



# 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](http://www.altoona.k12.wi.us)

ALTOONA BOARD OF EDUCATION  
Regular Meeting  
Altoona Commons Addition  
May 20, 2013  
6:30 p.m.

*Agenda*

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
  - a. May 6, 2013 Organizational Meeting
  - b. May 6, 2013 Regular Meeting
  - c. May 14, 2013 Special Meeting/Expulsion Hearing
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
  - a. Non-Agenda items - public comment and concern
  - b. Agenda items - public comment and concern
8. Treasurer's Report
  - a. Approval of Checks for Payment
    - (1) General fund checks totaling \$502,732.15
    - (2) Student activity fund checks totaling \$2,919.05
    - (3) Debt Service checks totaling \$-0-
  - b. Approval of Treasurer's Report
9. Building Assessments Report, ADG Architects
10. Information
  - a. Committee Reports
    - (1) Planning Council Meeting, May 8
    - (2) Altoona Area Foundation Meeting, May 8
  - b. General Information
    - (1) Policy Development: 185-Rule – Board Committees, 538.12-Rule – Advisor Evaluation, 538.1-Exhibit 4 – Advisor's Evaluation Post Season, 538.1-Exhibit 5 – Advisor Evaluation Student Survey, 763-Rule – Notification and Collection Procedure for Meal Accounts, 840 - Sponsorships

- c. President's Report
    - (1) Committee Appointments May 2013 – April 2014
    - (2) Proposed Board Calendar July 2013 – June 2014
    - (3) Strategic Goals Process – Set Date for Next Board Work Session
    - (4) Discuss School Board Book Study “The School Board Fieldbook”
  - d. Superintendent's Report
    - (1) Notice of Commencement of Contract Negotiations – Altoona Education Association
    - (2) Food and Nutrition Program Update
    - (3) Facilities Manager Core Certification
    - (4) Energy Management Quarterly Update
    - (5) Project Based Learning School Update
    - (6) Recommendation for Additional Positions
    - (7) Change in Elementary Specials' to Spanish
    - (8) Online Class Offerings
    - (9) Budget Update
    - (10) Other News, Meetings and Events
11. Board Action after Consideration and Discussion
- a. Consider Resignation of High School Office Assistant
  - b. Consider Change in Summer Program Employment
  - c. Consider Recommendation for Additional Aide Positions
  - d. Consider Recommendation for Additional Intermediate School Class Section
  - e. Consider Recommendation for Increased FTE for Physical Education
  - f. Consider Approval of Job Description for Computer/Network Support Technician
  - g. Consider Approval of 441.2-Exhibit – Application for Student Representative to the Board
  - h. Consider Approval of 538.1-Exhibit 1 – Coach's/Advisor's Self-Evaluation
  - i. Consider Approval of 538.1-Exhibit 2 – Coach's Evaluation Post-Season
  - j. Consider Approval of 538.1-Exhibit 3 – Coaching Evaluation Student Survey
  - k. Consider Final Adoption of Policy 522.71 – Electronic Media and Social Media
  - l. Consider Amendment of Policy 830 – Community Use of School Facilities
  - m. Consider Approval of 2013/14 Student Insurance Premium
  - n. Consider Recommendation for Milk Bid Award for 2013/14
  - o. Consider Recommendation to Increase Lunch Prices for 2013/14
  - p. Consider 66.0301 Cooperative Agreement with the Menomonie School District for Special Education Services for 2013/14
  - q. Consider Approval of Continuing Education Rental Agreement for 2013/14
  - r. Consider Audit Contract for the Year Ended June 30, 2013
  - s. Resolution Providing for the Defeasance of a Portion of the Outstanding Debt of the District
12. Anticipated Closed Session as Per Section 19.85 (1) (c) – Wisc. Statutes
- a. Consider Closed Session Minutes for May 6, 2013
  - b. Consider Closed Session Minutes for May 14, 2013
  - c. Considering employment and performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility – 19.85 (1) (c)
13. Reconvene into Open Session and Take Necessary Action
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.*

## **ALTOONA SCHOOL BOARD AGREEMENT**

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

Adopted: 9/19/11

Amended: 1/21/13



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Dr. Connie Biedron, Superintendent

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## ALTOONA BOARD OF EDUCATION

Organizational Meeting  
Altoona Commons Addition  
May 6, 2013  
6:30 p.m.

1. The Organizational Meeting of the Altoona Board of Education was called to order by Board President, Helen Drawbert at 6:30 p.m.
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  
Bradley D. Poquette, Member  
Dr. Connie M. Biedron, Superintendent  
Joyce M. Orth, Board Secretary
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. Voting method was discussed. The board chose a nomination/voice vote process.
6. Election of Officers. a. President. Helen Drawbert accepted the nomination by Elvig for the office of President. No other nominations were made. Confirmed by a unanimous voice vote, Helen Drawbert was elected as President. b. Vice President. Robin Elvig accepted the nomination by Rowe for the office of Vice President. No other nominations were made. Confirmed by a unanimous voice vote, Robin Elvig was elected as Vice President. c. Clerk. Mike Hilger accepted the nomination by Elvig for the office of Clerk. No other nominations were made. Confirmed by a unanimous voice vote, Mike Hilger was elected as Clerk. d. Treasurer. Brad Poquette accepted the nomination by Rowe for the office of Treasurer. No other nominations were made. Confirmed by a unanimous voice vote, Brad Poquette was elected as Treasurer.
7. Adjournment. Motion by Elvig to adjourn at 6:36 p.m., seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0.

Joyce M. Orth CAP, Board Secretary

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

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Dr. Connie Biedron, Superintendent

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ALTOONA BOARD OF EDUCATION  
Regular Meeting  
Altoona Commons Addition  
May 6, 2013  
6:45 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Helen Drawbert at 6:45 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  
Michael J. Hilger, Clerk; left at 9:12 p.m.  
Bradley D. Poquette, Treasurer  
David A. Rowe, Member  
Dr. Connie M. Biedron, Superintendent  
Joyce M. Orth, Board Secretary
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. April 22, 2013 Regular Meeting. Motion by Elvig to approve the minutes as presented, seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, abstain, Poquette, yes; Drawbert, yes. Motion carried 4-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. (1) Dr. Biedron welcomed Mike Hilger back, and recognized the full-board status. b. Agenda items - public comment and concern. (1) Dave Rowe mentioned the Excellence in Education Banquet and congratulated all involved. (See 10.c.(5).)
8. Treasurer's Report. a. Approval of Checks for Payment. Motion by Elvig to approve general fund checks totaling \$800,428.51 and student activity fund checks totaling \$4,939.32 as presented, seconded by Rowe. Rowe, yes; Hilger, yes, Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0.
9. School Showcase. a. AFS Exchange Students. Three AFS exchange students were introduced and shared their insight: Pichsinee Chonrujeewong, Thailand; Giovanni Sallei, Italy; and Victoria Hagen, Germany. AFS volunteer, Karen Nelson was also in attendance. b. Student Representative's Update. Megan Netzinger reviewed recent and upcoming events. Student council members have just returned from the WASC State Leadership Conference in Green Bay. Each of 15 Altoona High School students that attended, participated in a challenge and each received Gold in their competition category. Upcoming projects include KISS a Senior Goodbye. This was Megan's last meeting as Board Representative.

10. Information. **a. General Information.** (1) Policy Development. The following were discussed: 538.1-Exhibits 1, 2, 3 – Coach Evaluation; 830 – Community Use of School Facilities; 441.2-Exhibit – Application for Student Representative to the Board. **b. President’s Report.** (1) Committee Sign-up Process. The sign-up process was discussed. (2) Committee Interest – Demographic Trends & Facilities Planning Committee. Sixteen community members, parents and staff submitted interest applications. Board members will review the applicants and let Joyce know their preferences. Appointments will be made on May 20. (3) WASB Spring Academy. Helen Drawbert, Robin Elvig and Brad Poquette attended the Spring Academy on May 4 in Waukesha. They each shared highlights from their sessions.
- c. Superintendent’s Report.** (1) WASDA Conference. Dr. Biedron attended and reviewed the State Conference, April 24-26 in Green Bay. (2) School-Sponsored and Supervised Student Activities Insurance 2013/14 Renewal Report. The Renewal Report was included in board packets. Under the current \$100 deductible, there is no increase in the premium for 2013/14. (See 11.f.) (3) Lunch & Learn: The Dynamics of Conflict Management. Dr. Biedron and the administrative team attended the Lunch & Learn session on April 30. (4) Conversations/Coffee with Connie. Conversations and Coffee with Connie sessions were held on April 30 and May 1 respectively. (5) Excellence in Education Banquet. The May 1 Excellence in Education Banquet sponsored by the Eau Claire Area Chamber of Commerce was reviewed. Six Altoona High School seniors along with educators of their choosing were honored. In addition, one of our high school teachers received the Innovation in Teaching Award. (6) Project Based Learning School Update. The PBL team made a site visit to the Woodlands School last week. The team’s next work session is scheduled for May 9. (7) Facilities Study Update. ADG Architects will present their findings at the May 20 board meeting. (8) Class Offerings Committee: Staff and Student Surveys. Results from staff and student surveys to assess interest and readiness for online classes were reviewed. The survey process is ongoing. (9) Open Enrollment Application Summary. The Open Enrollment Applicant Summary for 2013/14 was reviewed. During the three month window, February through April, the District received 104 applications for nonresident students to attend school in our district schools. This compares to 108 applications, submitted for 86 resident students to attend school in another district. Students can apply to a maximum of three school districts. (10) Other Meetings and Events. Other news reviewed include: the denial of Skyward’s appeal for the state student information system, this week’s events including the staff appreciation breakfast, Mock Car Crash, planning council and prom, last week’s lock-down drill, the COPS grant, the upcoming evacuation drill and the Student Leader Club in conjunction with the Rotary Club of Eau Claire.
11. Board Action after Consideration and Discussion. **a. Consider Resignation of Elementary Specials’ Teacher.** Motion by Elvig to accept the resignation of Andrea Schaffer, elementary specials’ teacher effective at year end 2012/13, seconded by Hilger. Hilger, yes, Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0. **b. Consider Resignation of High School Golf Assistant Coach.** Motion by Rowe to accept the resignation of Jeff Witte, high school golf assistant coach, seconded by Elvig. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes, Drawbert, yes. Motion carried 5-0.
- c. Consider Employment Recommendation to Fill Extracurricular Positions.** Motion by Elvig to employ Stacy Winsand , boys’ varsity head basketball coach beginning in the 2013/14 season as recommended, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes, Poquette, yes; Drawbert, yes. Motion carried 5-0.
- d. Consider Approval of 187-Rule – Public Participation at Board Meeting.** Motion by Rowe to approve 187-Rule as presented, seconded by Elvig. Rowe, yes; Hilger, yes, Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0. **e. Consider Initial Adoption of Policy 522.71 – Electronic Media and Social Media.** Motion by Elvig to approve initial adoption of Policy 522.71 as presented, seconded by Hilger. Hilger, yes, Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0. **f. Consider Approval of 2013/14 Student Insurance Premium.** Motion by Elvig to postpone approval of the student insurance renewal and premium for 2013/14, seconded by Rowe. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes, Drawbert, yes. Motion carried 5-0.

12. Anticipated Closed Session as Per Section 19.85 (1) (c) – Wisc. Statutes. Motion by Elvig to adjourn into closed session at 8:45 p.m., seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes, Poquette, yes; Drawbert, yes. Motion carried 5-0. a. Consider Closed Session Minutes for April 4, 2013;  
b. Considering employment and performance evaluation data of a public employee over which the governmental body has jurisdiction or exercises responsibility – 19.85 (1) (c)
13. Reconvene into Open Session and Take Necessary Action. Motion by Rowe to reconvene into open session and take no action at 9:18 p.m., seconded by Elvig. Rowe, yes; Hilger, absent, Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 4-0.
14. Adjournment. Motion by Elvig to adjourn at 9:19 p.m., seconded by Rowe. Hilger, absent, Poquette, 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, May 20, 2013 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CAP, Board Secretary

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

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ALTOONA BOARD OF EDUCATION  
SPECIAL MEETING  
District Board Room  
May 14, 2013  
5:30 p.m.

1. The Special Meeting/Expulsion Hearing was called to order by Board President, Helen Drawbert at 5:31 p.m. in the District board room.
2. Roll Call was taken and the following were present:

Helen S. Drawbert, President	Dr. Connie Biedron, Superintendent
Robin E. Elvig, Vice President	Jeff Pepowski, High School Principal
Michael J. Hilger, Clerk	Jay Mielke, Dean of Students
Bradley D. Poquette, Treasurer	Mark Scheppke, Technology Coordinator
David A. Rowe, Member	
Joyce M. Orth, Board Secretary	Parents and Student
Jim Ward, Legal Counsel/Hearing Officer	Social Worker and Therapist
3. Reading of Public Notice was not presented. All posting requirements were met.
4. Closed Session as Per Section 19.85(1) (a), (1) (f) Wisc. Statutes. Motion by Elvig to adjourn into closed session at 5:32 p.m., seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0. a. Considering personal history, disciplinary data, and investigation of charges against a student which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations - student expulsion hearing - 19.85 (1)(f).  
b. Deliberating concerning a case which was the subject of any judicial or quasijudicial trial or hearing before that governmental body - 19.85 (1)(a). Motion by Elvig to expel the student through the 2014/15 school year with a provision for an early reinstatement as of September 3, 2013 for the limited purpose of earning credits toward his high school diploma at home via online coursework. The early reinstatement provision is contingent on the student completing a psychological evaluation and complying with any follow-up treatment and counseling at the expense of the family. For the remainder of the 2012/13 school year, the student will have the opportunity to complete current classes at home by June 11, 2013, or as arranged with the administration. Motion second by Drawbert. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0.
5. Reconvene into Open Session and Take Necessary Action. Motion by Elvig to reconvene into open session and take no action at 8:32 p.m., seconded by Hilger. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0.
6. Adjournment. Motion by Elvig to adjourn at 8:33 p.m., seconded by Hilger. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0.

Joyce Orth CAP, Board Secretary

\_\_\_\_\_  
District Clerk

\_\_\_\_\_  
Date

CHECK DATE	CHECK ACCOUNT						VENDOR	INVOICE	
	NUMBER	NUMBER						DESCRIPTION	AMOUNT
05/02/2013	128964	10 E 400 411 162205 000				ALTOONA HIGH SCHOOL	money for Hudl program from BBB & Golf	200.00	
05/02/2013	128964	10 E 400 411 162212 000				ALTOONA HIGH SCHOOL	money for Hudl program from BBB & Golf	100.00	
							Totals for 128964	300.00	
05/02/2013	128965	10 E 100 411 110000 000				ALTOONA HOT LUNCH PROGRAM	GRANPARENTS DAY AND KIND ORIENTATION	144.00	
							Totals for 128965	144.00	
05/02/2013	128966	10 E 800 358 221910 000				CHARTER COMMUNICATIONS	Internet service to Pre-K building	29.99	
							Totals for 128966	29.99	
05/02/2013	128967	10 E 800 358 221910 000				CHARTER COMMUNICATIONS	Internet Transport	780.70	
							Totals for 128967	780.70	
05/02/2013	128968	10 E 200 411 120000 000				CULLIGAN WATER SERVICE	WATER FOR MIDDLE SCHOOL OFFICE	26.80	
							Totals for 128968	26.80	
05/02/2013	128969	10 E 100 310 110102 000				DAVIS, DEBBIE	Stipends for 4K Teachers	200.00	
							Totals for 128969	200.00	
05/02/2013	128970	10 E 800 310 252105 000				DIVERSIFIED BENEFIT SERVICES INC	ADMINISTRATIVE SERVICES	170.15	
							Totals for 128970	170.15	
05/02/2013	128971	10 E 800 293 291000 000				EDUCATORS BENEFIT CONSULTANTS LLC	RETIREMENT BENEFITS - STRUCK, KNUDSON	750.00	
							Totals for 128971	750.00	
05/02/2013	128972	80 E 700 411 161341 000				GOODWIN, ANGELA	supply receipts for OM coaching	50.00	
							Totals for 128972	50.00	
05/02/2013	128973	10 E 100 411 253300 000				HILLYARD, INC - EAU CLAIRE	FOAM HAND CLNR, DISPENSER	37.14	
05/02/2013	128973	10 E 200 411 253300 000				HILLYARD, INC - EAU CLAIRE	FOAM HAND CLNR, DISPENSER	37.14	
05/02/2013	128973	10 E 400 411 253300 000				HILLYARD, INC - EAU CLAIRE	FOAM HAND CLNR, DISPENSER	37.14	
05/02/2013	128973	10 E 100 411 253300 000				HILLYARD, INC - EAU CLAIRE	BATH TISSUE	315.10	
05/02/2013	128973	10 E 200 411 253300 000				HILLYARD, INC - EAU CLAIRE	BATH TISSUE	315.10	
05/02/2013	128973	10 E 400 411 253300 000				HILLYARD, INC - EAU CLAIRE	BATH TISSUE	315.10	
							Totals for 128973	1,056.72	
05/02/2013	128974	10 E 100 310 110102 000				KAISER, ARIANA	Stipends for 4K Teachers	200.00	
							Totals for 128974	200.00	
05/02/2013	128975	10 E 800 411 223100 000				MECA SPORTSWEAR	gold bars	70.95	
							Totals for 128975	70.95	
05/02/2013	128976	10 E 100 310 110102 000				PETERSON, WENDY	Stipends for 4K Teachers	200.00	
							Totals for 128976	200.00	
05/02/2013	128977	10 E 100 310 110102 000				REDETZKE, CHRISTINE	Stipends for 4K Teachers	200.00	
							Totals for 128977	200.00	
05/02/2013	128978	10 E 700 411 161341 000				SAGERT, JENNIFER	OM EXPENSES	50.00	

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
				Totals for 128978		50.00
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		6.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		19.98
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		3.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		34.97
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		9.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		9.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		10.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		19.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		7.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		166.88
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		24.97
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		8.99
05/02/2013	128980	10 L 000 000 816902 000	SCHOLASTIC BOOK CLUBS	Books in the Park		22.98
				Totals for 128980		348.70
05/02/2013	128981	10 E 400 411 127000 000	STAPLES	Supplies		5.69
05/02/2013	128981	10 E 400 411 127000 000	STAPLES	Supplies		70.13
				Totals for 128981		75.82
05/02/2013	128982	10 E 100 310 110102 000	SZYDEL, JENNIFER	Stipends for 4K Teachers		200.00
				Totals for 128982		200.00
05/02/2013	128983	10 E 400 310 161100 000	UWEC RECREATION & SPORT FACILITIES	2013 grad party		2,132.00
				Totals for 128983		2,132.00
05/07/2013	128984	10 L 000 000 811680 000	OKLAHOMA DEPARTMENT OF HUMAN SERVIC	Payroll accrual		74.91
				Totals for 128984		74.91
05/07/2013	128985	10 L 000 000 811680 000	WI SCTF	Payroll accrual		46.98
05/07/2013	128985	27 L 000 000 811680 000	WI SCTF	Payroll accrual		7.02
05/07/2013	128985	10 L 000 000 811680 000	WI SCTF	Payroll accrual		187.50
				Totals for 128985		241.50
05/09/2013	128986	10 E 800 411 231100 000	ALTOONA HOT LUNCH PROGRAM	STAFF APPRECIATION BREAKFAST		359.53
				Totals for 128986		359.53
05/09/2013	128987	10 E 400 949 162219 000	AQUINAS HIGH SCHOOL	entry fee for track meet at UW-L 4/20/13		140.00
				Totals for 128987		140.00
05/09/2013	128988	10 E 800 411 162101 000	AWARD EMBLEM MFG CO, INC.	Show Choir award medals		55.01
				Totals for 128988		55.01
05/09/2013	128989	10 E 800 310 263300 000	CENTURYLINK - BUSINESS SERVICES	Long Distance Telephone Service		87.83
				Totals for 128989		87.83
05/09/2013	128990	27 E 800 370 436000 341	CLINCARE CORP/EC ACADEMY DIV	EAU CLAIRE ACADEMY - 2 STUDENTS AND 1 AIDE		4,644.00
				Totals for 128990		4,644.00
05/09/2013	128991	10 E 800 310 252105 000	DIVERSIFIED BENEFIT SERVICES INC	ADMINISTRATIVE SERVICES		699.37
				Totals for 128991		699.37

CHECK DATE	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER						DESCRIPTION	
05/09/2013	128992	10 E 400 310 161100 000					GOLDEN SPIKE AWARDS	PLAQUES	36.00
								Totals for 128992	36.00
05/09/2013	128993	10 E 800 353 258500 000					L & M MAIL SERVICE, INC.	Blanket order/mail service	1,673.17
								Totals for 128993	1,673.17
05/09/2013	128994	10 E 400 572 256740 000					LITCHFIELD RENT A CAR	van rentals TENNIS	138.00
05/09/2013	128994	10 E 400 572 256740 000					LITCHFIELD RENT A CAR	van rentals TRACK 04/20/2013	176.50
05/09/2013	128994	10 E 400 572 256740 000					LITCHFIELD RENT A CAR	van rentals TENNIS	145.00
05/09/2013	128994	10 E 400 572 256740 000					LITCHFIELD RENT A CAR	van rentals TRACK 04/23/13	116.00
05/09/2013	128994	10 E 400 572 256740 000					LITCHFIELD RENT A CAR	van rentals TRACK 04/20/13	164.50
								Totals for 128994	740.00
05/09/2013	128995	10 E 800 435 222200 000					MOVIE LICENSING USA	Public performance site license from 7/1/2013-6/30/2015	1,840.00
								Totals for 128995	1,840.00
05/09/2013	128996	10 E 400 411 120000 393					ODYSSEYWARE	2013 SUMMER SCHOOL	900.00
05/09/2013	128996	27 E 700 435 158760 341					ODYSSEYWARE	2013 SUMMER SCHOOL	900.00
								Totals for 128996	1,800.00
05/09/2013	128997	10 E 100 411 254300 000					PILTZ GLASS AND MIRROR INC	REPLACE BROKEN SIDELITE - ART ROOM	69.66
05/09/2013	128997	10 E 200 411 254300 000					PILTZ GLASS AND MIRROR INC	REPLACE BROKEN SIDELITE - ART ROOM	69.66
05/09/2013	128997	10 E 400 411 254300 000					PILTZ GLASS AND MIRROR INC	REPLACE BROKEN SIDELITE - ART ROOM	69.68
								Totals for 128997	209.00
05/09/2013	128998	10 E 400 949 162212 000					SCHOOL DISTRICT OF CHETEK	JV scramble 5/7/13 entry fee	40.00
								Totals for 128998	40.00
05/09/2013	128999	10 E 100 411 254300 000					SHERWIN-WILLIAMS	DRYERASE CLEAR KIT	50.86
05/09/2013	128999	10 E 200 411 254300 000					SHERWIN-WILLIAMS	DRYERASE CLEAR KIT	50.86
05/09/2013	128999	10 E 400 411 254300 000					SHERWIN-WILLIAMS	DRYERASE CLEAR KIT	50.85
								Totals for 128999	152.57
05/09/2013	129000	10 E 800 411 231100 000					SKYWARD, INC.	ELECTRONIC SIGNATURES	200.00
								Totals for 129000	200.00
05/09/2013	129001	10 E 200 411 126000 000					STAPLES	general classroom supplies.	30.73
05/09/2013	129001	10 E 200 411 126000 000					STAPLES	general classroom supplies.	5.89
								Totals for 129001	36.62
05/09/2013	129002	10 E 400 949 162212 000					TREMPELEAU MOUNTAIN GOLF COURSE	Trempeleau MT Golf tournament entry fee	85.00
								Totals for 129002	85.00
05/09/2013	129003	10 E 400 411 162120 000					TROPHY DEPOT INC	awards 2012-2014	62.17
								Totals for 129003	62.17
05/09/2013	129004	10 E 800 730 270000 000					UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INS ACCOUNT 696007-000-2	1,705.64
								Totals for 129004	1,705.64

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	NUMBER	NUMBER						DESCRIPTION	
05/09/2013	129005	10 E 800 310 231100 000				WISC DEPT OF JUSTICE	BACKGROUND CHECKS	105.00	
							Totals for 129005	105.00	
05/09/2013	129006	27 E 700 411 152000 347				WESTERN DAIRYLAND E.O.C., INC.	ECSE MEALS	151.10	
							Totals for 129006	151.10	
05/09/2013	129007	10 E 400 943 161339 000				WISCONSIN HIGH SCHOOL FORENSICS ASS	Wisconsin Forensics Association Dues	325.00	
							Totals for 129007	325.00	
05/02/2013	121320982	10 E 100 320 254300 000				CESA #10	energy management shared savings and 6 month Asbestos inspection.	160.00	
05/02/2013	121320982	10 E 100 336 253300 000				CESA #10	energy management shared savings and 6 month Asbestos inspection.	2,904.40	
05/02/2013	121320982	10 E 200 320 254300 000				CESA #10	energy management shared savings and 6 month Asbestos inspection.	160.00	
05/02/2013	121320982	10 E 200 336 253300 000				CESA #10	energy management shared savings and 6 month Asbestos inspection.	2,904.41	
05/02/2013	121320982	10 E 400 336 253300 000				CESA #10	energy management shared savings and 6 month Asbestos inspection.	2,904.41	
							Totals for 121320982	9,033.22	
05/02/2013	121320983	10 E 800 432 222200 000				FOLLETT LIBRARY RESOURCES	Books from Follett	141.10	
							Totals for 121320983	141.10	
05/02/2013	121320984	10 E 100 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	15.69	
05/02/2013	121320984	10 E 200 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	15.69	
05/02/2013	121320984	10 E 400 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	15.70	
05/02/2013	121320984	10 E 100 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	19.93	
05/02/2013	121320984	10 E 200 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	19.93	
05/02/2013	121320984	10 E 400 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	19.92	
05/02/2013	121320984	10 E 100 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	19.93	
05/02/2013	121320984	10 E 200 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	19.93	
05/02/2013	121320984	10 E 400 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	19.92	
05/02/2013	121320984	10 E 100 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	13.47	
05/02/2013	121320984	10 E 200 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	13.47	
05/02/2013	121320984	10 E 400 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	13.46	
							Totals for 121320984	207.04	
05/02/2013	121320985	10 E 200 320 254300 000				JOHNSON CONTROLS, INC.	install new air damper actuator on AHU 5	625.51	
							Totals for 121320985	625.51	
05/02/2013	121320986	10 E 400 470 125500 000				JW PEPPER & SON INC.	HUNGER GAMES, DANCE OF THE REED FLUTES	22.98	
05/02/2013	121320986	10 E 200 411 125400 000				JW PEPPER & SON INC.	Pops Concert Music from JW Pepper	708.46	
05/02/2013	121320986	10 E 200 411 125400 000				JW PEPPER & SON INC.	FIX YOU, YOU'VE GOT A FRIEND	131.49	
							Totals for 121320986	862.93	
05/02/2013	121320987	80 E 700 411 161341 000				KENT, KATHLEEN	OM supplies	50.00	



