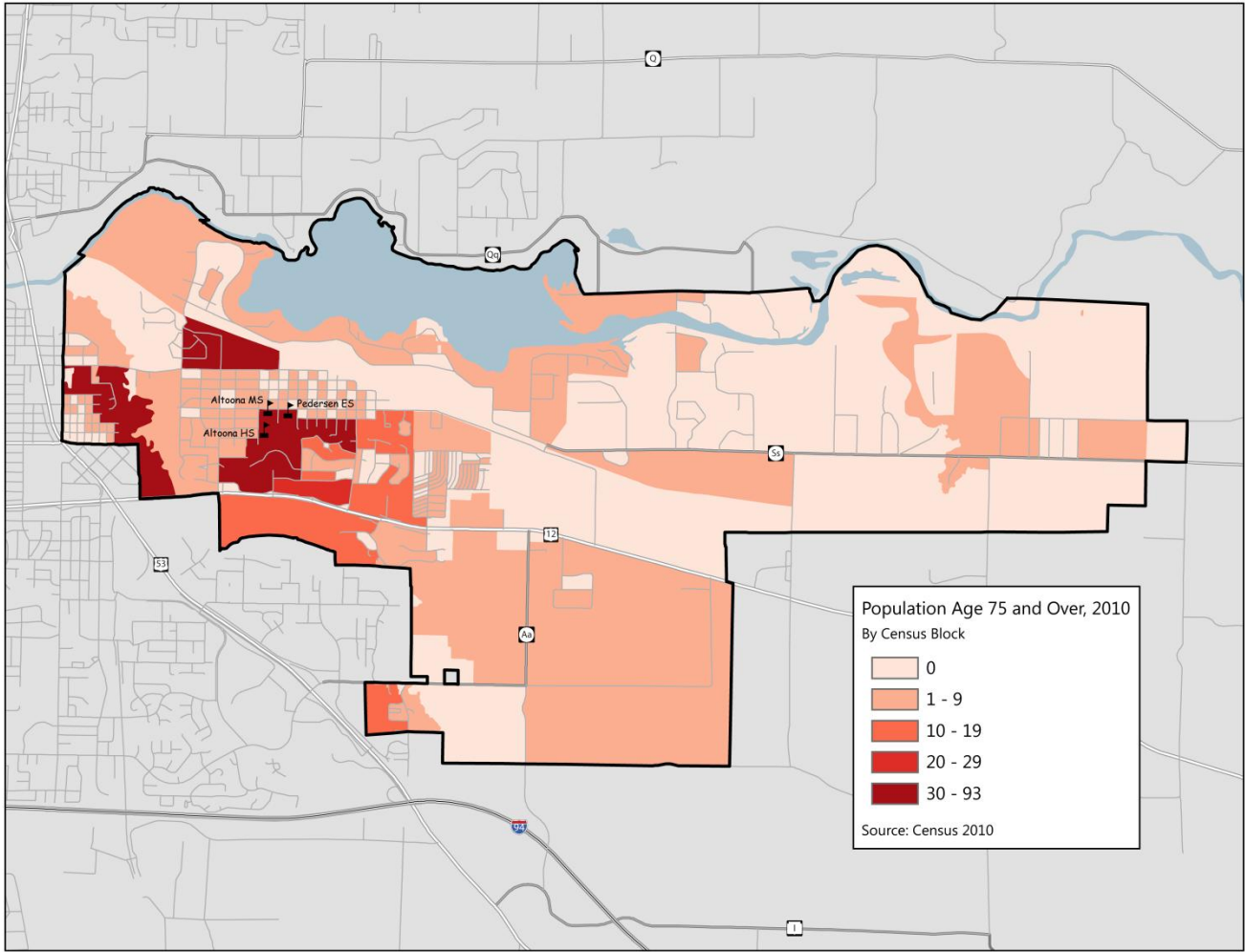




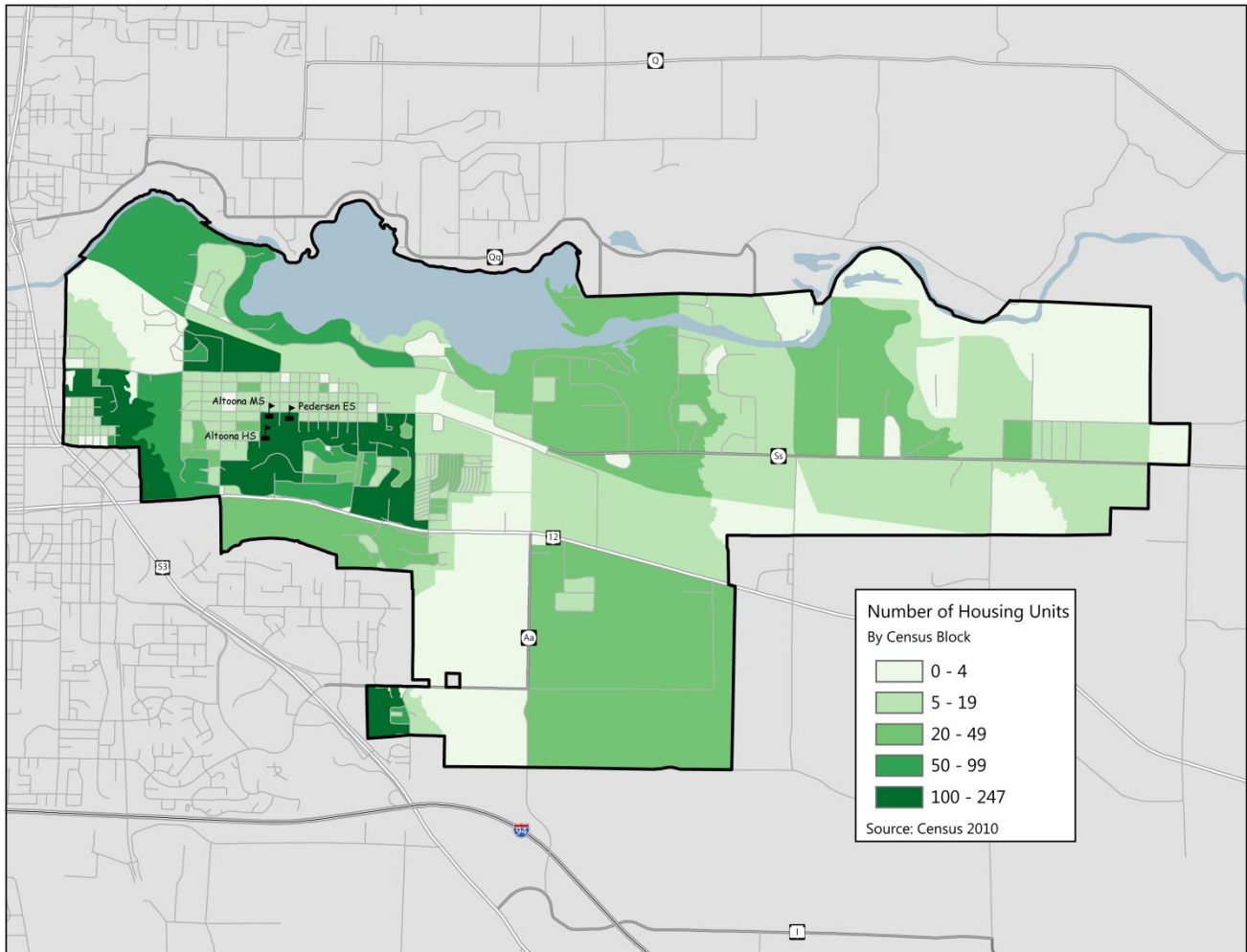


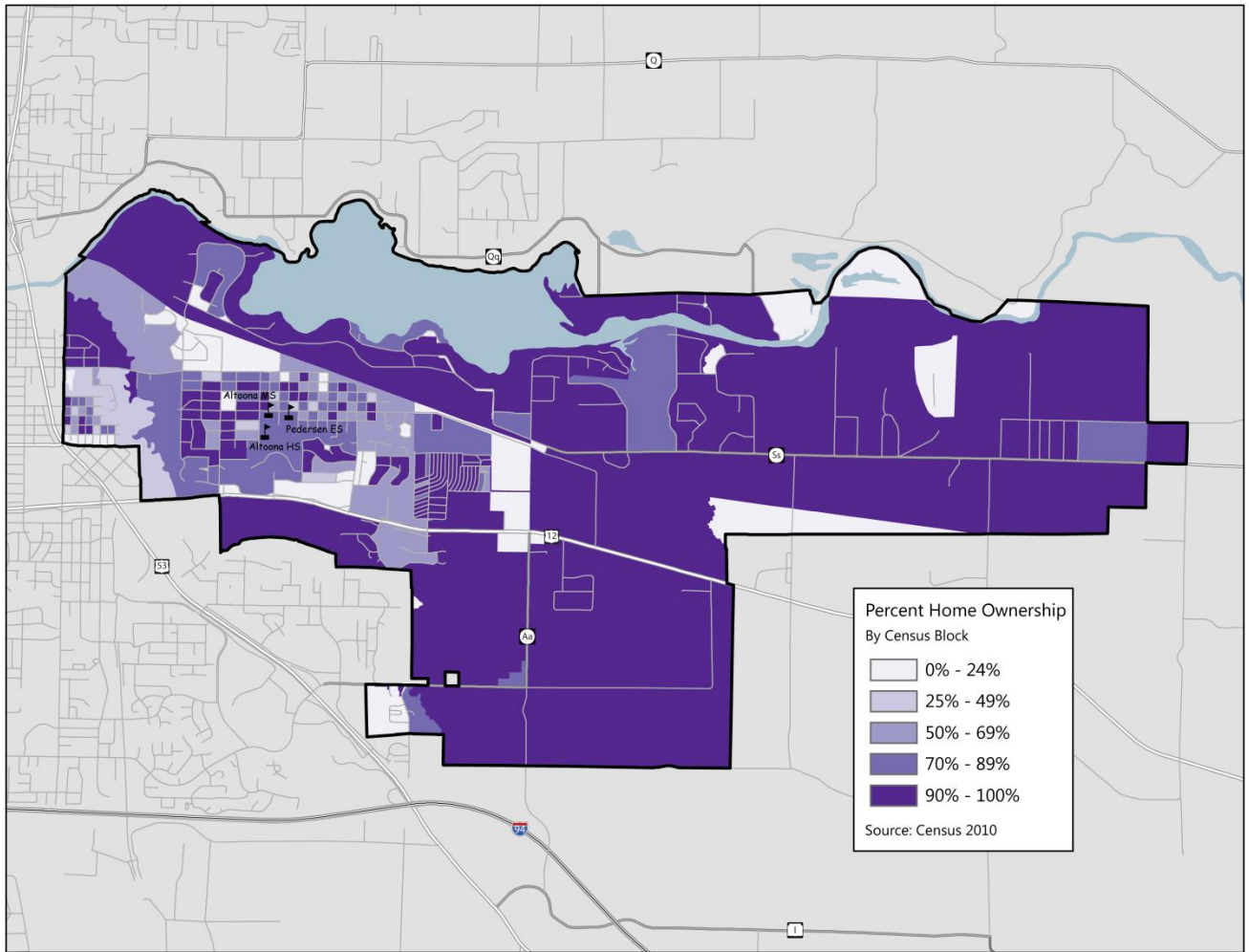


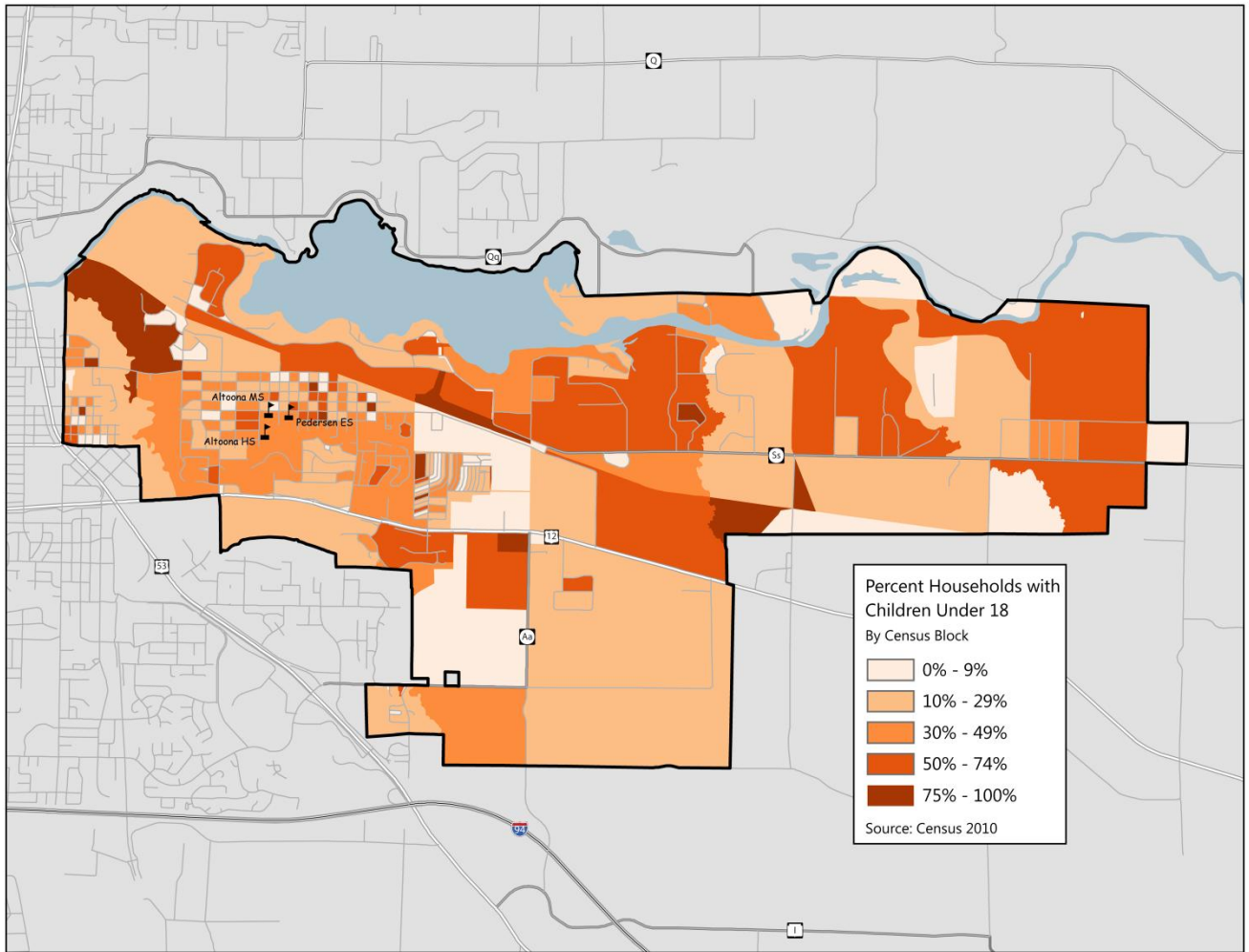




Appendix B







School District of Altoona

Defeasance Task List

Task	Responsible Party(s)	Target Date
1 Initial Resolution of District Board	District Board	Monday, April 22, 2013
2 Select Bonds for Defeasance	Financial Consultant and District Staff	Monday, May 06, 2013
3 Apply for Replacement CUSIP numbers for partially defeased bonds	Financial Consultant and Legal Counsel	Friday, May 10, 2013
4 Subscribe for State and Local Government Series Treasury Securities if no action on debt ceiling by Congress	Financial Consultant, Legal Counsel and District Staff	Friday, May 17, 2013
Scheduled Expiration of Temporary Debt Ceiling Suspension	United States Congress	Sunday, May 19, 2013
5 Approval of Final Escrow Agreement, Investment Subscription, Defeasance Resolution and Fund Transfer Resolution	Financial Consultant, Legal Counsel and District Board	Monday, May 20, 2013
6 Closing and delivery of escrow investments	Escrow Trustee and District Staff	Thursday, June 20, 2013
7 Delivery of Defeasance Opinion and Escrow Verification	Legal Counsel and Verification Accountant	Thursday, June 20, 2013
8 Executed Escrow Agreement filed with MSRB/EMMA	District Staff and Legal Counsel	Friday, June 21, 2013
9 Notice of Defeasance (Material Event Notice) to MSRB/EMMA and Prior Bond Fiscal Agent and DTC	Legal Counsel and District Staff	Friday, June 21, 2013

