



School District of Altoona

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

Greg Fahrman, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
December 5, 2011
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Approval of Minutes
 - a. November 21, 2011 Special Meeting
 - b. November 21, 2011 Regular Meeting
6. Public Participation (All remarks are to be addressed to the Board; members of the public may not discuss among themselves as an audience. 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
7. Treasurer's Report
 - a. Approval of Checks for Payment
 - (1) General fund checks totaling \$875,603.45
 - (2) Student activity fund checks totaling \$6,384.08
 - (3) Debt service checks totaling \$-0-
8. Information
 - a. Administrative Reports
 - (1) Character Education Coaching, Jeff Pepowski
 - (2) Elementary Language Arts (Grades 1-4) Mini-Laptop Update, Chelsea Bellville
 - b. Committee Meeting Report
 - c. General Information
 - d. President Report
 - (1) WASB Educator Effectiveness and Compensation Seminar, December 2
 - (2) Superintendent Search Update, Joyce Orth
 - e. Superintendent's Report

Altoona Board of Education, December 5, 2011

9. Board Action after Consideration and Discussion
 - a. Consider Resignation of Food Service Employee
 - b. Consider Employment Recommendation to Fill Extracurricular Positions
 - c. Consider Approval of Rule 370 – Altoona School District Activities Code
 - d. Consider Amendment of Policy 610 – Fiscal Management Goals
 - e. Consider Amendment of Policy 620 – Annual Operating Budget
 - f. Consider Initial Adoption of Policy 652 – Revenues from Investments
 - g. Consider Amendment of Policy 653 – Gate Receipts and Admissions
 - h. Consider Amendment of Policy 655 – Leasing of District-Owned Sites, Buildings and Equipment
 - i. Consider Initial Adoption of Policy 656 – Student Fees
 - j. Consider Amendment of Policy 661.1 – Check Writing Services
 - k. Consider Initial Adoption of Policy 662.1 – Student Activity Funds Management
 - l. Consider Amendment of Policy 662.2 – Petty Cash Funds
 - m. Consider Amendment of Policy 664 – Cash in School Buildings
 - n. Consider Amendment of Policy 671.2 – Expense Reimbursement
 - o. Consider Amendment of Policy 671.3 – Salary Deductions/Withholding
 - p. Consider Amendment of Policy 672 – Purchasing
 - q. Consider Approval of Rule 672 – Purchase Order Procedures
 - r. Consider Amendment of Policy 672.41 – Sales Calls and Demonstrations
 - s. Consider Initial Adoption of Policy 673 – Payment Procedures
 - t. Consider Amendment of Policy 680 – Fiscal Accounting and Reporting
 - u. Consider Amendment of Policy 683 – Asset Management
 - v. Consider Amendment of Policy 690 – Disposal of School Property
 - w. Consider Approval of Rule 690 – Online Auction Procedures for Sale of Surplus Property
 - x. Consider Amendment of Policy 840 – Public Gifts to the Schools
 - y. Consider Approval of Rule 840 – Guidelines for Acceptance of Gifts
 - z. Consider Approval of Exhibit 840 – Gift Acceptance Checklist
10. Adjournment

In partnership with our students, their families and the community, the vision of the School District of Altoona is to build a foundation for life-long learning and the emotional well-being of our students as we offer “large school opportunities with a small school approach” on our unique single campus setting.



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Greg Fahrman, Superintendent

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ALTOONA BOARD OF EDUCATION
Special Meeting/Work Session
District Board Room
November 21, 2011
8:00 a.m.

1. The Special Meeting/Work Session of the Altoona Board of Education was called to order by Board President, Edward Bohn at 8:02 a.m. in the district board room.
2. Roll call was taken and the following were present:
Edward P. Bohn, President (left at 9:50 a.m.) Robert (Red) A. Hanks, Treasurer
Helen S. Drawbert, Vice President Michael J. Hilger, Member
Robin E. Elvig, Clerk Joyce M. Orth, Board Secretary
3. Reading of Public Notice. All posting requirements were met.
4. Pledge of Allegiance
5. Superintendent Search Considerations. Dennis Richards, WASB Search Services Consultant, shared his background and qualifications, along with a draft timeline and range of services that could be provided. The recommended process would include focus group input from staff and community, an initial announcement of vacancy, the posting, and assistance with essay questions and interview questions. A public forum introducing the finalists to the community, involvement in final interviews and contract negotiations are among other options that could be included. The board was in agreement to proceed and authorized an amount not to exceed \$5,000 for WASB services: Motion by Hilger to approve WASB Superintendent Search consultation services not to exceed \$5,000, seconded by Drawbert. Hanks, no; Drawbert, yes; Elvig, yes; Hilger, yes; Bohn, yes. Motion carried 4-1. As the local search coordinator, Joyce will facilitate the effort locally. Focus groups will be held to help determine the criteria for selecting a new superintendent. Salary range for the position was also discussed. A follow up meeting was tentatively scheduled for 8:00 a.m. on December 19. While the timeline was not finalized, the board is considering an earlier hire date than previously determined.
6. Adjournment. Motion by Hanks to adjourn at 10:15 a.m., seconded by Elvig. Elvig, yes; Hilger, yes; Hanks, yes; Drawbert, yes; Bohn, absent. Motion carried 4-0.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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Greg Fahrman, Superintendent

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ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
November 21, 2011
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Edward Bohn, at 6:30 p.m. in the Altoona commons addition.
2. Roll call was taken and the following were present:
Edward P. Bohn, President
Helen S. Drawbert, Vice President
Robin E. Elvig, Clerk
Robert (Red) A. Hanks, Treasurer
Michael J. Hilger, Member
Gregory J. Fahrman, 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. Approval of Minutes. a. November 2, 2011 Special Meeting. Motion by Hanks to approve the November 2, 2011 minutes as presented, seconded by Drawbert. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0. b. November 7, 2011 Special Meeting. Motion by Hanks to approve the November 7, 2011 Special Meeting minutes as presented, seconded by Elvig. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0. c. November 7, 2011 Regular Meeting. Motion by Hanks, to approve the November 7, 2011 Regular Meeting minutes as presented, seconded by Drawbert. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0. d. November 10, 2011 Special Meeting. Motion by Hanks to approve the November 10, 2011 minutes as presented, seconded by Hilger. Hilger, yes; Hanks, yes; Elvig, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0.
6. Public Participation. a. Non-Agenda items - public comment and concern. (1) Joyce Orth confirmed the December 19, 8:00 a.m. Special Meeting. b. Agenda items - public comment and concern. None.
7. Treasurer's Report. a. Approval of Checks for Payment. Motion by Elvig to approve general fund checks totaling \$600,644.27 and student activity fund checks totaling \$1,923.61 as presented, seconded by Drawbert. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0.
b. Approval of Treasurer's Report. Motion by Drawbert to approve the Treasurer's Report as presented, seconded by Hilger. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0.
8. Information. **a. Committee Meeting Report.** (1) Altoona Area Foundation. Greg Fahrman and Ed Bohn reviewed the Foundation meeting they attended on November 9. Star Grants were awarded to the Chippewa Valley Free Clinic and to the middle school to help fund the Courage Retreat.

(2) Parks and Recreation Committee. Ed Bohn shared agenda items from the November 14 meeting. Topics of discussion included the location of the Parks and Recreation department, a needs assessment process, a proposal for a VFW Veteran’s Memorial and more. A monthly meeting schedule was established. **b. General Information.** (1) Policies for Discussion: IGDK-R – Altoona School District Activities Code and Fiscal Management Policies. Scott Hayden, activities director reviewed the proposed changes to the Activities Code. For the most part the proposal reflects a change in the steps, from five to three, for AODA violations. A section dealing with electronic transmissions is also included. The proposal will come back for approval at the next meeting, and would go into effect for the 2012/13 season. In addition, Fiscal Management (Section 600, formerly Section D) and related policies (840, 840E, 840R) reviewed by Nancy Dorman, WASB policy consultant, were discussed. **c. President Report.** (1) State Education Convention. Joyce distributed registration forms for the January 17-20 convention. Board members should return their forms by December 12. **d. Superintendent’s Report.** (1) Library Board Meeting. Greg Fahrman shared an update from the November 16 meeting. (2) Enrollment Update. Student enrollments as of November 15 were reviewed: Pedersen, 623; middle school, 441; and high school 448 for a district total of 1512. (3) Budget Projection Update and Referendum Scope. The administration recommended that the board reconsider the scope of the April 3 referendum, and several budget projection scenarios were discussed. A change to a lower referendum amount would reflect the board’s desire to keep the increase to taxpayers under \$2.00 per thousand. Under new calculations made due to lower-than projected state aid estimates across the state, the \$1,500,000 referendum previously approved would result in an increase in the mill rate to nearly \$3.00 per thousand of equalized value (or approximately \$300 per year on a \$100,000 home) in 2012/13. One of the scenarios reviewed, adjusting the referendum dollar amount to \$900,000 for each of the 2012/13 through 2015/16 school years, would result in an estimated increase of \$1.73 per thousand in 2012/13. (See 9.c.)

9. Board Action after Consideration and Discussion. **a. Consider Extracurricular Resignations**. Motion by Hanks to accept the resignations of Steve Poirier, high school wrestling assistant coach and Julie Scott, 7/8 grade drama head coach, seconded by Elvig. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0. **b. Employment Recommendation to Fill Extracurricular Positions**. Motion by Drawbert to employ coaches/advisors for the 2011/12 season as recommended: Terri Hanson and Kim Wardean, middle school forensics co-advisors; Melissa Martin and Tammy VanBlarcom, DI (Destination ImagiNation) team co-advisors; Amy Thiede and Scott Thiede, DI team co-advisors; Katrina Klatt and Matt Klatt, DI team co-advisors; Angi Goodwin, DI; Kathy Kent, DI; and Adam Schroyer grade 7 boys basketball, seconded by Hanks. Hilger, yes; Hanks, yes; Elvig, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0. **c. Reconsider Scope of Spring Referendum**. Motion by Drawbert to reaffirm the April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, adjusting the dollar amount to \$900,000 for each of the 2012/13, 2013/14, 2014/15 and 2015/16 school years, seconded by Hanks. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0. (See 8.d.(3))
10. Adjournment. Motion by Hanks to adjourn at 9:27 p.m., seconded by Elvig. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for December 5, 2011 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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POST	CHECK	CHECK ACCOUNT					INVOICE		
MONTH	DATE	NUMBER	NUMBER			VENDOR	DESCRIPTION	AMOUNT	
November	11/23/2011	127068	10 L 000 000	811670	000	AXA EQUITABLE	Payroll accrual	1,000.00	
November	11/23/2011	127068	10 L 000 000	811670	000	AXA EQUITABLE	Payroll accrual	1,000.00	
							Totals for 127068	2,000.00	
November	11/23/2011	127069	10 L 000 000	811690	000	GREAT LAKES HIGHER EDUCAT	Payroll accrual	288.87	
							Totals for 127069	288.87	
November	11/23/2011	127070	10 L 000 000	811670	000	RELIASTAR LIFE INS COMPAN	Payroll accrual	150.00	
November	11/23/2011	127070	10 L 000 000	811670	000	RELIASTAR LIFE INS COMPAN	Payroll accrual	150.00	
							Totals for 127070	300.00	
November	11/23/2011	127071	10 L 000 000	811670	000	THRIVENT FINANCIAL BANK	Payroll accrual	150.00	
November	11/23/2011	127071	10 L 000 000	811670	000	THRIVENT FINANCIAL BANK	Payroll accrual	150.00	
							Totals for 127071	300.00	
November	11/23/2011	127072	10 L 000 000	811690	000	UW-EAU CLAIRE	Payroll accrual	187.40	
							Totals for 127072	187.40	
November	11/23/2011	127073	10 L 000 000	811690	000	VALUE AUTO MART OF EAU CL	Payroll accrual	50.00	
							Totals for 127073	50.00	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	233.00	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	84.70	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	84.70	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	233.00	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	226.18	
November	11/23/2011	127074	27 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	198.49	
November	11/23/2011	127074	80 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	3.16	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	3,021.94	
November	11/23/2011	127074	27 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	404.12	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	226.18	
November	11/23/2011	127074	27 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	205.19	
November	11/23/2011	127074	80 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	3.16	
November	11/23/2011	127074	10 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	3,021.94	
November	11/23/2011	127074	27 L 000 000	811650	000	WEST CENTRAL EDUCATION AS	Payroll accrual	404.12	
							Totals for 127074	8,349.88	
November	11/23/2011	127075	10 L 000 000	811680	000	WI SCTF	Payroll accrual	187.50	
November	11/23/2011	127075	10 L 000 000	811680	000	WI SCTF	Payroll accrual	46.98	

