



# School District of Altoona

809 7<sup>th</sup> St West 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  
District Board Room  
809 7<sup>th</sup> Street West  
June 6, 2016  
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 16, 2016 Regular Meeting
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
  - a. Non-Agenda items - public comment and concern
  - b. Agenda items - public comment and concern
8. Treasurer's Report.
  - a. Approval of Checks for Payment
    - (1) General Fund checks totaling \$967,779.71
    - (2) Student Activity Fund checks totaling \$1,708.51
9. Introduction and Welcome, Student Representative to the Board
10. Information
  - a. School Showcase
    - (1) School Progress Updates, Principals/Directors
  - b. Committee Reports
  - c. General Information
    - (1) Policy Discussion: Policy 133-Board Vacancies
  - d. President's Report
    - (1) Board Workshop, June 15
    - (2) WASB Summer Institute, July 16
    - (3) Board Calendar 2016/17

- e. Superintendent's Report
  - (1) My Learning Plan OASYS Training, June 2
  - (2) Enrollment Update
  - (3) Summer Programs Update
  - (4) On Track for the Future! Building Projects Update
  - (5) Studer Education Update
  - (6) Other Meetings, News and Events (Items announced in this category are not intended for discussion)
  
- 11. Board Action after Consideration and Discussion
  - a. Consider Resignation of Library Media Center Director
  - b. Consider Employment Recommendation to Fill Special Education Teacher Position
  - c. Consider Recommendation for Summer Programs Employment
  - d. Consider Job Description for Administrative Assistant – Athletic Director's Office
  - e. Consider Revised Board Calendar 2016/17
  
- 12. Adjournment

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

## **ALTOONA SCHOOL BOARD AGREEMENT**

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

Adopted: 9/19/11

Amended: 1/21/13



# School District of Altoona

809 7<sup>th</sup> St West 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  
District Board Room  
809 7<sup>th</sup> Street West  
May 16, 2016  
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig at 6:30 p.m. in District board room.
2. Roll call was taken and the following were present and absent:  
Robin E. Elvig, President  
Helen S. Drawbert, Vice President; Absent  
Michael J. Hilger, Clerk  
Bradley D. Poquette, Treasurer  
David A. Rowe, Member  
Dr. Connie Biedron, Superintendent  
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. 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. Introductions and Welcome. New principals Jason LeMay, Altoona High School and Dan Peggs, Altoona Middle School were introduced and welcomed.
7. Approval of Minutes. a. May 2, 2016 Organizational Meeting. Motion by Rowe to approve the Organizational Meeting minutes as presented, seconded by Hilger. Drawbert, absent; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0. b. May 2, 2016 Regular Meeting. Motion by Poquette to approve the Regular Meeting minutes as presented, seconded by Rowe. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 4-0.
8. Public Participation. a. Non-Agenda items - public comment and concern. (1) A reminder was given concerning the 2016 graduation ceremony on May 18 at 7:00 pm; board members are to arrive by 6:30 pm. (2) Dave Rowe and Helen Drawbert were guest presenters to Civics classes last week. (3) Dave Rowe mentioned the senior lock-in sponsored by the senior parents. The group raised about \$14,000 for prizes and to support the event in general. b. Agenda items - public comment and concern. None.
9. Treasurer's Report and Business Services Report. a. Approval of Checks for Payment. Motion by Rowe to approve General Fund checks totaling \$632,441.74 and Student Activity Fund checks totaling \$9,881.49 as presented, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, absent; Rowe, yes; Elvig, yes. Motion carried 4-0.

- b. Approval of Treasurer's Report. Motion by Rowe to approve the Treasurer's Report as presented, seconded by Hilger. Poquette, yes; Drawbert, absent; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 4-0.
- c. Expenditures, Revenues and Cash Position. Expenditures and revenues as of May 10, 2016 and cash position 2011/12 to present were reviewed. Mike Hilger requested that a brief overview/explanation be included with the graphs for the benefit of those who may access the information online.
10. Information. **a. School Showcase.** (1) AIS, An Innovative School. Andrea Steffen, incoming intermediate school principal as well as AIS teachers, Jennifer Bain and Sara Brahan, presented ways that they address concepts such as lifelong learning, team building, effective practices and goal setting. Earlier this year, a goal was set to establish that AIS students would master at least 90% of their learning targets by the end of the Colonial Museum unit. The goal was met and celebrated. Other recent school-wide projects included the Shark Tank and Comic Con. The team also shared their goals for the future. **b. Committee Reports.** (1) Altoona Area Foundation, Inc. The most recent meeting held on May 11 was reviewed. Updates were given on the scrap metal drive at The Shed, the PARR award and Excellence in Education Banquet. The board member role and ways to attract new members were discussed. **c. General Information.** None. **d. President's Report.** (1) Proposed Board Calendar. The proposed calendar for Regular Meetings, July, 2016 through June, 2017, was reviewed. The board decided to meet only once in July, on July 18. (2) Committee Appointments. Committee appointments were made, and are incorporated herein by attachment. (3) WASB Summer Leadership Institute. The Leadership Institute will be held in Green Bay on July 16. Topics to be addressed include school finance, effective board-superintendent teams, alternative teacher compensation, and financial assessment. If attending, board members will RSVP to Joyce by June 20. (4) Convention Proposals Process. Request for proposals from the WASB for the 2017 State Education Convention were reviewed. The intermediate school will submit a proposal for a break-out session. Dave Rowe suggested that art students be encouraged to submit an entry for the art exhibit. **e. Superintendent's Report.** (1) WASDA Annual Educational Conference. Dr. Biedron shared highlights from the May 4-6 conference held in Green Bay. She noted in particular a general session presentation by Damian LaCroix, superintendent, Howard-Suamico, entitled The Valley of Vision. (2) Enrollment Update Report. Student enrollments as of April 21 were reviewed: Pedersen, 594; intermediate school, 247; middle school, 317; and high school, 424 for a total of 1582. (3) Open Enrollment Update. The summary for the 2016/17 application period was reviewed. A total of 77 nonresident applications were received during the three month period ending April 29. This compares to 60 applications for 59 resident students to attend in another district. See 11.e. and f. (4) Proposed Staffing Changes. Dr. Biedron recommended that Jamie Oliver be approved to take on Athletic Director responsibilities in addition to his Dean of Students role. If approved, Scott Hayden would focus on Dean of Students, serving at the elementary school (mornings) and intermediate and middle schools (afternoons). See 11.d. (5) On Track for the Future! Building Projects Update. The current status of projects was reviewed. Landscaping is underway at the elementary school and the stage area in the middle school building has been demoed and readied for reconstruction. The portions of the middle school building scheduled for demolition will be taken down on May 31. (6) Studer Education Update. The second employee engagement survey is in process. A date will be scheduled for Dr. Owen to present an end of year report to the board. (7) Other Meetings, News and Events (Items announced in this category are not intended for discussion). The intermediate and middle school PTO is hosting a block party for students on May 19. The last day of school for intermediate school students is May 20, and May 21 for the remainder of the students. The end of year/retirement recognition luncheon will be held at 11:30 on May 25. A grand opening celebration is scheduled for August 25, 1:00 to 3:00 p.m. at the Altoona Elementary School.
11. Board Action after Consideration and Discussion. **a.** Consider Employment Recommendation to Fill Intermediate School Teacher Position. Motion by Rowe to approve the recommendation to employ Rachel Drescher to fill the intermediate school teacher position beginning in 2016/17, seconded by Poquette. Drawbert, absent; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0.

- b. Consider Employment Recommendation to Fill School Psychologist Position. Motion by Hilger to employ Courtney Smith to fill the school psychologist position beginning in 2016/17, seconded by Rowe. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 4-0. c. Consider Recommendation for Summer Programs Employment. Motion by Rowe to approve the employment of Jackie Tollefson to replace Doug Titera as RAILS aide for sessions 1 and 2 as presented, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, absent; Rowe, yes; Elvig, yes. Motion carried 4-0. d. Consider Proposed Changes to Athletic Director Position. Motion by Rowe to approve the change in the Athletic Director position with Jamie Oliver assuming the AD duties, as discussed (10.3(4)), seconded by Poquette. Poquette, yes; Drawbert, absent; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 4-0. e. Consider Recommendation for Nonresident Open Enrollment Applications. Motion by Rowe to approve all nonresident open enrollment applications as presented, seconded by Elvig. Drawbert, absent; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0. f. Consider Recommendation for Resident Open Enrollment Applications. Motion by Rowe to approve all resident open enrollment applications as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 4-0. g. Consider Recommendation for Food Service Van Purchase. Motion by Rowe to approve the purchase of a Ram ProMaster from Chilson Automotive in the amount of \$38,411 as recommended, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, absent; Rowe, yes; Elvig, yes. Motion carried 4-0. h. Consider Adoption of Board Calendar. Motion by Poquette to adopt the board calendar for July 2016 through June 2017 with the change discussed (only one meeting in July, on July 18), seconded by Rowe. Poquette, yes; Drawbert, absent; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 4-0.
12. Adjournment. Motion by Rowe to adjourn at 8:30 p.m., seconded by Poquette. Drawbert, absent; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, June 6, 2016 at 6:30 p.m. in the District board room.

Joyce M. Orth CAP, Board Secretary

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

\_\_\_\_\_  
Date

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

# Altoona Board of Education Directory

Robin E. Elvig                      Term Expires: 04/17  
President  
1111 N Moonlight Dr  
Altoona, WI 54720  
828-8069

---

Helen S. Drawbert                Term Expires: 04/17  
Vice President  
3697 S Elco Rd  
Fall Creek WI 54742  
828-0088

---

Michael J. Hilger                 Term Expires: 04/18  
Clerk  
3611 Country Club Ln  
Altoona, WI 54720  
832-8823

---

Bradley D. Poquette              Term Expires: 04/19  
Treasurer  
418 Hampton Ct  
Altoona, WI 54720  
835-3338

---

David A. Rowe                    Term Expires: 04/19  
Member  
920 Lake Rd  
Altoona, WI 54720  
832-0210