Defeasance Project Expense Budget

Verification Accounting (Grant Thornton)	\$	1,500.00
Escrow Trustee (Associated Trust)	\$	1,900.00
Legal Counsel (Miller, McGinn & Clark)	\$	6,000.00
Financial Consultant (Stifel Nicolaus)	\$	5,000.00
Total	\$	14,400.00

**RESOLUTION PROVIDING FOR THE DEFEASANCE
OF A PORTION OF THE OUTSTANDING DEBT OF THE DISTRICT**

WHEREAS, on November 1, 2007 the School District of Altoona, Eau Claire County, Wisconsin (the "District") issued its \$3,555,000 General Obligation Refunding Bonds, Series 2007, which are presently outstanding in the amount of \$2,835,000 and \$1,455,000 of which is callable on April 1, 2016 (the "2007 Bonds") (total debt service on the 2007 Bonds is shown on Exhibit 1-A); and

WHEREAS, the School Board hereby finds and determines that it is necessary, desirable, and in the best interests of the District to defease a portion of the 2007 Bonds by making provision for the payment of a portion of the principal of the April 1, 2015 maturity ("2015 Maturity"), the April 1, 2016 maturity ("2016 Maturity"), and the 2017-2019 maturities (the "Callable Bonds") of the 2007 Bonds (the 2015 Maturity, the 2016 Maturity, and the Callable Bonds are referred to as the "Defeased Portion"; the "Defeasance"); and

WHEREAS, to accomplish the Defeasance it is necessary to deposit funds (the "Defeasance Funds") in escrow sufficient to provide for payment of the principal and interest on the Defeased Portion; and

WHEREAS, the District has been furnished with the proposed form of an Escrow Agreement with Associated Trust Company, National Association, Green Bay, Wisconsin ("Associated Trust") pursuant to which Associated Trust will accept the Defeasance Funds and agree to invest the Funds so as to make payments of the principal and interest on the Defeased Portion; and

WHEREAS, subsequent to the Defeasance the District will pay the portion of the debt service on the 2007 Bonds shown in the schedule attached to the Escrow Agreement as Exhibit 1-B and Associated Trust will pay the portion of the debt service on the 2007 Bonds shown in the schedule attached to the Escrow Agreement as Exhibit 1-C;

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

Section 1. Authorization of Defeasance. For the purpose of defeasing a portion of the 2007 Bonds, there shall be transferred to Associated Trust on June 20, 2013 from the general account of the District upon execution of the Escrow Agreement the approximate sum of \$2,547,392 to be invested and utilized to accomplish the defeasance of the Defeased Portion of the 2007 Bonds.

Section 2. Authorization of Escrow Agreement. To further accomplish the Defeasance, the District hereby authorizes the District President and District Clerk to enter into an Escrow Agreement in substantially the form attached hereto as Exhibit A with Associated Trust.

DRAFT-Discussion Purposes Only

Section 3. Segregated Fund; Arbitrage Covenant. The Defeasance Funds shall be segregated in a special account used solely for the purposes for which borrowed or for the payment of the principal of and interest on the Defeased Portion.

The District shall not take any action with respect to the Defeasance Funds which, if such action had been reasonably expected to have been taken, or had been deliberately and intentionally taken on the date of the delivery of and payment for the Bonds (the "Bond Closing"), would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") and any income tax regulations promulgated thereunder (the "Regulations").

The Funds may be temporarily invested in legal investments until needed, provided, however, that the District hereby covenants and agrees that so long as the Bonds remain outstanding, monies on deposit in any fund or account in connection with the Bonds, whether or not such monies were derived from the proceeds of the sale of the Bonds or from any other source, will not be used or invested in a manner which would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code and any applicable regulations including Sections 1.148-2(d) of the income tax regulations, as the same exist on this date, or may from time to time hereafter be amended, supplemented or revised.

However, because the funds for the Defeasance (other than transaction expenses) will be invested in the Escrow Account created in Section 7 below, and because funds in the Escrow Account will be restricted as to yield so that the yield is not greater than the yield on the Bonds, the District reasonably expects that there will be no arbitrage earned with respect to the Bonds. If for any reason the District is required to comply with the rebate requirements of the Code, the District covenants that it would take all necessary steps to comply with such requirements.

Section 4. Redemption of \$3,555,000 General Obligation Refunding Bonds. The District hereby calls the Defeased Portion of the 2007 Bonds for redemption prior to maturity on April 1, 2016 and authorizes the District Clerk and the Escrow Agent to send any required notice of defeasance, which may be in the form attached to the Escrow Agreement as Exhibit 4, to the Depository for the 2007 Bonds as required by the terms of the Bonds.

Section 5. Escrow Agent; Escrow Agreement; Escrow Account. Associated Trust is hereby appointed Escrow Agent for the District for the purpose of ensuring the payment of the principal of and interest on the Defeased Portion.

The District President and District Clerk are hereby authorized and directed to execute an escrow agreement substantially in the form attached hereto as Exhibit A (the "Escrow Agreement") (such form may be modified by said officers prior to execution), the execution of such agreement by said officers to constitute full approval of the District of any such modifications), with the Escrow Agent, for the purpose of effecting the provisions of this Resolution.

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Upon transfer of the Defeasance Funds and any other necessary funds allocable to refunding the Defeased Portion to the Escrow Account, the taxes heretofore levied to pay debt service on the Defeased Portion shall be abated to the extent such transfer together with investment earnings thereon is sufficient to pay the principal and interest on the Defeased Portion, but such abatement shall not affect the District's pledge of its full faith, credit and resources to make such payments. The escrow account created by the Escrow Agreement shall hereinafter serve as the debt service (or sinking) fund for the Defeased Portion. The Escrow Agent shall serve as custodian of said debt service (or sinking) funds.

Section 6. Compliance with Rule 15c2-12. If notification pursuant to SEC Rule 15c2-12 of the partial defeasance of the 2007 Bonds is required, by law, the District and its escrow adviser, Stifel Nicolaus & Company, shall prepare and file any notice, which may be in the form of the Notice of Defeasance attached to the Escrow Agreement as Exhibit 4, required by the provisions of such Rule.

Section 7. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District or any parts thereof in conflict with the provisions hereof shall be and the same are hereby rescinded insofar as they may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted and recorded this 20th day of May, 2013.

Helen S. Drawbert
District President

ATTEST:

Robin E. Elvig
District Clerk

[SEAL]

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Exhibit A

ESCROW AGREEMENT

THIS ESCROW AGREEMENT, made and entered into the 20th day of June, 2013 by and between the School District of Altoona, Eau Claire County, Wisconsin (the "District") and Associated Trust Company, National Association, Green Bay, Wisconsin, a national banking association with trust powers (the "Agent").

WITNESSETH:

WHEREAS, the District has duly issued \$3,555,000 General Obligation Refunding Bonds, Series 2007, dated November 1, 2007 (the "2007 Bonds"); and

WHEREAS, the 2007 Bonds are presently outstanding in the principal amount of \$2,835,000 and mature and bear interest on the dates and in the amounts shown in Exhibit 1-A; and

WHEREAS, the District has authorized the transfer of funds in the amount of \$2,547,392 to an escrow account to be established for the purpose of defeasing, at their April 1, 2016 redemption date, a portion of the 2015 Maturity and the 2016-2019 Maturities of the 2007 Bonds (the "Prior Issue"; the "Defeasance"); and

WHEREAS, in order to accomplish the Defeasance, it is necessary to irrevocably deposit in trust an amount in the form of investment securities and cash which, together with investment income therefrom, will be sufficient to pay when due the principal of and interest on the Prior Issue (the "Defeasance Funds"); and

WHEREAS, to accomplish the Defeasance, the Agent has been appointed depository of the Defeasance Funds as hereinafter specified; and

WHEREAS, execution of this Agreement has been duly authorized by a resolution of the District entitled: "Resolution Providing for the Defeasance of a Portion of the Outstanding Debt of the District" (the "Defeasance Resolution") adopted by the School Board on May 20, 2013.

NOW, THEREFORE, the parties hereto recite, and in consideration of the mutual covenants contained herein, covenant and agree as follows for the equal and proportionate benefit and security of the holders of the Prior Issue and any coupons appurtenant thereto:

1. Trust Deposit. On the date shown below, the District shall deposit with the Agent, the amounts shown below, being funds of the District allocable to the Defeasance.

June 20, 2013

\$2,547,392

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The foregoing shall be held and disposed of by Agent only in accordance with this Agreement. The District represents and warrants that the foregoing, if held, invested and disposed of by Agent in accordance with this Agreement, will be sufficient, without the need for any further investment or reinvestment, to make all payments required under this Agreement. The Agent has not and is under no obligation to determine whether the amounts deposited hereunder are or will be sufficient to make all of the payments directed to be made hereunder.

There is hereby created by the District and ordered established with the Agent an account hereby designated "School District of Altoona Defeasance Escrow Account" (the "Escrow Account").

The Agent shall deposit the Defeasance Amount described above in the Escrow Account to be used as follows:

- a) \$2,521,892.00 to be used to purchase United States Treasury Obligations (the "Obligations") described in the attached Exhibit 2, which shall be held in the Escrow Account;
- b) \$0.83 to be used to establish a beginning cash balance in the Escrow Account and applied to repay a portion of the outstanding balance of the Prior Issue;
- c) \$14,400.00 to be used to pay transaction expenses as set forth in Exhibit 3-A which the Agent is hereby authorized to pay.

Except as set forth in Sections 1(a) and 5 hereof, the Escrow Account (other than the cash held pursuant to subsection (b) above) shall remain invested in the Treasury Obligations, and the Agent shall not sell or otherwise dispose of the Treasury Obligations. Except as set forth in Section 5 hereof, no reinvestment of amounts on deposit in the Escrow Account shall be permitted.

The Agent shall apply the monies in the Escrow Account to the timely payment of the principal of and interest on the Prior Issue at the times and in the amounts set forth in the attached Exhibit 1-B.

Grant Thornton LLP, Certified Public Accountants of Minneapolis, Minnesota, has delivered to the District, Stifel Nicolaus & Company, and Miller, McGinn & Clark SC, for their purposes, a report stating that the firm has reviewed the arithmetical accuracy of certain computations based on assumptions relating to the sufficiency of forecasted net cash flow from the Obligations and any initial cash deposit (paragraph (b) above) to pay principal of and interest on the Prior Issue. Based upon the summarized data presented in their report and the assumption that the principal and interest payments on the Obligations are deposited in the Escrow Account when due, in their opinion, the proceeds from the Obligations plus any initial cash deposit will be sufficient for the timely payment of principal and interest, when due on the Prior Issue.

If at any time it shall appear to the Agent that the money in the Escrow Account will not be sufficient to make any payment due to the holders of the Prior Issue, the Agent shall immediately

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notify the District. Upon receipt of such notice the District shall forthwith transmit to the Agent for deposit in the Escrow Account from legally available funds such additional monies as may be required to make any such payment.

2. Acceptance of Trust. The Agent acknowledges receipt of the trust deposits hereunder and accepts the trust herein imposed.

3. Application of Trust Deposit. The Agent agrees to apply the funds received from the District in the manner and for the purposes set forth in Section 1 hereof. The Agent acknowledges receipt and purchase of the cash and United States government securities described in Section 1 hereof and agrees that it will hold such cash and United States government securities in the Escrow Account and will collect and receive on behalf of the District all payments of principal and interest on such securities and will remit from said Escrow Account to the paying agent for the Prior Issue the monies required from time to time for the payment of principal and interest thereon as shown in Exhibit 1-C. The District will pay debt service on the 2007 Bonds as shown in Exhibit 1-B.

4. The Agent.

a) Annual Report. The Agent shall, on or within fifteen (15) days after December 31 of each year, commencing on December 31, 2013, and while this Agreement is in effect, forward by first class mail to the District a report of the receipts, income, investments, redemptions and payments of and from the Escrow Account during the preceding calendar year, including in such report a statement, as of the end of the preceding calendar year, regarding the manner in which it has carried out the requirements of this Agreement. The District shall have the right, at any time during business hours, to examine all of the Agent's records regarding the status and details of the Escrow Account.

b) Separate Funds; Accountability. Except as otherwise permitted under Section 3 hereof, the Agent shall keep all monies, securities and other properties deposited hereunder, all investments and all interest thereon and profits therefrom, at all times in a special fund and separate trust account, wholly segregated from all other funds and securities on deposit with it; shall never commingle such deposits, investments and proceeds with other funds or securities of Agent; and shall never at any time use, pledge, loan or borrow the same in any way. The fund established hereunder shall be held separately and distinctly and not commingled with any other such fund. Nothing herein contained shall be construed as requiring Agent to keep the identical monies, or any part thereof, received from or for the Escrow Account, on hand, but monies of an equal amount shall always be maintained on hand as funds held by Agent, belonging to the District and a special account thereof, evidencing such fact, shall at all times be maintained on the books of Agent. All uninvested money held at any time in the Escrow Account shall be continuously secured by the deposit in a Federal Reserve Bank or direct obligations of the United States of America in a principal amount always not less than the total amount of uninvested money in the Escrow Account. It is understood and agreed that the responsibility of the Agent under this Agreement is limited to the safekeeping and segregation of the monies and securities deposited with it for the Escrow Account, and the collection of and accounting for the principal and interest payable with respect thereto.