POST	CHECK	CHECK ACCOUNT			INVOICE	
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/23/2011	127075	27 L 000 000 811680 000	WI SCTF	Payroll accrual	7.02
					Totals for 127075	241.50
November	11/23/2011	127077	10 A 000 000 715632 000	WEA INSURANCE TRUST	DEC BILLING IN NOV 2011/RETIREE	45,395.34
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	DEC BILLING IN NOV 2011	3,494.99
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	1,143.02
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	166.94
November	11/23/2011	127077	50 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	6.75
November	11/23/2011	127077	80 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	0.00
November	11/23/2011	127077	99 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	7.56
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	3,624.66
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	509.34
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	313.20
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	43.80
November	11/23/2011	127077	50 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	3.00
November	11/23/2011	127077	99 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	3.00
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	10,645.53
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	1,591.36
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	99.32
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	43.46
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	84,466.33
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	15,065.70
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	7,123.16
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	1,247.83
November	11/23/2011	127077	50 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	66.85
November	11/23/2011	127077	99 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	66.85
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	10,645.53
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	1,591.36
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	99.32
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	43.46
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	84,466.33
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	15,065.70
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	313.20
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	43.80
November	11/23/2011	127077	50 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	3.00
November	11/23/2011	127077	99 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	3.00
November	11/23/2011	127077	10 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	1,143.02
November	11/23/2011	127077	27 L 000 000 811631 000	WEA INSURANCE TRUST	Payroll accrual	166.94

POST	CHECK	CHECK ACCOUNT						INVOICE		
MONTH	DATE	NUMBER	NUMBER				VENDOR	DESCRIPTION	AMOUNT	
November	11/23/2011	127077	50 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	6.75	
November	11/23/2011	127077	80 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	0.00	
November	11/23/2011	127077	99 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	7.56	
November	11/23/2011	127077	10 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	3,624.66	
November	11/23/2011	127077	27 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	509.34	
November	11/23/2011	127077	10 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	7,123.16	
November	11/23/2011	127077	27 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	1,247.83	
November	11/23/2011	127077	50 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	66.85	
November	11/23/2011	127077	99 L 000 000 811631 000				WEA INSURANCE TRUST	Payroll accrual	66.85	
Totals for 127077									301,365.65	
November	11/18/2011	127078	21 E 800 411 214400 858				ALTOONA SCHOOLS FOOD SERV	Case of pomegranates	30.95	
November	11/18/2011	127078	10 E 400 411 120000 000				ALTOONA SCHOOLS FOOD SERV	Snacks for 10th grade testing	102.87	
November	11/18/2011	127078	10 E 100 411 110000 000				ALTOONA SCHOOLS FOOD SERV	WKCE SNACKS FOR 3RD AND 4TH GRADE	120.29	
Totals for 127078									254.11	
November	11/18/2011	127079	10 E 200 942 120000 000				ASSOCIATION FOR MIDDLE LE	Assoc. for Middle Level Education (AMLE)	45.00	
Totals for 127079									45.00	
November	11/18/2011	127080	10 E 800 355 263300 000				AT&T	1000-937-8885 NOV INVOICE	62.25	
Totals for 127080									62.25	
November	11/18/2011	127081	10 E 800 310 263300 000				FIVE STAR TELECOM INC	TEST - 2 HP 420 ACCESS POINTS	706.00	
Totals for 127081									706.00	
November	11/18/2011	127082	10 E 400 411 126000 000				FLINN SCIENTIFIC INC.	Supplies/Chemistry/ Use Quoate #21108	418.75	
Totals for 127082									418.75	
November	11/18/2011	127083	10 E 100 411 121000 000				GARY PRODUCTS INC.	tacky paste cement	288.02	
November	11/18/2011	127083	10 E 100 411 122100 000				GARY PRODUCTS INC.	tacky paste cement	96.00	
Totals for 127083									384.02	
November	11/18/2011	127084	10 E 800 310 221910 000				GOOGLE, INC.	ARCHIVING AND DISCOVERY	10.21	
Totals for 127084									10.21	
November	11/18/2011	127085	10 E 200 411 254300 000				HSBC BUSINESS SOLUTIONS	MENARDS CARD	46.87	

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/18/2011	127085	10 E 800 411 254200 000	HSBC BUSINESS SOLUTIONS	6004-3004-0000-1308 NOV 2011 MENARDS CARD	121.41
November	11/18/2011	127085	10 E 800 411 254300 000	HSBC BUSINESS SOLUTIONS	6004-3004-0000-1308 NOV 2011 MENARDS CARD	52.32
					Totals for 127085	220.60
November	11/18/2011	127086	10 E 800 949 162101 000	LINN-MAR HIGH SCHOOL	Linn-Mar Competition	285.00
					Totals for 127086	285.00
November	11/18/2011	127087	10 E 800 441 162101 000	LOGAN SHOW CHOIR/PARENT O	Logan Competition	600.00
					Totals for 127087	600.00
November	11/18/2011	127088	27 E 700 411 158530 517	PCI EDUCATIONAL PUBLISHIN	student supplies	349.33
November	11/18/2011	127088	27 E 700 411 158530 517	PCI EDUCATIONAL PUBLISHIN	student supplies	139.95
					Totals for 127088	489.28
November	11/18/2011	127089	10 E 800 310 252000 000	ROBERT W. BAIRD & CO	Baird Forecasting Model/Workshop NOV 2011	1,000.00
					Totals for 127089	1,000.00
November	11/18/2011	127090	10 E 200 320 254410 000	SCHMITT MUSIC CENTERS	repair Bach trumpet	91.00
November	11/18/2011	127090	10 E 400 411 125500 000	SCHMITT MUSIC CENTERS	Rico Royal 2 1/2	12.48
November	11/18/2011	127090	10 E 200 320 254410 000	SCHMITT MUSIC CENTERS	Repairs to tenor saxophone	156.00
					Totals for 127090	259.48
November	11/18/2011	127091	10 E 800 411 223100 000	STAPLES	Calendar and file folders	79.64
November	11/18/2011	127091	10 E 200 411 120500 000	STAPLES	supplies sci-rdg	236.23
November	11/18/2011	127091	10 E 400 411 127000 704	STAPLES	Office Supplies	82.94
November	11/18/2011	127091	10 E 400 411 122000 704	STAPLES	Classroom Supplies	104.49
					Totals for 127091	503.30
November	11/18/2011	127092	10 E 400 310 120000 710	UW-EAU CLAIRE BUSINESS OF	Youth Option UWEC - Fall 2011	1,002.33
					Totals for 127092	1,002.33
November	11/18/2011	127093	10 E 100 320 254300 000	US LAMP INC	Material cost for Elementary lighting project.	41,893.60
November	11/18/2011	127093	10 E 200 320 254300 000	US LAMP INC	material cost for Middle School lighting project.	69,795.91

POST	CHECK	CHECK ACCOUNT			INVOICE	
MONTH	DATE	NUMBER	NUMBER		DESCRIPTION	AMOUNT
November	11/18/2011	127093	10 E 100 320 254300 000	US LAMP INC	Material cost for Elementary lighting project.	140.41
					Totals for 127093	111,829.92
November	11/22/2011	127094	10 E 400 411 126000 000	AWARDS & MORE	biology hall of fame plaques	104.85
					Totals for 127094	104.85
November	11/22/2011	127095	10 E 400 949 162223 000	CHIPPEWA FALLS HIGH SCHOO	fee for Hockey Scrimmage 11/21/11	50.00
					Totals for 127095	50.00
November	11/22/2011	127096	10 E 800 310 221910 000	FIRST CHOICE COMPUTER	RECYLED TECH EQUIPMENT	35.00
					Totals for 127096	35.00
November	11/22/2011	127097	27 E 700 411 158710 341	MADSEN, JENNIFER	Mileage to Janesville School for the Blind on 11/15/11	245.87
					Totals for 127097	245.87
November	11/22/2011	127098	10 E 100 320 254300 000	THE MOOREFIELD GROUP INC	WATER MANAGEMENT - JULY 2011	61.67
November	11/22/2011	127098	10 E 200 320 254300 000	THE MOOREFIELD GROUP INC	WATER MANAGEMENT - JULY 2011	61.67
November	11/22/2011	127098	10 E 400 320 254300 000	THE MOOREFIELD GROUP INC	WATER MANAGEMENT - JULY 2011	61.66
					Totals for 127098	185.00
November	11/22/2011	127099	27 E 700 411 158510 341	PETTY CASH FUND	Petty Cash	98.87
					Totals for 127099	98.87
November	11/22/2011	127100	10 E 800 320 256600 000	STUDENT TRANSIT EAU CLAIR	SHOP WORK ORDERS	3,199.77
November	11/22/2011	127100	27 E 800 320 256500 011	STUDENT TRANSIT EAU CLAIR	SHOP WORK ORDERS	371.17
					Totals for 127100	3,570.94
November	11/22/2011	127101	10 E 200 440 125510 000	SWEETWATER SOUND, INC.	MICROPONE, CABLES	285.00
					Totals for 127101	285.00
November	11/22/2011	127102	10 E 400 942 162117 000	UW-EAU CLAIRE ATHLETICS	SOFTBALL COACHES CLINIC	75.00
					Totals for 127102	75.00
November	11/22/2011	127103	10 E 400 411 126000 000	VERNIER SOFTWARE & TECHNO	PHysics software&equipment	1,583.94
November	11/22/2011	127103	10 E 400 942 126000 000	VERNIER SOFTWARE & TECHNO	PHysics software&equipment	98.95
					Totals for 127103	1,682.89

POST	CHECK	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
MONTH	DATE	NUMBER	NUMBER					DESCRIPTION		
November	11/23/2011	127104	50 E 800 415 257250 000				COCA-COLA BOTTLING CO	blanket order for coke	274.44	
November	11/23/2011	127104	50 E 800 415 257250 000				COCA-COLA BOTTLING CO	blanket order for coke	-24.60	
								Totals for 127104	249.84	
November	11/23/2011	127105	50 E 800 561 257220 000				GENERAL PARTS LLC MI 10	power switch for hot box	73.75	
								Totals for 127105	73.75	
November	11/23/2011	127106	50 E 800 415 257220 000				KEMPS	blanket order Kemps	920.75	
November	11/23/2011	127106	50 E 800 415 257250 000				KEMPS	blanket order Kemps	22.20	
November	11/23/2011	127106	50 E 800 415 257210 000				KEMPS	blanket order Kemps	440.22	
November	11/23/2011	127106	50 E 800 415 257220 000				KEMPS	blanket order Kemps	286.53	
November	11/23/2011	127106	50 E 800 415 257250 000				KEMPS	blanket order Kemps	22.20	
November	11/23/2011	127106	50 E 800 415 257220 000				KEMPS	blanket order Kemps	216.40	
November	11/23/2011	127106	50 E 800 415 257250 000				KEMPS	blanket order Kemps	522.20	
November	11/23/2011	127106	50 E 800 415 257210 000				KEMPS	blanket order Kemps	611.18	
November	11/23/2011	127106	50 E 800 415 257220 000				KEMPS	blanket order Kemps	367.32	
November	11/23/2011	127106	50 E 800 415 257250 000				KEMPS	blanket order Kemps	29.60	
November	11/23/2011	127106	50 E 800 415 257210 000				KEMPS	blanket order Kemps	625.90	
November	11/23/2011	127106	50 E 800 415 257220 000				KEMPS	blanket order Kemps	570.70	
November	11/23/2011	127106	50 E 800 415 257250 000				KEMPS	blanket order Kemps	29.60	
								Totals for 127106	4,664.80	
November	11/23/2011	127107	50 R 800 251 257240 000				POND, OLIVIA	REQUEST REFUND	34.40	
								Totals for 127107	34.40	
November	11/23/2011	127108	50 E 800 415 257210 000				WESTERN DAIRYLAND E.O.C.,	October early childhood meals	34.20	
November	11/23/2011	127108	50 E 800 415 257220 000				WESTERN DAIRYLAND E.O.C.,	October early childhood meals	27.30	
								Totals for 127108	61.50	
November	11/29/2011	127109	80 E 200 943 161339 000				WISC HIGH SCHOOL FORENSIC MS	Forensics membership fee	150.00	
								Totals for 127109	150.00	
November	11/30/2011	127110	10 E 400 310 162205 000				BERRY, MATTHEW	SPORTS WORKER	24.00	
November	11/30/2011	127110	80 E 200 310 162205 000				BERRY, MATTHEW	SPORTS WORKER	21.00	
								Totals for 127110	45.00	
November	11/30/2011	127111	80 E 200 310 162205 000				CALKINS, JEFFREY	OFFICIAL	25.00	
								Totals for 127111	25.00	