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	NUMBER	NUMBER		DESCRIPTION	AMOUNT
				Totals for 121320987	50.00
05/02/2013	121320988	10 E 800 342 223100 000	KLINE, ANN	Mileage to bank	3.39
05/02/2013	121320988	10 E 800 342 223100 000	KLINE, ANN	Basketball Crossover Mileage	18.08
05/02/2013	121320988	10 E 800 342 223100 000	KLINE, ANN	Mileage to bank	5.55
				Totals for 121320988	27.02
05/02/2013	121320989	10 E 200 411 126000 000	LAUX, MONICA	supplies for lab	20.91
				Totals for 121320989	20.91
05/02/2013	121320990	10 E 800 342 252000 000	LYNUM, CHARLENE	Mileage	57.27
				Totals for 121320990	57.27
05/02/2013	121320991	10 E 200 411 121000 000	NASCO	art supplies	358.30
05/02/2013	121320991	10 E 100 411 121000 000	NASCO	art supplies	282.37
05/02/2013	121320991	10 E 400 411 121000 000	NASCO	art supplies	202.18
05/02/2013	121320991	10 E 100 411 121000 000	NASCO	Paint, Glaze, Rulers	20.56
05/02/2013	121320991	10 E 200 411 126000 000	NASCO	general classroom supplies	157.76
05/02/2013	121320991	10 E 100 411 121000 000	NASCO	Paint, Glaze, Rulers	360.72
				Totals for 121320991	1,381.89
05/02/2013	121320992	10 E 100 411 110101 000	REALLY GOOD STUFF, INC.	Self adhesive plastic sleeves	170.72
05/02/2013	121320992	10 E 100 411 110101 000	REALLY GOOD STUFF, INC.	days of school counter and book bags	152.39
				Totals for 121320992	323.11
05/02/2013	121320993	10 E 800 355 263300 000	WATT, LORI	Subfinder telephone expense 2012-13	448.62
				Totals for 121320993	448.62
05/02/2013	121320994	10 E 200 310 125400 000	WSMA	Solo and Ensemble Fees to WSMA	316.00
05/02/2013	121320994	10 E 800 441 162101 000	WSMA	HS Choir Solo and Ensemble Awards	543.20
05/02/2013	121320994	10 E 200 310 125400 000	WSMA	state solo and ensemble entry for piano	18.00
05/02/2013	121320994	10 E 200 411 125400 000	WSMA	One additional solo and ensemble event	9.00
				Totals for 121320994	886.20
05/03/2013	121320995	10 E 800 386 221210 000	CESA #10	Service Billing #5	762.50
05/03/2013	121320995	10 E 800 386 221220 000	CESA #10	Service Billing #5	6,610.80
05/03/2013	121320995	10 E 800 386 221230 000	CESA #10	Service Billing #5	88.60
05/03/2013	121320995	10 E 800 386 221240 000	CESA #10	Service Billing #5	842.00
05/03/2013	121320995	10 E 800 386 222200 000	CESA #10	Service Billing #5	10.00
05/03/2013	121320995	10 E 800 386 222210 000	CESA #10	Service Billing #5	444.40
05/03/2013	121320995	10 E 800 386 223710 000	CESA #10	Service Billing #5	298.60
05/03/2013	121320995	10 E 800 386 258100 000	CESA #10	Service Billing #5	88.00
05/03/2013	121320995	10 E 800 386 258300 000	CESA #10	Service Billing #5	138.00
05/03/2013	121320995	10 E 800 386 262100 000	CESA #10	Service Billing #5	415.00
05/03/2013	121320995	10 E 800 386 292000 000	CESA #10	Service Billing #5	291.40
05/03/2013	121320995	27 E 800 386 215000 019	CESA #10	Service Billing #5	-21,294.80
05/03/2013	121320995	27 E 800 386 436300 019	CESA #10	Service Billing #5	8,325.10
05/03/2013	121320995	27 E 800 386 436660 019	CESA #10	Service Billing #5	11,804.10
05/03/2013	121320995	27 E 800 386 436720 019	CESA #10	Service Billing #5	-2,160.00
05/03/2013	121320995	10 E 800 386 253000 000	CESA #10	Service Billing #5	241.10

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	NUMBER	NUMBER		DESCRIPTION	
05/03/2013	121320995	10 E 800 386 263310 056	CESA #10	Service Billing #5	374.50
05/03/2013	121320995	10 E 800 386 249000 000	CESA #10	Service Billing #5	872.80
05/03/2013	121320995	27 E 800 386 436611 341	CESA #10	Service Billing #5	912.70
				Totals for 121320995	9,064.80
05/07/2013	121320996	10 L 000 000 811650 000	WEST CENTRAL EDUCATION ASSN	Payroll accrual	3,212.54
05/07/2013	121320996	27 L 000 000 811650 000	WEST CENTRAL EDUCATION ASSN	Payroll accrual	463.78
05/07/2013	121320996	10 L 000 000 811650 000	WEST CENTRAL EDUCATION ASSN	Payroll accrual	196.80
05/07/2013	121320996	10 L 000 000 811650 000	WEST CENTRAL EDUCATION ASSN	Payroll accrual	203.46
05/07/2013	121320996	27 L 000 000 811650 000	WEST CENTRAL EDUCATION ASSN	Payroll accrual	203.20
05/07/2013	121320996	80 L 000 000 811650 000	WEST CENTRAL EDUCATION ASSN	Payroll accrual	2.84
				Totals for 121320996	4,282.62
05/07/2013	121320997	10 L 000 000 811670 000	ING LIFE INS & ANNUITY CO	Payroll accrual	745.40
05/07/2013	121320997	27 L 000 000 811670 000	ING LIFE INS & ANNUITY CO	Payroll accrual	64.60
05/07/2013	121320997	10 L 000 000 811670 000	ING LIFE INS & ANNUITY CO	Payroll accrual	150.40
05/07/2013	121320997	27 L 000 000 811670 000	ING LIFE INS & ANNUITY CO	Payroll accrual	9.60
				Totals for 121320997	970.00
05/07/2013	121320998	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	514.49
05/07/2013	121320998	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	84.63
05/07/2013	121320998	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	26.75
05/07/2013	121320998	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
05/07/2013	121320998	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	218.11
05/07/2013	121320998	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.67
05/07/2013	121320998	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	3.43
05/07/2013	121320998	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
05/07/2013	121320998	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	514.49
05/07/2013	121320998	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	84.63
05/07/2013	121320998	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	26.75
05/07/2013	121320998	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
05/07/2013	121320998	10 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	218.11
05/07/2013	121320998	27 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.67
05/07/2013	121320998	50 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	3.43
05/07/2013	121320998	80 L 000 000 811634 000	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00
05/07/2013	121320998	10 E 100 230 110000 000	MINNESOTA LIFE INSURANCE CO	JUNE 2013 BILLING IN MAY	-2.68
05/07/2013	121320998	10 E 200 230 120000 000	MINNESOTA LIFE INSURANCE CO	JUNE 2013 BILLING IN MAY	-2.76
05/07/2013	121320998	10 E 400 230 120000 000	MINNESOTA LIFE INSURANCE CO	JUNE 2013 BILLING IN MAY	-2.68
				Totals for 121320998	1,744.04
05/08/2013	121320999	50 E 800 320 257220 000	CERTIFIED REFRIG & MECHANICAL C/O A	repair of middle school walk in cooler	307.24
				Totals for 121320999	307.24
05/08/2013	121321000	50 E 800 415 257210 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	240.00
05/08/2013	121321000	50 E 800 415 257220 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	855.34
05/08/2013	121321000	50 E 800 415 257250 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	511.04
05/08/2013	121321000	50 E 800 415 257210 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	240.00
05/08/2013	121321000	50 E 800 415 257220 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	1,144.35
05/08/2013	121321000	50 E 800 415 257250 000	DEAN FOODS OF WISCONSIN	Morning Glory/Dean Foods blanket order	527.60

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				Totals for 121321000	3,518.33
05/08/2013	121321001	50 E 800 415 257220 000	DOMINOS PIZZA	Domino's Pizza blanket order	277.50
05/08/2013	121321001	50 E 800 415 257220 000	DOMINOS PIZZA	Domino's Pizza blanket order	322.50
				Totals for 121321001	600.00
05/08/2013	121321004	50 E 800 415 257210 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	705.22
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	2,797.93
05/08/2013	121321004	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	179.53
05/08/2013	121321004	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	346.03
05/08/2013	121321004	50 E 800 415 257210 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	983.87
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	2,446.21
05/08/2013	121321004	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	206.50
05/08/2013	121321004	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	149.51
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	7.20
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	-13.30
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	-14.13
05/08/2013	121321004	50 E 800 415 257210 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	815.00
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	3,786.50
05/08/2013	121321004	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	257.04
05/08/2013	121321004	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	250.43
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	15.18
05/08/2013	121321004	50 E 800 415 257210 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	792.15
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	2,583.88
05/08/2013	121321004	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	115.34
05/08/2013	121321004	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	301.18
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	2.40
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	13.30
05/08/2013	121321004	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DISTRIBUTOR,	Indianhead Foodservice blanket order	-32.63
				Totals for 121321004	16,694.34
05/09/2013	121321005	10 E 400 411 121000 000	CONTINENTAL CLAY CO	Clay	254.81
				Totals for 121321005	254.81

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05/09/2013	121321006	10 E 800 310 221210 000		DANZINGER, KATHERINE	42.5 CONSULTING HOURS Totals for 121321006	1,275.00 1,275.00
05/09/2013	121321007	10 E 400 411 126000 000		FLINN SCIENTIFIC INC.	Lab Supplies Totals for 121321007	571.87 571.87
05/09/2013	121321008	10 E 800 310 252100 000		GILMARTIN, BRENDA	Payment of Section 125 contributions Totals for 121321008	2,500.00 2,500.00
05/09/2013	121321009	10 E 400 411 125400 000		JW PEPPER & SON INC.	Music for High School Choir	198.74
05/09/2013	121321009	10 E 400 411 125400 000		JW PEPPER & SON INC.	Classroom supplies. Totals for 121321009	726.43 925.17
05/09/2013	121321010	27 E 800 370 436000 341		L E PHILLIPS CAREER DEVELOPEMENT CE	ALTERNATE YOUTH PROGRAM Totals for 121321010	891.00 891.00
05/09/2013	121321011	27 E 700 411 158310 341		MARCZINKE, STEVE	Mileage to and from Wausau/MEAL Totals for 121321011	125.81 125.81
05/09/2013	121321012	10 E 400 411 124000 000		SCHAEFER, DARRYL	Tip and room for AP Calculus pretest day at Pizza Del Re Totals for 121321012	25.00 25.00
05/09/2013	121321013	10 E 100 411 121000 000		SCHOOL SPECIALTY INC.	Supplies Totals for 121321013	255.48 255.48
05/09/2013	121321014	10 E 800 480 266000 000		SKYWARD, INC.	MANAGED SERVICES AND BACKSTAGE MANAGER Totals for 121321014	3,019.64 3,019.64
05/09/2013	121321015	10 E 200 551 222200 000		TAYLOR EDUCATIONAL SOLUTIONS LLC	Mimio Projector Interactive with Dual pen capability	1,569.00
05/09/2013	121321015	10 A 000 000 715630 000		TAYLOR EDUCATIONAL SOLUTIONS LLC	14 Mimio Teach Bars - \$6,000 will come from PTO Funds, \$2,000 from Dist Tech Budget, \$3346 from Common School Fund This should be coded to 551.	6,000.00
05/09/2013	121321015	10 E 800 435 221910 000		TAYLOR EDUCATIONAL SOLUTIONS LLC	14 Mimio Teach Bars - \$6,000 will come from PTO Funds, \$2,000 from Dist Tech Budget, \$3346 from Common School Fund This should be coded to 551.	2,000.00
05/09/2013	121321015	10 E 800 551 222200 000		TAYLOR EDUCATIONAL SOLUTIONS LLC	14 Mimio Teach Bars - \$6,000 will come from PTO Funds, \$2,000 from Dist Tech Budget, \$3346 from Common School Fund This should be coded to 551. Totals for 121321015	3,346.00 12,915.00
05/09/2013	121321016	10 E 400 411 126000 000		VERNIER SOFTWARE & TECHNOLOGY	Lab Equipment Totals for 121321016	2,690.57 2,690.57
05/07/2013	201200452	10 L 000 000 811671 000		GREAT-WEST RETIREMENT SERVICES	Payroll accrual	1,438.00

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	NUMBER	NUMBER		DESCRIPTION		
05/07/2013	201200452	27 L 000 000 811671 000	GREAT-WEST RETIREMENT SERVICES	Payroll accrual		500.00
				Totals for 201200452		1,938.00
05/07/2013	201200453	10 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		739.90
05/07/2013	201200453	27 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		9.60
05/07/2013	201200453	50 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		10.00
05/07/2013	201200453	80 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		7.50
05/07/2013	201200453	10 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		26,197.61
05/07/2013	201200453	27 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		3,249.58
05/07/2013	201200453	50 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		619.70
05/07/2013	201200453	80 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual		325.95
05/07/2013	201200453	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		18,100.84
05/07/2013	201200453	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		2,841.18
05/07/2013	201200453	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		680.42
05/07/2013	201200453	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		280.56
05/07/2013	201200453	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		4,233.36
05/07/2013	201200453	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		664.44
05/07/2013	201200453	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		159.15
05/07/2013	201200453	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		65.62
				Totals for 201200453		58,185.41
05/07/2013	201200454	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		4,233.36
05/07/2013	201200454	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		664.44
05/07/2013	201200454	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		159.15
05/07/2013	201200454	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		65.62
05/07/2013	201200454	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		18,100.84
05/07/2013	201200454	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		2,841.18
05/07/2013	201200454	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		680.42
05/07/2013	201200454	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual		280.56
				Totals for 201200454		27,025.57
05/07/2013	201200455	10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual		102.50
05/07/2013	201200455	50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual		55.00
05/07/2013	201200455	80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual		7.50
05/07/2013	201200455	10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual		14,814.34
05/07/2013	201200455	27 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual		2,205.68
05/07/2013	201200455	50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual		403.06
05/07/2013	201200455	80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual		165.24
				Totals for 201200455		17,753.32
05/07/2013	201200456	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		530.53
05/07/2013	201200456	10 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		15,024.01
05/07/2013	201200456	27 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,019.87
05/07/2013	201200456	80 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		83.46
05/07/2013	201200456	10 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,963.63
05/07/2013	201200456	27 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		720.32
05/07/2013	201200456	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		104.69
05/07/2013	201200456	80 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		56.51
05/07/2013	201200456	10 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		15,024.01
05/07/2013	201200456	27 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,019.87
05/07/2013	201200456	80 L 000 000 811621 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		83.46
05/07/2013	201200456	10 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,963.63
05/07/2013	201200456	27 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		720.32
05/07/2013	201200456	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		635.22
05/07/2013	201200456	80 L 000 000 811622 000	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		56.51
				Totals for 201200456		43,006.04

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT
	NUMBER	NUMBER	NUMBER			
05/07/2013	201200457	10 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	64.14
05/07/2013	201200457	27 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	45.75
05/07/2013	201200457	10 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	233.00
05/07/2013	201200457	10 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	10.44
05/07/2013	201200457	10 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	2,775.00
05/07/2013	201200457	10 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	5,523.75
05/07/2013	201200457	27 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	500.00
05/07/2013	201200457	80 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	78.25
05/07/2013	201200457	10 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	98.23
05/07/2013	201200457	27 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	64.86
05/07/2013	201200457	10 L 000 000	811691 000	WEA TRUST ADVANTAGE	Payroll accrual	2,707.50
					Totals for 201200457	12,100.92
05/07/2013	201200461	10 A 000 000	711100 000	WELLS FARGO BANK/NET PR & DIRECT DE	PR & DIRECT DEPOSIT/5-7-13	191,557.98
05/07/2013	201200461	27 A 000 000	711100 000	WELLS FARGO BANK/NET PR & DIRECT DE	PR & DIRECT DEPOSIT/5-7-13	32,104.50
05/07/2013	201200461	50 A 000 000	711100 000	WELLS FARGO BANK/NET PR & DIRECT DE	PR & DIRECT DEPOSIT/5-7-13	8,915.81
05/07/2013	201200461	80 A 000 000	711100 000	WELLS FARGO BANK/NET PR & DIRECT DE	PR & DIRECT DEPOSIT/5-7-13	3,491.52
					Totals for 201200461	236,069.81
05/08/2013	201200464	10 E 100 249	110000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	160.15
05/08/2013	201200464	10 E 100 249	110100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	238.21
05/08/2013	201200464	10 E 100 249	110101 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	348.29
05/08/2013	201200464	10 E 100 249	110200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	211.67
05/08/2013	201200464	10 E 100 249	110300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	249.41
05/08/2013	201200464	10 E 100 249	110400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	142.51
05/08/2013	201200464	10 E 100 249	143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	45.25
05/08/2013	201200464	10 E 100 249	213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	67.75
05/08/2013	201200464	10 E 100 249	222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	51.74
05/08/2013	201200464	10 E 100 249	241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	246.84
05/08/2013	201200464	10 E 100 249	253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	81.63
05/08/2013	201200464	10 E 100 249	110100 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	70.68
05/08/2013	201200464	10 E 100 249	110101 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	74.40
05/08/2013	201200464	10 E 100 249	110200 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	118.84
05/08/2013	201200464	10 E 100 249	110300 365	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.42
05/08/2013	201200464	10 E 200 249	120000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	28.09
05/08/2013	201200464	10 E 200 249	120500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	160.91
05/08/2013	201200464	10 E 200 249	120600 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	135.75
05/08/2013	201200464	10 E 200 249	121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	8.65
05/08/2013	201200464	10 E 200 249	122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	169.42
05/08/2013	201200464	10 E 200 249	123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	15.49
05/08/2013	201200464	10 E 200 249	124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	66.81
05/08/2013	201200464	10 E 200 249	125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	3.33
05/08/2013	201200464	10 E 200 249	125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	29.75
05/08/2013	201200464	10 E 200 249	125510 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.70
05/08/2013	201200464	10 E 200 249	126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	77.69
05/08/2013	201200464	10 E 200 249	127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	107.23
05/08/2013	201200464	10 E 200 249	132700 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	33.64
05/08/2013	201200464	10 E 200 249	136320 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	7.73
05/08/2013	201200464	10 E 200 249	141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	7.43
05/08/2013	201200464	10 E 200 249	143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	61.50
05/08/2013	201200464	10 E 200 249	213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	119.04
05/08/2013	201200464	10 E 200 249	222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	99.34
05/08/2013	201200464	10 E 200 249	241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	154.97
05/08/2013	201200464	10 E 200 249	241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	1.26
05/08/2013	201200464	10 E 200 249	253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	110.35

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
05/08/2013	201200464	10 E 200 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	53.74	
05/08/2013	201200464	10 E 400 249 121000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	44.00	
05/08/2013	201200464	10 E 400 249 122000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	238.08	
05/08/2013	201200464	10 E 400 249 123000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	103.68	
05/08/2013	201200464	10 E 400 249 124000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	137.88	
05/08/2013	201200464	10 E 400 249 125400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	3.33	
05/08/2013	201200464	10 E 400 249 125500 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	29.75	
05/08/2013	201200464	10 E 400 249 126000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	199.20	
05/08/2013	201200464	10 E 400 249 127000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	193.09	
05/08/2013	201200464	10 E 400 249 141000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	11.29	
05/08/2013	201200464	10 E 400 249 143000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	62.10	
05/08/2013	201200464	10 E 400 249 213000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	83.73	
05/08/2013	201200464	10 E 400 249 222200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	99.20	
05/08/2013	201200464	10 E 400 249 241000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	145.72	
05/08/2013	201200464	10 E 400 249 241100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	3.99	
05/08/2013	201200464	10 E 400 249 253300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	102.16	
05/08/2013	201200464	10 E 400 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	53.74	
05/08/2013	201200464	10 E 400 249 132700 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	97.22	
05/08/2013	201200464	10 E 400 249 136320 400	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	51.70	
05/08/2013	201200464	10 E 700 249 172000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	76.00	
05/08/2013	201200464	10 E 800 249 211100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	33.03	
05/08/2013	201200464	10 E 800 249 214400 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	39.42	
05/08/2013	201200464	10 E 800 249 221910 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	103.57	
05/08/2013	201200464	10 E 800 249 223100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	31.67	
05/08/2013	201200464	10 E 800 249 232100 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	111.98	
05/08/2013	201200464	10 E 800 249 252000 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	89.15	
05/08/2013	201200464	10 E 800 249 254200 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	53.73	
05/08/2013	201200464	10 E 800 249 254300 000	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	55.62	
05/08/2013	201200464	10 E 800 249 122000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	73.27	
05/08/2013	201200464	10 E 800 249 239000 141	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	1.69	
05/08/2013	201200464	27 E 700 249 152000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	76.00	
05/08/2013	201200464	27 E 700 249 158100 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	17.27	
05/08/2013	201200464	27 E 700 249 158310 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.62	
05/08/2013	201200464	27 E 700 249 158320 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.45	
05/08/2013	201200464	27 E 700 249 158330 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	15.10	
05/08/2013	201200464	27 E 700 249 158340 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	11.64	
05/08/2013	201200464	27 E 700 249 158510 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	4.74	
05/08/2013	201200464	27 E 700 249 158520 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.46	
05/08/2013	201200464	27 E 700 249 158530 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.55	
05/08/2013	201200464	27 E 700 249 158710 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	76.31	
05/08/2013	201200464	27 E 700 249 158730 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.50	
05/08/2013	201200464	27 E 700 249 158750 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.54	
05/08/2013	201200464	27 E 700 249 158760 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.57	
05/08/2013	201200464	27 E 700 249 159110 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	701.06	
05/08/2013	201200464	27 E 700 249 213000 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	22.11	
05/08/2013	201200464	27 E 700 249 214400 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	16.10	
05/08/2013	201200464	27 E 700 249 223300 011	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	28.08	
05/08/2013	201200464	27 E 700 249 223300 341	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	41.48	
05/08/2013	201200464	10 E 100 249 110300 332	DIVERSIFIED BENEFIT SERVICES INC	HRA PAYMENTS	59.37	
Totals for 201200464					7,493.55	
05/08/2013	201200465	10 L 000 000 811614 000	DIVERSIFIED BENEFIT SERVICES INC	Flex plan charges	14.74	
Totals for 201200465					14.74	
Totals for checks					502,732.15	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	339,552.70	0.00	66,022.95	405,575.65
27	SPECIAL EDUCATION FUND	52,146.39	0.00	5,725.59	57,871.98
50	FOOD SERVICE	13,013.51	0.00	21,119.91	34,133.42
80	COMMUNITY SERVICE	5,051.10	0.00	100.00	5,151.10
***	Fund Summary Totals ***	409,763.70	0.00	92,968.45	502,732.15

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



CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER		DESCRIPTION	
05/08/2013	7864	61 L 000 000 814407 000	AGILE SPORTS TECHNOL	HUDL SOFTWARE AND PRACTICE SCRIPTS	1,695.00
				Totals for 7864	1,695.00
05/08/2013	7865	61 L 000 000 814228 000	CHIPPEWA VALLEY SPOR	bat and softballs	141.00
				Totals for 7865	141.00
05/08/2013	7866	61 L 000 000 814209 000	COCA-COLA BOTTLING C	Blanket Purchase Order for the school store	568.80
				Totals for 7866	568.80
05/08/2013	7867	61 L 000 000 814212 000	EQUAL RIGHTS DIVISIO	OFFICE NUMBER : 7 work permits	105.00
				Totals for 7867	105.00
05/08/2013	7868	61 L 000 000 814209 000	ROCK N'ROLL TO GO PL	Payment for carnival on 5/10/13	100.00
				Totals for 7868	100.00
05/14/2013	7869	61 L 000 000 814200 000	GULOTTA, SARAH	Third Prize - HS LMC Photo Contest	10.00
				Totals for 7869	10.00
05/14/2013	7870	61 L 000 000 814200 000	REPKA, KATELYN	Second Prize - LMC Photo Contest	15.00
				Totals for 7870	15.00
05/14/2013	7871	61 L 000 000 814200 000	ROSEMORE, LIZ	Photo Contest - First Prize	20.00
				Totals for 7871	20.00
05/14/2013	7872	61 L 000 000 814200 000	THAO, ANSEL	LMC Photo contest - Best of Show	25.00
				Totals for 7872	25.00
05/14/2013	7873	61 L 000 000 814209 000	TRI-MART CORPORATION	Blanket Purchase order for the school store	239.25
				Totals for 7873	239.25
				Totals for checks	2,919.05

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	2,919.05	0.00	0.00	2,919.05
***	Fund Summary Totals ***	2,919.05	0.00	0.00	2,919.05

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

# SCHOOL DISTRICT OF ALTOONA

## Bank Balances

April 2013

### GENERAL ACCOUNTS (*FUNDS 10, 23, 27, 38, 45, 50, and 80*)

#### Wells Fargo Bank

Beginning balance	129,808.94
Receipts	165,640.22
Disbursements	(1,345,138.27)
Transfers in	2,735,000.00
Transfers out	<u>(950,000.00)</u>
Ending Balance	<u>735,310.89</u>

#### Wells Fargo Bank Savings

Beginning balance	595,584.18
Transfers in	950,000.00
Transfers out	(300,000.00)
Interest	<u>45.28</u>
Ending Balance	<u>1,245,629.46</u>

#### State Government Pool

Beginning balance	2,408,270.17
Receipts	103,491.00
Transfers in	0.00
Transfers out	(2,435,000.00)
Interest	<u>87.14</u>
Ending Balance	<u>76,848.31</u>

#### Wisconsin Liquid Asset Fund

Beginning balance	2,146.17
Interest	<u>0.00</u>
Ending Balance	<u>2,146.17</u>

### GENERAL ACCOUNTS TOTAL

**\$2,059,934.83**

# SCHOOL DISTRICT OF ALTOONA

## Bank Balances

April 2013

### DEBT SERVICE FUND 39

#### Wells Fargo Bank

Beginning balance	671,554.68
Receipts	0.00
Disbursements	(670,408.75)
Interest	<u>0.15</u>
Ending Balance	<u>1,146.08</u>

#### State Government Pool

Beginning balance	2,696.77
Transfers out	0.00
Interest	<u>0.32</u>
Ending Balance	<u>2,697.09</u>

#### Wisconsin Liquid Asset Fund

Beginning balance	4,289.09
Interest	<u>0.00</u>
Ending Balance	<u>4,289.09</u>

### **FUND 39 TOTAL**

**\$8,132.26**

### STUDENT ACTIVITY FUND 60

#### Wells Fargo Bank

Beginning balance	84,835.36
Receipts	9,111.77
Disbursements	(8,356.82)
Interest	3.19
Service Fees	(44.43)
Ending Balance	<u>85,549.07</u>

### **FUND 60 TOTAL**

**\$85,549.07**

### Employee Benefit Trust Fund 73

#### Mid America

Beginning balance	260,779.97
Receipts	0.00
Disbursements	(133,530.69)
Quarterly Interest	0.00
Service Fees	1,786.40
Ending Balance	<u>129,035.68</u>

### **FUND 73 TOTAL**

**\$129,035.68**

## Building Assessment – Altoona School District – Pedersen Elementary School

**Introduction** ADG and its Consultant - Karges-Faulconbridge, Inc. (KFI), conducted and documented site observations on several occasions the result of this information gathering effort is outlined below. No destructive tests were performed; therefore, all information gathered was visually and/or verbally and via walk-throughs and reviewing of existing plan documents.

The present elementary facility was constructed in the early 1960's with major additions occurring in the 1980's and the most recent completed in 2000. Renovations occurred to some areas of the original and later areas as new additions were constructed over the course of years. In general, the structure of the facility is sound and in good condition; however, the electrical, security, technology and HVAC systems are aging, inadequate, non-existent, and/or – at - or near their life expectancy. Interior finishes are showing various signs of wear commensurate with use and age. Stained ceiling tiles are present in several areas indicating that water from the roof is seeping through, which indicates consideration to re-roofing the building(s) is necessary.

This report provides an overview of all components of the Building and Grounds; outbuildings are not included in this report. At the **Recommendation(s)** area of each heading, priorities and cost(s) will be assigned to correct the individual deficiencies presented.

Priorities are as follow:

**P-1:** These are code related concerns, life safety concerns and/or building maintenance issues that **must** be addressed should major renovations occur.

**P-2:** These are items that consideration **could** be given should major renovations and/or building addition(s) occur.

**P-3:** These are items that would be **nice** to include should budget allow.

**O&M:** These are items that should be addressed and/or maintained through normal Operations and Maintenance.

### I. Exterior Building and Grounds

**A. Facility Access:** All student, parental, and most staff access to the Elementary Building is via City streets and sidewalks directly in front of the facility with no separation of pedestrians and vehicles. All sidewalks, curb/gutter, and streets are in reasonable condition and the crosswalks at intersections are well defined. The school does a very good job in providing a reasonable level of supervision at immediate crosswalks, and City of Altoona Police were present on at least two occasions of my site observations. Again, providing reasonable security and supervision. However, this overall condition creates much constriction of these City infrastructure components and could lead to a potentially dangerous situation for the younger students, with pedestrian, cars and buses consistently having to “jockey” for position during the pick-up and drop-off hours.

**Recommendations:** Due to the land-lock condition of the site an alternative to the present condition is not possible.

**B. Parking lot:** Currently, there is no “dedicated” on-site parking for the Elementary School. Parking, if available would be located in a student parking area south of the

Middle School. Much/most of staff and parental parking occurs “scattered” on various city streets around the school property. There is a limited area of parking to the east of the playground; however, this location does not provide convenient access to the facility.