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In the event the Agent is unable or fails to account for any property held hereunder, such property shall be and remain the property of the District, and if, for any reason such property cannot be identified, all other assets of Agent shall be impressed with a trust for the amount thereof and the District shall be entitled to the preferred claim upon such assets enjoyed by any trust beneficiary. Property held by the Agent hereunder shall not be deemed to be a banking deposit of the District to the extent that the Agent shall have no right or title with respect thereto (including any right of set-off) and the District shall have no right of withdrawal thereof.

c) Resignation; Successor Trustee. The Agent may at any time resign by giving not less than 60 days' written notice to the District. Upon merger or consolidation of the Agent, if the resulting corporation is a bank or trust company authorized by law to conduct such business, such successor corporation shall be authorized to act as agent. Upon the resignation of the Agent, which shall be communicated in writing to the District and by mailing notice thereof to any registered holders of the Prior Issue, or in the event the Agent becomes incapable of acting hereunder, the District reserves the power to appoint a successor Agent. If no successor agent shall have been so appointed and have accepted appointment within 30 days after the mailing of such notice of resignation, the resigning Agent may petition any court of competent jurisdiction for the appointment of a successor agent, or any holder of the Prior Issue who has been a bona fide holder of Prior Issue for at least six months may, on behalf of himself and all other similarly situated, petition any such court for the appointment of a successor agent. Such court may thereupon after such notice, if any, as it may deem proper and prescribe, appoint a successor agent. Such successor agent shall have qualifications comparable to the resigning Agent.

Any successor agent shall execute, acknowledge and deliver to the District and to its predecessor agent an instrument accepting such appointment hereunder, and thereupon the resignation of the predecessor agent shall become effective and such successor agent, without any further act, deed or conveyance, shall become vested with all the rights, powers, duties and obligations of its predecessor hereunder, with like effect as if originally named as agent hereunder; but nevertheless, on written request of the District or on the request of the successor agent, the agent ceasing to act shall execute and deliver an instrument transferring to such successor agent, upon the terms herein expressed, all the rights, powers and duties of the agent so ceasing to act. Upon the request of any such successor agent, the District shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor agent all such rights, power and duties. Any predecessor agent shall pay over to its successor agent a proportional part of the Agent's fee hereunder.

d) Fees. The Agent acknowledges receipt from the District of the sum of Two Thousand (\$2,000.00) as and for full compensation for all services to be performed by it as Agent under this Agreement. The Agent expressly waives any lien upon or claim against the monies and investments in the Escrow Account.

5. Arbitrage. The District and the Agent covenant and agree, to and for the benefit of, the holders of the Prior Issue, that no investment of the monies on deposit in the Escrow Account

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will be made in a manner that would cause the Prior Issue or the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code") or any income tax regulations promulgated or proposed thereunder (the "Regulations").

To ensure continuing compliance with Section 148 of the Code, and Regulations, the Agent agrees that it will not invest the cash balance nor reinvest any cash received in payment of the principal of and interest on the federal securities held in the Escrow Account nor redeem such federal securities except as specifically provided in Section 1 hereof. Said prohibition on reinvestment shall continue unless and until the District requests that such reinvestment be made. Prior to any such request for reinvestment of the proceeds from the federal securities held in the Escrow Account, the District shall provide to the Agent: (i) an opinion by an independent public accountant that after such reinvestment the principal amount of the substituted securities, together with the earnings thereon and other available monies, will be sufficient to pay, as the same become due, all principal of, redemption premium where required, and interest on the Prior Issue which have not then previously been paid, and (ii) an unqualified opinion of nationally recognized bond counsel to the effect that (a) such reinvestment will not cause the Prior Issue to be "arbitrage bonds" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and the income tax regulations in effect thereunder on the date of such reinvestment, and (b) such reinvestment complies with the Constitution and laws of the State of Wisconsin and the provisions of all relevant documents relating to the issuance of the Prior Issue and the Bonds.

6. Notice of Redemption of the Refunded Obligations.

The District has called the 2007 Bonds maturing in the years 2016 through 2019 for prior payment on April 1, 2016. The Escrow Agent shall instruct the Depository Trust Company, New York, New York, as securities depository of the Issuer with respect to the 2007 Bonds, to cause timely notice of the call of the 2007 Bonds to be given by mailing a notice thereof, in the form attached hereto as Exhibit 6, by registered or certified mail no later than March 1, 2016 to the registered owner of each Refunded Obligation to be redeemed at the address shown on the registration books. Such instruction shall be given to the fiscal agent no later than February 1, 2016.

7. Miscellaneous.

a) **Third Party Beneficiaries.** This Agreement has been entered into by the District and the Agent for the benefit of the holders of the Prior Issue, and is not revocable by the District or the Agent, and the investments and other funds deposited in the Escrow Account and all income therefrom have been irrevocably appropriated for the payment and redemption of the Prior Issue and interest thereon when due, in accordance with this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the District and the Agent and their respective successors and assigns. In addition, this Agreement shall constitute a third party beneficiary contract for the benefit of the holders of the Prior Issue. Said third party beneficiaries shall be entitled to enforce performance and observance by the District and the Agent of the respective agreements and covenants herein contained as fully and completely as if said third party beneficiaries were parties hereto.

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b) Severability. If any section, paragraph, clause or provision of this Agreement shall be invalid or ineffective for any reason, the remainder of this Agreement shall remain in full force and effect, it being expressly hereby agreed that the remainder of this Agreement would have been entered into by the parties hereto notwithstanding any such invalidity.

c) Termination. This Agreement shall terminate upon the payment of all of the principal of and interest on the Prior Issue. The parties realize that some of the funds hereunder may remain upon termination. Any funds remaining upon termination shall be returned to the District for deposit in the account designated "Debt Service Fund Account for \$3,555,000 School District of Altoona General Obligation Refunding Bonds dated November 1, 2007" created by the Award Resolution and used solely to pay the principal of and interest on the Bonds. Termination of this Agreement shall not, of itself, have any effect on the District's obligation to pay the Prior Issue in full in accordance with the respective terms thereof.

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IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers on the date first above written.

SCHOOL DISTRICT OF ALTOONA
EAU CLAIRE COUNTY,
WISCONSIN

(SEAL)

By: _____
Helen S. Drawbert
District President

And: _____
Robin E. Elvig
District Clerk

ASSOCIATED TRUST COMPANY, NATIONAL
ASSOCIATION
GREEN BAY, WISCONSIN

(SEAL)

By: _____
Daniel Olson
Vice President

And: _____

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Exhibit 1-A
\$3,555,000
School District of Altoona, Eau Claire County, Wisconsin
General Obligation Refunding Bonds dated November 1, 2007
Debt Service Requirements (Combined)

PAYMENT DATE	PRINCIPAL AMOUNT	RATE	INTEREST DUE	TOTAL DUE
01-Oct-13			58,797.50	58,797.50
01-Apr-14	450,000.00	4.000%	58,797.50	508,797.50
01-Oct-14			49,797.50	49,797.50
01-Apr-15	460,000.00	4.000%	49,797.50	509,797.50
01-Oct-15			40,597.50	40,597.50
01-Apr-16	470,000.00	5.250%	40,597.50	510,597.50
01-Oct-16			28,260.00	28,260.00
01-Apr-17	480,000.00	3.800%	28,260.00	508,260.00
01-Oct-17			19,140.00	19,140.00
01-Apr-18	480,000.00	3.850%	19,140.00	499,140.00
01-Oct-18			9,900.00	9,900.00
01-Apr-19	495,000.00	4.000%	9,900.00	504,900.00

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**Exhibit 1-B
\$3,555,000***

**School District of Altoona, Eau Claire County, Wisconsin
General Obligation Refunding Bonds dated November 1, 2007
Debt Service Requirements (District Portion)**

PAYMENT DATE	PRINCIPAL AMOUNT	RATE	INTEREST DUE	TOTAL DUE
01-Oct-13			11,300.00	11,300.00
01-Apr-14	450,000.00	4.000%	11,300.00	461,300.00
01-Oct-14			2,300.00	2,300.00
01-Apr-15	115,000.00*	4.000%	2,300.00	117,300.00

* To be finalized once rates determined

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**Exhibit 1-C
\$3,555,000***

**School District of Altoona, Eau Claire County, Wisconsin
General Obligation Refunding Bonds dated November 1, 2007
Debt Service Requirements (Defeasance Portion)**

PAYMENT DATE	PRINCIPAL AMOUNT	RATE	INTEREST DUE	TOTAL DUE
01-Oct-13			47,497.50	47,497.50
01-Apr-14			47,497.50	47,497.50
01-Oct-14			47,497.50	47,497.50
01-Apr-15	345,000.00*	4.000%	47,497.50	392,497.50
01-Oct-15			40,597.50	40,597.50
01-Apr-16	1,925,000.00**	5.250%	40,597.50	510,597.50

* To be finalized once rates determined

** Includes \$470,000 Serial Maturity and 2017-2019 redemption amounts

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Exhibit 2
United States Treasury Obligations (the "Obligations")
Purchased with Defeasance Proceeds

Type of Security	Type of SLGS	Maturity Date	First Int. Pmt. Date	Par Amount	Rate	Max Rate
SLGS	Certificate	10/01/2013	10/01/13	\$45,443	0.070%	0.070%
SLGS	Certificate	04/01/2014	04/01/14	\$43,823	0.120%	0.120%
SLGS	Note	10/01/2014	10/01/13	\$43,863	0.160%	0.160%
SLGS	Note	04/01/2015	10/01/13	\$388,899	0.210%	0.210%
SLGS	Note	10/01/2015	10/01/13	\$37,407	0.270%	0.270%
SLGS	Note	04/01/2016	10/01/13	\$1,962,457	0.320%	0.320%
	Total			\$2,521,892		

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**Exhibit 3
Transaction expenses**

Bond Counsel		
Miller, McGinn & Clark, S.C.		\$6,000.00
Escrow Agent Fee		
Associated Trust Company, National Association		\$1,900.00
Escrow Verification		
Grant Thornton LLP		\$1,500.00
Escrow Advisory Fee		
Stifel Nicolaus & Company		\$5,000.00
	TOTAL:	\$
		\$14,400.00

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**Exhibit 4
NOTICE OF PARTIAL DEFEASANCE
OF THE GENERAL OBLIGATION REFUNDING BONDS
DATED NOVEMBER 1, 2007 OF THE SCHOOL DISTRICT OF ALTOONA
EAU CLAIRE COUNTY, WISCONSIN**

NOTICE IS HEREBY GIVEN, that the following Bonds of the School District of Altoona, Eau Claire County, Wisconsin (the "District"):

Maturity Date	Principal Amount	Interest Rate	CUSIP No.
04/01/15	*	*	*
04/01/16	\$345,000	5.250%	022037DP7
04/01/17	\$480,000	3.800%	022037DQ5
04/01/18	\$480,000	3.850%	022037DR3
04/01/19	\$480,000	4.000%	022037DS1

(the "Defeased Bonds") have been defeased (fully for 2016-2019, partially for 2015) by the District pursuant to an Escrow Agreement dated June 6, 2013 between the District and Associated Trust Company, National Association, Green Bay, Wisconsin (the "Escrow Agent"). The Escrow Agent has been instructed to call the Defeased Bonds for redemption on April 1, 2016. United States government securities and cash have been placed in escrow with the Escrow Agent in a amount which, together with investment income on it, is sufficient to pay the interest on the Defeased Bonds up to and including April 1, 2016 and to redeem the Defeased Bonds on April 1, 2016 at a redemption price of par plus accrued interest to April 1, 2016.

Interest on the Refunded Bonds will cease to accrue on April 1, 2016. The District will deposit federal or other immediately available funds sufficient for such redemption at the office of the Depository Trust Company on or before April 1, 2016.

Dated June 6, 2013.

Associated Trust Company, National Association,
as Escrow Agent

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Exhibit 5
NOTICE OF REDEMPTION
Regarding

SCHOOL DISTRICT OF ALTOONA
EAU CLAIRE COUNTY, WISCONSIN
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2006 A
DATED SEPTEMBER 1, 2006

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the date and in the amount; bear interest at the rate; and have the CUSIP No. set forth below have been called by the District for prior payment on April 1, 2016 at the principal amount thereof plus accrued interest to the date of prepayment:

Maturity Date	Principal Amount	Interest Rate	CUSIP No.
04/01/17	\$ 480,000	3.800%	022037DQ5
04/01/18	\$ 480,000	3.850%	022037DR3
04/01/19	\$ 495,000	4.000%	022037DS1

Said Bonds will cease to bear interest on April 1, 2016.

By Order of the School Board
School District of Altoona
District Clerk

Dated June 6, 2013

* To be provided by registered or certified mail, facsimile transmission or overnight express delivery to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 55 Water Street, 50th Floor, New York, NY 10041-0099, not less than thirty (30) days nor more than sixty (60) days prior to April 1, 2016, and to the MSRB through the Electronic Municipal Access System.