POST	CHECK	CHECK ACCOUNT		INVOICE		
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/30/2011	127112	10 E 400 310 162205 000	CAMPBELL, MATT	SPORTS WORKER	24.00
November	11/30/2011	127112	80 E 200 310 162205 000	CAMPBELL, MATT	SPORTS WORKER	8.00
					Totals for 127112	32.00
November	11/30/2011	127113	10 E 400 310 162223 000	CENTER ICE CLUB	RENTAL	59.00
					Totals for 127113	59.00
November	11/30/2011	127114	80 E 200 310 162205 000	HERMAN, KELLY	SPORTS WORKER	22.00
					Totals for 127114	22.00
November	11/30/2011	127115	10 E 400 310 162105 000	HUTH, JARRED	OFFICIAL	60.00
November	11/30/2011	127115	10 E 400 310 162205 000	HUTH, JARRED	OFFICIAL	60.00
					Totals for 127115	120.00
November	11/30/2011	127116	80 E 200 310 162205 000	JAROCKI, JON	OFFICIAL	25.00
					Totals for 127116	25.00
November	11/30/2011	127117	80 E 200 310 162205 000	JOHNSON, AL	OFFICIAL	45.00
					Totals for 127117	45.00
November	11/30/2011	127118	10 E 400 310 162223 000	KOLLER, JOE	OFFICIAL	60.00
					Totals for 127118	60.00
November	11/30/2011	127119	80 E 200 310 162205 000	LAPORTE, TYLER	SPORTS WORKER	8.00
					Totals for 127119	8.00
November	11/30/2011	127120	10 E 400 310 162105 000	LAPORTE, THERESA	SPORTS WORKER	24.00
November	11/30/2011	127120	10 E 400 310 162205 000	LAPORTE, THERESA	SPORTS WORKER	24.00
November	11/30/2011	127120	80 E 200 310 162205 000	LAPORTE, THERESA	SPORTS WORKER	16.00
					Totals for 127120	64.00
November	11/30/2011	127121	10 E 400 310 162223 000	PETERSON, BILL	OFFICIAL	50.00
					Totals for 127121	50.00
November	11/30/2011	127122	80 E 200 310 162205 000	SPONHOLZ, SCOTT	OFFICIAL	25.00
					Totals for 127122	25.00
November	11/30/2011	127123	10 E 400 310 162105 000	WHITESIDE, DENNIS	OFFICIAL	60.00

POST	CHECK	CHECK ACCOUNT		INVOICE					
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION			AMOUNT	
November	11/30/2011	127123	10 E 400 310 162205 000	WHITESIDE, DENNIS	OFFICIAL			60.00	
					Totals for 127123			120.00	
November	11/30/2011	127124	10 E 400 310 162105 000	XIONG, KONG	SPORTS WORKER			24.00	
November	11/30/2011	127124	10 E 400 310 162205 000	XIONG, KONG	SPORTS WORKER			24.00	
November	11/30/2011	127124	80 E 200 310 162205 000	XIONG, KONG	SPORTS WORKER			8.00	
					Totals for 127124			56.00	
November	11/30/2011	127125	10 E 400 310 162105 000	XIONG, PA	SPORTS WORKER			24.00	
November	11/30/2011	127125	10 E 400 310 162205 000	XIONG, PA	SPORTS WORKER			24.00	
November	11/30/2011	127125	80 E 200 310 162205 000	XIONG, PA	SPORTS WORKER			16.00	
					Totals for 127125			64.00	
November	11/23/2011	111200274	10 L 000 000 811670 000	AMERIPRISE FINANCIAL SERV	Payroll accrual			25.00	
					Totals for 111200274			25.00	
November	11/23/2011	111200275	10 L 000 000 811680 000	OKLAHOMA DEPARTMENT OF HU	Payroll accrual			74.91	
					Totals for 111200275			74.91	
November	11/18/2011	111200276	10 E 200 411 120000 000	BADGERLAND PRINTING INC.	DISCIPLINE REFERRALS			139.00	
					Totals for 111200276			139.00	
November	11/18/2011	111200277	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.			40.14	
November	11/18/2011	111200277	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.			40.14	
November	11/18/2011	111200277	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.			40.14	
November	11/18/2011	111200277	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.			37.46	
November	11/18/2011	111200277	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.			37.46	
November	11/18/2011	111200277	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.			37.45	
					Totals for 111200277			232.79	
November	11/18/2011	111200278	10 E 100 320 254300 000	GARBERS ELECTRIC MOTOR	INSERT			5.97	
November	11/18/2011	111200278	10 E 200 320 254300 000	GARBERS ELECTRIC MOTOR	INSERT			5.97	
November	11/18/2011	111200278	10 E 400 320 254300 000	GARBERS ELECTRIC MOTOR	INSERT			5.98	
November	11/18/2011	111200278	10 E 100 320 254300 000	GARBERS ELECTRIC MOTOR	REPAIR OF MOTOR			65.30	
November	11/18/2011	111200278	10 E 200 320 254300 000	GARBERS ELECTRIC MOTOR	REPAIR OF MOTOR			65.30	
November	11/18/2011	111200278	10 E 400 320 254300 000	GARBERS ELECTRIC MOTOR	REPAIR OF MOTOR			65.31	
					Totals for 111200278			213.83	
November	11/18/2011	111200279	10 E 800 348 256210 000	HOLIDAY CREDIT OFFICE	1400-000-115-304 NOV INVOICE			6,161.29	

POST	CHECK	CHECK ACCOUNT	INVOICE		
MONTH	DATE	NUMBER NUMBER	VENDOR DESCRIPTION	AMOUNT	
November	11/18/2011	111200279 27 E 800 348 256250 011	HOLIDAY CREDIT OFFICE	1400-000-115-304 NOV INVOICE	482.31
				Totals for 111200279	6,643.60
November	11/18/2011	111200280 10 E 100 320 254300 000	JOHNSON CONTROLS, INC.	Service agreement plan for HAVC	3,596.50
November	11/18/2011	111200280 10 E 200 320 254300 000	JOHNSON CONTROLS, INC.	Service agreement plan for HAVC	3,596.50
November	11/18/2011	111200280 10 E 400 320 254300 000	JOHNSON CONTROLS, INC.	Service agreement plan for HAVC	3,596.50
November	11/18/2011	111200280 10 E 400 320 254300 000	JOHNSON CONTROLS, INC.	replace condensate pump in AC unit for High School computer lab. Install to new thermostats	1,144.14
				Totals for 111200280	11,933.64
November	11/18/2011	111200281 10 E 400 411 125400 000	JW PEPPER & SON INC.	DUST IN THE WIND, FIREFLIES	218.97
November	11/18/2011	111200281 10 E 400 411 125400 000	JW PEPPER & SON INC.	KEEP HOLDING ON	20.00
November	11/18/2011	111200281 10 E 400 411 125400 000	JW PEPPER & SON INC.	FOUR SONGS	19.75
				Totals for 111200281	258.72
November	11/18/2011	111200282 10 E 200 320 254300 000	NET GUARD SECURITY SOLUTI	replaced fire alarm module for AHU 13 and tested.	182.00
				Totals for 111200282	182.00
November	11/18/2011	111200283 10 E 800 310 231100 000	WISC ASSOC OF SCHOOL BOAR	Policy Services	1,575.00
November	11/18/2011	111200283 10 E 800 310 231100 000	WISC ASSOC OF SCHOOL BOAR	Governance/Leadership	384.90
				Totals for 111200283	1,959.90
November	11/22/2011	111200284 10 E 100 412 110300 000	CALLOWAY HOUSE, INC.	supplie	49.94
				Totals for 111200284	49.94
November	11/22/2011	111200285 10 E 400 411 162205 000	CHIPPEWA VALLEY SPORTING	Basketballs and scorebooks	449.00
				Totals for 111200285	449.00
November	11/22/2011	111200286 10 E 200 411 121000 000	DEMCO, INC .	tape	126.35
				Totals for 111200286	126.35
November	11/22/2011	111200287 27 E 800 386 215000 341	EAU CLAIRE AREA SCHOOL DI	SPECIAL OLYMPICS	375.00
				Totals for 111200287	375.00

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/22/2011	111200288	10 E 400 342 123000 000	ENGEN, MELANIE	Mileage to WAFLT conference in Appleton on 11/04/11 Totals for 111200288	177.60 177.60
November	11/22/2011	111200289	10 E 400 470 125500 000	JW PEPPER & SON INC.	music CREDIT	-104.44
November	11/22/2011	111200289	10 E 400 470 125500 000	JW PEPPER & SON INC.	BATTLE SUITE, LEROY ANDERSON, PURCELL SUITE, SABRE DANCE	81.89
November	11/22/2011	111200289	10 E 400 411 125400 000	JW PEPPER & SON INC.	DING DONG, WINTER Totals for 111200289	174.29 151.74
November	11/22/2011	111200290	10 E 400 411 125500 000	MORGAN MUSIC COMPANY	yarn mallets (marimba and vibes)	36.80
November	11/22/2011	111200290	10 E 200 320 254410 000	MORGAN MUSIC COMPANY	clarinet repair Totals for 111200290	15.00 51.80
November	11/22/2011	111200291	10 E 100 412 110300 000	REALLY GOOD STUFF, INC.	Classroom supplies Totals for 111200291	252.66 252.66
November	11/22/2011	111200292	10 E 100 411 254300 000	VIKING ELECTRIC SUPPLY IN	FUS TR1/2R	11.78
November	11/22/2011	111200292	10 E 200 411 254300 000	VIKING ELECTRIC SUPPLY IN	FUS TR1/2R	11.78
November	11/22/2011	111200292	10 E 400 411 254300 000	VIKING ELECTRIC SUPPLY IN	FUS TR1/2R Totals for 111200292	11.78 35.34
November	11/23/2011	111200293	50 E 800 415 257220 000	CEDAR CREST ICE CREAM	blanket order for Cedar Crest Totals for 111200293	233.52 233.52
November	11/23/2011	111200294	50 E 800 415 257220 000	DOMINOS PIZZA	blanket order for Domino's pizza	345.00
November	11/23/2011	111200294	50 E 800 415 257220 000	DOMINOS PIZZA	blanket order for Domino's pizza	330.00
November	11/23/2011	111200294	50 E 800 415 257220 000	DOMINOS PIZZA	blanket order for Domino's pizza Totals for 111200294	427.50 1,102.50
November	11/23/2011	111200296	50 E 800 415 257220 000	EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	-6.00
November	11/23/2011	111200296	50 E 800 415 257220 000	EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	51.30
November	11/23/2011	111200296	50 E 800 415 257220 000	EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	30.00
November	11/23/2011	111200296	50 E 800 415 257220 000	EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	25.52

POST	CHECK	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
MONTH	DATE	NUMBER	NUMBER					DESCRIPTION		
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	241.72	
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	68.37	
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	91.74	
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	93.67	
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	108.08	
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	32.20	
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	47.89	
November	11/23/2011	111200296	50 E 800 415 257220 000				EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	27.11	
								Totals for 111200296	811.60	
November	11/23/2011	111200301	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	834.49	
November	11/23/2011	111200301	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	1,233.85	
November	11/23/2011	111200301	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	190.89	
November	11/23/2011	111200301	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	3.75	
November	11/23/2011	111200301	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	268.49	
November	11/23/2011	111200301	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	1,222.49	
November	11/23/2011	111200301	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	185.00	
November	11/23/2011	111200301	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	134.88	
November	11/23/2011	111200301	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-38.90	
November	11/23/2011	111200301	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	828.27	
November	11/23/2011	111200301	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	2,443.91	
November	11/23/2011	111200301	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	182.50	
November	11/23/2011	111200301	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	458.85	
November	11/23/2011	111200301	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	5.00	
November	11/23/2011	111200301	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	904.94	

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	1,803.26
November	11/23/2011	111200301	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	34.66
November	11/23/2011	111200301	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	216.13
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	-21.10
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	-37.22
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	13.75
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	-43.64
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	-40.40
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	-140.58
November	11/23/2011	111200301	50 E 800 415 257210 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	470.06
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	1,657.95
November	11/23/2011	111200301	50 E 800 415 257250 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	195.89
November	11/23/2011	111200301	50 E 800 419 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	272.78
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	11.25
November	11/23/2011	111200301	50 E 800 415 257220 000	INDIANHEAD FOODSERVICE DI	Foodservice blanket order for Indianhead	-33.62
					Totals for 111200301	13,217.58
November	11/23/2011	111200302	50 E 800 415 257220 000	MCKEE FOODS CORPORATION	blanket order for McKee	99.20
					Totals for 111200302	99.20
November	11/30/2011	111200303	80 E 200 310 162205 000	CAMPBELL, SCOTT	OFFICIAL	70.00
					Totals for 111200303	70.00