**Recommendations:** Due to the land-lock condition of the site – additional on-site parking is not an option.

**C. Play Ground:** The existing outside play area provided for the children, is fenced, primarily consisting of asphalt paving with limited areas of grass and dirt, it is reasonably secure. Staff provide supervision during recess times, with very limited additional security/supervision provided by one camera which records images to a DVR machine located in a computer-storage-work room in the Elementary LMC. Staff reported that this camera can be “finicky” at times - mostly noticed on days with cold temperatures. In general, play area appears small and limited; more important, electronic security and/or electronic monitoring of this space is inadequate – especially given the number of children in this area now and enrollment increasing.

**Recommendations:** Due to the land-lock condition of the site – additional on-site play area is not an option. Consideration should be given to improving and providing security cameras at more locations to better monitor this area. **Note** – additional comments regarding security will be provided later in this report.

**D. Footings and Foundation:** Existing construction consists of poured concrete footings, and a combination of poured concrete, concrete masonry units (CMU) and precast concrete wall panels. The variances occur accordingly to the various dates of construction. At all locations and types – staff has reported no concerns and no significant areas of concern were observed - all appear in good condition.

**Recommendations:** No action required – continue to monitor existing conditions.

**E. Building Veneer/Exterior Walls:** The exterior walls primarily consist of insulated precast concrete wall panels. Composition typically as follows: 2” exposed aggregate concrete, 2” ridged insulation, 8” concrete providing a 12” thick by 8’-0” wide by height of wall panel. Panels are in good condition. Transition from top of foundation wall to bottom of wall panel is a bearing strip and caulk joint as per manufacturer’s instructions and details. There are limited areas that the foundation transition occurs below grade; while this is acceptable, it would be difficult to determine the integrity of this seal without performing somewhat and potentially damaging investigation – **Note** staff reports no problems and no problems are apparent. Joints between panels consist of backer rod and caulk as per manufacturer’s instructions and details. Most appear well maintained with limited areas that may require re-caulking.

**Recommendations:** Continue to monitor existing conditions and provide re-caulking as a matter of routine maintenance.

**F. Windows:** The windows are typically aluminum frame, either single or double pane and are the original units as installed according to the date of each building/addition. The units have reached and/or exceeded their life-expectancy and/or do not meet today's standards for energy efficiency – the exception being the units installed as part of the Office addition.

**Recommendation:** If renovations are pursued, consideration should be given to replacing the window units with energy efficient models which meet today's energy standards.

**G. Exterior Doors:** Doors leading to the exterior are either aluminum frame and aluminum door or hollow metal frame and metal frame with glazing consisting of single or double pane. Many of the exterior door locations do not include a vestibule -today's code requires that – *typically* - at exterior door conditions a vestibule is provided. In general, the units have reached and/or exceeded their life-expectancy and/or do not meet today's standards for energy efficiency – the exception being the units installed as part of the Office addition. Much of the weather-stripping is worn or missing which compounds the energy inefficiency.

**Recommendation:** If renovations are pursued, consideration should be given to replacing the door units with energy efficient models which meet today's energy standards and code requirements. **Note** – comments regarding security will be provided later in this report.

**H. Ballasted Roof:** The existing roof consists primarily of a ballasted – EPDM insulated roof system. This system was installed in approximately 1995 and is nearing its life-expectancy. Areas of stained ceiling tiles in the classrooms and LMC indicate the roofing system is compromised at several locations.



**Note:** This is a photo of the High School roof the composition is the same.

**Recommendation:** Staff has been “chasing” leaks over the course of the last several years and they have done a reasonable job at controlling roof leaks on an as needed basis. Staff reports and conditions indicate that *additional chasing* is required; however, consideration could be given to the full replacement of the existing roof system. This work would provide the District the opportunity to install a system with additional insulation, and the ability to specify a fully adhered EPDM or TPO finished roof with a minimum 20 to 25 year non-pro-rated warranty.

## II. Interior Environment

**A. Cast-in-Place Concrete Slab:** Substrate (subfloor) is slab-on-grade/cast in place concrete. There is little to no evidence of cracking or settling and is in generally good condition.

**Recommendation:** No action required – continue to monitor existing conditions.

### B. Flooring:

**1. Corridor Floors:** The existing finish at the corridor floors mainly consists of terrazzo with limited areas of Vinyl Composition Tile (VCT) or carpet (CPT). The “hard flooring” is typically in good condition with limited areas of damaged and/or loose tile.

**Recommendation:** Continue to monitor existing conditions and make repairs as required.

**2. Classroom Floors:** The finish floor in the classrooms is primarily carpet (CPT) this product is at its life expectancy in most locations. It is surmised that carpeted areas in the oldest area(s) of the building carpeting may be “encapsulating” a VCT product either containing asbestos or adhered to the substrate with asbestos containing mastic (glue). The flooring in the Art (2280), Music (2245), Multi-purpose (2220) at a minimum is thought to contain asbestos or be adhered with asbestos containing mastic. There are areas of no-content asbestos VCT in various areas of the facility, most of which is in good condition and limited areas requiring replacement/repair – most noted in The Chapter One Room (Pln rm # 102).

550 **Recommendation:** If renovations are pursued, the existing CPT should be removed and new carpet installed. If the CPT was installed over existing VCT and the VCT is 8”x8”, the VCT should be tested for asbestos, if tested positive, the tile should be removed by a qualified asbestos abatement contractor and new finish floor installed over the cleaned slab-on-grade. Continue to make routine repairs of VCT flooring on an as needed basis.

**3. Commons Floor:** This floor is VCT and is in moderate condition and showing signs of wear due to the multitude of activities that occur in these spaces – most noted in the South Commons.

**Recommendation:** Consideration could be given to the replacement of this flooring with product more suitable to the heavy level of traffic this area is required to endure.





**4. Toilet Room Floors:** The finish floors consist of mosaic ceramic tile in the newer additions and terrazzo in the earliest part of the building(s) most appears to be in good condition. In Toilet Rooms with tile limited areas of damaged and missing tiles exist.

**Recommendation:** Continue to monitor existing conditions and make required repairs as needed.

**C. Base:** The floor to wall transition is typically covered by a vinyl or rubber base material, and is in generally good condition. There are areas where damaged and/or loose base material is evident. Most noted in the Time Out Room (pln rm # 102)

**Recommendation:** Continue to monitor existing conditions and continue to replace/repair areas of damaged or missing base material.

**D. Walls:** The walls throughout the facility vary in composition according to location and consist of CMU, precast concrete, and gypsum all of which is painted. Toilet Room walls generally have a mosaic tile wainscot. There are no structural concerns associated with any of walls in the building – painting in most areas is moderate to good. At Plan Room 104, peeling/flaking of the painted CMU is present. Staff could not recall how long this condition has existed – but is likely associated with moisture due to a potential roof leak near/at the roof air handling unit above this room and/or as mention above at **I H.**

**Recommendation:** Continue to monitor existing conditions. In any renovation project, the existing walls would be cleaned and repainted.

**E. Finished Ceilings:** In most areas of the facility, the finish ceiling consists of a suspended type of 2'x2' acoustical tile (ACT) with integral lighting. Replacement of ACT has been on a rotational basis and most of the tile is in reasonable condition. Stained tiles do exist in several areas (reason as mention above at **I H.**) most noted in the LMC and Room 2060. The ceiling in the Multi-Purpose Room is in moderate to poor condition.

**Recommendation:** Consideration should be given to the replacement of the ACT in the Commons and other areas where the tile is in poor condition. This work should not be completed until the building is re-roofed. Areas of exposed structure should be repainted as a part of any renovation project.



**F. Interior Doors:** The existing interior doors typically are wood; many of which are not provided with the appropriate handicap accessible hardware. Generally, these units are in good condition with some units showing signs of heavy wear.

**Recommendation:** As a component of any renovation project, consideration should be given to the replacement of heavily worn units and the refinishing of existing doors showing sign of moderate wear. All doors should be equipped with handicap accessible hardware.

**G. Casework:** In classrooms containing casework these units are in generally good condition with limited locations (Pln Rm 113) and the Teacher's Workroom requiring maintenance.

**Recommendation:** Continue to provide routine maintenance as required.

**H. General Code Concerns:**

- 1. Fire Separations:** Technically, the Elementary and Middle School Building would be considered one – due to the fact that no fire separations exist. The overall footprint exceeds Wisconsin State Building Code allowance for this type of building classification. Fire separations – at an extreme minimum – should occur at the linking corridors.
- 2. Fire Suppression System:** At the time of construction, Wisconsin State Building Code did not require an automatic fire suppression system be installed – present Code does require such a system in educational building exceeding 12,000 square feet. If significant renovations occur an automatic fire suppression system may be required. Further, fire separations may be required “breaking” the building into smaller areas.
- 3. “Dead-end” Corridor:** The Corridor (Pln# 100B) leading to Classrooms (Pln Rm #'s 021 and 022) exceeds the length present Wisconsin State Building Code allows. If extensive renovations occur this condition may require correction.

**I. American with Disabilities Act – A.D.A.:** The Boys and Girls Toilet Rooms at the eastern most wing of the building, in Kitchen, and in the Nurses area of the Office do not meet A.D.A. Code requirements for handicap accessibility.

**Recommendation:** Since accessible Toilet Rooms are provided at the Toilet Rooms nearest the Commons, the School does have accessible Toilet Rooms. However, present code requires all Toilet Rooms be accessible unless they are associated with a private office. Potentially, if extensive remodeling occurs the Toilet Rooms at the east end would be required to be brought up to code.

### III. HVAC SYSTEM

**A.** A listing of useful life of equipment can be found on the condition assessment spread sheets. There were two sources used to determine useful life. The sources are from the American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc. (ASHRAE) Handbook, and the Building Owners and Managers Association International. The useful life was not used to determine unit condition, but used as one factor that may indicate life remaining in a system. Useful life of a component can in most cases be extended by dramatically increasing maintenance costs.

As equipment ages, its ability to operate as it was designed decreases, and in such its ability to improve indoor air quality is reduced. ASHRAE guidelines indicate that indoor air quality can be improved by introducing ventilation air into occupied spaces. Minnesota Building Code accepts ASHRAE standards and requires that new ventilation systems provide 12 to 15 cubic feet per minute (cfm) of outside air for each occupant in a classroom. When there is not enough ventilation air brought into a space, indoor air quality goes down and Carbon Dioxide (CO<sub>2</sub>) levels in the space go up. ASHRAE guidelines recommend that indoor CO<sub>2</sub> levels be kept in the 800ppm (parts per million) to 1000ppm

range. When ventilation rates are kept within the ASHRAE standards, CO<sub>2</sub> levels can normally be maintained below the 1000 ppm levels. A portable CO<sub>2</sub> sensor was used to determine the CO<sub>2</sub> levels in various rooms in the building. The following is a list of rooms measured and their CO<sub>2</sub> levels. These numbers indicate that the ventilation air being brought into the spaces is not sufficient to maintain good indoor air quality.

Room	CO <sub>2</sub> Levels	Number of Occupants
Cafeteria	1400 ppm	≈ 90 kids
Gym	950 ppm	No kids - for > 20 min
Office	1230 ppm	Occupied by staff
2025	1200 ppm	≈ 20 to 25 kids
Media	700 ppm	≈ 10 kids
2024	1050 ppm	No kids - for > 20 min

**B. Roof Top Air Handlers:** The roof top air handlers (RTUs) were installed during the 2000 remodel and are in a deteriorated condition. The interior of the units are dirty and have signs of corrosion. The air conditioning condensing coils on all the units have been damaged by hail.



The duct work on the roof that is served by the AHUs also has hail damage and in numerous locations have punctures and tears through the exterior surface. The insulation under the exterior surface has become saturated with water and has little or no insulating value when wet. Repairs to the duct insulation outer surface have been made. The insulation and outer covering need to be replaced.



When ventilation air is brought into the building air needs to be relieved from the building to make room for the new air. The majority of the gravity relief dampers in this building are located on the return duct on the roof just prior to return duct connecting to the RTU or at the RTU itself. All of the gravity relief dampers that were inspected were closed. This design limits the system's ability to relieve air out of the building and thus limits the amount of fresh air that enters the building.

Roof Top Air Handlers expected life 15 years, current age 14 years.





**C. Exhaust Fans:** Exhaust Fans are deteriorated and are in need of replacement. Various fasteners are rusted, corroded or completely missing. Exhaust Fans have an expected life of 15 years; the current age of the Exhaust Fans is 14 years. Some of the Exhaust Fans were not replaced during the 1999 remodel; subsequently, the age of these fans are unknown.



**D. Hydronic System:** Terminal heaters are in a deteriorated condition and are in need of replacement.

Boilers are in the condition described in KFI's report "Altoona High School and Middle School Boiler Study" dated March 1, 2013.



#### IV. PLUMBING SYSTEM

**A. Plumbing:** Domestic water is supplied to the user through porcelain or stainless steel fixtures (water closets, urinals, lavatories, and sinks) and chrome plated faucets. Drinking water is provided to the occupants of the building through drinking fountains and water coolers located throughout the building. Many porcelain fixtures are stained, scratched, and deteriorated. There are some chips in the porcelain finish. This can lead to microbial growth in the cracks. Stainless steel fixtures are stained and scratched. Faucets are deteriorated.



Chrome is scratched, flaking off, and in some cases worn completely through. Some of the faucets appear to be original to the building and some have been replaced in recent years. Useful life of a faucet in this application is 7 years according to the ASHRAE handbook. There are some rest rooms with recently replaced, sensor faucets. There are urinals that are on a timed flushing system. These types of systems consume an excessive amount of water and should be replaced with sensor systems.

## V. ELECTRICAL SYSTEM

**A. Electrical Utility Services:** The building is fed from pole mounted transformers located on the southeast side of the building. The utility service is Xcel and is 277/480volt, 3phase.

**B. Building Service:** The building service is Square D, 1200amp, 277/480volt, 3phase, 4wire system with remote transient voltage suppression and looks to be upgraded in 1990. The main service also includes connection to emergency backup via generator. The generator is a natural gas Detroit Diesel Spectrum 100 (125kva, 120/208volt, 3phase) model #LSG-8751-6005-A, 1999. The generator has two output breakers feeding two (225A) automatic transfer switches at 120/208volt. One automatic transfer switch is used to feed the building life safety systems (egress and fire alarm) and the other transfer switch is used for selected mechanical and electrical equipment (ie – pumps, etc for heating systems and associated electrical). The automatic transfer switches are Detroit Diesel Spectrum style switches.



The building distribution is 277/480volt system utilizing step down transformers (277/480volt, 3phase primary / 120/208volt, 3phase secondary) to feed 600A, 120/208volt distribution (distribution panels and panelboards, 1990) throughout the facility. Distribution of panels are located in corridors and in the mechanical/electrical spaces.

The distribution panels and panelboards are Square D and look to be in overall good condition.

The existing electrical system does not have the Arc Flash Hazard Warning labels per NEC Article 110.16.

The existing electrical system does not have the Available Fault Current indicated at the main service entrance per NEC Article 1120.24. Refer to attachment at end of report.



There is an existing panelboard located in storage closet adjacent to gymnasium which does not meet the 3' clearance in front of panel per NEC code.



**Recommendations:** Recommend to update main electrical service to meet code per NEC articles: Article 110.16 Arc Flash Hazard Warning labels and Article 1120.24 Available Fault Current. Recommend to change out door swing to accommodate push bar egress per NEC Article 110.26 Spaces About Electrical Equipment.



**C. Power:** The mechanical/electrical rooms have open junction boxes and abandoned cabling and conduit. The junction boxes should either be closed or removed if abandoned. The abandoned cabling and conduit should be removed back to source point.



The building has good distribution of receptacles throughout the spaces. The outlets are of original building installation. These outlets and/or coverplates are yellowing and may be coming more brittle as time goes by. GFCI protection (receptacles) will need to be installed at vending machines and vending machine areas as this is a new code. NEC Article 422.51 Cord and Plug Connected Vending Machines. GFCI protection (receptacles will need to be installed at electric water coolers per code. NEC Article 422.52 Electric Drinking Fountains.





**Recommendations:** Recommend to update GFCI receptacles to meet code per NEC articles: Article 422.51 Cord and Plug Connected Vending Machines and Article 422.52 Electric Drinking Fountains.

Replace outlets and covers as renovations and/or outlets need repair.

**D. Lighting:** In 2011, the school district had a proposal to provide lighting (lamps) retrofit/upgrade of existing lamps to energy efficient lamps to meet the Wisconsin energy codes and standards and the Focus on Energy incentive rebates. This implementation has taken place and the lamps to the facilities have been upgraded. Refer to attachments for the existing retrofit upgrade proposal for school.

The fixtures/housing still remain the same from original construction and some renovations throughout the years.

The existing fixtures and lenses throughout the school are looking their age and lenses are yellowing and cracking due to age. KFI recommend looking at upgrading fixtures and lenses throughout the building. Upgrading the lens in specific area may allow for better and additional illumination.

Classrooms have approximately 30fc with 2 lamp recessed fixtures with louver which meet IES lighting standards. The classrooms are controlled via multiple switches but fixtures in zones and not on inboard/outboard control of lamps. Recommend changing out ballasts for inboard/outboard control of lamps for more even illumination and control. Also, energy consumption may be reduced when using less illumination for various activities.

Main office consists of 2'x4' 3 lamp parabolic fixtures in average condition. Restrooms have approximately 20fc with wall mounted 2 lamp fixtures (lensed) which meet IES lighting standards. The owner may want to look at replacing lenses as various lenses are either yellowing or cracking.

Corridors and teacher's lounge are recessed 2'x4' fixtures with lenses. KFI recommends reviewing lenses and changing out in time due to yellowing/fatigue.

Exterior lighting is metal halide and the fixture lenses are showing age and yellowing. The fixtures do not meet dark skies illumination for 90degree cutoff to meet ASHRAE 90.1 standards. KFI recommends to change out exterior fixtures to meet dark skies illumination and energy savings to compact fluorescent fixtures with cold weather ballasts.



**Recommendations:** Exterior fixture recommendation - update exterior fixtures per dark skies illumination for 90degree cutoff to meet ASHRAE 90.1 standards.

Recommend upgrading fixtures as required and as renovations take place.

Classroom recommendations - change out ballasts for inboard/outboard control of lamps for more even illumination and control. Also, energy consumption may be reduced when using less illumination for various activities.



**E. Lighting Control:** The school utilizes occupancy sensors throughout the building. Exterior lighting is controlled via photo-sensors. There is no central lighting control system or panels.

**Recommendation:** KFI recommends a lighting control system to sweep the building off in evening when facility not occupied.

**F. Egress Lighting:** Foot candle levels for egress lighting were not checked and may need to be upgraded. The generator and life safety system automatic transfer switch and distribution provide emergency power to lighting throughout the building which provides egress lighting. Exit lighting is LED is current.

**G. Fire Alarm System:** The building fire alarm system is an Edwards EST 2 system. The three buildings (elementary, middle and high schools are interconnected). The system was upgraded/installed in 1999/2000; however, the overall system is antiquated and programming – if required – cannot be completed and parts are no longer available. Fire alarm horn/strobes and strobes are placed throughout the facilities and seem to be located per code. The batteries are indicated to be tested in 2011 per the inspection sticker. The school doesn't have manual pull station at the fire alarm control panel as required per NFPA 70E.



**Recommendation:** A complete new system meeting today's code requirements should be installed. Install manual pull station at FACP as required per NFPA.

**H. Intercom / Speaker System:** The intercom/paging system is a Rauland MCI210 system with Rauland components MCX300, 2524 and SW25 for complete operational system. The system has the ability to call/page interface from office to classroom. Each school has an intercom system at the front entry.



**I. Telephone System:** The main line(s) for the telephone system are located in the middle school which then distributes throughout the facilities. The telephone system is currently in good working condition.

**J. Security System:** The school district currently has door contacts at selected entrances throughout the facility. Contacts and monitoring system currently working.

**K. Camera System:** The school district currently has camera's located inside buildings at select locations and on the exterior of the district buildings at select locations. The signal runs through coax back to the DVR at the main IT room. Currently the facility does not have the capability to connect to the DVRs from their desktops.

**Recommendation:** KFI recommends for the District to look into the options for upgrading system for web based control and/or monitoring.

**L. Wireless System:** The school district use Cisco gear located in the closets and for access points. The core switches are the 3750 model switch and the edge devices are 2960 full PoE with a 10GB interface. The access points are Cisco 1142n models.

The wireless system is currently in good condition for the school.

**M. Peak Shaving Controls:** The school district has AC saver switches which the utilities will shut down. There is no peak shaving control through the generators.

The above written observation of the existing electrical conditions is based on visual observation of systems it does not include any testing or activation of the systems.

## Building Assessment – Altoona School District – Altoona Middle School

**Introduction** ADG and its Consultant – Karges-Falconbridge, Inc. (KFI), conducted and documented site observations on several occasions the result of this information gathering effort is outlined below. No destructive tests were performed; therefore, all information gathered was visually and/or verbally gathered via walk-throughs or through the reviewing of existing plan documents.

The present Middle School facility was constructed mid-1950's, with additions or remodels in the 1960's, and 1970's with the last remodel being completed in 2000. The Middle School also provides the location for the District Administrative Offices and the High School shares the Shop area for classes associated with Shop curriculum. In general, the structure of the facility is sound and in good condition; however, the electrical, security, technology and HVAC systems are aging, inadequate, non-existent, and/or – at - or near their life expectancy. Interior finishes are showing various signs of significant wear commensurate with use and age. Stained and missing ceiling tiles are present in several areas indicating that water from the roof is leaking, which indicates consideration to re-roofing the building(s) is necessary.

This report provides an overview of all components of the Building and Grounds; outbuildings are not included in this report. At the **Recommendation(s)** area of each heading, priorities and cost(s) will be assigned to correct the individual deficiencies presented.

Priorities are as follow:

**P-1:** These are code related concerns, life safety concerns and/or building maintenance issues that **must** be addressed should major renovations occur.

**P-2:** These are items that consideration **could** be given should major renovations and/or building addition(s) occur.

**P-3:** These are items that would be **nice** to include should budget allow.

**O&M:** These are items that should be addressed and/or maintained through normal Operations and Maintenance.

### I. Exterior Building and Grounds

**A. Facility Access:** All students, parental, and most staff access to the Middle School Building is via City streets and sidewalks directly in front of the facility with no separation of pedestrians and vehicles. All sidewalks, curb/gutter, and streets are in reasonable condition and the crosswalks at intersections are well defined. The school does a very good job in providing a reasonable level of supervision at immediate crosswalks, and City of Altoona Police were present on at least two occasions of my site observations. Again, providing reasonable security and supervision. However, this overall condition creates much constriction of these City infrastructure components and could lead to a potentially dangerous situation for the students, with cars and buses consistently having to “jockey” for position during the pick-up and drop-off hours.

**Recommendations:** Due to the land-lock condition of the site an alternative to the present condition is not possible.

**B. Parking lot:** Currently, there is limited on-site parking for the Middle School. Parking, when available would be located in the student parking south of the Middle School and adjacent to the Administrative Office. Parental and visitor parking occurs “scattered” on various city streets around the school property – on a positive note, this provides much revenue to the City of Altoona via parking tickets.

**Recommendations:** Due to the land-lock condition of the site – additional on-site parking is not an option.

**C. Play Ground:** The existing outside play area provided for the Middle school children, is fenced, consisting of asphalt paving with additional areas of grass. There are areas defined for baseball type activities and volley ball play; however, these areas require landscape work and a general “cleaning-up”. The areas are reasonably secure. Staff provide supervision during recess times; however, electronic security and/or electronic monitoring of this space is not provided. In general, play area appears adequate in size.

**Recommendations:** Due to the land-lock condition of the site – additional on-site play area is not an option. Consideration should be given to improving landscaping and providing security cameras at more locations to better monitor this area. **Note** – additional comments regarding security will be provided later in this report.

**D. Footings and Foundation:** Existing construction consists of poured concrete footings, and a combination of poured concrete, concrete masonry units (CMU) and precast concrete wall panels. The variances occur accordingly to the various dates of construction. At all locations and types – staff has reported no concerns and no significant areas of concern were observed - all appear in good condition.

**Recommendations:** No action required – continue to monitor existing conditions.

**E. Building Veneer/Exterior Walls:** The exterior walls primarily consist of brick veneer with slight to no air space between it and the concrete masonry unit (CMU) structural bearing walls. There is very limited, to no, insulation in wall cavity, which is common during the various times of construction. Many of the classrooms along exterior walls have furred out and insulated walls. In general, the exterior brick and mortar joints are in good condition with limited areas requiring tuck pointing; an exception, to this condition, is at the northwest corner of the Lower Gymnasium Vestibule. A relatively significant mortar joint crack is present – the crack does not transfer through the CMU block to the interior, so this appears to be a cosmetic condition relevant to the exterior only.

**Recommendations:** Continue to monitor existing conditions – especially the cracked mortar line at Vestibule. Tuck-point areas around the building as required and repair the cracked mortar line at Vestibule by thoroughly cleaning the joint and tuck-pointing the mortar line.

**F. Windows:** The windows are a variety of composition from vinyl to aluminum to aluminum clad wood – depending upon timing of additions, renovations and/or repair. Many of the original window openings have been in-filled with a non-load bearing, insulating wall system and smaller windows installed. None of the windows in the Middle School building are in good condition and certainly do not meet today’s standards of

energy efficiency; the potential exception being the windows in the General Office area and the two or three classrooms directly south of that area.

**Recommendation:** Consideration should be given to replacing the window units, and in-fill with energy efficient models matching the original design intent and that meet today's energy standards. This work will provide much needed additional natural light, provide necessary energy savings and enhance the overall aesthetics of the building.

**G. Exterior Doors:** Doors leading to the exterior like the windows are of a variety of composition - either aluminum frame and aluminum door or hollow metal frame and metal frame with glazing consisting of single or double pane. Many of the exterior door locations do not include a vestibule - today's code requires that – *typically* - at exterior door conditions a vestibule is provided. At two locations where vestibules are provided, the distance between door sets is too small to meet present day code. Some door hardware is at or nearing its life expectancy; much of the weather-striping is worn or missing which compounds the energy inefficiency. Many door locksets and closures no longer function properly. In general, the units have reached and/or exceeded their life-expectancy and/or do not meet today's standards for energy efficiency, nor does the glazing (glass) provide any level of security. At the School's main entrance the concrete stoop/stairs and mat are in poor condition and cracks and spalled concrete is apparent and this entrance is not handicap accessible.

**Recommendation:** Consideration should be given to replacing the door units with energy efficient models which meet today's energy standards and code requirements, vestibules should be added where space allows and the exterior glass consisting of insulated, heavy duty security glazing be installed. Consideration should also be given to the replacement of the stairs leading to the School's main entrance – with handicap considerations incorporated.

**H. Standing Seam Roof:** The existing roof consists of a standing seam metal roof system which was installed over a previously internally drained, flat, membrane roofing system original to the date (s) of construction. Along with this construction additional insulation was provided and a short metal knee wall with metal siding at the perimeter was built, so as to provide slope from the exterior walls to the existing internal roof drains. This system was installed in the mid to late 1980's, and staff reports that for the first 25 years or so, no, to very limited problems existed. However for the past 5 years or longer, consistent and sometimes catastrophic roof related problems are common. It can truly not be determined where and/or how water is entering the building. Existing caulk joints are dried out, seams are separating, and flashing is no longer performing as installed. This system was a significant investment for the district; but in-hind-



sight, may not have been the best system to install. The District could now be faced with a decision of complete removal of the standing seam system and a new similar system installed, or, the complete removal of this system and a return to the original design intent system be installed.

**Recommendation:** Staff has been “chasing” leaks over the course of the last several years and they have done a reasonable job at controlling roof leaks on an as needed basis – they can no longer keep pace. The most cost effective solution - at this time given the age and overall condition of the Middle School building would be to remove the exterior metal standing seam roof panel, thoroughly inspect the internal roof drains (repair as needed), and install a new standing seam system over the previously constructed support system. A better solution would be to remove all of the standing seam construction and install a system that was similar to the original design intent – but meets today’s standards of energy efficiency and warranty requirements.

## II. Interior Environment

### A. Cast-in-Place Concrete Slab:

Substrate (subfloor) is slab-on-grade/cast in place concrete. There is little to no to limited evidence of cracking or settling and is in generally good condition. The exception being, at Classroom 3055, where it was reported and evidence shows that groundwater is entering the building at the south east corner of the classroom during spring thaw or heavy rain events.



**Recommendation:** Overall no action required. Further investigation is required to determine where and how water is entering the building at Classroom 3055. Once determined, corrective measures can be designed and costs assigned.