**RESOLUTION AUTHORIZING DISTRICT EMPLOYEES
TO SUBSCRIBE FOR UNITED STATES TREASURY
STATE AND LOCAL GOVERNMENTAL OBLIGATIONS**

WHEREAS, the School District of Altoona, District anticipates entering into a transaction pursuant to which it will defease a portion of its long term debt, to wit: November 1, 2007 the School District of Altoona, Eau Claire County, Wisconsin (the "District") issued its \$3,555,000 General Obligation Refunding Bonds dated November 1, 2007, which are presently outstanding in the amount of \$2,835,000 (the "Defeasance"); and

WHEREAS, to accomplish the Defeasance the District will need to transfer funds to an Escrow Agent in an amount sufficient to pay a portion of the principal and interest on the 2007 Bonds as they become due either at maturity or at earlier redemption; and

WHEREAS, to accomplish the Defeasance the funds will need to be invested by the Escrow Agent in fixed income securities calculated to yield sufficient amounts of principal and interest to pay the 2007 Bonds; and

WHEREAS, if the Defeasance is authorized by a subsequent resolution of the Board at its May 20, 2013 Meeting, the Defeasance will need to occur before June 30, 2013; and

WHEREAS, the most efficient way to accomplish such investment is to acquire State and Local Government Series Obligations ("SLGS") issued by the United States Treasury Department; and

WHEREAS, the ability of the District to purchase SLGS will depend on the capacity of the United States Treasury under its debt ceiling; and

WHEREAS, the presently unlimited debt ceiling of the United States Treasury will expire on May 19, 2013; and

WHEREAS, the District wishes to provide the ability to subscribe in advance for SLGS in the event that the debt ceiling will prohibit such subscription after May 19, 2013.

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

- 1. Authorization of Subscription.** In the event that the Administration of the District, including the District Administrator and the Business Manager are advised by Miller McGinn & Clark SC, Bond Counsel, and Stifel Nicolaus & Company, Escrow Advisor, that it is advisable and in the District's best interest to subscribe for SLGS to accomplish the Defeasance, the District Business Manager, is authorized to submit FORM PD F 4144 (Exhibit A) and any required attachments to the Bureau of the Public Debt prior to the May 2013 Board meeting.
- 2. Establishment of SLGSafe Account.** If necessary to submit the SLGS subscription, the District Business Manager is authorized to establish a SLGSafe User Account on behalf of the District by submitting Form PD F 4144-6 E to the Bureau of Public Debt of the United States Treasury Department. The Business Manager is also authorized to send a directive to

Associated Trust Company, National Association, Green Bay, Wisconsin, the proposed Escrow Agent, to submit any forms required to establish the SLG Safe account.

3. **Ratification by Board.** In the event that a Subscription pursuant to this resolution is submitted prior to the May 20, 2013 Board meeting or any other action is taken, such actions shall be reviewed and ratified by the Board at the May 20, 2013 meeting.

Adopted and recorded this 22nd day of April, 2013.

Helen S. Drawbert
District President

ATTEST:

[SEAL]

Robin E. Elvig
District Clerk

EXHIBIT A

PD F 4144 E
Department of the Treasury
Bureau of the Public Debt
(Revised August 2005)

SUBSCRIPTION FOR PURCHASE AND ISSUE OF
U.S. TREASURY SECURITIES
STATE AND LOCAL GOVERNMENT SERIES
TIME DEPOSIT

OMB NO. 1535-0092

See Instructions On Back

Pursuant to the provisions of the Department of the Treasury Circular, Public Debt Series No. 3-72, current revision (31 CFR Part 344), the undersigned hereby subscribes for the purchase of State and Local Government Series securities. The undersigned certifies that this subscription complies with the requirements in 31 CFR Part 344.

SUBSCRIPTION STATUS: (Check one) NEW _____ CHANGE _____

SUBSCRIPTION ISSUE AMOUNT: \$ _____ ISSUE DATE: ____/____/____
MM DD YY

ISSUER:

Underlying Bond Issue: _____

Taxpayer Identification Number: _____ - _____

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Contact Person: _____

Telephone: _____ Fax: _____

TRUSTEE BANK: (As appointed by the Issuer)

ABA Routing Number: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Contact Person: _____

Telephone: _____ Fax: _____

(Organization)

(Name and Title)

(Signature) (Date) (Telephone)

FOR USE OF THE BUREAU OF THE PUBLIC DEBT

Rate Table Date: _____ Processed by: _____ Verified by: _____

These procedures apply to periods of public comment that are included on the public notice of a regular or special meeting of the Board. A District committee may also use these procedures should it be advantageous to include a public comment period be at any of its meetings. A committee may also establish its own procedures provided that the procedures are lawful and consistent with applicable Board policy and with any specific directives issued by the Board.

Placement of Periods of Public Comment on the Agenda

At any Board meeting at which there is a publicly-noticed period of public comment, the period of public comment shall be listed on the agenda prior to other substantive agenda items, except for any minor and routine items of business that generally open such a meeting (e.g., approval of the minutes of a previous meeting).

Registration Procedures

Starting no earlier than 20 minutes prior to the time that the meeting in question is scheduled to convene, persons interested in providing comments to the Board in connection with the meeting may register to (1) simply provide a written comment to the Board; and/or (2) address the Board as a speaker.

The District shall provide a registration form, which shall be numbered and which shall require the registrant:

- a. To specify his/her name, municipality of residence, and relationship to the district (e.g., parent, taxpayer, student, employee, other);
- b. To indicate whether he/she wishes to provide a written comment to the Board (space shall be provided on the form) or wishes to address the Board as a speaker;
- c. To specify the topic(s) he/she intends to address and whether his/her comments pertain to one or more of the noticed agenda items of the meeting, or to some other topic/issue; and
- d. To specify whether he/she is acting as a designated spokesperson for a group of three or more named individuals who are also present at the meeting.

At the registrant's option, he/she may provide a contact telephone number or an email address.

Registration shall be considered closed when the meeting is called to order.

Time Limits

The public comment period will usually be held to a maximum of 30 minutes, not to exceed five minutes for each speaker.

Procedures for Recognizing Registrants

Where the number of registrants at any meeting exceeds the potential maximum the Board may:

- a. Elect to permit all remaining registrants to present their comments at that point in the meeting; or
- b. Close the public comment session and direct all remaining registrants to either return at a future meeting or submit written comments to the District Administrator who will ensure that they are circulated to the members of the Board;

The presiding officer or his/her designee shall recognize registrants in the number order of their written registrations. Upon being recognized, each registrant will approach the podium or microphone, state his/her name, municipality of residence, and relationship to the district (or, if none, their reason for their interest in speaking), and proceed to the substance of his/her remarks. If a registrant is not present at the time he/she is recognized by the presiding officer, he/she forfeits the opportunity to address the Board at that meeting.

As one exception to these procedures, the presiding officer may give first priority to any student registrants.

Approved:



Orth, Joyce <jorth@altoona.k12.wi.us>

Region 4 Legislative Meeting - DATE CHANGE

Dan Rossmiller <drossmiller@wasb.org>

Mon, Apr 1, 2013 at 1:45 PM

Reply-To: Dan Rossmiller <drossmiller@wasb.org>

To: jorth@altoona.k12.wi.us



DATE CHANGE
 SAVE THE DATE: APRIL 15
 Important Meeting Between
 School Leaders and Lawmakers

Dear School Leader:

Recently you received notice of an important legislative meeting involving school board members and school administrators from every public school district in WASB Region 4 and the state lawmakers who represent those school districts. **We are writing you now to inform you that this meeting has been rescheduled to a new date and time.** The location of the meeting is not changed.

The **new time and date** for the **legislative meeting** will be **Monday, April 15, 2013 from 1:30 p.m. to 3:30 p.m.** at the Elk Mound High School auditorium.

You are invited and encouraged to take part in this important Educator-Legislator listening session. Your participation is critical.

The Elk Mound high school is located at 405 University Street in Elk Mound. You should enter at the main entrance (the one with the large statue of an Elk).

School board members and school administrators from the following districts are invited to this meeting to share concerns about the state budget:

Altoona, Augusta, Baldwin-Woodville Area, Bloomer, Boyceville Community, Cadott Community, Chippewa Falls Area, Colfax, Cornell, Durand Unified, Eau Claire Area, Eleva-Strum, Elk Mound Area, Ellsworth Community, Elmwood, Fall Creek, Gilmanton, Glenwood City, Hudson, Lake Holcombe, Menomonie Area, Mondovi, New Auburn, New Richmond, Osseo-Fairchild, Pepin Area, Plum City, Prescott, River Falls, Saint Croix Central, Somerset, Spring Valley and Stanley-Boyd Area

If you plan to attend, please contact Jenny Robbins, Administrative Assistant, Elk Mound Schools to confirm. Phone: (715) 879-5066 Email: jrobbins@elkmound.k12.wi.us

Please plan to attend. School voices from Western and rural Wisconsin need to be heard.

The proposed 2013-15 state budget will be a critical one for public schools in our state. With a very

small aid increase and no adjustment in revenue limits, school district budgets will, essentially, be frozen. Many school districts will likely face significant cuts in programming and staff on top of the cuts that have already been made. While school districts have used the flexibility provided by Act 10 to help cushion the effects of past cuts, most of easy to achieve savings have already been captured.

In order for public school districts to succeed in getting the revenue limit adjusted upward, school leaders will have to do two things: 1) emphasize the impact on students (e.g., what opportunities will be lost, what programs and staff will be cut and how this will affect students) of no increase in revenue limits; and 2) we must convince legislators that school boards are willing take responsibility for property tax increases that may occur if the revenue limits are adjusted upward. Our argument to lawmakers is "give us the authority and let us decide." Reassure legislators that school boards will be responsible in using that authority.

In addition, we encourage you to discuss proposals in the proposed budget to expand private school voucher programs and create more independent charter schools that will put the state on a path of no return in terms of siphoning funding away from our traditional public school districts. If established, these programs will only continue to grow and drain resources from public schools governed by locally elected boards.

We look forward to seeing you on April 15!

Wisconsin Association of School Boards
Fostering Effective School Board Practices for Student Success

Wisconsin Association of School Boards, Inc., 122 W. Washington Ave., Ste. 400
Madison, WI 53703, Ph. 608-257-2622 or 877-705-4422, Fx. 608-257-8386, info@wasb.org

This e-mail has been sent to by the Wisconsin Association of School Boards.
To remove yourself from receiving this or other e-mails, please [manage your e-mail preferences](#).



2013 NEW SCHOOL BOARD MEMBER GATHERINGS

Welcome!

GATHERINGS HELD IN APRIL – DATES AND LOCATIONS VARY

APRIL 2013

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	
	8	8	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30				

Region 4 School Districts:

Altoona, Augusta, Baldwin-Woodville, Bloomer, Boyceville, Cadott, Chippewa Falls, Colfax, Cornell, Durand, Eau Claire Area, Eleva-Strum

New School Board Member Gathering
Region 4:

Tuesday, April 16

7:00-9:00 pm

Durand High School
Cafeteria

604 7th Ave E

An informal orientation for newly elected school board members to:

- Discuss essential information for your first board meeting.
- Meet your WASB regional director.
- Network with new and experienced school board members in your WASB region.
- Learn about WASB services that can help you in your new role.

**2013 WASB
SPRING
ACADEMY**



**MAY 4, 2013
COUNTRY SPRINGS HOTEL,
WAUKESHA WI**

WAUKESHA WI
COUNTRY SPRINGS HOTEL

The purpose of the WASB Spring Academy is to provide a foundation in the roles and responsibilities of being an effective school board member for new and experienced board members. The day will provide a series of introductory sessions for board members in their first term in office and six in-depth workshops for experienced board members to choose from.

8 AM Registration

Track 1 – All-Day Introductory Track for New Board Members

8:30 AM The Key Work of School Boards
9:30 Fundamentals of Wisconsin School Finance
10:30 School Board Policy Development
11:30 Lunch
12:30 PM Legal Authority and Duties of Wisconsin School Boards
2:30 State Budget Update and Advocacy

Track 2 – Half-Day Workshops for Experienced Board Members

Select one or two in-depth workshops:

8:30 -11:30 AM Board President' Leadership: Legal & Influential
Common Core State Standards and School Boards:
What you need to know
10 Steps to a Safer School
12:30- 3:30 PM Tour Wisconsin's House of School Finance
Data First
Legal Liabilities of a School Board

Registration Options:

1. All-Day Introductory Track (lunch included): \$135
2. Two Workshops (lunch included): \$145
3. One Workshop (lunch NOT included): \$85
4. One Workshop (lunch included): \$100

Attending?

**RSVP to Joyce
by April 22:**

- ◆ Are you selecting option 1, 2, 3 or 4?
- ◆ Is lodging needed for Friday evening?

Due to Mother Nature... **DATE CHANGED!**



You're Invited

to the 10th Street Tennis Courts
Grand Opening/Play Day

Saturday, May 18th, 10:00am-Noon



Come celebrate the newly improved tennis courts!! The Parks & Recreation Department will be hosting a grand opening and play day for everyone to come see the new courts and play tennis. We will have activities for all age groups so bring the whole family down and help us celebrate tennis!



Where: Tennis Courts- 9th St. & Bartlett

**SCHOOL DISTRICT OF ALTOONA
ENROLLMENT DATA FOR 2012/13**

2011/12 September and June Totals:

	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
16-Sep-2011	90	113	1	111	117	106	98	117	105	107	118	110	126	123	100	1542
4-Jun-2012	85	111	1	111	117	100	97	117	107	113	117	109	121	115	99	1520

2012/13 Monthly District Totals:

	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
12-Sep-2012	131	118	0	107	105	113	95	92	118	101	116	120	107	115	119	1557
21-Sep-2012	133	121	0	109	107	116	97	92	117	101	116	121	104	115	115	1564
25-Oct-2012	136	125	0	108	107	114	97	92	118	102	116	122	106	115	113	1571
30-Nov-12	137	126	0	108	108	115	98	94	117	102	114	125	104	116	112	1576
20-Dec-12	135	127	0	109	109	117	98	95	117	107	114	124	104	116	112	1584
11-Jan-13	129	124	0	106	107	116	98	95	117	105	113	120	103	113	112	1558
8-Feb-13	131	123	0	107	107	115	98	95	117	106	113	116	103	113	110	1554
15-Mar-13	132	123	0	107	107	118	98	96	117	107	113	115	103	114	110	1560
05-Apr-13	132	124	0	107	107	118	98	96	118	107	113	116	103	114	110	1563
May																
June																
Average Enrollment:															1566	

School Totals This Month:

	K4	K	Gr 1	Gr 2	Gr 3	Gr 4	Total	Last Month
Pedersen	132	124	107	107	118	98	686	685
Middle School								
	Gr 5	Gr 6	Gr 7	Gr 8				
Middle School	96	118	107	113	434	433		
High School								
	Gr 9	Gr 10	Gr 11	Gr 12				
High School	116	103	114	110	443	442		
Total:							1563	1560

* K-12= on campus only

Altoona Library Board Agenda
Wednesday, April 17, 2013
8:30 A.M. in the library

1. Call Meeting to Order
2. Roll call for Library Board
3. Approval of Minutes
4. Public Comments
5. President's report
 - a. Amend Library Director contract
6. Approval of expenses
7. Librarian's report
 - a. Circulation
 - b. Programming
 - c. Updated job descriptions
8. Schedule next meeting & items for the agenda.
9. Adjourn

Future Reference:

May: Election of Officers

June: Review of Library Director's contract

November: Long range goal review

Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Library Director at 839-5029 with as much advance notice as possible.