POST	CHECK	CHECK ACCOUNT			INVOICE	
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/30/2011	111200304	10 E 400 310 162205 000	FINSTAD, SCOTT	OFFICIAL	115.80
					Totals for 111200304	115.80
November	11/30/2011	111200305	10 E 400 310 162205 000	GRETZLOCK, PATRICK	OFFICIAL	60.00
					Totals for 111200305	60.00
November	11/30/2011	111200306	10 E 400 310 162105 000	HAGER, NATHAN	OFFICIAL	60.00
November	11/30/2011	111200306	10 E 400 310 162205 000	HAGER, NATHAN	OFFICIAL	60.00
					Totals for 111200306	120.00
November	11/30/2011	111200307	80 E 200 310 162205 000	HUTTER, RONALD	OFFICIAL	75.00
					Totals for 111200307	75.00
November	11/30/2011	111200308	80 E 200 310 162205 000	LARSON, SCOTT	OFFICIAL	25.00
					Totals for 111200308	25.00
November	11/30/2011	111200309	10 E 400 310 162105 000	RASMUSSEN, ROBERT	OFFICIAL	60.00
November	11/30/2011	111200309	10 E 400 310 162205 000	RASMUSSEN, ROBERT	OFFICIAL	60.00
					Totals for 111200309	120.00
November	11/30/2011	111200310	10 E 400 310 162105 000	SUMNER, JOHN	OFFICIAL	60.00
November	11/30/2011	111200310	10 E 400 310 162205 000	SUMNER, JOHN	OFFICIAL	60.00
November	11/30/2011	111200310	80 E 200 310 162205 000	SUMNER, JOHN	OFFICIAL	50.00
					Totals for 111200310	170.00
November	11/30/2011	111200311	10 E 400 310 162105 000	TRUSS, ANTHONY	OFFICIAL	60.00
					Totals for 111200311	60.00
November	11/30/2011	111200312	80 E 200 310 162205 000	WATT, JACOB	SPORTS WORKER	29.00
					Totals for 111200312	29.00
November	11/30/2011	111200313	10 E 400 310 162105 000	WEISHEIPL, DAVID	OFFICIAL	60.00
November	11/30/2011	111200313	10 E 400 310 162205 000	WEISHEIPL, DAVID	OFFICIAL	60.00
					Totals for 111200313	120.00
November	11/23/2011	201100280	10 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual	566.32
November	11/23/2011	201100280	27 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual	433.00
November	11/23/2011	201100280	10 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual	977.81
November	11/23/2011	201100280	27 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual	83.50

POST	CHECK	CHECK ACCOUNT	INVOICE	AMOUNT
MONTH	DATE	NUMBER NUMBER	VENDOR DESCRIPTION	
November	11/23/2011	201100280 80 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA Payroll accrual	22.50
			Totals for 201100280	2,083.13
November	11/23/2011	201100281 10 L 000 000 811670 000	HORACE MANN LIFE INS COMP Payroll accrual	469.00
November	11/23/2011	201100281 27 L 000 000 811670 000	HORACE MANN LIFE INS COMP Payroll accrual	16.00
November	11/23/2011	201100281 99 L 000 000 811670 000	HORACE MANN LIFE INS COMP Payroll accrual	200.00
			Totals for 201100281	685.00
November	11/23/2011	201100282 10 L 000 000 811671 000	GREAT-WEST RETIREMENT SER Payroll accrual	1,903.50
November	11/23/2011	201100282 27 L 000 000 811671 000	GREAT-WEST RETIREMENT SER Payroll accrual	500.00
			Totals for 201100282	2,403.50
November	11/23/2011	201100283 10 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	4,025.44
November	11/23/2011	201100283 27 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	611.84
November	11/23/2011	201100283 50 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	140.97
November	11/23/2011	201100283 80 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	5.90
November	11/23/2011	201100283 99 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	22.65
November	11/23/2011	201100283 10 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	11,659.78
November	11/23/2011	201100283 27 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	1,772.22
November	11/23/2011	201100283 50 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	408.27
November	11/23/2011	201100283 80 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	17.07
November	11/23/2011	201100283 99 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	65.62
November	11/23/2011	201100283 10 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	25,005.85
November	11/23/2011	201100283 27 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	3,070.66
November	11/23/2011	201100283 50 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	546.04
November	11/23/2011	201100283 80 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	20.63
November	11/23/2011	201100283 99 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	108.18
November	11/23/2011	201100283 10 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	559.50
November	11/23/2011	201100283 27 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	5.00
November	11/23/2011	201100283 50 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	10.00
November	11/23/2011	201100283 80 L 000 000 811612 000	WELLS FARGO BANK Payroll accrual	7.50
			Totals for 201100283	48,063.12
November	11/23/2011	201100284 10 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	17,212.04
November	11/23/2011	201100284 27 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	2,616.15
November	11/23/2011	201100284 50 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	602.72
November	11/23/2011	201100284 80 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	25.21
November	11/23/2011	201100284 99 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	96.87
November	11/23/2011	201100284 10 L 000 000 811611 000	WELLS FARGO BANK Payroll accrual	4,025.44

POST	CHECK	CHECK ACCOUNT	INVOICE		
MONTH	DATE	NUMBER NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/23/2011	201100284 27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	611.84
November	11/23/2011	201100284 50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	140.97
November	11/23/2011	201100284 80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	5.90
November	11/23/2011	201100284 99 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	22.65
				Totals for 201100284	25,359.79
November	11/23/2011	201100285 10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	14,095.87
November	11/23/2011	201100285 27 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	2,027.43
November	11/23/2011	201100285 50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	293.23
November	11/23/2011	201100285 80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	11.23
November	11/23/2011	201100285 99 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	68.01
November	11/23/2011	201100285 50 L 000 000 811690 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	83.97
November	11/23/2011	201100285 10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	32.50
November	11/23/2011	201100285 50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	55.00
November	11/23/2011	201100285 80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	7.50
				Totals for 201100285	16,674.74
November	11/23/2011	201100286 10 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,301.89
November	11/23/2011	201100286 27 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	93.54
November	11/23/2011	201100286 50 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	86.96
November	11/23/2011	201100286 80 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	6.24
November	11/23/2011	201100286 99 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	75.89
November	11/23/2011	201100286 10 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	2,856.99
November	11/23/2011	201100286 27 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	574.62
November	11/23/2011	201100286 50 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	474.65
November	11/23/2011	201100286 80 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	19.94
November	11/23/2011	201100286 99 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	75.89
November	11/23/2011	201100286 10 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,555.10
November	11/23/2011	201100286 27 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	481.08
November	11/23/2011	201100286 50 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	387.69
November	11/23/2011	201100286 80 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	13.70
November	11/23/2011	201100286 10 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	12,768.73
November	11/23/2011	201100286 27 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,596.15
November	11/23/2011	201100286 80 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	5.10
November	11/23/2011	201100286 10 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	201.82
November	11/23/2011	201100286 10 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	12,566.91
November	11/23/2011	201100286 27 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,596.15
November	11/23/2011	201100286 80 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	5.10
				Totals for 201100286	36,744.14

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/23/2011	201100287	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	13.65
November	11/23/2011	201100287	10 L 000 000 811669 000	WEA TRUST ADVANTAGE	Payroll accrual	2,352.50
November	11/23/2011	201100287	10 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	3,665.68
November	11/23/2011	201100287	27 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	140.13
November	11/23/2011	201100287	10 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	6,294.41
November	11/23/2011	201100287	27 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	525.00
November	11/23/2011	201100287	80 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	78.25
November	11/23/2011	201100287	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	83.22
November	11/23/2011	201100287	27 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	38.44
November	11/23/2011	201100287	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	413.00
November	11/23/2011	201100287	27 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	20.00
November	11/23/2011	201100287	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	135.09
Totals for 201100287						13,759.37
November	11/23/2011	201100288	10 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-23-11	186,773.10
November	11/23/2011	201100288	27 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-23-11	30,856.54
November	11/23/2011	201100288	50 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-23-11	8,074.34
November	11/23/2011	201100288	80 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-23-11	246.58
November	11/23/2011	201100288	99 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-23-11	1,019.22
Totals for 201100288						226,969.78
November	11/30/2011	201100291	10 E 100 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	-2,133.99
November	11/30/2011	201100291	10 E 200 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	-1,467.20
November	11/30/2011	201100291	10 E 400 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	-2,254.79
November	11/30/2011	201100291	10 E 800 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	-189.73
November	11/30/2011	201100291	50 E 800 320 257220 000	E O JOHNSON COMPANY	Printer/copier lease	-54.90
Totals for 201100291						-6,100.61
November	11/30/2011	201100292	10 E 800 358 221910 000	CHARTER COMMUNICATIONS	INTERNET - DAHL	-47.46
Totals for 201100292						-47.46
November	11/28/2011	201100312	10 E 800 358 221910 000	CHARTER COMMUNICATIONS	INTERNET - DAHL	47.46
Totals for 201100312						47.46
November	11/28/2011	201100313	10 E 100 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	2,133.99
November	11/28/2011	201100313	10 E 200 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	1,467.20
November	11/28/2011	201100313	10 E 400 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	2,254.79
November	11/28/2011	201100313	10 E 800 320 254490 000	E O JOHNSON COMPANY	Printer/copier lease	189.73

POST	CHECK	CHECK ACCOUNT			INVOICE	
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/28/2011	201100313	50 E 800 320 257220 000	E O JOHNSON COMPANY	Printer/copier lease	54.90
					Totals for 201100313	6,100.61
November	11/28/2011	201100314	10 E 100 331 253300 000	XCEL ENERGY	MONTHLY UTILITIES	121.32
November	11/28/2011	201100314	10 E 100 336 253300 000	XCEL ENERGY	MONTHLY UTILITIES	4,421.39
November	11/28/2011	201100314	10 E 200 336 253300 000	XCEL ENERGY	MONTHLY UTILITIES	5,641.51
November	11/28/2011	201100314	10 E 400 331 253300 000	XCEL ENERGY	MONTHLY UTILITIES	183.95
November	11/28/2011	201100314	10 E 400 336 253300 000	XCEL ENERGY	MONTHLY UTILITIES	6,208.92
					Totals for 201100314	16,577.09
November	11/28/2011	201100315	10 E 100 331 253300 000	XCEL ENERGY	MONTHLY UTILITIES-EARLY	20.00
					CHILDHOOD & Storage	
November	11/28/2011	201100315	10 E 100 336 253300 000	XCEL ENERGY	MONTHLY UTILITIES-EARLY	255.76
					CHILDHOOD & Storage	
November	11/28/2011	201100315	10 E 400 331 253300 000	XCEL ENERGY	MONTHLY UTILITIES-EARLY	21.49
					CHILDHOOD & Storage	
November	11/28/2011	201100315	10 E 400 336 253300 000	XCEL ENERGY	MONTHLY UTILITIES-EARLY	74.25
					CHILDHOOD & Storage	
					Totals for 201100315	371.50
November	11/28/2011	201100316	10 E 800 310 252100 000	EMPLOYEE BENEFITS COOPERA	Admin fees - Nov	137.50
					Totals for 201100316	137.50
November	11/30/2011	201100317	10 E 800 355 263300 000	AT&T	Early Childhood	87.70
					Totals for 201100317	87.70
November	11/30/2011	201100318	10 E 800 355 263300 000	AT&T	DO fax	203.53
					Totals for 201100318	203.53
November	11/30/2011	201100319	10 E 800 411 252000 000	MAGIC-WRIGHTER	Service fees	14.40
					Totals for 201100319	14.40
November	11/30/2011	201100320	10 E 100 320 254300 000	WM OF NORTHERN WISCONSIN,	Garbage pickup	440.97
November	11/30/2011	201100320	10 E 200 320 254300 000	WM OF NORTHERN WISCONSIN,	Garbage pickup	440.97
November	11/30/2011	201100320	10 E 400 320 254300 000	WM OF NORTHERN WISCONSIN,	Garbage pickup	440.96
					Totals for 201100320	1,322.90
November	11/30/2011	201100321	10 E 800 411 252000 000	WELLS FARGO BANK	Service fees	842.98
					Totals for 201100321	842.98

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

Totals for checks 875,603.45

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	585,828.21	0.00	166,417.53	752,245.74
21	SPECIAL REVENUE TRUST FUND	0.00	0.00	30.95	30.95
27	SPECIAL EDUCATION FUND	86,225.09	0.00	2,062.50	88,287.59
50	FOOD SERVICE	11,458.01	34.40	20,514.29	32,006.70
80	COMMUNITY SERVICE	504.67	0.00	618.00	1,122.67
99	Cooperative Programs	1,909.80	0.00	0.00	1,909.80
***	Fund Summary Totals ***	685,925.78	34.40	189,643.27	875,603.45

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

<u>CHECK</u>	<u>CHECK ACCOUNT</u>		<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/21/2011	7620	61 L 000 000 814406 000	ALTOONA ATHLETIC BOO	boys basketball team and coaches eating at the spaghetti feed after our home scrimmage on Monday, November 21st.	145.00
				Totals for 7620	145.00
11/21/2011	7621	61 L 000 000 814403 000	CENTURY RESOURCES IN	Fundraiser	5,726.08
				Totals for 7621	5,726.08
11/30/2011	7622	61 L 000 000 814309 000	ALTOONA HIGH SCHOOL	\$150 to a Time to Share	150.00
				Totals for 7622	150.00
11/30/2011	7623	61 L 000 000 814209 000	TRI-MART CORPORATION	NOV ORDER	363.00
				Totals for 7623	363.00
				Totals for checks	6,384.08

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	6,384.08	0.00	0.00	6,384.08
***	Fund Summary Totals ***	6,384.08	0.00	0.00	6,384.08

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



About the Seminar:

**Attending December 9 Session?
RSVP to Joyce by November 30**

Educator Effectiveness and Evaluation

More focus than ever is being placed on educator effectiveness and employee evaluation. National, state and local efforts are under way to implement policies and procedures to improve training, mentoring, and support for initial educators and educators in need of improvement; to establish explicit educator standards that define components of good instructional practices for all educators; and to remove ineffective educators.