### B. Flooring:

**1. Corridor Floors:** Corridor flooring consists of various products. At the north wing that runs east and west – flooring consists of Vinyl Composite Tile (VCT) at the eastern most end and exposed concrete slab-on-grade as we head to the west. The “main” Corridor running north and south consists of VCT heading south to the first set of steps then transitioning to carpeting. The balance of Corridor flooring typically consists of VCT. Stairs are finished with a rubber tread and riser – this product is, in some locations, in poor condition. The carpeted areas are in very poor condition and need to be replaced – it cannot be determined if carpeted areas are “encapsulating” asbestos tile, but asbestos tile is present in this facility. The exposed slab-on-grade corridor is on the “to-do” list for refinishing over the 2013 summer break. The areas of VCT are in generally moderate to good condition.



**Recommendation:** At Corridor areas that are carpeted, the carpet needs to be replaced; if asbestos tile is present, this product needs to be removed by a qualified asbestos abatement contractor. Consideration should be given to the subsequent installation of a more durable, easier to maintain finish floor product. Stair treads and risers should be replaced with a similar product. Areas of significantly worn and /or damaged VCT should be repaired as a component of routine maintenance.

**2. Classroom Floors:** The finish floor in the classrooms is primarily carpet (CPT) this product is at, and in most cases, beyond its life expectancy. It is surmised that the carpeted areas in the oldest area(s) of the building, that the carpeting may be “encapsulating” a VCT product either containing asbestos or adhered to the substrate with asbestos containing mastic (glue). In the Classrooms finished with VCT, the VCT is in generally good condition.

**Recommendation:** Consideration should be given to the removal of the CPT and a new flooring product installed. If CPT is desired in classrooms, consideration should be given to the installation of carpet tile in lieu of a broad loom product. If the CPT was installed over existing VCT and the VCT is 8”x8”, the VCT should be tested for asbestos, if tested positive, the tile should be removed by a qualified asbestos abatement contractor and new finish floor installed over the cleaned slab-on-grade. Continue to make routine repairs of VCT flooring on an as needed basis.

**3. Middle School Office and Administration Offices:** The flooring in these areas primarily consists of CPT, and generally is in moderate to poor condition. The VCT in the limited spaces associated with these areas is in good condition.

**Recommendation:** Flooring in these areas should be replaced in an overall building upgrade or, as a component of an overall flooring replacement program.

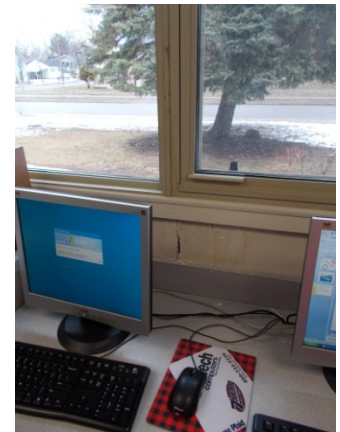
**4. Upper and Lower Gymnasium Flooring:** Both Gymnasium floors consist of wood and are in reasonably good condition.

**Recommendation:** If the District is considering an overall “face-lift” of the Middle School, consideration should be given to the refinishing of these floors.

**C. Base:** The floor to wall transition is typically covered by a vinyl or rubber base material which is in generally good condition. There are areas where damaged and/or loose base material is evident.

**Recommendation:** Continue to monitor existing conditions and continue to replace/repair areas of damaged or missing base material as a matter of routine maintenance. If a comprehensive renovation project is considered this product would be replaced during the course of that renovation with a similar product.

**D. Walls:** The walls throughout the facility vary in composition according to location and typically consist of CMU, and gypsum board all of which is painted. Toilet Room walls generally have a mosaic tile wainscot. There are no structural concerns associated with any of walls in the building. The typical painted finish is in moderate to poor condition. Areas of water penetration or excessive moisture are apparent in several areas most noted under the windows at Classrooms 3100 and 3105 and above the windows at Offices 3001 and 3120. The finish on the walls and the overall general finish in both the Upper and Lower Gymnasium is in need of an update, paint is in poor condition, windows are masked in the Lower Gym.



**Recommendation:** In any renovation project, the existing walls should be cleaned and repainted. Further investigation is required to determine the cause of water penetrations at the areas identified – then corrective measures can be designed and conducted. Consideration should be given to a general up-date to the Upper and Lower Gymnasium.

**E. Finished Ceilings:** In most areas of the facility, the finish ceiling consists of a suspended type 2'x2' acoustical tile (ACT) with integral lighting. The overall condition of the ACT in this building is in poor condition with stained tiles to removed tiles - to allow the roof to drain to garbage cans. The ACT primarily has been impacted by the leaking roof system and generally requires replacement.



**Recommendation:** Consideration must be given to the replacement of the ACT in most to all areas of this building. This work should not be completed until the building is re-roofed. Areas of exposed structure should be repainted as a part of any renovation project. Gymnasium ceilings should be updated as a component of this process.

**F. Interior Doors:** The existing interior doors typically are wood with an 8"by +/- 30" window strip; most of which are not provided with the appropriate handicap accessible hardware. Generally, these units are in good condition with some units showing signs of heavy wear. Many of the door's lights (windows) have been covered with paper.

**Recommendation:** As a component of any renovation project, consideration should be given to the replacement of heavily worn units and the refinishing of existing doors showing sign of wear. All doors should be equipped with handicap accessible hardware. The District should review State regulations pertaining to visual access to Classrooms and establish policy accordingly.



**G. Casework:** In classrooms containing casework these units are in generally good condition with limited locations requiring routine maintenance.

**Recommendation:** Continue to provide routine maintenance as required.

**H. General Code Concerns:**

**1. Fire Separations:** Technically, the Elementary and Middle School Building would be considered one – due to the fact that no fire separations exist. The overall footprint exceeds Wisconsin State Building Code allowance for this type of building classification. Fire separations – at an extreme minimum – should occur at the linking corridors.

**2. Fire Suppression System:** At the time of construction, Wisconsin State Building Code did not require an automatic fire suppression system be installed – present Code does require such a system in educational building exceeding 12,000 square feet. If significant renovations occur an automatic fire suppression system may be required. Further, fire separations may be required “breaking” the building into smaller areas.

**3. Egress from Upper Gymnasium:** Wisconsin State Building Code requires a certain amount of exists from large group assembly areas lead directly to the exterior or to a fire-rated corridor that leads to the exterior. Presently only one set of double doors directly outside.

**4. Stair to Second Level:** Existing guardrail/handrail configuration does not meet present Wisconsin State Building Code. Code requires spindles are in place at a spacing that will not allow sphere greater than 4” could pass through the spacing.



**5. Means of Egress:** Second level – only one means of egress directly to the exterior exists – the second means of egress is via a stair down to the first floor – not fire rated. Wisconsin State Building Code requires two means of egress from a space of this size – the means of egress cannot pass through another room to gain exterior access.

**I. American with Disabilities Act – A.D.A.:** Due to the multiple levels, accessibility has been an on-going concern of the District; as such, the District had taken, and made, a considerable investment in accessibility measures. There are, however, several non-accessible conditions. Conditions as follows:

**1. Access to Main Entrance:** As reported previously, the Main Entrance is not handicap accessible – access is via the western most north facing vestibule or the Elementary School ramp – then traveling through the building to a chair lift to get to the Office area.

2. **Toilet Rooms:** “Technically”, the only existing Toilet Rooms meeting today’s requirements for handicap accessibility are the Boy’s and Girl’s Rooms located in the north/south Corridor nearest the Schools Office. When measured, the typical stall depth dimension is +/- 4’-6” A.D.A. Code requires 5’-0”. The Code also requires the Toilet Room contain space to accommodate a 5’-0” diameter turning circle – the multi-stall rooms have space to accommodate this requirement – but may need adjustments to better provide adequate accessibility. None of the single sex Toilet Rooms are of a size compatible with current A.D.A. requirements
3. **Locker Rooms:** Toilet Rooms with-in these spaces also do not meet accessibility standard.
4. **Access to Lower Gym Locker Rooms:** These areas are typically not used or used on an extremely limited basis – so “technically” handicap access is not required. These spaces are also in poor to limited repair and are not necessarily on the “radar” screen.
5. **Access to Upper Gym Stage:** This area is typically not used or used on an extremely limited basis – so “technically” handicap access is not required.

**Recommendation:** Since accessible Toilet Rooms are provided in other areas of the building and/or facility currently, this is not a major concern. However, if extensive renovations occur present day Code will require these rooms be made accessible. Accessibility to all areas of the building is an A.D.A. goal – as stated previously, the District has taken, and has made, considerable investments in accessibility measures – the requirements identified above will bring the District into full A.D.A. compliance.

### III. HVAC SYSTEM

**A. General:** A listing of useful life of equipment can be found on the condition assessment spread sheets. There were two sources used to determine useful life. The sources are from the American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc. (ASHRAE) Handbook, and the Building Owners and Managers Association International. The useful life was not used to determine unit condition, but used as one factor that may indicate life remaining in a system. Useful life of a component can in most cases be extended by dramatically increasing maintenance costs. As equipment ages its ability to operate as it was designed decreases, and in such, its ability to improve indoor air quality is reduced. ASHRAE guidelines indicate that indoor air quality can be improved by introducing ventilation air into occupied spaces. Minnesota Building Code accepts ASHRAE standards and requires that new ventilation systems provide 12 to 15 cubic feet per minute (cfm) of outside air for each occupant in a classroom. When there is not enough ventilation air brought into a space, indoor air quality goes down and Carbon Dioxide (CO<sub>2</sub>) levels in the space go up. ASHRAE guidelines recommend that indoor CO<sub>2</sub> levels be kept in the 800ppm (parts per million) to 1000ppm range. When ventilation rates are kept within the ASHRAE standards, CO<sub>2</sub> levels can normally be maintained below the 1000 ppm levels. A portable CO<sub>2</sub> sensor was used to determine the CO<sub>2</sub> levels in various rooms in the building.

The following is a list of rooms measured and their CO<sub>2</sub> levels. These numbers indicate that the ventilation air being brought into the spaces is not sufficient to maintain good indoor air quality.

Room	CO <sub>2</sub> Levels	Number of Occupants
Corridor	1200 ppm	
3405 Science	1350 ppm	No kids
3400 English	1300 ppm	No kids - for > 15 min
3065	1480 ppm	No kids - for > 45 min
Media	820 ppm	≈ 14 kids
Weight Room	1350 ppm	≈ 25 kids
Gym	850 ppm	No kids

**B. Air Handling Units (AHU's):** The air handlers in the Middle School are a combination of units set on concrete slabs on grade, in small mechanical rooms in the building, and on the roof. The units that are set on concrete slabs on grade have the potential to pick up dirt and clog filters or worse blow dirt into the building along with the ventilation air. The air handlers in the Middle School were installed during the 1999 renovation and are at the end of their useful life. The air handlers that serve the gym, wrestling room, and the shop area were installed in the 1970's and are in a deteriorated condition and need to be replaced.



**C. Controls System:** The controls system for the building is out dated and is in need of replacement.

**D. Exhaust Systems:** The roof mounted exhaust fans are in similar condition as the Elementary School and are in need of replacement. The shop vehicle exhausts systems are not operable. The welding hood exhaust fans discharge into the room and incorporate small point of use hoods that discharge the air out of the building. The dust collection system has been modified from its original design and is in a deteriorated condition and needs to be replaced.



#### IV. PLUMBING SYSTEM:

**A. General:** Domestic water is supplied to the user through porcelain or stainless steel fixtures (water closets, urinals, lavatories, and sinks) and chrome plated faucets. Drinking water is provided to the occupants of the building through drinking fountains and water coolers located throughout the building. Many porcelain fixtures are stained, scratched, and deteriorated. There are some chips in the porcelain finish. This can lead to microbial growth in the cracks. Stainless steel fixtures are stained and scratched. Faucets are deteriorated. Chrome is scratched, flaking off, and in some cases worn completely through. Some of the faucets appear to be original to the building and some have been replaced in recent years. Useful life of a faucet in this application is 7 years according to the ASHRAE handbook. There are some rest rooms with recently replaced, sensor faucets. There are urinals that are on a timed flushing system. These types of systems consume an excessive amount of water and should be replaced with sensor systems.





**B. Domestic Water**

**Heater:** The domestic water heater is in very poor condition and needs to be replaced. The access door has excessive amounts of rust. The shell and tube heat exchanger appears to have a single wall heat exchanger, and if a leak starts in a heating tube, cross contamination between the domestic water system and the hydronic heating system is likely. This domestic water heater needs to be replaced. The summer water heater has signs of rust at the pipe connections and should also be replaced.



Boilers are in the condition described in KFI's report "Altoona High School and Middle School Boiler Study" dated March 1, 2013.

**V. ELECTRICAL SYSTEM**

**A. Electrical Utility Services:** The building is fed from a pad mounted transformer located on the west side of the building. The utility service is Xcel and is 277/480volt, 3phase.

**B. Building Service:** The manufacturer of the building service is Square D. The main switchboard consists of a 1200amp, 277/480volt, 3phase, 4wire system with a bolted pressure switch and remote transient voltage suppression and looks to be upgraded in 1990. The main service also includes connection to emergency backup via generator. The main electrical room egress does not meet NEC code Article 110.26.

**C. Generator:** The generator is a natural gas Detroit Diesel Spectrum 100 (125kva, 480volt, 3phase) model #LSG-875I-6005-A, 1999. The generator has two output breakers feeding two (100A) automatic transfer switches at 480volt. One automatic transfer switch is used to feed the building life safety systems (egress and fire alarm) and the other transfer switch is used for selected mechanical and electrical equipment (i.e. – pumps, etc. for heating systems and associated electrical). The automatic transfer switches are Detroit Diesel Spectrum style switches.



**D. Distribution System:** The building distribution is a 277/480volt system utilizing step down transformers (277/480volt, 3phase primary / 120/208volt, 3phase secondary) to feed 120/208volt distribution (distribution panels and panelboards) throughout the facility. Distribution panels are located in corridors and in the mechanical/electrical spaces. The distribution also includes a MCC located in the mechanical boiler room area along with distribution panel. The distribution panels and panelboards are Square D and were upgraded in 2000. The existing electrical system does not have the Arc Flash Hazard Warning labels per NEC Article 110.16. The existing electrical system does not have the Available Fault Current indicated at the main service entrance per NEC Article 1120.24. Refer to attachment end of report.



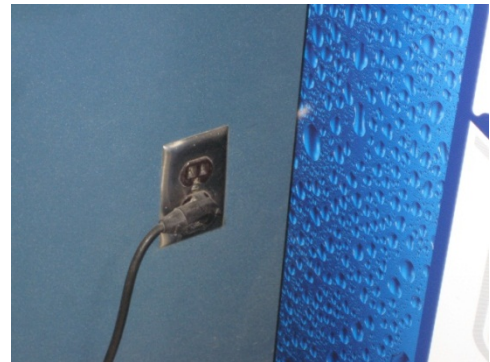
**Recommendations:** Recommend to update main electrical service to meet code per NEC articles: Article 110.16 Arc Flash Hazard Warning labels and Article 1120.24 Available Fault Current. Recommend to change out door swing to accommodate push bar egress per NEC Article 110.26 Spaces about Electrical Equipment.



**E. Power:** The majority of building is fed from 120/208volt, 3phase panels. The building has good distribution of receptacles throughout the spaces. The outlets are of original building installation. These outlets and/or cover-plates are yellowing and may be coming more brittle as time goes by.

GFCI protection (receptacles) will need to be installed at vending machines and vending machine areas as this is a new code. NEC Article 422.51 Cord and Plug Connected Vending Machines.

GFCI protection (receptacles will need to be installed at electric water coolers per code. NEC Article 422.52 Electric Drinking Fountains.



**Recommendations:** Recommend to update GFCI receptacles to meet code per NEC articles: Article 422.51 Cord and Plug Connected Vending Machines and Article 422.52 Electric Drinking Fountains. Replace outlets and covers as renovations and/or outlets need repair.

**F. Lighting:** In 2011, the school district had a proposal to provide lighting (lamps) retrofit/upgrade of existing lamps to energy efficient lamps to meet the Wisconsin energy codes and standards and the focus on energy incentive rebates. This has taken place and

the lamps to the facilities have been upgraded. Refer to attachments for the existing retrofit upgrade proposal for school.

The fixtures/housing still remains the same from original construction and some renovations throughout the years.

The existing fixtures and lenses throughout the school are looking their age and lenses are yellowing and cracking due to age. KFI recommends looking at upgrading fixtures and lenses throughout the building. Upgrading the lens in specific area may allow for better and additional illumination.

Classrooms are approximately 40fc with 3 lamp fixtures (lensed) and meet IES lighting standards. The control is not for inboard/outboard but has various fixtures on one of the three switches.

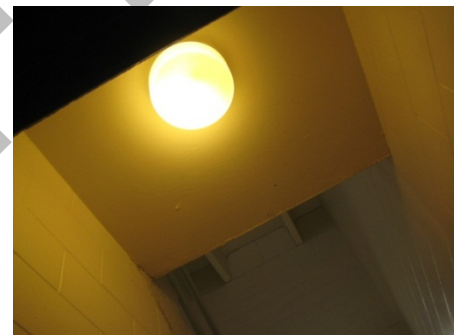
Changing the ballasts out to provide inboard/outboard control will provide a more evenly illuminated space when the teacher would like less lighting and therefore less energy used.

Restrooms are approximately 10fc with recessed 2 lamp fixtures (lensed) and meet IES lighting standards.

Computer lab foot-candle levels are very uneven and approximately 30fc at the center. The existing fixtures have been updated with new lamps but the housing is original vintage, old style egg crate fixtures. KFI recommends changing these fixtures out and adding fixtures and spacing for more uniform lighting in space. KFI recommends direct/indirect 3 lamp fixture for more evenly illuminated area and provide either dimming or multilevel switching control with occupancy sensor(s).

Existing stairwell is controlled via wall occupancy sensor at entrance. Occupancy sensor can be turned off by students therefore causing no egress path and/or safety in stairwell. This sensor should be changed out to non-manual control and/or lighting in corridor on all the time. The fixtures in the stairwell have lenses and they are discolored. KFI recommends replacing as this will also provide more illumination.

The existing exterior fixtures are metal halide and do not meet dark sky requirements for 90degree cutoff to meet ASHRAE 90.1 standards.



**Recommendations:** Recommend upgrading fixtures as required and as renovations take place.

**Computer Lab recommendation:** KFI recommends changing these fixtures out and adding fixtures and spacing for more uniform lighting in space. KFI recommends direct/indirect 3 lamp fixture for more evenly illuminated area and provide either dimming or multilevel switching control with occupancy sensor(s).

**Exterior luminaire recommendation:** Update exterior fixtures per dark skies illumination for 90degree cutoff to meet ASHRAE 90.1 standards.



**Classroom recommendations:** Change out the ballasts to provide inboard/outboard control will provide a more evenly illuminated space when the teacher would like less lighting and therefore less energy used.

**Existing Stairwell:** recommend replacing as this will also provide more illumination

**G. Lighting Control:** The school utilizes occupancy sensors throughout the building. Exterior lighting is controlled via photo-sensors. There is no central control lighting system or panels.

**Recommendation:** KFI recommends a lighting control system to sweep the building off in evening when facility not occupied.

**H. Egress Lighting:** Foot-candle levels for egress lighting were not checked and may need to be upgraded. The generator and life safety system automatic transfer switch and distribution provide emergency power to lighting throughout the building which provides egress lighting. Exit lighting is LED and is current.

**I. Fire Alarm System:** The building fire alarm system is an Edwards EST 2 system. The three buildings (elementary, middle and high schools are interconnected). The system was upgraded/installed in 1999/2000; however, the overall system is antiquated and programming – if/when required – cannot be completed and parts are no longer available. Fire alarm horn/strobes and strobes are placed throughout the facilities and seem to be located per code. The batteries are indicated to be tested in 2011 per the inspection sticker. The school doesn't have manual pull station at the fire alarm control panel as required per NFPA 70E.



**Recommendation:** A complete new system meeting today's code requirements should be installed. Install manual pull station at FACP as required per NFPA. Install manual pull station at FACP as required per NFPA.

**J. Intercom / Speaker System:** The intercom/paging system is a Rauland MCZ300 system with Rauland components MCX300, 2524 and SW25 for complete operational system. The system has the ability to call/page interface from office to classroom. Each school has an intercom system at the front entry.



**K. Telephone System:** The main line(s) for the telephone system are located in the middle school which then distributes throughout the facilities. The telephone system is currently in good working condition.

**L. Security System:** The school district currently has door contacts at selected entrances throughout the facility. Contacts and monitoring system is currently working.



**M. Camera System:** The school district currently has cameras located inside buildings at select locations and on the exterior of the district buildings at select locations. The signal runs through coax back to the DVR at the main IT room. Currently the facility does not have the capability to connect to the DVRs from their desktops.

**Recommendations:** The District should look into options for upgrading the Security and Camera Systems to a web based control and/or monitoring system and a new system should be installed.

**N. Wireless System:** The school district use Cisco gear located in the closets and for access points. The core switches are the 3750 model switch and the edge devices are 2960 full PoE with a 10GB interface. The access points are Cisco 1142n models. The wireless system is currently in good condition for the school.

**O. Peak Shaving Controls:** The school district has AC saver switches which the utilities will shut down. There is no peak shaving control through the generators.

DRAFT

## Building Assessment – Altoona School District – Altoona High School

**Introduction** ADG and its Consultant – Karges-Falconbridge, Inc. (KFI), conducted and documented site observations on several occasions the result of this information gathering effort is outlined below. No destructive tests were performed; therefore, all information gathered was visually and/or verbally gathered via walk-throughs or through the reviewing of existing plan documents.

The present High School facility was constructed in the 1960's with several major additions occurring after that construction date. Renovations have occurred to areas of the original building, as well as, to the later constructed areas as new additions were built over the course of years. The High School also provides some classroom teaching environments for Middle School students. In general, the structure of the facility is sound and in good condition; however, the electrical, security, technology and HVAC systems are aging, inadequate, non-existent, and/or – at - or near their life expectancy. Interior finishes are showing various signs of significant wear commensurate with use and age. Stained and missing ceiling tiles are present in several areas indicating that water from the roof is leaking, which indicates consideration to re-roofing the building is necessary.

This report provides an overview of all components of the Building and Grounds; outbuildings are not included in this report. At the **Recommendation(s)** area of each heading, priorities and cost(s) associated will be assigned to correct the individual deficiencies presented.

Priorities are as follow:

**P-1:** These are code related concerns, life safety concerns and/or building maintenance issues that **must** be addressed should major renovations occur.

**P-2:** These are items that consideration **could** be given should major renovations and/or building addition(s) occur.

**P-3:** These are items that would be **nice** to include should budget allow.

**O&M:** These are items that should be addressed and/or maintained through normal Operations and Maintenance.

### I. Exterior Building and Grounds

**A. Facility Access and Parking:** Bus drop-off and pick-up occur in front of the west facing main entry doors and is relatively safe. But once again, leads to a very constrictive condition at peak arrival and departure times. Typically students, and staff, that drive to school park in the south – two level parking lot, which provides reasonable access. Currently, there exist only a few security cameras around the exterior locations of the High School. Water run-off from significant rain fall and snow melt – has an interesting path of egress from the eastern most areas of the parking lot and paved locations. This run-off affects the Middle School – perhaps – more the High School but the condition is caused by the High School Parking. A covered bridge linking the Elementary School and the Middle School was constructed to allow water to drain off the site under this link. Present Wisconsin State Building Code and/or DNR Code would not allow this condition to exist. Water from the parking area would require a percentage of the run-off to be contained and treated on-site, before being allowed to exit the site to the City's storm water conveyance

system. Due to the overall topography, water run-off, snow removal and snow storage in general, is an ongoing problem during the fall, winter and spring periods.

**Recommendations:** At this time, there is limited solutions to current conditions and staff does a reasonable job handling these unique conditions – continue to monitor existing conditions.

**B. Football Field and Track:** It was reported by Staff the Football Field has not been “crowned” in the past 25years. This evident by “unevenness” of the turf. The grass on the play field is in reasonable condition with some bare spots present. At the practice area and Field Sport area, the overall condition is poor. The grass is worn and the turf very uneven. The Track surface is plain asphalt and the striping is almost disappeared.

**Recommendations:** Considerations should be given to an overall treatment of this area – reconditioning of the grassy areas providing proper contours at the Football Field and the Track’s Field area and the resurfacing at the running area of the Track.

**C. Footings and Foundation:** Existing construction typically consists of poured concrete footings, and a combination of poured concrete, concrete masonry units (CMU) and precast concrete wall panels. The variances occur according to the various dates of construction. At all locations and types – staff has reported no concerns and no significant areas of concern were observed - all appear in good condition.

**Recommendations:** No action required – continue to monitor existing conditions.

**D. Building Veneer/Exterior Walls:** The exterior walls primarily consist of insulated precast concrete wall panels. Composition typically as follows: 2” raked concrete, 2” ridged insulation, 8” concrete providing a 12” thick by 8’-0” wide by height of wall panel. Panels are in good condition. Transition from top of foundation wall to bottom of wall panel is a bearing strip and caulk joint as per manufacturer’s instructions and details. There are limited areas that the foundation transition occurs below grade; while this is acceptable, it would be difficult to determine the integrity of this seal without performing somewhat and potentially damaging investigation – **Note** staff reports no problems and no problems are apparent. Joints between panels consist of backer rod and caulk as per manufacturer’s instructions and details. Most appear well maintained with limited areas that may require re-caulking.

**Recommendations:** Continue to monitor existing conditions and provide re-caulking as a matter of routine maintenance.

**E. Windows:** The windows typically consist of an aluminum frame, with a double pane glazing (system). At most locations, these units appear to be in fair to reasonable condition; however they do not meet present the energy efficiencies of today’s systems.

**Recommendation:** At minimum, consideration should be given to replacing window units on a case-by-case basis that are damaged, and/or consideration could be given to replacement of all glazing with-in the existing aluminum frames with a glazing system meeting today’s energy efficiencies.

**F. Exterior Doors:** Doors leading to the exterior typically consist of an aluminum frame, with a double pane glazing (system). At most locations, these units appear to be in fair to reasonable condition; however they do not meet present the energy efficiencies of today's systems and at some locations the weather-striping is worn and/or missing. At service door and Gymnasium door locations, these units are hollow metal frame and insulated steel doors in fair to reasonable condition with the door hardware showing various signs of wear.

**Recommendation:** At minimum, consideration should be given to replacing door units on a case-by-case basis that are damaged, and in general, consideration could be given to replacement of all glazing with-in the existing aluminum frames with a glazing system meeting today's energy efficiencies. At the Gymnasium, consideration should be given to the installation of new units that have a removable center mullion to allow staff to bring larger objects into this space for a variety of school or public programs.

**G. Ballasted Roof:** The existing roof consists primarily of a ballasted – EPDM insulated roof system. This system was installed at various times according to dates of construction at that particular area it is at its life-expectancy. Areas of stained and removed ceiling tiles are common through-out the entire facility.

**Recommendation:** Consideration **must** be given to the full replacement of the existing roof system. This work would provide the District the opportunity to install a system with additional insulation, and the ability to specify a fully adhered EPDM or TPO finished roof with a minimum 20 to 25 year non-pro-rated warranty.

## II. Interior Environment

**A. Cast-in-Place Concrete Slab:** Substrate (subfloor) is slab-on-grade/cast in place concrete. There is little to no to limited evidence of cracking or settling and is in generally good condition.

**Recommendation:** No action required – continue to monitor existing condition and continue to conduct routine maintenance on an as needed basis.

### B. Flooring:

**1. Corridor Floors:** Corridor flooring typically consists of a vinyl composite tile (VCT) and carpet (CPT). In general, the VCT product is good condition with limit areas requiring maintenance – most noted in the link between the Middle School and the High School. In the carpeted corridors, generally this product is in poor condition.

**Recommendation:** At Corridor areas that are carpeted, consideration should be given to the replacement of the CPT with different product that allows for easier maintenance but offer similar acoustic characteristics.

**2. Classroom Floors:** The finish floor in the classrooms is primarily carpet (CPT). This product is at, and in some locations, beyond its life expectancy. In the Classrooms finished with VCT, the VCT is in generally good condition. In the Business Education Classroom, at several locations floor receptacles are present that “stick-up” from the floor surface creating a trip hazard as well as a potential safety concern.

**Recommendation:** Consideration should be given to the removal of the CPT and a new flooring product installed. If CPT is desired in classrooms, consideration should be given to the installation of carpet tile in lieu of a broad loom product. Continue to make routine repairs of VCT flooring on an as needed basis. Consideration should be given the installation of a recessed floor electrical box in the Business Education Classroom.