Events and News in Eau Claire, Wisconsin

JOIN THE CHAMBER



LINKS

- [Chamber Events](#)
- [Community Events](#)
- [Submit a Community Event](#)
- [Breakfast in the Valley](#)
- [The Business Expo in Eau Claire](#)
- [Chamber and Member News](#)



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Eggs & Issues: Chamber's State of Altoona (SOLD OUT)

Date: 4/19/2013
Time: 7:00 AM TO 8:30 AM

Eau Claire Area Chamber of Commerce
101 N Farwell St, Ste 101
Eau Claire, WI 54703

Phone:
(715) 834-1204

Event Description: A lot of new things are happening in Altoona - the River Prairie area is taking shape as well as new plans for the Hillcrest area! Come and hear City Administrator Mike Golat and Mayor Blackburn give an update and share other successes and challenges facing Altoona this coming year.

Cost to attend is \$16 for Chamber members. To register, call the Chamber at (715) 834-1204 or click on "Register".

Directions:

Need more information?

If you need more information about this event, please complete the fields below:

Your Email Address:

Your Name:

Question / Comment:

[Send](#)

For general inquiries email us at: information@eauclairechamber.org

EVENT SPONSORS



LINKS

- [Event Location Map](#)
- [Current Weather](#)

SET A REMINDER

Don't Forget

Your Email Address:

Remind me day(s) prior to the event date.

[Save All Reminders](#) ▶



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101 N. Farwell Street, P.O. Box 1107, Eau Claire, WI 54702
Phone: (715) 834-1204 | Fax: (715) 834-1956 | [Email](#) [Privacy Policy](#) [Sitemap](#)

Chamber Management Software

Fd	T	Loc	Obj	Func	Func	2012-13		2012-13	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	E	---	---	11	UNDIFF CURRICULUM	2,972,373.00	2,972,373.00	2,044,704.88	927,668.12
10	E	---	---	12	REGULAR CURRICULUM	4,136,442.00	4,136,442.00	2,581,992.97	1,554,449.03
10	E	---	---	13	VOCATIONAL CURRICULUM	372,396.00	372,396.00	242,427.04	129,968.96
10	E	---	---	14	PHYSICAL CURRICULUM	368,655.00	368,655.00	238,821.42	129,833.58
10	E	---	---	16	CO-CURRICULAR ACTIVITIES	216,794.00	216,794.00	145,140.81	71,653.19
10	E	---	---	17	SPECIAL NEEDS	95,474.00	95,474.00	55,673.15	39,800.85
10	E	---	---	21	PUPIL SERVICES	478,341.00	478,341.00	331,781.40	146,559.60
10	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	836,052.00	836,052.00	562,174.26	273,877.74
10	E	---	---	23	GENERAL ADMINISTRATION	357,154.00	357,154.00	266,309.36	90,844.64
10	E	---	---	24	SCHOOL BUILDING ADMINISTRATION	721,311.00	721,311.00	538,943.93	182,367.07
10	E	---	---	25	BUSINESS ADMINISTRATION	2,457,275.00	2,457,275.00	1,810,614.69	646,660.31
10	E	---	---	26	CENTRAL SERVICES	78,897.00	78,897.00	27,671.06	51,225.94
10	E	---	---	27	INSURANCE/DISTRICT	153,700.00	153,700.00	122,619.62	31,080.38
10	E	---	---	28	DEBT SERVICES - SHORT TERM	50,300.00	50,300.00	333.34	49,966.66
10	E	---	---	29	OTHER SUPPORT SERVICES	11,914.00	11,914.00	8,622.60	3,291.40
10	E	---	---	41	INTERFUND TRANSFERS	1,365,098.00	1,365,098.00	239.25	1,364,858.75
10	E	---	---	43	GENERAL TUITION PAYMENTS	892,475.00	892,475.00	338,312.89	554,162.11
10	-	---	---	-----	GENERAL	15,564,651.00	15,564,651.00	9,316,382.67	6,248,268.33
21	E	---	---	11	UNDIFF CURRICULUM	275.00	275.00	649.99	-374.99
21	E	---	---	12	REGULAR CURRICULUM	1,217.00	1,217.00	1,291.08	-74.08
21	E	---	---	16	CO-CURRICULAR ACTIVITIES	210.00	210.00		210.00
21	E	---	---	17	SPECIAL NEEDS			60.00	-60.00
21	E	---	---	21	PUPIL SERVICES	7,790.00	7,790.00	8,208.29	-418.29
21	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	2,101.00	2,101.00	300.00	1,801.00
21	E	---	---	26	CENTRAL SERVICES	268.00	268.00		268.00
21	-	---	---	-----	SPECIAL REVENUE TRUST FUND	11,861.00	11,861.00	10,509.36	1,351.64
27	E	---	---	15	SPECIAL ED CURRICULUM	1,584,621.00	1,584,621.00	1,091,278.23	493,342.77
27	E	---	---	21	PUPIL SERVICES	259,540.00	259,540.00	238,642.87	20,897.13
27	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	160,431.00	160,431.00	93,037.21	67,393.79
27	E	---	---	25	BUSINESS ADMINISTRATION	37,206.00	37,206.00	20,370.01	16,835.99
27	E	---	---	43	GENERAL TUITION PAYMENTS	387,859.00	387,859.00	285,678.03	102,180.97
27	E	---	---	49	OTHER NON-PROGRAM TRANSACTIONS	9,000.00	9,000.00	9,024.14	-24.14
27	-	---	---	-----	SPECIAL EDUCATION FUND	2,438,657.00	2,438,657.00	1,738,030.49	700,626.51
38	E	---	---	28	DEBT SERVICES - SHORT TERM	13,341.00	13,341.00	13,339.73	1.27
38	-	---	---	-----	NON-REFERENDUM DEBT	13,341.00	13,341.00	13,339.73	1.27
39	E	---	---	28	DEBT SERVICES - SHORT TERM	3,209,631.00	3,209,631.00	750,787.50	2,458,843.50
39	-	---	---	-----	REFERENDUM APPROVED DEBT SERV	3,209,631.00	3,209,631.00	750,787.50	2,458,843.50
50	E	---	---	25	BUSINESS ADMINISTRATION	721,003.00	721,003.00	454,106.44	266,896.56
50	E	---	---	27	INSURANCE/DISTRICT	12,100.00	12,100.00	12,070.00	30.00
50	-	---	---	-----	FOOD SERVICE	733,103.00	733,103.00	466,176.44	266,926.56
73	E	---	---	42	Fiduciary Fund Expenditures	753,000.00	753,000.00	298,385.69	454,614.31
73	-	---	---	-----	Employee Benefit Trust Fund	753,000.00	753,000.00	298,385.69	454,614.31
80	E	---	---	12	REGULAR CURRICULUM	1,810.00	1,810.00	694.39	1,115.61
80	E	---	---	16	CO-CURRICULAR ACTIVITIES	53,210.00	53,210.00	37,038.70	16,171.30
80	E	---	---	25	BUSINESS ADMINISTRATION	4,283.00	4,283.00	2,359.72	1,923.28
80	E	---	---	31	COMMUNITY SERVICE	24,751.00	24,751.00	7,649.70	17,101.30
80	-	---	---	-----	COMMUNITY SERVICE	84,054.00	84,054.00	47,742.51	36,311.49
Grand Expense Tota						22,808,298.00	22,808,298.00	12,641,354.39	10,166,943.61

Fd	T	Loc	Obj	Func	Func	2012-13	2012-13	2012-13	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
Number of Accounts: 1792									

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

Fd	T	Loc	Obj	Fu	Src	2012-13		2012-13	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	R	800	21-	--	TAXES	1,768,127.00	1,768,127.00	2,737,116.16	-968,989.16
10	R	800	26-	--	NON-CAPITAL SALES	2,000.00	2,000.00	168.00	1,832.00
10	R	800	27-	--	SCHOOL ACTIVITY-INCOME	34,700.00	34,700.00	31,860.80	2,839.20
10	R	800	28-	--	INTEREST ON INVESTMENT	1,000.00	1,000.00	1,814.26	-814.26
10	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	24,380.00	24,380.00	21,998.90	2,381.10
10	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	1,085,975.00	1,085,975.00		1,085,975.00
10	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	63,387.00	63,387.00	28,380.44	35,006.56
10	R	800	54-	--	PAYMENT FOR SERVICES	800.00	800.00	800.00	
10	R	800	61-	--	STATE AID-CATEGORICAL	68,000.00	68,000.00	19,406.00	48,594.00
10	R	800	62-	--	STATE AID-GENERAL	9,810,578.00	9,810,578.00	6,259,617.00	3,550,961.00
10	R	800	63-	--	SPECIAL PROJECTS GRANT	10,000.00	10,000.00	10,000.00	
10	R	800	65-	--	SAGE GRANT	455,000.00	455,000.00	279,610.38	175,389.62
10	R	800	69-	--	OTHER REVENUE - STATE SOURCES	15,037.00	15,037.00		15,037.00
10	R	800	75-	--	TITLE I	210,538.00	210,538.00	70,003.79	140,534.21
10	R	800	86-	--	SALES OF FIXED ASSETS	290,000.00	290,000.00	293,000.00	-3,000.00
10	R	800	96-	--	ADJUSTMENTS	19,500.00	19,500.00	15,747.00	3,753.00
10	R	800	97-	--	REFUND OF DISBURSEMENT	37,000.00	37,000.00	37,259.38	-259.38
10	R	800	99-	--	Other Miscellaneous Revenue	1,600.00	1,600.00	2,679.43	-1,079.43
10	R	---	---	--	Revenue	13,897,622.00	13,897,622.00	9,809,461.54	4,088,160.46
10	-	---	---	--	GENERAL	13,897,622.00	13,897,622.00	9,809,461.54	4,088,160.46
21	R	100	29-	--	OTHER REVENUES-LOCAL SOURCES			2,500.00	-2,500.00
21	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES			8,192.77	-8,192.77
21	R	---	---	--	Revenue			10,692.77	-10,692.77
21	-	---	---	--	SPECIAL REVENUE TRUST FUND			10,692.77	-10,692.77
27	R	800	11-	--	OPERATING TRANSFERS-IN	1,365,098.00	1,365,098.00		1,365,098.00
27	R	800	31-	--	TRANSIT OF AIDS-INTERDISTRICT	25,469.00	25,469.00		25,469.00
27	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	37,650.00	37,650.00	25,178.87	12,471.13
27	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES	110,000.00	110,000.00	64,345.00	45,655.00
27	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS	157,349.00	157,349.00		157,349.00
27	R	800	61-	--	STATE AID-CATEGORICAL	436,500.00	436,500.00	331,770.00	104,730.00
27	R	800	62-	--	STATE AID-GENERAL	7,365.00	7,365.00		7,365.00
27	R	800	73-	--	SPECIAL PROJECTS GRANTS	299,226.00	299,226.00	81,650.84	217,575.16
27	R	---	---	--	Revenue	2,438,657.00	2,438,657.00	502,944.71	1,935,712.29
27	-	---	---	--	SPECIAL EDUCATION FUND	2,438,657.00	2,438,657.00	502,944.71	1,935,712.29
38	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	12,000.00	12,000.00	8,959.00	3,041.00
38	R	---	---	--	Revenue	12,000.00	12,000.00	8,959.00	3,041.00
38	-	---	---	--	NON-REFERENDUM DEBT	12,000.00	12,000.00	8,959.00	3,041.00
39	R	800	21-	--	TAXES	3,100,000.00	3,100,000.00	644,000.00	2,456,000.00
39	R	800	28-	--	INTEREST ON INVESTMENT			107.38	-107.38
39	R	---	---	--	Revenue	3,100,000.00	3,100,000.00	644,107.38	2,455,892.62
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV	3,100,000.00	3,100,000.00	644,107.38	2,455,892.62
50	R	800	25-	--	FOOD SERVICE SALES	300,300.00	300,300.00	232,910.72	67,389.28
50	R	800	28-	--	INTEREST ON INVESTMENT	180.00	180.00		180.00
50	R	800	61-	--	STATE AID-CATEGORICAL	19,600.00	19,600.00	18,140.64	1,459.36
50	R	800	71-	--	FEDERAL AID-CATEGORICAL	350,000.00	350,000.00	195,795.06	154,204.94
50	R	800	73-	--	SPECIAL PROJECTS GRANTS	2,000.00	2,000.00		2,000.00
50	R	---	---	--	Revenue	672,080.00	672,080.00	446,846.42	225,233.58
50	-	---	---	--	FOOD SERVICE	672,080.00	672,080.00	446,846.42	225,233.58
73	R	800	28-	--	INTEREST ON INVESTMENT	9,000.00	9,000.00	6,936.27	2,063.73
73	R	800	95-	--	Contributions to Emp Benefits	695,000.00	695,000.00		695,000.00
73	R	---	---	--	Revenue	704,000.00	704,000.00	6,936.27	697,063.73

Fd	T	Loc	Obj	Fu	Src	2012-13		2012-13	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
73	-	---	---	--	Employee Benefit Trust Fund	704,000.00	704,000.00	6,936.27	697,063.73
80	R	800	21-	--	TAXES	50,000.00	50,000.00	25,000.00	25,000.00
80	R	---	---	--	Revenue	50,000.00	50,000.00	25,000.00	25,000.00
80	-	---	---	--	COMMUNITY SERVICE	50,000.00	50,000.00	25,000.00	25,000.00
Grand Revenue T						20,874,359.00	20,874,359.00	11,454,948.09	9,419,410.91

Number of Accounts: 73

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

School District of Altoona



Let "life-long learning;" the "emotional well-being of our students;" and "large school opportunities with a small school approach all on a single campus" define us.

Adopted: [Date]

Professional Educator Handbook

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OUR VISION

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 on our unique, single campus setting.