This program will cover the purposes of an educator effectiveness system; how educators' practices can be evaluated; how student achievement and other student outcomes can be included legally in the system; how an evaluation system will be administered in a district; and what processes need to be followed to remove an ineffective teacher.

The program will cover these legal, human resources, and practical topics for districts of different sizes and cultures. It will also focus on the process used in a Wisconsin school district and a review of the state of Wisconsin's Educator Effectiveness Design Team work.

Alternative Compensation Systems

Wisconsin Act 10 dramatically changed school districts' collective bargaining requirements. Districts must negotiate with unions over total base-wage increases, but have control over merit pay, pay for performance, supplemental pay, pay schedules and automatic pay progressions. School boards have the power to redesign teacher compensation systems without bargaining. What will you do with your district's teacher compensation system?

This session will review and analyze alternative compensation systems used in other states. We will discuss legal issues inherent in those compensation systems and review available scientific research to identify plans that work and plans that should be avoided. We will also discuss the practical implications of various compensation systems and identify unintended consequences for implementing those systems. This session will also review WERC rules for bargaining over base-wage increases if those rules are available.

Agenda At-a-Glance:

- 8 am Registration
- 9 am Educator Effectiveness and Evaluation, Part 1
- Glen Schilling - Superintendent, Hartland/Lakeside School District
 - Michele Schmidt - Middle School Principal, Hartland/Lakeside School District
 - Dacia Hopfensperger - Assistant Superintendent of Curriculum - Hartland/Lakeside School District
 - Bob Butler - WASB Co-Director of Legal Services
- 10:25-10:35 am Break
- 10:35-12 noon Educator Effectiveness and Evaluation, Part 2
- Jon Bales - Superintendent, De Forest Area School District
 - Deb Gurke - WASB Director of Board Governance and Leadership Development
- 12 noon-1 pm Lunch
- 1-3 pm Alternative Compensation Systems
- Barry Forbes - WASB Co-Director of Legal Services
 - Bob Butler - WASB Co-Director of Legal Services
- 3 pm Adjourn



SUPERINTENDENT SEARCH COMMUNITY FOCUS GROUPS

INVITATION TO PARTICIPATE

DECEMBER 13, 2011
5 PM, 6 PM OR 7 PM

DENNIS RICHARDS, WISCONSIN ASSOCIATION OF SCHOOL BOARDS SEARCH CONSULTANT, WILL CONDUCT FOCUS GROUPS WITH STAFF AND COMMUNITY TO GATHER OPINIONS AND PERCEPTIONS, AND DETERMINE CRITERIA FOR SELECTING A NEW LEADER.

THIS VERY IMPORTANT STEP WILL INFLUENCE EACH ASPECT OF THE SUPERINTENDENT SEARCH PROCESS



TO PARTICIPATE:

WWW.ALTOONA.K12.WI.US
AND FOLLOW THE LINK TO THE INTEREST FORM
OR CALL JOYCE AT 839-6032
BY NOON ON DECEMBER 5

Go to www.altoona.k12.wi.us and follow the link to the form or call Joyce at 839-6032 by noon on 12/5/11

Go to www.altoona.k12.wi.us and follow the link to the form or call Joyce at 839-6032 by noon on 12/5/11

Go to www.altoona.k12.wi.us and follow the link to the form or call Joyce at 839-6032 by noon on 12/5/11

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Go to www.altoona.k12.wi.us and follow the link to the form or call Joyce at 839-6032 by noon on 12/5/11

DISTRICT ADMINISTRATOR—Altoona School District

Start Date: July 1, 2012

Job Description: The Altoona School District is a 4K-12 district serving 1,530 students in three school buildings. There is one elementary school, one middle school, and one high school located on one site. The staff includes 6 administrators, 117 teachers, and 76 support staff. The annual operating budget is \$15,000,000. Visit the district website at www.altoona.k12.wi.us.

Qualifications: Candidates must hold or be eligible for a Wisconsin Superintendent's license.

How to Apply: The [Stage One](#) application form may be downloaded from our website: www.wasb.org or an email application package may be requested from Sally Sweitzer at ssweitzer@wasb.org or 608-512-1721. The Stage Two Application is expected to be available by December 23, 2011 on the WASB website.

Send all materials to:

WASB

Altoona Superintendent Search

122 West Washington Ave. Suite 400

Madison, WI 53703

Application Deadline: January 27, 2012

ALTOONA SCHOOL DISTRICT ACTIVITIES CODE

Responsibility of the Student

Participation in activities is a privilege in the School District of Altoona. In order to keep this privilege, students must accept certain responsibilities. The greatest responsibility each student has is to be a credit to himself/herself, and to his/her parents, school and community. Students are the most visible representatives of our school, so they are expected to be fine examples of the quality of Altoona school district students. They are expected to display the highest standards of social behavior and respect for those in authority, including teachers, coaches, advisors, administrators, officials and other school personnel, as well as fellow participants and competitors.

Responsibility of the Coach/Advisor

Coaches/advisors are some of the most influential people in the Altoona school district. Their methods and results are a matter of public record and discussion each time their group performs. In most cases, the attitude, desire, and spirit possessed by the group is a reflection of these same qualities in the coach/advisor. Coaching demands that the proper attitude and perspective be maintained. Scheduling of school activities on Wednesday nights should be kept to a minimum so that non-school events can be scheduled.

Responsibility of the Parent

Parents are the greatest role models for a young person. The Altoona school district seeks parental assistance to help develop outstanding young men and women who possess the self-discipline and motivation to make a difference in the world. The administration, faculty, staff, and coaches ask that parents be supportive of the programs and personnel at Altoona school district and demonstrate that support by respecting the decisions and efforts of the coaches/advisors who work with the young people of Altoona. Parental assistance is also requested in enforcing this activities code so that a fair and healthy environment will exist for all students.

While spectators, at any extra/cocurricular events either at Altoona or any other site, parents are expected to display sportsmanlike behavior. An individual or group who willfully interferes with or interrupts the proper order or

management of a school sponsored extra/cocurricular event by an act of violence, disorderly conduct, threatening language, or unsportsmanlike conduct toward coaches, players, or officials, or disobeys board policies or administrative rules may be removed from the event and may be prohibited from further attendance for a period of up to six weeks. Individuals prohibited from attendance may follow the established grievance procedure.

A. General Requirements

All students, and their parents/guardians, involved in or planning on being involved in any school-sponsored activities shall fulfill the following:

1. Be subject to the provisions of this activities code which is in effect for an entire calendar year from the date it is signed.
2. Be informed of the contents of this activities code.
3. Have on file an activities code/emergency code form signed by the student and his/her parent/guardian.
4. Physical card, signed by a licensed physician, attesting to the student's physical ability to participate. Physical cards are valid for two years unless the student has suffered a significant injury in that time.

B. Academic Eligibility

1. A student is required to take a minimum of 30 hours (six classes) of course work.
2. A student shall become academically ineligible by earning a NC in one or more classes during his/her latest nine-week period.
3. A student who earns one (1) failing grade during the previous grading period will be ineligible for one (1) contest if the number of scheduled contests or performances is ten (10) or fewer during a season, or two (2) contests/performances if the number of scheduled contests/performances is more than ten (10) during a season. A student will be eligible for participation contingent upon the student filing a weekly academic progress report with the coach/advisor or the activity indicating passing grades in all classes. If the academic progress report does not indicate passing grades, the student will be ineligible for the entire following week, Monday through Saturday.

To remain eligible, on the 20th day of the current grading quarter, the student will be required to have a form signed by all of his/her teachers indicating that he/she is passing all courses at that point of the 9-week grading period. If the student is not passing all classes, he/she will become ineligible for the remainder of the quarter and may not practice or compete.

The academic ineligibility requirement does not apply to incoming freshmen at the start of the fall season.

WIAA standards of academic eligibility will be applied for students with two (2) or more NC's.

4. General Provisions: In all cases (except the fall), the suspension for academic ineligibility will begin on the day after the activities director has received the official NC list.

Students who are academically ineligible may practice at the discretion of the coach/advisor during the initial period of ineligibility.

Students who are academically ineligible may be allowed to participate in graded activities at the discretion of the advisor.

Students who are ineligible will be allowed to be with the team in street clothes during home competitions. The student will not be allowed to travel or in any way participate with their team at any away competitions.

5. A student who is enrolled in any state-approved special needs program, including pupils with disabilities or 504 Plan and who receives alternative evaluation for such course, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her I.E.P. or E.P.

C. Attendance

1. Students must be in school and participate in class the entire day to be eligible for the day's performance/competition/practice/meeting.
2. A student who is ill or absent for part or all of the day will be ineligible for the day's performance/competition/practice/meeting. Students

are not allowed to miss any classes because they arrived home late in the evening from an activity the night before.

3. Students with medical appointments or family emergencies may participate in the day's activity if their absence is excused by the principal or the activities director. Written verification from a physician or dentist may be required.
4. If a student is suspended (after- or out-of-school), the suspension will include any performance, competition, practice, or meeting that occurs that day.
5. Students with detention must serve their detention on the assigned day and prior to any practice/performance/competition/meeting being held that designated day.
6. Attendance at practice is mandatory unless the school or the coach has excused the participant prior to practice. The consequence for missing practice will be left to the discretion of the coach/advisor. If a scheduling conflict arises with a student who is involved in two (2) activities taking place simultaneously, the game/performance will take precedence over a practice.
6. No student shall miss a performance without the consent of the coach/advisor. The consequence(s) will be at the discretion of the coach/advisor.
7. If a scheduling conflict occurs, each participant will have the option to choose which activity to participate in. The participant must provide written notification informing the coaches/advisors involved, of their absence due to the conflict. The notification must be handed to the coach/advisor no less than five (5) school days prior to the conflict. If the proper notification is followed, coaches and advisors will not penalize the student for their choice. Failure to promptly notify the coach/advisor may result in a penalty, to be determined by the coach/advisor.

General Disciplinary Procedures for Both Performance and Non-Performance or Single Performance Organizations

All violations of the activities code in the Altoona school district are cumulative throughout a student's school career. However, the total number of violations a student has, will be reduced by one (1) for each full calendar year the student is

violation free. For example, a student with three violations would have his/her total reduced to two (2) violations if he/she were violation free for one (1) calendar year following the date of the last reported violation.

The minimum penalty for acts outlined in the WIAA Handbook, Section 2 of the Code of Conduct, which result in a student being suspended for one (1) or more WIAA tournament competitions, is immediate disqualification of the student for the remainder of the total tournament series in that sport.

A student who transfers from any school, whether or not a member school, with status of ineligibility for disciplinary reasons retains such status at his/her new school for the same period as decreed by the former school.

D. Code of Conduct

1. The student must refrain from use, distribution (including but not limited to buying or selling) or possession of any amount of alcoholic beverage, tobacco or tobacco related products, or controlled substances/paraphernalia (including any substances similar in appearance, packaging, and used as a substitute; that is look-alike).
2. Attendance at gatherings where alcohol or other controlled substances are being used is prohibited unless the student is supervised by his/her parent/guardian. Exceptions to this expectation are as follows:
 - a. If a student attends a gathering and leaves immediately when he/she becomes aware of the use of alcohol or controlled substances.
 - b. Attendance at an establishment licensed to sell alcoholic beverages in addition to food, at a recreational service (including but not limited to restaurant, bowling alley, etc.)
 - c. Attendance at family gatherings or work/employment gatherings where alcoholic beverages are available to adults only and the student does not consume.

Disciplinary Action for AODA Violations

Step 1: Violator will be suspended from athletic competition for 25% of the regular season's scheduled contests in that sport (rounded up). The violator must undergo an initial AODA screening performed by an AODA specialist. This may involve an expense on the part of the student athlete. The violator and

parent/guardian will be required to submit documentation of completion of an online chemical health educational program in order to restore the eligibility of the violator.

Step 2: Violator will be suspended from athletic competition for 50% of the regular season schedule contests in that sport (rounded up). The violator must undergo, at his/her expense, an AODA Assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for treatment or education program prescribed by the assessors to confront the behaviors of use/abuse. The violator will provide the athletic director written certificate of compliance with recommendations in order to restore eligibility. If less than 50% of the contests remain on the schedule, the remainder of the suspension will carry over into the contests of the next sport in which the violator participates.