**3. Administration Offices:** The flooring in these areas primarily consists of CPT, and generally is in moderate to poor condition. The VCT in the limited spaces associated with these areas is in good condition.

**Recommendation:** Flooring in these areas should be replaced in an overall building upgrade or, as a component of an overall flooring replacement program.

**4. Lobby (Locker Area) and Commons:** Flooring in the Main Entry Lobby/ Locker Area is a quarry tile product that is in reasonable condition. Commons floor is exposed sealed concrete in reasonable condition.

**Recommendation:** Staff has indicated a potential desire to relocate the Lockers to the Corridors of the Classroom area(s); and, to provide an overall reconditioning of the present Locker Area. If this is pursued the flooring in this area – which appears dated – would be replaced as a component of that work. At that time, consideration should be given to the installation of new flooring in the existing Commons – tying these areas together and providing a much needed face-lift to the *first impression* of the School System.

**5. Gymnasium Flooring:** The Gymnasium floor consists of wood and is in reasonably good condition. Staff reports that the floor has not been refinished since originally installed.

**Recommendation:** If the District is considering an overall “face-lift, consideration could be given to the refinishing of these floors.

**C. Base:** The floor to wall transition is typically covered by a vinyl or rubber base material which is in generally good condition. There are areas where damaged and/or loose base material is evident.

**Recommendation:** Continue to monitor existing conditions and continue to replace/repair areas of damaged or missing base material as a matter of routine maintenance. If a comprehensive renovation project is considered this product would be replaced during the course of that renovation with a similar product.

**D. Walls:** The walls throughout the facility vary in composition according to location, they typically consist of CMU, and gypsum board all of which is painted. There are no structural concerns associated with any of walls in the building. The typical painted finish is in moderate condition.

**Recommendation:** In any renovation project, the existing walls should be cleaned and repainted.

**E. Finished Ceilings:** In most areas of the facility, the finish ceiling consists of a suspended type 2'x2' acoustical tile (ACT) with integral lighting and limited areas of 2'x4' ACT with integral lighting. The overall condition of the ACT in this building is in poor condition with stained tiles to removed tiles - to allow the roof to drain to garbage cans. The ACT primarily has been impacted by the leaking roof system and generally requires replacement.

**Recommendation:** Consideration must be given to the replacement of the ACT in all areas of this building, the 2'x4' ACT should be replaced by 2'x2' tiles. This work should not be completed until the building is re-roofed. Areas of exposed structure should be repainted as a part of any renovation project.



**F. Interior Doors:** The existing interior doors typically are wood with either a side light or an 8" by +/- 30" window strip; most of which are not provided with the appropriate handicap accessible hardware the exception being the doors with-in the latest addition at the south end of the building. Generally, these units are in good condition with some units showing signs of moderate to heavy wear. Some of the door's lights (windows) have been covered with paper.

**Recommendation:** As a component of any renovation project, consideration should be given to the replacement of heavily worn units and the refinishing of existing doors showing sign of wear. All doors should be equipped with handicap accessible hardware. The District should review State regulations pertaining to visual access to Classrooms and establish policy accordingly.

**G. Casework:** In classrooms containing casework these units are in generally good condition with limited locations requiring routine maintenance.

**Recommendation:** Continue to provide routine maintenance as required.

**H. General Code Concerns:**

**1. Fire Separations:** Currently, the High School is separated for the Middle and Elementary School by a handicap accessible link. The link does contain fire doors at the far-east end; however, at this time it is not determined if there is a fire-wall associated at that location. Fire doors do not exist on the west end.

**2. Fire Suppression System:** At the time of construction, Wisconsin State Building Code did not require an automatic fire suppression system be installed – present Code does require such a system. If significant renovations occur an automatic fire suppression system may be required.

**3. Locker Room Shower Drains:** Existing shower draining method Wisconsin State Plumbing Code. Present Code requires shower water from each shower head be such that persons showering in common situations do not come in contact with an adjacent shower's water.



**4. Doors from Gymnasium to Corridors:** Doors exiting the Gymnasium are individual 30" out-swinging door units. When in an opened or opening condition – the door leafs swing into the egress path of the Corridors – this is not allowed by current Wisconsin State Building Code. Staff has removed two of these units to install a double door 6'-0" wide unit. At this time there really is no fix to this condition – and the District is "Grandfathered-in"; however, if significant renovations occur this may require correction.

**5. Means of Egress – Second Floor Science Classroom Wing:** The stair enclosure which leads to the Gymnasium level of the facility is not a fire-rated enclosure – at least the doors do not indicate a fire-rating. A door does lead to the exterior, however, during the winter months snow drift and swirls into the alcove making use of the door – typically – not possible.

**6. Means of Egress - Auditorium:** Currently, no doors from this space lead directly to the exterior or to a fire rated corridor that leads directly outside. Current code requires this condition.

**7. Means of Egress – Band Room:** Currently, this room has one set of doors that lead directly to the exterior; however, due to the risers in the room – this exit is not accessible to persons with certain handicaps.

**I. American with Disabilities Act – A.D.A.:**

**1. Accessible Seating:** Areas of accessible seating should be provided at the "game" and "performance" levels of the Gymnasium and Auditorium respectively.

**2. Toilet Rooms:** "Technically" - none of the existing Toilet Rooms meet today's requirements for a handicap accessibility either in term of overall size in the gender neutral rooms or H. C. stall size(s) in the multi-stall Toilet Rooms. The Code requires the Toilet Room contain space to accommodate a 5'-0" diameter turning circle – some rooms have space to accommodate this requirement – but may need adjustments to better provide adequate accessibility.

**Recommendation:** If extensive renovations occur present day Code will require that all Toilet Rooms and all areas in general, be made accessible. The District has

made considerable investments in accessibility measures – the requirements identified above will bring the District into full A.D.A. compliance.

### III. HVAC SYSTEM

**A. General:** A listing of useful life of equipment can be found on the condition assessment spread sheets. There were two sources used to determine useful life. The sources are from the American Society of Heating, Refrigeration and Air-Conditioning Engineers, Inc. (ASHRAE) Handbook, and the Building Owners and Managers Association International. The useful life was not used to determine unit condition, but used as one factor that may indicate life remaining in a system. Useful life of a component can in most cases be extended by dramatically increasing maintenance costs.

As equipment ages its ability to operate as it was designed decreases, and in such its ability to improve indoor air quality is reduced. ASHRAE guidelines indicate that indoor air quality can be improved by introducing ventilation air into occupied spaces. Minnesota Building Code accepts ASHRAE standards and requires that new ventilation systems provide 12 to 15 cubic feet per minute (cfm) of outside air for each occupant in a classroom. When there is not enough ventilation air brought into a space, indoor air quality goes down and Carbon Dioxide (CO<sub>2</sub>) levels in the space go up. ASHRAE guidelines recommend that indoor CO<sub>2</sub> levels be kept in the 800ppm (parts per million) to 1000ppm range. When ventilation rates are kept within the ASHRAE standards, CO<sub>2</sub> levels can normally be maintained below the 1000 ppm levels. A portable CO<sub>2</sub> sensor was used to determine the CO<sub>2</sub> levels in various rooms in the building. The following is a list of rooms measured and their CO<sub>2</sub> levels. It appears that the ventilation rates in the High School are much better than the Middle School and the Elementary School.

Room	CO <sub>2</sub> Levels	Number of Occupants
4245	1000 ppm	No kids - for > 10 min
4326	620 ppm	No kids
4280	700 ppm	No kids
4350	550 ppm	No kids
Media	550 ppm	≈ 10 kids

**B. Controls System:** The controls system for the building is out dated and is in need of replacement.

**C. Energy Management Strategies:** When a new Building Automation System (BAS) is installed, there are numerous energy conservation strategies, such as demand ventilation and various outside air resets that can be implemented to further reduce the energy consumption of the buildings.



**D. Roof top Air Handlers:** The roof top air handlers (RTU) were installed in 1988 and are in a deteriorated condition. The air conditioning condensing coils on some of the units have been damaged by hail. It appears that most of the gravity relief dampers are operating. Only one was closed with no air relieving the RTU. With the CO<sub>2</sub> levels in the space being relatively low this would indicate that the RTUs are bringing in fresh air to the space. The RTUs serving the High School are in a deteriorated condition and need to be replaced. Roof Top Air handlers expected life 15 years, current age 25 years.



**E. Damaged Insulation;** Repair or replace damaged insulation. There is duct insulation that is missing or damaged. The insulation covering on the roof duct is damaged and the insulation is exposed to water. When insulation is wet, it loses its insulating ability.



**F. RTU Efficiencies:** The existing RTUs have hail damage on their condensing coils. Hail damage and the age of the units can greatly reduce the efficiency of the RTU's. When the RTUs were new, they met the minimum efficiencies required by the Minnesota Energy Code, but now their age and hail damage have decreased their efficiencies.



**G. High Efficient Motors and VFDs:** Installing high efficiency electric motors and Variable Frequency Drives (VFD's) can reduce the total energy consumption of the building as well as help reduce the total demand charges for the building. The motor name plate below is of a standard efficiency motor and it can be noted that this motor is 80% efficient. Premium efficient motors can be between 90% and 95% efficient.



#### IV. PLUMBING SYSTEM

**A. General:** Domestic water is supplied to the user through porcelain or stainless steel fixtures (water closets, urinals, lavatories, and sinks) and chrome plated faucets. Drinking water is provided to the occupants of the building through drinking fountains and water coolers located throughout the building. Many porcelain fixtures are stained, scratched, and deteriorated. The water closet pictured below is chipped at its base. This can lead to microbial growth in the cracks. Stainless steel fixtures are stained and scratched. Faucets are deteriorated. Chrome is scratched, flaking off, and in some cases worn completely through. Some of the faucets appear to be original to the building and some have been replaced in recent years. Useful life of a faucet in this application is 7 years according to the ASHRAE handbook.



**B. Energy Conservation Measures:** Water consumption - there are urinals that are on a timed flushing system. These types of systems consume an excessive amount of water. These flushing systems should be removed and sensor systems should be installed.



## V. ELECTRICAL SYSTEM

**A. Electrical Utility Services:** The building is fed from pad mounted transformer located on the east side of the building. The utility service is Xcel and is 277/480volt, 3phase.

**B. Building Service:** The manufacturer of the building service is GE (General Electric). The main switchboard consists of a 1600amp, 277/480volt, 25,000AIC, 3phase, 4wire system with a high pressure contact switch and remote transient voltage suppression and looks to be upgraded in 1990. The main service also includes connection to emergency backup via generator.



**C. Generator:** The generator is a natural gas Detroit Diesel Spectrum 30 (30kw, 480volt, 3phase) model #CSG-649I-6005-F. The generator has two output breakers feeding two (80A) automatic transfer switches at 480volt. One automatic transfer switch is used to feed the building life safety systems (egress and fire alarm) and the other transfer switch is used for selected mechanical and electrical equipment (i.e. – pumps, etc. for heating systems and associated electrical). The automatic transfer switches are Detroit Diesel Spectrum style switches.

**D. Distribution:** The building distribution is a 277/480volt system utilizing step down transformers (277/480volt, 3phase primary / 120/208volt, 3phase secondary) to feed 800A, 120/208volt distribution (distribution panels and panelboards) throughout the facility. Distribution panels are located in corridors and in the mechanical/electrical spaces. The distribution also includes a MCC located in the mechanical boiler room area along with distribution panel. The distribution panels and panelboards are combination general electrical and Square D upgraded in 2000.



The existing electrical system does not have the Arc Flash Hazard Warning labels per NEC Article 110.16. The existing electrical system does not have the Available Fault Current indicated at the main service entrance per NEC Article 1120.24. Refer to attachment at end of report.





The main electrical room does not meet code as the doors swing in and not outward/egress bound with panic bars per NEC code Article 110.26.

**Recommendations:** Recommend to update main electrical service to meet code per NEC articles: Article 110.16 Arc Flash Hazard Warning labels and Article 1120.24 Available Fault Current. Recommend to change out door swing to accommodate push bar egress per NEC Article 110.26 Spaces about Electrical Equipment.

**E. Power:** The building has good distribution of receptacles throughout the spaces. The outlets are of original building installation. These outlets and/or cover plates are yellowing and may be coming more brittle as time goes by.

1. GFCI protection (receptacles) will need to be installed at vending machines and vending machine areas as this is a new code. NEC Article 422.51 Cord and Plug Connected Vending Machines.



2. GFCI protection (receptacles) will need to be installed at electric water coolers per code. NEC Article 422.52 Electric Drinking Fountains. Outlets in concessions area will need GFCI protection. Outlet in break-room will need GFCI protection. The exterior receptacles are not GFCI per NEC code.



**Recommendations:** Recommend to update GFCI receptacles to meet code per NEC articles: Article 422.51 Cord and Plug Connected Vending Machines and Article 422.52 Electric Drinking Fountains. Replace outlets and covers as renovations and/or outlets need repair.

**F. Lighting:** In 2011, the school district had a proposal to provide lighting (lamps) retrofit/upgrade of existing lamps to energy efficient lamps to meet the Wisconsin energy codes and standards and the Focus on Energy incentive rebates. This has taken place and the lamps to the facilities have been upgraded. Refer to attachments for existing retrofit upgrade proposal for the school. The fixtures/housing still remains the same from original construction and some renovations throughout the years.

1. **Gym lighting** consists of 2'x4' 6 lamp high bay fixtures with wire guard. The gym foot-candle level is approximately 45FC which is low for high school sporting events. The lighting is also controlled in banks of lighting in lieu of inboard/outboard lamp control.
2. **Classrooms** are approximately 40fc with 3 lamp fixtures (lensed) which meet IES lighting standards. The control is not for inboard/outboard but has various fixtures on one of the three switches. Changing the ballasts out to provide inboard/outboard control will provide a more evenly illuminated space when the teacher would like less lighting and therefore less energy used.
3. **Restrooms** are approximately 20fc with wall mounted 2 lamp fixtures (lensed) which meet IES lighting standards.
4. **The corridors** consist of combination 2'x4' parabolic and lensed fixtures and are in good shape.
5. **Exterior** metal halide fixtures do not meet dark sky compliance.



**Recommendations:** Recommend upgrading fixtures as required and as renovations take place; replacing fixtures so that all lighting is standard, either parabolic or lensed fixtures throughout the facility.

**Gym lighting recommendation:** Add fixtures to accommodate IES standards for illumination levels for high school events and changing ballasts for inboard /outboard control for lighting illumination to reduce lighting not required for certain events and energy savings.

**Exterior luminaire recommendation:** Update exterior fixtures per dark skies illumination for 90degree cutoff to meet ASHRAE 90.1 standards.

**Restroom recommendations:** Review of existing lenses and replacing lenses yellowing or cracking as determined by walk through school.

**G. Lighting Control:** The school utilizes occupancy sensors throughout the building. Exterior lighting is controlled via photo-sensors. There is no central control lighting system or panels.

**Recommendation:** KFI recommends a lighting control system to sweep the building off in evening when facility not occupied.

**H. Egress Lighting:** Foot-candle levels for egress lighting were not checked but may need to be upgraded. The generator and life safety system automatic transfer switch and distribution provide emergency power to lighting throughout the building which provides egress lighting. Exit lighting is LED and is current.

**I. Fire Alarm System:** The building fire alarm system is an Edwards EST 2 system. The three buildings (elementary, middle and high school are interconnected). The system was upgraded/installed in 1999/2000; however, the overall system is antiquated and programming – if/when required – cannot be completed and parts are no longer available. Fire alarm horn/strobes and strobes are placed throughout the facilities and seem to be located per code. The batteries are indicated to be tested in 2011 per the inspection sticker. The high school doesn't have manual pull station at the fire alarm control panel as required per NFPA 70E.



**Recommendation:** A complete new system meeting today's code requirements should be installed. Install manual pull station at FACP as required per NFPA.



**J. Intercom / Speaker System:** The intercom/paging system is a Rauland SRX173 system with Rauland components MCI210 and SW25 for complete operational system. The system has the ability to call/page interface from office to classroom. Each school has an intercom system at the front entry.

**K. Telephone System:** The main line(s) for the telephone system are located in the middle school which then distributes throughout the facilities. The telephone system is currently in good working condition.

**L. Security System:** The school district currently has door contacts at selected entrances throughout the facility. Contacts and monitoring system currently working.

**M. Camera System:** The school district currently has cameras located inside buildings at select locations and on the exterior of the district buildings at select locations. The signal runs through coax back to the DVR at the main IT room. Currently the facility does not have the capability to connect to the DVRs from their desktops.

**Recommendation:** The District should look into options for upgrading the Security and Camera Systems to a web based control and/or monitoring system and a new system be installed.

**N. Wireless System:** The school district use Cisco gear located in the closets and for access points. The core switches are the 3750 model switch and the edge devices are 2960 full PoE with a 10GB interface. The access points are Cisco 1142n models. The wireless system is currently in good condition for the school.

**O. Peak Shaving Controls:** The school district has AC saver switches which the utilities will shut down. There is no peak shaving control through the generators.



The above written observation of the existing conditions is based on visual observation of systems; it does not include any testing or activation of the systems.



# School District of Altoona

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715-839-6032 715-839-6066 FAX

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Dr. Connie Biedron, Superintendent

[www.altoona.k12.wi.us](http://www.altoona.k12.wi.us)

Educational Planning Council  
District Board Room  
May 8, 2012  
8:00 a.m.

## Agenda

1. State of Altoona Update, Mike Golat
2. Demographic Study and Facilities Study Process, Dr. Biedron
3. Open Enrollment Update, Joyce Orth
4. Budget Update, Kathy Dahl
5. Project Based Learning School Update, Gary Pszeniczny
6. Middle School Holocaust, Gary Pszeniczny
7. ESEA Annual Update, Karen Henry
8. Future of Planning Council
9. Flipped Classroom, Shelly Pierson (10:00 AM)
10. Special Education Program - Technology Use, Kevin Garnett & Steve Marczinke (10:30 AM)
11. School Updates, Principals
12. Other

*The Goal of the Educational Planning Council Is to Connect and Communicate  
With and Between the School District, City, and Community.*



**Minutes**  
**Altoona Area Foundation Inc.**  
**May 8th, 2013**

**Members present:** Bob Wilcox, Dani Meyer, Ken Koopmann, Ed Bohn, Dave Rowe, Connie Biedron and Cheryl Meyer

President Bob Wilcox called the meeting of the Altoona Area Foundation to order at 6:30 p.m.

**Secretary's Report-**The secretary's report was approved as presented.

**Treasurer's Report-**Treasurer's report was approved as presented. Question on if the Siker funds are accessible for needs of the Foundation. They are if approved by Mr Siker.

**Promotion-** Placement of our collection boxes. We now have a total of six boxes, Cheryl donated 5. Deb Goldbach approved the placement of one at the concession stand at Hobbs. Other Points suggested was Happy Hollow (Ken), Rollies Coach Club (Ed), Golden Spike (Cheri), Library (Connie), Post Office (Ed). After contacting the businesses the members will email everyone on the result. If denied the 400 Club was also suggested.

Our ad ran in the Parks and Rec pamphlet. It was in color this year.

**Scholarship/Awards- Parr Award-** Their were two applicants for the PARR Award for 2013. The committee of Bob Wilcox, Dani Meyer, Ken Koopmann, Mary Rasmussen, Teri Cihasky and Connie Bierdron did not find any applicants that met our criteria. There was no Award presented.

**Alumni Relations-** Ed Reported classes of 72-74 will meet at Cinder City Days..

**Star Grants-**We received a request for funds from the Chippewa Valley Free Clinic. Their was no report on the number of Altoona Residents. Bob will contact Mary Beth to verify the information. Their was a motion by Ken Koopmann with a 2<sup>nd</sup> by Cheryl Meyer to approve \$1.00 per resident but not to exceed \$350.00. Motion passed

**Old Business-** Build a brick fund raiser. The Gazebo is being built. We decided to table this item until August. This fund raiser will need major organization. We also need to know if a sidewalk will be put in.

Dani presented the 1<sup>st</sup> draft of our new Brochure. Any changes should be emailed to her and she will make the changes.

Bob will check with Mr. Siker if he would like Benefactor recognition on our new brochure. It was suggested to add recipients of our funds. It was suggested that students need input on technology connections. Such as on line donations, pay pal account, facebook, etc.

Cheryl Meyer is sponsoring our newest Board Member. Jamie McIntosh, he was unable to attend May 8<sup>th</sup> but will be at the August 14<sup>th</sup> meeting.

Excellence in Education Banquet. Both Connie and Dave attended the event. A total of 60 students were there, six from Altoona. This represents 10 districts. The Key note speaker was a former Altoona Student. Once again, it was a worthy event.

Goals: We will finish the brochure before we start raising funds. To possibly tap into the Siker Endowment Connie will forward 3-5 projects with Dave adding some from the city.

**New Business-** none

**Adjourn-**The meeting was adjourned at 7:52 p.m.

Respectfully submitted by Cheryl Meyer Secretary AAF

**Duties and responsibilities**Professional Expertise

1. Instructs participants in fundamental skills, training and strategies necessary to compete or achieve results in the specific activity
2. Has strong knowledge of the specific activity: the rules, policies, and any regulations; demonstrates appropriate role as an advisor
3. Upholds the dignity, honor and integrity of an adult leader of students

Personal Behavior

1. Students will receive instruction and guidance that will lead to positive values, acceptable behavior, and self-discipline
2. Advisor will exhibit responsible conduct both in and out of the activity area
3. Advisor will promote respect, fairness, and graciousness in winning or losing

Community/Parent relationships

1. Organizes effective pre-season parent meeting that communicates the activity program and District philosophy
2. Holds an awards or end-of-season banquet at the culmination of the activity
3. Maintains clear and open lines of communication with student participants
4. Communicates to participant's parents if concerns arise regarding participant's academic or emotional issues

Other responsibilities

1. Monitors activity area before and after the activity until the last student participant has been picked up
2. Develops in each participant a respect for school property and its care
3. Uses appropriate language and behavior

4. Respects the dignity of each participant as an individual
5. Promotes among participants circumstances that gives each participant the opportunity to reach his/her full potential.
6. Promotes time demands that acknowledge the primary importance of each participant's academic and family responsibilities
7. Promotes a solid sense of team membership
8. Reflects in his/her advising the best and most recent thinking/strategies of the activity
9. Is available to parents at mutually convenient times
10. Works with other school personnel, guidance, teachers, administrators, etc. to guarantee the best interests of each student participant

APPROVED:

(To be kept on file in Employee's District Office Personnel File)

Rating Scale Summary

- 0 = Not observed/applicable
- 1 = Needs improvement to meet expectations
- 2 = Meets expectations
- 3 = Exceeds expectations

*(Those items that receive a "1" indicate a need for improvement and should be addressed in goal setting before the next season.)*

Please provide any additional information in the comments section.

**ADVISOR EXPERTISE**

Has an appropriate leadership style as an advisor for this specific activity. He or she was appropriately involved in the meetings and activities.

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Demonstrated up-to-date knowledge and expertise of the activity and subjects related to the activity

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Applied specific principles and strategies to improve individual and group performance

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Promotes among group members a solid sense of team membership

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Keeps the best interest of the whole student in mind by working with other school personnel when student academic progress/emotional needs are in question

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Organized effective pre-season parent meeting that communicated the specific activity program and District philosophy

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Provided proper supervision of student participants before, during, and after the activity and travel

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Made responsible budgetary decisions based upon program needs and fund availability

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Sought other opportunities for professional development to enhance advising/coaching expertise

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Comments on this section:

### **PERSONAL BEHAVIOR/PARTICIPANT DEVELOPMENT**

Displayed sincere interest in the academic, emotional, and activity-specific development of participants in and out of the activity season

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Provided meaningful feedback to individual participants to help them improve

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Demonstrated ability to motivate participants to achieve their performance potential

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Communicated to parents any concerns regarding participant's academic and personal development

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Set and maintained a climate that promoted trust and a positive attitude; was open, responsive, and respectful to participants, parents, and other advisors/officials

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Maintained clear and open lines of communication with participants and their parents

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Displayed motivation and enthusiasm for advising participants

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Serves as a positive role model for students as an advisor and community member; uses appropriate language and behavior

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Advised student participants in a manner that promotes positive values, acceptable behavior, healthy competition, and self-discipline

Self (Advisor) \_\_\_\_\_ Evaluator \_\_\_\_\_

Comments on this section:

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Signature of Coach/Advisor \_\_\_\_\_ Date \_\_\_\_\_

---

Signature of Evaluator \_\_\_\_\_ Date \_\_\_\_\_

APPROVED:

Rating Scale Summary

- 0 = Not observed/applicable
- 1 = Needs improvement to meet expectations
- 2 = Meets expectations
- 3 = Exceeds expectations

*(Those items that receive a "1" indicate a need for improvement and should be addressed in goal setting before the next season.)*

Please provide any additional information in the comments section.

Advisor name: \_\_\_\_\_

Activity: \_\_\_\_\_

Year: \_\_\_\_\_

**MY ADVISOR:**

- \_\_\_\_\_ Has an appropriate leadership style as an advisor for this specific activity. He or she was appropriately involved in the meetings and activities.
- \_\_\_\_\_ Demonstrated up-to-date knowledge and expertise of the activity and subjects related to the activity
- \_\_\_\_\_ Applied specific principles to improve my performance and/or my group's performance
- \_\_\_\_\_ Allowed other participants and me to voice our concerns without fear of retaliation
- \_\_\_\_\_ Was helpful to individual officers and members
- \_\_\_\_\_ Held meetings that were valuable and effective
- \_\_\_\_\_ Provided constructive criticism and meaningful feedback to help me improve
- \_\_\_\_\_ Used positive methods and/or appropriate humor to motivate us
- \_\_\_\_\_ Used Group/Individual discipline appropriately
- \_\_\_\_\_ Provided clear explanations and demonstrations; clarified them if we requested it

- \_\_\_\_\_ Was open to change if needed
- \_\_\_\_\_ Communicated with my parents upon their request or as needed/appropriate
- \_\_\_\_\_ Treated other student participants and me with respect both during the activity season and in the off-season
- \_\_\_\_\_ Acted and responded with consistency to all participants
- \_\_\_\_\_ Is a positive role model
- \_\_\_\_\_ Helped me learn more about positive values, acceptable behavior, and self-discipline
- \_\_\_\_\_ Displayed consistency and decisiveness in his/her actions
- \_\_\_\_\_ Cared about me personally, as well as a participant and part of the group
- \_\_\_\_\_ Set individual and group goals that were realistic and challenging
- \_\_\_\_\_ Respected other adult advisors (if applicable)
- \_\_\_\_\_ Enhanced my performance through his/her advising

**OTHER AREAS**

- \_\_\_\_\_ The activity area in which we met was safe and adequate.
- \_\_\_\_\_ I felt like a valued part of the group
- \_\_\_\_\_ I felt like I could talk to my advisor regarding personal problems or for advice
- \_\_\_\_\_ I respect my advisor's efforts
- \_\_\_\_\_ I trust my advisor
- \_\_\_\_\_ With this advisor, I want to do my best
- \_\_\_\_\_ I would work with this advisor again in the future



OVERALL

What did you like most about the program?

What did you like least or would have liked to change about the program?

What suggestions would you make to improve the program (long-range)?

Please add any additional comments below:

APPROVED:

## NOTIFICATION AND COLLECTION PROCEDURE FOR MEAL ACCOUNTS

763-Rule  
(formerly EFE-R)

Money may be deposited into the family account by using the blue envelopes and sending it with students to give to the teaching staff, sending them to the foodservice via the US Postal System, or depositing them in the designated collection boxes in the school offices. Online payment by credit card, debit card or checking account is available.

Parents/guardians will be notified that a payment is needed when the family account is less than \$10.00. The school principal or designee will be notified if a negative balance occurs.

If after a period of time, no arrangements have been made, the foodservice department will make another parent contact to remind them that money needs to be put into the account and that no more meals can be charged. The school principal or designee will be notified again.

If no arrangements have been made and after a negative balance of \$10.00, students will be given a sandwich and milk, which will be charged to their account. If the parent/guardian continues to fail to provide the student with a bag lunch or lunch money after district personnel have interceded on behalf of the student(s), the district will file a report with the Eau Claire County Health Department or other appropriate agency.

### Ala-Carte Choices

Ala-Carte items are cash only.