---

As of May 4, 2015

## *Committee Appointments*

**Policy/Governance:**  
Helen Drawbert, Chair  
Robin Elvig

**Budget Development:**  
Brad Poquette, Chair  
Dave Rowe

**Demographic Trends &  
Facility Development:**  
Dave Rowe, Chair  
Mike Hilger

**Negotiations/Meet & Confer:**  
Mike Hilger, Chair  
Dave Rowe

**WASB Convention:**  
Dave Rowe, Delegate  
Mike Hilger, Alternate

**CESA Representative:**  
Brad Poquette  
Mike Hilger, Alternate

**Community Education Partnership  
Council:**  
Mike Hilger

**Technology:**  
Dave Rowe

**Altoona Area Foundation:**  
Helen Drawbert

**Parks & Recreation:**  
Brad Poquette

As of May 16, 2016

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT
	NUMBER	NUMBER	NUMBER			
05/25/2016	132274	80 E 200 310 392205		LOMBARDO, ALIX	SPORTS WORKER	-10.00
					Totals for 132274	-10.00
05/11/2016	132313	10 E 400 949 162212		ADAMS-FRIENDSHIP SCHOOL DISTRI	entry fee for golf tourney 5/5/16	200.00
					Totals for 132313	200.00
05/11/2016	132314	10 E 800 411 223100		ALTOONA HIGH SCHOOL	balloons for National signing day	5.00
					Totals for 132314	5.00
05/11/2016	132315	10 E 400 949 162119		AQUINAS HIGH SCHOOL	track meet entry fee 4/30/16	300.00
					Totals for 132315	300.00
05/11/2016	132316	10 E 400 949 162219		BLOOMER HIGH SCHOOL	track entry fee 5/3/16	125.00
					Totals for 132316	125.00
05/11/2016	132317	10 E 400 949 162212		CHIPPEWA FALLS HIGH SCHOOL	Entry fee for Golf meet 4/23/16	160.00
					Totals for 132317	160.00
05/11/2016	132318	10 E 800 310 231400		EAU CLAIRE COUNTY	APRIL ELECTION NOTICE CHARGES FOR SCHOOL BOARD RACE	461.87
					Totals for 132318	461.87
05/11/2016	132319	27 E 700 341 256750		ELLIS, JAMIE	APRIL TRANSPORTATION	27.60
					Totals for 132319	27.60
05/11/2016	132320	27 E 700 341 256750		ELLIS, MARIANNE	APRIL TRANSPORTATION	103.50
					Totals for 132320	103.50
05/11/2016	132321	10 E 800 949 162101		GCS CENTRAL SHOW CHOIR	Registration for Chamber Choir performance at La Crosse Central High on March 18th	225.00
					Totals for 132321	225.00
05/11/2016	132322	10 E 100 411 253300		HILLYARD, INC - EAU CLAIRE	SALES ORDER #39706091	232.39
	132322	10 E 200 411 253300		HILLYARD, INC - EAU CLAIRE	SALES ORDER #39706091	232.39
	132322	10 E 400 411 253300		HILLYARD, INC - EAU CLAIRE	SALES ORDER #39706091	232.38
					Totals for 132322	697.16
05/11/2016	132323	10 E 400 310 161100		JOSTENS	HONOR CORDS & STOLES	344.40
					Totals for 132323	344.40
05/11/2016	132324	10 E 800 353 258500		L & M MAIL SERVICE, INC.	MAIL SERVICE FOR APRIL 2016	548.55
					Totals for 132324	548.55
05/11/2016	132325	27 E 700 411 158000		LEGO EDUCATION	Lego Story Starters- writing curriculum	406.55
					Totals for 132325	406.55
05/11/2016	132326	10 E 200 341 256740		LITCHFIELD RENT A CAR	INV #S: 6147, 6148. Vans for student council WASC Jam trip 4-27-2016.	607.60
	132326	10 E 400 341 256240		LITCHFIELD RENT A CAR	van rental for track meet	123.10



CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
				4/4/16		
				Totals for 132326		730.70
05/11/2016	132327	10 E 400 310 125400	LORASCH, KEITH	high school solo and ensemble accompaniment		200.00
				Totals for 132327		200.00
05/11/2016	132328	27 E 700 310 157200	MUSSEHL, AMANDA	Petty Cash for cooking and community outings		95.08
				Totals for 132328		95.08
05/11/2016	132329	10 E 800 941 252000	WISCONSIN DEPARTMENT OF FINANC	APPLICATION FEE RENEWAL NOTARY PUBLIC S. CHWALA		20.00
				Totals for 132329		20.00
05/16/2016	132330	10 E 100 411 110000	ALTOONA SCHOOLS FOOD SERVICE	2015-16 COOKIES FROM ALTOONA FOOD SERVICE FOR GRANDPARENTS/SPECIAL FRIENDS DAY (40 DOZEN - ASSORTED), COOKIES FOR KINDERGARTEN VISITING DAY (20 DOZEN CHOCOLATE CHIP)		124.74
				Totals for 132330		124.74
05/16/2016	132331	10 E 800 310 231100	AWARDS & MORE	Retirement Clocks		408.00
				Totals for 132331		408.00
05/16/2016	132332	10 E 800 293 291000	EDUCATORS BENEFIT CONSULTANTS	DEBRA KNUDSON (\$250), RONALD RIEDER(\$1500)		1,750.00
				Totals for 132332		1,750.00
05/16/2016	132333	10 E 100 411 253300	HILLYARD, INC - EAU CLAIRE	ORD#8081500016 PES		681.04
				Totals for 132333		681.04
05/16/2016	132334	10 E 800 561 162000	INDIANHEAD INSURANCE AGENCY IN	NOTARY BOND-S.CHWALA		30.00
				Totals for 132334		30.00
05/16/2016	132335	27 E 700 411 158000	QUILL CORPORATION	File boxes, highlighters, file folders		148.01
				Totals for 132335		148.01
05/16/2016	132336	10 E 200 411 143000	TROPHY HOUSE	AMS PE AWARDS		224.00
				Totals for 132336		224.00
05/16/2016	132337	27 E 700 411 152000	WESTERN DAIRYLAND E.O.C., INC.	ECSE MEALS APRIL 2016		13.50
				Totals for 132337		13.50
05/16/2016	132338	10 E 800 310 231100	WI DEPARTMENT OF JUSTICE	BACKGROUND CHECKS APR 1-30. 2016		224.00
				Totals for 132338		224.00
05/16/2016	132339	10 E 400 310 162117	BUNDGAARD, VAN	OFFICIAL FEE		85.00
	132339	10 E 400 310 162117	BUNDGAARD, VAN	OFFICIAL FEE		85.00
				Totals for 132339		170.00
05/16/2016	132340	10 E 400 310 162204	DAY, JIM	OFFICIAL FEE		85.00

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER	NUMBER		DESCRIPTION	
					Totals for 132340	85.00
05/16/2016	132341	10 E 400 310	162117	FERGUSON, LOUIE	OFFICIAL FEE	85.00
					Totals for 132341	85.00
05/16/2016	132342	10 E 400 310	162117	HEAVEY, TJ	OFFICIAL FEE	85.00
					Totals for 132342	85.00
05/16/2016	132343	10 E 400 310	162116	LEMIRE, PARKER	OFFICIAL FEE	45.00
					Totals for 132343	45.00
05/16/2016	132344	10 E 400 310	162116	MERKEL, BRAD	OFFICIAL FEE	45.00
					Totals for 132344	45.00
05/16/2016	132345	10 E 400 310	162117	MULLER, THOMAS	OFFICIAL FEE	85.00
					Totals for 132345	85.00
05/16/2016	132346	10 E 400 310	162117	RIOS, FREDDIE	OFFICIAL FEE	85.00
					Totals for 132346	85.00
05/17/2016	132347	50 E 800 553	257220	CHILSON CHRYSLER DODGE OF CF	Purchase of Ram ProMaster cargo van 2500. Stock #4957	38,411.00
					Totals for 132347	38,411.00
05/19/2016	132348	10 L 000 000	811670	AMERIPRISE FINANCIAL SERVICES	Payroll accrual	1,150.00
					Totals for 132348	1,150.00
05/19/2016	132349	10 L 000 000	811680	OKLAHOMA DEPARTMENT OF HUMAN S	Payroll accrual	244.89
					Totals for 132349	244.89
05/19/2016	132350	50 L 000 000	811690	RBS CITIZENS N.A.	Payroll accrual	125.24
					Totals for 132350	125.24
05/19/2016	132351	10 L 000 000	811680	WI SCTF	Payroll accrual	46.98
	132351	27 L 000 000	811680	WI SCTF	Payroll accrual	7.02
					Totals for 132351	54.00
05/19/2016	132352	10 E 200 411	126000	ACTION CITY	ACTION CITY FIELD TRIP - 7TH GRADE	2,561.00
					Totals for 132352	2,561.00
05/19/2016	132353	10 E 800 310	231500	ASSOCIATED FINANCIAL GROUP	AFG EMPLOYERS HOTLINE RENEWAL	694.00
					Totals for 132353	694.00
05/19/2016	132354	27 E 700 370	436000	CLINICARE CORP/EC ACADEMY DIV	APRIL 2016: I.E., C.M., T.P.	6,405.00
					Totals for 132354	6,405.00
05/19/2016	132355	10 E 800 310	252105	DIVERSIFIED BENEFIT SERVICES I	MAY HRA ADM SERVICES, MAILINGS	794.89
					Totals for 132355	794.89
05/19/2016	132356	10 E 400 411	125400	INSTRUMENTALIST AWARDS LLC	CHORAL COMBINATION, SHIPPING	68.00
					Totals for 132356	68.00
05/19/2016	132357	10 E 800 411	221400	SCHOOL DISTRICT OF FALL CREEK	CPI BOOKLETS: INITIAL AND REFRESHER	180.14

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
				Totals for 132357		180.14
05/19/2016	132358	10 E 400 342 162121	UPWARD, ELISSA	HS VB head coach clinic FEE		307.97
	132358	10 E 400 342 162121	UPWARD, ELISSA	hotel room for coaches clinic for HS VB Coach		160.40
				Totals for 132358		468.37
05/19/2016	132359	27 E 700 411 158000	WCBVI-WI CENTER FOR THE BLIND	STUDENT ACTIVITY BOOK: INVESTIGATIONS IN NUMBERS, DATA AND SPACE		1,298.06
				Totals for 132359		1,298.06
05/19/2016	132360	10 E 800 444 120000	WEST MUSIC COMPANY	Sonor Global Beat Instruments		4,446.09
				Totals for 132360		4,446.09
05/23/2016	132361	10 E 400 949 162212	BLACK RIVER FALLS HIGH SCHOOL	WIAA Golf Regional Fee 5/24/16		125.00
				Totals for 132361		125.00
05/23/2016	132362	10 E 400 411 241000	EAU CLAIRE COUNTY PARKS AND FO	2016-2017 Reservation for the shelter at Lake Altoona county park for Senior Leadership day.		160.00
				Totals for 132362		160.00
05/23/2016	132363	10 E 100 310 122000	NANCY BOESE SIGN LANGUAGE	Sign Language Interpreting 4-21-2016		90.00
				Totals for 132363		90.00
05/23/2016	132364	10 E 400 411 162204	PLAY IT AGAIN SPORTS	batting helmets-BRAD OCONNELL- BASEBALL		198.00
				Totals for 132364		198.00
05/23/2016	132365	21 E 100 411 121000	REIDER, RONALD	MATERIAL AND DOWNPAYMENT OF PORTABLE DISPLAY CASE		1,000.00
				Totals for 132365		1,000.00
05/23/2016	132366	10 E 200 411 241000	VALLEYFAIR	8th grade ValleyFair Trip 5-24-2016		1,687.50
				Totals for 132366		1,687.50
05/23/2016	132367	10 E 400 949 162212	WHISPERING PINES GOLF COURSE	Golf Match Entry Fee		95.00
				Totals for 132367		95.00
05/25/2016	132368	10 E 800 310 231100	BODY FOCUS	CHAIR MASSAGES		1,000.00
				Totals for 132368		1,000.00
05/31/2016	132369	10 E 800 440 223100	AGILE SPORTS TECHNOLOGIES	FB, BASKETBALL, VB		500.00
				Totals for 132369		500.00
05/31/2016	132370	10 E 100 411 110000	CRYSTAL CAVE	Crystal Cave Down payment check for \$100- Outdoor Adventures class *Any questions, please see Erica Emerson, Shalyn Gagnon, or Nick Gagnon		100.00