Step 3: The violator will be suspended for one calendar year. The violator must undergo, at his/her expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for treatment or education program prescribed by the assessors to confront the continued behaviors of use/abuse. The violator will provide the athletic director written certification of compliance with recommendations in order to restore eligibility.

3. The student must refrain from socially unacceptable behavior that is discrediting in nature to the ideals, principles, and standards of the community/school.
 - a. If **convicted of criminal behavior** as defined by state or federal statutes, or community ordinances such as:
 - 1) Theft
 - 2) Burglary
 - 3) Assault
 - 4) Battery
 - 5) Vandalism
 - 6) Possession or use of a weapon as defined in the student handbook
 - 7) Under the influence of, and/or possession of a controlled substance and/or paraphernalia on school grounds, school transportation, and/or school event

- 8) Sex offenses
 - 9) Bomb threats
 - 10) Graffiti
 - 11) Use and/or possession of explosive devices including illegal fireworks
 - 12) Criminal disorderly conduct
 - 13) Hazing (any act whether physical, emotional, mental or psychological that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person);
- b. **Non-criminal behavior** such as, *but not limited to*:
- 1) Obscene language
 - 2) Fighting
 - 3) Insubordination
 - 4) Other acts that show a disregard for health, welfare, safety and/or property of others
 - 5) Displays of poor sportsmanship, swearing or abusive language during activities
 - 6) Violations of school policy
 - 7) Willful disobedience of rules established by the coach/advisor of a particular activity
4. Altoona High School expects students to be respectful, helpful and truthful when questioned by administration in regard to an investigation involving the competitive activities code. If a student is deemed to be lying and/or, in any way, impeding the investigation, school consequences may be invoked, as well as any competitive activities code consequence that may be incurred by the student.

Disciplinary Action for Single or Non-Performance Activities for Criminal/Non-Criminal Violation

Non-Performance Activities:

- Art Club
- Science Club
- Spanish Club
- National Honor Society
- Students Against Driving Drunk (S.A.D.D.)
- Student Council
- Etc.

If a student is involved in performance and non-performance activities, the suspension will be served at the next scheduled performance activity.

Single Performance Activities:

Distributive Education Clubs of America (DECA)

Destination Imagination

Theatre Festival (drama)

Etc.

Note: All of these students are required to complete the code signing process. All staff sponsors must be aware of the code signing process for their students.

First Offense: The student will satisfactorily perform 15 hours of community service and the student will meet with the guidance counselor and his/her parents regarding the community service to be performed in three (3) weeks. For a first offense only, a student may turn himself/herself in to the activities director or other school official. If this self-admission occurs prior to the beginning of an investigation of that student by the activities director, the number of community service hours will be reduced to eight (8).

Second Offense: The student will satisfactorily perform 20 hours of community service and the student will meet with the guidance counselor and his/her parents. If the self-admission occurs prior to the beginning of the investigation, the number of community service hours will be reduced to 15. The community service is to be completed in four (4) weeks unless previously arranged.

Third Offense: The student will be suspended for one entire calendar year from the activity. If necessary, referral to a social agency for a drug/alcohol use assessment will be recommended.

All community service hours will be scheduled by the activities department and these will be hours in addition to any hours required for graduation. This community service obligation must be completed in two (2) weeks or less unless other arrangements have been made. Not fulfilling the community service requirement will result in missing another performance. If the student fails to meet his/her obligation, he/she will be ineligible to be involved in any activity/single performance until the community service hours are completed. Students in single-performance activities are required to participate in practice but will remain ineligible for performance until all community service hours have been satisfactorily fulfilled.

Disciplinary Action for Performance Organizations for Criminal/Non-Criminal Violation

football	wrestling	cheerleading
volleyball	track	pom pon
hockey	cross country	softball
forensics	drama	tennis
basketball	baseball	
off campus performing musical groups		

Consequences:

Note: Discipline action steps may be skipped or repeated depending on the severity of the offense.

First Offense: The student will be suspended for 10% or at least one competition of the season's contests that he/she was to have performed. ~~at and perform four (4) hours of community service. A student may turn himself/herself in to the activities director or other school official. If this self admission occurs prior to the beginning of an investigation of that student by the activities director, the community service obligation will be dropped.~~ Students will be required to participate in all practices during the suspension.

Second Offense: The student will be suspended for 20% of the season's contests. ~~and will perform six (6) hours of community service. A student may turn himself/herself in to the activities director or other school official. If this self admission occurs prior to the beginning of an investigation of that student by the activities director, the suspension will be reduced to 10% of the season's contests that he/she was to have performed at.~~ Students will be required to participate in all practices during the suspension

Third Offense: The student will be suspended for 50% of the season's contests that he/she was to have performed. ~~at and perform eight (8) hours of community service.~~ The student will also meet with the guidance ~~school~~ counselor and his/her parents. **Students will be required to participate in all practices during the suspension.**

Fourth Offense: The student will be suspended for an entire calendar year and will meet with the guidance counselor and his/her parents. ~~If the disciplinary action is taken due to a drug related violation, the student may be reinstated after a minimum of six (6) weeks if he/she has completed a pre approved treatment program and counseling continues.~~

Fifth Offense: The penalty will be left to the discretion of the principal and the activities director with the minimum penalty being, suspension for an entire calendar year and the maximum being, suspension for the remainder of the student's career.

All suspensions in performance activities will carry over to the next season in which the student participates.

Finally, a student who transfers to another WIAA school with a code of conduct suspension that has not been served must serve the mandated suspension, as decreed by the previous school. The athletic directors and/or designee of both schools must mutually agree upon any modification of the suspension.

E. Electronic Transmissions

Student-athletes are responsible for information contained in written or electronic transmission (e-mail, text message, etc.) and any information posted on a public domain (internet, chat rooms, Facebook, YouTube, MySpace, etc.). Student athletes are not precluded from participation in such online social network sites, however, any student-athlete that is identified on a social networking site which depicts illegal or inappropriate behavior may be considered in violation of the athletic code.

Since there is no way to establish a timeframe for when, or location of where, the image was taken, it shall be a responsibility that the student-athlete must assume. It must be noted that there may be persons who would attempt to implicate a student-athlete by taking such images to place them in a situation where they might be in violation of this code standard. This is our rationale for requiring that our student-athletes not place themselves in such environments.

F. Additional Rules by Coaches/ Advisors

Nothing in this document shall be deemed as to limit a coach or advisor from establishing additional rules concerning student conduct during the season. Any rules established by the coach or advisor must be in writing and handed out to the student, their parents, and the activities director prior to the established starting date for the activity. Student cooperation with and conformance to any rules designed by the coach or advisor are required to maintain eligibility in that specific activity. These rules must be in accordance with the activities code and all other district policies.

It shall be the coach's/advisor's prerogative to suspend any student from a squad whom they consider a demoralizing influence or a detriment to the objectives of

the activity. If a request is initiated by the advisor/coach, approval by the activities director and principal will be necessary for the suspension if an in-season-cut is to occur.

G. Enforcement and Challenges Procedure

1. Violations of the activities code will be based on the following:
 - a. Violations reported to the school by law enforcement officials with corroborating evidence
 - b. Violations reported by teaching or coaching staff members, parents, students, or members of the community.
 - c. Self-Admission
2. Reports of violations must occur within 14-calendar days of the violation unless the conduct has involved law enforcement.
3. Reports of violations must be in writing, signed and dated. Reports of violations must be presented to the principal or activities director and may be on the Activities Code Violation Form.
4. Upon receiving a report of a violation, the principal, assistant principal/dean of students, or activities director shall conduct an investigation, as soon as feasibly possible. The investigation will include an interview with the student to determine whether or not the student has violated the activities code.
5. After the initial investigation, if it appears a violation may have occurred, a parent or guardian will be contacted.
6. If after the investigation, the principal, assistant principal/dean of students, or activities director has determined that the student has violated the activities code, the student and parents or guardians shall be notified of the violation by letter. Consequences will begin at the earliest opportunity if self-admission occurs.
7. Parents or guardians will be informed that if they are dissatisfied with the determination, a challenge or complaint may be taken to the superintendent. The student and parents or guardians must put their challenge or complaint in writing within seven (7) calendar days of the date of the notification. Untimely challenges or complaints will

be dismissed.

8. Parents or guardians may request a meeting with the superintendent to discuss the challenge or complaint. After a review of the documents and a meeting with the student and parents or guardians, the superintendent shall affirm or reject the decision, and notify the parties by letter. The superintendent's decision will be final.
9. If consequences have not yet been imposed, they will begin at the earliest opportunity.
10. The activities director will keep a record of all violations.
11. The Activities Code is not subject to policy JFA - Due Process Policy which is included in the Student Handbook.

H. No Quit Policy

Members of performance organizations are expected to remain in their activities once they commit to the organization. If they quit, they will not be allowed to join a different performance organization that season. However, a new participant to an activity will be given a two-week grace period. Quitting an activity, after the two-week period, will result in suspension from joining other performance organizations for the rest of that season. Exceptions include the following:

1. Failure to continue because of injury or illness.
2. Coach/advisor consents due to unforeseen personal problems.

I. Equipment

One of the values taught through participation in school-sponsored activities is that of responsibility. This applies to the care of school equipment and property. The school district hopes that every student will take pride in the facilities and equipment the Altoona taxpayers have provided.

The school attempts to provide the students of Altoona with the best and safest equipment money can buy, so it is expected that each student to take excellent care of all equipment.

The original equipment issued any student must be returned at the end of the activity. The student will be held financially responsible for any lost, misplaced,

or deliberately mutilated equipment and will be ineligible from further participation in all activities until all equipment is returned or paid for.

J. Transportation

Transportation is provided for all activities. Students are expected to ride to and from an activity on school-provided transportation. If a student is not riding this form of transportation, he/she may ride only with his/her parents/legal guardians and only if the parents/guardians meet the following conditions:

1. Parents must fill out a request to transport their son/daughter, stating the reason they wish to transport their son/daughter.
2. The request must be signed by the principal or activities director prior to leaving for the event, if possible.
3. The request must be given to the coach/advisor prior to the event or handed in by the parents/guardians at the event.
4. Emergencies are an exception to this procedure.

Students will be expected to find transportation within 15 minutes of the end of practice or 15 minutes from the time they call for a ride following a game. Failure to comply with this rule will result in the following consequences: the first occurrence will result in a warning to the student and parent, all following occurrences will result in a one game suspension.

Approved: 08/07/06

Effective: 2012/13 season

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that the District's purposes and goals can best be achieved through excellent fiscal management. Further, the School Board recognizes the important trust and responsibility it has been given to manage a large amount of public resources. As trustee of local, state, and federal funds allocated for use in public education, the Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometime a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential that the District take specific action to make sure education remains central and that fiscal matters are ancillary and contribute to the educational program. This concept shall be incorporated into Board decision making and into all aspects of District management and operation.

In the District's fiscal management, the Board seeks to achieve the following goals:

1. To engage in thorough advance planning, with the involvement of staff and community members, in order to develop budgets and to guide expenditures so as to achieve the greatest educational returns and the greatest contributions to the educational program in relation to dollars spent.
2. To establish levels of funding which will provide high quality education for the District's students.
3. To use the best available techniques for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, fiscal reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

CROSS REF.: 110, Educational Philosophy
111, School Board Goals
620, Annual Operating Budget
672, Purchasing
680, Fiscal Accounting and Reporting
683, Asset Management (Inventories)

ADOPTED: 11/7/83
AMENDED:

The School Board shall consider and adopt an annual operating budget for the District in accordance with state law. The budget serves as the financial plan for the operation of the District. It provides the framework for both expenditures and revenues for the year and translates into financial terms the approved educational programs, goals and priorities for the District.

Budget planning for the District will be an integral part of program planning so that the annual operating budget may effectively express and implement programs and activities of the school system. Budget planning will be a year-round process involving participation of district-level administrators, building principals, coordinators, teachers, other personnel and citizens of the District.

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to a budget calendar.

Program managers and building principals will develop and submit budget requests for their particular schools after seeking the advice and suggestions of staff members. Each school's budget request will reflect the principal's judgment as to the most effective way to use available resources in achieving progress toward the approved educational objectives of the school.

Program budgets and school budgets will reflect state and/or federal requirements, special sources of funding, and District goals, objectives and priorities.

The Board will review the preliminary budget activities of the District related to the preparation of the annual budget and District planning on an on-going basis.

The proposed operating budget shall be presented to District electors for review at a budget hearing held at the same time and place as the annual meeting. The Board shall adopt the final operating budget at a Board meeting held after the annual meeting and budget hearing and prior to the date designated in state law for notification of local municipalities of tax levy information.

The Board places the responsibility for administering the operating budget, once adopted, with the Superintendent. The budget will be administered in accordance with legal requirements and applicable District policies.

In keeping with the need for periodic reconciliation of the District's budget, the Board will authorize as it sees fit the transfer of budget line items upon the request of the Superintendent and recommendation of the Board Treasurer. In managing budgets set up for individual schools, modification of the school's budget by the building principal or program manager must also have the authorization of the Superintendent and the approval of the Board.