### End of the School Year

At the close of the school year negative statements will be mailed to parents. Payments need to be made within 10 days or with a payment plan approved by the administration.

If the family account is positive it will carry over into the next school year.

Upon request of a family or district staff member who leaves the school district during or at the end of a school year, the district foodservice shall refund account balances of \$5.00 or more.

Approved: 08/07/06

Committee Appointments and Assignments – May 2013 – June 2014  
 May 20, 2013

**Board Committees**

The Superintendent serves as an ex officio member on board committees  
 Administrators and administrative staff attend meetings on an as-needed basis

<b>Budget Development Committee:</b>	<b>Demographic Trends &amp; Facility Planning Committee:</b>	<b>Policy/Governance Committee:</b>
Mike Hilger, Chair	Robin Elvig, Chair	Helen Drawbert, Chair
Brad Poquette	Dave Rowe	Robin Elvig
Teri Cihasky	Matthew Biren	<b>Negotiations Committee: *</b>
Brock Geyen	Frank Borg	Helen Drawbert, Chair
Sue Gordon	Kelley Gaynier	Mike Hilger
Bobbie Kuchta	Ann Kaiser	*includes union and nonunion
Erin Lynnes	Susan Sivertson	
Kathy Marko	Todd Trapani	
Melissa Martin	Bob Wilcox	
Tammy VanBlarcom	Jeannie York	
Lori Watt	Jan Zander	

**Board Assignments**

State Education Convention - Delegate	Dave Rowe
State Education Convention – Delegate Alternate	Brad Poquette
CESA Representative	Brad Poquette
CESA Representative Alternate	Mike Hilger

**District Committee Appointments**

Educational Planning Council *	Mike Hilger, Brad Poquette
Technology Committee	Brad Poquette
Parks & Recreation Committee	Robin Elvig
Altoona Area Foundation	Brad Poquette

\*Name change for 2013/14: Community Education Partnership Council

**ALTOONA BOARD OF EDUCATION**  
**PROPOSED Board Calendar for 2013/14**

July 1	Regular Meeting	
July 15	Regular Meeting	
August 5	Regular Meeting	(Helen gone)
August 19	Regular Meeting	
September 3 (Tuesday)	Regular Meeting	
September 16	Regular Meeting	
October 7	Regular Meeting	
October 21	Regular Meeting	
October 28 *	Annual Budget Hearing/Annual Meeting/Special Meeting	
November 4	Regular Meeting	
November 18	Regular Meeting	
December 2	Regular Meeting	
December 16	Regular Meeting	
January 6	Regular Meeting	
January 20	Regular Meeting	
February 3	Regular Meeting	
February 17	Regular Meeting	
March 3 or 10	Regular Meeting	March 17 begins Spring Break week
March 17 or 24	Regular Meeting	could change to 2nd/4th Monday
April 7	Regular Meeting	
April 21	Regular Meeting	
May 5	Organizational Meeting/Regular Meeting	
May 19	Regular Meeting	
June 2	Regular Meeting	
June 16	Regular Meeting	

\* Additional meeting in October on 4th Monday following Annual Meeting to certify tax levy.

Please Note: This calendar may be subject to change  
as necessary. Please check our website to  
confirm meeting dates, location, and time.

**STATE OF WISCONSIN**  
**WISCONSIN EMPLOYMENT RELATIONS COMMISSION**  
P.O. Box 7870 – Madison, WI 53707-7870  
(608) 266-1381

**NOTICE OF COMMENCEMENT OF CONTRACT NEGOTIATIONS**  
**PURSUANT TO SECTION 111.70(4)(CM)1, WISCONSIN STATUTES**

1. You are hereby notified that the party filing this notice, did on 05/14/2013  
in writing, notify the other party involved of our intent: (Date)  
(Check the appropriate space)

To reopen the existing collective bargaining agreement for the purpose of negotiating a successor agreement  To commence negotiations leading to an initial purpose collective bargaining agreement

2. (a) Name of Municipal Employer School District of Altoona  
Principal Representative Constance Biedron  
Title District Administrator Phone No. (715)839-6032.  
Address 1903 Bartlett Avenue Altoona 54720  
(Street) (City) (ZIP)

(b) Name of Labor Organization Altoona Education Association  
Principal Representative Erik Kampa  
Title Lead negotiator Phone No. (715)839-6031 ext. 435  
Address 711 7<sup>th</sup> Street West Altoona 54720  
(Street) (City) (ZIP)

3. General description of positions included in the bargaining unit:  
all regular full-time and regular part time teacher in the Altoona School District

4. Approximate number of employees in unit 110


5. Effective date of existing contract (if any) July 1, 2009

6. Termination date of existing contract (if any) June 30, 2013

7. Date reflected in contract, if any, on which notice of open negotiations must be served none

8. The parties (have) (have not) agreed to a voluntary impasse procedure

9. Party filing this Notice:  Municipal Employer  Labor Organization

By  Erik Kampa  
(Signature & Title)

5/14/13  
(Date)



## School District of Altoona Food and Nutrition Department

---

1903 Bartlett Avenue • Altoona, Wisconsin 54720  
715-839-6056 • Fax 715-552-4482 • pehrhard@altoona.k12.wi.us  
<http://www.altoona.k12.wi.us/foodservice> Altoona is an equal opportunity provider

*“On Track with Altoona Food Service”*

May 20, 2013

TO: Altoona School Board

RE: Altoona Foodservice request for approval for 13-14 school year  
Milk Bid  
Meal price increase for all meals

Milk bid:

Kemps, Indianhead, and Dean Foods were contacted to bid. Indianhead and Kemps did not submit a bid. It is my recommendation for Dean Foods to be awarded the bid for next year.

Meal price increase:

All School Food Authorities participating in the National School Lunch program are required to ensure that sufficient funds are provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced price meals. Under the paid lunch equity calculation our district must increase all regular price student meals and all adult meals by \$0.10 each. The price for reduced lunch meals will remain the same for students.

2013-14 lunch prices:

K-3	\$2.10
4-5	\$2.10
6-8	\$2.25
9-12	\$2.25
Second meal	\$2.65
Adult	\$3.20

Respectfully submitted  
Peggy Ehrhard  
Foodservice Supervisor

# **2013-2014 MEAL PRICES**

## **ELEMENTARY K-3**

MILK	\$0.45
STUDENT BREAKFAST	\$0.90
REDUCED BREAKFAST	\$0.30
STUDENT LUNCH	\$2.10
REDUCED LUNCH	\$0.40

## **INTERMEDIATE 4-5**

MILK	\$0.45
STUDENT BREAKFAST	\$0.90
REDUCED BREAKFAST	\$0.30
STUDENT LUNCH	\$2.10
REDUCED LUNCH	\$0.40

## **MIDDLE 6-8**

MILK	\$0.45
STUDENT BREAKFAST	\$1.10
REDUCED BREAKFAST	\$0.30
2 <sup>ND</sup> BREAKFAST	\$1.20
STUDENT LUNCH	\$2.25
REDUCED LUNCH	\$0.40
2 <sup>ND</sup> LUNCH	\$2.65

## **HIGH 9-12**

MILK	\$0.45
STUDENT BREAKFAST	\$1.10
REDUCED BREAKFAST	\$0.30
2 <sup>ND</sup> BREAKFAST	\$1.20
STUDENT LUNCH	\$2.25
REDUCED LUNCH	\$0.40
2 <sup>ND</sup> LUNCH	\$2.65

## **ADULT MEALS**

MILK	\$0.45
BREAKFAST	\$1.50
LUNCH	\$3.20

WASBO  
Facilities Manager  
Certificate

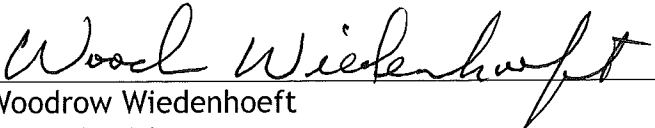
# Greg Johnson

*Has completed the required curriculum for the  
WASBO Core Facilities Manager  
Certification Program as established by the  
Wisconsin Association of School Business Officials  
and recognized by the  
Wisconsin Department of Public Instruction  
May 10, 2013*

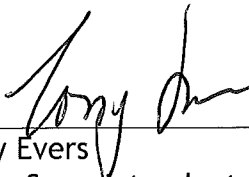


WISCONSIN  
DEPARTMENT OF  
PUBLIC INSTRUCTION





Woodrow Wiedenhoft  
Executive Director  
Wisconsin Association of School Business Officials



Tony Evers  
State Superintendent  
Wisconsin Department of Public Instruction



**WASBO**  
**Facilities Manager Core**  
**Certification**  
and  
**Facilities Manager Continuing**  
**Education Program**



*Unlock Your Professional Potential with Knowledge*

Wisconsin  
Association of School  
Business Officials

Developed by the WASBO School Facilities Committee  
in cooperation with the Wisconsin Department of Public Instruction

Wisconsin Association of School Business Officials  
4797 Hayes Road, Suite 101, Madison, WI 53704  
608.249.8588  
[www.WASBO.com](http://www.WASBO.com)



# WASBO Facilities Manager Core Certification

## Purpose of Program

To develop a knowledge base for Building and Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Wisconsin.

## Certification

The WASBO Facilities Manager Certification Program is offered by the Wisconsin Association of School Business Officials and is recognized by the Wisconsin Department of Public Instruction. Certification is the preferred end; however, individuals may take selected courses in the curriculum without obtaining certification. Any level of participation will add to one's experience and knowledge base. Those completing the Facilities Manager Core Certification program requirements are recognized at the WASBO Spring Conference.

## Application

A person must apply through WASBO to enter the program. The applicant must be a WASBO member in good standing and maintain WASBO membership throughout the course of the program. The cost of program application is a one-time fee of \$70.

## Program Oversight

The certification program is managed by the WASBO School Facilities Committee with support from the WASBO Executive Director and staff and the WASBO Safety & Risk Management Committee. The Facilities Committee identifies topics and speakers, reviews the course materials, and provides feedback to the speakers.

## Required Hours for Certification

To obtain core certification, an applicant must complete 32 hours of the WASBO Facilities Manager Core Certification curriculum.

## Frequency of Course Offerings

Each year courses are offered at the WASBO Facilities Management Conference, Spring Conference, Fall Conference and Midwest Facility Masters Conference. A complete module is offered at each of these conferences. Additional sessions are offered at the Custodial & Maintenance Conference. In a typical year WASBO offers approximately 15 to 20 hours of courses, or 3-4 Modules, allowing a participant to complete the certification in as little as two years.

## Required Curriculum

The Core curriculum is divided into seven modules and one introductory course. Each session in each module is required to achieve certification.

Introduction to Facilities Management (online session) - 1 Hour

### Core Module 1 (4 Hours) Custodial Operations

- Effective Hiring and Orientation Process
- Custodial Staffing Levels
- Custodial Supervision & Evaluation
- Product & Equipment Selection

### Core Module 2 (6 Hours) Systems: HVAC and Electrical

- Understanding Your Utility Bill: Part 1
- Understanding Your Utility Bill: Part 2
- Understanding HVAC: Part 1
- Understanding HVAC: Part 2
- Electrical Systems: Part 1 - Lighting & Lighting Controls
- Electrical Systems: Part 2 - Electronic Systems

### Core Module 3 (5 Hours) Environmental Health & Safety

- 20 Areas of Safety Concern & Responsibilities
- Indoor Air Quality: Part 1

- Integrated Pest Management: Part 1 - Bugs
- Asbestos: Part 1
- Life Safety & Building Codes

### Core Module 4 (4 Hours) Maintenance & Operations

- Exterior Building Envelope Maintenance
- Roof Maintenance
- Effective Preventative Maintenance Program
- Building Automation Management Systems

### Core Module 5 (4 Hours) Facility Planning and Budgeting

- Long Range Capital Projects Planning
- Comprehensive Facility Planning
- Budgeting for School Facilities Departments
- Budget Tracking Tools for Operating Budgets and Capital Projects

### Core Module 6 (3 Hours) Union Management and Interaction with the Public

- Union Negotiation Tools
- Addressing Grievances & Legal Issues
- Interaction with the Public: How to Sell Your Program

### Core Module 7 (5 Hours) Emergency Management, School Safety & Security

- Emergency Planning
- Security Assessment: Part 1- Site Survey
- Security Assessment: Part 2 - Technology
- After Hour Emergencies: How to Plan
- Continuity Planning and Disaster Recovery



# WASBO Facilities Manager Continuing Education Program

## Purpose of Program

To continually add to a knowledge base for Building and Grounds/Facilities leaders to provide safe and healthful educational facilities in the State of Wisconsin.

## Continuing Education

A Certified WASBO Facilities Manager is required to attend 12 hours of training over each three-year period following initial core certification. The WASBO Facilities Committee stresses the value of ongoing education to stay current and relevant in the ever changing field of school facilities management.

## Application

Upon achievement of the WASBO Facilities Manager Core Certification, participants are enrolled in the Facilities Manager Continuing Education Program. There is no enrollment fee. To maintain certification, one must be a WASBO member in good standing.

## Program Oversight

Oversight of the Continuing Education Program is the same as the Core Certification Program.

## Required Hours for Continuing Education

To stay current in the Facilities Manager Continuing Education Program, a participant must complete 12 hours of the WASBO Facilities Manager Continuing Education curriculum within a three year time period.

## Frequency and Content of Course Offerings

Each year courses are offered at the WASBO Facilities Management Conference and Midwest Facility Masters Conference. Sessions may also be offered at the Spring and Fall Conferences. Courses could cover topics from the ten continuing education modules or emerging subjects.

Past offerings have included:

## Continuing Education (CE) Curriculum

### CE Module 1

#### Custodial Operations

- Modern Technology and its Custodial Applications

### CE Module 2

#### Systems: HVAC and Electrical

- Building Systems Integration: Hardware versus Software
- LED Lighting
- Myths and Truths About Performance Contracting

### CE Module 3

#### Environmental Health & Safety

- Asthma and Asthma Triggers
- Asbestos - Part 2
- IEQ Regulations
- IEQ Legislation
- Cold Plasma Technology
- Pandemic Planning

### CE Module 4

#### Maintenance & Operations

- Computerized Maintenance Management Systems
- Athletic Field Logos
- Roofing Warranties
- Expectations for Flooring Materials Performance
- Site Maintenance Program
- The True Cost of Deferred Maintenance

### CE Module 5

#### Facility Planning and Budgeting

- Understanding and Communicating Facilities Studies
- How to Fund Athletic Facilities without Using Tax Dollars

### CE Module 6

#### Union Management and Interaction with the Public

- Recovering from the Referenda that Failed
- Community Use and Cost Recovery

### CE Module 7

#### Emergency Management, School Safety & Security

- The Show Must Go On Safely
- Safety Committees
- School Fire Code
- What Do You Know About Electrical Hazards
- Review of ADA and Related Requirements
- Swimming Pool Safety

### CE Module 8

#### Facilities Design & Construction Series

- Facilities Design and Construction Pre Referendum
- School Construction Methods and Hiring Contractors
- Federal Stimulus Package and School Infrastructure Update
- New School Construction Sessions:
  - Needs Assessment
  - Conceptual Design
  - Financial Evaluation
  - Referendum Campaign
  - Project Team and Construction Delivery Methods
  - Contracts and Other Legal Issues
  - Design Process
  - Developing Design Standards
  - The Construction Bid Process
  - The Construction Process
  - Best Practices in New School Design and Construction
  - Legal Side of Construction Management



**WASBO Facilities Manager  
Continuing Education Program  
Continuing Education (CE)  
Curriculum continued**

**CE Module 9 - Energy Conservation &  
Green Schools**

- District Energy Committees
- Green Schools: LEED® and Sustainability
- Focus on Energy Programs, Services and Grants
- Green Cleaning
- Ground Source GEO Thermal: Design & Energy Savings
- Green & Healthy Schools
- Wind PV: Is it for Your District?
- Working with Teachers to Reduce Energy Costs
- Wisconsin's Green K12 Future
- Solar Hot Water Applications for Schools

**CE Module 10 - Designing and  
Maintaining Exterior Envelopes**

- Roofing
- Exterior Walls
- Moisture

**WASBO School Facilities  
Committee Co-chairs**

Jim Beckmann, Director of Operations, Glendale River Hills School District/Maple Dale-Indian Hill School District

Dale Zabel, Director of Facility Services, Kettle Moraine School District

**Wisconsin Association of School  
Business Officials**

4797 Hayes Road, Suite 101  
Madison, WI 53704  
608.249.8588  
www.WASBO.com

**School District Benefits**

- Knowledge of current and changing legislation and regulations
- Savings through efficiencies of operation, energy use and effective labor management
- Improved safety for students, staff and community
- Savings through fewer claims
- A healthy and safe learning environment
- Increase in public confidence
- Effective facility planning and budgeting

**Personal Professional Benefits**

- Increase in knowledge which leads to increased confidence in your abilities
- Recognition in your district and by your peers
- Knowledge gained from a network of school facility managers and industry professionals
- Familiarity with current topics, trends and legislation affecting school facilities management
- Improved employment options
- Enhanced leadership skills

**Who Should Participate**

The Facilities Manager Core Certification and Facilities Manager Continuing Education Programs benefit facilities directors, business managers, district administrators, maintenance supervisors or anyone who has director or supervisory responsibility for the operations of school facilities.

**To Enroll**

An online application for the Core Certification Program can be found at [www.WASBO.com](http://www.WASBO.com). The cost of the application is a one-time fee of \$70. Individuals who have completed the Core Certification Program are automatically enrolled in the Continuing Education Program. Participants in both the Facilities Manager Core Certification Program and the Facilities Manager Continuing Education Program must be WASBO Members in good standing.

**To Receive Credit**

At each course, a sign in sheet is circulated during the session. To receive credit for your attendance, find or add your name to the list. Your signature will verify your attendance. This is our only record of your attendance and must be recorded during session attendance to receive credit.

**For More Certification Information**

Jeanne Deimund  
deimund@wasbo.com.  
608.249.8588  
Or visit [www.WASBO.com](http://www.WASBO.com)

**To Participate on the WASBO School Facilities Committee**

If you would like to share your time and expertise with your colleagues, consider joining the WASBO School Facilities Committee. Contact the WASBO office at 608.249.8588 to learn more.

# Energy Management Update

Quarterly Report



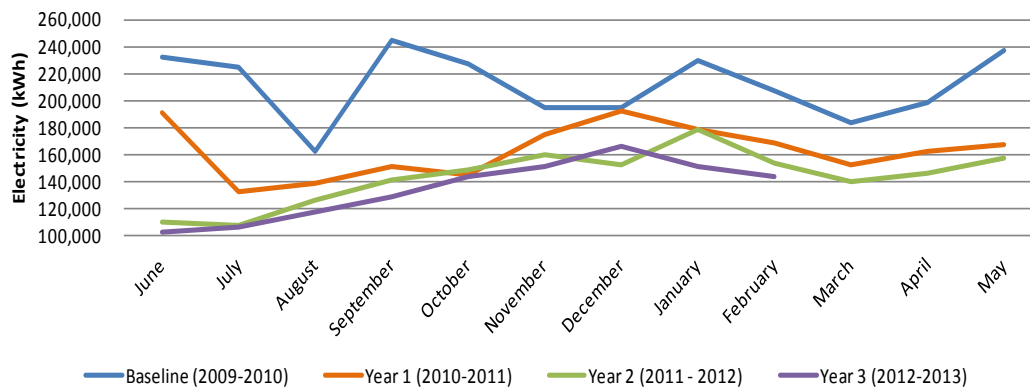
Spring 2013

Altoona School District

C·E·S·A<sup>10</sup>

Cooperative Educational Service Agency

## District Electricity\* Use



District Year to Date\*\*

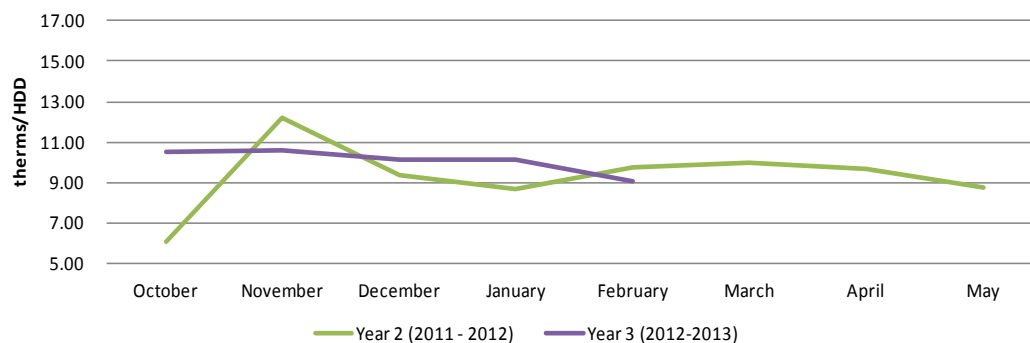
kWh Savings  
**\$5,286**

kWh reduction  
**5%**

\*\*YTD begins June 1, 2012

\*Electricity use does not include demand (kW) or associated savings

## District Natural Gas\*\* Use



District Year to Date\*\*

therms Savings  
**(\$1,755)**

therms increase  
**(5%)**

\*\*YTD begins June 1, 2012

\*\*Gas use is calculated using therms per heating degree day in order to control for weather changes from year to year.

In 3rd year, it is not uncommon to see therm savings plateau after heating efficiency changes have been implemented.

District Demand (kW) Savings = **\$6,288**

TOTAL ENERGY SAVINGS June 2012 - February 2013 = **\$9,820**

## School District

Projects that have recently saved energy in the school district include:

- Made manual, seasonal adjustments to boilers in high school and elementary school
- Scheduled air handlers off for spring break
- Tightened up all air handler schedules
- Worked with Greg Johnson to develop a plan to upgrade high school and middle school boiler rooms including new boilers, pumps, Variable Frequency Drives (VFDs) for pumps, and Direct Digital Controls (DDC)
- Lowered static pressure set-point for air handlers

- Turned off one of the two air handlers for MS lower gym

Potential projects for the future include:

- Upgrade control system to include air handlers and boiler rooms in high school and elementary school that are currently not on DDC system
- Upgrade boilers in elementary, middle, and high school to include one high efficiency boiler
- Install VFDs on boiler circulation pumps in all three schools to allow pump motors to slow down at night, weekends, and other times when heat needs are low



### Energy Saving Tips For . . .

#### Teachers & Students

**Use a watt meter to determine the watts used by devices in your classroom.** Which uses more energy (in watts) - a string of 35 LED holiday lights or a fax machine in standby mode? Match the following appliances/devices with the appropriate wattage they typically use (answers below).

- |                                   |               |
|-----------------------------------|---------------|
| CFL (60 watt equivalent)          | a. 3 watts    |
| Computer with CRT monitor         | b. 15 watts   |
| Fax machine in standby mode       | c. 45 watts   |
| 2 horsepower motor                | d. 135+ watts |
| LED holiday lights (string of 35) | e. 1300 watts |
| Microwave oven                    | f. 1900 watts |

Answers: 1 - b, 2 - d, 3 - c, 4 - f, 5 - a, 6 - e

#### Parents

**Unplug your TV/VCR/DVD player or plug it into a power strip and turn the strip off when not in use.** If the device has a remote, it will continue to use electricity, even when turned off, because it is 'looking' for a signal to turn the device on. This is called phantom load or leaking electricity. The following example compares how much it would cost to leave a system plugged in all the time for an entire school year versus only plugging a system in when used for 1 hr/wk for 36 weeks. It costs much more to leave it plugged in.

Off, still plugged in: 17 watts (0.017 kW)

In use: 123 watts (0.123 kW)

$0.017 \text{ kW} \times 24 \text{ hrs/day} \times 280 \text{ days} \times \$0.08/\text{kWh} = \$9.14$

$0.123 \text{ kW} \times 1 \text{ hr/week} \times 36 \text{ weeks} \times \$0.08/\text{kWh} = \$0.35$



#### Office Staff

**Only turn laminators on when necessary.** Since laminators use between 600 - 1500 watts, consider identifying times that it is most likely to be used and post hours so staff know when the machine will be turned on (i.e., 7:30 - 9:30 AM and 2:30 - 4:00 PM). Turning the laminator off during peak load time (11 AM - 1 PM) will also reduce your electrical demand.

#### Food Service Staff

**Don't turn on exhaust hoods until you actually need them.** Once the overhead vents are opened, 'conditioned' air from the kitchen will be sent up and out of the building. All of that heated or cooled air is exhausted and must be made up.

When the exhaust hoods run excessively, the heating and cooling systems have to work to make up the air that is being sent out the roof unnecessarily. By turning on the vent hoods only when necessary, you will help the school reduce their gas use, electrical use and demand.

#### Custodians

**Check all return vents to make sure they are not being blocked.** Sometimes staff members will accidentally place a bookshelf, desk, or other furniture in front of a vent without knowing. In addition, posters are often also found covering vents in classrooms and offices. Blocking return vents will decrease the efficiency of the Heating, Ventilation, and Air Conditioning (HVAC) system - resulting in higher electric and natural gas bills.

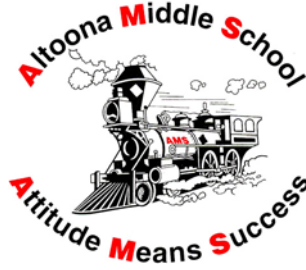
#### Caught Conserving Energy . . .

This is a photo of a power strip used to power the SmartBoard, projector, and speakers in Ms. Phippin's room in the elementary school. Remember to toggle off the power strip at the end of the day to reduce phantom loads. GREAT JOB!!!

Are you doing your part to conserve energy? Next time it might be you!

EMU is a quarterly publication of CESA 10's Energy Management Program.

Questions, comments and suggestions can be directed to Melissa Rickert, CESA 10 Energy Manager  
715.720.2123 or [mrickett@cesa10.k12.wi.us](mailto:mrickett@cesa10.k12.wi.us)



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1903 Bartlett Avenue

Altoona, WI 54720

715-839-6030

---

May 14, 2013

Dear Altoona Board of Education,

Our current sixth grade class has 118 students. Their teacher to student ratio is 1 instructor to 30 students, which is the highest in the middle school. These students have averaged this instructor to student ratio for the past three years. A more manageable, and average ratio would be 1 to 25, or less. The current ratio situation would continue into next school year, unless something different could be done to assist these students with a more favorable instructor to student classroom ratio.

Recently, this class has been identified as the grade in our middle school with the greatest academic needs. This determination is the result of an analysis of their reading and math scores on last fall's WKCE tests. Sixth grade did not meet the 40% reading benchmark of proficiency or of being advanced in the categories of the WKCE test.

To improve the academic support for this grade level, **I am recommending the hiring of two classroom aides next school year to assist in the seventh grade math and English classrooms.** The objective would be to provide the necessary academic and behavioral assistance for this grade level in the two subject areas that have been identified as the greatest needs for its students, while lowering the student to teacher ratio. These aides would assist the students and support the teacher in providing highly effective instruction in these content areas. I also propose these aide positions be for two school years, 2013-14 and 2014-15, moving with the same group of students for the math and English classrooms.

These aides would be employed 6.5 hours per day during the student calendar year. Their schedule will start at 7:15 am and end at 1:45 pm. They will also be able to provide supervision duties before school and during our lunch recesses.

Thank you for giving strong consideration to this recommendation.

Sincerely,

A handwritten signature in black ink, appearing to read "Gary Pszeniczny". The signature is fluid and cursive.

Gary Pszeniczny  
Altoona Middle School Principal



April 30, 2013

Dear Altoona Board of Education,

As you know the planning for the Altoona Intermediate Multi-Age School is well on its way. The team of teachers are busy planning and mapping out a 2-year curriculum cycle and we have now had two visits to multi-age schools—one to a charter school, SoSET in Blair, Wisconsin and the other to Woodlands School in Milwaukee, Wisconsin. During these visits, our team of teachers has had the opportunity to learn from a variety of school personnel: teachers, students, administrators and curriculum directors. After these visits, our team of teachers, our team leader, Katie Danzinger, and I have discussed and planned how we can implement what we've learned from these schools and how we can adapt it to our own needs at our intermediate school. The excitement is definitely increasing as we continue to create the optimal learning environment for our future fourth and fifth grade students.

A potential obstacle our team has identified, however, is the current projected class sizes for next year's multi-age classrooms. Right now, we will have a 1 to 28 teacher to student ratio. Our research and our visits have shown that multi-age, Project Based Learning class sizes, on the high end, average a 1 to 20 ratio. As a team, we feel that with this new initiative in its first year of implementation, we need to ensure that all students and teachers have the opportunity to be successful. A 1 to 28 teacher to student ratio is not optimal, especially in the first and second year of the Altoona Intermediate School.