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
				Totals for 132370		100.00
05/31/2016	132371	10 E 800 310 252105	DIVERSIFIED BENEFIT SERVICES I	FLEX SPENDING ADM SERVICE, DEBIT CARD PART FEE		176.00
				Totals for 132371		176.00
05/31/2016	132372	27 E 700 341 256750	ELLIS, JAMIE	TRANSPORATION MAY, 2016		6.90
				Totals for 132372		6.90
05/31/2016	132373	27 E 700 341 256750	ELLIS, MARIANNE	TRANSPORATION MAY, 2016		82.80
				Totals for 132373		82.80
05/31/2016	132374	10 E 800 341 256730	FARNLOF DEVEREAUX, JESSE & KIM	2015-16 TRANSPORTATION AIDEN & NEDIA		448.36
				Totals for 132374		448.36
05/31/2016	132375	10 E 800 382 435000	SCHOOL DISTRICT OF GRANTSBURG	SPED BASE COST OE J.J.		1,954.64
				Totals for 132375		1,954.64
05/11/2016	151601089	10 E 200 411 126000	CAROLINA BIOLOGICAL SUPPLY CO	INV#S: 49445194, 49446466, 49480274. Animals for dissection and other lab supplies. Prices are reflective from quote # 313517 SQ		1,208.23
				Totals for 151601089		1,208.23
05/11/2016	151601090	27 E 700 342 221300	CESA #10	Mental Health Strategies Training: GARDNER, KING, MARTIN, ROBERTSON		200.00
				Totals for 151601090		200.00
05/11/2016	151601091	10 E 800 411 221910	DAKTECH COMPUTERS	CONTROLLER, ITEM #LS100199		239.00
				Totals for 151601091		239.00
05/11/2016	151601092	10 E 200 411 222200	DEMCO, INC .	MS and HS Supplies. REFERENCE #60990344		196.08
	151601092	10 E 400 411 222200	DEMCO, INC .	MS and HS Supplies. REFERENCE #60990344		229.30
				Totals for 151601092		425.38
05/11/2016	151601093	27 E 700 342 156700	JENSEN, PATRICIA	APRIL 2016 MILEAGE		719.28
				Totals for 151601093		719.28
05/11/2016	151601094	10 E 400 341 256240	KOBUSSEN BUSES LTD	bus for HS student council to Madison 4/24/16		1,600.00
				Totals for 151601094		1,600.00
05/11/2016	151601095	10 E 800 310 162101	KRUSZKA, MATTHEW	band director payment to Matthew Kruszka for show choir show band		1,000.00
				Totals for 151601095		1,000.00
05/11/2016	151601096	10 E 400 411 125400	MORGAN MUSIC COMPANY	INV #S: 369375, 369376. MANSIONS OF THE LORD, FAMINE SONG, GLORIA, SEAL LULLABY		911.88

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT
	NUMBER	NUMBER	NUMBER			
					Totals for 151601096	911.88
05/11/2016	151601097	10 E 200 320 254300		NET GUARD SECURITY SOLUTIONS	ENGINEER, BATTERY	110.50
					Totals for 151601097	110.50
05/11/2016	151601098	10 E 800 342 252000		REIJO, PATRICIA	MILEAGE REIMBURSEMENT SEPT 30, 2015-APR 1, 2016	237.62
					Totals for 151601098	237.62
05/11/2016	151601099	10 E 100 411 110000		SCHOOL SPECIALTY, INC.	PLAYGROUND EQUIPMENT. REF #27925201	205.20
					Totals for 151601099	205.20
05/11/2016	151601100	10 E 800 942 231100		STEINKE, WILLIAM	EMERGENCY LICENSE FEE	100.00
					Totals for 151601100	100.00
05/11/2016	151601101	10 E 800 440 222200		TIERNEY BROTHERS, INC.	Interactive Board for High School	1,998.00
					Totals for 151601101	1,998.00
05/11/2016	151601102	10 E 400 411 162218		TURNER, ERIN	Tennis balls for boys tennis team	111.35
					Totals for 151601102	111.35
05/16/2016	151601103	50 E 800 415 257240		DEAN FOODS OF WISCONSIN	PES, MS, HS MILK APR 27-MAY 7, 2016	2,652.02
					Totals for 151601103	2,652.02
05/16/2016	151601105	50 E 800 411 257250		INDIANHEAD FOODSERVICE INC	HS LUNCH. INV #S: 382493,503968,503969,916494,50 5087,505088,505991,505992,5059 93,507035,507036. INV DATES: APR 29-MAY 12.	375.82
	151601105	50 E 800 415 257220		INDIANHEAD FOODSERVICE INC	HS LUNCH. INV #S: 382493,503968,503969,916494,50 5087,505088,505991,505992,5059 93,507035,507036. INV DATES: APR 29-MAY 12.	1,599.02
	151601105	50 E 800 415 257250		INDIANHEAD FOODSERVICE INC	HS ALA CARTE	44.52
	151601105	50 E 800 415 257250		INDIANHEAD FOODSERVICE INC	STAFF RETIREMENT PICNIC	860.08
	151601105	50 E 800 415 257210		INDIANHEAD FOODSERVICE INC	HS BREAKFAST. INV#S: 503971, 505994, 507037. INV DATES: MAY 2-12, 2016.	777.74
	151601105	50 E 800 411 257250		INDIANHEAD FOODSERVICE INC	MS LUNCH INV #S: 503963,503964,503965,503966,50 5085,505086,505987,505988,5059 89,507032. INV DATES: MAY 2-12, 2016	456.12
	151601105	50 E 800 415 257220		INDIANHEAD FOODSERVICE INC	MS LUNCH INV #S: 503963,503964,503965,503966,50 5085,505086,505987,505988,5059 89,507032. INV DATES: MAY 2-12, 2016	2,884.85
	151601105	50 E 800 415 257210		INDIANHEAD FOODSERVICE INC	MS BREAKFAST INV#S: 503962,503967,505990,507034. INV DATES: MAY 2-12, 2016	554.50

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER			DESCRIPTION	
					Totals for 151601105	7,552.65
05/16/2016	151601106	50 E 800 411 257220		PIZZA HUT OF EAU CLAIRE INC	MS LUNCH. INV #S: 145841270005, 145841200008. INV DATES: APR 29, MAY 6.	308.70
	151601106	50 E 800 411 257220		PIZZA HUT OF EAU CLAIRE INC	HS LUNCH. INV #S: 145841200007, 145841200009, 145841270004, 145841270006.	404.25
					Totals for 151601106	712.95
05/16/2016	151601107	10 E 800 320 254500		BOBCAT PLUS	Repairs to Bobcat	1,878.37
					Totals for 151601107	1,878.37
05/16/2016	151601108	10 E 800 358 221910		CESA #10	CINC Maintenance Fee for Fiscal Year 2015	6,000.00
					Totals for 151601108	6,000.00
05/16/2016	151601109	10 E 100 320 254490		E O JOHNSON COMPANY	MPS CONTRACT	1,903.27
	151601109	10 E 200 320 254490		E O JOHNSON COMPANY	MPS CONTRACT	1,308.57
	151601109	10 E 400 320 254490		E O JOHNSON COMPANY	MPS CONTRACT	2,011.00
	151601109	10 E 800 320 254490		E O JOHNSON COMPANY	MPS CONTRACT	169.22
	151601109	50 E 800 320 257220		E O JOHNSON COMPANY	MPS CONTRACT	48.97
					Totals for 151601109	5,441.03
05/16/2016	151601110	27 E 700 370 436000		LE PHILLIPS CAREER DEV CTR	ALT SCHOOL YTH PROG: S. KOMRO, A. TITEL	495.00
					Totals for 151601110	495.00
05/16/2016	151601111	10 E 800 411 221910		LIERMAN, ANDREW	Reimbursement for Home Internet Access December through May	300.00
					Totals for 151601111	300.00
05/16/2016	151601112	10 E 800 320 254200		PREMIUM LAWN SERVICE LLC	lawn treatment for football field-EARLY SPRING APPLICATION	341.00
					Totals for 151601112	341.00
05/16/2016	151601113	27 E 700 411 158000		ROBERTSON, JENNIFER	MILEAGE TO WILDERNESS GLACIER CANYON LODGE, CTY COMMUNITY	138.24
					Totals for 151601113	138.24
05/16/2016	151601114	10 E 800 561 162000		TEAM SPORTING GOODS	HS football helmet reconditioning	1,050.00
					Totals for 151601114	1,050.00
05/16/2016	151601115	10 E 800 310 231500		WELD RILEY, S.C.	GENERAL LABOR, I.L. EXPULSION	754.50
					Totals for 151601115	754.50
05/16/2016	151601116	10 E 400 310 162116		BECKER, SAMANTHA	OFFICIAL FEE	55.00
					Totals for 151601116	55.00
05/16/2016	151601117	10 E 400 310 162117		CAMPBELL, SCOTT	OFFICIAL FEE	85.00
					Totals for 151601117	85.00
05/16/2016	151601118	10 E 400 310 162204		FIEBER, PHILLIP	OFFICIAL FEE	85.00