Any change in the amounts of the appropriations or the purposes for such appropriations as stated in the adopted operating budget requires a two-thirds vote of the entire membership of the Board. If such action is taken, a legal notice of the action shall be issued as required by law.

LEGAL REF.: Sections 65.90 Wisconsin Statutes
120.11(3)
120.12(3)
120.13(33)
120.17(8)

CROSS REF.: 110, Educational Philosophy
610, Fiscal Management Goals
680, Financial Accounting and Reporting
662.1, Student Activity Funds Management
662.3, Fund Balance
671.2, Expense Reimbursements
672, Purchasing
673, Payment Procedures
840, Public Gifts to the Schools

ADOPTED: 11/7/83
AMENDED: ~~12/8/97~~

District funds in excess of those immediately needed shall be properly and prudently invested in accordance with provisions of this policy and as authorized by law. The Director of Business Services has responsibility to administer this policy, in consultation with the Board Treasurer.

The primary objectives of the District's investment activities, in priority order, shall be:

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio.
2. Liquidity – The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated.
3. Return on Investments – The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of its portfolio.

Minimal risk tolerance with long-term expectations for each asset classification shall guide the strategic decisions regarding individual purchases and overall investment portfolio structure.

The use of an open competition system of offerings and quotes shall be employed to obtain the maximum yield on all investments that also satisfy liquidity needs.

The District Administrator or Designee shall monitor the status of the District's investment portfolio on a regular basis and provide a written report to the Board regarding the district's investment activities on a monthly basis.

Legal References:

Wisconsin Statutes

Section 25.50	[local government pooled investment fund]
Section 34.05	[designation of public depositories]
Section 34.08	[payment for losses of public depository]
Section 66.0603	[investments]
Section 120.12(7)	[school board duty to designate public depositories for district funds]

Adopted:

Admission receipts for school events are the direct responsibility of the building principal or designee, who will oversee all phases of school events for which an admission is charged.

School events for which an admission is charged will use serially numbered tickets. Records shall be maintained to provide chronological and accounting data for review and analysis.

Free Admissions

Individuals with special passes will be admitted to all school district sponsored events.

In addition, Altoona school district residents 60 years of age or older may be given a guest pass, which shall permit them to attend all activities of the schools held within the District. Passes can be obtained from the high school office during the school year. These guest passes shall represent a small token of appreciation from the School Board for all that such District residents have done for the schools over the years.

LEGAL REF.: Sections 120.12(1) Wisconsin Statutes
120.13

CROSS REF.: 664, Cash in School Buildings

ADOPTED: 11/7/83
AMENDED: ~~7/5/05~~

District sites, buildings and equipment currently not being used for school purposes but which may be needed for future school use could be considered for leasing.

Prior to the lease of any site, building or equipment, the District's anticipated need shall be substantiated. The Superintendent shall provide to the School Board an administrative recommendation on the District's need as well as the form and length of proposed lease agreements for each site, building or equipment. Each lease shall include a provision to permit the District to terminate leases on appropriate notice, if it becomes apparent that the leased site, building or equipment is needed for school purposes.

Lease agreements may be made by the District for time periods not to exceed 15 years. Any income received by the District for the leased property must be used for school purposes. Lease agreements and subsequent renewals of such agreements shall be reviewed by the District's legal counsel prior to formal Board action. All such agreements must be approved at an annual or special board meeting.

LEGAL REF.: Section 120.13(25) Wisconsin Statutes

CROSS REF.: 690, Disposal of School Property
742.1, Authorized Use of Computer Hardware/Software
830, Community Use of School Facilities

ADOPTED: 11/7/83
AMENDED: ~~7/5/05~~

The School Board recognizes its legal responsibility to provide a public education for all students in the District. The Board also recognizes that certain educational program activities and materials may require special funding. Therefore, reasonable student fees may be charged accordingly. A student fee schedule shall be reviewed annually and adopted by the Board when a change is recommended. The fee schedule shall include the specific student fees to be charged, a general description of what each fee covers, and the fee amount.

Parents/guardians who claim that the financial condition of their families is such that they cannot afford to pay the established fees may request that the fees be waived or reduced. All fee waiver/reduction requests shall be submitted in writing and approved by the building principal or designee.

The student fee schedule shall be published annually in the back to school newsletter, posted on the District's website and distributed through other means necessary to inform families of the established student fees. Information regarding fee waiver/reduction opportunities will also be included in such postings and mailings.

Building principals shall be responsible for the accurate and timely collection of student fees in accordance with proper accounting procedures. It is the Board's expectation that all reasonable efforts shall be taken to ensure the collection of all fees due the District. After exhausting all other approaches to the collection of outstanding student fees, the Board authorizes the Superintendent or designee to pursue legal action through small claims court for the collection of unpaid fees due the District. The Superintendent shall inform the Board when such action is being taken.

LEGAL REF.: Wisconsin Constitution - Article X, Section 3
Sections 118.03(2) Wisconsin Statutes
118.04
120.10(15)
120.12(11)
120.13
121.41
121.54(7)
121.545

CROSS REF.: 662.1, Student Activity Funds Management
664, Cash in School Buildings
763, Food Service Meal Accounts

ADOPTED:

CHECK WRITING SERVICES
(Use of Electronic Signatures)

Policy 661.1
(formerly BCB – item 2, DGB and DL)

The signatures of the Board President, Clerk and Treasurer are required on all checks issued expending school district funds. The School Board has authorized the use of electronic signatures for the officers of the Board on such routine payments as employee payroll checks and other short notice checks which the Superintendent shall certify. The Board shall be made aware of such checks issued with electronic signatures at each regular Board meeting.

Access to the electronic signatures will be controlled by District Office procedures established by the Business Manager and Treasurer. Access to the electronic signatures will be limited to appropriate District Office employees and will be password protected. The signing of blank checks shall be prohibited. In addition, all voided or spoiled checks shall be marked and retained for a minimum of seven years or as determined by the Wisconsin Records Retention Schedule.

LEGAL REF.: Sections 66.0607 Wisconsin Statutes
120.15(1)
120.16(2)
120.17

CROSS REF.: 662.1, Student Activity Funds Management
665, Fraud Prevention and Reporting
672, Purchasing
673, Payment Procedures
823, Access to Public Records

ADOPTED: 11/7/83
AMENDED: 7/5/05

All monies used and raised to support the activities of student organizations and clubs shall be under the fiduciary control of the School Board and shall be managed in accordance with sound business practices and generally accepted accounting principles similar to other District funds. Student organizations and clubs, as covered by this policy, are those organizations, clubs and other groups that have an adult advisor appointed by the building principal, student officers, and a specific student-related purpose or mission.

Student activity funds shall be maintained in a District-approved financial institution account and be accounted for in the Agency Fund (Fund 60). Activity funds may be invested, with interest accrued credited to the appropriate account. The building principal shall be responsible for supervising the proper management of student activity funds in his/her building in accordance with established procedures.

All student activity fund expenditures requested by a student organization or club shall be approved by the group's advisor and the building principal. Student activity funds shall be used only to finance the normal legitimate activities of the student organization or club or for a purpose beneficial to the school community as selected by the group or its officers.

No student organization or club activity account shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the Superintendent and Business Manager based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.

If a student organization or club activity account has had no activity for twelve (12) consecutive months it may be considered inactive and will be closed by the Business Manager. Funds from inactive student activity accounts shall be transferred to the General Fund for operating expenses.

At the end of the school year, all student activity account balances will be carried over to the next school year, with the exception of the senior class account. The senior class, after paying all its expenses, should designate before the end of the school year how any remaining balance will be allocated. Any funds that remain in the senior class activity account at the end of the school year shall be transferred to the General Fund unless special provisions are made otherwise.

The *Business Manager* shall be responsible for the internal auditing of student activity funds at regular intervals throughout the school year and for establishing appropriate student activity fund management accounting and reporting procedures. In addition, an audit of all student activity funds shall be done at the same time as the annual audit of District funds.

LEGAL REF.: Sections 120.14(1) Wisconsin Statutes
120.16(2)
Wisconsin Uniform Financial Accounting Regulations (WUFAR)

CROSS REF: 352.2, Overnight Trips
370, Co-Curricular and Interscholastic Activity Programs
371, Student Organizations
374, Fundraising Activities Involving Students
378-Rule, Student Performance Procedures
652, Revenues from Investments
663, Bonded Employees and Officers
664, Cash in School Buildings
665, Fraud Prevention and Reporting
672, Purchasing
680, Fiscal Accounting and Reporting

ADOPTED:

PETTY CASH FUNDS

Policy 662.2
(formerly DJB)

In order to facilitate refunds and minor purchases, the District Business Office shall establish a small petty cash fund not to exceed \$2000 and designate a petty cash fund custodian to manage it. Expenditures from the petty cash fund must be carefully itemized, reported and audited in accordance with established District procedures.

Petty cash funds shall be replenished by the Business Office upon authorization of the School Board. A written reconciliation statement shall be completed every time petty cash reimbursement is requested, which records the beginning petty cash balance, detailed information about disbursements, and the ending petty cash balance.

LEGAL REF.: Sections 120.14(1) Wisconsin Statutes
120.16(2)

CROSS REF.: 663, Bonded Employees and Officers
665, Fraud Prevention and Reporting
673, Payment Procedures
680, Fiscal Accounting and Reporting

ADOPTED: 11/7/83
AMENDED:

Monies collected by District employees and by student organization treasurers shall be handled in accordance with good and prudent business procedures, both to demonstrate the ability of the District employees to operate in that fashion and to teach procedures to students.

All money collected shall be receipted, accounted for and directed without delay to the proper location of deposit. In no case will monies be left overnight in the schools, except in safes provided for valuables.

LEGAL REF.: Sections 120.14(1) Wisconsin Statutes
120.16
Wisconsin Uniform Financial Accounting Regulations (WUFAR)

CROSS REF.: 656, Student Fees
662.1, Student Activity Funds Management
662.1, Petty Cash Funds
665, Fraud Prevention and Reporting
763, School Meal Accounts

ADOPTED: 11/7/83
AMENDED:

All school district employees are encouraged to follow the purchasing procedure (672). If from time to time, school district employees incur expenses in carrying out their authorized duties they may be reimbursed by the District upon submission of a properly filled out and approved requisition and such supporting receipts as required by the Business Manager. Such expenses may be approved and incurred in line with budgetary allocations for a specific type of expense.

The District will reimburse the following types of expenses:

1. Transportation Expenses – When official travel by a personally owned vehicle has been authorized, mileage payment will be made at the current federal rate. When air travel is required, reimbursement will be made for coach airfare.
2. Fees and registration as required for participation at an approved meeting, conference or convention.
3. Hotel or motel costs at a reasonable room rate.
4. Reasonable expenses for meals within a maximum of \$40.00 per day and appropriate miscellaneous expenses. Additional costs will be reimbursed when submitted with a valid receipt.

LEGAL REF.: Sections 118.21 Wisconsin Statutes
118.24

CROSS REF.: 164, Board Member Reimbursement for Expenses
537, Professional Staff Development Opportunities
673, Payment Procedures
Current Employee Agreements/Handbooks

ADOPTED: 9/18/89

AMENDED: ~~12/8/97~~

SALARY DEDUCTIONS/WITHHOLDING

Policy 671.3
(formerly DLB)

Salary deductions are allowed only upon approval by the School Board and are subject to the following requirements:

1. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan to the District Business Office for advance approval.
2. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's job description.
3. The payroll department of the Business Office shall be given 30 days notice of the institution or termination of a salary deduction by an individual.
4. All salary deductions other than those regulated by the federal or state government will be deducted only upon written approval of the employee.
5. All Internal Revenue Service and state withholding rules and regulations will be followed.

CROSS REF.: Current Employee Agreements/Handbooks

ADOPTED: 11/7/83
AMENDED: ~~11/19/01~~

The School Board authorizes the District Office to make purchases and supervise the purchasing of all goods and services for the District in accordance with state law and good purchasing practices. The building principal shall supervise purchasing at the school level and be authorize/approve requisitions for goods and services that have been approved by the Board in the District's annual operating budget. All lease-purchase agreements must be approved by the Board.

Purchasing decisions shall be made based on the following:

- Sealed bids will be taken on all purchases of goods or services and all public construction with an estimated cost that exceeds \$10,000.00. The Board will waive bidding procedures when, in their opinion, an emergency condition exists or when there are limited qualified vendors in the area of need.
- All purchases of goods or services with an estimated cost that exceeds \$5,000.00, but is less than \$10,000.00, will be made on the basis of quotes, unless otherwise provided by the Board.
- Purchase of goods or services less than \$5,000.00 which are included in the annual school district budget will be made by the Superintendent and District staff using such methods as will ensure the best interests of the District and the Board.