I am proposing the addition of a ninth section for the Altoona Intermediate School. This will put class sizes at a 1 to 25 ratio, which are still five students more than those we have researched and observed during our site visits.

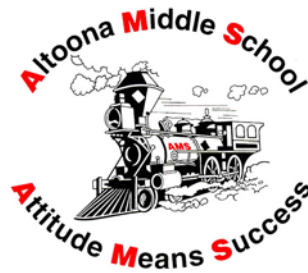
It is my hope that the school board will give strong consideration to this recommendation. If a ninth section is added to this team, I am proposing the addition of Jennifer Madsen, a current special education teacher in our school district.

Sincerely,



Gary Pszeniczny

Altoona Middle School Principal



---

1903 Bartlett Avenue

Altoona, WI 54720

715-839-6030

---

May 14, 2013

Dear Altoona Board of Education,

The task of revamping our middle school schedule along with building our 4<sup>th</sup>/5<sup>th</sup> grade intermediate school schedule has been an exciting process. The greatest challenges have been building our "specials" blocks. Trying to align the offerings with the staffing needs has, at times, been difficult.

One area **I am requesting the Altoona Board of Education to consider is increasing Physical Education by a .33 FTE position at the middle school.** As a result of adding one more grade level in our building, we will have to cover specials for three middle school grades and two intermediate school grades. This is a total of five grade levels as compared to our current four middle school grade levels. Instead of providing eight middle school physical education sections of instruction per day, we will now be offering ten physical education sections per day shared between our middle and intermediate school.

It is my hope that the school board will give strong consideration to this recommendation.

Sincerely,

A handwritten signature in black ink that reads "Gary Pszeniczny". The signature is written in a cursive style.

Gary Pszeniczny  
Altoona Middle School Principal

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	2,290,886.78	681,486.22
10	E	---	---	12	---	REGULAR CURRICULUM	4,136,442.00	4,136,442.00	2,908,900.98	1,227,541.02
10	E	---	---	13	---	VOCATIONAL CURRICULUM	372,396.00	372,396.00	269,521.55	102,874.45
10	E	---	---	14	---	PHYSICAL CURRICULUM	368,655.00	368,655.00	269,522.70	99,132.30
10	E	---	---	16	---	CO-CURRICULAR ACTIVITIES	216,794.00	216,794.00	173,487.75	43,306.25
10	E	---	---	17	---	SPECIAL NEEDS	95,474.00	95,474.00	62,349.78	33,124.22
10	E	---	---	21	---	PUPIL SERVICES	478,341.00	478,341.00	371,351.57	106,989.43
10	E	---	---	22	---	INSTRUCTIONAL STAFF SERVICES	836,052.00	836,052.00	655,148.74	180,903.26
10	E	---	---	23	---	GENERAL ADMINISTRATION	357,154.00	357,154.00	295,192.80	61,961.20
10	E	---	---	24	---	SCHOOL BUILDING ADMINISTRATION	721,311.00	721,311.00	608,500.13	112,810.87
10	E	---	---	25	---	BUSINESS ADMINISTRATION	2,457,275.00	2,457,275.00	1,981,860.47	475,414.53
10	E	---	---	26	---	CENTRAL SERVICES	78,897.00	78,897.00	63,928.00	14,969.00
10	E	---	---	27	---	INSURANCE/DISTRICT	153,700.00	153,700.00	124,489.06	29,210.94
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	9,664.00	2,250.00
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	341,266.39	551,208.61
10	-	---	---	-----	---	GENERAL	15,564,651.00	15,564,651.00	10,426,643.29	5,138,007.71
21	E	---	---	11	---	UNDIFF CURRICULUM	275.00	275.00	649.99	-374.99
21	E	---	---	12	---	REGULAR CURRICULUM	1,217.00	1,217.00	1,348.40	-131.40
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	10,566.68	1,294.32
27	E	---	---	15	---	SPECIAL ED CURRICULUM	1,584,621.00	1,584,621.00	1,231,535.95	353,085.05
27	E	---	---	21	---	PUPIL SERVICES	259,540.00	259,540.00	221,710.87	37,829.13
27	E	---	---	22	---	INSTRUCTIONAL STAFF SERVICES	160,431.00	160,431.00	99,789.65	60,641.35
27	E	---	---	25	---	BUSINESS ADMINISTRATION	37,206.00	37,206.00	27,987.52	9,218.48
27	E	---	---	43	---	GENERAL TUITION PAYMENTS	387,859.00	387,859.00	310,094.93	77,764.07
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	1,900,143.06	538,513.94
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	750,802.50	2,458,828.50
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERV	3,209,631.00	3,209,631.00	750,802.50	2,458,828.50
50	E	---	---	25	---	BUSINESS ADMINISTRATION	721,003.00	721,003.00	500,771.71	220,231.29
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	512,841.71	220,261.29
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	44,687.94	8,522.06
80	E	---	---	25	---	BUSINESS ADMINISTRATION	4,283.00	4,283.00	2,485.72	1,797.28
80	E	---	---	31	---	COMMUNITY SERVICE	24,751.00	24,751.00	9,453.25	15,297.75
80	-	---	---	-----	---	COMMUNITY SERVICE	84,054.00	84,054.00	57,321.30	26,732.70
Grand Expense Total							22,808,298.00	22,808,298.00	13,970,043.96	8,838,254.04

Fd	T	Loc	Obj	Func	Func	2012-13 Original Budget	2012-13 Revised Budget	2012-13 FY Activity	Unexpended Balance
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Number of Accounts: 1804

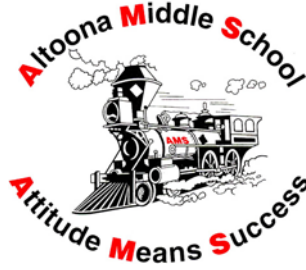
\*\*\*\*\* End of report \*\*\*\*\*

Fd	T	Loc	Obj	Fu	Src	2012-13	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	1,946.68	-946.68
10	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES	24,380.00	24,380.00	22,755.90	1,624.10
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	67,415.00	585.00
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	9,858,359.96	4,039,262.04
10	-	---	---	--	GENERAL	13,897,622.00	13,897,622.00	9,858,359.96	4,039,262.04
21	R	100	29-	--	OTHER REVENUES-LOCAL SOURCES			2,500.00	-2,500.00
21	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES			9,642.77	-9,642.77
21	R	---	---	--	Revenue			12,142.77	-12,142.77
21	-	---	---	--	SPECIAL REVENUE TRUST FUND			12,142.77	-12,142.77
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	82,584.00	27,416.00
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	521,183.71	1,917,473.29
27	-	---	---	--	SPECIAL EDUCATION FUND	2,438,657.00	2,438,657.00	521,183.71	1,917,473.29
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			107.85	-107.85
39	R	---	---	--	Revenue	3,100,000.00	3,100,000.00	644,107.85	2,455,892.15
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV	3,100,000.00	3,100,000.00	644,107.85	2,455,892.15
50	R	800	25-	--	FOOD SERVICE SALES	300,300.00	300,300.00	256,663.32	43,636.68
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	219,596.94	130,403.06
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	494,400.90	177,679.10
50	-	---	---	--	FOOD SERVICE	672,080.00	672,080.00	494,400.90	177,679.10
73	R	800	28-	--	INTEREST ON INVESTMENT	9,000.00	9,000.00	8,722.67	277.33
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	8,722.67	695,277.33

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	8,722.67	695,277.33
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	11,572,876.86	9,301,482.14

Number of Accounts: 74

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



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1903 Bartlett Avenue

Altoona, WI 54720

715-839-6030

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May 14, 2013

Dear Altoona Board of Education,

Our current sixth grade class has 118 students. Their teacher to student ratio is 1 instructor to 30 students, which is the highest in the middle school. These students have averaged this instructor to student ratio for the past three years. A more manageable, and average ratio would be 1 to 25, or less. The current ratio situation would continue into next school year, unless something different could be done to assist these students with a more favorable instructor to student classroom ratio.

Recently, this class has been identified as the grade in our middle school with the greatest academic needs. This determination is the result of an analysis of their reading and math scores on last fall's WKCE tests. Sixth grade did not meet the 40% reading benchmark of proficiency or of being advanced in the categories of the WKCE test.

To improve the academic support for this grade level, **I am recommending the hiring of two classroom aides next school year to assist in the seventh grade math and English classrooms.** The objective would be to provide the necessary academic and behavioral assistance for this grade level in the two subject areas that have been identified as the greatest needs for its students, while lowering the student to teacher ratio. These aides would assist the students and support the teacher in providing highly effective instruction in these content areas. I also propose these aide positions be for two school years, 2013-14 and 2014-15, moving with the same group of students for the math and English classrooms.

These aides would be employed 6.5 hours per day during the student calendar year. Their schedule will start at 7:15 am and end at 1:45 pm. They will also be able to provide supervision duties before school and during our lunch recesses.

Thank you for giving strong consideration to this recommendation.

Sincerely,

A handwritten signature in black ink that reads "Gary Pszeniczny". The signature is written in a cursive style.

Gary Pszeniczny  
Altoona Middle School Principal



April 30, 2013

Dear Altoona Board of Education,

As you know the planning for the Altoona Intermediate Multi-Age School is well on its way. The team of teachers are busy planning and mapping out a 2-year curriculum cycle and we have now had two visits to multi-age schools—one to a charter school, SoSET in Blair, Wisconsin and the other to Woodlands School in Milwaukee, Wisconsin. During these visits, our team of teachers has had the opportunity to learn from a variety of school personnel: teachers, students, administrators and curriculum directors. After these visits, our team of teachers, our team leader, Katie Danzinger, and I have discussed and planned how we can implement what we've learned from these schools and how we can adapt it to our own needs at our intermediate school. The excitement is definitely increasing as we continue to create the optimal learning environment for our future fourth and fifth grade students.

A potential obstacle our team has identified, however, is the current projected class sizes for next year's multi-age classrooms. Right now, we will have a 1 to 28 teacher to student ratio. Our research and our visits have shown that multi-age, Project Based Learning class sizes, on the high end, average a 1 to 20 ratio. As a team, we feel that with this new initiative in its first year of implementation, we need to ensure that all students and teachers have the opportunity to be successful. A 1 to 28 teacher to student ratio is not optimal, especially in the first and second year of the Altoona Intermediate School.

I am proposing the addition of a ninth section for the Altoona Intermediate School. This will put class sizes at a 1 to 25 ratio, which are still five students more than those we have researched and observed during our site visits.

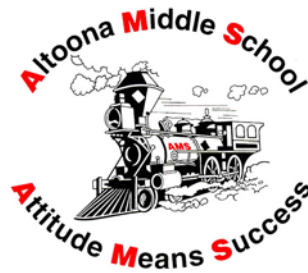
It is my hope that the school board will give strong consideration to this recommendation. If a ninth section is added to this team, I am proposing the addition of Jennifer Madsen, a current special education teacher in our school district.

Sincerely,



Gary Pszeniczny

Altoona Middle School Principal



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1903 Bartlett Avenue

Altoona, WI 54720

715-839-6030

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May 14, 2013

Dear Altoona Board of Education,

The task of revamping our middle school schedule along with building our 4<sup>th</sup>/5<sup>th</sup> grade intermediate school schedule has been an exciting process. The greatest challenges have been building our "specials" blocks. Trying to align the offerings with the staffing needs has, at times, been difficult.

One area **I am requesting the Altoona Board of Education to consider is increasing Physical Education by a .33 FTE position at the middle school.** As a result of adding one more grade level in our building, we will have to cover specials for three middle school grades and two intermediate school grades. This is a total of five grade levels as compared to our current four middle school grade levels. Instead of providing eight middle school physical education sections of instruction per day, we will now be offering ten physical education sections per day shared between our middle and intermediate school.

It is my hope that the school board will give strong consideration to this recommendation.

Sincerely,

A handwritten signature in black ink that reads "Gary Pszeniczny". The signature is written in a cursive style.

Gary Pszeniczny  
Altoona Middle School Principal

## School District of Altoona

TITLE: Computer/Network Support Technician

JOB ANALYSIS: The Computer/Network Support Technician provides service and support to students and district employees in the technological areas of computers, telecommunications, networking, as well as educational and administrative software support. This year-round (12-month) position has frequent contact with staff, students and external support vendors.

### DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.

- Set-up, install and maintain computer systems
- Install system hardware upgrades
- Set-up, install and maintain printers, computer peripherals, and related software
- Install and troubleshoot computer software and ensure software licensing complies with license requirements
- Set-up, install and maintain audio and video systems VHS/DVD players and video projectors
- Perform repair of computer hardware, printers and peripherals, including acquisition of parts and maintaining related records
- Provide end-user support; prioritize and respond to work order requests and maintains related records
- Provide basic training on the care and operation of computers and network systems
- Coordinate the repair of computer equipment including annual cleaning and preventative maintenance
- Assist in planning, development and installation of district technology-related systems
- Maintain and check data backup systems
- Assist with district web page maintenance and staff training as needed
- Administration of user, computer and email accounts for the district
- Other duties as may be assigned by the administration

### QUALIFICATIONS:

- Associate degree or higher in Networking or Computer Technologies preferred. Experience in a school setting is preferred but not required
- Strong knowledge of Windows XP, Windows 7 and Mac OSX, and appropriate application software in a network environment
- Experience working with a Windows Server 2008 Domain and Active Directory
- Ability to monitor, diagnose, troubleshoot and repair software/hardware issues and complete the necessary follow-up steps in an educational environment
- Create software images and packages
- Experience with Cisco switching and wireless protocols is preferred
- Must have and maintain a valid driver's license

PERSONAL ATTRIBUTES REQUIRED:

- Must be organized and able to work with detailed records
- Must be able to communicate verbally and in writing and follow written and verbal instructions
- Must demonstrate the ability to establish and maintain positive working relationships with other maintenance/custodial employees, district staff and vendors/suppliers/employees
- Must understand the need for teamwork, timeliness and safety
- Must be able to maintain self-control without exhibiting negative behaviors
- Must be able to interact with others to accomplish tasks in a positive and productive manner
- Must be flexible and able to respond to changing priorities, new job assignments and interruptions

ESSENTIAL PHYSICAL/ MENTAL REQUIREMENTS:

- Must be able to stand, walk, climb, crawl or sit for prolonged periods with or without back support
- Must be able to perform heavy physical work, frequently lifting or moving more than 50 pounds
- Must be able to communicate effectively to ask or respond to questions, provide information and assistance
- Must be able to move throughout the buildings and grounds areas with time spent working indoors and outdoors in varying weather and temperature conditions
- Must be able to reach in all directions, bend/stoop/climb and be able to work in confined areas while maintaining awkward body posture
- Must have dexterity and hand/eye coordination necessary to operate tools, equipment, computers and computer related equipment
- Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy
- Must have the ability to maintain concentration and focus on tasks
- Must be able to follow safety practices at all times

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ADOPTED:

STUDENT REPRESENTATIVE OF THE BOARD  
APPLICATION FOR STUDENT REPRESENTATIVE

441.2-Exhibit

Name of student: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone#: \_\_\_\_\_

Email address: \_\_\_\_\_

Graduation Year: \_\_\_\_\_

Attach your answer to the following (using 8.5"x11" paper with 1" margins using Times New Roman font in 12 point):

Please describe your community involvement and school extracurricular activities.

Please explain why you would like to become the Student Representative on the Altoona Board of Education.

Also include your response to the following question: "If you are selected to be the student school board representative, how will you ensure that the feedback you provide the school board represents the views and beliefs of all students in the district?" (maximum of one page)

References: List three non-related adults we can contact for a personal reference. One must be an Altoona School District staff member. Include name and contact information.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_  
Signature

Please hand-deliver the application (and attachments) on or before noon on (date)

\_\_\_\_\_, to the high school principal.

APPROVED:

(To be kept on file in Employee's District Office Personnel File)

Coach/Advisor \_\_\_\_\_ Date \_\_\_\_\_

Sport/Activity \_\_\_\_\_

Sport/Activity Position \_\_\_\_\_

1. Please discuss the achievements of which you are most proud that have occurred during the past season. What obstacles were overcome to accomplish these achievements? Please discuss these in a priority order.

2. What could you do to improve your program next year?

3. Discuss other issues of concern or satisfaction:

\_\_\_\_\_

Signature of Coach/Advisor

Date

APPROVED:

(To be kept on file in Employee's District Office Personnel File)

Rating Scale Summary

- 0 = Not observed/applicable
- 1 = Needs improvement to meet expectations
- 2 = Meets expectations
- 3 = Exceeds expectations

*(Those items that receive a "1" indicate a need for improvement and should be addressed in goal setting before the next season.)*

Please provide any additional information in the comments section.

**COACHING EXPERTISE**

Demonstrates current knowledge and expertise in skills, strategies, and overall knowledge of the sport

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Applies understanding of sport-specific principles and technical skills to improve both individual and team performance

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Designs and implements up-to-date training and conditioning programs that prepares student athletes for peak performance in the sport/activity

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Organizes practices that are safe and effective in order to achieve team goals

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Promotes among athletes and coaches a solid sense of team membership

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Keeps the best interest of the whole student athlete in mind by working with other school personnel when student academic progress/emotional needs are in question

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_



Organizes effective pre-season parent meeting that communicates program and District philosophy

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Organizes post-season banquet to celebrate individual and team growth

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Reports pre-game and post-game details to required media or school personnel

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Provides proper supervision of student athletes before, during, and after practices, contests, and travel

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Maintains adequate records, statistics, etc. on current team and individual student athletes

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Makes responsible budgetary decisions based upon program needs and fund availability

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Follows the recommendations of medical personnel (including athletic trainers) regarding student athlete participation after injury

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Has emergency plan in place in case of injuries during practice and at games

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Seeks other opportunities for professional development to enhance coaching expertise

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Comments on this section:

**PERSONAL BEHAVIOR/PLAYER DEVELOPMENT**

Displays sincere interest in the academic, emotional, and athletic development of athletes in and out of the sports season

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Provides meaningful feedback to individual student athletes to help them improve

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Demonstrates ability to motivate student athletes to achieve their performance potential at practices and competitions

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Communicates with parents regarding academic, athletic, and personal development concerns as necessary

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Sets and maintains a climate that promotes trust and a positive attitude; is open, responsive, and respectful to student athletes, parents, fans, and other officials

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Maintains clear and open lines of communication with student athletes and their parents

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Displays motivation and enthusiasm for coaching student athletes

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Models positive sportsmanship during practice and competitions

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Serves as a positive role model for students as a coach and community member; uses appropriate language and behavior

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_

Coaches student athletes in a manner that promotes positive values, acceptable behavior, healthy competition, and self-discipline

Self (Coach) \_\_\_\_\_ Evaluator \_\_\_\_\_



Rating Scale Summary

- 0 = Not observed/applicable
- 1 = Needs improvement to meet expectations
- 2 = Meets expectations
- 3 = Exceeds expectations

*(Those items that receive a "1" indicate a need for improvement and should be addressed in goal setting before the next season.)*

Please provide any additional information in the comments section.

Coach name: \_\_\_\_\_

Sport or Activity: \_\_\_\_\_

Season and Year: \_\_\_\_\_

**MY COACH:**

- \_\_\_\_\_ Demonstrated up-to-date knowledge and expertise in the skill and strategies of the sport or activity
- \_\_\_\_\_ Applied sport-specific principles and technical skills to improve both my performance and my team's performance
- \_\_\_\_\_ Accepted input from the student participants, incorporated some ideas into practices
- \_\_\_\_\_ Allowed other participants and me to voice our concerns without fear of retaliation
- \_\_\_\_\_ Held practices or meetings that were safe, valuable and effective
- \_\_\_\_\_ Provided constructive criticism and meaningful feedback to help me improve
- \_\_\_\_\_ Used positive methods and/or appropriate humor to motivate us at meetings, practices and games
- \_\_\_\_\_ Used Team/Individual discipline appropriately
- \_\_\_\_\_ Dealt appropriately with injured athletes; respected decisions of the athletic trainers
- \_\_\_\_\_ Provided clear explanations and demonstrations; clarified them if we requested it

- \_\_\_\_\_ Was open to change if needed
- \_\_\_\_\_ Communicated with my parents upon their request or as needed/appropriate
- \_\_\_\_\_ Exhibited appropriate game behavior with athletes, officials, opponents, fans and parents
- \_\_\_\_\_ Modeled good sportsmanship during practice and at games/competitions
- \_\_\_\_\_ Treated other student participants/athletes and me with respect both during the activity season and in the off-season
- \_\_\_\_\_ Acted and responded with consistency to all participants/athletes
- \_\_\_\_\_ Is a positive role model
- \_\_\_\_\_ Helped me learn more about positive values, acceptable behavior, and self-discipline
- \_\_\_\_\_ Displayed consistency and decisiveness in his/her actions
- \_\_\_\_\_ Cared about me personally, as well as a participant/athlete and part of the team
- \_\_\_\_\_ Set individual and team goals that were realistic and challenging
- \_\_\_\_\_ Respected our assistant coaches
- \_\_\_\_\_ Enhanced my performance through his/her coaching

**OTHER AREAS**

- \_\_\_\_\_ Practice and game equipment were safe and adequate, if applicable
- \_\_\_\_\_ Practice facilities were safe and adequate
- \_\_\_\_\_ I felt like a valued part of the team
- \_\_\_\_\_ I felt like I could talk to my advisor/coach regarding personal problems or advice
- \_\_\_\_\_ I respect my advisor's/coach's efforts
- \_\_\_\_\_ I trust my advisor/coach
- \_\_\_\_\_ With this advisor/coach, I want to do my best
- \_\_\_\_\_ I would play with this coach again in the future

OVERALL

What did you like most about the program?

What did you like least or would have liked to change about the season?

What suggestions would you make to improve the program (long-range)?

Please add any additional comments below:

APPROVED:

**POLICY:** 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.

**General Guidelines - Electronic Media:**

1. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
4. The electronic media systems are not to be used to create any "offensive" or disruptive messages or documents (see definition of "offensive", above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.
5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.

6. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.

### **General Guidelines - Social Media:**

1. **Only on Your Own Time.** Unless you have received advance permission from your supervisor or unless such activity is directly related to the performance of your job, you may not engage in social media activity on work time and in work areas (you may engage in social media activities during lunch break and pre/post work time.)
2. **Post as Yourself.** Make clear that you are expressing your personal views alone, not those of your employer.
3. **Be Respectful and Nice.** Do not post communications or material that is disparaging of services, or employees); obscene, profane, vulgar, bullying, threatening, or maliciously false. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
4. **Use Good Judgment.** Because what you say online is accessible to the public, use good judgment in your communications. The line between professional and personal relationship is blurred within a social media context. Educational employees have a responsibility to maintain appropriate employee-student relationships, whether on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public.

Outside of their immediate family, school employees will refrain from "friend" relationships with currently enrolled (Altoona School District) students in any avenue of social media including, but not limited to, Facebook.



5. **Obey the Law.** Do not post any material that violates the law, such as material that is obscene, profane, defamatory, threatening, harassing, or that violates the privacy rights of someone else. The posting of such material may subject you to criminal and civil liability.
6. **Don't Expect Privacy.** Because your social media communications are publicly available, you should not expect that your communications are private in any way. Once you post something online, it is completely out of your control and generally available to anyone in the world.
7. **Ask for Guidance.** If you have any questions about what is appropriate to include in social media communications, ask your building principal or supervisor.
8. **Comply with Harassment and Other Policies.** Employees may not use social media technology to engage in or post communications or material that would violate any other Handbook policy, including, but not limited to, the Workplace Safety, Discrimination, Harassment and Retaliation policies. This guideline is not intended to prevent employees from discussing with others their wages or other terms and conditions of employment.
9. **Keep Secrets.** You must not disclose "confidential information" which does not include discussions with third parties about your wages, hours and/or conditions of employment.

**Reporting Deviations from Policy:** All employees are encouraged to report any discovered or suspected unauthorized or improper usage of electronic media or social media with impact on the workplace. The Employer prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy and/or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge from employment.

**Policy Violations:** Employees who violate this policy may be subject to discipline, up to and including immediate termination of employment.

ADOPTED:

The Altoona Board of Education recognizes and is appreciative that members of the Altoona community support its public schools. The Altoona public school facilities will therefore be operated primarily for the benefit of District students and citizens. All organizations requesting facility use shall meet the criteria set forth herein which provides, among other things, that the organizations' purpose shall not be contrary to the District's mission, conflict with Board Policy or undermine the District's educational objectives. No organization shall be construed as, or constitute an endorsement by the District, Board, or School, of the organization or its product, service, or program, etc.

The Altoona School District's "Community Use of School Facilities" policy governs the use of all District property including, but not limited to, classrooms, auditoriums, gymnasiums, cafeterias and recreational facilities. This policy and its rules are designed to comply with local, state and federal law.

The Altoona School District may grant temporary facility use to organizations when it does not interfere with the instructional programming, co-curricular activities, or school-sponsored events of the District. A schedule of fees will be approved by the Board of Education. The schedule will take into consideration the purpose of the event and include fees sufficient to cover operational expenses, in addition to any required custodial services, technological services, or other additional help.

All applications for school facility use shall be submitted to the school director's Activities Director's office.

The Fee Schedule and priority of use are as follows:

Class 1: All Altoona School District activities, school booster clubs, PTO, and similar school-associated activities

Class 2: Activities organized by and under the jurisdiction of the Altoona Parks and Recreation Department; or organized activities that contribute to the health and wellness of students of the Altoona School District

Class 3: Other non-school activities of organizations that are located within the Altoona School District

Class 4: Other non-school activities of organizations that are located outside of the Altoona School District

The Board and the schools reserve the right to refuse or decline the offer of facility rental. In determining whether a request for use of facilities should be referred to the Board of Education on the basis that a proposed activity may be denied, the Superintendent or designee shall consider:

- Whether the proposed activity is inconsistent with the educational mission of the public schools as identified by reference to Chapter 118 of the Wisconsin Statutes;
- Whether the proposed activity involves or encourages behavior that is deemed inappropriate under school policies governing student conduct during school hours;
- Whether the proposed activity poses an unreasonable risk of physical injury to school age attendees or participants;
- Whether the proposed activity poses a substantial risk to school personnel or security;
- Whether the proposed activity poses a substantial risk of damage to school property;
- Whether the proposed activity poses a substantial risk of illegal activities;
- Whether the proposed activity involves subject matter which is obscene, determined by reference to an activity's intended audience or participants.

The failure of an organization or group to follow this policy or the associated administrative rules relating to community use of school facilities may lead to the suspension of that organization's facility usage privileges.

CROSS REF.: Section 120.12 Wisconsin Statute

Adopted: 06/15/81  
Amended: ~~11/04/02~~



## 2013/2014 RENEWAL REPORT

5071 West H Avenue  
Kalamazoo, Michigan 49009-8501  
Phone: 269-381-6630  
Fax: 269-341-4614  
E-mail: jgriesbach@1stAgency.com

### ALTOONA SCHOOL DISTRICT

Coverage would be in force for all participants in **SCHOOL-SPONSORED AND SUPERVISED STUDENT** activities including interscholastic athletics and sponsored group travel.

An accident is defined as an unexpected, sudden and definable event, which is the direct cause of a bodily injury, independent of any illness, prior injury, or congenital predisposition.

The coverage would be for those medical/dental expenses **INCURRED WITHIN 52 WEEKS** from the date of the original accident. Treatment must begin within **60 DAYS** from the date of the accident by a legally licensed medical or dental practitioner (not a member of the insured's immediate family).

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### MEDICAL BENEFITS

Benefits are determined on the basis of **REASONABLE AND CUSTOMARY** for the geographic location where services are performed and are payable on the 100% basis.

A \$100 deductible will be applied to each claim regardless of other valid collectible insurance or plan payments.

Payment of all medical/dental expenses incurred from accidents is made **ONLY IN EXCESS** over any family or employer group coverage or plan that must contribute its maximum before this coverage has any liability. This is a program of supplemental coverage designed to pick up eligible balances left by the family or employer group insurance or plan and, if no other coverage or plan is available, to pay the medical/dental expenses incurred to the limits stated in the policy.

For the parents to have payable coverage on their son or daughter, when a member of an HMO (health maintenance organization or PPO (preferred provider organization), they must use the authorized medical vendors from the list provided them. Your coverage through our office is **EXCESS** coverage and does contain an exclusion for those bills incurred that were "payable" by other insurance or plan. If the parents or students choose not to use authorized medical vendors of their plan, they should be aware that your coverage will not be able to pay the bills incurred that would have been honored had they used the proper medical vendors.