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
				Totals for 151601118		85.00
05/16/2016	151601119	10 E 400 310 162117	HAKANSON, ROBERT	OFFICIAL FEE		170.00
				Totals for 151601119		170.00
05/16/2016	151601120	10 E 400 310 162117	HELGESON, MARK	OFFICIAL FEE		85.00
				Totals for 151601120		85.00
05/16/2016	151601121	10 E 400 310 162204	HUTTER, ALEXANDER	OFFICIAL FEE		85.00
				Totals for 151601121		85.00
05/16/2016	151601122	10 E 400 310 162204	HUTTER, RONALD	OFFICIAL FEE		85.00
				Totals for 151601122		85.00
05/16/2016	151601123	10 E 400 310 162204	JOHANNES, DAVID	OFFICIAL FEE		45.00
				Totals for 151601123		45.00
05/16/2016	151601124	10 E 400 310 162116	MAGALLON, EZEQUIEL	OFFICIAL FEE		45.00
				Totals for 151601124		45.00
05/16/2016	151601125	10 E 400 310 162204	PARR, DALE	OFFICIAL FEE		85.00
				Totals for 151601125		85.00
05/16/2016	151601126	10 E 400 310 162117	PETERSON, BRADLEY	OFFICIAL FEE		170.00
				Totals for 151601126		170.00
05/16/2016	151601127	10 E 400 310 162117	PFUNDHELLER, ROBERT	OFFICIAL FEE		85.00
	151601127	10 E 400 310 162117	PFUNDHELLER, ROBERT	OFFICIAL FEE		85.00
				Totals for 151601127		170.00
05/16/2016	151601128	10 E 400 187 162117	PHILLIPS, MICHAEL	GAME WORKER		25.00
	151601128	10 E 400 187 162117	PHILLIPS, MICHAEL	GAME WORKER		25.00
	151601128	10 E 400 187 162117	PHILLIPS, MICHAEL	GAME WORKER		25.00
	151601128	10 E 400 187 162117	PHILLIPS, MICHAEL	GAME WORKER		25.00
	151601128	10 E 400 187 162117	PHILLIPS, MICHAEL	GAME WORKER		25.00
				Totals for 151601128		125.00
05/16/2016	151601129	10 E 400 310 162204	PRINCE, RICK	OFFICIAL FEE		85.00
				Totals for 151601129		85.00
05/16/2016	151601130	10 E 400 310 162204	RUPNOW, CHARLES	OFFICIAL FEE		85.00
				Totals for 151601130		85.00
05/16/2016	151601131	10 E 400 310 162204	SHIRER, DANIEL	OFFICIAL FEE		85.00
				Totals for 151601131		85.00
05/16/2016	151601132	10 E 400 310 162204	SMITH, RICHARD	OFFICIAL FEE		85.00
				Totals for 151601132		85.00
05/16/2016	151601133	10 E 400 310 162204	SUMNER, EDWARD	OFFICIAL FEE		45.00
				Totals for 151601133		45.00
05/16/2016	151601134	10 E 400 310 162204	SUMNER, JOHN	OFFICIAL FEE		45.00
				Totals for 151601134		45.00
05/16/2016	151601135	10 E 400 310 162204	THIESING SR, SCOTT	OFFICIAL FEE		45.00

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER	NUMBER		DESCRIPTION	AMOUNT
					Totals for 151601135	45.00
05/16/2016	151601136	10 E 400 310	162204	WHITESIDE, DENNIS	OFFICIAL FEE	85.00
					Totals for 151601136	85.00
05/19/2016	151601137	10 E 400 341	256740	BERNARD BUS COMPANY	SHOW CHOIR TO HOLMEN, WI 3-5-16	834.00
					Totals for 151601137	834.00
05/19/2016	151601138	10 E 800 386	221100	CESA #10	CESA 10 SERVICES BILL 4	500.00
	151601138	10 E 800 386	221210	CESA #10	CESA 10 SERVICES BILL 4	2,475.00
	151601138	10 E 800 386	221220	CESA #10	CESA 10 SERVICES BILL 4	1,375.00
	151601138	10 E 800 386	221240	CESA #10	CESA 10 SERVICES BILL 4	2,292.50
	151601138	10 E 800 386	222210	CESA #10	CESA 10 SERVICES BILL 4	1,150.00
	151601138	10 E 800 386	258300	CESA #10	CESA 10 SERVICES BILL 4	300.00
	151601138	10 E 800 386	262100	CESA #10	CESA 10 SERVICES BILL 4	1,128.75
	151601138	10 E 800 386	253000	CESA #10	CESA 10 SERVICES BILL 4	748.50
	151601138	10 E 800 386	263310	CESA #10	CESA 10 SERVICES BILL 4	3,087.50
	151601138	10 E 800 386	249000	CESA #10	CESA 10 SERVICES BILL 4	2,247.50
	151601138	10 E 800 386	299000	CESA #10	CESA 10 SERVICES BILL 4	740.00
	151601138	10 E 800 386	221300	CESA #10	CESA 10 SERVICES BILL 4	500.00
	151601138	27 E 700 386	436611	CESA #10	CESA 10 SERVICES BILL 4	2,793.25
					Totals for 151601138	19,338.00
05/19/2016	151601139	80 E 200 411	392319	CHIPPEWA VALLEY SPORTING GOODS	INV DATES: 4-19-16 & 4-21-2016. 1K, 031, 1273920, 5SI, 1255042. MS TRACK EQUIP	279.00
					Totals for 151601139	279.00
05/19/2016	151601140	10 E 800 411	221910	FIRST CHOICE COMPUTER	PICK UP OLD COMPUTER EQUIP 4-13-2016	63.00
					Totals for 151601140	63.00
05/19/2016	151601141	10 E 800 342	221400	GILMARTIN, BRENDA	MILEAGE REIMBURSEMENT WI DELLS SKYWARD USER GROUP	155.32
					Totals for 151601141	155.32
05/19/2016	151601142	10 E 200 320	254300	JOHNSON CONTROLS, INC.	Repairs to Middle school boiler	888.63
					Totals for 151601142	888.63
05/19/2016	151601143	10 E 400 411	125400	JW PEPPER	INV #S: 7708279, 7741521, 7741743. CHOIR	521.20
					Totals for 151601143	521.20
05/19/2016	151601144	10 E 400 411	125500	MORGAN MUSIC COMPANY	INV #S: 369377, 372512. BAND	103.98
					Totals for 151601144	103.98
05/19/2016	151601145	10 E 400 320	254300	NET GUARD SECURITY SOLUTIONS	troubleshoot DVR at High School.	276.25
					Totals for 151601145	276.25
05/19/2016	151601146	10 E 800 310	254300	SHRED AWAY	DOCUMENT DESTRUCTION & RECYCLING 4-20-2016.	67.50
					Totals for 151601146	67.50



CHECK DATE	CHECK ACCOUNT						INVOICE	
	NUMBER	NUMBER			VENDOR	DESCRIPTION	AMOUNT	
05/19/2016	151601147	10 E 400 411 125400	WSMA			STATE S/E CLASS A, REG ENSEMBLE, SPECIAL ENSEMBLE	244.00	
	151601147	10 E 400 411 125500	WSMA			CLINIC FEE BAND	20.50	
						Totals for 151601147	264.50	
05/20/2016	151601148	10 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	219.49	
	151601148	27 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	26.04	
	151601148	10 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	1,450.30	
	151601148	27 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	287.57	
	151601148	80 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	0.00	
	151601148	10 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll Accrual	-0.85	
	151601148	10 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	219.49	
	151601148	27 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	26.04	
	151601148	10 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	1,450.30	
	151601148	27 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	287.57	
	151601148	80 L 000 000 811631	MADISON NATIONAL LIFE INS CO,			Payroll accrual	0.00	
						Totals for 151601148	3,965.95	
05/20/2016	151601149	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	424.48	
	151601149	27 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	86.29	
	151601149	50 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	19.77	
	151601149	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	164.54	
	151601149	27 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	30.71	
	151601149	50 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	2.72	
	151601149	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	430.23	
	151601149	27 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	91.67	
	151601149	50 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	19.77	
	151601149	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	165.69	
	151601149	27 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	32.01	
	151601149	50 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			Payroll accrual	2.72	
	151601149	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO			PREMIUM ADJUSTMENTS	-34.40	
						Totals for 151601149	1,436.20	
05/20/2016	151601150	10 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	63,955.13	
	151601150	27 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	13,785.14	
	151601150	10 E 800 240 291000	SECURITY HEALTH PLAN OF WI, IN			RETIREE INSURANCE PREMIUMS	32,873.30	
	151601150	10 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	63,955.13	
	151601150	27 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	13,785.14	
	151601150	10 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	7,283.46	
	151601150	27 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	1,550.30	
	151601150	10 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	7,283.46	
	151601150	27 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			Payroll accrual	1,550.30	
	151601150	10 L 000 000 811631	SECURITY HEALTH PLAN OF WI, IN			PREMIUM ADJUSTMENTS	-723.11	
						Totals for 151601150	205,298.25	
05/20/2016	151601151	10 L 000 000 811631	WEA INSURANCE TRUST			Payroll accrual	222.64	
	151601151	27 L 000 000 811631	WEA INSURANCE TRUST			Payroll accrual	34.76	
	151601151	10 L 000 000 811631	WEA INSURANCE TRUST			Payroll accrual	222.64	
	151601151	27 L 000 000 811631	WEA INSURANCE TRUST			Payroll accrual	34.76	
						Totals for 151601151	514.80	
05/23/2016	151601154	10 L 000 000 811670	ING LIFE INS & ANNUITY CO			Payroll accrual	305.00	
	151601154	27 L 000 000 811670	ING LIFE INS & ANNUITY CO			Payroll accrual	105.00	
	151601154	10 L 000 000 811670	ING LIFE INS & ANNUITY CO			Payroll accrual	160.00	
						Totals for 151601154	570.00	

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER	NUMBER		DESCRIPTION	
05/23/2016	151601155	10 E 400 310	162105	BAXTER, JENNA	prom chaperone	50.00
					Totals for 151601155	50.00
05/23/2016	151601156	10 E 200 320	254300	BRAUN CORPORATION LLC	MECHANIC TROUBLESHOT AND FOUND BROKEN SHUNT ON TOP FLOOR LOCK. REPAIR DONE 5-5-16	121.50
	151601156	10 E 400 320	254300	BRAUN CORPORATION LLC	MECHANIC TROUBLESHOT AND FOUND BROKEN SHUNT ON TOP FLOOR LOCK. REPAIR DONE 5-5-16	121.50
					Totals for 151601156	243.00
05/23/2016	151601157	10 E 800 432	222200	FOLLETT SCHOOL SOLUTIONS, INC.	INVOICE #S: 385668-1, 385668F-0	792.86
					Totals for 151601157	792.86
05/23/2016	151601158	10 E 100 320	254300	G & K SERVICES, INC.	INVOICE #S: 1017679812, 9813, 9814	45.67
	151601158	10 E 200 320	254300	G & K SERVICES, INC.	INVOICE #S: 1017679812, 9813, 9814	45.67
	151601158	10 E 400 320	254300	G & K SERVICES, INC.	INVOICE #S: 1017679812, 9813, 9814	45.67
	151601158	10 E 100 320	254300	G & K SERVICES, INC.	INVOICE #S: 1017702642, 2643, 2644	45.67
	151601158	10 E 200 320	254300	G & K SERVICES, INC.	INVOICE #S: 1017702642, 2643, 2644	45.67
	151601158	10 E 400 320	254300	G & K SERVICES, INC.	INVOICE #S: 1017702642, 2643, 2644	45.67
					Totals for 151601158	274.02
05/23/2016	151601159	10 E 400 310	162105	GILMARTIN, BRENDA	prom chaperone	50.00
					Totals for 151601159	50.00
05/23/2016	151601160	10 E 100 320	254300	INNOVATIONAL CONCEPTS, INC.	MAY 2016 MONTHLY SERVICE PROGRAM: AHS, AMS,PES	181.70
	151601160	10 E 200 320	254300	INNOVATIONAL CONCEPTS, INC.	MAY 2016 MONTHLY SERVICE PROGRAM: AHS, AMS,PES	181.70
	151601160	10 E 400 320	254300	INNOVATIONAL CONCEPTS, INC.	MAY 2016 MONTHLY SERVICE PROGRAM: AHS, AMS,PES	181.70
					Totals for 151601160	545.10
05/23/2016	151601161	10 E 400 342	241000	PEPOWSKI, JEFFRY	MILEAGE CLOVERBELT SCHOLAR ATHLETE BANQUET, NURSE OF THE YR PRESENTATION	255.06
					Totals for 151601161	255.06
05/23/2016	151601162	10 E 800 480	266000	SKYWARD, INC.	Annual Invoice for majority of Skyward software See invoice 0000176693 dated 7/1/2016 for details	34,888.00
	151601162	10 E 800 310	252000	SKYWARD, INC.	EMPLOYEE MANAGEMENT TRAINING	2,240.00
	151601162	10 E 800 480	266000	SKYWARD, INC.	Skyward Managed Services for Student and Financial Management Suite for 2016-17	3,198.00