OUR MISSION

We strongly believe in:

- Promoting our students' emotional well-being and enabling them to meet all the state standards for core subject areas while encouraging competency in problem solving and critical thinking skills;
- Utilizing technology to transform teaching and learning so students can find global opportunities for study or jobs and expand their capacity for celebrating diversity;
- Preparing our students for post-secondary education, or for the contemporary job market;
- Supporting the learning of students with special needs and prepare them for adult life;
- Attracting and retaining strong teachers and evaluating them by measuring their performance, effectiveness and innovation;
- Strategically monitoring and being responsible stewards for the Altoona School District, and always advocating for public education;
- Jointly planning and sharing resources with outside entities including local government, businesses, and non-profit groups;
- Engaging the community by providing unique learning and recreation opportunities for adults and encouraging partnerships between parents, teachers, students and community members.

Adopted: July 2, 2012

INTRODUCTION

WELCOME

We are pleased to have you as a professional educator in the School District of Altoona. The five members of the Altoona School Board believe that every employee makes a contribution to the success of every student. The skills and commitment each professional educator brings to his/her job makes an important contribution to our vision and mission as we work in partnership to build a foundation for life-long learning and the emotional well-being of our students from 4-year-old kindergarten through twelfth grade.

The Superintendent is delegated with the responsibility for overall administration of the schools and implementation of Board policies.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. Any section in the handbook that is governed by a Board policy will note the policy number for easy access.

This *Professional Educator Handbook* has been written to provide information and guidance. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that professional educators may have questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to your building principal or supervisor.

We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

DISCLAIMER

This *Professional Educator Handbook* has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the district's employees are employed at will and employment is not for any definite period, unless otherwise provided by individual contract.

Violations of the terms of the *Professional Educator Handbook*, policies, regulations, or guidelines may result in disciplinary action up to and including termination of employment (see Grievance Procedure - Policy 527).

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District. This *Professional Educator Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal, written or established by past practice.

This Handbook is not all-inclusive of the information for which faculty members are responsible for knowing and following.

EMPLOYMENT POLICIES

HARASSMENT

The School District of Altoona is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, and will take necessary and appropriate action to eliminate it.

As noted in Policy 512, "Harassment" is defined as behavior toward an individual based, in whole or in part, on a person's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, disability, age or other protected status which has the purpose or effect of: (1) creating an intimidating, hostile or offensive work or learning environment; (2) interfering with a person's work or educational performance; or (3) otherwise adversely affecting a person's employment opportunities. Unlawful harassment can occur as a result of a single incident or a pattern of behavior and includes conduct that takes place off the job that relates to the work environment. It may occur from student to student, student to staff, staff to student, staff to staff, members of the public to student or staff, male to female, male to male, female to male, or female to female.

Any individual who believes he/she has been subjected to unlawful harassment by any other person should report the incident immediately via the Employee Harassment Form (512-Exhibit) to their building principal or immediate supervisor unless the principal or supervisor is the subject of the complaint, in which case it must be delivered to the Superintendent. It is the intent of the District to establish an atmosphere where complaints are timely investigated and any allegation of harassment is appropriately addressed.

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Professional educators should follow Policy 521.1 – Staff Communications and Lines of Responsibility, which is illustrated in the Lines of Responsibility and Communications flow chart (521.1-Exhibit), when offering a suggestion or comment.

CONFLICT OF INTEREST AND ETHICAL STANDARDS

Professional educators are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, professional staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the

employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction 41 U.S.C. 702(a) (1) E).

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

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Board of Education does not discriminate in the employment of any qualified staff on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in §111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices.

In accordance with the Americans with Disabilities Act (ADA), the District will reasonably accommodate qualified individuals with a disability so that the individual can perform the essential functions of his/her job.

IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee may request that a correction be made to the information in question or to have the content in question removed from the file. However, the administration retains full discretion to grant or deny such request or removal.

POLITICAL ACTIVITIES OF STAFF

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school sponsored activities unless part of a Board approved curriculum.

Definition of Political Activities: Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

EMPLOYMENT CONDITIONS

EXPECTATIONS

Attendance

The District expects professional educators to make every effort to be present for work. All professional educators are expected to adhere to their assigned schedule. In order for the District to operate effectively, professional educators are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the professional educator has received approved leave. Breaks and meal periods may only be taken during times designated by the professional educator's building principal and as further specified in other parts of this Professional Educator Handbook. Any deviation from assigned hours must have prior approval from the professional educator's building principal.

Professional educators who are unable to report to work shall follow the procedures for reporting his/her absence and obtaining a substitute. Any time spent not working during a professional educator's scheduled day must be accounted for in Employee Access. The District monitors attendance and absence patterns. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment depending upon the circumstances.

Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each professional educator employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The professional educator shall immediately notify their building principal or supervisor according to the District's reporting procedure for Student Abuse or Neglect.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

Confidentiality

Wisconsin Statutes 118.125 and 118.126 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records may result in discipline, up to and include discharge.

Copyright

A variety of machines and equipment for reproducing materials to assist employees in carrying out their educational assignments are available to professional educators in the school setting.

Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Crisis Management Plans

The District has standardized procedures for use when the situation requires emergency safety measures. Each professional educator is responsible for posting the evacuation, hold and lockdown procedures in their classroom and for familiarizing themselves with the contents of the Staff Crisis Response Guidelines “plastic sleeve.” Employees must follow the prescribed procedures during any emergency drill or situation.

District Property

The District may supply an employee with equipment or supplies to assist the professional educator in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used in a manner that does not interfere with the work responsibilities of the professional educator and does not violate Handbook provisions.

Any equipment, unused supplies, or keys issued must be returned prior to the professional educator’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

Emergency Drills

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill and follow procedures during any and all emergency drills.

Equipment Disposal or Relocation

All District-owned equipment intended to be moved to another building site or declared surplus must first be approved by the principal for such change in use. Procedures for disposal of school property are specified in Policy 690.

False Reports

Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician’s statements, pre-employment statements, paid leave requests, student records, tax withholding forms, and work reports.

Information Technology

The School District of Altoona has established policies that specify the rules for employee use of District-owned technology. Professional educators are expected to know and abide by the District's policies and administrative guidelines related to use of technology.

Users of the District's information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District's network.

Electronic Media and Social Media Use

It is the policy of the employer that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status. Guidelines for electronic media and social media use, reporting of policy deviations, and possible result of policy violation are listed in Policy 522.71.

Injuries to Employees

Professional educators are covered under Workers Compensation Insurance. Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness.

Any employee who is injured on the job shall report the injury to his/her principal prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available on the District website.

The professional educator may be assigned alternate duties subject to permission from their physician.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance.

Injuries to Students

Professional educators are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed.

Legal Actions Involving Employees

Every professional educator shall notify his/her principal as soon as possible, but no more than three calendar days after any felony conviction.

Professional educators must also report an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees.

Nothing herein shall prohibit the District from placing an employee on administrative leave pending investigation of a legal matter that may be substantially related to employment.

Credit Reimbursement

Professional Educators assume the responsibility to keep professionally qualified in their area of instruction. The District shall pay \$50.00 per credit earned at an accredited college or university if such credit is earned in a course of study that will improve the teacher in his/her position with the School District of Altoona. Prior approval from the building principal/supervisor and superintendent must be received before beginning classes.

It is the responsibility of the individual teacher to furnish proper official transcripts of college credits earned to the district office. To be accepted all credits must be from the accrediting office. Letters from instructors or grade reports will not be accepted.

Undergraduate credits may not be used for credit reimbursement prior to completion of a Master's Degree. With prior approval by the employer, undergraduate credits may be used for credit reimbursement after completion of a Master's Program. If requests for undergraduate credits are denied, teachers will not have access to the grievance procedure.

Licensure/Certification

All matters related to obtaining and renewing a teaching license or certification are the professional educator's personal responsibility. Each professional educator who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file. Professional educators are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject shall be void. All teaching contracts shall terminate if, and when, the employee's authority to teach terminates, and no person shall be employed with an expired license. Professional educators shall maintain the licenses that are in effect upon hire or as otherwise required.

Operation of Personal Vehicle

Professional educators who are required to drive their personal vehicle for District business or activities will be reimbursed at the IRS rate. The employee's personal insurance shall serve as the first level of coverage.

Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the professional educator's regular position with the District. Professional educators shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects professional educators to devote maximum effort to the position in which employed. A professional educator will not perform any duties related to an outside job during the additional time that the responsibilities of the District's position require; nor will a professional educator use any District facilities, equipment, or materials in performing outside work.

Physical Examination

Examination: Upon initial employment, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin Statutes. When hired, a professional educator will be given a conditional offer of employment, contingent on evidence that the professional educator is of sound health and able to perform the essential functions of their job.

Fitness for Duty: The District may require a physical and/or mental examination, at the expense of the District, in order to determine the professional educator's ability to perform the essential functions of his/her job, if the inquiry is job-related and consistent with business necessity, and consistent with the limitations imposed by applicable State and Federal law. The examination is to be conducted by a physician of the District's choosing. Failure to comply with this request or failure to provide a doctor's certification of fitness for duties assigned may result in discipline up to and including discharge/termination.

Professional Appearance/Dress Code

Professional educators are judged not only by their service but also by their appearance. It is the District's expectation that every professional educator's appearance is consistent with the high standards we set for ourselves as a District. Professional educators are expected to present a well-groomed, professional appearance and to practice good personal hygiene as employees represent the District to students, parents and the public.

The District will not tolerate dress or attire from professional educators that is considered disruptive, inappropriate, of a political nature or which adversely affects the educational atmosphere.

Enforcement of this policy must be non-discriminatory with regard to sex, race, religion or other legally-protected class status.

WORK DAY/HOURS OF WORK

Normal Hours of Work

Certified staff are professional employees as defined by the federal Fair Labor Standards Act and the Wisconsin Municipal Employee Relations Act, § 111.70(1) (L), Wis. Stats.

All professional educators shall be required to be in their assigned building and available to students pursuant to the schedule established by the District or building principal. Such schedule shall include time for collaboration, preparation and lunch.

Although professionals' work is not limited to any specified number of hours or days per week, the normal hours of work for full-time employees in positions authorized as "40-hours per week" are considered to be eight (8) hours per day plus a duty-free 30-minute lunch period. The teacher's work day begins no later than 7:30 a.m. and ends no earlier than 4:00 p.m. with the exception of Friday's and the day prior to holiday breaks when staff may leave at the end of the day following the departure of the buses. If meetings should run later than 4:00 p.m., professional educators are expected to remain for the duration of the meeting. The individual calling the meeting will make every effort to communicate the date and time of the meeting at least one week in advance.

During the school day professional educators are not to absent themselves from a class while that class is in session (except for legitimate student teacher training purposes), nor should professional educators leave the building earlier than the designated time at the end of the teaching day. Professional educators

wishing to deviate from the above regulation must request and receive permission to do so from their building principal before taking leave. Requests should be limited to emergency situations or such instances where the task cannot be completed except during school hours.

Meetings

Faculty Meetings: Professional educators are required to attend all mandatory administratively scheduled meetings of the faculty, staff, department/grade level, or other sub-group of employees. Administratively scheduled meetings may begin before the normal workday begins or extend beyond the end of the normal workday. The administration shall attempt to provide reasonable notice of all such meetings and will make every effort to keep meetings to a minimum in both frequency and time.

Student Progress Meetings: Professional educators are required to attend individual educational plans (IEP) team meetings, Response to Intervention team (RtI) meetings, parental conferencing meeting or other meetings of similar nature, which are normally conducted at irregular times and are required to attend such events regardless of the date, time, or duration of said meetings. Professional educators who are required to attend such student progress meetings will receive no additional remuneration beyond their regularly paid salary for attending such meetings.

Consultation with Parents

Professional educators will work in partnership with parents for the success of the whole child. This partnership may be reflected by way of phone contacts, home visits, progress reports, in-person appointments, etc., in addition to scheduled parent/teacher conferences and open houses. Home visits will be approved and monitored by the building principal or supervisor.

Emergency School Closing

Professional educators shall not report to work, nor shall their compensation be affected at such times that inclement weather, other emergencies or special situations require a delayed start or closing of school.

In the event it is necessary to provide an unscheduled early release, professional educators will be informed of the situation by the administration. Professional educators shall leave during such emergencies and shall not have their compensation affected.

The Superintendent shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Professional educators shall not receive additional compensation in the event the District requires missed day(s)/time to be made up with or without students.

School Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days, (example: instructional, inservice, workdays, etc.) shall be at the discretion of the Board. The number and length of the days required are subject to change.

RESPONSIBILITIES

Student Support

Professional educators are responsible for making themselves available in their classrooms or work areas to students throughout the day, to include the morning prior to the start of classes and after classes end at the conclusion of the student day. This is intended to provide additional time for students to work with their teachers.

Professional educators who are also coaches and/or advisors should give priority to the academic needs of their regular students, as needed at the end of the school day or during practice time. This is per Policy 538.1 - Coach/Advisor Evaluation Process.

Attendance at School Events

Professional educators are to attend administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show, high school graduation and/or other school or district events.

This demonstrates another way for professional educators to build rapport with students, parents, and the community.

Curriculum Development

In addition to each professional educator's individual responsibility for developing the scope, sequence, and lessons for his/her teaching assignment in accordance with the Board-approved curriculum, every professional educator has the responsibility to participate in curriculum development for the District as part of a curriculum committee, grade level/departmental team, work group, or individual task. Each professional educator has the obligation to participate in ongoing curriculum committee work and is expected to contribute professionally to curriculum committee activity and to attend meetings as scheduled.

The District will maintain a curriculum development schedule that may include, but is not limited to, an ongoing curriculum adoption cycle.

Each professional educator is assigned to a particular curriculum committee and is obligated to participate in the curriculum development and rewrite process as deemed appropriate by the District.

Every professional educator also carries the professional responsibility to update and improve semester outlines and units of study for courses and classes taught as part of their regular salaried position. Each professional educator is expected to research and develop an engaging instructional curriculum aligned with state standards. (*See Salary and Stipend Guide.*)

Professional Duties

The District recognizes that each professional educator performs many duties not directly related with the regular classroom teaching assignment or other professional assignment nor specifically itemized in the position assignment. Professional duties are those considered to be part of the professional educators traditional workday and include, but are not limited to the following enumerated duties. The District, at its sole discretion, may add to or change this non-exhaustive list.