It shall be the goal of the Board and administration to secure goods and services at the lowest price available whenever possible. In addition to price, consideration shall be given to such factors as the quality of the product or service, vendor conformity to specifications, service record, delivery terms and general suitability to the requirements and needs of the District. The District may reject the lowest price or bid if any of these factors prove unsatisfactory.

All things being equal and as permissible by law, the District will give preference to agents, vendors, or manufacturers residing in the school district who maintain an office in the school district and employ at least one full-time employee. The Board reserves the right to prequalify all bidders, agents or vendors, and to determine whether or not the designation as a local business is met. It is the intention of the Board that all purchases be made in such a manner that all qualified vendors have an equal opportunity.

LEGAL REF.: Sections 19.59 Wisconsin Statutes
62.15
66.0601(2)
66.0607
120.13(5), (9m) and (33)

175.10

946.10

946.12

946.13

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 672-Rule, Purchase Order Procedures

165, School Board Member Code of Ethics

522.4, Staff Conflicts of Interest

524, Staff Gifts and Gratuities

610, Fiscal Management Goals

620, Annual Operating Budget

662.1, Student Activity Funds Management

665, Fraud Prevention and Reporting

683, District Asset Management (Inventories)

662.2, Petty Cash Funds

672.41, Sales Calls and Demonstrations

673, Payment Procedures

ADOPTED: 11/7/83

AMENDED: ~~12/8/97~~

PURCHASE ORDER PROCEDURES

672-Rule
(Formerly DJ-R, items 1-3)

1. Purchase orders are required to be completed for all purchases made in the District. No invoice will be honored for payment unless it has a purchase order number. Purchase orders will be obtained from the District Business Office.
2. Building principals or supervisors will approve the purchase order and make sure that it is assigned:
 - a. An account number
 - b. Complete address
 - c. Actual or estimated cost for each item
 - d. Grand total of cost, actual or estimate
 - e. Signatures as required

APPROVED:

SALES CALLS AND DEMONSTRATIONS

Policy 672.41
(formerly DJGA)

Calls by sales representatives in connection with possible purchases within the schools' own authority are subject to the control of building principals and are permissible.

In the case of special visits made by sales representatives for the purpose of demonstrating equipment, the purchasing agent should be advised if the school has any interest in the equipment.

Building principals may give permission to sales representatives of educational products to see members of the school staff at times that will not interfere with the educational program.

Sales representatives are not permitted to call on teachers or other school staff members without authorization from the building principal or designee.

LEGAL REF.: Sections 118.12 Wisconsin Statutes
120.13(35)

CROSS REF.: 672, Purchasing
850, Public Solicitations
860, Visitors to the Schools

ADOPTED: 11/7/83
AMENDED:

PAYMENT PROCEDURES

Policy 673
(formerly DJ-R, item 4)

All expense reimbursement requests, bills, invoices, and other requests for payment must be submitted to the Business Office in a timely manner. The Business Office shall properly verify the appropriateness of the payment request prior to recommending it for payment. Verification of receipt of items purchased, work performed or completed, or that a proper purchase order has been completed is necessary prior to Board approval of any payment.

In order to avoid having to pay interest fees, all payments shall be made in a timely manner as required by state law.

LEGAL REF.: Sections 66.0135 Wisconsin Statutes
66.0607
120.11(4)
120.13(33)
120.16(2)

CROSS REF.: 661.1, Check Writing Services (Use of Check Signing Machine)
662.2, Petty Cash Funds
671.2, Expense Reimbursements
671.3, Salary Deductions/Withholding
672, Purchasing

ADOPTED:

The School Board directs the administration to maintain an accounting system that will provide for the proper accounting for all District funds and provide the necessary information for the efficient operation of the schools. Specifically, the accounting system and related procedures will:

1. correspond with the expenditure categories and account codes outlined in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) as required by the Department of Public Instruction (DPI);
2. be in line with generally accepted accounting principles; and
3. give assurance to the Board and its constituents that funds are being accounted for and administered in a proper manner.

The Superintendent and Business Office staff will be expected to confer with appropriate school finance specialists of the DPI, school district auditors, and any other knowledgeable persons or groups in achieving these objectives.

The Board shall receive monthly financial statements from the Superintendent showing the financial condition of the District. Such other financial statements as may be determined necessary by either the Board or the administration shall also be presented to the Board.

The financial records and accounts of the District shall be audited annually by a certified public accountant in accordance with prescribed standards and legal requirements. The Board will select the certified public accountant at a Board meeting held on or before May 1 each year, and pay for the audit with District funds. The Superintendent or Designee shall present the audit, when completed, to the Board for examination and certify to the Board that the audit conforms to the accounting system required by the DPI. In addition, the Superintendent shall file copies of the audit with the proper authorities as prescribed by law.

LEGAL REF.: Sections 115.28(13) Wisconsin Statutes
120.14
120.16(4)
120.18(6) and (7)
121.05(1)(c)
PI 14, Wisconsin Administrative Code
Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 620, Annual Operating Budget
652, Revenues from Investments
662.1, Student Activity Funds Management
662/3, Petty Cash Funds

662.3, Fund Balance
665, Fraud Prevention and Reporting
672, Purchasing
673, Payment Procedures

ADOPTED: 11/7/83
AMENDED:

District assets shall be adequately maintained and protected from unnecessary risk. An annual inventory of District-owned assets (sites, buildings, equipment, furniture, supplies, etc.) shall be maintained for insurance and accounting purposes under the supervision of the Business Manager and building principal and in accordance with generally accepted accounting principles and applicable legal requirements. District staff shall be responsible for assisting with the annual inventory.

The building principal shall be responsible for accounting for all stock supplies, equipment, instructional and library materials and media in his/her assigned school.

Values of District asset inventories shall be established by the Business Manager and reported to the District's insurance company. Professional appraisers may be employed to assist in determining District asset values when so designated by School Board action.

It shall be the responsibility of the Business Manager to ensure that District asset inventories are recorded systematically and accurately and that property records of District assets are updated and adjusted annually. All District assets with a value of \$1,000.00 or more and with a useful life beyond one year shall be recorded as fixed assets on the District's fixed asset accounting system.

LEGAL REF.: Section 120.12(1) Wisconsin Statutes
Wisconsin Uniform Financial Accounting Requirements (WUFAR)
Governmental Accounting Standards Board Statement #34 (GASB 34)

CROSS REF.: 683-Rule, Inventory Procedures
361.2-Rule, Library Media Center Materials Selection and Reconsideration
Procedures
690, Disposal of School Property

ADOPTED: 11/7/83
AMENDED: ~~6/21/93~~

The School Board is responsible for assuring the optimal use of all school property, including District-owned equipment, materials, supplies and other items. However, the Board recognizes that sometimes school property outlasts its usefulness, becomes outdated, or may simply no longer be needed by the District. In such cases, the school property may be disposed of as outlined in this policy and as authorized by the electors at the District's annual meeting or a special school district meeting, in the case of the sale of property belonging to and no longer needed by the District.

After student and community needs have been met, and after building principal approval, the first course of action will be an attempt to sell surplus items no longer needed in the District. Unused library and/or textbooks may be sold to a company that specializes in the purchase of used books.

A school may hold a public sale for the purpose of disposing of surplus items, with the approval of the building principal. Any sale authorized by this policy will be publicized by the respective school during an open house or other time designated by the principal, or offered for sale on the District online auction site. Online auctions shall be conducted in accordance with established procedures.

All proceeds from the sale of surplus items will be deposited in the General Fund.

Any surplus items not sold may be given away. If an attempt to give the items away is unsuccessful, they will be recycled or destroyed.

LEGAL REF.: Sections 120.10(12) Wisconsin Statutes
120.12(1) and (21)

CROSS REF.: 690-Rule, Online Auction Procedures for the Sale of Surplus School Property
362.1-Rule, Library Media Center Materials Selection and Reconsideration
Procedures
655, Leasing of District-Owned Sites, Buildings and Equipment
672, Purchasing
683, Asset Management (Inventories)

ADOPTED: 11/7/83

AMENDED: 7/21/03

School district equipment or other school property no longer needed by the District may be sold via the District's online auction site in accordance with the following procedures:

1. Notice of an upcoming auction will be emailed to all registered bidders.
2. All items being offered for sale are being *"sold as is."* There is no warranty or guarantee.
3. To submit a bid, individuals must be 18 years of age or older.
4. Bids must be submitted through the District online auction site only. Faxed and phone bids are not accepted.
5. There is no fee to register or to place a bid. A valid email address is required.
6. The "current bid" is updated immediately to reflect the highest bid as of that date and time and a confirmation email is sent to bidders immediately following placement of a bid.
7. Some bids may be time stamped after the online auction closing. This is due to the time needed for the computer to process the bid. Such bids are initiated prior to the auction closing and will be considered valid bids
8. The item will be awarded to the highest bidder. However, the School District of Altoona reserves the right to reject any and all bids. The District also reserves the right to make changes to items posted for sale, if deemed necessary. This includes cancelling the offer to sell posted items at any time.
9. Submitting a bid constitutes a legally binding agreement between the bidder and the School District of Altoona.
10. All items must be paid for and picked up between during regular office hours Monday through Friday at the School District Office within seven days of the auction's closing.
11. Items must be paid for by cash, check or money order only. Checks should be made payable to the School District of Altoona.

APPROVED: 7/5/05

The District may accept and use any gift of money, property or services for a purpose deemed to be consistent with District goals and which serves to enhance and extend the work of the schools.

The Superintendent shall establish criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the District. It shall be the general policy of the District to direct those who desire to make gift offers or contributions to consider equipment or services that are not likely to be acquired from public fund expenditures.

- Gifts of equipment or services that may involve major costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented to the School Board for consideration and approval before being accepted.
- Gifts intended to be used for the purchase of equipment on a matching fund basis (part of cost provided by an individual or organization and part by the Board from public funds) will require prior approval of the Board before being accepted. Gift offers of this nature are encouraged to be made through the normal budget planning cycle.
- Individuals or organizations desiring to contribute supplies or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriation.

The District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

All gifts, grants and bequests accepted will become school property to be used at the discretion of the District unless otherwise specified in the gift, grant or bequest. At the discretion of the Superintendent, an undesignated gift may be designated for the District as a whole, for a particular school or activity.

All moneys accepted as gifts or grants shall be placed in the District treasury but shall be considered segregated trust funds. If there is no specific direction from a donor or grantor, the Superintendent may determine the use of or invest the moneys in accordance with the state law applicable to trust investments.

A list of gifts donated primarily for school use shall be reported to the Board by the building principal. Equipment contributed to the schools is subject to the same controls and regulations that govern the use of other school-owned property.

LEGAL REF.: Sections 36.11(19)(e) Wisconsin Statutes
118.13
118.27
PI 9.03(1)(d), Wisconsin Administrative Code

CROSS REF.: 840-Rule, Guidelines for the Acceptance of Gifts
840-Exhibit, Gift Acceptance Checklist
110, Educational Philosophy
111, School Board Goals
620, Annual Operating Budget
411-Rule, Student Discrimination Complaint Procedures

ADOPTED: 8/3/81
AMENDED: ~~5/4/98~~

GUIDELINES FOR ACCEPTANCE OF GIFTS

840-Rule
(formerly DFC-R and KH-R)

To be acceptable, gifts must satisfy the following criteria:

1. The gift must have a purpose consistent with those of the school.
2. The gift must be offered by a donor acceptable to the School Board.
3. The gift must not add to staff load.
4. The gift must not begin a program which the Board would be unwilling to take over when the gift or grant funds are exhausted.
5. The gift must not bring undesirable or hidden costs to the school system.
6. The gift must place no restrictions on the school program.
7. The gift must not be inappropriate or harmful to the best education of students.
8. The gift must not imply endorsement of any business or product.
9. The gift must not be in conflict with any law provision, Board policy or school rule. It is the responsibility of administrators to inform the donor that any gift (including grants or bequests) will become school property upon acceptance.

A letter of appreciation signed by the building principal or Superintendent will be sent to a donor.

Building principals will report all gifts in excess of \$100.00 to the Board annually at the May Board meeting or at the time the gift is received.

APPROVED: 1/7/85

Check the Appropriate Line

	YES	NO
1. Gift has a purpose consistent with those of the school.	_____	_____
2. Gift is offered by a donor acceptable to the School Board.	_____	_____
3. Gift does not add to staff load.	_____	_____
4. Gift does not begin a program which the Board would be unwilling to take over when the gift or grant funds are exhausted.	_____	_____
5. Gift does not bring undesirable or hidden costs to the District.	_____	_____
6. Gift places no restrictions on the school program.	_____	_____
7. Gift is not inappropriate or harmful to the best education of students.	_____	_____
8. Gift does not imply endorsement of any business or product.	_____	_____
9. Gift is not in be in conflict with any law provision, Board Policy or school rule.	_____	_____

The above checklist will be used before acceptance of gifts to the District.

APPROVED: 4/7/85