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER	NUMBER		DESCRIPTION	
					Totals for 151601162	40,326.00
05/23/2016	151601163	27 E 700 411 156600		WEIX, DONNA	Mileage for itinerant services. 301 X 0.54=\$162.54	162.54
					Totals for 151601163	162.54
05/31/2016	151601164	10 E 800 411 122000		CAMEJO DE GOSS, DELORES	INTERPRETER MARCH 15-APRIL 27, 2016. 18 HRS	810.00
					Totals for 151601164	810.00
05/31/2016	151601165	10 E 200 342 124000		CAMLEK, SHANNON	MARCH 7 MATH COUNTS, MAY 17 OWEN GOLF COURSE	97.27
	151601165	10 E 400 342 162212		CAMLEK, SHANNON	MARCH 7 MATH COUNTS, MAY 17 OWEN GOLF COURSE	29.63
					Totals for 151601165	126.90
05/31/2016	151601166	10 E 800 291 221300		CLARK, GARY	7 CREDITS UWEC	350.00
					Totals for 151601166	350.00
05/31/2016	151601167	10 E 800 342 223100		HAYDEN, SCOTT	2015- MILEAGE AUG , 2015-JUNE , 2016	1,222.56
					Totals for 151601167	1,222.56
05/31/2016	151601168	10 E 800 291 221300		NELSON, WENDY	3 CREDITS	150.00
					Totals for 151601168	150.00
05/31/2016	151601169	10 E 100 310 122000		REGIS CATHOLIC SCHOOLS	TUTORING FEB-APR 2016. SMISKEY, FALBO, GALEWSKI CLASSES	2,059.48
					Totals for 151601169	2,059.48
05/31/2016	151601170	27 E 700 382 436670		SCHOOL DISTRICT OF MENOMONIE	SHARE SALARY & BENEFITS K. WINCHESTER. PD IN FULL	220.52
					Totals for 151601170	220.52
05/31/2016	151601171	10 E 200 411 222200		SCHOOL SPECIALTY, INC.	MS and HS Supplies/LMC Items. ORD/REF #27878392	165.66
	151601171	10 E 200 440 222200		SCHOOL SPECIALTY, INC.	MS and HS Supplies/LMC Items. ORD/REF #27878392	1,061.30
	151601171	10 E 400 411 222200		SCHOOL SPECIALTY, INC.	MS and HS Supplies/LMC Items. ORD/REF #27878392	345.33
	151601171	10 E 400 411 222200		SCHOOL SPECIALTY, INC.	Stools for High School LMC	959.16
					Totals for 151601171	2,531.45
05/31/2016	151601172	10 E 800 411 214000		SCHUBRING, ANITA	Drinking cups so students could take their medication. Cups delivered to all schools	13.96
					Totals for 151601172	13.96
05/31/2016	151601173	10 E 200 310 120000		STAPLES	masking tape for labeling furniture	41.00
					Totals for 151601173	41.00
05/31/2016	151601174	10 E 200 341 256770		STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S: 24598,24599,24600,24605,24609,24613,24614,24615,24650,24652,	180.00

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
				24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
151601174	10 E 400	341 256740	STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S:		8,653.25
				24598,24599,24600,24605,24609, 24613,24614,24615,24650,24652, 24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
151601174	10 E 400	341 256770	STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S:		1,237.60
				24598,24599,24600,24605,24609, 24613,24614,24615,24650,24652, 24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
151601174	10 E 200	341 256740	STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S:		671.25
				24598,24599,24600,24605,24609, 24613,24614,24615,24650,24652, 24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
151601174	10 E 800	341 256740	STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S:		2,258.95
				24598,24599,24600,24605,24609, 24613,24614,24615,24650,24652, 24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
151601174	10 E 100	341 256770	STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S:		160.00
				24598,24599,24600,24605,24609, 24613,24614,24615,24650,24652, 24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
151601174	27 E 700	341 256750	STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S:		382.50
				24598,24599,24600,24605,24609, 24613,24614,24615,24650,24652, 24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
151601174	27 E 700	341 256750	STUDENT TRANSIT EAU CLAIRE, IN	APRIL CHARTERS. INV #S:		123.75
				24598,24599,24600,24605,24609, 24613,24614,24615,24650,24652, 24656,24657,24669,24670,24671, 24672,24673,24674,24675.		
				Totals for 151601174		13,667.30
05/31/2016	151601175	10 E 400 411 125500	WSMA	FINANCE CHARGE FROM INV#119207		5.00
				Totals for 151601175		5.00
05/31/2016	151601176	10 E 400 342 162212	WUNDROW, RYAN	FEB 13-MAY 12, 2016 MILEAGE		268.38
				Totals for 151601176		268.38
05/31/2016	151601177	50 E 800 320 257220	CERTIFIED REFRIG & MECHANICAL	Repair warming cabinet.		287.92
	151601177	50 E 800 320 257220	CERTIFIED REFRIG & MECHANICAL	Lengthen cord and replace knob for thermostat.		341.76
	151601177	50 E 800 320 257220	CERTIFIED REFRIG & MECHANICAL	Replaced faceplate on holding cabinet in Middle School.		478.26
				Totals for 151601177		1,107.94
05/31/2016	151601178	50 E 800 415 257240	DEAN FOODS OF WISCONSIN	PES, MS, HS MILK MAY 11-18-2016		2,102.13
				Totals for 151601178		2,102.13

CHECK DATE	CHECK ACCOUNT				VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER				DESCRIPTION	
05/31/2016	151601179	50 E 800 415 257210	INDIANHEAD FOODSERVICE INC	HS BREAKFAST		99.68	
	151601179	50 E 800 415 257220	INDIANHEAD FOODSERVICE INC	HS LUNCH. INVOICE #S: 507891, 507892.		91.59	
	151601179	50 E 800 415 257220	INDIANHEAD FOODSERVICE INC	MS LUNCH. INV #S: 507889.507890.917113.382863.38 2864		73.22	
				Totals for 151601179		264.49	
05/31/2016	151601180	50 E 800 411 257220	PIZZA HUT OF EAU CLAIRE INC	MS & HS LUNCH. INV #S: 145841410001,10002,10003,40002 ,40003,40004. MAY 13 & 20, 2016		507.15	
				Totals for 151601180		507.15	
05/11/2016	201501266	10 E 800 411 252000	MAGIC-WRIGHTER	APRIL 2016 INTERNET PAYMENT TRANSACTIONS		22.50	
				Totals for 201501266		22.50	
05/11/2016	201501267	10 E 100 331 253300	XCEL ENERGY	HS, FB FIELD, MS, PES, GARAGE		1,857.09	
	201501267	10 E 100 336 253300	XCEL ENERGY	HS, FB FIELD, MS, PES, GARAGE		3,637.27	
	201501267	10 E 200 331 253300	XCEL ENERGY	HS, FB FIELD, MS, PES, GARAGE		3,275.82	
	201501267	10 E 200 336 253300	XCEL ENERGY	HS, FB FIELD, MS, PES, GARAGE		5,158.36	
	201501267	10 E 400 331 253300	XCEL ENERGY	HS, FB FIELD, MS, PES, GARAGE		120.97	
	201501267	10 E 400 336 253300	XCEL ENERGY	HS, FB FIELD, MS, PES, GARAGE		8,965.98	
	201501267	10 E 100 331 253300	XCEL ENERGY	EEC, DO, STORAGE		61.46	
	201501267	10 E 100 336 253300	XCEL ENERGY	EEC, DO, STORAGE		186.62	
	201501267	10 E 800 331 253300	XCEL ENERGY	EEC, DO, STORAGE		156.21	
	201501267	10 E 800 336 253300	XCEL ENERGY	EEC, DO, STORAGE		269.77	
				Totals for 201501267		23,689.55	
05/23/2016	201501268	10 L 000 000 811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual		1,475.90	
	201501268	27 L 000 000 811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual		500.00	
				Totals for 201501268		1,975.90	
05/23/2016	201501269	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual		67.50	
	201501269	80 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual		7.50	
	201501269	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual		14,894.52	
	201501269	27 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual		2,777.74	
	201501269	50 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual		265.03	
	201501269	80 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual		195.67	
				Totals for 201501269		18,207.96	
05/23/2016	201501270	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		78.48	
	201501270	27 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		60.16	
	201501270	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		78.66	
	201501270	27 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		61.49	
	201501270	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		233.00	
	201501270	27 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		0.00	
	201501270	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		15.35	
	201501270	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		1,608.35	
	201501270	27 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		291.67	
	201501270	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		6,057.25	
	201501270	27 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		634.00	
	201501270	80 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		78.25	
	201501270	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual		1,878.50	