- a. The assignment itself;
- b. Faculty meeting attendance and participation;
- c. District-level committee attendance and participation;
- d. School-level committee attendance and participation;
- e. Varied ad hoc committees on which professional educators have traditionally served;
- f. Open house(s) as scheduled;
- g. Parent conferences as scheduled;
- h. Implementation of behavior plans, IEPs, 504 plans, RtI plans, ELL plans, G/T plans or other student assistance/accommodation plans as determined appropriate by the District;
- i. Supervision of students assigned during the workday (i.e., hallway, detention, lunch, recess);
- j. Letters of recommendation for students;

- k. Daily check of mailbox;
- l. Daily monitoring of and response to email and voicemail;
- m. Summer monitoring of and response to email;
- n. Adherence to deadlines for submission of information and data to administration;
- o. Written lesson plans developed in advance and available upon the building principal's or supervisor's request
- p. Learning targets will be posted in classrooms and accessible on the website for students, parents and community members;
- q. Professional sharing of information obtained from workshop/conference attendance, site visit, school meeting, or District meeting.

Professional Growth

All professional educators shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board approved curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, each professional educator will make himself/herself available to his/her colleagues and to the community as a valued resource.

EMPLOYEE PERFORMANCE AND EVALUATION

Employee Evaluation

The District views employee evaluation as an ongoing process: (1) to raise the quality of instruction and/or educational services to the children of our community; (2) to promote the professional growth of professional educators; (3) to identify professional strengths and weaknesses with the intent of improving performance; and (4) to support the community's expectation that teacher performance is evaluated, monitored and improved. The process for evaluation of the professional educator is specified in Policy GCN – Evaluation of Professional Staff.

Employee Discipline

Given sufficient reason, the Board or designee has the right to suspend or otherwise discipline an employee. A professional educator may be disciplined for violations of Board or Handbook policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employees. As long as it is not arbitrary and capricious, the Superintendent may skip one or all steps in the progressive discipline model. Discipline, including termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions. Any professional educator who is suspended without pay or discharged shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the professional educator's personnel record. Instances of discipline are subject to the employee grievance procedure. See Board Policy 527, Grievance Procedure, for issues that are subject to the formal Grievance Procedure.

Not all disputes are covered by the formal Grievance Procedure. Employees with concerns that cannot be addressed in the Grievance Procedure are encouraged to promptly discuss their concern(s) with their supervisor and if, after discussion, the issue remains unresolved, employees are encouraged to prepare a written report, indicating the specific relief being requested and asking for a written response from their supervisor. If the dispute remains unresolved following this step, employees may forward their report, and their supervisor's written response, to the Superintendent for review and recommendation.

EMPLOYEE STATUS

Employee Definitions

Regular Employees: Regular Employees are defined as professional educators whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.

Regular Full-time School Year Employee: A regular full-time school year employee is defined as a professional educator who is scheduled to work at least a 190-day school year with the minimum hours per day described in EMPLOYMENT CONDITIONS Professional Educator – Workday/Hours of Work.

Regular Part-time School Year Employee: A regular part-time school year employee is defined as a professional educator who is scheduled to work less than a 190-day school year or less than the minimum hours per day described in EMPLOYMENT CONDITIONS Professional Educator – Workday/Hours of Work.

Exclusions: A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.

Summer School Employees: A summer school employee is defined as a professional educator who is hired to work for the District during the summer school session. Summer school session is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.

The District will employ professional educators by issuing Individual Teaching Contracts to each professional educator. The Individual Teaching Contracts must be signed and returned to the District Office no later than the stated deadline in order to become a valid contract for the succeeding year.

The non-renewal of Individual Teaching Contracts shall be governed by § 118.22, Wis. Stats. and are not subject to the grievance procedure.

Determination of Assignments

The Superintendent in conjunction with the building principal and/or supervisor is responsible for the assignment of all professional educators in conformance with any legal requirements or certification requirements. Every effort will be made to issue teaching assignments for the forthcoming school year no later than the end of the previous school year. However, circumstances may arise that cause the Superintendent to delay issuance of any or all teaching assignments. Should this occur, the Superintendent will inform the affected professional educators no later than the end of the school year of the delay and issue the assignments as soon as practicable. After assignments are issued, changes may be necessary and the Superintendent's decision shall be final.

Job Vacancy and Posting

When the Superintendent determines that a vacancy or new position shall be filled, the District shall typically post an internal notice (posting) of such vacancy or new position for a minimum of three week days if reasonable and appropriate to do so. The posting shall include the title of position, the date the position is to be filled and any requirements. The District retains the right to determine whether and when to recruit outside applicants. In most cases, all employees who meet the minimum qualifications for the position and who request transfer will be given the opportunity to interview for the opening. All employees who interview for a position will be notified of the selection outcome.

The decision of the Superintendent shall be final as to the assignment of professional educators.

Professional Educator Layoff and Recall

The District retains the right to lay off professional educators, in whole or in part, and to retain those employees who are most qualified to perform the available work.

The District's need to provide services in the best interests of students shall be the prime consideration used to determine which professional educators are to be laid off. The rehiring of professional educators from layoff will be determined by the District based on the need for the most qualified person to perform the available work.

Termination, Non-Renewal, and Resignation

Individual employment contracts of a professional educator may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to the applicable law (Wis. Stat. § 118.22). A nonrenewal is not subject to the District's grievance procedure.

Any professional educator who plans to leave the District shall notify his/her principal at the earliest possible date of his/her decision to leave. A professional educator may resign in accordance with the terms of his/her individual employment contract. A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a resignation until such time as the position from which the professional educator has resigned is filled by the District.

Separation from Employment

Employees who voluntarily resign from their employment are expected to give a required notice in a timely manner to facilitate a smooth transition.

Professional educators may resign in accordance with the terms of his/her individual contract. Any teacher who seeks to break his/her individual contract will normally be required to pay liquidated damages as follows:

- \$250 if the District receives written notice after March 1
- \$500 if the District receives written notice after April 1
- \$750 if the District receives written notice after May 1
- \$1,000 if the District receives written notice after June 1
- \$1,250 if the District receives written notice after July 1
- \$1,500 if the District receives written notice after August 1
- \$2,000 if the District receives written notice after the assignment starts

The Board is not precluded from refusing to accept the resignation or from seeking and recovering the actual amount of damages resulting from a breach of an individual contract.

Standard for Discipline and Termination

A professional educator may be disciplined or terminated. Such discipline or termination shall not be arbitrary or capricious and shall be subject to the grievance procedure provisions governed by Policy 527.

GRIEVANCE PROCEDURE

Policy 527 specifies the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

COMPENSATION

PAYROLL INFORMATION

All professional educators will be put on the school year payroll cycle (20 paydays) and paid on the 7th and 23rd of each month, September through June. If a payday falls on a holiday or weekend the pay date will be the last work day preceding the holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes to modify the number of exemptions, he/she must complete a new W-4 form and turn it in to the Business Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Professional educators are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Business Office.

All professional educators shall have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account(s) of the employee's choosing. Any changes to direct deposit information may be made by notifying the Business Office. Direct deposit changes may take up to two payroll periods to take effect.

It is the District's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your salaried status or you believe that any deduction has been made from your pay that is inconsistent with your salaried status, you should immediately raise the matter with the Business Office who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible within a reasonable period of time. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance in the future.

SALARY AND RELATED COMPENSATION

Salary

Salary information for professional educators is contained in the *Salary & Stipend Guide*.

Extended Contracts

The Board may determine extended contracts are necessary to complete the work of the District. Information regarding extended contracts is contained in the *Salary & Stipend Guide*.

Separate Increment Assignment (Extracurricular) Stipends

Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities shall be specified in the separate increment assignment letter. The letter shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees. Payments for extra-curricular activities shall be made in accordance with the *Salary & Stipend Guide*.

Substitute Assignment

Professional educators may be assigned to serve as a substitute during his/her workday. Compensation for such service would be in the form of compensatory time paid in the current pay period. Pay rate will be in accordance with the *Salary & Stipend Guide*.

Training

The District may occasionally request that a professional educator attend a workshop or training necessary for employment that occurs outside the scheduled work day. The professional educator may be eligible for compensation at the curriculum rate or a daily stipend at the discretion of the District. Registration and expenses including meals (up to a maximum of \$50 per day) and mileage will be covered.

Summer School

If summer school session employment is available, the District may offer summer school employment to qualified professional educators of the District's choosing. The District is free to use outside providers to perform such work at its discretion. The terms and conditions of employment for summer school session shall be established by the District at the time of hire.

BENEFITS

DISTRICT PROVIDED BENEFITS

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. In conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the professional educator's first day of employment for eligible employees. Professional educators whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage's continued and paid at the same District rate through August of the same year in which the employment was terminated. Professional educators whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage's continued and paid at the same District rate through the last day of the last month of their employment.

Wisconsin Retirement

Wisconsin Retirement System (WRS) Contributions: Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax.

Health and Dental Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage's for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverage. Eligible employees who are covered under fully insured group health and dental plans are assured the privacy protections required by Federal and State Law.

Eligibility for Health and Dental Insurance

Each professional educator employed by the District at least fifty percent of full-time equivalency (50%) is eligible to participate in the District's health and dental insurance. Professional educators whose assignments are less than fifty (50%) percent of a full-time equivalency are not eligible to participate in the District's health and dental insurance. Full time equivalency is based on regular contracted time only.

Premium Contributions for Health Insurance

Full-time professional educators who qualify for single or family benefits as determined by the insurance contract are eligible to have a percentage of the monthly premium rate paid by the District. The District paid portion of the premium will be prorated consistent with the employees' full-time equivalency (FTE) for part time employees. The percentage of the District contribution, which will be set annually by the Board, will be listed in the *Salary and Stipend Guide*.

Premium Contributions for Dental Insurance

Professional educators who qualify for single or family benefits as determined above are eligible to have the monthly premium paid by the District at the rate of full time equivalency (FTE).

Alternate Benefit

The Board shall provide an Alternate Benefit Plan (ABP) to full-time professional educators under the Internal Revenue Service code that permits employees to choose cash in lieu of family plan health insurance benefits.

Professional educators who are eligible for family insurance coverage who decline all health insurance coverage from the District and who have other health insurance coverage shall receive \$7,000 each year the professional educator declines all health insurance coverage from the District. The cash payment shall be paid into a Section 125 plan with a cash option and shall be subject to appropriate taxation as defined by the IRS and the State of Wisconsin. Payment will be included in twenty paychecks. It is understood that this ABP payment is not considered compensation by the WRS.

The ABP will be discontinued at any time the District does not “break even” by offering this benefit as determined solely by the District. The termination of the ABP will not confer any additional benefits on those enrolled in the ABP other than the benefits described in this handbook.

Flat Term Life Insurance

The Board shall provide to all professional educators a \$30,000 term life insurance plan and an equal amount of accidental death and dismemberment benefits. The Board shall pay the full costs of providing these benefits.

Group Long-Term Disability Insurance

Long term disability insurance will be made available at no cost to all professional educators. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

Liability Insurance

Employees are covered by the District’s liability policy while acting within the scope of their defined duties and responsibilities. The District’s liability policy shall be in accordance with Wisconsin Statutes.

Travel Expenses

In accordance with advance authorization by the principal or immediate supervisor, the District may provide for reimbursement of actual and necessary expenses, including travel expenses, of professional educators that are incurred in the course of performing services for the District, whether within or outside the District. Mileage will be reimbursed at the IRS mileage rate. Meals will be covered up to a maximum of \$50 per day.

VOLUNTARY BENEFITS**State Life Insurance**

The Board shall participate in the State Life plan and provide the benefits under that plan to employees who choose to participate in that plan, or the Board shall provide equivalent benefits through another carrier for employees who choose to participate. The Board shall pay 41% of the cost of providing the State Life plan benefits for those employees who choose to participate. If the Board chooses to provide equivalent benefits through another carrier, the Board shall pay an amount equal to 41% of the cost of the State Life plan benefits, for those employees who choose to participate in that alternative plan.

Short-Term Disability

The Board shall make short-term disability insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

Tax-Sheltered Annuity (TSA)/403(b) Retirement Plan

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service's (IRS) Code 403(b) Savings Program and invest his or her money through salary deferral in annuities and other qualifying IRS Code 403(b) investment vehicles. Employees will be permitted to have their contribution remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directed by the District's plan document.

Wisconsin Deferred Compensation (WDC)/457(b) Retirement Plan

The District will make available and employees shall have the opportunity to participate in Wisconsin Deferred Compensation (WDC) program described in the IRS code section 457(b). Deferred compensation programs allow eligible employees to save and invest before-tax and after-tax (Roth) dollars for retirement. Employees will be permitted to have their contribution remitted via payroll deduction to WDC.

Section 125/Flexible Spending Account

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

- a. Payment of insurance premium amounts (IRC § 106);
- b. Permitted medical expenses not covered by the insurance plan (IRC § 105)
- c. Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Payments and the designation of amounts to be contributed to the employee's account will be subject to the procedures, rules and regulations of the plan's administrating agency. The provision of this plan shall be contingent upon the continuance of this benefit under the applicable Internal Revenue Code Sections (§ 105, § 106, § 125 and § 129).

VOLUNTARY RETIREMENT

The Board may provide, at its sole discretion, a post-retirement benefit for eligible professional educators, and reserves the right to modify or terminate this benefit at any time.

Professional educators must meet all of the following requirements in order to access the early retirement benefit:

- a. Must have been employed the equivalent of fifteen (15) years of full-time employment as a professional educator in the School District of Altoona;
- b. Must submit a written, voluntary letter of retirement to the Superintendent no later than March 1 of the school year at the end of which the professional educator will retire;
- c. Must achieve at least the minimum age of fifty-five on or before September 1 of the year of retirement.

For professional educators hired for service prior to June 1, 2008, the Employer will pay one half of the District share of the monthly health insurance premium for retiring professional educators between the ages of 55 and 57, and the Employer will pay the District share of the premium in effect at time of retirement from age 57 until eligible for Medicare.

The retiring professional educator will have the opportunity of converting their accumulated sick leave to a dollar amount equivalent to the number of accumulated sick leave days times \$190. The purpose of this conversion is to make available an individual account to be used to offset the employee share and one half of the District share of the monthly premium from age 55 to 57 and any increases in health insurance premiums after the date of retirement until eligible for Medicare or until the sick leave bank is exhausted, at which time the retiree will assume responsibility for the difference.

The following retirement benefit program will be in effect for professional educators hired on or after June 1, 2008 and will be an option for all other employees. No retroactive payments will be made:

1. Upon completion of the employee's fifth (5th) consecutive year of service to the District, the District shall establish a Health Reimbursement Arrangement (HRA) account in the employee's name. The account will be fully vested once created.
2. On December 10th of the sixth (6th) consecutive year of service to the District and each consecutive year following, a deposit of 6% of the yearly salary to a maximum of \$3,000.00 shall be made to the employee's HRA account.
3. Accumulated sick leave days will be paid out at \$60.00 per day into the employee's HRA at the time of retirement.