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### ADVANTAGES OF PRESENT COVERAGE THROUGH FIRST AGENCY

- **Personal Visit:** Each year an agent from First Agency, Inc. meets personally with your SCHOOL to review the coverage. This allows for the establishment of a long-term relationship.
- **Claims Processing:** All claims are adjusted at our office in Kalamazoo and not at an insurance company's home office or third party administrator.
- **Experience:** First Agency, Inc. has been providing student and athletic accident coverage to schools since 1959. This is our only business and your school is very important to us.

**BASIC COVERAGE**

Athletic Accident            \$100        to        \$25,000  
 Student Accident            \$100        to        \$25,000

**LIFETIME CATASTROPHIC COVERAGE (Proposed)**

Athletic Accident \$25,000 to \$1 Million  
 Student Accident \$25,000 to \$1 Million

**2013/2014 RENEWAL**

Outlined below are some of the many reasons why school districts provide blanket accident coverage:

1. Positive public relations for the schools;
2. When school coverage pays the medical/dental expenses, parents are less likely to pursue "borderline" negligence cases;
3. Administrators have peace of mind knowing they have all students/athletes covered with the broadest benefits on the market today;
4. Strong feelings of moral obligation toward the interscholastic athletic participants;
5. Reduction of benefits in parents' group or individual medical coverage, (i.e. larger deductibles, higher co-pays and fewer overall benefits). In some cases coverage for dependent children may be excluded altogether; and
6. Health care costs have increased dramatically in the last decade.

Some of the larger claims that were processed this past year include:

CLAIMANT	DATE OF ACCIDENT	TOTAL BILLS	OTHER INSURANCE	ACTIVITY
A	02/06/2012	\$47,923.29	\$0.00	Basketball
B	08/20/2012	\$3,959.51	\$979.73	Football
C	10/19/2012	\$7,089.62	\$5,337.56	Football
D	08/31/2012	\$16,288.00	\$10,047.26	Football
E	09/20/2012	\$4,834.84	\$2,220.19	Football
F	09/13/2012	\$11,563.21	\$9,058.07	Student Accident
G	09/28/2012	\$4,733.00	\$2,199.72	Football
H	10/19/2012	\$5,267.00	\$4,006.41	Football
I	08/16/2012	\$32,169.75	\$29,298.46	Football
J	09/06/2012	\$38,682.59	\$29,155.26	Volleyball
K	09/10/2012	\$12,842.16	\$8,730.31	Football

Fortunately, these large claims had other insurance contributing; however, the student insurance still paid balances.

Last year, the underwriting company offered a slight reduction in premium. For the 2013/2014 school year, the company is pleased to provide a no increase in premium even though the inflation in medical costs continue to increase.

**BASIC COVERAGE**

Premium to cover all students no matter how many for the 2013/2014 year

**\$27,324.00 (No Increase)**

**LIFETIME CATASTROPHIC COVERAGE (Proposed)**

\_\_\_\_\_ athletes @ \$3.35 = \$ \_\_\_\_\_

\_\_\_\_\_ students @ \$1.15 = \$ \_\_\_\_\_

**Total Catastrophic Premium \$ \_\_\_\_\_**

**ADDITIONAL INFORMATION**

If you desire a \$500 deductible to be applied to each claim regardless of other valid collectible insurance or plan payments, we can provide the same broad coverage for a total premium of \$20,753 for the coming year.

If you desire a \$1,000 deductible to be applied to each claim regardless of other valid collectible insurance or plan payments, we can provide the same broad coverage for a total premium of \$18,002 for the coming year.

**SERVICE:** The total staff at FIRST AGENCY, INC. wants to THANK YOU for the opportunity to service your school and its accident medical insurance needs. We are COMMITTED to PROVIDING you with the type of SERVICE YOU BOTH DESERVE and EXPECT.



## School District of Altoona Food and Nutrition Department

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1903 Bartlett Avenue • Altoona, Wisconsin 54720  
715-839-6056 • Fax 715-552-4482 • [pehrhard@altoona.k12.wi.us](mailto:pehrhard@altoona.k12.wi.us)  
<http://www.altoona.k12.wi.us/foodservice> Altoona is an equal opportunity provider

*"On Track with Altoona Food Service"*

May 20, 2013

TO: Altoona School Board

RE: Altoona Foodservice request for approval for 13-14 school year  
Milk Bid  
Meal price increase for all meals

Milk bid:

Kemps, Indianhead, and Dean Foods were contacted to bid. Indianhead and Kemps did not submit a bid. It is my recommendation for Dean Foods to be awarded the bid for next year.

Meal price increase:

All School Food Authorities participating in the National School Lunch program are required to ensure that sufficient funds are provided to the nonprofit school food service account for lunches served to students not eligible for free or reduced price meals. Under the paid lunch equity calculation our district must increase all regular price student meals and all adult meals by \$0.10 each. The price for reduced lunch meals will remain the same for students.

2013-14 lunch prices:

K-3	\$2.10
4-5	\$2.10
6-8	\$2.25
9-12	\$2.25
Second meal	\$2.65
Adult	\$3.20

Respectfully submitted  
Peggy Ehrhard  
Foodservice Supervisor

# SPECIAL EDUCATION SERVICES COOPERATIVE AGREEMENT

2013-14 School Year

66.0301 Cooperative Between **Menomonie School District** and **Altoona School District**

## SCHOOL BOARD RESOLUTION

“Whereas the following school districts have disabled children, and whereas it appears that the educational interests of all children in these school districts will be served best by the districts joining together to offer special services, as authorized by the Department of Public Instruction, to meet the needs of students with disabilities.”

“It is hereby resolved that the school boards of Menomonie and **Altoona School District** agree to establish and maintain, on a cooperative basis, the special education services of Instructor of the **Visually Impaired**, pursuant to the Chapter PI 14, Section 66.0301 of the Wisconsin Statutes.”

## CONDITIONS

Pursuant to a resolution adopted by the school districts of Menomonie and **Altoona School District** mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said above parties agree and contract for the cooperation of the special education service, Teacher of the Visually Impaired, as hereinafter set forth;
2. That the School District of the Menomonie Area be the operator and fiscal agent;
3. That Menomonie, as the fiscal agent, will include all program expenditures and receipts in Fund 27 of the Wisconsin Uniform Financial Accounting Requirements (WUFAR).
4. That the cost to the participating districts district be determined prior to June 30<sup>th</sup>, annually, on the basis of participation and state aid reimbursements determined in the same manner and paid to the participating school districts;
5. That estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
6. That variations from the budget will require prior approval of the participating school districts hereto;
7. That unemployment compensation for the Special Education instructor will be the responsibility of the participating districts and based on percentage of use;
8. That the participating district agrees to prepay the host district according to the following schedule: Two installments-the first beginning in October 2012 and the second in February 2013. Billings will reflect 50% of the original estimated budget. An audited statement revealing



either balances due or refunds will be issued to **Altoona School District** after the determination of actual program costs.

9. That Menomonie, as the fiscal agent, agrees to file the required financial report with the Department of Public Instruction;
10. That each district agrees to a calendar of 191 days length for program operation;
11. That the Service Contract Breakdown attached hereto and incorporated herein by reference includes the plan for operation and payments to the School District of the Menomonie Area by the school districts listed above; and

That notice of intent to non-renew this agreement by any participating district be in conformance with timelines prescribed in the Wisconsin Statutes 118.22 (2).

**Teacher: Kimberly Winchester**

**Program Cost Estimate: \$13,160 (.2 FTE) and \$250 administrative/accounting cost= \$13,410**

**\*\*MILEAGE will be reimbursed by Altoona School District directly to the employee listed above. Menomonie School district will not be responsible for reimbursement of mileage related travel to and from or for Kimberly Winchester in her travel for Altoona School District.**

**Payment Schedule:**

First Payment Due: 10/31/13 of \$ 6,705.00  
Second Payment Due: 2/28/14 of \$ 6,705.00

**Operator of Cooperative (Menomonie Area School District)**

\_\_\_\_\_  
District Administrator/Date

\_\_\_\_\_  
School Board President/Date

**Altoona School District**

\_\_\_\_\_  
District Administrator/Date

\_\_\_\_\_  
School Board President/Date

May 6, 2013

## CONTINUING EDUCATION RENTAL AGREEMENT

This Agreement between the Chippewa Valley Technical College District, 620 West Clairemont Avenue, Eau Claire, Wisconsin 54701, known as the Lessee, and Altoona High School, located in Altoona, Wisconsin, known as the Lessor, will be in effect beginning July 1, 2013, and ending June 30, 2014.

WITNESSETH: That in conformance with and pursuant to Sections 120.13(3) and 38.04(10) of the Wisconsin Statutes, the parties hereto do covenant and agree as follows:

1. Lessor agrees to permit Lessee to use, for a term commencing on July 1, 2013, and terminating on June 30, 2014, for the purpose of Lessee's vocational, technical and adult education program, the following described facilities of the Lessor: classrooms, laboratories (such as sewing and foods rooms), and shops (including farm equipment repair, auto, machine shops, etc.) as needed according to course enrollment during the period of this contract. As in past years, no rental fee is paid for rooms which are used in the conducting of non-aidable classes.

2. In consideration of such use, the Lessee agrees to pay as rental charges the following:

- a. Six dollars (\$6) per session for each classroom utilized in the above-described properties for vocational, technical, and general adult classes;
- b. Twelve dollars (\$12) per session for each laboratory utilized in the above-described properties for vocational, technical, and adult general classes;
- c. Seventeen dollars and fifty cents (\$17.50) per session for each shop utilized in the above-described properties for vocational, technical, and adult general adult classes.

3. Lessor agrees to furnish, included within said rental charges, all heat, light, electricity, water, janitorial supplies, general upkeep, equipment repair, insurance and janitorial services.

4. Lessee agrees to pay, in addition to said rental charges, the cost of any supplies required for its vocational, technical, and adult education programs or to purchase the same itself.

5. Lessee agrees that no repairs or alterations of Lessor's facilities will be required during the term of this Agreement to facilitate the Lessee's use of said facilities in its vocational, technical, and adult education programs.

6. The Lessor agrees to hold the Lessee, Board of Chippewa Valley Technical College District, harmless of any claim, liability, damage, cause of action, or loss of expense, arising out of any alleged defect in the leased premises or any personal property or other equipment owned or possessed by Lessor located therein, including any such claims, etc., arising out of the acts of omissions of any agent or employee of the said Lessor.

7. The Lessee agrees to hold the Lessor harmless from any liability resulting from the Lessee's occupancy or use of facility or property owned or controlled by the Lessor.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by duly authorized representatives this \_\_\_\_ day of \_\_\_\_\_, 2013.

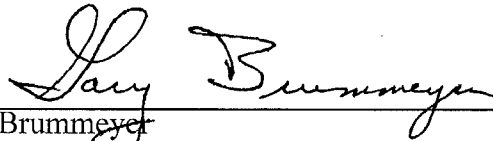
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Administrator

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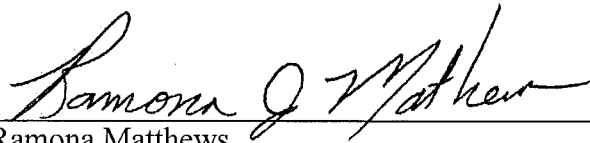
Secretary or Clerk

Chippewa Valley Technical College District Board  
620 West Clairemont Avenue  
Eau Claire, WI 54701



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Gary Brummeyer  
District Board Chairperson



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Ramona Matthews  
District Board Secretary

## Audit Contract

This agreement is entered into this 10th day of April, 2013, between School District of Altoona, hereafter referred to as the District, and Wipfli LLP, hereafter referred to as the auditor. The parties agree as follows:

### Audit Services (Audit Scope)

The auditor shall conduct an audit of the financial statements, including all funds of the District, as of and for the year ended June 30, 2013. The District's management (Management) is responsible for these statements and the associated financial records. The objective of our audit is the expression of an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

The audit will be conducted in accordance with the following:

- Auditing standards generally accepted in the United States (GAAS). The procedures necessary to comply with the auditing standards generally accepted in the United States, for purposes of this contract, include the applicable procedures outlined by the American Institute of Certified Public Accountants including the Industry Audit Guide, *Audits of State and Local Governments*, and by the Department of Public Instruction in the *Wisconsin School District Audit Manual*.
- The standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- The provisions of the United States Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, issued pursuant to the Single Audit Act, including 1996 revisions, and *State of Wisconsin Single Audit Guidelines*, issued by the Wisconsin Department of Administration, if applicable.



Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures but will not be audited:

1. Budgetary Comparison Schedule – General Fund
2. Schedules of Funding Progress and Employer Contributions – OPEB
3. Schedule of Funding Progress – Pension

We have also been engaged to report on supplementary information that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States and will provide an opinion on it in relation to the financial statements as a whole:

1. Fiduciary Funds – Schedule of Changes in Assets and Liabilities  
(Student Organizations' Agency Fund)
2. Schedule of Expenditures of Federal Awards
3. Schedule of State Financial Assistance

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined, the areas to be tested, and the procedures to be applied. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

Because of the inherent limitations of an audit combined with the inherent limitations of internal control systems, and because we will not perform a detailed examination of all transactions, there exists an unavoidable risk that some material misstatements may not be detected even though our audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of law or government regulations that do not have a direct and material effect on the financial statements. However, we will inform District's management and you of any material errors that come to our attention and any fraud, material or not, that comes to our attention. We will also inform District's management and you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements, and to design the nature, timing, and extent of further audit procedures to be performed. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and you internal control related matters that are required to be communicated under professional standards.

The auditor shall review the adequacy of the internal control structure for all funds of the District including those concerned with maintaining compliance with finance-related legal provisions. If significant deficiencies or material weaknesses are noted, appropriate recommendations shall be reviewed with the appropriate administrator and then included in a separate letter to the District's school board.

Financial statements presented in the auditor's report shall comply with accounting principles generally accepted in the United States and conform to the accounting system prescribed by the Department of Public Instruction.

The auditor shall express an opinion on the financial statements of all funds covered in the scope of this engagement. If the auditor is unable to express an unqualified opinion, the auditor shall state fully the reasons for qualification or disclaimer of opinion. The District recognizes it has the responsibility to correct any deficiency which results in a qualification or disclaimer of opinion.



## **Auditor Independence**

Implicit in the auditor's expressions of an unqualified opinion on financial statements is the auditor's representation of independence with respect to those statements.

Professional and certain regulatory standards require us to be independent, in both fact and appearance. Any discussions that you have with Wipfli personnel regarding employment could pose a threat to our independence. Therefore, we request that you inform us immediately prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

In order for us to remain independent, professional and regulatory standards require us to maintain certain respective roles and relationships with you with respect to any nonattest services we may be asked to perform. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

We cannot perform management functions or make management decisions on behalf of your District. However, we may provide advice and recommendations to assist management in performing its functions and fulfilling its responsibilities. We may advise management about appropriate accounting principles and their application and may assist in the preparation of the District's financial statements, but the responsibility for the financial statements remains with management.

## **Management's Responsibility**

Management is responsible for the financial statements and underlying financial records and for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States. You are also responsible for making all financial records and related information available to us, for the accuracy and completeness of that information, and for providing us with (a) access to all information of which it is aware that is relevant to the preparation and fair presentation of the financial statements, (b) additional information that we may request for the purpose of the audit, and (c) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence.

The District recognizes that its appropriate officers have the responsibility for the proper recording of transactions in the books of account, for the safeguarding of assets, and for the substantial accuracy of the financial statements. These District officers have the responsibility to close and balance all accounts and to have prepared the financial statements for all funds to be examined by the auditor.

Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the District involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on the financial statements. You are also responsible for informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, regulators, or others and for identifying and ensuring that the District complies with applicable laws and regulations.

The audit shall be conducted on District premises at a mutually agreeable time, and the District shall provide space deemed adequate by the auditor to conduct the examination officially.

As required by GAAS, at the close of the audit we will request from management certain written confirmation concerning oral and written representations made to us in connection with the audit in order to indicate and document the continuing appropriateness of such representations and reduce the possibility of misunderstanding.

If the District intends to reproduce or publish these financial statements, or any portion thereof whether in paper or electronic form, and make reference to our firm name in connection therewith, management agrees to provide us with proofs in sufficient time for our review and written approval before printing. If in our professional judgment the circumstances require, we may withhold our approval. The District agrees to compensate Wipfli for the time associated with such review.



## Reports

The auditor shall submit to the District's school board the following reports, when applicable, with copies of each for transmittal to the Department of Public Instruction and other agencies as required:

- Audited financial statements, as of and for the year ended June 30, 2013, with supplementary information as required by the Department of Public Instruction or requested by the District.
- An opinion on the financial statements and an opinion as to whether the schedules of expenditures of federal and state awards are presented fairly, in all material respects, in relation to the financial statements taken as a whole.
- Management letter.
- A report on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with the standards applicable to financial audits contained in *Government Auditing Standards*.
- An opinion on compliance with requirements applicable to major federal and state programs and a report on internal control over compliance in accordance with OMB Circular A-133 and *State of Wisconsin Single Audit Guidelines*.
- A schedule of findings and questioned costs.

## Other Items, Compensation, and Terms of Payment

Dan Walker, CPA, will be your audit engagement partner.

Dan Walker, CPA, will be in charge of the engagement. It will be his responsibility to ensure District management receives good service.

Our fees will be billed as work progresses, and progress billings may be submitted. Based upon our discussions with representatives of the District, the fee for this engagement will be \$10,200. Circumstances encountered during the conduct of the engagement that warrant additional procedures or expense could cause us to be unable to complete the engagement at the fee quoted. We will notify you of any such circumstances as they are assessed. We expect payment of our billings within 30 days after submission. Interest of 1.5% per month (equivalent to 18% per annum computed monthly) will be charged on the portion of your balance that is over 30 days.

The working papers prepared in conjunction with our audit are our property and constitute confidential information. They will be retained by us in accordance with our policies and procedures. All of the District's original records will be returned to management at the end of this engagement. Our working papers and files are not a substitute for the original records the District should retain. We will follow our standard policy unless we are notified in writing by the Department of Public Instruction or the United States Department of Education to extend that retention period. The District authorizes the auditor to respond directly to the inquiries from the Department of Public Instruction or the United States Department of Education including requests to review audit workpapers. Access to the requested workpapers will be provided to the cognizant agencies under the supervision of Wipfli LLP's audit personnel and at a location designated by our firm. The auditor shall notify the school board of any such inquiries or requests and of the auditor's reply thereto.

This engagement includes only those services specifically described in this letter; any additional services not specified herein will be agreed to in a separate letter. This engagement is separate and discrete from our engagement to audit any prior or future years, and any such engagements are or will be covered by a separate engagement letter. In the event you request us to, or we are required to, respond to a subpoena, court order, government regulatory inquiries, or other legal process against the District or its management for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this or any prior engagements, you agree to compensate us for all time we expend in connection with such response, at our regular rates, and to reimburse us for all related out-of-pocket costs that we incur.

Whenever possible, each provision of this letter shall be interpreted in such a manner as to be effective and valid under applicable laws, regulations, or published interpretations, but if any provision is deemed prohibited, invalid, or otherwise unenforceable, such provision shall be ineffective only to the extent of such prohibition, invalidity, or unenforceability and such revised provision shall be made a part of this letter. Further, the provisions of the foregoing sentence shall not invalidate the remainder of this letter. This letter shall be construed and governed in accordance with laws of the state in which the Wipfli office issuing this letter is located, as determined by the address indicated on the letter, and proper jurisdiction and venue for any matter hereunder shall be the state or federal courts of that state.

School District of Altoona

Page 8

April 10, 2013

If the above terms are acceptable to you and the services outlined are in accordance with your requirements, please sign the original of this contract and return it to us in the enclosed envelope.

Sincerely,

*Wipfli LLP*

Wipfli LLP

ACCEPTED: SCHOOL DISTRICT OF ALTOONA

By: \_\_\_\_\_

Date: \_\_\_\_\_

DW:jkm

(0910/12)

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**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, (the "2007 Bonds") which are presently outstanding in the amount of \$2,835,000 and \$1,455,000 of which is callable on April 1, 2016 (the "Callable Portion") (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 the following portion of the 2007 Bonds (the "Defeased Portion") by making provision for the payment of debt service on the Defeased Portion (the "Defeasance"):

<b>Maturity Date</b>	<b>Original CUSIP No.</b>	<b>Interest Rate</b>	<b>Outstanding Amount</b>	<b>Defeased Portion</b>
04/01/14	022037DM4	4.000%	\$ 450,000	\$ 350,000
04/01/15	022037DN2	4.000%	\$ 460,000	\$ 360,000
04/01/16	022037DP7	5.250%	\$ 470,000	\$ 370,000
04/01/17	022037DQ5	3.800%	\$ 480,000	\$ 380,000
04/01/18	022037DR3	3.850%	\$ 480,000	\$ 380,000
04/01/19	022037DS1	4.000%	\$ 495,000	\$ 395,000

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 deposited with Associated Trust on June 20, 2013 from the general account of the District upon execution of the Escrow Agreement the sum of \$2,468,851.51 (the "Defeasance Funds") to be invested and utilized to accomplish the defeasance of the Defeased

Portion of the 2007 Bonds and pay the transaction expenses associated with the Defeasance and identified on Exhibit 3 to the Escrow Agreement (the "Transaction Expenses").

**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.

**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 maturing April 1, 2017 through April 1, 2019 for redemption prior to maturity on April 1, 2016 and authorizes the District Clerk and the Escrow Agent to send any required notice of redemption, which may be in the form attached to the Escrow Agreement as Exhibit 5, 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.

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.

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Helen S. Drawbert  
District President

ATTEST:

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Michael Hilger  
District Clerk

[SEAL]

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 deposit of funds in the amount of \$2,468,851.51 to an escrow account to be established for the purpose of paying transaction expenses and partially defeasing the following maturities of the 2007 Bonds (the "Prior Issue"; the "Defeasance"); and

<b>Maturity Date</b>	<b>Original CUSIP No.</b>	<b>Interest Rate</b>	<b>Outstanding Amount</b>	<b>Defeased Portion</b>
04/01/14	022037DM4	4.000%	\$ 450,000	\$ 350,000
04/01/15	022037DN2	4.000%	\$ 460,000	\$ 360,000
04/01/16	022037DP7	5.250%	\$ 470,000	\$ 370,000
04/01/17	022037DQ5	3.800%	\$ 480,000	\$ 380,000
04/01/18	022037DR3	3.850%	\$ 480,000	\$ 380,000
04/01/19	022037DS1	4.000%	\$ 495,000	\$ 395,000

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

\$2,468,851.51

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 determined 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) \$2,454,451.00 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) \$0.51 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 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-C.

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 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.

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 One Thousand Nine Hundred Dollars (\$1,900.00) 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 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 a portion of the 2007 Bonds maturing in the years 2017 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 5, 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 Depository 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.

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.

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: \_\_\_\_\_  
Michael Hilger  
District Clerk

ASSOCIATED TRUST COMPANY, NATIONAL  
ASSOCIATION  
GREEN BAY, WISCONSIN

(SEAL)

By: \_\_\_\_\_  
Daniel Olson  
Vice President

And: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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)**

<b>PAYMENT DATE</b>	<b>PRINCIPAL AMOUNT</b>	<b>RATE</b>	<b>INTEREST DUE</b>	<b>TOTAL DUE</b>
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



**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)**

<b>PAYMENT DATE</b>	<b>PRINCIPAL AMOUNT</b>	<b>RATE</b>	<b>INTEREST DUE</b>	<b>TOTAL DUE</b>
01-Oct-13			12,450.00	\$12,450.00
01-Apr-14	100,000.00	4.000%	12,450.00	112,450.00
01-Oct-14			10,450.00	10,450.00
01-Apr-15	100,000.00	4.000%	10,450.00	110,450.00
01-Oct-15			8,450.00	8,450.00
01-Apr-16	100,000.00	5.250%	8,450.00	108,450.00
01-Oct-16			5,825.00	5,825.00
01-Apr-17	100,000.00	3.800%	5,825.00	105,825.00
01-Oct-17			3,925.00	3,925.00
01-Apr-18	100,000.00	3.850%	3,925.00	103,925.00
01-Oct-18			2,000.00	2,000.00
01-Apr-19	100,000.00	4.000%	2,000.00	102,000.00

**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)**

<b>PAYMENT DATE</b>	<b>PRINCIPAL AMOUNT</b>	<b>RATE</b>	<b>PRINCIPAL REDEEMED</b>	<b>INTEREST DUE</b>	<b>TOTAL DUE</b>
01-Oct-13				46,347.50	\$46,347.50
01-Apr-14	350,000.00	4.000%		46,347.50	396,347.50
01-Oct-14				39,347.50	39,347.50
01-Apr-15	360,000.00	4.000%		39,347.50	399,347.50
01-Oct-15				32,147.50	32,147.50
01-Apr-16	370,000.00	5.250%	\$1,155,000.00*	32,147.50	402,147.50

\* Includes 2017-2019 partial redemption amounts

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

<b>Type</b>	<b>Maturity</b>	<b>Int. Pmt Date</b>	<b>Par Amount</b>	<b>Rate</b>	<b>Max Rate</b>
Certificate	10/01/13	10/01/13	\$ 44,640	0.040%	0.040%
Certificate	04/01/14	04/01/14	\$ 393,015	0.100%	0.100%
Note	10/01/14	10/01/13	\$ 36,322	0.140%	0.140%
Note	04/01/15	10/01/13	\$ 396,348	0.200%	0.200%
Note	10/01/15	10/01/13	\$ 29,544	0.260%	0.260%
Note	04/01/16	10/01/13	\$ 1,554,582	0.330%	0.330%
<b>Total</b>			<b>\$ 2,454,451</b>		

See attached Subscription Forms.

**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

**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"; the "Defeased Bonds") have been partially defeased by the District pursuant to an Escrow Agreement dated June 20, 2013 between the District and Associated Trust Company, National Association, Green Bay, Wisconsin (the "Escrow Agent").

<b>Maturity Date</b>	<b>Original CUSIP</b>	<b>Original Amount</b>	<b>Defeased CUSIP</b>	<b>Defeased Amount</b>	<b>Non-Defeased CUSIP</b>	<b>Remaining Portion</b>
04/01/14	022037DM4	\$ 450,000	022027__	\$ 350,000	022027__	\$ 100,000
04/01/15	022037DN2	\$ 460,000	022027__	\$ 360,000	022027__	\$ 100,000
04/01/16	022037DP7	\$ 470,000	022027__	\$ 370,000	022027__	\$ 100,000
04/01/17	022037DQ5	\$ 480,000	022027__	\$ 380,000	022027__	\$ 100,000
04/01/18	022037DR3	\$ 480,000	022027__	\$ 380,000	022027__	\$ 100,000
04/01/19	022037DS1	\$ 395,000	022027__	\$ 395,000	022027__	\$ 100,000

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. The District has instructed the Escrow Agent to call the Defeased Bonds maturing on April 1, 2017 and thereafter on April 1, 2016. Interest on the Refunded Bonds will cease to accrue on April 1, 2016.

Dated June 20, 2013.

Associated Trust Company, National Association,  
as Escrow Agent

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Within ten business days after the defeasance, notice shall be provided to the registered owners of the Defeased Bonds, to any fiscal agent for the Defeased Bonds, and to the MSRB. If the Defeased Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA)

System website at [www.emma.msrb.org](http://www.emma.msrb.org).

**Exhibit 5**  
**NOTICE OF REDEMPTION**  
Regarding

SCHOOL DISTRICT OF ALTOONA  
EAU CLAIRE COUNTY, WISCONSIN  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2007  
DATED NOVEMBER 1, 2007

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:

<b>Maturity Date</b>	<b>Principal Amount</b>	<b>Interest Rate</b>	<b>CUSIP No.</b>
04/01/17	\$ 380,000 **	3.800%	022037
04/01/18	\$ 380,000 **	3.850%	022037
04/01/19	\$ 395,000 **	4.000%	022037

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 20, 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, 50<sup>th</sup> Floor, New York, NY 10041-0099, not less than thirty (30) days nor more than sixty (60) days prior to April 1, 2016, to Financial Security Assurance, Inc. or its successor as the insurer of the 2007 bonds, and to the MSRB through the Electronic Municipal Access System.

\*\* Represents a portion of the principal amount outstanding of this maturity.