CHECK DATE	CHECK ACCOUNT				INVOICE		AMOUNT
	NUMBER	NUMBER		VENDOR	DESCRIPTION		
05/23/2016	201501270	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual		84.00
					Totals for 201501270		11,159.16
05/23/2016	201501271	10 L 000 000	811612	EFTPS	Payroll accrual		523.78
	201501271	50 L 000 000	811612	EFTPS	Payroll accrual		40.00
	201501271	80 L 000 000	811612	EFTPS	Payroll accrual		7.50
	201501271	10 L 000 000	811612	EFTPS	Payroll accrual		30,366.59
	201501271	27 L 000 000	811612	EFTPS	Payroll accrual		5,270.52
	201501271	50 L 000 000	811612	EFTPS	Payroll accrual		468.07
	201501271	80 L 000 000	811612	EFTPS	Payroll accrual		474.55
	201501271	10 L 000 000	811611	EFTPS	Payroll accrual		20,610.63
	201501271	27 L 000 000	811611	EFTPS	Payroll accrual		4,007.35
	201501271	50 L 000 000	811611	EFTPS	Payroll accrual		688.17
	201501271	80 L 000 000	811611	EFTPS	Payroll accrual		283.31
	201501271	10 L 000 000	811611	EFTPS	Payroll accrual		4,820.20
	201501271	27 L 000 000	811611	EFTPS	Payroll accrual		937.21
	201501271	50 L 000 000	811611	EFTPS	Payroll accrual		160.94
	201501271	80 L 000 000	811611	EFTPS	Payroll accrual		66.26
	201501271	10 L 000 000	811611	EFTPS	Payroll accrual		4,820.20
	201501271	27 L 000 000	811611	EFTPS	Payroll accrual		937.21
	201501271	50 L 000 000	811611	EFTPS	Payroll accrual		160.94
	201501271	80 L 000 000	811611	EFTPS	Payroll accrual		66.26
	201501271	10 L 000 000	811611	EFTPS	Payroll accrual		20,610.63
	201501271	27 L 000 000	811611	EFTPS	Payroll accrual		4,007.35
	201501271	50 L 000 000	811611	EFTPS	Payroll accrual		688.17
	201501271	80 L 000 000	811611	EFTPS	Payroll accrual		283.31
					Totals for 201501271		100,299.15
05/10/2016	201501272	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARDS-05/08/16		205.00
					Totals for 201501272		205.00
05/20/2016	201501273	10 E 100 249	213000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		78.46
	201501273	10 E 100 249	222200	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		44.96
	201501273	10 E 200 249	132700	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		38.79
	201501273	10 E 200 249	136320	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		8.82
	201501273	10 E 200 249	213000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		54.66
	201501273	10 E 200 249	222200	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		90.80
	201501273	10 E 400 249	213000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		44.96
	201501273	10 E 400 249	132700	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		111.96
	201501273	10 E 400 249	136320	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		59.95
	201501273	10 E 700 249	172000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		88.16
	201501273	10 E 800 249	211100	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		141.93
	201501273	10 E 800 249	214400	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		46.72
	201501273	10 E 800 249	221910	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		135.76
	201501273	10 E 800 249	223100	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		38.79
	201501273	10 E 800 249	232100	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		129.59
	201501273	10 E 800 249	252000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		168.38
	201501273	27 E 700 249	152000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		90.80
	201501273	27 E 700 249	158100	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		464.59
	201501273	27 E 700 249	159110	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		905.37
	201501273	27 E 700 249	213000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		26.45
	201501273	27 E 700 249	214400	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		19.39
	201501273	27 E 700 249	223300	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		89.92
	201501273	10 E 150 249	213000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		41.43
	201501273	10 E 800 249	110000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		2,166.89
	201501273	10 E 800 249	215200	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		13.22

CHECK DATE	CHECK ACCOUNT			INVOICE			AMOUNT
	NUMBER	NUMBER		VENDOR	DESCRIPTION		
05/20/2016	201501273	10 E 800 249 120000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		2,096.36
	201501273	10 E 800 249 140000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		249.48
	201501273	10 E 800 249 240000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		671.75
	201501273	10 E 800 249 253000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		313.84
	201501273	10 E 800 249 254000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		126.06
	201501273	27 E 700 249 156600		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		180.72
	201501273	27 E 700 249 215200		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		76.70
					Totals for 201501273		8,815.66
05/20/2016	201501274	10 L 000 000 811614		DIVERSIFIED BENEFIT SERVICES I	FSA REIMBURSEMENTS-05/20/16		2,413.74
					Totals for 201501274		2,413.74
05/17/2016	201501275	10 L 000 000 811614		DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARDS-05/17/2016		506.51
					Totals for 201501275		506.51
05/23/2016	201501276	10 A 000 000 711100		WELLS FARGO BANK/NET PR & DIRE	NET PAYROLL-5/23/16		227,579.37
	201501276	27 A 000 000 711100		WELLS FARGO BANK/NET PR & DIRE	NET PAYROLL-5/23/16		45,753.60
	201501276	50 A 000 000 711100		WELLS FARGO BANK/NET PR & DIRE	NET PAYROLL-5/23/16		8,856.07
	201501276	80 A 000 000 711100		WELLS FARGO BANK/NET PR & DIRE	NET PAYROLL-5/23/16		3,185.85
					Totals for 201501276		285,374.89
05/27/2016	201501277	10 L 000 000 811614		DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARDS - 05/25/16		909.79
					Totals for 201501277		909.79
05/27/2016	201501278	10 L 000 000 811614		DIVERSIFIED BENEFIT SERVICES I	FSA REIMBURSEMENT - 05/27/16		350.01
					Totals for 201501278		350.01
05/27/2016	201501279	10 E 100 249 213000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.12
	201501279	10 E 100 249 222200		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.64
	201501279	10 E 200 249 132700		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.55
	201501279	10 E 200 249 136320		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.13
	201501279	10 E 200 249 213000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.78
	201501279	10 E 200 249 222200		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.30
	201501279	10 E 400 249 213000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.64
	201501279	10 E 400 249 132700		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.60
	201501279	10 E 400 249 136320		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.86
	201501279	10 E 700 249 172000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.26
	201501279	10 E 800 249 211100		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		2.03
	201501279	10 E 800 249 214400		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.67
	201501279	10 E 800 249 221910		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.94
	201501279	10 E 800 249 223100		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.55
	201501279	10 E 800 249 232100		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.85
	201501279	10 E 800 249 252000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		2.40
	201501279	27 E 700 249 152000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.30
	201501279	27 E 700 249 158100		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		6.63
	201501279	27 E 700 249 159110		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		12.93
	201501279	27 E 700 249 213000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.38
	201501279	27 E 700 249 214400		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.28
	201501279	27 E 700 249 223300		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.28
	201501279	10 E 150 249 213000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.59
	201501279	10 E 800 249 110000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		30.94
	201501279	10 E 800 249 215200		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		0.19
	201501279	10 E 800 249 120000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		29.94
	201501279	10 E 800 249 140000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		3.56
	201501279	10 E 800 249 240000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		9.59
	201501279	10 E 800 249 253000		DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		4.48

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER	NUMBER		DESCRIPTION		
05/27/2016	201501279	10 E 800 249	254000	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.80
	201501279	27 E 700 249	156600	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		2.58
	201501279	27 E 700 249	215200	DIVERSIFIED BENEFIT SERVICES I	HRA DISBURSEMENTS		1.10
					Totals for 201501279		125.89
05/31/2016	201501280	10 E 800 310	252100	EMPLOYEE BENEFITS CORPORATION	COBRA ADMINISTRATIVE FEES		129.00
					Totals for 201501280		129.00
05/31/2016	201501281	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		16,862.55
	201501281	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,985.15
	201501281	80 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		181.24
	201501281	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		3,522.27
	201501281	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		971.83
	201501281	50 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		543.83
	201501281	80 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		20.89
	201501281	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		16,862.55
	201501281	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,985.15
	201501281	80 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		181.24
	201501281	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		3,522.27
	201501281	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		971.83
	201501281	50 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		543.83
	201501281	80 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		20.89
	201501281	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		16,731.84
	201501281	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,965.35
	201501281	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		3,374.16
	201501281	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		1,000.79
	201501281	50 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		414.42
	201501281	80 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		18.58
	201501281	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		16,731.84
	201501281	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		2,965.35
	201501281	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		3,374.16
	201501281	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		1,000.79
	201501281	50 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		414.42
	201501281	80 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual		18.58
					Totals for 201501281		99,185.80
					Totals for checks		967,779.71



FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	569,681.09	0.00	196,374.97	766,056.06
21	SPECIAL REVENUE TRUST FUND	0.00	0.00	1,000.00	1,000.00
27	SPECIAL EDUCATION FUND	112,888.86	0.00	15,702.50	128,591.36
50	FOOD SERVICE	13,414.11	0.00	53,359.30	66,773.41
80	COMMUNITY SERVICE	5,089.88	0.00	269.00	5,358.88
***	Fund Summary Totals ***	701,073.94	0.00	266,705.77	967,779.71

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

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER			DESCRIPTION	
05/12/2016	8234	61 L 000 000 814551 000		PSZENICZNY, CLAIRE	SCHOLARSHIP	-250.00
					Totals for 8234	-250.00
05/10/2016	8240	61 L 000 000 814400 000		J & M FUNDRAISING, I	Butterbraid Fundraiser - ALTOONA HS BAND	302.00
					Totals for 8240	302.00
05/12/2016	8241	61 L 000 000 814551 000		NODLAND, NICOLA	SCHOLARSHIP	250.00
					Totals for 8241	250.00
05/12/2016	8242	61 L 000 000 814309 000		SCHOOL DISTRICT OF A	Action City for high schoolers out of balloon fund	50.00
					Totals for 8242	50.00
05/31/2016	8243	61 L 000 000 814216 000		SCHOOL ANNUAL PUBLIS	Payment for 2015-2016 Yearbook. FINAL PAYMENT	1,050.00
					Totals for 8243	1,050.00
05/31/2016	????????	61 L 000 000 814309 000		MISSISSIPPI WELDERS	Helium for Balloon Bouquets	306.51
					Totals for 151601181	306.51
					Totals for checks	1,708.51

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
61	EXTRA CURRICULAR FUND	1,708.51	0.00	0.00	1,708.51
***	Fund Summary Totals ***	1,708.51	0.00	0.00	1,708.51

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

# AIS

SLO Board Presentation

# Baseline & Rationale

Last year the Altoona Intermediate School chose a reading focus for the school's SLO. It was identified that reading was an area in need of improvement based on the universal screener/benchmark data.

Gary chose a reading focus for the school's SLO again this year in order to continue improvement of student reading.

The AIS staff decided to align our SLO with that of the school SLO to maximize student outcomes in the area of reading.

# SLO

By spring of 2016, 80% of Altoona Intermediate School students will improve their STAR reading assessment scaled score by at least 50 points from their fall STAR reading assessment scaled score.

# Baseline Data

All students took the STAR 360 Reading Assessment in September of 2015. The scores can range from 0-1400 per STAR norms.

Number of Students	Score Range
0	0-50
10	51-100
2	101-150
6	151-200
9	201-250
17	251-300
18	301-350
12	351-400
31	401-450
31	451-500
21	501-550
22	551-600
18	601-650
14	651-700
10	701-750
4	751-800
2	801-850
4	951-900
5	901-950
3	951-1000
0	1001-1050
0	1051-1100
0	1101-1150
0	1151-1200
2	1201-1250
0	1251-1300
0	1301-1350
0	1351-1400

# SLO Plan

- ▣ **In Dec.** all staff set their individual SLO and PPG.
- ▣ Students were assessed **in Jan.** using STAR.
- ▣ **In Jan.** Mid-Interval EE meetings with all staff members (summary and non summary) to track progress toward SLO.
- ▣ Student reading achievement was also monitored through analysis of common assessments for each unit within the AIS Professional Learning Community (PLC)



# January Progress Check

Mid-Interval Meetings with Andrea-exactly 80% of students were progressing at this point.