TIME OFF AND LEAVES

PAID LEAVE DAYS

Each professional educator will have access to his or her paid leave balances through the Employee Portal. Paid leave may be taken in quarter-day increments. The responsibility for applying for and claiming leave rests with the professional educator. In all cases of absence, it is the responsibility of the professional educator to contact his/her principal in a timely manner.

Paid Leave Bank (Sick, Bereavement, Emergency)

Sick Leave

Yearly sick leave credit of ten (10) days shall be granted to the full-time professional educator (pro-rated accordingly for part-time employees) on the first day the professional educator reports to work for the contract year. Sick leave will accumulate to a maximum of one hundred (100) days.

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of sick leave. Professional educators who leave the District's employment prior to the completion of his/her contract year shall have a pro-rated amount of sick leave removed from his/her account; if the professional educator has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the professional educator.

Sick leave shall cover necessary absences from duty because of personal illness, bodily injury, hospitalization or surgery. Sick leave may be used to care for a member of the immediate family. Immediate family shall be father, mother, brother, sister, spouse, domestic partner, child, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent and grandchildren.

It is expected that whenever possible medical or dental appointments for the employee or family member be scheduled outside of regularly scheduled work hours. When appointments cannot be scheduled outside of the regularly scheduled work hours, professional educators are expected to return to work after the appointment if the timeframe permits them to do so. When a professional educator intends to be absent for a medical/dental appointment or other non-school business for less than a quarter of a day, the professional educator may avoid use of sick leave if the professional educator makes arrangements with a colleague for coverage and notifies the principal of the arrangements in advance of the absence; if the principal, school office, or sub caller is used to provide a substitute, then the professional educator will be charged with a half-day of sick leave if the absence is limited to either before lunch or after lunch, and a full-day of sick leave if the absence includes time both before and after lunch.

In the event an employee becomes eligible for benefits under the District's long term disability insurance program, the employee will no longer be allowed to use sick leave or accumulated sick leave.

Whenever the District deems such verification appropriate, the professional educator may be required to furnish the District with a certificate of illness signed by a medical provider verifying the reason for the absence. Such certificate should include a statement releasing the professional educator to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

When applicable, State and Federal FMLA shall run concurrently. For employees eligible for Federal FMLA, the District may require use of applicable accrued paid leave while taking FMLA leave; for employees only eligible for State FMLA, the employee may request, but the employer may not require, substitution of applicable accrued paid leave.

Compassion Clause: Sick leave days may be given by a professional educator to another professional educator upon written notice by both employees to the District Business Office. Staff members can give one day for every 10 days accumulated, to any staff member that has used all their sick days. The days given are for sick and emergency purposes, not for personal reasons. Once the days are given, they cannot be taken back.

No more than 30 days can be given to an individual employee in a given school year. Extenuating circumstances will require Board approval.

Bereavement Leave

Professional educators shall be granted Bereavement Leave in the event of a death in the family or close relationship. Bereavement Leave shall be deducted from the employee's Paid Leave Bank. It is the professional educator's responsibility to submit the appropriate form to his/her principal in advance of taking such leave. Professional educators who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the professional educator whenever the District deems such verification appropriate.

Emergency Leave

In the event of an emergency not covered by illness in the family as indicated in the Sick Leave section or death as indicated in the Bereavement Leave section, the professional educator may apply for Emergency Leave to be granted by the Superintendent. Emergency Leave shall be deducted from Paid Leave Bank and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of an unforeseen nature that could not possibly be foreseen by the employee, such as damages to the professional educator's residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

Personal Day

One (1) contracted day per school year will be granted to a professional educator who has personal matters which require absence during a work day. A Personal Day is defined as leave from a regular work day to conduct personal business which cannot be conducted outside the regular work day. Personal leave is accumulative to a maximum of three (3) days.

After five (5) years of continuous service to the District the professional educator will be granted two (2) personal leave days per school year with an accumulation to three (3) days.

Requests for Personal Days must be made by email to the immediate Supervisor as early as possible but not less than two (2) days prior to the day requested. If the event which gives rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the building principal or supervisor. All personal leave days require supervisor approval and are granted/denied at administrator's discretion.

Typically, no more than two (2) professional educators in a building or five (5) professional educators in the District may use a Personal Day on the same day. No Personal Day leaves will be granted on the first or last week of school, on the day before or after a holiday, or on an inservice or Parent-Teacher Conference day.

Up to two (2) unused personal days may be paid out at year-end at \$75 per day.

Chaperone Day

Professional educators whose child is enrolled in the Altoona School District may apply for the equivalent of one (1) paid day per child per year, allocated in half-days, to serve as a field-trip chaperone, classroom assistant, or participant in a school-sponsored activity in which the child is involved. This day is non-accumulative and is in addition to the annual Sick Leave and Personal Leave allocation. Application for such leave shall be made in accordance with the rules and limitations of the Personal Leave calendar and shall require submission of the appropriate form.

Administratively-Approved Leave

A professional educator may request Administratively-Approved Leave (with or without pay) for absences not covered under Sick Leave, Personal Leave, Bereavement Leave, or Emergency Leave provisions. Paid Administratively-Approved Leave shall access the professional educator's Sick Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the teacher's contract and payment by the professional educator of daily benefit costs (1/190) after three (3) continuous leave days. This leave and the conditions thereof, including compensation, shall be at the discretion of the Superintendent whose decision shall be final and without appeal.

Requests for Administratively-Approved Leave shall be made with the appropriate form at least 15 days prior to the absence if advance notice is available. In the event that 15 days advance notice is not available, the professional educator shall be responsible for submitting the appropriate form as soon as the information is available. Administrators retain full discretion to grant or deny said request.

Jury Duty and Witness Duty

Where a professional educator is absent as a result of performing jury duty or acting as a witness in a matter on behalf of the District, the professional educator will be paid his/her full salary provided that all payments, less mileage, due the professional educator for performing jury duty shall be endorsed to the District. Professional educators shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Professional educators are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

National Guard Duty

Where a professional educator is absent due to required service in the National Guard or Reserve, the professional educator will be paid his/her full salary for a period of up to five (5) days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the professional educator's Sick Leave account, provided that the professional educator endorses to the District all payments by the military for the days covered by paid leave from the District.

Military Leave for Active Duty

Professional educators will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law.

Military Caregiver Leave and Exigency Leave

Military Caregiver and Exigency Leave will be provided to qualifying employees in accordance with applicable law and regulations.

FAMILY AND MEDICAL LEAVE ACT

Eligible professional educators may have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA). Questions regarding FMLA leave should be directed to the District's Business Office.

LEAVES OF ABSENCE

Professional Leave

Professional educators may apply for an unpaid professional leave for study, research, or special teaching assignment for a period up to one (1) year. This leave will be without pay or benefits and is subject to Board approval at their discretion. Requests for professional leave must be made by February 1 for the following school year.

Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)

Professional educators with a minimum of three (3) years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two (2) semesters. The Board reserves the right to limit approved leaves to no more than four professional educators per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to professional educators who have used this leave provision within the previous three (3) years. Application should be made in writing at least three (3) months prior to the requested start of the leave. If conditions are such that three (3) months advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

Other Leaves

Employees may request, and the District will consider, leave requests after the professional educator has exhausted applicable accrued leave. Such leave requests will be considered on a case-by-case basis.

EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.
Please retain this copy with your handbook for reference.**

An original signed and dated copy of this form must be submitted to the School Office by the announced deadline as a condition of continued employment.

The *Professional Educator Handbook* describes important information about the School District of Altoona. I acknowledge that I have received a copy of the Altoona School District's *Professional Educator Handbook*. I understand that I should consult my building principal or supervisor if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Altoona may add new policies to the *Professional Educator Handbook* as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized in writing by the Superintendent or by the Altoona Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Professional Educator Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

In lieu of one-half credit of physical education for purposes of high school graduation, a student who meets all of the following requirements shall be eligible to complete an additional one-half credit course offered by the District in a subject area that may or may not be required for graduation. A student is eligible for this option under the following conditions:

- The student has participated in one or more approved school sponsored sports or other organized physical activities after the successful completion of 9th grade (5.5 credits).
- The student has participated in the approved sport/activity during a semester, or portion of a semester, in which the student is not enrolled in a for-credit physical education class that is required for graduation.

Approved school-sponsored sports and activities shall include, but are not necessarily limited to, the following: WIAA sports, dance team, cheerleading, any club sports offered through the district.

If a student wishes to use participation in another sport or organized physical activity, other than those listed above, to establish eligibility for the physical education credit option, he/she shall seek approval from the High School Principal who shall compare the primary purpose, rigor, supervision/instruction, and frequency of practices and contests/performances of the activity to other eligible sports and activities. The student request must be submitted in advance of the sport/activity. The High School principal shall verify and document student participation in the sport/activity, including the eligibility or ineligibility for physical education credit.

In terms of minimal length and rigor, the season (or activity period) should be at least as long as the shortest WIAA season of an approved WIAA sport. It shall be the responsibility of the student to provide relevant information regarding the sport or organized physical activity that will support the request.

During each sport season/activity period used to establish eligibility for the physical education credit option, the student must not have (1) been subject to any disciplinary suspension from a contest or performance imposed either by the supervisor/coach or under any applicable code of conduct; (2) violated any applicable code of conduct during the season (or activity period), the penalty for which was, or would have been, suspension from one or more contests or performances; and (3) been absent from a practice or contest/performance without an acceptable/approved excuse. If the student was injured after the beginning of any of the sports seasons but continued to

participate in team activities as appropriate for the remainder of the season, he/she still satisfies this requirement.

A student must have his/her eligibility for the physical education credit option fully approved, including successful completion of his/her participation in the qualifying sport or other activity, by the time the student needs to register for classes for second semester of 12th grade.

Nothing in this policy shall prevent a student who is eligible for accommodations to the high school graduation requirements, including the credit requirements, under other District policies from receiving those accommodations.

LEGAL REF.: 118.13, 118.33 Wisc. Statutes

ADOPTED:

**RESOLUTION AUTHORIZING DISTRICT EMPLOYEES
TO SUBSCRIBE FOR UNITED STATES TREASURY
STATE AND LOCAL GOVERNMENTAL OBLIGATIONS**

WHEREAS, the School District of Altoona, District anticipates entering into a transaction pursuant to which it will defease a portion of its long term debt, to wit: November 1, 2007 the School District of Altoona, Eau Claire County, Wisconsin (the "District") issued its \$3,555,000 General Obligation Refunding Bonds dated November 1, 2007, which are presently outstanding in the amount of \$2,835,000 (the "Defeasance"); and

WHEREAS, to accomplish the Defeasance the District will need to transfer funds to an Escrow Agent in an amount sufficient to pay a portion of the principal and interest on the 2007 Bonds as they become due either at maturity or at earlier redemption; and

WHEREAS, to accomplish the Defeasance the funds will need to be invested by the Escrow Agent in fixed income securities calculated to yield sufficient amounts of principal and interest to pay the 2007 Bonds; and

WHEREAS, if the Defeasance is authorized by a subsequent resolution of the Board at its May 20, 2013 Meeting, the Defeasance will need to occur before June 30, 2013; and

WHEREAS, the most efficient way to accomplish such investment is to acquire State and Local Government Series Obligations ("SLGS") issued by the United States Treasury Department; and

WHEREAS, the ability of the District to purchase SLGS will depend on the capacity of the United States Treasury under its debt ceiling; and

WHEREAS, the presently unlimited debt ceiling of the United States Treasury will expire on May 19, 2013; and

WHEREAS, the District wishes to provide the ability to subscribe in advance for SLGS in the event that the debt ceiling will prohibit such subscription after May 19, 2013.

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

- 1. Authorization of Subscription.** In the event that the Administration of the District, including the District Administrator and the Business Manager are advised by Miller McGinn & Clark SC, Bond Counsel, and Stifel Nicolaus & Company, Escrow Advisor, that it is advisable and in the District's best interest to subscribe for SLGS to accomplish the Defeasance, the District Business Manager, is authorized to submit FORM PD F 4144 (Exhibit A) and any required attachments to the Bureau of the Public Debt prior to the May 2013 Board meeting.
- 2. Establishment of SLGSafe Account.** If necessary to submit the SLGS subscription, the District Business Manager is authorized to establish a SLGSafe User Account on behalf of the District by submitting Form PD F 4144-6 E to the Bureau of Public Debt of the United States Treasury Department. The Business Manager is also authorized to send a directive to

Associated Trust Company, National Association, Green Bay, Wisconsin, the proposed Escrow Agent, to submit any forms required to establish the SLGSafe account.

3. **Ratification by Board.** In the event that a Subscription pursuant to this resolution is submitted prior to the May 20, 2013 Board meeting or any other action is taken, such actions shall be reviewed and ratified by the Board at the May 20, 2013 meeting.

Adopted and recorded this 22nd day of April, 2013.

Helen S. Drawbert
District President

ATTEST:

[SEAL]

Robin E. Elvig
District Clerk

EXHIBIT A

PD F 4144 E
Department of the Treasury
Bureau of the Public Debt
(Revised August 2005)

SUBSCRIPTION FOR PURCHASE AND ISSUE OF
U.S. TREASURY SECURITIES
STATE AND LOCAL GOVERNMENT SERIES
TIME DEPOSIT

OMB NO. 1535-0092

See Instructions On Back

Pursuant to the provisions of the Department of the Treasury Circular, Public Debt Series No. 3-72, current revision (31 CFR Part 344), the undersigned hereby subscribes for the purchase of State and Local Government Series securities. The undersigned certifies that this subscription complies with the requirements in 31 CFR Part 344.

SUBSCRIPTION STATUS: (Check one) NEW _____ CHANGE _____

SUBSCRIPTION ISSUE AMOUNT: \$ _____ ISSUE DATE: ____/____/____
MM DD YY

ISSUER:

Underlying Bond Issue: _____

Taxpayer Identification Number: _____ - _____

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Contact Person: _____

Telephone: _____ Fax: _____

TRUSTEE BANK: (As appointed by the Issuer)

ABA Routing Number: _____

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Contact Person: _____

Telephone: _____ Fax: _____

(Organization)

(Name and Title)

(Signature) (Date) (Telephone)

FOR USE OF THE BUREAU OF THE PUBLIC DEBT

Rate Table Date: _____ Processed by: _____ Verified by: _____