STAR Benchmark Assessment Results: Percentages in parentheses indicate increase/decrease from Fall #2 scores

Grade 4					Grade 5				
Meeting & Exceeding	Fall	Fall #2	Winter	Spring	Meeting & Exceeding	Fall	Fall #2	Winter	Spring
Math	72%	67%	66%		Math	58%	66%	65%	
Reading	54%	62%	58%		Reading	48%	60%	64%	

4 <sup>th</sup> Grade	Fall		Fall #2		Winter		Spring	
	Math	Reading	Math	Reading	Math	Reading	Math	Reading
Mt./Exceeding: 40 PR and Above	72%	54%	67% (-5%)	62% (+8%)	66% (-1%)	68% (+6%)		
Appro./Inter.: Below 40 PR	10%	13%	21% (+11%)	18% (+5%)	17% (-4%)	18% (-/+0%)		
Below/Urgent Intervention: Below 20 PR	18%	32%	12% (-6%)	20% (-12%)	16% (+4%)	14% (-3%)		

5 <sup>th</sup> Grade	Fall		Fall #2		Winter		Spring	
	Math	Reading	Math	Reading	Math	Reading	Math	Reading
Meeting/Exceeding: 40 PR and Above	58%	48%	66% (+8%)	60% (+12%)	65% (-1%)	64% (+4%)		
Approach./Inter.: Below 40 PR	19%	19%	18% (-1%)	23% (+4%)	19% (+1%)	20% (-3%)		
Below/Urgent Intervention: Below 20 PR	23%	22%	16% (-7%)	17% (-5%)	16% (-)	16% (-1%)		

Teacher	Benchmark Period	ELA		
		Red	Yellow	Green
1	Fall #1/Sept.	6/25=24%	6/25=24%	13/25=52%
	Fall #2/Nov	3/25=12%	2/25=8%	19/25=76% (1 Blue)
	Winter/Jan.	1/25=4%	4/25=16%	20/25=80%
	Spring/April			
2	Fall #1/Sept.	11/25=44%	5/25=20%	9/25=36%
	Fall #2/Nov	11/25=44%	5/25=20%	9/25=36%
	Winter/Jan.	5/25=20%	6/25=24%	14/25=56%
	Spring/April			
3	Fall #1/Sept.	6/25=24%	5/25=20%	14/25=56%
	Fall #2/Nov	3/25=12%	3/25=12%	16/25=64% (3 Blue)
	Winter/Jan.	3/25=12%	3/25=12%	16/25=64% (3 Blue)
	Spring/April			
4	Fall #1/Sept.	9/25=36%	4/25=16%	12/25=48%
	Fall #2/Nov	6/25=24%	5/25=20%	13/25=52% (1 Blue)
	Winter/Jan.	7/25=28%	2/25=8%	16/25=64%
	Spring/April			
5	Fall #1/Sept.	4/22=18%	4/22=18%	12/22=55% (2 Blue)
	Fall #2/Nov	4/23=17%	4/23=17%	15/23=65%
	Winter/Jan.	4/24=17%	3/24=13%	17/24=71%
	Spring/April			
6	Fall #1/Sept.	8/24=33%	1/24=4%	12/24=50% (1 Blue)
	Fall #2/Nov	3/24=13%	6/24=25%	15/24=63%
	Winter/Jan.	1/24=4%	3/24=13%	19/24=79%
	Spring/April			
7	Fall #1/Sept.	5/24=21%	2/24=8%	17/24=71%
	Fall #2/Nov	2/24=8%	2/24=8%	19/24=79% (1 Blue)
	Winter/Jan.	2/24=8%	3/24=13%	19/24=79%
	Spring/April			
8	Fall #1/Sept.	6/24=25%	4/24=17%	14/24=58%
	Fall #2/Nov	6/24=25%	5/24=21%	12/24=50% (1 Blue)
	Winter/Jan.	6/24=25%	5/24=21%	12/24=50% (1 Blue)
	Spring/April			
9	Fall #1/Sept.	2/22=9%	11/22=50%	9/22=41%
	Fall #2/Nov	1/23=4%	5/23=22%	17/23=74%
	Winter/Jan.	1/23=4%	5/23=22%	16/23=70% (1 Blue)
	Spring/April			
10	Fall #1/Sept.	9/23=39%	5/23=22%	9/23=39%
	Fall #2/Nov	7/23=30%	7/23=30%	9/23=39%
	Winter/Jan.	6/23=26%	7/23=30%	9/23=39% (1 Blue)
	Spring/April			

# Further PD

- ▣ **Jan.** further training on STAR and how to utilize the reports to inform instruction.
- ▣ **End of Jan. & Feb.** professional development for staff on guided reading practice and effective teaching practices, which continued through the end of the year.
- ▣ **Feb.-May** goal setting with students – individual and school-wide, which continued through the end of the year.
- ▣ **April** – there were questions about whether or not a student met the goal, more specifically the duration of the goal. We needed additional PD to build our understanding of the SLO process – DPI, *Student/School Learning Objectives Guidebook 2015-16*.
- ▣ *Identify the SLO Interval* – Next, educators must identify the SLO interval. An SLO interval typically extends across an entire school year, but shorter intervals are possible (e.g., semester for secondary school academic outcomes). The interval must reflect the duration of time an educator is responsible for the target population's instruction.
- ▣ Based on this, we next went back to the work of Assessment Gurus (Myron Dueck and Ken O'Connor), to determine if students had met the goal for the duration of the year.

# End of Year Progress

Teacher 1:  $20/24 = 83\%$

Teacher 2:  $24/25 = 96\%$

Teacher 3:  $21/25 = 84\%$

Teacher 4:  $20/25 = 80\%$

Teacher 5:  $19/23 = 83\%$

Teacher 6:  $19/25 = 76\%$

Teacher 7:  $20/23 = 87\%$

Teacher 8:  $14/25 = 56\%$

Teacher 9:  $21/22 = 95\%$

Teacher 10:  $17/23 = 74\%$

# End of Year Progress

By spring of 2016, 80% of Altoona Intermediate School students will improve their STAR reading assessment scaled score by at least 50 points from their fall STAR reading assessment scaled score.

**SLO met!!! 81.25%**



The following revision to Policy 133 is an update required by July 1 as per Section 120.12(28).

School boards are now required to adopt a policy addressing how they will fill a board vacancy if it is not filled within 60 days of the date on which the vacancy first exists.

Cause of Vacancies

**Board Member Resignation:** If for reasons of health, change in domicile, or any other compelling reason a board member decides to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for this exigency.

Resignations shall be made in writing and delivered to the Board Clerk. The resignation shall take effect at the time indicated in the written resignation, or if no time is therein indicated, then upon delivery of the resignation.

**Removal of Board Member:** Board members may be removed from office for cause by the judge of the circuit court having jurisdiction over the school district.

Filling Vacancies

Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the procedural guidelines outlined in this policy.

A qualified elector who is selected to fill a Board vacancy shall not take office unless and until he/she has taken and filed the oath of office. The oath shall be filed on or before any date or deadline that the Board establishes for the appointee to take office. Upon taking and filing the oath, the individual will file a campaign registration statement if required to do so by law.

**Appointments: Appointment Guidelines:** During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. Any such attempt to fill the vacancy shall be consistent with the following guidelines:

~~Vacancies on the Board are filled by appointment made by the remaining members of the Board.~~ A notice of any vacancy will be published both in the Board meeting minutes when the vacancy occurs, on the district website and a three day ad will be published in the local newspaper. The notice shall include a deadline for applying to fill the vacancy. The deadline shall be at least 14 days after the date that the notice is first placed.

Any qualified prospective candidate shall review the policies on Board Member Qualifications and submit a letter of interest to the school board president ~~before the next regular board meeting~~ prior to the deadline given. Applications received by the specified deadline are assured consideration. If one or no applications are received by the deadline, the Board President may direct that the solicitation of interest be re-issued with the deadline for assured consideration extended by up to an additional 14 days. The Board President shall ensure that all Board members are informed of any such extension.

All letters of interest submitted will be placed on the agenda in the meeting packet for review. ~~The Board may elect to conduct interviews with potential candidates.~~

On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a sworn declaration of eligibility to hold the vacant board seat.

The Board shall consider all of the identified potential appointees at a properly noticed meeting of the Board. Each potential appointee shall be given an opportunity to make a statement in support



of their possible appointment to serve on the Board. The Board may ask questions of one or more of the potential appointees.

The person appointed shall hold office until a successor is elected at a regular Board election.

Unless a majority of the Board approves the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast.

#### **Vacancies Remaining Unfilled for More Than 60 Days:**

If a vacancy has not been filled by an appointment made within 60 days of the date on which the vacancy first exists, the Board will attempt to fill the vacancy using the following procedure:

If a duly-elected successor (i.e., elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, no other appointee shall serve in the vacant seat in the interim.

If the vacancy is not filled by the duly-elected successor in office pursuant to the previous paragraph, then at a regular Board meeting held no later than 45 days after the end of the initial 60-day period of the vacancy, the Board shall attempt to appoint a qualified elector to fill the vacancy by a majority vote. If after five rounds of voting the Board still has been unable to fill the vacancy, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee.

A nominee must be a qualified elector who has submitted a sworn declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. Each Board member who is present at the meeting may nominate, or support the nomination of, only one nominee.

Each nominee, if any, whose nomination is supported by at least 2 Board members (inclusive of the Board member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy.

If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existed, then the procedures listed above shall be repeated at Regular Board meetings held at approximately monthly intervals until either the vacancy is filled or there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

**Temporary Vacancies for Military Leave:** If a board member enters the armed forces of the United States and removes himself or herself temporarily from the school district, such temporary removal shall constitute a temporary vacancy of office.

Temporary vacancies shall be filled as other vacancies are filled, except that no election need be held to fill any part of a temporary vacancy. The term of the person appointed shall not extend beyond the expiration of the term of the board member who entered federal service. In the event the original board member completes the federal service and returns to the district during his or her original term of office, the board member may file with the clerk of the district or municipality, within 40 days of completing the federal service, a statement under oath that the federal service has terminated and that the board member elects to resume office. Upon the filing of the statement the term of the temporary board member shall cease, and the returning board member shall be entitled to resume the duties of the office.

LEGAL REF.: ~~17.01 (12)~~, 17.01 (13), 17.03, ~~17.13~~, 17.17(5), 17.26, 17.035, 17.17(5), 17.26, 19.01, 59.23(2)(s), 120.05(1)(d), 120.06(10), 120.12(28), 120.17(1) Wisc. Statutes

ADOPTED: ~~08/06/12~~

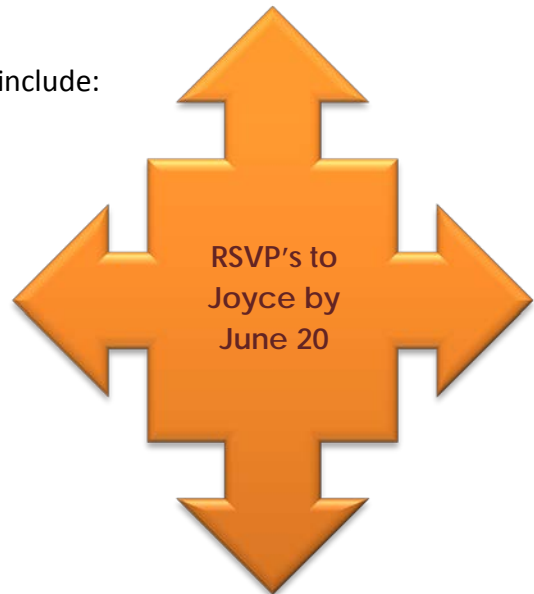




The WASB Summer Leadership Institute is an opportunity for school board members and administrators to network with colleagues around the state and gain the knowledge and insights necessary to lead their districts. The day will feature a variety of sessions on school finance, school law, board leadership, and student achievement to allow members to customize their learning experience. The day will wrap up with a legislative update and interactive visioning session on the future of public education funding. Share your ideas.

Some of the sessions offered at this year's conference include:

- Fundamentals of Wisconsin School Finance
- Effective Board-Superintendent Teams
- Alternative Teacher Compensation: A Career Ladder Approach
- Using Community Survey Data to Define Your Upcoming Referendum
- Financial Assessment: A Critical Tool



These are just a sampling of the sessions. For the complete list of sessions along with descriptions, visit the [event schedule](#). Sessions begin at 8:30 AM.

---

Registration fee: \$145 includes continental breakfast, lunch and materials

The School Board shall meet at least once each month for the purpose of conducting official business. The date, time and location of the regular Board meetings shall be determined for the upcoming year (July through June) in the month of May. Thereafter a scheduled regular meeting may be modified at a later time by a majority vote of the Board.

Three (3) members present and voting shall constitute a quorum.

The Board President shall start all meetings at the appointed hour. The Board shall act on the minutes of previous meetings, the bills to be paid, and other matters brought before it as per the agenda and public notice. The order of business established on the prepared agenda shall be followed, unless altered by a majority vote of the Board members present at the meeting under a consent agenda process.

Board member and public notice of regular Board meetings shall be given in accordance with state law and established Board policies.

LEGAL REF.: 120.11(1), 19.81(2), 19.83, 19.84, 19.95 Wisc. Statutes

ADOPTED: 11/17/80  
AMENDED: 09/04/12

ALTOONA BOARD OF EDUCATION

Board Calendar for 2016/17

July 18	Regular Meeting
August 8 *	Regular Meeting
August 22 *	Regular Meeting
September 6 (Tuesday)	Regular Meeting
September 19	Annual Budget Hearing/Annual Meeting/Regular Meeting
October 3	Regular Meeting
October 17	Regular Meeting
November 7	Regular Meeting
November 21	Regular Meeting
December 5	Regular Meeting
December 19	Regular Meeting
January 9 *	Regular Meeting
January 23 *	Regular Meeting
February 6	Regular Meeting
February 20	Regular Meeting
March 6	Regular Meeting
March 20	Regular Meeting
April 3	Regular Meeting
April 17	Regular Meeting
May 1	Organizational Meeting/Regular Meeting
May 15	Regular Meeting
June 5	Regular Meeting
June 19	Regular Meeting

\* 2nd/4th Monday's

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

Adopted: 5/16/16

SCHOOL DISTRICT OF ALTOONA ENROLLMENT DATA FOR 2015/16

2014/15 September and June Totals:

	<u>K4</u>	<u>K</u>	<u>K .5</u>	<u>Gr 1</u>	<u>Gr 2</u>	<u>Gr 3</u>	<u>Gr 4</u>	<u>Gr 5</u>	<u>Gr 6</u>	<u>Gr 7</u>	<u>Gr 8</u>	<u>Gr 9</u>	<u>Gr 10</u>	<u>Gr 11</u>	<u>Gr 12</u>	<u>Totals</u>
19-Sep-2014	86	118	1	137	128	108	127	116	105	100	110	104	119	110	92	1561
2-Jun-2015	85	123	1	135	121	109	130	116	109	101	109	101	114	109	88	1551

2015/16 Monthly District Totals:

	<u>K4</u>	<u>K</u>	<u>K .5</u>	<u>Gr 1</u>	<u>Gr 2</u>	<u>Gr 3</u>	<u>Gr 4</u>	<u>Gr 5</u>	<u>Gr 6</u>	<u>Gr 7</u>	<u>Gr 8</u>	<u>Gr 9</u>	<u>Gr 10</u>	<u>Gr 11</u>	<u>Gr 12</u>	<u>Totals</u>
31-Aug-2015	102	112	0	129	136	118	106	143	121	104	99	110	106	113	106	1605
18-Sep-2015	99	112	0	128	137	117	106	140	121	104	98	107	106	112	103	1590
16-Oct-2015	99	113	0	128	136	119	106	143	122	104	98	108	106	113	103	1598
11-Nov-2015	97	112	0	128	137	116	107	142	122	101	95	109	106	111	103	1586
8-Dec-2015	97	112	0	127	136	116	105	141	121	100	94	108	105	110	103	1575
8-Jan-2016	97	113	0	127	135	118	106	138	121	101	93	108	105	109	102	1573
8-Feb-2016	97	112	0	127	135	117	105	141	121	100	94	108	105	110	103	1575
21-Mar-2016	98	114	0	128	135	119	108	140	120	102	94	108	105	109	102	1582
21-Apr-2016	98	113	0	129	135	119	108	139	120	103	94	108	104	110	102	1582
12-May-2016	97	113	0	129	136	119	108	139	120	103	94	108	104	110	101	1581
* K-12= on campus only															Average Enrollment:	1582

Sept - Present

School Totals This Month:

	<u>K4</u>	<u>K</u>	<u>Gr 1</u>	<u>Gr 2</u>	<u>Gr 3</u>	<u>Total</u>	<u>Last Sept</u>
<b>Elementary School</b>	97	113	129	136	119	594	594
		<u>Gr 4</u>	<u>Gr 5</u>				
<b>Intermediate School</b>	108	139				247	247
		<u>Gr 6</u>	<u>Gr 7</u>	<u>Gr 8</u>			
<b>Middle School</b>	120	103	94			317	317
		<u>Gr 9</u>	<u>Gr 10</u>	<u>Gr 11</u>	<u>Gr 12</u>		
<b>High School</b>	108	104	110	101		423	424
					<b>Total:</b>	1581	1582

\* 8/31 report preliminary;  
not included in average

# School District of Altoona

TITLE: Administrative Assistant – Athletic Director’s Office

JOB ANALYSIS: The Administrative Assistant position provides service and support to students, parents, general public, and district employees.

REPORTS TO: Athletic Director

## DUTIES AND RESPONSIBILITIES

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

- Assist with and maintain calendars, schedules and meetings.
- Enter all the rosters and emails the coaches regarding student attendance.
- Do the Skylerts regarding athletics.
- Sell the season passes and take care of the senior passes.
- Answer all the calls from parents, students, other schools regarding sporting events.
- Prepare all rosters for other schools programs.
- Manage the facility reservations and billing for usage.
- Manage the workers for home games (tickets, crowd control, etc).
  - Schedule workers and manage payments.
- Organize and schedule team photos.
- Keep activities updated in skyward for state data.
- Create and prepare all programs for home games
- Input information for P.O.’s
- Prepare money boxes for home games and count after completion of games.
- Weekly events email to our staff and the opposing schools to confirm the events.
- Prepare and send letters to parents and athletes for code violations.
- Organize weekly bussing schedule with student transit and coaches.
- Organize and keep track of awards (pins, bars, etc).
- Organize coaches’ contracts.
- Prepare financial statements for the WIAA
- Order senior athlete plaques
- Keep open communication with the booster club.
- Line up lower level officials and non-conference officials.
- Keep gym banners updated.
- Prepare materials for the athletic code meetings.
- Create/organize game contracts with other schools.
- Prepare and distribute correspondence, letters, memos, files, records, reports, charts and other forms related to department functions such as invitational, tournaments, and athletic contests.
- Provide clerical assistance for building. This may include phone coverage, greeting/ reception duties, typing, data entry, preparing correspondence, filing, and copying
- Create reports and spreadsheets of information and perform moderate analysis of data as requested using basic computer software.
- Coordinate and prepare school/athletic reports publications and official reports.
- Coordinate other events and projects for the department as requested by supervisor which may include the following: athletic events, sport awards night, reserving of facilities, etc.

- Prepare and distribute purchase orders and requests for payment as situation requires.
- Assist in coordinating workers and paying all home officials.
- Assist with bookkeeping, place and track supply orders, prepare basic reports, and collect fees.
- Assist in preparing related reports, deposits, and reconciling accounts and other activities.
- Register athletes for new season of sports. Maintain current records including physicals, rosters and contact information. Maintain weekly eligibility reports and check eligibility of athletes.
- Assist in making arrangements for all play-off games.
- Compile data and prepare reports for state, federal, and/or other regulatory agencies.
- Provide emails and Skylerts to parents with important information.
- Provide backup coverage for other school positions as necessary.
- Perform other duties as assigned.

QUALIFICATIONS:

- High School diploma or equivalent required.
- Minimum of three years of satisfactory experience working in a school or office setting with the general public, or completion of a two year vocational program.
- Associate degree or higher in Administrative Professional field preferred. Experience in a school setting is preferred but not required.
- Strong knowledge of Windows XP, Windows 7, Excel and publisher, and appropriate application software in a network environment.
- Demonstrated ability to effectively interact with others in person, by phone or in written communication.
- Successful bookkeeping training or experience.
- Demonstrated ability to maintain confidentiality of records, discussions and other correspondence regarding all school related matters.
- Current certification in first aid and CPR (or secure such certification within the first semester of employment).
- Demonstrated ability to learn and use a variety of office equipment including but not limited to copiers, facsimiles, and multi-line telephone systems.
- Demonstrated ability to learn new tasks and skills quickly with little supervision.
- Successful experience and/or training in supervising adult workers.
- Demonstrated ability to assume responsibility for routine decisions in the absence of an immediate supervisor.
- Must have and maintain a valid driver's license and have a good driving record.

PERSONAL ATTRIBUTES REQUIRED:

- Must be friendly, welcoming and positive.
- 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 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 communicate effectively to ask or respond to questions, provide information and assistance.
- 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: