



# School District of Altoona

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1903 Bartlett Avenue • Altoona, Wisconsin 54720  
715-839-6033 • Fax 715-839-6066 • [www.altoona.k12.wi.us](http://www.altoona.k12.wi.us)

Regular Monthly Meeting of the Board of Education  
November 15, 2021 at 6:30 pm  
District Office Conference Room

This meeting is open to the public. If a member of the public requires an accommodation to attend the meeting, he or she should contact Executive Assistant Lisa Boss at least 24 hours in advance of the meeting to request an accommodation.

Please note that any meeting where more seating is needed than is available will be moved to the Pederson Commons, which is directly adjacent to the Conference Room. Please watch for door signage.

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Pledge of Allegiance
- V. Communication with the Board (OE 8)
  - A. Student Representative Report (OE 8.2)
  - B. Learning Spotlight - AMS Reading/Writing (R2, OE 8.2)
  - C. Discussion of Board Activities (GC 3.4)
  - D. Fall Covid-19 Update from the Superintendent (OE 8.2)
  - E. Budget Monitoring/Budget Transfers (OE 8.2)
- VI. Agenda-Related Public Comment (OE 8.4)
- VII. Non-Agenda-Related Public Comment (OE 8.4)
- VIII. Monitoring for Results (B/SR 5.4a & B/SR 5.3a)
  - A. OE4 - Personnel Administration
  - B. R2 - Content Area Performance - ELA
- IX. Board Consent Agenda (GC 2.4)

- A. Removal of an Item from Board Consent Agenda for Separate Consideration
  - B. Approval of October 18, 2021 Meeting Minutes (GC 2.4)
  - C. Approval of October 18, 2021 Executive Session Meeting Minutes (GC 2.4)
  - D. Approval of October 25, 2021 Special Meeting Minutes (GC 2.4)
- X. Superintendent Consent Agenda (GC 2.4)
- A. Removal of an Item from the Superintendent Consent Agenda for Separate Consideration
  - B. Approval of Hires, Resignations and Retirements (GC 2.4)
    - 1. Assistant HS Track Coach - *Resignation*
    - 2. Head Girls Soccer Coach - *Hire*
    - 3. High School Paraprofessional - *Resignation*
    - 4. Third Grade Teacher - *Resignation*
  - C. Approval of Treasurer's Report (GC 2.4)
  - D. Approval of Checks for Payment (GC 2.4)
  - E. First Reading of Policies (GC 2.4)
    - 1. 181 Rules of Order (*Update*)
    - 2. 189 Virtual Board Meeting in Emergency Situations (*New*)
    - 3. 260 Temporary Administrative Arrangements (*New*)
    - 4. 310 Instructional Program (*Delete*)
    - 5. 333.1 Student Surveys (*New*)
    - 6. 341.2 Education for Employment (*New*)
    - 7. 341.24 Career and Technical Education (*New*)
    - 8. 342.11 Independent Educational Evaluations (*Update*)
    - 9. 352 Field Trips (One-Day Trips) (*Update*) IICA - (*Delete*)
    - 10. 353.1 School Volunteers (*Update*)
    - 11. 361.1 Selection of Textbooks and Other Instructional Materials (*Update*) II, IIA, IIAA, IIAB - (*Delete*)
    - 12. 361.2 Library Media Center Material Selection and Reconsideration (*Update*)
    - 13. 363.2 Acceptable Use of Technology Resources (*Update*)
    - 14. 364 School Counseling Program (*Update*) IJ- (*Delete*)
    - 15. 382.1 Recording District Meetings (*New*)
    - 16. 411.2 Education of Homeless Children and Youths (*New*)
    - 17. 423 Public School Open Enrollment (*Update*)
    - 18. 443.71 Bullying (*New*)
    - 19. 446.1 Locker Searches (*New*)
    - 20. 446.2 Use of Drug-Detection Canine Units in Search Activities (*New*)

21. 447.1 Staff Use of Physical Force (*New*)
22. 447.3 Student Suspension and Expulsion (*New*)
23. 453.1 Emergency Nursing Services (*New*)
24. 522.71 Staff Use of Social Media (*Update*)
25. 610 Fiscal Management Goals (*Delete*)
26. 620 Annual Operating Budget (*Update*)
27. 631.1 Post-Issuance Compliance for Tax-Exempt and Tax-Advantaged Obligations (*Update*)
28. 632 Short-Term Borrowing (*New*)
29. 652 Investment of District Funds: Revenues from Investments (*Update*)
30. 657 Grant Applications and Acceptance of Grants (*New*)
31. 660 Financial Management and Internal Controls (*New*)
32. 661 Designation of Depositories (*New*)
33. 661.1 Electronic Transfer of Funds (*New*)
34. 661.3 Returned Checks and Other Denied Payments (*New*)
35. 662.1 Student Activity Funds Management (*New*)
36. 662.2 Community Programs and Services (Fund 80) (*New*)
37. 763 School Meal Account Charges and Collections (*New*)
38. 823 Access to Public Records (*Update*)
39. 823.1 Records Management and Retention (*New*)
40. 824 School District Legal Notices (*New*)
41. 831 Tobacco Free Schools (*New*)
42. 832 Weapons on School Premises (*New*)
43. 840 Public Gifts to Schools and Sponsorships (*Update*)
44. 851 Advertising (*Update*)
45. 860 Visitors to the Schools During the School Day (*Update*) KK  
(Delete)
46. 870 Public Complaints (*Update*)

F. Second Reading of Policies (GC 2.4)

1. 335 Intellectual Property Rights and Ownership of Curriculum and Other Works and Materials (*New*)
2. 336 Non-District Research Involving District Schools or Programs (*New*)
3. 342.5 Title I Programming (*New*)
4. 342.6 Program and Curriculum Modifications for Individual Students (*New*)
5. 343.44 Part Time Open Enrollment (*Update*)
6. 343.46 Early College Credit Program (*Update*)
7. 345.61 Early Graduation (*Update*)

8. 347.1 Student Directory Data (*New*)
  9. 352.1 District Sponsored Trip / Activities Involving Long-Distance Travel or Overnight Stays (*Update*)
  10. 491 Children of Divorced / Separated Parents and Parents Not Sharing the Same Household (*New*)
  11. 532.42 Uniformed Service Leave and Other Rights of Servicemembers (*New*)
- XI. Matters Reserved for Board Action (B/SR 2.1)
- A. Item Removed from Board Consent Agenda for Separate Consideration (GC 2.5)
  - B. Item Removed from Superintendent Consent Agenda for Separate Consideration (GC 2.5)
- XII. Recess
- XIII. Discussion of the Meeting (GC 2.2)
- XIV. Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(c) to consider the employment of a public employee.
- XV. Following closed session, the Board will entertain a motion to reconvene into open session and will take any further action that is necessary and appropriate, including acting on any resolution that may be presented. Thereafter, the Board will entertain a motion to adjourn the meeting.
- XVI. Adjourn

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November 11, 2021

## NOTICE OF REGULAR MEETING OF THE BOARD OF EDUCATION

PLEASE TAKE NOTICE that members of the School District of Altoona Board of Education will hold a regular meeting on **November 15th, 2021 at 6:30 pm**, in the Conference Room of the District Office, 1903 Bartlett Avenue, Altoona, WI. Please note that any meeting where more seating is needed than is available will be moved to the Pederson Commons, which is directly adjacent to the Conference Room. Please watch for door signage.

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Fd	T	Loc	Obj	Func	Func	2021-22		2021-22	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
10	E	---	---	11	UNDIFF CURRICULUM	4,262,142.00	4,262,142.00	983,183.35	3,278,958.65
10	E	---	---	12	REGULAR CURRICULUM	5,200,551.00	5,200,551.00	1,093,507.79	4,107,043.21
10	E	---	---	13	VOCATIONAL CURRICULUM	594,871.00	594,871.00	118,876.41	475,994.59
10	E	---	---	14	PHYSICAL CURRICULUM	644,041.00	644,041.00	128,429.24	515,611.76
10	E	---	---	16	CO-CURRICULAR ACTIVITIES	392,358.00	392,358.00	116,543.80	275,814.20
10	E	---	---	17	SPECIAL NEEDS	3,500.00	3,500.00	443.52	3,056.48
10	E	---	---	21	PUPIL SERVICES	824,148.00	824,148.00	211,549.71	612,598.29
10	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	1,044,433.00	1,044,433.00	263,365.09	781,067.91
10	E	---	---	23	GENERAL ADMINISTRATION	569,684.00	569,684.00	170,266.31	399,417.69
10	E	---	---	24	SCHOOL BUILDING ADMINISTRATION	1,233,485.00	1,233,485.00	367,439.22	866,045.78
10	E	---	---	25	BUSINESS ADMINISTRATION	3,136,083.00	3,136,083.00	978,012.16	2,158,070.84
10	E	---	---	26	CENTRAL SERVICES	373,642.00	373,642.00	103,125.70	270,516.30
10	E	---	---	27	INSURANCE/DISTRICT	122,000.00	122,000.00	106,772.28	15,227.72
10	E	---	---	28	DEBT SERVICES - SHORT TERM	5,000.00	5,000.00	14.47	4,985.53
10	E	---	---	29	OTHER SUPPORT SERVICES	702,097.00	702,097.00	489,039.98	213,057.02
10	E	---	---	39				-345.00	345.00
10	E	---	---	41	INTERFUND TRANSFERS	2,696,548.00	2,696,548.00		2,696,548.00
10	E	---	---	43	GENERAL TUITION PAYMENTS	1,402,998.00	1,402,998.00		1,402,998.00
10	-	---	---		GENERAL	23,207,581.00	23,207,581.00	5,130,224.03	18,077,356.97
21	E	---	---	29	OTHER SUPPORT SERVICES	87,400.00	87,400.00	6,444.79	80,955.21
21	-	---	---		SPECIAL REVENUE TRUST FUND	87,400.00	87,400.00	6,444.79	80,955.21
27	E	---	---	15	SPECIAL ED CURRICULUM	2,864,184.00	2,864,184.00	554,816.53	2,309,367.47
27	E	---	---	21	PUPIL SERVICES	352,612.00	352,612.00	76,005.15	276,606.85
27	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	225,021.00	225,021.00	105,609.11	119,411.89
27	E	---	---	25	BUSINESS ADMINISTRATION	195,100.00	195,100.00	981.25	194,118.75
27	E	---	---	43	GENERAL TUITION PAYMENTS	229,956.00	229,956.00	53,057.00	176,899.00
27	-	---	---		SPECIAL EDUCATION FUND	3,866,873.00	3,866,873.00	790,469.04	3,076,403.96
38	E	---	---	28	DEBT SERVICES - SHORT TERM	253,350.00	253,350.00	49,450.42	203,899.58
38	-	---	---		NON-REFERENDUM DEBT	253,350.00	253,350.00	49,450.42	203,899.58
39	E	---	---	28	DEBT SERVICES - SHORT TERM	1,327,238.00	1,327,238.00	283,368.75	1,043,869.25
39	-	---	---		REFERENDUM APPROVED DEBT SERV	1,327,238.00	1,327,238.00	283,368.75	1,043,869.25
49	E	---	---	25	BUSINESS ADMINISTRATION			737.00	-737.00
49	-	---	---		OTHER CAPITAL PROJECTS			737.00	-737.00
50	E	---	---	25	BUSINESS ADMINISTRATION	924,998.00	924,998.00	144,997.09	780,000.91
50	-	---	---		FOOD SERVICE	924,998.00	924,998.00	144,997.09	780,000.91
73	E	---	---	42	Fiduciary Fund Expenditures	381,531.00	381,531.00		381,531.00
73	-	---	---		Employee Benefit Trust Fund	381,531.00	381,531.00		381,531.00
80	E	---	---	25	BUSINESS ADMINISTRATION	12,500.00	12,500.00	3,683.70	8,816.30
80	E	---	---	26	CENTRAL SERVICES	25,000.00	25,000.00	14,489.66	10,510.34
80	E	---	---	29	OTHER SUPPORT SERVICES	54,000.00	54,000.00		54,000.00
80	E	---	---	31	COMMUNITY SERVICE	30,605.00	30,605.00	5,197.91	25,407.09
80	E	---	---	39		93,660.00	93,660.00	42,115.96	51,544.04
80	-	---	---		COMMUNITY SERVICE	215,765.00	215,765.00	65,487.23	150,277.77
Grand Expense Tota						30,264,736.00	30,264,736.00	6,471,178.35	23,793,557.65

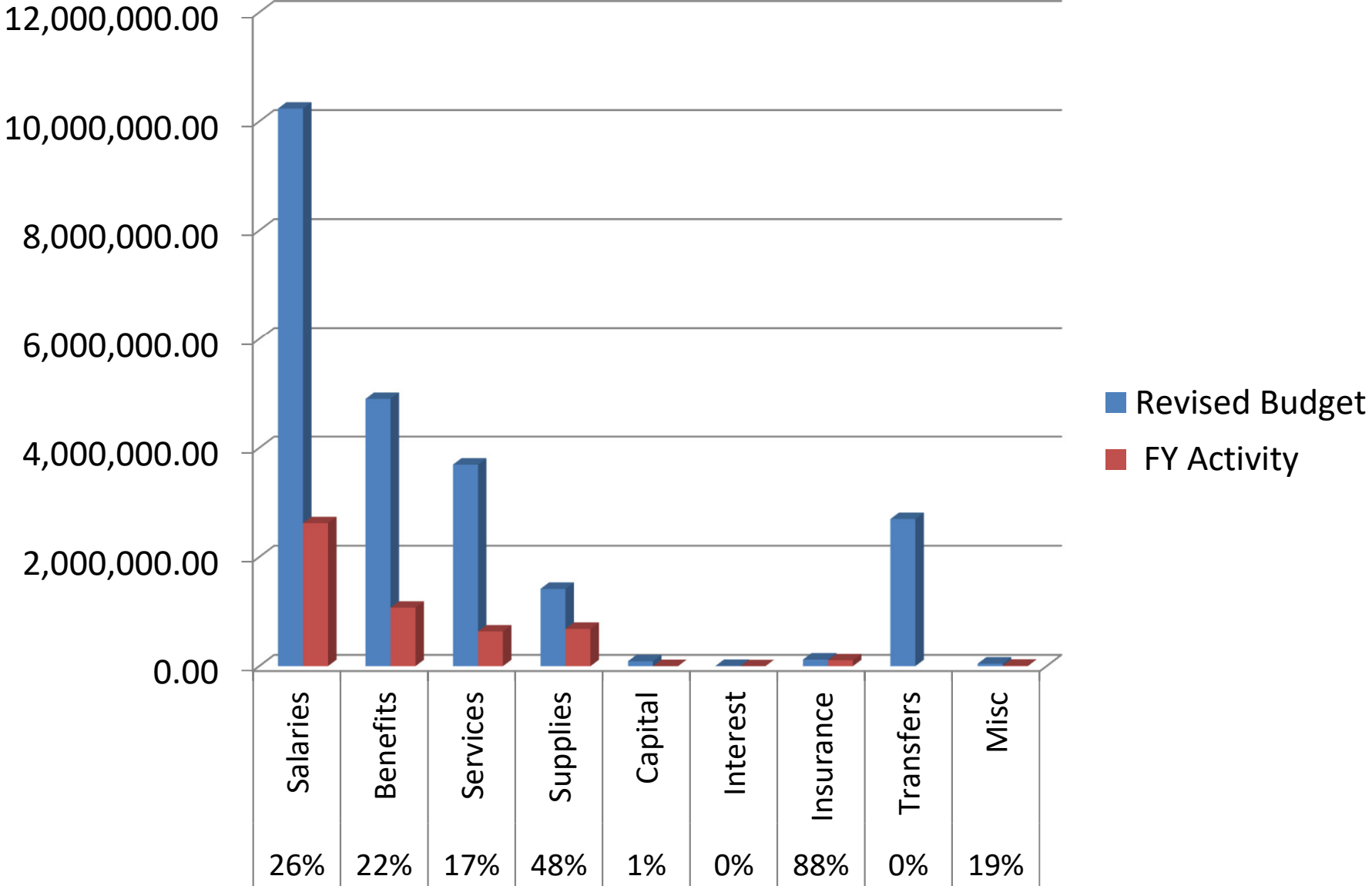
Fd T Loc Obj Fu Src	2021-22		2021-22	Unexpended
	Original Budget	Revised Budget	FY Activity	Balance
10 R 400 34- --	GRANTS-OTHER SCHOOL DISTRICTS	15,000.00	15,000.00	15,000.00
10 R 800 21- --	TAXES	4,500,909.00	4,500,909.00	14,585.86
10 R 800 27- --	SCHOOL ACTIVITY-INCOME	5,000.00	5,000.00	-995.70
10 R 800 28- --	INTEREST ON INVESTMENT	3,500.00	3,500.00	442.94
10 R 800 29- --	OTHER REVENUES-LOCAL SOURCES	10,000.00	10,000.00	2,993.05
10 R 800 34- --	GRANTS-OTHER SCHOOL DISTRICTS	3,203,250.00	3,203,250.00	475.00
10 R 800 51- --	TRANSIT OF AIDS-INTERMED SRCES	15,117.00	15,117.00	
10 R 800 58- --	MEDICAL SERVICE REIMBURSEMENTS	30,000.00	30,000.00	
10 R 800 59- --	OTHER PYMTS-INTERMEDIATE	5,000.00	5,000.00	
10 R 800 61- --	STATE AID-CATEGORICAL	101,708.00	101,708.00	
10 R 800 62- --	STATE AID-GENERAL	12,400,637.00	12,400,637.00	1,703,690.00
10 R 800 63- --	SPECIAL PROJECTS GRANT	85,000.00	85,000.00	
10 R 800 65- --	SAGE GRANT	525,000.00	525,000.00	
10 R 800 69- --	OTHER REVENUE - STATE SOURCES	1,198,773.00	1,198,773.00	
10 R 800 73- --	SPECIAL PROJECTS GRANTS	909,572.00	909,572.00	37,808.08
10 R 800 75- --	TITLE I	220,000.00	220,000.00	
10 R 800 97- --	REFUND OF DISBURSEMENT	5,000.00	5,000.00	38,197.57
10 R 800 99- --	Other Miscellaneous Revenue	5,000.00	5,000.00	47.54
10 R --- --- --	Revenue	23,238,466.00	23,238,466.00	1,797,244.34
10 - --- --- --	GENERAL	23,238,466.00	23,238,466.00	1,797,244.34
21 R 800 29- --	OTHER REVENUES-LOCAL SOURCES	72,100.00	72,100.00	20,084.56
21 R --- --- --	Revenue	72,100.00	72,100.00	20,084.56
21 - --- --- --	SPECIAL REVENUE TRUST FUND	72,100.00	72,100.00	20,084.56
27 R 800 11- --	OPERATING TRANSFERS-IN	2,496,548.00	2,496,548.00	
27 R 800 31- --	TRANSIT OF AIDS-INTERDISTRICT	5,000.00	5,000.00	7,181.90
27 R 800 34- --	GRANTS-OTHER SCHOOL DISTRICTS	25,000.00	25,000.00	
27 R 800 51- --	TRANSIT OF AIDS-INTERMED SRCES	7,500.00	7,500.00	
27 R 800 61- --	STATE AID-CATEGORICAL	918,000.00	918,000.00	
27 R 800 73- --	SPECIAL PROJECTS GRANTS	289,825.00	289,825.00	
27 R 800 78- --	Federal Aid other than DPI	125,000.00	125,000.00	2,702.87
27 R --- --- --	Revenue	3,866,873.00	3,866,873.00	9,884.77
27 - --- --- --	SPECIAL EDUCATION FUND	3,866,873.00	3,866,873.00	9,884.77
38 R 800 21- --	TAXES	231,264.00	231,264.00	
38 R 800 29- --	OTHER REVENUES-LOCAL SOURCES	50,000.00	50,000.00	22,886.66
38 R --- --- --	Revenue	281,264.00	281,264.00	22,886.66
38 - --- --- --	NON-REFERENDUM DEBT	281,264.00	281,264.00	22,886.66
39 R 800 21- --	TAXES	1,715,338.00	1,715,338.00	
39 R 800 28- --	INTEREST ON INVESTMENT	500.00	500.00	184.12
39 R --- --- --	Revenue	1,715,838.00	1,715,838.00	184.12
39 - --- --- --	REFERENDUM APPROVED DEBT SERV	1,715,838.00	1,715,838.00	184.12
46 R 800 11- --	OPERATING TRANSFERS-IN	200,000.00	200,000.00	
46 R --- --- --	Revenue	200,000.00	200,000.00	
46 - --- --- --	LONG-TERM CAPITAL TRUST	200,000.00	200,000.00	
49 R 800 28- --	INTEREST ON INVESTMENT			1.75
49 R --- --- --	Revenue			1.75
49 - --- --- --	OTHER CAPITAL PROJECTS			1.75
50 R 800 25- --	FOOD SERVICE SALES	106,876.00	106,876.00	13,837.05
50 R 800 61- --	STATE AID-CATEGORICAL	3,501.00	3,501.00	
50 R 800 71- --	FEDERAL AID-CATEGORICAL	824,225.00	824,225.00	180,312.22
50 R --- --- --	Revenue	934,602.00	934,602.00	194,149.27

Fd	T	Loc	Obj	Fu	Src	2021-22		2021-22	Unexpended
						Original Budget	Revised Budget	FY Activity	Balance
50	-	---	---	--	FOOD SERVICE	934,602.00	934,602.00	194,149.27	740,452.73
73	R	800	28-	--	INTEREST ON INVESTMENT	10,000.00	10,000.00	5,554.41	4,445.59
73	R	800	95-	--	Contributions to Emp Benefits	381,531.00	381,531.00		381,531.00
73	R	---	---	--	Revenue	391,531.00	391,531.00	5,554.41	385,976.59
73	-	---	---	--	Employee Benefit Trust Fund	391,531.00	391,531.00	5,554.41	385,976.59
80	R	800	21-	--	TAXES	215,765.00	215,765.00		215,765.00
80	R	---	---	--	Revenue	215,765.00	215,765.00		215,765.00
80	-	---	---	--	COMMUNITY SERVICE	215,765.00	215,765.00		215,765.00
<hr/> Grand Revenue T						30,916,439.00	30,916,439.00	2,049,989.88	28,866,449.12

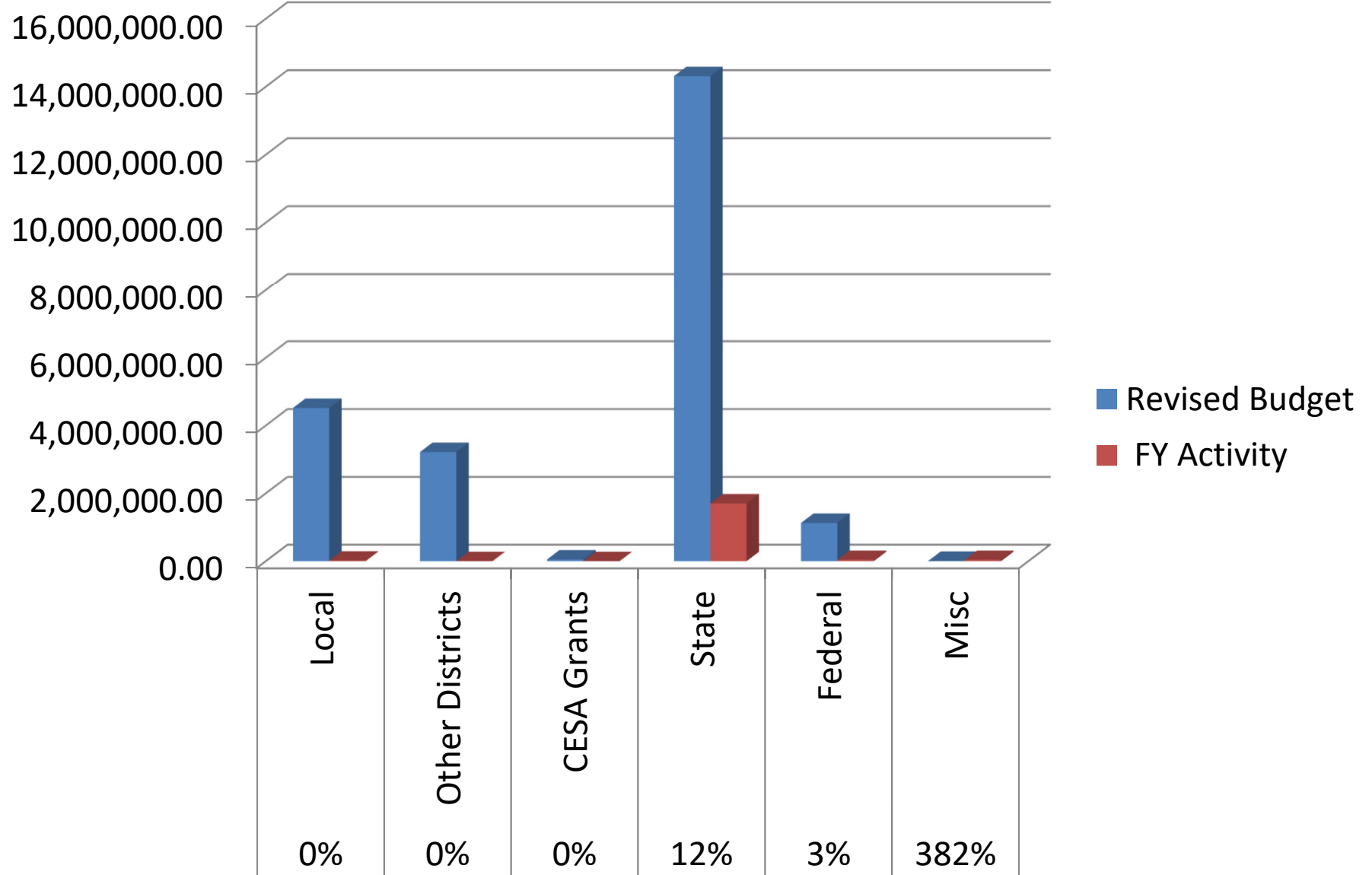
Number of Accounts: 98

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

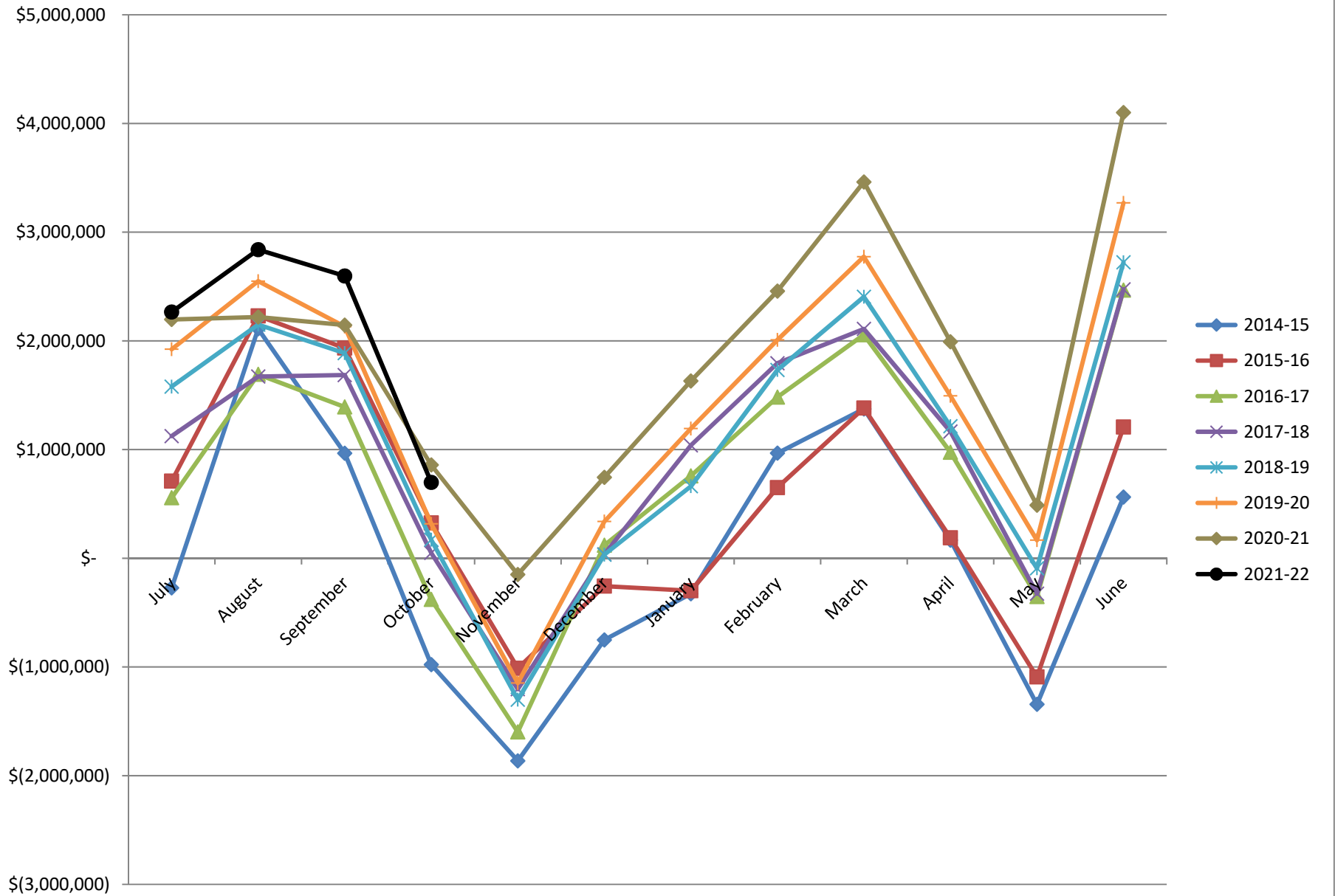
# Board Approved Expenditures vs. Budget



# Board Approved Revenues vs. Budget



## Cash Position Less Borrowing 2014-15 to 2021-22 - General Fund



November 10, 2021 Board Update – Michael Markgren, Business Manager

Expenditures:

- We are about a quarter of the way through the year on salaries and benefits. Salaries are running just a little high. Benefits are a little under.
- All other expenses are normal for this time of year.

Revenues:

- We had only about \$5,000 in revenue since last month.

Cash Position:

- This is one of the two times a year that we typically need to draw from our Line-of-Credit. We had \$67,000 outstanding at the end of October.
- We continue to be in a strong financial position, but fell behind October of last year.



# School District of Altoona

1903 Bartlett Avenue • Altoona, Wisconsin 54720  
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## Results Monitoring Report R-2: English/Language Arts

Date Presented to the Board: November 15, 2021

### Superintendent Certification

With respect to Results Policy R-2: English/Language Arts, taken as a whole, the Superintendent certifies that the proceeding information is accurate and complete, and the district:

- Has Made Reasonable Progress  
 Has Not Made Reasonable Progress  
 Has Made Reasonable Progress with Noted Exceptions

### Superintendent Summary Statement

There has been a great deal of concern expressed about the learning loss that will be a side effect of the global pandemic. Locally, we have experienced the projected learning loss. Our district performance on the Forward Exam reveals a downward trend from last year to this year. Staff have worked extremely hard, but we were not able to overcome the interruptions of the past year to continue to make progress. This past year has continued the downward we have experienced over the past five years. We have not made reasonable progress and are committed to changing the trajectory of student learning moving forward.

Signed: Heidi Eliopoulos \_\_\_\_\_ Date: November 14, 2021

### Board of Education Action

With respect to R-2: English/Language Arts the Board's finds that the district:

- Has Made Reasonable Progress  
 Has Not Made Reasonable Progress  
 Has Made Reasonable Progress with Noted Exceptions

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

Board President





# School District of Altoona

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## Results Monitoring Report R-2: English/Language Arts

R-2: English/Language Arts: Students meet or exceed District-established expectations in all content areas.

### *Superintendent's Interpretation*

The measure of the effectiveness of a program is the totality of student outcomes. When students are meeting expected benchmarks, it is a reflection of high quality instructional strategies and curricular materials.

### *Glossary*

*District-established expectations:* Expectations in the district as designated by the prioritized standard for each content area and each grade.

### *Indicators*

Indicator One: Elementary school students demonstrate attainment of the prioritized standards.

**Evidence:** Percentage of elementary students who earned a 3 or higher on their report card.

N/A

Indicator Two: Intermediate school students demonstrate attainment of the prioritized standards.

**Evidence:** Percentage of intermediate students who earned a 3 or higher on their report card.

N/A

Indicator Three: Middle school students demonstrate attainment of the prioritized standards.

**Evidence:** Percentage of middle students who earned a 3 or higher on their report card.

N/A

Indicator Four: High school students demonstrate attainment of the prioritized standards.

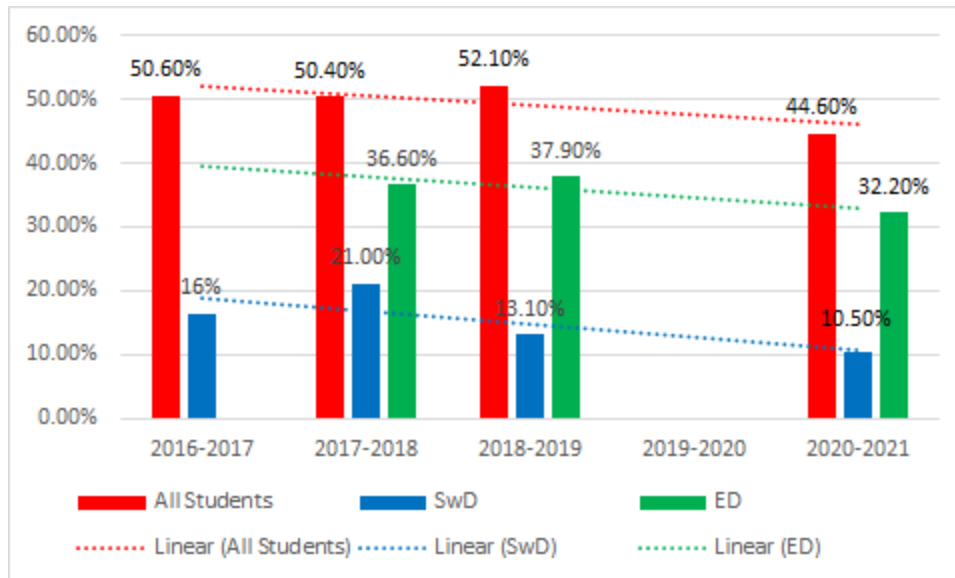
**Evidence:** Percentage of high school students who earned a B or higher on their report card.

N/A

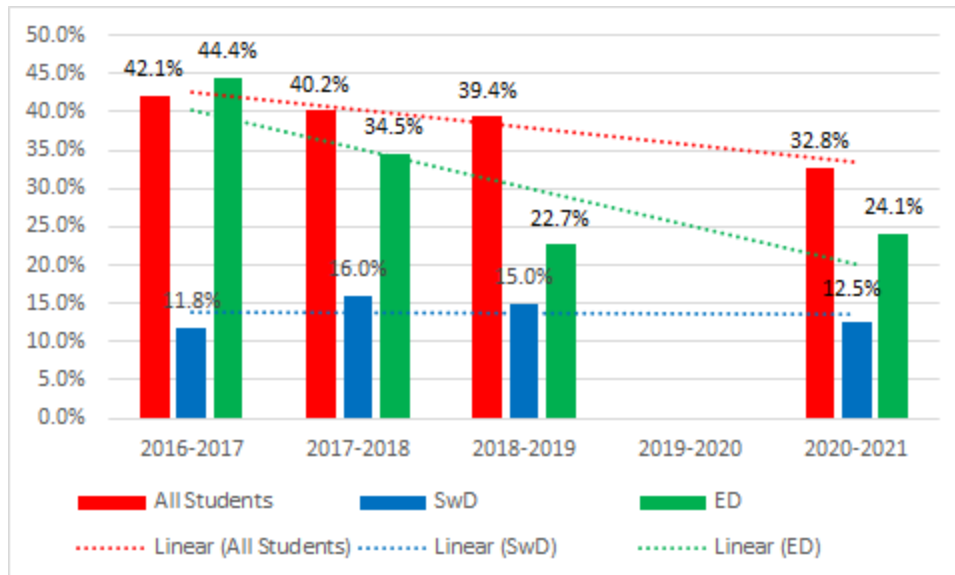
Indicator Five: Students demonstrate proficiency on the Wisconsin Forward Exam.

**Evidence:** Percentage of students who are in the advanced or proficient categories of the Wisconsin Forward Exam.

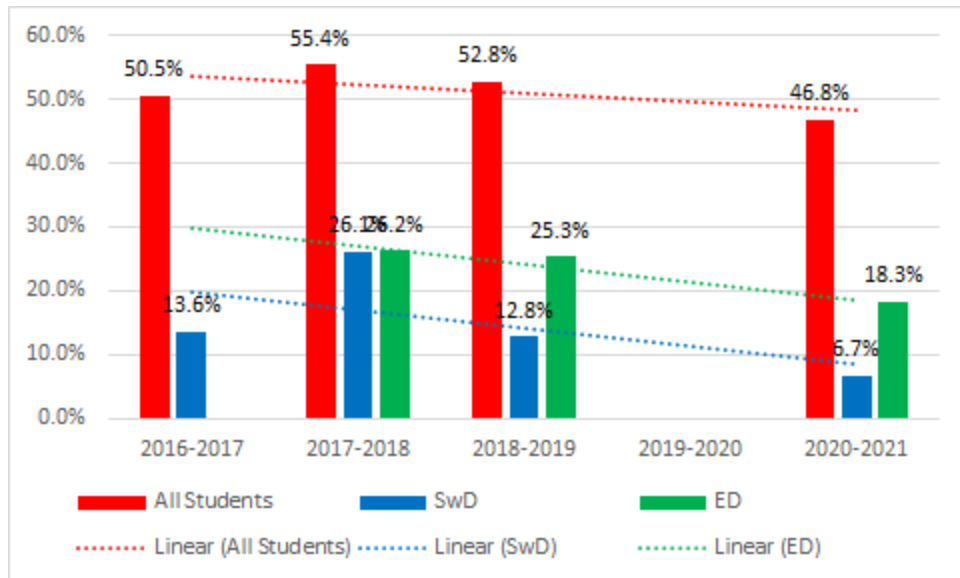
**District**



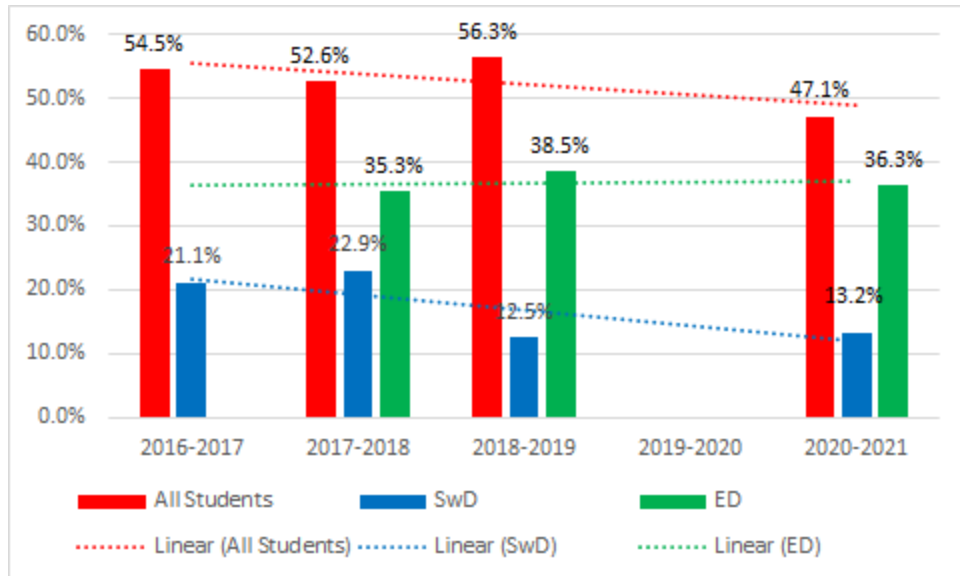
**AES**



### AIS

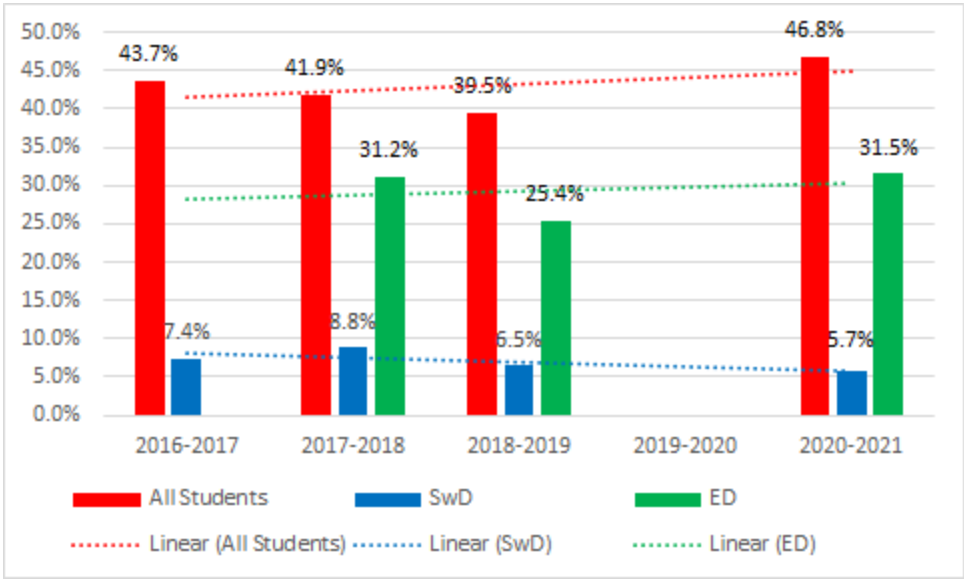


### AMS



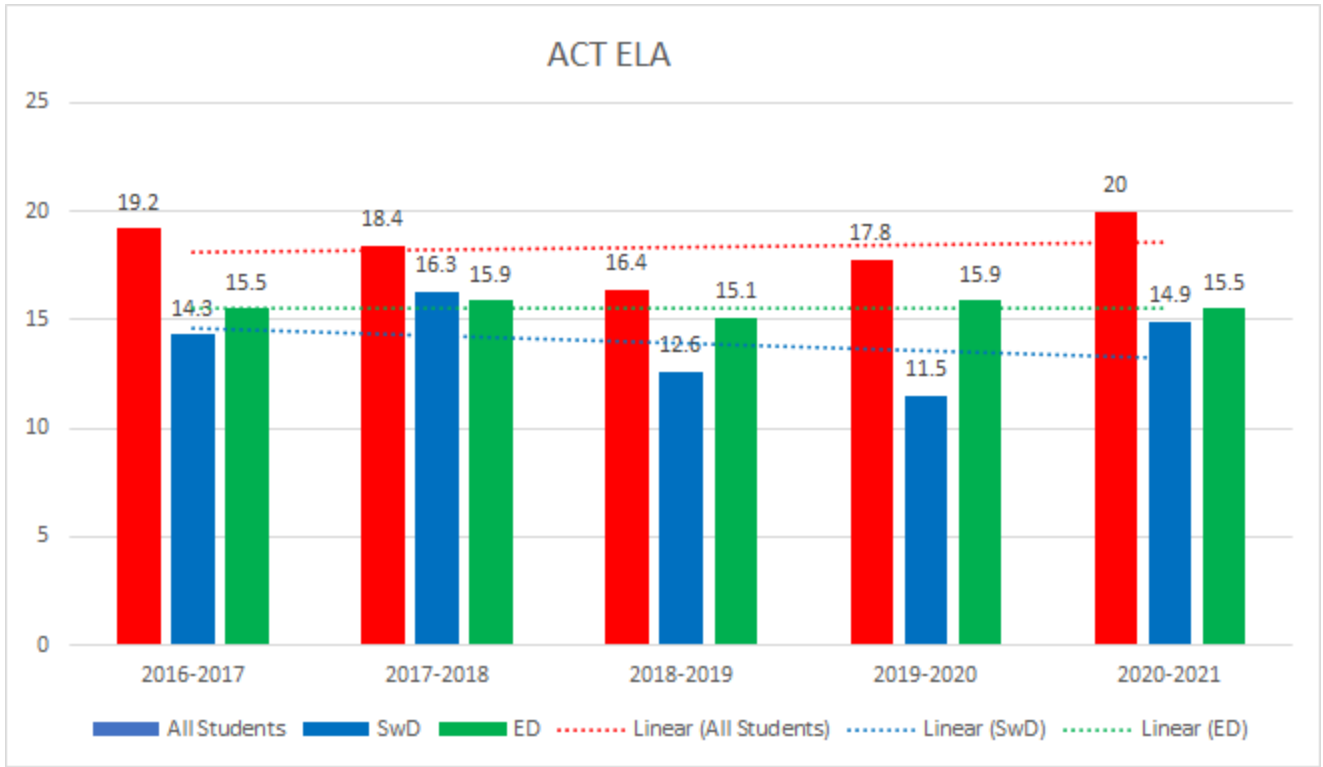
**Indicator Six: Students demonstrate readiness on the ACT Aspire.**

**Evidence:** Percentage of students who are in the ready or exceeding categories of the ACT Aspire.

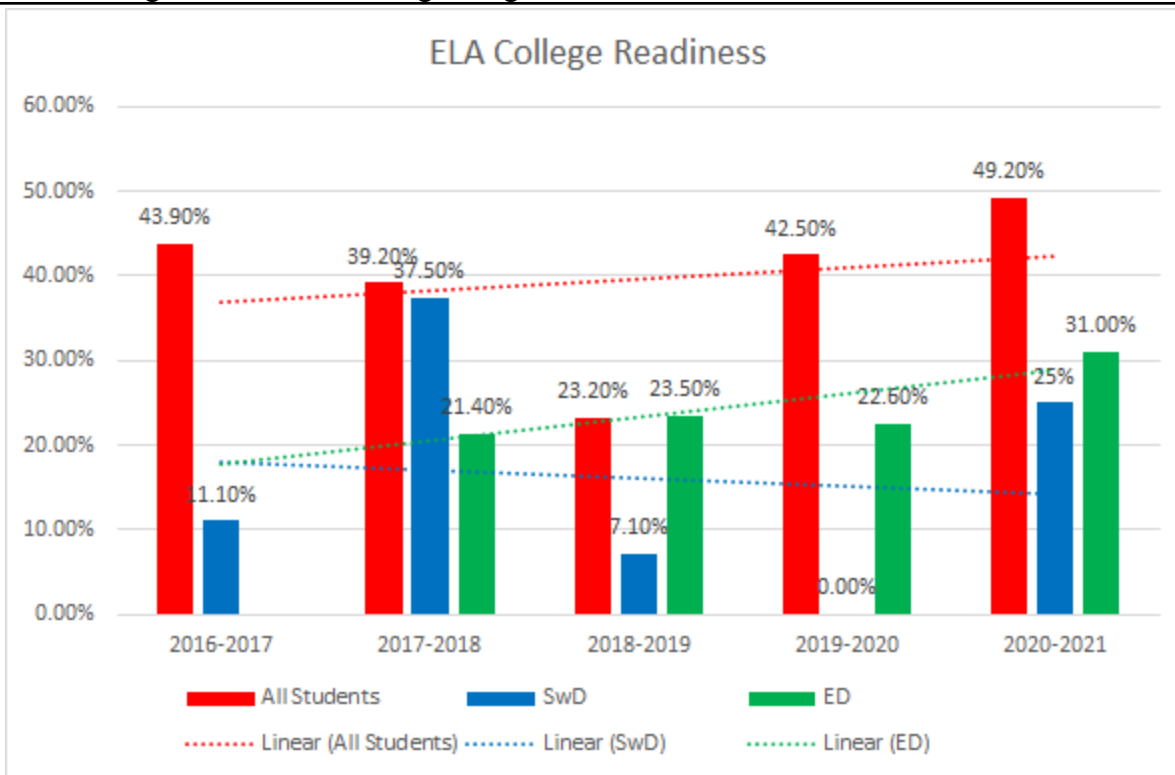


**Indicator Seven: Students demonstrate readiness on the ACT.**

**Evidence:** Average cut score for the subject.



**Evidence:** Percentage of students meeting college readiness benchmark.



**Executive Summary**

There is a downward trend, or flatline trend, overall for students in all grades/building levels in regard to student achievement on the WI State Assessments including the Forward, Aspire and ACT. The two exceptions are the ACT Aspire and ACT, which are taken by 9th and 10th grade and by 11th grade students respectively. Student achievement on this assessment increased last year. Disaggregated data shows similar downward or flatlined trends in all grade levels.

The percentage of students meeting college readiness benchmarks has a slight upward trend for all students and students from households of a low socioeconomic status, and students with disabilities show a decrease.

**Commitment to Improve**

To address the downward trend in student learning outcomes, we are in the process of building highly effective Professional Learning Communities, PLCs, districtwide. Working as a PLC is an evidence based practice proven to increase student achievement. A yearlong staff development plan comprising long and short term goals, evidence sources/documents, and professional development has been developed and is being implemented to build this system. Through Solution Tree, we have additionally contracted educational leaders in this field to build staff capacity.

As part of this process, staff have reviewed their grade and subject level standards, identified those that are a priority, and mapped where these are taught in their curricular units. Through this process we have uncovered gaps in teaching of these standards when looking at units throughout the year. In going through this process, we have identified Text Dependent Analysis as a key standard in ELA and noted that this skill needed more emphasis. Noting this, we can now address this gap through curriculum time and when PLTs meet. Future curriculum work will center on ensuring unit alignment to these essential standards. Our upcoming inservice on November 22 is centered on creation and use of high quality, aligned assessment and assessment practice. Once

we have built this capacity, we will turn to a systematized process for entry and analysis of student learning data. All PLCs and staff will create plans responsive to student needs based on this data to ensure mastery of essential standards.

This system has been articulated in the Academic Strand of the District Scorecard and cascaded to all buildings. Collaborative teams meet to review progress toward short and long term goals.

Additionally, specifically in the area of ELA, we conducted a Core Program Review in the Spring of 2021, as part of the process of adopting the newly released English / Language Arts standards. Our K-3 grades have adopted new instructional resources for ELA this year: Foundations, Wit and Wisdom, and Geodes. Our teachers at these levels are implementing the resources and related formative assessments as they implement the PLC process and focus on using responsive teaching practices.



# School District of Altoona

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Special Meeting of the Board of Education  
October 25, 2021 at 6:30 pm  
District Office Conference Room

## *Minutes on Agenda Items*

- I. The special meeting was called to order by Board President - Rick Risler at 6:30 pm.
- II. Roll call was taken and the following were present:  
Rick Risler - President (Virtually)  
Dan Gluch - Vice President  
Dave Rowe - Treasurer  
Hillarie Roth - Clerk  
Jeremy Zook - Member  
Dr. Heidi Eliopoulos - Superintendent  
Mike Markgren - Director of Finance and Operations  
Lisa Boss - School Board Secretary
- III. Approval of Agenda - Motion by Hillarie Roth to approve the agenda as presented, seconded by Dan Gluch. Motion carried with a unanimous yes vote.
- IV. The Pledge of Allegiance was recited.
- V. Matters Reserved for Board Action (B/SR 2.1)
  - A. Consider Adoption of the 2021-2022 Budget - Motion by Dave Rowe to adopt the 2021-22 budget as presented, seconded by Dan Gluch. Motion carried with a unanimous yes vote.
  - B. Consider Action to Set the 2021-2022 Levy - Motion by Hillarie Roth to set the 2021-2022 Levy at \$6,638,276 as presented, seconded by Jeremy Zook. Motion carried with a unanimous yes vote.
- VI. Adjourn - Motion by Dan Gluch to adjourn at 7:04 pm, seconded by Dave Rowe. Motion carried with a unanimous yes vote.



# School District of Altoona

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The next Regular Meeting of the Altoona Board of Education is scheduled for November 15, 2021 in the District Board room.

Lisa Boss, School Board Secretary

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District Clerk

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Date





# School District of Altoona

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# School District of Altoona

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Regular Monthly Meeting of the Board of Education  
October 18, 2021 at 6:30 pm  
District Office Conference Room

## *Minutes on Agenda Items*

- I. The regular meeting was called to order by Board President - Rick Risler at 6:30 pm in the boardroom.
- II. Roll call was taken and the following were present:
  - Rick Risler - President
  - Daniel Gluch - Vice-President
  - Dave Rowe - Treasurer
  - Hillarie Roth - Clerk
  - Jeremy Zook - Member
  - Dr. Heidi Taylor Eliopoulos - Superintendent
  - Lisa Boss - School Board Secretary
  - Michael Markgren - Virtually
- III. Approval of Agenda - Motion by Hillarie Roth to approve the agenda as presented, seconded by Dan Gluch. Motion carried 5-0 with a unanimous yes vote.
- IV. The Pledge of Allegiance was recited.
- V. Communication with the Board (OE 8)
  - A. Learning Spotlight - AIS Math - Mrs. Roff's 4th grade class presented factors and multiples. Ms. Hanson and Ms. Misch 5th grade class presented strategies for solving multiplication; breaking the numbers apart, changing one factor and adjusting, creating an equivalent equation.
  - B. Introduction of the Student Representative - Dr. Eliopoulos introduced our Student Representative, Reagan Conklin. This is Reagan's second year as our Student Representative.
  - C. Student Representative Report - Reagan shared that the school year is going well including changing to trimesters. School spirit was very high for Homecoming week. The girls tennis and golf teams did very well this year. The Show Choir has its first competition coming up soon.
  - D. Discussion of Board Activities (GC 3.4) - Hillarie Roth gave an overview of the first Learning Visit with the middle school. Jeremy Zook was very impressed with the layout and options available to the older student.

Locapalooza is scheduled for January 29th. Hillarie gave an overview of the current planning in the works.

- E. Fall Update from the Superintendent - Dr. Eliopoulos provided a copy of our current Covid 19 dashboard data. Dr. Eliopoulos explained the letter we shared with our parents regarding flu shots availability in the area. Dr. Eliopoulos shared that we should be hearing in the next few weeks regarding the Pfizer vaccine availability to younger children.
  - F. 3rd Friday Pupil Count - Dr. Eliopoulos shared the current enrollment information including our Open Enrollment In and Out student population.
  - G. Board Reps available for “Citizens Interested in Running for the Board” meeting - Dr. Eliopoulos will be providing the materials needed for the meeting on November 4th at 6 pm in the District Board room.
  - H. Budget Monitoring/Budget Transfers (OE 8.2) - Mike Markgren provided a detailed summary of the current budget. Dr. Eliopoulos shared the details. We are in the strongest cash position in history.
  - I. Appointment of WASB Delegate - Hillarie Roth offered to take the WASB Delegate appointment.
- VI. Agenda-Related Public Comment (OE 8.4) - None
- VII. Non-Agenda-Related Public Comment (OE 8.4) - Dave Rowe wanted to commend and recognize the teaching staff for all their extra efforts required during the pandemic.
- VIII. Monitoring for Results (B/SR 5.4a & B/SR 5.3a)
- A. OE - 5: Financial Planning- Dr. Eliopoulos gave an overview of the district’s progress. Motion by Hillarie Roth to accept OE5: Financial Planning, seconded by Dave Rowe. Motion carried 5-0 with a unanimous yes vote. Dan Gluch made a motion that the district is in compliance, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.
  - B. R2: Academic Performance - Math - Dr. Eliopoulos provided a summary of the district’s progress. Motion by Hillarie Roth to accept R2: Academic Performance - Math as presented, seconded by Dave Rowe. Motion carried 5-0 with a unanimous yes vote. Hillarie Roth made a motion that R2: Academic Performance - Math has not made reasonable progress, seconded by Dan Gluch. Motion carried 5-0 with a unanimous yes vote.
- IX. Board Consent Agenda (GC 2.4)
- A. Removal of an Item from Board Consent Agenda for Separate Consideration (GC 2.5) - None
  - B. Approval of September 27, 2021 Meeting Minutes (GC 2.4)
  - C. Approval of September 27, 2021 Executive Session Meeting Minutes (GC 2.4)

Motion by Dan Gluch to accept the Board Consent Agenda as presented, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.

- X. Superintendent Consent Agenda (GC 2.4)
  - A. Removal of an Item from the Superintendent Consent Agenda for Separate Consideration (GC 2.5) - B2, E8 and F7
  - B. Approval of Hires, Resignations and Retirements (GC 2.4)
    - 1. Early Childhood Special Education Paraprofessional - *Hire* (Anna Gundlach)
    - 2. High School Instructional Coach - *Resignation* (**REMOVED TO EXEC SESSION**) (Lori Weinmeister)
    - 3. MS Basketball Coach - *Resignation* (Lindsey Gerber)
  - C. Approval of Treasurer's Report (GC 2.4)
  - D. Approval of Checks for Payment (GC 2.4)
  - E. First Reading of Policies (GC 2.4)
    - 1. 335 Intellectual Property Rights and Ownership of Curriculum and Other Works and Materials (*New*)
    - 2. 336 Non-District Research Involving District Schools or Programs (*New*)
    - 3. 342.5 Title I Programming (*New*)
    - 4. 342.6 Program and Curriculum Modifications for Individual Students (*New*)
    - 5. 343.44 Part Time Open Enrollment (*Update*)
    - 6. 343.46 Early College Credit Program (*Update*)
    - 7. 345.61 Early Graduation (*Update*)
    - 8. 347.1 Student Directory Data (*New*) (**REMOVED TO XI B**)
    - 9. 352.1 District Sponsored Trip / Activities Involving Long-Distance Travel or Overnight Stays (*Update*)
    - 10. 491 Children of Divorced / Separated Parents and Parents Not Sharing the Same Household (*New*)
    - 11. 532.42 Uniformed Service Leave and Other Rights of Servicemembers (*New*)
  - F. Second Reading of Policies (GC 2.4)
    - 1. 225 Evaluation of the Superintendent (*Delete*)
    - 2. 453.11 Use of Automated External Defibrillators (*Update*)
    - 3. 656 Student Fees (*Update*)
    - 4. 724 Indoor Environmental Quality Management (*New*)
    - 5. 725 Asbestos Management (*New*)
    - 6. 731.3 Use of Security Cameras and Electronic Monitoring Equipment (*New*)

7. 751 Student Transportation Services (*Update*) (**REMOVED TO XI B**)
8. 751.5 Use of Alternative Vehicles to Transport Students (*New*)
9. 760 Food Service Management (*Update*)
10. 761 Free and Reduced Price Benefits in School Food Service Programs (*New*)
11. JA Student Policies Goals (*Delete*)
12. JH Student Use of Handicapped Lifts and / or Elevators (*Delete*)
13. JHC School Emergency Illness, Injury Policy (*Delete*)
14. JK Employment of Students (*Delete*)

Motion by Dan Gluch to accept the Superintendent Consent Agenda with the removal of B2, E8 and F7 as presented, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.

XI. Matters Reserved for Board Action (B/SR 2.1)

- A. Item Removed from Board Consent Agenda for Separate Consideration (GC 2.5) - None
- B. Item Removed from Superintendent Consent Agenda for Separate Consideration (GC 2.5) -  
E8 - 347.1 Student Directory Data (*New*) - Dr. Eliopoulos provided additional details. - Motion by Dave Rowe to accept policy 347.1 as presented, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.  
F7 - 751 Student Transportation Services (*Update*) - Dr. Eliopoulos provided additional information. Motion by Dave Rowe to accept policy 751 as presented, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.
- C. Approve the renewal of \$3,000,000 line-of-credit with CCF Bank - Motion by Hillarie Roth to approve the renewal of the \$3,000,000 line-of-credit with CCF Bank, seconded by Dave Rowe. Motion carried 5-0 with a unanimous yes vote.

XII. Recess

XIII. Discussion of the Meeting (GC 2.2)

XIV. Adjourn to Executive Session pursuant to Wisconsin State Statute 19.85(1)(c) to consider the employment of a public employee. Motion by Dave Rowe to move to Executive Session at 7:56, seconded by Hillarie Roth. Motion carried 5-0 with a unanimous yes vote.

XV. Following closed session, the Board will entertain a motion to reconvene into open session and will take any further action that is necessary and appropriate,

including acting on any resolution that may be presented. Thereafter, the Board will entertain a motion to adjourn the meeting.

Action Taken during Closed Session: Motion by Hillarie Roth to accept the resignation of the High School Instructional Coach as presented, seconded by Dave Rowe. Motion carried 5-0 with a unanimous yes vote.

XVI. Adjourn - Motion by Dan Gluch to adjourn at 8:03 pm from closed session, seconded by Jeremy Zook. Motion carried 5-0 with a unanimous yes vote.

The next Regular Meeting of the Altoona Board of Education is scheduled for November 15, 2021 in the District Board Room.

Lisa Boss, School Board Secretary

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Clerk

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Date

*Students are prepared academically and socially for personal success in life and are respectful, contributing members of the local and global communities.*

# SCHOOL DISTRICT OF ALTOONA

## Bank Balances

October 2021

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

#### CCF

Beginning balance	\$	388,888.72
Receipts	\$	35,079.74
Disbursements	\$	(2,065,606.34)
Transfers in	\$	1,248,866.96
Transfers out	\$	(52,105.25)
Line-of-Credit in	\$	67,000.00
Line-of-Credit out	\$	-
Ending Balance	\$	<u>(377,876.17)</u>

#### American Depository Management Company

Beginning balance	\$	2,208,359.41
Receipts	\$	134,001.79
Transfers in	\$	-
Transfers out	\$	(1,200,000.00)
Interest	\$	69.56
Ending Balance	\$	<u>1,142,430.76</u>

**GENERAL ACCOUNTS TOTAL** \$ 764,554.59

# SCHOOL DISTRICT OF ALTOONA

## Bank Balances

October 2021

### DEBT SERVICE FUND 39

#### ADM

Beginning balance	\$	6.09
Receipts	\$	-
Disbursements	\$	-
Interest	\$	-
Ending Balance	\$	<u>6.09</u>

### CAPITAL IMPROVEMENT FUND 46

#### ADM

Beginning balance	\$	2,000.00
Receipts	\$	-
Interest	\$	-
Ending Balance	\$	<u>2,000.00</u>

### CONSTRUCTION FUND 49

#### CCF

Beginning balance	\$	5,055.54
Receipts	\$	-
Disbursements	\$	-
Interest	\$	0.40
Ending Balance	\$	<u>5,055.94</u>

### EMPLOYEE BENEFIT TRUST FUND 73

#### Mid America

Beginning balance	\$	1,247,329.07
Receipts	\$	-
Disbursements	\$	-
Gain or Loss	\$	-
Ending Balance	\$	<u>1,247,329.07</u>



CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER	NUMBER		DESCRIPTION	AMOUNT
10/14/2021	137016	10 E 400 187 162121	162121	ARBS, BECKY	EVENT-VB-V-10-5-21	40.00
	137016	80 E 200 187 392121	392121	ARBS, BECKY	EVENT-MS-VOLLEYBALL	20.00
					Totals for 137016	60.00
10/14/2021	137017	10 E 400 310 162121	162121	BEEN, NICOLAS	OFFICIATE-VB-10-5-21	135.00
					Totals for 137017	135.00
10/14/2021	137018	10 E 400 187 162121	162121	BRESINA, CANDACE	EVENT-VB-10-5-21	40.00
					Totals for 137018	40.00
10/14/2021	137019	10 E 400 187 162210	162210	BRESINA, TOM	EVENT-FB-VARSITY	40.00
					Totals for 137019	40.00
10/14/2021	137020	10 E 400 310 162210	162210	ECKARDT, CASEY	OFFICIATE-FB-V-10-8-21	95.00
					Totals for 137020	95.00
10/14/2021	137021	10 E 400 187 162121	162121	FRUIT, CHLOE	EVENT-VB-10-5-21	40.00
					Totals for 137021	40.00
10/14/2021	137022	10 E 400 187 162121	162121	GEISLER, HANNAH	EVENT-VB-10-9-21	150.00
					Totals for 137022	150.00
10/14/2021	137023	10 E 400 310 162210	162210	HAMMOND, PATRICK	OFFICIALS-FB-V-10-8-21	95.00
					Totals for 137023	95.00
10/14/2021	137024	10 E 400 310 162121	162121	LEHMANN, JEANNE	OFFICIATE-VB-10-5-21	90.00
					Totals for 137024	90.00
10/14/2021	137025	10 E 400 187 162210	162210	MAURINA, CHRIS	EVENT-FOOTBALL CTEAM-10-4-21	40.00
					Totals for 137025	40.00
10/14/2021	137026	10 E 400 310 162121	162121	MILLER III, THOMAS	OFFICIALS-VB-V-10-9-21	245.00
					Totals for 137026	245.00
10/14/2021	137027	10 E 400 310 162121	162121	PECHACEK, ROBERT	OFFICIATE- VB-V-10-9-21	245.00
					Totals for 137027	245.00
10/14/2021	137028	80 E 200 310 392121	392121	POPPLE, TRACI	OFFICIATE-MS VB-10-7-21	60.00
					Totals for 137028	60.00
10/14/2021	137029	10 E 400 310 162121	162121	PRYOR, WILLIAM	OFFICIATE-VB-V-10-9-21	245.00
					Totals for 137029	245.00
10/14/2021	137030	10 E 400 310 162121	162121	REUTER, MYA	OFFICIATE-VB-V-10-5-21	90.00
					Totals for 137030	90.00
10/14/2021	137031	10 E 400 310 162121	162121	SHUTTER, KANE	OFFICIATE-VB-V-10-9-21	245.00
					Totals for 137031	245.00
10/14/2021	137032	10 E 800 730 270000	270000	STATE OF WI DWD	SEPTEMBER 2021	21.64
					Totals for 137032	21.64
10/14/2021	137033	10 E 400 310 162121	162121	SWANEPOEL, ADAM	OFFICIATE-VB-JV	135.00
					Totals for 137033	135.00
10/14/2021	137034	10 E 800 327 255110	255110	WEBSTER FENCING, LLC	1/2 DOWN--Elementary School	13,263.00

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE	
	NUMBER	NUMBER		DESCRIPTION	AMOUNT
				Playground fence	
				Totals for 137034	13,263.00
10/21/2021	137035	10 E 800 436 120000	7 MINDSETS ACADEMY LLC	Online Curriculum and resources	12,000.00
				Totals for 137035	12,000.00
10/21/2021	137036	10 R 800 271 500000	ALTOONA FOOD SERVICE	WIAA Tennis Subs/Sectional Food for Coaches and Officials	36.00
				Totals for 137036	36.00
10/21/2021	137037	10 E 400 187 162121	ANDERSON, LEROY	EVENT-VB-10-12-21	40.00
				Totals for 137037	40.00
10/21/2021	137038	10 E 400 187 162121	ARBS, BECKY	EVENT-VB-10-12	40.00
	137038	10 E 400 187 162216	ARBS, BECKY	EVENT-SOCCER-10-12	40.00
				Totals for 137038	80.00
10/21/2021	137039	27 E 700 370 436000	CLINICARE CORP/EC ACADEMY DIV	CL-SPECIAL ED SEPT 2021	2,772.00
				Totals for 137039	2,772.00
10/21/2021	137040	10 E 400 949 162308	EAU CLAIRE COUNTY PARKS AND FO	10/02/2021 Altoona CC Invite Rental Fee for Tower Ridge	372.00
				Totals for 137040	372.00
10/21/2021	137041	10 E 400 411 125500	ECKROTH MUSIC	Remo drum head (snare side)	19.62
				Totals for 137041	19.62
10/21/2021	137042	10 E 400 187 162121	FRUIT, CHLOE	EVENT-VB-10-12-21	40.00
				Totals for 137042	40.00
10/21/2021	137043	10 E 400 310 162216	GUMZ, DEAN	OFFICIATE-SOCCER-10-12	80.00
				Totals for 137043	80.00
10/21/2021	137044	10 E 400 310 162121	LANGENESS, COLIN	OFFICIATE-VB-10-12	135.00
				Totals for 137044	135.00
10/21/2021	137045	10 E 400 949 162121	MELROSE-MINDORO AREA SCHOOL DI	JV Volleyball Invite 09/20/2021	100.00
				Totals for 137045	100.00
10/21/2021	137046	10 E 400 310 162216	MILES, MATT	OFFICIATE-SOCCER-10-12	100.00
				Totals for 137046	100.00
10/21/2021	137047	10 E 400 310 162121	POPPLE, TRACI	OFFICIATE-VB-10-12	60.00
	137047	10 E 400 310 162121	POPPLE, TRACI	OFFICIATE-VB-VARSITY	30.00
				Totals for 137047	90.00
10/21/2021	137048	80 E 200 411 392308	OSSEO-FAIRCHILD SCHOOL DISTRICT	O-F MS CC Meet Entry Fee Thursday, September 30th	50.00
				Totals for 137048	50.00
10/22/2021	137049	10 L 000 000 811670	AMERIPRISE FINANCIAL SERVICES	403(B)S	225.00
				Totals for 137049	225.00

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER	NUMBER		DESCRIPTION	AMOUNT
10/22/2021	137050	10 L 000 000	811680	WI SCTF	CHILD SUPPORT	54.00
	137050	27 L 000 000	811680	WI SCTF	CHILD SUPPORT	150.00
					Totals for 137050	204.00
10/27/2021	137051	80 E 200 187	392210	ARBS, BECKY	EVENT-MS FB-10-18-21	70.00
					Totals for 137051	70.00
10/27/2021	137052	80 E 200 187	392210	MAURINA, CHRIS	EVENT-MS FB-10-18-21	30.00
					Totals for 137052	30.00
10/27/2021	137053	80 E 200 187	392210	RADCLIFF, ABBY	EVENT-MS FB-10-18-21	20.00
					Totals for 137053	20.00
10/27/2021	137054	80 E 200 187	392210	RADCLIFF, CHUCK	EVENT-MS FB-10-18-21	30.00
					Totals for 137054	30.00
11/03/2021	137055	10 E 100 411	241000	ALTOONA FOOD SERVICE	TEACHER LUNCHESES- AES AND AHS	128.00
	137055	10 E 400 411	241000	ALTOONA FOOD SERVICE	TEACHER LUNCHESES- AES AND AHS	0.00
	137055	10 E 800 310	232100	ALTOONA FOOD SERVICE	SUBSTITUTE TEACHER MEALS- SEPT.2021	127.80
					Totals for 137055	255.80
11/03/2021	137056	10 E 400 187	162121	ARBS, BECKY	10-30-21-EVENT-VB	40.00
					Totals for 137056	40.00
11/03/2021	137057	21 E 800 411	299000	BOITEAU, JOSHUA	Homecoming DJ	450.00
					Totals for 137057	450.00
11/03/2021	137058	10 E 400 187	162121	BRESINA, CANDACE	10-30-21-EVENT-VB	40.00
					Totals for 137058	40.00
11/03/2021	137059	10 E 200 310	222200	CHIPPEWA VALLEY BOOK FESTIVAL	Chippewa Valley Author Visits	650.00
					Totals for 137059	650.00
11/03/2021	137060	21 E 800 411	299000	EQUAL RIGHTS DIVISION	OCTOBER 2021- STUDENT WORK PERMIT FEES	7.50
					Totals for 137060	7.50
11/03/2021	137061	10 E 400 187	162121	FRUIT, CHLOE	10-30-21-EVENT-VB	40.00
					Totals for 137061	40.00
11/03/2021	137062	10 E 400 187	162121	LARSON, MICHELLE	10-30-21-EVENT-VB	40.00
					Totals for 137062	40.00
11/03/2021	137063	10 E 400 310	162121	MILLER III, THOMAS	10-30-21-OFFICIATE-VB	105.00
					Totals for 137063	105.00
11/03/2021	137064	10 E 100 310	219000	NANCY BOESE SIGN LANGUAGE	American Sign language interpreter	120.00
					Totals for 137064	120.00
11/05/2021	202100010	10 L 000 000	811670	AMERIPRISE FINANCIAL SERVICES	403(B)S	225.00
					Totals for 202100010	225.00
11/05/2021	202100011	10 L 000 000	811680	WI SCTF	CHILD SUPPORT	54.00
	202100011	27 L 000 000	811680	WI SCTF	CHILD SUPPORT	150.00

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	NUMBER	NUMBER		DESCRIPTION		
				Totals for 202100011		204.00
10/22/2021	202101119	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	RETIREMENT ADJUSTMENT		-26.22
	202101119	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		22,919.07
	202101119	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,197.39
	202101119	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,580.88
	202101119	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		1,424.07
	202101119	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		52.73
	202101119	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		22,919.07
	202101119	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,197.39
	202101119	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	RETIREMENT ADJUSTMENT		-26.22
	202101119	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,580.88
	202101119	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		1,424.07
	202101119	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		52.73
	202101119	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		23,394.30
	202101119	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,250.78
	202101119	80 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		248.80
	202101119	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,054.87
	202101119	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		1,440.49
	202101119	50 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		155.31
	202101119	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		103.20
	202101119	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		23,394.30
	202101119	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,250.78
	202101119	80 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		248.80
	202101119	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,054.87
	202101119	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		1,440.49
	202101119	50 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		155.31
	202101119	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		103.20
	202101119	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		23,394.30
	202101119	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,250.78
	202101119	80 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		248.80
	202101119	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		4,054.87
	202101119	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		1,440.49
	202101119	50 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		155.31
	202101119	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	WRS RETIREMENT		103.20
				Totals for 202101119		133,591.34
10/07/2021	202101536	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		49.32
	202101536	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		24.66
	202101536	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS		61.68
	202101536	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS		17.99
	202101536	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		85.89
	202101536	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		32.47
	202101536	80 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		0.89
	202101536	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		133.14
	202101536	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		66.57
				Totals for 202101536		472.61
10/22/2021	202101857	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		49.32
	202101857	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		24.66
	202101857	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS		61.68
	202101857	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTIONS		17.99
	202101857	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		85.89
	202101857	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		32.47
	202101857	80 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		0.89
	202101857	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		133.14
	202101857	27 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	VISION INSURANCE DEDUCTION		69.93
	202101857	10 A 000 000	714200 NATIONAL VISION ADMINISTRATORS	NOV RETIREE PREMS		21.58
	202101857	10 L 000 000	811639 NATIONAL VISION ADMINISTRATORS	NOV PREMS ADJUST		-19.50
				Totals for 202101857		478.05
10/22/2021	202101858	10 A 000 000	711101 CCF BANK	NET PAYROLL 10222021		317,793.12
	202101858	27 A 000 000	711101 CCF BANK	NET PAYROLL 10222021		64,430.33

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	NUMBER	NUMBER			DESCRIPTION	AMOUNT
10/22/2021	202101858	50 A 000 000	711101	CCF BANK	NET PAYROLL 10222021	3,067.02
	202101858	80 A 000 000	711101	CCF BANK	NET PAYROLL 10222021	7,554.82
					Totals for 202101858	392,845.29
10/22/2021	202101859	10 L 000 000	811612	EFTPS	FEDERAL TAXES	1,321.58
	202101859	27 L 000 000	811612	EFTPS	FEDERAL TAXES	281.08
	202101859	50 L 000 000	811612	EFTPS	FEDERAL TAXES	27.00
	202101859	80 L 000 000	811612	EFTPS	FEDERAL TAXES	50.00
	202101859	10 L 000 000	811612	EFTPS	FEDERAL TAXES	31,304.42
	202101859	27 L 000 000	811612	EFTPS	FEDERAL TAXES	5,716.91
	202101859	50 L 000 000	811612	EFTPS	FEDERAL TAXES	92.07
	202101859	80 L 000 000	811612	EFTPS	FEDERAL TAXES	438.95
	202101859	10 L 000 000	811611	EFTPS	FICA TAXES	27,507.44
	202101859	27 L 000 000	811611	EFTPS	FICA TAXES	5,481.34
	202101859	50 L 000 000	811611	EFTPS	FICA TAXES	228.58
	202101859	80 L 000 000	811611	EFTPS	FICA TAXES	583.20
	202101859	10 L 000 000	811611	EFTPS	MEDICARE TAXES	6,542.20
	202101859	27 L 000 000	811611	EFTPS	MEDICARE TAXES	1,281.90
	202101859	50 L 000 000	811611	EFTPS	MEDICARE TAXES	53.46
	202101859	80 L 000 000	811611	EFTPS	MEDICARE TAXES	130.39
	202101859	10 L 000 000	811611	EFTPS	MEDICARE TAXES	6,537.04
	202101859	27 L 000 000	811611	EFTPS	MEDICARE TAXES	1,281.90
	202101859	50 L 000 000	811611	EFTPS	MEDICARE TAXES	53.46
	202101859	80 L 000 000	811611	EFTPS	MEDICARE TAXES	135.55
	202101859	10 L 000 000	811611	EFTPS	FICA TAXES	27,507.44
	202101859	27 L 000 000	811611	EFTPS	FICA TAXES	5,481.34
	202101859	50 L 000 000	811611	EFTPS	FICA TAXES	228.58
	202101859	80 L 000 000	811611	EFTPS	FICA TAXES	583.20
					Totals for 202101859	122,849.03
10/22/2021	202101860	10 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	2,458.00
	202101860	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	42.00
					Totals for 202101860	2,500.00
10/22/2021	202101861	10 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	855.00
	202101861	27 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	350.00
					Totals for 202101861	1,205.00
10/22/2021	202101862	10 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	41.63
	202101862	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	770.98
	202101862	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	3,540.33
	202101862	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	351.00
	202101862	10 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH 403(B)	732.50
	202101862	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	683.34
	202101862	10 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH IRA'S	275.00
	202101862	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	2,011.00
	202101862	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	284.00
					Totals for 202101862	8,689.78
10/22/2021	202101863	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	35.00
	202101863	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	8.00
	202101863	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	25.60
	202101863	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	9.40
	202101863	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	21,448.38
	202101863	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	3,927.11
	202101863	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	81.21

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	NUMBER	NUMBER	NUMBER			
10/22/2021	202101863	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	298.14
					Totals for 202101863	25,832.84
10/21/2021	202101864	10 E 800 337	253300	CITY OF ALTOONA	UTILITY-3RD QTR 2021	3,384.16
	202101864	10 E 800 338	253300	CITY OF ALTOONA	UTILITY-3RD QTR 2021	2,387.22
	202101864	10 E 800 339	253300	CITY OF ALTOONA	UTILITY-3RD QTR 2021	5,347.18
					Totals for 202101864	11,118.56
10/20/2021	202101865	10 E 800 336	253300	EC ENERGY COOPERATIVE	SEPT 2021 SERVICES- ACCT 13417001	6,111.92
					Totals for 202101865	6,111.92
10/10/2021	202101866	10 E 800 411	252000	MAGIC-WRIGHTER	SEPT 2021 MAGIC WRIGHTER E FUNDS INTERNET PAYMENT TRANSACTIONS, ANNUAL FEE	13.30
					Totals for 202101866	13.30
10/11/2021	202101867	10 E 800 331	253300	XCEL ENERGY, INC.	SEPT 2021 EARLY ED CENTER	58.00
	202101867	10 E 800 336	253300	XCEL ENERGY, INC.	SEPT 2021 EARLY ED CENTER	194.06
	202101867	10 E 800 331	253300	XCEL ENERGY, INC.	SEPT 2021 UTILITIES- HS, FB FIELD, AES, AIS, AMS	1,672.00
	202101867	10 E 800 336	253300	XCEL ENERGY, INC.	SEPT 2021 UTILITIES- HS, FB FIELD, AES, AIS, AMS	22,809.67
					Totals for 202101867	24,733.73
10/08/2021	202101870	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT	507.32
	202101870	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~OCT 4-10, 2021	74.67
	202101870	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~OCT 4-10, 2021	403.74
	202101870	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT	2,551.84
	202101870	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT	450.00
	202101870	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~OCT 11-17, 2021	30.00
	202101870	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~OCT 11-17, 2021	139.78
	202101870	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT	1,171.97
	202101870	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~OCT 18-24, 2021	409.00
	202101870	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~OCT 18-24, 2021	10.00
	202101870	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~SEPT 27-OCT 3	2,273.04
	202101870	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT~SEPT 27-OCT 3	14.65
	202101870	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA REMIMBURSEMENT	80.00
	202101870	10 A 000 000	714200	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	7,065.17
	202101870	10 E 100 249	110300	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	1,606.92
	202101870	10 E 100 249	241000	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	2,500.00
	202101870	10 E 100 249	110100	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	2,130.73
	202101870	10 E 200 249	120600	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	1,374.45
	202101870	10 E 400 249	126000	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	291.72
	202101870	10 E 400 249	127000	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	2,500.00
	202101870	10 E 400 249	241100	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	200.00
	202101870	27 E 700 249	159110	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	1,768.49
	202101870	10 E 150 249	241000	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021	780.58

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	NUMBER	NUMBER	NUMBER		DESCRIPTION		
10/08/2021	202101870	10 E 800 249 253300		DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021		2,144.98
	202101870	27 E 200 249 156600		DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021		611.26
	202101870	27 E 200 249 158100		DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021		3,247.09
	202101870	10 E 800 249 295000		DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021		2,500.00
	202101870	10 E 100 249 110102		DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS OCT 2021		2,525.75
					Totals for 202101870		39,363.15
10/06/2021	202101871	10 L 000 000 811635		DELTA DENTAL	CLAIMS SPET 30- OCT 6, 2021		4,796.00
	202101871	27 L 000 000 811635		DELTA DENTAL	CLAIMS SPET 30- OCT 6, 2021		391.00
	202101871	10 L 000 000 811635		DELTA DENTAL	CLAIMS OCT 7-13, 2021		394.00
	202101871	27 L 000 000 811635		DELTA DENTAL	CLAIMS OCT 7-13, 2021		85.00
	202101871	10 L 000 000 811635		DELTA DENTAL	CLAIMS OCT 14-20, 2021		1,381.00
	202101871	27 L 000 000 811635		DELTA DENTAL	CLAIMS OCT 14-20, 2021		606.00
	202101871	10 L 000 000 811635		DELTA DENTAL	CLAIMS OCT 21-27, 2021		2,204.00
	202101871	27 L 000 000 811635		DELTA DENTAL	CLAIMS OCT 21-27, 2021		420.00
	202101871	10 L 000 000 811635		DELTA DENTAL	ADMIN FEES OCT 2021		1,359.00
	202101871	10 A 000 000 714200		DELTA DENTAL	RETIREE/COBRA CREDIT		-199.87
					Totals for 202101871		11,436.13
10/29/2021	202101872	10 E 800 941 252000		CCF BANK	BANK SERVICE CHARGE- OCT. 2021		130.94
					Totals for 202101872		130.94
11/05/2021	202101874	10 A 000 000 711101		CCF BANK	NET PAYROLL 11052021		300,438.43
	202101874	27 A 000 000 711101		CCF BANK	NET PAYROLL 11052021		62,809.27
	202101874	50 A 000 000 711101		CCF BANK	NET PAYROLL 11052021		2,563.84
	202101874	80 A 000 000 711101		CCF BANK	NET PAYROLL 11052021		7,498.37
					Totals for 202101874		373,309.91
11/05/2021	202101875	10 L 000 000 811612		EFTPS	FEDERAL TAXES		1,341.58
	202101875	27 L 000 000 811612		EFTPS	FEDERAL TAXES		281.08
	202101875	50 L 000 000 811612		EFTPS	FEDERAL TAXES		27.00
	202101875	80 L 000 000 811612		EFTPS	FEDERAL TAXES		50.00
	202101875	10 L 000 000 811612		EFTPS	FEDERAL TAXES		29,058.64
	202101875	27 L 000 000 811612		EFTPS	FEDERAL TAXES		5,626.68
	202101875	50 L 000 000 811612		EFTPS	FEDERAL TAXES		58.34
	202101875	80 L 000 000 811612		EFTPS	FEDERAL TAXES		440.66
	202101875	10 L 000 000 811611		EFTPS	FICA TAXES		25,999.53
	202101875	27 L 000 000 811611		EFTPS	FICA TAXES		5,366.57
	202101875	50 L 000 000 811611		EFTPS	FICA TAXES		190.07
	202101875	80 L 000 000 811611		EFTPS	FICA TAXES		578.62
	202101875	10 L 000 000 811611		EFTPS	MEDICARE TAXES		6,189.53
	202101875	27 L 000 000 811611		EFTPS	MEDICARE TAXES		1,255.07
	202101875	50 L 000 000 811611		EFTPS	MEDICARE TAXES		44.45
	202101875	80 L 000 000 811611		EFTPS	MEDICARE TAXES		129.31
	202101875	10 L 000 000 811611		EFTPS	MEDICARE TAXES		6,184.49
	202101875	27 L 000 000 811611		EFTPS	MEDICARE TAXES		1,255.07
	202101875	50 L 000 000 811611		EFTPS	MEDICARE TAXES		44.45
	202101875	80 L 000 000 811611		EFTPS	MEDICARE TAXES		134.35
	202101875	10 L 000 000 811611		EFTPS	FICA TAXES		25,999.53
	202101875	27 L 000 000 811611		EFTPS	FICA TAXES		5,366.57
	202101875	50 L 000 000 811611		EFTPS	FICA TAXES		190.07
	202101875	80 L 000 000 811611		EFTPS	FICA TAXES		578.62
					Totals for 202101875		116,390.28
11/05/2021	202101876	10 L 000 000 811671		GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION		2,458.00

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	NUMBER	NUMBER	NUMBER			
11/05/2021	202101876	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	42.00
					Totals for 202101876	2,500.00
11/05/2021	202101877	10 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	855.00
	202101877	27 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	350.00
					Totals for 202101877	1,205.00
11/05/2021	202101878	27 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	164.00
	202101878	10 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	41.63
	202101878	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	770.98
	202101878	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	3,540.33
	202101878	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	351.00
	202101878	10 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH 403(B)	732.50
	202101878	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	683.34
	202101878	10 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH IRA'S	275.00
	202101878	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	2,111.00
	202101878	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	284.00
					Totals for 202101878	8,953.78
11/05/2021	202101879	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	35.00
	202101879	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	8.00
	202101879	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	27.78
	202101879	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	7.22
	202101879	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	20,144.12
	202101879	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	3,844.10
	202101879	50 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	52.87
	202101879	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	STATE TAXES	300.90
					Totals for 202101879	24,419.99
10/13/2021	212200308	10 E 400 310	162216	GUMZ, SUSAN	OFFICIATE-SOCCER-V-9-30-21	-80.00
					Totals for 212200308	-80.00
10/14/2021	212200339	10 E 400 310	162121	BILLINGS, STEVEN	OFFICIATE-VB-10-9-21	245.00
10/19/2021	212200339	10 E 400 310	162121	BILLINGS, STEVEN	OFFICIATE-VB-10-9-21	-245.00
					Totals for 212200339	0.00
10/14/2021	212200340	10 E 400 187	162210	BOYARSKI, JASON	EVENT-FB-CTEAM & VARSITY-10-4-21 & 10-8-21	80.00
					Totals for 212200340	80.00
10/14/2021	212200341	80 E 200 411	392118	CHIPPEWA VALLEY SPORTING GOODS	MS Girls Tennis Uniform Tops (Extended sizes)	40.00
	212200341	21 E 800 411	299000	CHIPPEWA VALLEY SPORTING GOODS	Cross Country Long Sleeve Tees + Crew Necks	929.00
					Totals for 212200341	969.00
10/14/2021	212200342	27 E 700 370	436000	COULEE CONNECTIONS, LLC	SEPT 2021 STUDENT SERVICES	16,464.00
					Totals for 212200342	16,464.00
10/14/2021	212200343	10 E 800 310	295000	DAVENPORT GROUP, INC.	RAM Upgrade for VxRail System	3,000.00
	212200343	10 E 800 482	295000	DAVENPORT GROUP, INC.	RAM Upgrade for VxRail System	3,970.00
					Totals for 212200343	6,970.00
10/14/2021	212200344	10 E 400 310	162210	FIEBER, PHILLIP	OFFICIALS-FB-V-10-8-21	95.00
					Totals for 212200344	95.00



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	NUMBER	NUMBER		DESCRIPTION	AMOUNT
10/14/2021	212200345	10 E 400 187 162121	GLUCH, MCKYE	EVENT-VB-10-5-21	65.00
	212200345	10 E 400 187 162210	GLUCH, MCKYE	EVENT-FOOTBALL-V-10-8-21	40.00
				Totals for 212200345	105.00
10/14/2021	212200346	10 E 400 310 162121	GRAM, GARY	OFFICIATE-VB-10-9-21	245.00
				Totals for 212200346	245.00
10/14/2021	212200347	10 E 400 310 162216	GUMZ, SUSAN	OFFICIATE SOCCER-V-9-30-21	80.00
				Totals for 212200347	80.00
10/14/2021	212200348	10 E 400 187 162210	HALING, DYLAN	EVENT-FB-V-10-8-21	40.00
				Totals for 212200348	40.00
10/14/2021	212200349	10 E 800 411 253300	HILLYARD, INC - EAU CLAIRE	LINER- 21/22 MAINTENANCE	356.00
				Totals for 212200349	356.00
10/14/2021	212200350	10 E 200 411 136320	INDUSTRIAL ARTS SUPPLY CO.	HARD COATED MUGS, BIRCH PLYWOOD Menards: Tools, wood, and materials for projects Walmart: Tape, Tagboard and misc. materials. Afinia: 3d printing materials & repairs	672.90
				Totals for 212200350	672.90
10/14/2021	212200351	10 E 800 324 254300	INNOVATIONAL WATER SOLUTIONS,	HYDRONIC SYSTEM MANAGEMENT- 21/22-SEMI ANNUAL BLANKET PO-BOILER WATER TREATMENT AND TESTING	619.40
				Totals for 212200351	619.40
10/14/2021	212200352	10 E 400 310 162121	JONES, JEROLD	OFFICIATE-VB-V-10-9-21	245.00
				Totals for 212200352	245.00
10/14/2021	212200353	10 E 400 187 162118	KENT, STEVEN	EVENT-GIRLS TENNIS-10-5-21	60.00
				Totals for 212200353	60.00
10/14/2021	212200354	10 E 400 187 162210	KLEINKE, CLIFFORD	EVENT-FB-V-10-8-21	40.00
				Totals for 212200354	40.00
10/14/2021	212200355	21 E 800 411 299000	KWIK TRIP, INC	Money to fund the hamburger coupon program with Kwiktrip for weekend meals.	63.84
	212200355	10 E 800 348 254500	KWIK TRIP, INC	FUEL SEPT 2021	384.16
				Totals for 212200355	448.00
10/14/2021	212200356	10 E 400 310 162121	MATSON, DAVID	OFFICIATE-VB-V-10-9-21	150.00
				Totals for 212200356	150.00
10/14/2021	212200357	10 E 400 310 162210	NELSON, PAUL	OFFICIATE-FB-V-10-8-21	95.00
				Totals for 212200357	95.00
10/14/2021	212200358	10 E 400 310 162210	NELSON, TYLER	OFFICIATE-FB-V-10-8-21	95.00
				Totals for 212200358	95.00
10/14/2021	212200359	10 E 400 310 162210	PARR, DALE	OFFICIATE-FB-10-4-21	75.00
				Totals for 212200359	75.00

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT
	NUMBER	NUMBER	NUMBER			
10/14/2021	212200360	10 E 100 411 110200		REALLY GOOD STUFF, LLC	Classroom Supplies	274.84
					Totals for 212200360	274.84
10/14/2021	212200361	10 E 400 187 162210		SAEGER, DANIEL	EVENT-FB-10-4-21	40.00
					Totals for 212200361	40.00
10/14/2021	212200362	10 E 400 187 162210		SANDEN, BRUCE	EVENT-FB-V-10-8-21	40.00
					Totals for 212200362	40.00
10/14/2021	212200363	10 E 400 187 162210		SKOGSTAD, CHAD	EVENT-FB-V-10-8-21	40.00
					Totals for 212200363	40.00
10/14/2021	212200364	10 E 400 187 162121		SPRINGER, WENDY	EVENT-VB-V-10-5-21 & 10-9-21	280.00
	212200364	10 E 400 187 162210		SPRINGER, WENDY	EVENT-FB-V-10-8-21	40.00
					Totals for 212200364	320.00
10/14/2021	212200365	80 E 200 341 256790		STUDENT TRANSIT EAU CLAIRE, IN	AMS ATHLETICS	3,683.70
	212200365	10 E 400 341 256740		STUDENT TRANSIT EAU CLAIRE, IN	AHS ATHLETICS	13,088.90
	212200365	10 E 200 341 256770		STUDENT TRANSIT EAU CLAIRE, IN	AMS-FIELD TRIP TO FERGUSONS	188.00
	212200365	10 E 400 341 256770		STUDENT TRANSIT EAU CLAIRE, IN	AHS- JUNIOR CLASS TRIP	372.00
	212200365	10 E 400 341 256770		STUDENT TRANSIT EAU CLAIRE, IN	AHS-FIELD TRIP TO ALTOONA PARK	564.00
	212200365	10 E 400 341 256770		STUDENT TRANSIT EAU CLAIRE, IN	AHS-FIELD TRIPS	864.00
					Totals for 212200365	18,760.60
10/14/2021	212200366	10 E 400 310 162121		SVEDARSKY, KARLA	OFFICIATE-VB-V-10-9-21	245.00
					Totals for 212200366	245.00
10/14/2021	212200367	10 E 400 310 162210		WALTER, CRAIG	OFFICIATE-FB-10-4-21	75.00
					Totals for 212200367	75.00
10/14/2021	212200368	10 E 400 187 162121		WEISHEIPL, DAVID	EVENT-VB-10-5-21 & 10-9-21	240.00
					Totals for 212200368	240.00
10/14/2021	212200369	10 E 400 310 162210		WHITESIDE, DENNIS	OFFICIATE-FB-10-4-21	75.00
					Totals for 212200369	75.00
10/14/2021	212200370	10 E 400 310 162121		WHITE, JANICE	OFFICIATE-VB-V-10-9-21	150.00
					Totals for 212200370	150.00
10/21/2021	212200371	10 E 800 411 231100		BADGERLAND PRINTING INC.	250- STRATEGIC PLAN STRANDS FLYER	92.30
					Totals for 212200371	92.30
10/21/2021	212200372	10 E 800 324 254300		CINTAS	DUST MOPS-21/22 QUARTERLY	136.52
	212200372	10 E 800 324 254300		CINTAS	BLANKET PO-MOPS AES, AMS, AHS 21/22 QUARTERLY BLANKET	105.33
	212200372	10 E 800 324 254300		CINTAS	PO-MOPS AES, AMS, AHS DUST MOPS-21/22 QUARTERLY	83.81
					BLANKET PO-MOPS AES, AMS, AHS	
					Totals for 212200372	325.66
10/21/2021	212200373	10 E 800 324 254300		CITY OF ALTOONA	Required Annual Fire Inspections - AES, AIS, AMS, AHS, and Maintenance Garage	830.00

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	NUMBER	NUMBER		DESCRIPTION	AMOUNT
				(727 3rd St)	
				Totals for 212200373	830.00
10/21/2021	212200374	10 E 200 411 121000	CONTINENTAL CLAY CO	Ceramic supplies	854.66
				Totals for 212200374	854.66
10/21/2021	212200375	10 E 100 411 125100	STAPLES ADVANTAGE	Avery labels for solo stickers	170.60
				Totals for 212200375	170.60
10/21/2021	212200376	10 E 800 470 120000	CPM EDUCATION PROGRAM	Algebra Tiles from CPM for 8th grade classroom	150.08
				Totals for 212200376	150.08
10/21/2021	212200377	10 E 200 411 222200	DEMCO, INC .	Demco Library Supply Order	91.49
				Totals for 212200377	91.49
10/21/2021	212200378	10 E 800 324 254490	E O JOHNSON COMPANY	OCTOBER CONTRACT PAYMENT	5,532.51
				Totals for 212200378	5,532.51
10/21/2021	212200379	10 E 400 187 162121	GLUCH, MCKYE	EVENT-VB-10-12	40.00
				Totals for 212200379	40.00
10/21/2021	212200380	10 E 800 360 295000	HEARTLAND BUSINESS SYSTEMS, LL	Yearly E911 PSAP Hosting Fee Is there an another account that we can use besides technology since this is a federal requirement?	3,600.00
				Totals for 212200380	3,600.00
10/21/2021	212200381	21 E 800 411 299000	INDIANHEAD FOODSERVICE INC	School Store Food	196.70
	212200381	21 E 800 411 299000	INDIANHEAD FOODSERVICE INC	School Store Food	72.80
				Totals for 212200381	269.50
10/21/2021	212200382	10 E 800 310 231700	KEY BENEFIT CONCEPTS LLC	POST EMPLOYMENT-STANDARD OPEB VALUATION	6,000.00
				Totals for 212200382	6,000.00
10/21/2021	212200383	10 E 100 310 219000	NORTH COAST CONNECTION	Translations, classroom documents, IEP mtg, COVID letter	868.60
				Totals for 212200383	868.60
10/21/2021	212200384	10 E 800 444 120000	PREMIER FURNITURE & EQUIPMENT	EB ELO RECTANGLE TABLE, 36X72	2,664.00
				Totals for 212200384	2,664.00
10/21/2021	212200385	10 E 800 295 299000	REALIVING	EAP MEMBERSHIP FEES OCT-DEC 2021	2,045.75
				Totals for 212200385	2,045.75
10/21/2021	212200386	10 E 800 470 120000	SCHOLASTIC INC	Scholastic Magazine for 6-8 Grade science.	626.34
				Totals for 212200386	626.34
10/21/2021	212200387	27 E 800 310 218100	SOLIANT	LB- 10-10-21 Contracted Occupational Therapist	1,280.00

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
					Services (Maternity leave)	
					Totals for 212200387	1,280.00
10/21/2021	212200388	27 E 700 342 152000	SPENCER, ANNE		REIMB. MILEAGE	69.50
					Totals for 212200388	69.50
10/21/2021	212200389	10 E 400 187 162121	SPRINGER, WENDY		EVENT-VB-10-12	40.00
	212200389	10 E 400 187 162121	SPRINGER, WENDY		EVENT-VB-JV-10-12	40.00
					Totals for 212200389	80.00
10/21/2021	212200390	10 E 400 310 162121	STANKE, DEBRA		OFFICIATE-VB-C-10-12	60.00
	212200390	10 E 400 310 162121	STANKE, DEBRA		OFFICIATE-VB-VARSITY-10-12	30.00
					Totals for 212200390	90.00
10/21/2021	212200391	10 E 200 411 126000	STAPLES, INC.		Paper tray for general class supplies.	19.03
					Totals for 212200391	19.03
10/21/2021	212200392	10 E 800 482 295000	TIERNEY BROTHERS, INC.		Replacement bulbs for SMART Projectors	757.39
					Totals for 212200392	757.39
10/21/2021	212200393	10 E 200 411 126000	TODD, JUSTIN		REIMB. MISSISSIPPI WELDERS	23.40
	212200393	10 E 200 411 126000	TODD, JUSTIN		REIMB. WALMART- CLASSROOM SUPPLIES	2.93
					Totals for 212200393	26.33
10/21/2021	212200394	10 E 400 310 162216	WANNINGER, JOERGRIED		OFFICIATE-SOCCER-10-12	100.00
					Totals for 212200394	100.00
10/21/2021	212200395	10 E 400 187 162121	WEISHEIPL, DAVID		EVENT-VB-JV-10-12	40.00
	212200395	10 E 400 187 162121	WEISHEIPL, DAVID		EVENT-VB-V-10-12	40.00
					Totals for 212200395	80.00
10/21/2021	212200396	10 E 400 310 162121	WIDIKER, TIMOTHY		OFFICIATE-VB-10-12	135.00
					Totals for 212200396	135.00
10/22/2021	212200397	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	403(B) DEDUCTIONS		2,166.62
	212200397	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242		270.00
	212200397	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242		55.00
	212200397	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242		1,341.67
	212200397	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242		29.17
	212200397	80 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242		12.50
					Totals for 212200397	3,874.96
10/22/2021	212200398	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		446.51
	212200398	27 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		101.49
	212200398	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		1,357.99
	212200398	27 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		313.13
	212200398	80 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		3.44
	212200398	10 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS		485.93
	212200398	27 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS		99.96
	212200398	80 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS		0.48
	212200398	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		446.51
	212200398	27 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		109.19
	212200398	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		1,896.53

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DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION			
10/22/2021	212200398	27 L 000 000	811636 MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS			463.13
	212200398	80 L 000 000	811636 MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS			9.71
	212200398	10 L 000 000	811638 MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS			1,051.63
	212200398	27 L 000 000	811638 MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS			312.42
	212200398	80 L 000 000	811638 MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS			3.63
	212200398	10 L 000 000	811638 MADISON NATIONAL LIFE INS CO,	NOV PREM ADJUS			-142.44
	212200398	27 L 000 000	811638 MADISON NATIONAL LIFE INS CO,	NOV PREM ADJUS			-33.41
	212200398	10 L 000 000	811636 MADISON NATIONAL LIFE INS CO,	NOV PREM ADJUS			-525.68
	212200398	27 L 000 000	811636 MADISON NATIONAL LIFE INS CO,	NOV PREM ADJUS			-123.31
	212200398	10 L 000 000	811637 MADISON NATIONAL LIFE INS CO,	NOV PREM ADJUS			108.27
	212200398	27 L 000 000	811637 MADISON NATIONAL LIFE INS CO,	NOV PREM ADJUS			25.39
				Totals for 212200398			6,410.50
10/22/2021	212200399	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS			536.82
	212200399	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS			118.94
	212200399	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS			237.04
	212200399	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS			39.21
	212200399	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS			516.38
	212200399	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS			102.07
	212200399	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS			228.80
	212200399	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS			36.30
	212200399	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	NOV PREM ADJUST			33.39
				Totals for 212200399			1,848.95
10/22/2021	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			5,682.14
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			1,064.74
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS			758.24
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS			94.78
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			3,825.99
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			1,045.02
	212200401	80 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			18.17
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			374.22
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			288.96
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			45,972.39
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			8,614.49
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			9,202.08
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			766.84
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			30,955.01
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			8,454.91
	212200401	80 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			147.02
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT			3,027.60
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT			2,337.76
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			5,682.14
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			1,560.94
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS			758.24
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HLTH INSURANCE DEDUCTIONS			94.78
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			3,825.99
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			1,045.02
	212200401	80 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			18.17
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			374.22
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE DEDUCTIONS			288.96
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			45,972.39
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			12,628.21
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			6,134.72
	212200401	27 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			766.84
	212200401	10 L 000 000	811631 WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS			30,955.01

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
10/22/2021	212200401	27 L 000 000 811631	WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS		8,454.91
	212200401	80 L 000 000 811631	WEA INSURANCE TRUST	HEALTH INSURANCE BENEFITS		147.02
	212200401	10 L 000 000 811631	WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT		3,027.60
	212200401	27 L 000 000 811631	WEA INSURANCE TRUST	HEALTH INSURANCE BENEFIT		2,337.76
	212200401	10 A 000 000 714200	WEA INSURANCE TRUST	NOV RETIREE & COBRA PREMS		28,924.72
	212200401	10 L 000 000 811631	WEA INSURANCE TRUST	NOV PREM ADJUS		-1,491.91
	212200401	27 L 000 000 811631	WEA INSURANCE TRUST	NOV PREM ADJUS		-1,491.91
				Totals for 212200401		272,644.18
10/27/2021	212200402	10 E 400 310 162121	BILLINGS, STEVEN	OFFICIATE-VB-10-9-21		245.00
				Totals for 212200402		245.00
10/27/2021	212200403	10 E 800 342 252000	BOHL, ELYS	REIMB. EXPENSES FOR SKYWARD USER GROUP 2021		144.26
				Totals for 212200403		144.26
10/27/2021	212200404	80 E 200 187 392210	BOYARSKI, JASON	EVENT-MS FB-10-18-21		30.00
				Totals for 212200404		30.00
10/27/2021	212200405	10 E 800 342 252000	CHWALA, SHARON	REIMB. EXPENSES FOR 2021 SKYWARD USER GROUP		165.19
				Totals for 212200405		165.19
10/27/2021	212200406	10 E 800 342 221400	HOLM, KARI	REIMB. EXPENSES FOR SKYWARD CONF.-2021		202.48
				Totals for 212200406		202.48
10/27/2021	212200407	80 E 200 187 392210	LIMA, TIMOTHY	EVENT-MS FB-10-18-21		240.00
				Totals for 212200407		240.00
10/27/2021	212200408	10 E 150 411 241000	MADISON, DENISE	REIMB. EXPENSES FOR HOMECOMING PARADE		105.94
				Totals for 212200408		105.94
10/27/2021	212200409	80 E 200 310 392210	PARR, DALE	OFFICIATE-MS FB-10-18-21		90.00
				Totals for 212200409		90.00
10/27/2021	212200410	80 E 200 310 392210	SUMNER, JOHN	OFFICIATE-MS FB-10-18-21		90.00
				Totals for 212200410		90.00
10/27/2021	212200411	80 E 200 310 392210	WALTER, CRAIG	OFFICIATE-MS FB-10-18-21		90.00
				Totals for 212200411		90.00
10/27/2021	212200412	27 E 700 411 158000	WEIX, DONNA	REIMB. SPED ROOM EXPENSES		123.55
				Totals for 212200412		123.55
10/27/2021	212200413	80 E 200 310 392210	WHITESIDE, DENNIS	OFFICIATE-MS FB-10-18-21		90.00
				Totals for 212200413		90.00
11/03/2021	212200414	10 E 800 411 232100	BIG ATHLETICS	Remaining balance on invoice 2444674		1,289.60
				Totals for 212200414		1,289.60
11/03/2021	212200415	10 E 800 342 221400	BUCKI, JESSICA	REIMB. FOR MILEAGE/HOTEL-KALAHARI		280.24
				Totals for 212200415		280.24

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
11/03/2021	212200416	10 E 800 411 295000	CDW GOVERNMENT, INC.	ZEBRA Z ULTIMATE		56.12
	212200416	10 E 800 482 295000	CDW GOVERNMENT, INC.	UPS for D Closet and a spare on hand		452.18
				Totals for 212200416		508.30
11/03/2021	212200417	10 E 400 411 124000	STAPLES ADVANTAGE	Charcoal pencils		35.98
	212200417	27 E 700 411 158000	STAPLES ADVANTAGE	classroom supplies		48.42
				Totals for 212200417		84.40
11/03/2021	212200418	10 E 800 310 252105	DIVERSIFIED BENEFIT SERVICES I	OCTOBER 2021-FSA		173.38
				Totals for 212200418		173.38
11/03/2021	212200419	10 E 800 435 120000	DREAMBOX LEARNING, INC.	STANDARD LICENSES- RENEWAL 1 TO 500. END DATE 9/27/22		1,950.00
	212200419	10 E 800 411 295000	DREAMBOX LEARNING, INC.	STANDARD LICENSES- RENEWAL 1 TO 500. END DATE 9/27/22		1,950.00
				Totals for 212200419		3,900.00
11/03/2021	212200420	10 E 800 310 221400	DUNBAR, LAURA	Consultant Fee for K-12 music curriculum work.		200.00
				Totals for 212200420		200.00
11/03/2021	212200421	10 E 800 360 295000	FRONTLINE TECHNOLOGIES GROUP,	One time Cost for Frontline Ed SSO Setup		1,000.00
				Totals for 212200421		1,000.00
11/03/2021	212200422	10 E 400 187 162121	GLUCH, ROI	10-30-21-EVENT-VB		40.00
				Totals for 212200422		40.00
11/03/2021	212200423	10 E 400 310 162121	GRAM, GARY	10-30-21-OFFICIATE-VB		105.00
				Totals for 212200423		105.00
11/03/2021	212200424	10 E 800 411 253300	HILLYARD, INC - EAU CLAIRE	SOAP, TOWEL ROLLS- 21/22 MAINTENANCE		8,820.80
				Totals for 212200424		8,820.80
11/03/2021	212200425	21 E 800 411 299000	INDIANHEAD FOODSERVICE INC	Food For Store		213.10
				Totals for 212200425		213.10
11/03/2021	212200426	10 E 800 324 254300	JOHNSON CONTROLS, INC.	Replace 1st Stage Compressor on RTU #7 (AHS).		6,500.00
				Totals for 212200426		6,500.00
11/03/2021	212200427	10 E 400 310 162121	JOHNSON, CHARLES	10-30-21-OFFICIATE-VB		30.00
				Totals for 212200427		30.00
11/03/2021	212200428	10 E 200 411 125500	JW PEPPER & SON, INC	Celtic Air and Dance by Sweeney FLEX Arrangement		54.99
				Totals for 212200428		54.99
11/03/2021	212200429	10 E 100 342 241000	LANCETTE, LESLIE	REIMB. MILEAGE- SKYWARD CONFERENCE		138.88
	212200429	10 E 100 411 241000	LANCETTE, LESLIE	REIMB. PUMPKINS FOR HALLOWEEN PARTY		250.00
				Totals for 212200429		388.88

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER		DESCRIPTION		
11/03/2021	212200430	10 E 400 187 162121	LIMA, TIMOTHY	10-30-21-EVENT-VB		40.00
				Totals for 212200430		40.00
11/03/2021	212200431	10 E 400 310 162121	PETERSON, DEB	10-30-21-OFFICIATE-VB		30.00
				Totals for 212200431		30.00
11/03/2021	212200432	10 E 800 411 254300	RASSBACH COMMUNICATIONS	4 Hytera BD502i Radios and Programming. 1 to replace an older, broken Motorola plus 3 additional radios.		1,357.69
	212200432	10 E 800 324 254300	RASSBACH COMMUNICATIONS	4 Radios for AES, Hytera BD502i, Programming \$120		1,277.28
11/08/2021	212200432	10 E 800 411 254300	RASSBACH COMMUNICATIONS	4 Hytera BD502i Radios and Programming. 1 to replace an older, broken Motorola plus 3 additional radios.		-1,357.69
	212200432	10 E 800 324 254300	RASSBACH COMMUNICATIONS	4 Radios for AES, Hytera BD502i, Programming \$120		-1,277.28
				Totals for 212200432		0.00
11/03/2021	212200433	10 E 150 411 110450	SCHOOL SPECIALTY, LLC	School Speciality Purchases for AIS		6.06
	212200433	27 E 700 411 158000	SCHOOL SPECIALTY, LLC	Assistive Tech Supplies		89.80
				Totals for 212200433		95.86
11/03/2021	212200434	27 E 800 310 218100	SOLIANT	Contracted Occupational Therapist Services (Maternity leave)		640.00
				Totals for 212200434		640.00
11/03/2021	212200435	27 E 700 342 152000	SPENCER, ANNE	REIMB. MILEAGE-OCTOBER 21		103.82
				Totals for 212200435		103.82
11/03/2021	212200436	10 E 400 187 162121	SPRINGER, WENDY	10-30-21-EVENT-VB		40.00
				Totals for 212200436		40.00
11/03/2021	212200437	10 E 800 342 221400	STEELE, SHIRLEY	REIMB. VIRTUAL SUB PREP PROGRAM		175.00
				Totals for 212200437		175.00
11/03/2021	212200438	27 E 700 341 256750	STUDENT TRANSIT EAU CLAIRE, IN	INTRA DAY ROUTING-SEPT.		981.25
	212200438	10 E 800 341 256710	STUDENT TRANSIT EAU CLAIRE, IN	SCHOOL BUS ROUTES- OCTOBER 2021		86,341.96
				Totals for 212200438		87,323.21
11/03/2021	212200439	50 E 800 310 257221	TAHER, INC	OPERATING EXPENSES- SEPT 2021		57,476.77
				Totals for 212200439		57,476.77
11/03/2021	212200440	10 E 800 342 232100	TAYLOR-ELIOPOULOS, HEIDI	REIMB.- FLIGHT TO NASHVILLE		261.30
				Totals for 212200440		261.30
11/03/2021	212200441	10 E 400 187 162121	WEISHEIPL, DAVID	10-30-21-EVENT-VB		40.00
				Totals for 212200441		40.00
11/03/2021	212200442	10 E 800 310 231100	WI DEPARTMENT OF JUSTICE	OCTOBER 2021 -BACKGROUND		91.00



CHECK	CHECK ACCOUNT		INVOICE		AMOUNT
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	
				CHECKS	
				Totals for 212200442	91.00
11/05/2021	212200443	10 L 000 000 811633	AUL HEALTH BENEFIT TRUST	SUPPORT STAFF HRA	555.00
				CONTRIBUTIONS~NOV, 2021	
				Totals for 212200443	555.00
11/05/2021	212200444	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	403(B) DEDUCTIONS	2,166.62
	212200444	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242	270.00
	212200444	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242	55.00
	212200444	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242	1,341.67
	212200444	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242	29.17
	212200444	80 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	PLAN #VFQ242	12.50
				Totals for 212200444	3,874.96
				Totals for checks	1,877,770.29

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	1,249,527.00	36.00	253,564.94	1,503,127.94
21	SPECIAL REVENUE TRUST FUND	0.00	0.00	1,932.94	1,932.94
27	SPECIAL EDUCATION FUND	254,347.71	0.00	28,199.18	282,546.89
50	FOOD SERVICE	7,366.47	0.00	57,476.77	64,843.24
80	COMMUNITY SERVICE	20,685.58	0.00	4,633.70	25,319.28
***	Fund Summary Totals ***	1,531,926.76	36.00	345,807.53	1,877,770.29

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

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
Line	Description	PO Number	Invoice Number	Invoice Dt	Amount						
	09/30/2021	24016	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	-25.54	
2	Consumer Auto/Menards-Car soap, detailing supp	4002200011	0705921-211000058	10/05/2021	-25.54						
	09/29/2021	24015	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	234.41	
2	Small Engine/EC Lawn, Menards, Harbor Freight-	4002200007	0705921-211000059	10/05/2021	234.41						
	09/28/2021	24014	XXXXXXXXXXXXXXXXXX	Mississippi Welders Su, Winona,		10/06/2021		Invoiced	A	133.68	
2	Welding/Mississippi Welder Supply-Tank Rentals	4002200002	0705921-211000060	10/05/2021	133.68						
	09/24/2021	24013	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c4t751e0, Amzn.Co		10/06/2021		Invoiced	A	269.68	
2	Graphic Design/ Sign Warehouse, Johnson Plasti	4002200008	0705921-211000061	10/05/2021	269.68						
	09/22/2021	24012	XXXXXXXXXXXXXXXXXX	Valley Litho Supply, 715-234152		10/06/2021		Invoiced	A	262.48	
2	Graphic Design/ Sign Warehouse, Johnson Plasti	4002200008	0705921-211000062	10/05/2021	262.48						
	09/21/2021	24010	XXXXXXXXXXXXXXXXXX	Mississippi Welders Su, Winona,		10/06/2021		Invoiced	A	12.90	
2	Welding/Mississippi Welder Supply-Tank Rentals	4002200002	0705921-211000063	10/05/2021	12.90						
	09/21/2021	24011	XXXXXXXXXXXXXXXXXX	Mississippi Welders Su, Winona,		10/06/2021		Invoiced	A	423.18	
2	Welding/Mississippi Welder Supply-Tank Rentals	4002200002	0705921-211000064	10/05/2021	423.18						
	09/20/2021	24009	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g2335k30, Amzn.Com/		10/06/2021		Invoiced	A	421.16	
2	Consumer Auto/Menards-Car soap, detailing supp	4002200010	0705921-211000065	10/05/2021	421.16						
	09/17/2021	24008	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g48t7dq1, Amzn.Com/		10/06/2021		Invoiced	A	100.91	
2	Consumer Auto/Menards-Car soap, detailing supp	4002200011	0705921-211000066	10/05/2021	100.91						
	09/16/2021	24007	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g7nj0zr2, Amzn.Co		10/06/2021		Invoiced	A	80.98	
2	Consumer Auto/Menards-Car soap, detailing supp	4002200011	0705921-211000067	10/05/2021	80.98						
	09/13/2021	24000	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	295.46	
2	Consumer Auto/Menards-Car soap, detailing supp	4002200011	0705921-211000068	10/05/2021	295.46						
	09/13/2021	24004	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 253fp3sl2, Amzn.Co		10/06/2021		Invoiced	A	14.76	
2	Consumer Auto/Menards-Car soap, detailing supp	4002200011	0705921-211000069	10/05/2021	14.76						
	09/13/2021	24005	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g98311k1, Amzn.Co		10/06/2021		Invoiced	A	43.99	
2	Graphic Design/ Sign Warehouse, Johnson Plasti	4002200008	0705921-211000070	10/05/2021	43.99						

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
		09/13/2021	24006	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	253uy6702, Amzn.Co		10/06/2021	Invoiced	A	26.38
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000071	10/05/2021	26.38			
		09/10/2021	24001	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2539t6dh2, Amzn.Co		10/06/2021	Invoiced	A	17.12
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000072	10/05/2021	17.12			
		09/10/2021	24002	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	255619dz2, Amzn.Co		10/06/2021	Invoiced	A	10.88
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000073	10/05/2021	10.88			
		09/10/2021	24003	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	253zsltd2, Amzn.Co		10/06/2021	Invoiced	A	10.86
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000074	10/05/2021	10.86			
		09/09/2021	23995	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	258697bz2, Amzn.Co		10/06/2021	Invoiced	A	15.95
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000075	10/05/2021	15.95			
		09/09/2021	23996	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	258kj3hb2, Amzn.Co		10/06/2021	Invoiced	A	18.13
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000076	10/05/2021	18.13			
		09/09/2021	23997	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g4ta0lr0, Amzn.Co		10/06/2021	Invoiced	A	13.99
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000077	10/05/2021	13.99			
		09/09/2021	23998	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	257mx58r2, Amzn.Co		10/06/2021	Invoiced	A	8.56
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000078	10/05/2021	8.56			
		09/09/2021	23999	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g4x343z1, Amzn.Co		10/06/2021	Invoiced	A	8.56
	2	Consumer Auto/Menards-Car soap, detailing supp			4002200011	0705921-211000079	10/05/2021	8.56			
BAUERREB000	BAUER REBECCA L	09/20/2021	23909	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C			10/06/2021	Invoiced	A	200.00
	2	Skyward user group fall conference.			4102200010	0705921-211000180	10/05/2021	200.00			
		09/17/2021	23908	XXXXXXXXXXXXXXXXXX	Cowboy Jacks, Altoona, WI, 5472			10/06/2021	Invoiced	A	268.00
	2	Food/supplies for Senior Leadership day.			4102200009	0705921-211000181	10/05/2021	268.00			
		09/13/2021	23907	XXXXXXXXXXXXXXXXXX	Sams Club #8185, Eau Claire, WI			10/06/2021	Invoiced	A	138.46
	2	Food/supplies for Senior Leadership day.			4102200009	0705921-211000182	10/05/2021	138.46			
		3 transaction(s) for BAUERREB000. Total Amount ==>									606.46
BOSS LIS000	BOSS LISA M	09/29/2021	24086	XXXXXXXXXXXXXXXXXX	Wasda, Madison, WI, 53704, US			10/06/2021	Invoiced	A	110.00
	1					0705921-211000000	10/05/2021	110.00			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
BOSS LIS000	BOSS LISA M	continued...									
		09/22/2021	24085	XXXXXXXXXXXXXXXXXX	Sams Club #8185, Eau Claire, WI		10/06/2021		Invoiced	A	210.56
	1					0705921-211000000	10/05/2021	210.56			
		09/20/2021	24084	XXXXXXXXXXXXXXXXXX	Samsclub #8185, Eau Claire, WI,		10/06/2021		Invoiced	A	27.92
	1					0705921-211000000	10/05/2021	27.92			
		09/16/2021	24083	XXXXXXXXXXXXXXXXXX	Wasda, Madison, WI, 53704, US		10/06/2021		Invoiced	A	110.00
	1					0705921-211000000	10/05/2021	110.00			
		09/10/2021	24082	XXXXXXXXXXXXXXXXXX	Eau Claire Chamber Of, 715-8341		10/06/2021		Invoiced	A	75.00
	1					0705921-211000000	10/05/2021	75.00			
		09/01/2021	23743	XXXXXXXXXXXXXXXXXX	Studer Education B, 3128803168,		09/07/2021		Invoiced	A	100.00
	1					0705921-210900000	09/05/2021	100.00			
		6 transaction(s) for BOSS LIS000. Total Amount ==>									633.48
CHMELTIM000	CHMELIK TIMOTHY J	09/30/2021	24212	XXXXXXXXXXXXXXXXXX	Tru Lock & Security In, Eau Cla		10/06/2021		Invoiced	A	36.00
	2				Master Locker Control Keys (F336) - AMS Locker	0002200056 0705921-211000158	10/05/2021	36.00			
		09/30/2021	24213	XXXXXXXXXXXXXXXXXX	Batteries Plus #0071, Eau Clair		10/06/2021		Invoiced	A	225.90
	2				Master Locker Control Keys (F336) - AMS Locker	0002200057 0705921-211000159	10/05/2021	225.90			
		09/27/2021	24211	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	73.38
	5				1 1/4" All Purpose Screws, 3/4" Particle Board	0002200061 0705921-211000160	10/05/2021	73.38			
		09/24/2021	24209	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c54x24h0, Amzn.Co		10/06/2021		Invoiced	A	20.48
	5				Electrical Connectors for Automatic Scrubber -	0002200060 0705921-211000161	10/05/2021	20.48			
		09/24/2021	24210	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c6je2jcl, Amzn.Co		10/06/2021		Invoiced	A	58.00
	11				Advance Hose for Riding Scrubber (56601136) -	0002200060 0705921-211000162	10/05/2021	58.00			
		09/23/2021	24206	XXXXXXXXXXXXXXXXXX	Staples Direct, 800-3333330, MA		10/06/2021		Invoiced	A	-27.49
	3				Refund of Tax From Previous Order	0002200055 0705921-211000163	10/05/2021	-27.49			
		09/23/2021	24207	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c2s48cy0, Amzn.Co		10/06/2021		Invoiced	A	34.74
	3				Sloan V-651-A Vacuum Breaker Kits (6)	0002200060 0705921-211000164	10/05/2021	34.74			
		09/23/2021	24208	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g5eb18f2, Amzn.Co		10/06/2021		Invoiced	A	31.96
	2				Refillable Bottles of Dry Graphite for Door Lo	0002200060 0705921-211000165	10/05/2021	31.96			
		09/22/2021	24205	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g4u18bh2, Amzn.Co		10/06/2021		Invoiced	A	60.77
	4				Motsenbocker's Lift-Off #3 Pen & Ink - 6 Pack	0002200060 0705921-211000166	10/05/2021	60.77			
		09/21/2021	24204	XXXXXXXXXXXXXXXXXX	Sp Batteryhawk, Llc, Tarpon Spr		10/06/2021		Invoiced	A	52.99
	2				Batteries for Exit Signs (5 pack)	0002200053 0705921-211000167	10/05/2021	52.99			
		09/20/2021	24203	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	46.79
	4				1 1/2" Sink Tailpiece - AMS, 1 1/4" P-Trap - A	0002200061 0705921-211000168	10/05/2021	46.79			
		09/17/2021	24202	XXXXXXXXXXXXXXXXXX	Staples Direct, 800-3333330, MA		10/06/2021		Invoiced	A	527.39
	2				Automatic Hand Sanitizer Stations - 10	0002200055 0705921-211000169	10/05/2021	527.39			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
CHMELTIM000	CHMELIK TIMOTHY J	continued...									
		09/16/2021	24200	XXXXXXXXXXXXXXXXXX	Dsps E Service Fee Com, 608-266		10/06/2021		Invoiced	A	2.00
2	Elevator Permits to Operate - 2 Lifts AMS				0002200046	0705921-211000170	10/05/2021	2.00			
		09/16/2021	24201	XXXXXXXXXXXXXXXXXX	Dsps Epay Ise, 608-2617700, WI,		10/06/2021		Invoiced	A	100.00
2	Elevator Permits to Operate - 2 Lifts AMS				0002200046	0705921-211000171	10/05/2021	100.00			
		09/15/2021	24197	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	1,086.60
2	Cabinetry for 4K, Garage Door Keypad for 4K, W				0002200042	0705921-211000172	10/05/2021	1,086.60			
		09/15/2021	24198	XXXXXXXXXXXXXXXXXX	Rgp Green Oasis, 715-8320800, W		10/06/2021		Invoiced	A	852.00
5	Weed Control Application for Rock Areas - AMS/				0002200041	0705921-211000173	10/05/2021	852.00			
		09/15/2021	24199	XXXXXXXXXXXXXXXXXX	Rgp Green Oasis, 715-8320800, W		10/06/2021		Invoiced	A	50.00
4	Weed Control Application for Rock Areas - AES				0002200041	0705921-211000174	10/05/2021	50.00			
		09/13/2021	24195	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	73.89
1						0705921-211000000	10/05/2021	73.89			
		09/13/2021	24196	XXXXXXXXXXXXXXXXXX	Zoro Tools Inc, 855-2899676, IL		10/06/2021		Invoiced	A	642.26
2	Fans from Zoro-Tim Chmelik ordering				4002200068	0705921-211000175	10/05/2021	642.26			
		09/09/2021	24192	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	33.48
2	Paver Locking Sand (1), 10" Nail Spike (30 Cou				0002200061	0705921-211000176	10/05/2021	33.48			
		09/09/2021	24193	XXXXXXXXXXXXXXXXXX	Rgp Green Oasis, 715-8320800, W		10/06/2021		Invoiced	A	50.00
2	Weed Control Application for Rock Areas - AES				0002200041	0705921-211000177	10/05/2021	50.00			
		09/09/2021	24194	XXXXXXXXXXXXXXXXXX	Rgp Green Oasis, 715-8320800, W		10/06/2021		Invoiced	A	100.00
3	Weed Control Application for Rock Areas - AHS				0002200041	0705921-211000178	10/05/2021	100.00			
		09/06/2021	24191	XXXXXXXXXXXXXXXXXX	Mississippi Welders Su, Winona,		10/06/2021		Invoiced	A	19.90
2	5# Carbon Dioxide Tank for Painting Field at A				0002200037	0705921-211000179	10/05/2021	19.90			
		09/02/2021	23867	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		09/07/2021		Invoiced	A	41.27
4	P-Trap (Art Room Sink - AIS/AMS), Adhesive, 9				0002200034	0705921-210900107	09/05/2021	41.27			
		09/01/2021	23866	XXXXXXXXXXXXXXXXXX	Tru Lock & Security In, Eau Cla		09/07/2021		Invoiced	A	15.80
2	4 Keys for West Storage Area in Oakleaf Stadiu				0002200031	0705921-210900108	09/05/2021	15.80			
		25 transaction(s) for CHMELTIM000. Total Amount =====>									4,208.11
CHWALSHA000	CHWALA SHARON M	09/28/2021	24100	XXXXXXXXXXXXXXXXXX	Vzwrlls My Vz Vb P, 800-922-020		10/06/2021		Invoiced	A	540.86
2	VERIZON HOTSPOT- BLANKET PO 2021-2022				8002200074	0705921-211000098	10/05/2021	540.86			
		09/28/2021	24101	XXXXXXXXXXXXXXXXXX	Vzwrlls Ivr Vb, 800-922-0204, F		10/06/2021		Invoiced	A	40.03
2	VERIZON HOTSPOT- BLANKET PO 2021-2022				8002200074	0705921-211000099	10/05/2021	40.03			
		09/24/2021	24099	XXXXXXXXXXXXXXXXXX	Employers Assurance Co, 8886826		10/06/2021		Invoiced	A	5,598.50
2	WORK COMP PREMIUMS ~EMPLOYERS ASSURANCE CO				8002200010	0705921-211000100	10/05/2021	5,598.50			
		09/22/2021	24096	XXXXXXXXXXXXXXXXXX	Spectrum, 855-707-7328, MO, 631		10/06/2021		Invoiced	A	247.42
2	AT & T SERVICES				8002200022	0705921-211000101	10/05/2021	247.42			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
CHWALSHA000	CHWALA SHARON M	continued...									
		09/22/2021	24097	XXXXXXXXXXXXXXXXXX	Spectrum, 855-707-7328, MO, 631		10/06/2021		Invoiced	A	137.24
	2	AT & T SERVICES			8002200022	0705921-211000102	10/05/2021	137.24			
		09/22/2021	24098	XXXXXXXXXXXXXXXXXX	Spectrum, 855-707-7328, VA, 201		10/06/2021		Invoiced	A	69.98
	2	Spectrum 200Mbps Internet Service			8102200020	0705921-211000103	10/05/2021	59.99			
	3	Static IP			8102200020	0705921-211000103	10/05/2021	9.99			
		09/20/2021	24092	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi E, 1305 Ka		10/06/2021		Invoiced	A	124.00
	3	2 NIGHTS- KALAHARI STAY-SKYWARD USER CONFERENC			8002200069	0705921-211000104	10/05/2021	124.00			
		09/20/2021	24093	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		10/06/2021		Invoiced	A	200.00
	2	SKYWARD USER CONFERENCE			8002200069	0705921-211000105	10/05/2021	200.00			
		09/20/2021	24094	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi E, 1305 Ka		10/06/2021		Invoiced	A	124.00
	2	REGISTRATION (170), ROOM (240), MEALS (100)MIL			8002200075	0705921-211000106	10/05/2021	124.00			
		09/20/2021	24095	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		10/06/2021		Invoiced	A	200.00
	2	REGISTRATION (170), ROOM (240), MEALS (100)MIL			8002200075	0705921-211000107	10/05/2021	200.00			
		09/17/2021	24091	XXXXXXXXXXXXXXXXXX	Sterling Water Culliga, 8004449		10/06/2021		Invoiced	A	39.40
	2	CULLIGAN ANNUAL WATER DELIVERY SERVICE			1002200021	0705921-211000108	10/05/2021	39.40			
		09/16/2021	24090	XXXXXXXXXXXXXXXXXX	Advanced Disposal Onli, 8664965		10/06/2021		Invoiced	A	2,045.13
	2	GARBAGE SERVICE (ADVANCED DISPOSAL)			8002200016	0705921-211000109	10/05/2021	2,045.13			
		09/10/2021	24081	XXXXXXXXXXXXXXXXXX	Hilton Garden Inn Sun, 309-7979		10/06/2021		Invoiced	A	278.00
	1					0705921-211000000	10/05/2021	278.00			
		09/08/2021	24089	XXXXXXXXXXXXXXXXXX	Att Bus Phone Pmt, 800-704-4808		10/06/2021		Invoiced	A	210.45
	2	AT&T SERVICE			8002200017	0705921-211000110	10/05/2021	210.45			
		14 transaction(s) for CHWALSHA000. Total Amount =====>									9,855.01
DAVIDBRI000	DAVID BRITTANY J	09/30/2021	23905	XXXXXXXXXXXXXXXXXX	Follett School Solutio, 888-511		10/06/2021		Invoiced	A	452.98
	2	New picture books from diverse authors, replac			8102200041	0705921-211000244	10/05/2021	452.98			
		09/28/2021	23902	XXXXXXXXXXXXXXXXXX	Follett School Solutio, 888-511		10/06/2021		Invoiced	A	885.90
	2	Follett Titlewave - Volume of Reading Modules			1002200038	0705921-211000245	10/05/2021	885.90			
		09/28/2021	23903	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c0ws5fc2, Amzn.Co		10/06/2021		Invoiced	A	5.60
	2	Author study and series collection building			1002200066	0705921-211000246	10/05/2021	5.60			
		09/28/2021	23904	XXXXXXXXXXXXXXXXXX	Amazon.Com 2c2t171b0, Amzn.Com/		10/06/2021		Invoiced	A	64.76
	2	Author study and series collection building			1002200066	0705921-211000247	10/05/2021	64.76			
		09/23/2021	23901	XXXXXXXXXXXXXXXXXX	Amazon.Com 2c1ji5ln1 A, Amzn.Co		10/06/2021		Invoiced	A	103.87
	2	Author study and series collection building			1002200066	0705921-211000248	10/05/2021	103.87			
		09/15/2021	23900	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g1sg4ma0, Amzn.Com/		10/06/2021		Invoiced	A	113.89
	2	Author study and series collection building			1002200066	0705921-211000249	10/05/2021	113.89			
		09/14/2021	23896	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g7ui7v01, Amzn.Co		10/06/2021		Invoiced	A	12.20
	2	Author study and series collection building			1002200066	0705921-211000250	10/05/2021	12.20			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
DAVIDBRI000	DAVID BRITTANY J	continued...									
		09/14/2021	23897	XXXXXXXXXXXXXXXXXX	Amazon.Com	2g1157xv0, Amzn.Com/		10/06/2021	Invoiced	A	69.55
	2	Amazon book order- Minecraft Early Readers, El			1002200064	0705921-211000251	10/05/2021	69.55			
		09/14/2021	23898	XXXXXXXXXXXXXXXXXX	Teacherspayteachers.Co,	6465880		10/06/2021	Invoiced	A	1.59
	2	Library organization, posters, and lesson reso			1002200022	0705921-211000252	10/05/2021	1.59			
		09/14/2021	23899	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g36o6vs0, Amzn.Co		10/06/2021	Invoiced	A	13.83
	2	Author study and series collection building			1002200066	0705921-211000253	10/05/2021	13.83			
		09/13/2021	23893	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g42g5a71, Amzn.Co		10/06/2021	Invoiced	A	13.50
	2	Author study and series collection building			1002200066	0705921-211000254	10/05/2021	13.50			
		09/13/2021	23894	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g9ft5tw0, Amzn.Co		10/06/2021	Invoiced	A	12.51
	2	Amazon book order- Minecraft Early Readers, El			1002200064	0705921-211000255	10/05/2021	12.51			
		09/13/2021	23895	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g3li51q0, Amzn.Co		10/06/2021	Invoiced	A	14.28
	2	Amazon book order- Minecraft Early Readers, El			1002200064	0705921-211000256	10/05/2021	14.28			
		09/10/2021	23892	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	255jy36s2, Amzn.Co		10/06/2021	Invoiced	A	14.00
	2	Amazon book order- Minecraft Early Readers, El			1002200064	0705921-211000257	10/05/2021	14.00			
		09/09/2021	23891	XXXXXXXXXXXXXXXXXX	Demco Inc,	800-9624463, WI, 537		10/06/2021	Invoiced	A	85.65
	2	Kindergarten Book Bags			1002200052	0705921-211000258	10/05/2021	85.65			
		15 transaction(s) for DAVIDBRI000. Total Amount ==>									1,864.11
GILMABRE000	GILMARTIN BRENDA LYN	09/21/2021	24126	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669,	Eau Clair		10/06/2021	Invoiced	A	45.54
	2	Supplies to be purchased throughout the year f			1502200006	0705921-211000112	10/05/2021	45.54			
		09/17/2021	24125	XXXXXXXXXXXXXXXXXX	William V Macgill & Co,	6308890		10/06/2021	Invoiced	A	277.10
	2	Band aids			0002200039	0705921-211000113	10/05/2021	148.76			
	3	cups			0002200039	0705921-211000113	10/05/2021	128.34			
		09/15/2021	24124	XXXXXXXXXXXXXXXXXX	Wal-Mart #1669,	Eau Claire, WI,		10/06/2021	Invoiced	A	13.08
	2	Freezie Pops for PBIS Celebration			1502200024	0705921-211000114	10/05/2021	13.08			
		09/08/2021	24123	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g2ec34e0, Amzn.Co		10/06/2021	Invoiced	A	39.99
	2	Classroom Supplies year 2021-22 Metal Magnetic			1502200019	0705921-211000115	10/05/2021	39.99			
		09/06/2021	24121	XXXXXXXXXXXXXXXXXX	Really Good Stuff,	800-366-1920		10/06/2021	Invoiced	A	52.02
	2	general classroom supplies			1502200015	0705921-211000116	10/05/2021	52.02			
		09/02/2021	23768	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	250q33zw2, Amzn.Co		09/07/2021	Invoiced	A	61.68
	2	Classroom Supplies year 2021-22 Metal Magnetic			1502200019	0705921-210900062	09/05/2021	61.68			
		6 transaction(s) for GILMABRE000. Total Amount ==>									489.41
HANTE	002 HANSON TERRI	09/21/2021	24214	XXXXXXXXXXXXXXXXXX	Etahand2mind,	800-445-5985, IL,		10/06/2021	Invoiced	A	100.19
	2	1 Algebra Tiles Set from Hand to Mind for addi			8002200067	0705921-211000157	10/05/2021	100.19			



Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
KAETTELI000	KAETTERHENRY ELIZABETH A	09/30/2021	24073	XXXXXXXXXXXXXXXXXX	Booksamillion.Com, 800-201-3550			10/06/2021	Invoiced	A	69.58
	3 The Remarkable Journey of Coyote Sunrise - Bar	09/29/2021	24071	XXXXXXXXXXXXXXXXXX	8302200019	0705921-211000025	10/05/2021	69.58	Invoiced	A	285.00
	2 Yearly Country Reports Database Subscription	09/29/2021	24072	XXXXXXXXXXXXXXXXXX	8302200021	0705921-211000026	10/05/2021	285.00	Invoiced	A	75.20
	2 ebooks and audiobook purchases for students on	09/24/2021	24070	XXXXXXXXXXXXXXXXXX	8302200015	0705921-211000027	10/05/2021	75.20	Invoiced	A	14.49
	2 Open Order for Library Books for AIS/MS/HS	09/23/2021	24069	XXXXXXXXXXXXXXXXXX	8302200009	0705921-211000028	10/05/2021	14.49	Invoiced	A	24.01
	2 When you enter this library decal, School libr	09/22/2021	24068	XXXXXXXXXXXXXXXXXX	8302200016	0705921-211000029	10/05/2021	24.01	Invoiced	A	39.48
	2 Open Order for Library Books for AIS/MS/HS	09/21/2021	24067	XXXXXXXXXXXXXXXXXX	8302200009	0705921-211000030	10/05/2021	39.48	Invoiced	A	1,399.50
	2 2021 - 2024 Beanstack Subscription	09/20/2021	24065	XXXXXXXXXXXXXXXXXX	8302200008	0705921-211000031	10/05/2021	1,399.50	Invoiced	A	12.50
	2 ebooks and audiobook purchases for students on	09/20/2021	24066	XXXXXXXXXXXXXXXXXX	8302200015	0705921-211000032	10/05/2021	12.50	Invoiced	A	80.07
	2 Open Order for Library Books for AIS/MS/HS	09/16/2021	24064	XXXXXXXXXXXXXXXXXX	8302200009	0705921-211000033	10/05/2021	80.07	Invoiced	A	102.00
	2 Registration Free for MS Battle of the Books	09/13/2021	24063	XXXXXXXXXXXXXXXXXX	8302200011	0705921-211000034	10/05/2021	102.00	Invoiced	A	163.67
	2 Laminator Machine, Sinopuren 9-Inch Thermal La				8302200007	0705921-211000035	10/05/2021	40.67			
	3 Scotch Thermal Laminating Pouches, 100-Pack, 8				8302200007	0705921-211000035	10/05/2021	11.00			
	4 REPLACEMENT FOR ONE THE BROKE LAST YEAR Keurig	09/03/2021	23702	XXXXXXXXXXXXXXXXXX	8302200007	0705921-211000035	10/05/2021	112.00			
	2 Scythe - Lost Book				8302200005	0705921-210900018	09/05/2021	12.00	Invoiced	A	12.00
											12 transaction(s) for KAETTELI000. Total Amount ==>
											2,277.50
LIERMAND000	LIERMAN ANDREW D	09/30/2021	24056	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla			10/06/2021	Invoiced	A	4.08
	2 Misc Purchases	09/30/2021	24057	XXXXXXXXXXXXXXXXXX	8102200001	0705921-211000001	10/05/2021	4.08	Invoiced	A	11.46
	2 Misc Purchases	09/30/2021	24059	XXXXXXXXXXXXXXXXXX	8102200001	0705921-211000002	10/05/2021	11.46	Invoiced	A	127.64
	2 Misc Purchases	09/29/2021	24058	XXXXXXXXXXXXXXXXXX	8102200001	0705921-211000003	10/05/2021	127.64	Invoiced	A	385.00
	2 Misc Purchases	09/28/2021	24055	XXXXXXXXXXXXXXXXXX	8102200001	0705921-211000004	10/05/2021	385.00	Invoiced	A	41.15
	2 Misc Purchases				8102200001	0705921-211000005	10/05/2021	41.15			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
LIERMAND000	LIERMAN ANDREW D	continued...									
		09/27/2021	24052	XXXXXXXXXXXXXXXXXX	Leviton Manfctrng Co I, 7182816		10/06/2021		Invoiced	A	360.00
	2 Bus Controller Repairs				8102200057	0705921-211000006	10/05/2021	360.00			
		09/27/2021	24053	XXXXXXXXXXXXXXXXXX	Paypal Paddle Com, 35314369001,		10/06/2021		Invoiced	A	274.30
	2 Observium Professional Subscription				8102200074	0705921-211000007	10/05/2021	274.30			
		09/27/2021	24054	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g3wg5wn2, Amzn.Co		10/06/2021		Invoiced	A	68.00
	2 iPad and Case				7172200013	0705921-211000008	10/05/2021	68.00			
		09/21/2021	24051	XXXXXXXXXXXXXXXXXX	Ups Billing Center, 800-811-164		10/06/2021		Invoiced	A	10.31
	2 Misc Purchases				8102200001	0705921-211000009	10/05/2021	10.31			
		09/20/2021	24045	XXXXXXXXXXXXXXXXXX	Dri Avid Technology, Avid.Com,		10/06/2021		Invoiced	A	99.00
	2 Misc Purchases				8102200001	0705921-211000010	10/05/2021	99.00			
		09/20/2021	24046	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	9.48
	2 Misc Purchases				8102200001	0705921-211000011	10/05/2021	9.48			
		09/20/2021	24047	XXXXXXXXXXXXXXXXXX	Graybar Electric Compa, 3145739		10/06/2021		Invoiced	A	555.26
	2 Valcom IP Speaker VIP-580A-IC				8102200061	0705921-211000012	10/05/2021	555.26			
		09/20/2021	24048	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g5mu60h2, Amzn.Com/		10/06/2021		Invoiced	A	497.20
	2 Valcom IP Speaker VIP-580A-IC				8102200061	0705921-211000013	10/05/2021	497.20			
		09/20/2021	24049	XXXXXXXXXXXXXXXXXX	Microsoft Corporation, Redmond,		10/06/2021		Invoiced	A	107.73
	2 Estimated Azure Monthly Service Charges for Cl				8102200015	0705921-211000014	10/05/2021	107.73			
		09/20/2021	24050	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g6uf3x82, Amzn.Com/		10/06/2021		Invoiced	A	110.26
	2 Misc Purchases				8102200001	0705921-211000015	10/05/2021	110.26			
		09/17/2021	24044	XXXXXXXXXXXXXXXXXX	Apple.Com/Us, 800-676-2775, CA,		10/06/2021		Invoiced	A	389.00
	2 iPad and case for Anne Spencer (S/L Pathologis				8272200012	0705921-211000016	10/05/2021	389.00			
		09/13/2021	24032	XXXXXXXXXXXXXXXXXX	Monoprice, Inc., 8772712592, CA		10/06/2021		Invoiced	A	399.99
	2 Larger monitor for a student with a visual imp				8272200061	0705921-211000017	10/05/2021	399.99			
		09/13/2021	24033	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-44.82
						0705921-211000000	10/05/2021	-44.82			
		09/13/2021	24034	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-44.82
						0705921-211000000	10/05/2021	-44.82			
		09/13/2021	24035	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-44.82
						0705921-211000000	10/05/2021	-44.82			
		09/13/2021	24036	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-22.41
						0705921-211000000	10/05/2021	-22.41			
		09/13/2021	24037	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-44.82
						0705921-211000000	10/05/2021	-44.82			
		09/13/2021	24038	XXXXXXXXXXXXXXXXXX	Sq Midwest Home Suppl, Eau Clai		10/06/2021		Invoiced	A	26.36
	2 Misc Purchases				8102200001	0705921-211000018	10/05/2021	26.36			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
LIERMAND000	LIERMAN ANDREW D	continued...									
		09/13/2021	24039	XXXXXXXXXXXXXXXXXX	Sq Midwest Home Suppl, Eau Clai		10/06/2021		Invoiced	A	-26.36
	1					0705921-211000000	10/05/2021	-26.36			
		09/13/2021	24040	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-44.82
	1					0705921-211000000	10/05/2021	-44.82			
		09/13/2021	24041	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-44.82
	1					0705921-211000000	10/05/2021	-44.82			
		09/13/2021	24042	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-44.82
	1					0705921-211000000	10/05/2021	-44.82			
		09/13/2021	24043	XXXXXXXXXXXXXXXXXX	Sq Midwest Home Suppl, Eau Clai		10/06/2021		Invoiced	A	24.99
	2	Misc Purchases			8102200001	0705921-211000019	10/05/2021	24.99			
		09/08/2021	24031	XXXXXXXXXXXXXXXXXX	Ups Billing Center, 800-811-164		10/06/2021		Invoiced	A	8.82
	2	Misc Purchases			8102200001	0705921-211000020	10/05/2021	8.82			
		09/06/2021	24029	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	8.43
	2	Misc Purchases			8102200001	0705921-211000021	10/05/2021	8.43			
		09/02/2021	23684	XXXXXXXXXXXXXXXXXX	B&h Photo 800-606-6969, 800-221		09/07/2021		Invoiced	A	999.51
	2	Canon PF-05 Print Head			8102200056	0705921-210900002	09/05/2021	900.00			
	3	Canon MC-08 Maintenance Cartridge			8102200056	0705921-210900002	09/05/2021	99.51			
											31 transaction(s) for LIERMAND000. Total Amount =====>
											4,155.46
MCCUTDON000	MCCUTCHEON DONALD ALAN	09/30/2021	23991	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c17a6jj2, Amzn.Co		10/06/2021		Invoiced	A	21.99
	3	200-pack of thermal laminating pouches			8272200052	0705921-211000186	10/05/2021	21.99			
		09/29/2021	23989	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c8k40gs0, Amzn.Co		10/06/2021		Invoiced	A	74.63
	2	Two-Pocket Folders with 3-Prong Fasteners, Ass			8272200052	0705921-211000187	10/05/2021	44.64			
	4	Pro mini basketball hoop with ball for over th			8272200052	0705921-211000187	10/05/2021	29.99			
		09/29/2021	23990	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c24k5zx2, Amzn.Co		10/06/2021		Invoiced	A	34.98
	2	pack of three ring binders, 1" and tea bags			8272200072	0705921-211000188	10/05/2021	34.98			
		09/27/2021	23988	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c0wh1081, Amzn.Co		10/06/2021		Invoiced	A	135.05
	2	Kayley ordered items for the Occupational Ther			8272200049	0705921-211000189	10/05/2021	135.05			
		09/24/2021	23985	XXXXXXXXXXXXXXXXXX	Sq Fergusons Orchard, Eau Clair		10/06/2021		Invoiced	A	77.00
	2	Cost of entrance to and tour of the apple orch			8272200037	0705921-211000190	10/05/2021	77.00			
		09/24/2021	23986	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-37.14
	2	barbie head- 64.90 puppet kit- 12.99 art and c			8272200017	0705921-211000191	10/05/2021	-37.14			
		09/24/2021	23987	XXXXXXXXXXXXXXXXXX	Sq Fergusons Orchard, Eau Clair		10/06/2021		Invoiced	A	61.35
	2	Cost of entrance to and tour of the apple orch			8272200037	0705921-211000192	10/05/2021	61.35			
		09/23/2021	23984	XXXXXXXXXXXXXXXXXX	Wal-Mart #1669, Eau Claire, WI,		10/06/2021		Invoiced	A	115.29
	2	For daily living, pre-vocational skills, incen			8272200030	0705921-211000193	10/05/2021	115.29			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
MCCUTDON000	MCCUTCHEON DONALD ALAN	continued...									
		09/22/2021	23982	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g72k0h72, Amzn.Co		10/06/2021		Invoiced	A	17.98
	2 Assistive Tech Supplies-Amazon Order: Visual				8272200042	0705921-211000194	10/05/2021	17.98			
		09/22/2021	23983	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-499.99
	3 Hallowell Storage Cabinet				8272200002	0705921-211000195	10/05/2021	-499.99			
		09/21/2021	23980	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2glau0vb2, Amzn.Co		10/06/2021		Invoiced	A	33.99
	2 Dee Halverson's classroom, white board, dry er				8272200018	0705921-211000196	10/05/2021	33.99			
		09/21/2021	23981	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g5u18xs2, Amzn.Co		10/06/2021		Invoiced	A	72.96
	2 Lamp, sound machine, markers, uno for hs couns				8272200048	0705921-211000197	10/05/2021	72.96			
		09/20/2021	23976	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g47n0tg2 A, Amzn.Co		10/06/2021		Invoiced	A	11.98
	2 Lamp, sound machine, markers, uno for hs couns				8272200048	0705921-211000198	10/05/2021	11.98			
		09/20/2021	23977	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g3yk5sj0, Amzn.Com/		10/06/2021		Invoiced	A	50.00
	2 One book for Becky Hoage and one for Jim Farhm				8272200045	0705921-211000199	10/05/2021	50.00			
		09/20/2021	23978	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g6lnlar2, Amzn.Co		10/06/2021		Invoiced	A	169.00
	2 one wireless keyboard with trackpad for Specia				8272200050	0705921-211000200	10/05/2021	169.00			
		09/20/2021	23979	XXXXXXXXXXXXXXXXXX	Lessonpix Inc, 727-4372465, FL,		10/06/2021		Invoiced	A	36.00
	2 lesson pix - annual renewal				8272200051	0705921-211000201	10/05/2021	36.00			
		09/17/2021	23971	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g0p05d9l, Amzn.Co		10/06/2021		Invoiced	A	75.04
	3 Connecting Math Concepts Level B workbook				8272200038	0705921-211000202	10/05/2021	36.84			
	4 Connecting Math Level B Student Assessment Wor				8272200038	0705921-211000202	10/05/2021	38.20			
		09/17/2021	23972	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g5624nf2, Amzn.Co		10/06/2021		Invoiced	A	70.29
	3 Connecting Math Concepts Level B workbook				8272200038	0705921-211000203	10/05/2021	32.09			
	4 Connecting Math Level B Student Assessment Wor				8272200038	0705921-211000203	10/05/2021	38.20			
		09/17/2021	23973	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g3hq3d2l, Amzn.Co		10/06/2021		Invoiced	A	542.94
	2 Assistive Tech Supplies-Amazon Order: Visual				8272200042	0705921-211000204	10/05/2021	542.94			
		09/17/2021	23974	XXXXXXXXXXXXXXXXXX	Crisis Prevention, 8005588976,		10/06/2021		Invoiced	A	1,199.00
	2 Recertification for trainers				7172200009	0705921-211000205	10/05/2021	1,199.00			
		09/17/2021	23975	XXXXXXXXXXXXXXXXXX	Awl Pearson Education, Prsoncs.		10/06/2021		Invoiced	A	196.10
	2 KTEA and KBIT Protocols				8272200044	0705921-211000206	10/05/2021	196.10			
		09/16/2021	23969	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g0jb5b60, Amzn.Com/		10/06/2021		Invoiced	A	46.77
	2 Pocket folders, clipboards, cards, etc.				8272200047	0705921-211000207	10/05/2021	46.77			
		09/16/2021	23970	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g8t57qc1 A, Amzn.Co		10/06/2021		Invoiced	A	292.48
	2 bean bag refill- 20.25 velcro (x2)- 17.95 barb				8272200054	0705921-211000208	10/05/2021	292.48			
		09/15/2021	23963	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g2150bc1 A, Amzn.Co		10/06/2021		Invoiced	A	100.00
	2 4 copies of the 7 Mindsets Book				8272200043	0705921-211000209	10/05/2021	100.00			
		09/15/2021	23964	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g0vi5mi0, Amzn.Co		10/06/2021		Invoiced	A	24.99
	3 Laminator sheets (200 pack) Crystal Clear bran				8272200026	0705921-211000210	10/05/2021	24.99			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
MCCUTDON000	MCCUTCHEON DONALD ALAN	continued...									
		09/15/2021	23965	XXXXXXXXXXXXXXXXXX	Sp Logic Of English, Rochester,		10/06/2021		Invoiced	A	316.44
	7 School Smart Ruled Rainbow Sentence Strips, 3				1002100037	0705921-211000211	10/05/2021	16.46			
	8 Logic of English Essentials: Online Program -				8410000003	0705921-211000212	10/05/2021	299.98			
		09/15/2021	23966	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g4r28hgl, Amzn.Co		10/06/2021		Invoiced	A	140.17
	2 Command Hooks				8272200034	0705921-211000213	10/05/2021	23.08			
	3 Papermate felt pens				8272200034	0705921-211000213	10/05/2021	19.98			
	5 Laminator				8272200034	0705921-211000213	10/05/2021	35.96			
	6 Microfiber cleaning cloths for dry erase board				8272200034	0705921-211000213	10/05/2021	11.98			
	7 clear bottles for dry erase spray				8272200034	0705921-211000213	10/05/2021	12.69			
	8 QETRABONE 6 pack pop-it fidgets				8272200034	0705921-211000213	10/05/2021	23.99			
	9 Dry erase stickers for desk (LJY 10 piece)				8272200034	0705921-211000213	10/05/2021	12.49			
		09/15/2021	23967	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g8lw6mj0, Amzn.Co		10/06/2021		Invoiced	A	5.89
	2 Assistive Tech Supplies-Amazon Order: Visual				8272200042	0705921-211000214	10/05/2021	5.89			
		09/15/2021	23968	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g2xv5cc2, Amzn.Co		10/06/2021		Invoiced	A	190.00
	2 Includes: folders, cardstock, dry erase marker				8410000001	0705921-211000215	10/05/2021	190.00			
		09/14/2021	23960	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g9oy5mm1, Amzn.Co		10/06/2021		Invoiced	A	97.36
	2 Assistive Tech Supplies-Amazon Order: Visual				8272200042	0705921-211000216	10/05/2021	97.36			
		09/14/2021	23961	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2glyn2mt1, Amzn.Co		10/06/2021		Invoiced	A	99.41
	10 30 Cartoon Gel Pens				8272200028	0705921-211000217	10/05/2021	14.98			
	11 62 Animal erasers				8272200028	0705921-211000217	10/05/2021	18.88			
	12 24 squishy sport balls				8272200028	0705921-211000217	10/05/2021	14.99			
	14 5 pounds of starburst bulk				8272200028	0705921-211000217	10/05/2021	25.99			
	15 Sour patch kids chewy candy				8272200028	0705921-211000217	10/05/2021	13.58			
	17 Four 1 inch 3-ring binders				8272200028	0705921-211000217	10/05/2021	10.99			
		09/14/2021	23962	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g5lw7v41 A, Amzn.Co		10/06/2021		Invoiced	A	38.06
	2 Pocket folders, clipboards, cards, etc.				8272200047	0705921-211000218	10/05/2021	38.06			
		09/13/2021	23953	XXXXXXXXXXXXXXXXXX	Ross Stores #1853, Eau Claire,		10/06/2021		Invoiced	A	60.06
	2 shoes, clothing, etc				4002200045	0705921-211000219	10/05/2021	60.06			
		09/13/2021	23954	XXXXXXXXXXXXXXXXXX	Ragstock Eau Claire 56, Eau Cla		10/06/2021		Invoiced	A	12.66
	2 shoes, clothing, etc				4002200045	0705921-211000220	10/05/2021	12.66			
		09/13/2021	23956	XXXXXXXXXXXXXXXXXX	Learning A-Z, Llc, 866-889-3729		10/06/2021		Invoiced	A	324.00
	2 Renewal of A-Z reading				8272200027	0705921-211000221	10/05/2021	324.00			
		09/13/2021	23957	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 256ok82j2, Amzn.Co		10/06/2021		Invoiced	A	37.68
	2 Pocket folders, clipboards, cards, etc.				8272200047	0705921-211000222	10/05/2021	37.68			
		09/13/2021	23958	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g6x41a20, Amzn.Co		10/06/2021		Invoiced	A	9.99
	2 Pocket folders, clipboards, cards, etc.				8272200047	0705921-211000223	10/05/2021	9.99			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
MCCUTDON000	MCCUTCHEON DONALD ALAN	continued...									
		09/13/2021	23959	XXXXXXXXXXXXXXXXXX	Amazon.Com	2g9qi70b0, Amzn.Com/		10/06/2021	Invoiced	A	94.98
2	Amazon order for classroom resources				8272200010	0705921-211000224	10/05/2021	94.98			
		09/10/2021	23949	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g4ae0ts1, Amzn.Co		10/06/2021	Invoiced	A	33.54
2	Zip ties (100 per bundle) Hmrope brand				8272200026	0705921-211000225	10/05/2021	33.54			
		09/10/2021	23950	XXXXXXXXXXXXXXXXXX	Old Navy US	6543, Eau Claire, W		10/06/2021	Invoiced	A	10.54
2	shoes, clothing, etc				4002200045	0705921-211000226	10/05/2021	10.54			
		09/10/2021	23951	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g2im6jx1, Amzn.Co		10/06/2021	Invoiced	A	105.00
2	Includes: folders, cardstock, dry erase marker				8410000001	0705921-211000227	10/05/2021	105.00			
		09/10/2021	23952	XXXXXXXXXXXXXXXXXX	Rue21 #	0289 Eau Clair, Eau Cla		10/06/2021	Invoiced	A	186.13
2	shoes, clothing, etc				4002200045	0705921-211000228	10/05/2021	186.13			
		09/10/2021	23955	XXXXXXXXXXXXXXXXXX	Amazon.Com	2glax7all, Amzn.Com/		10/06/2021	Invoiced	A	74.46
2	EXRA4Kids- Grey The Surf Portable Lap Desks, F				8272200032	0705921-211000229	10/05/2021	74.46			
		09/09/2021	23947	XXXXXXXXXXXXXXXXXX	Sq Kendore Learning,	Gosq.Com,		10/06/2021	Invoiced	A	186.96
2	Smart Sand & Tin				8272200031	0705921-211000230	10/05/2021	38.85			
3	Beads & Tin				8272200031	0705921-211000230	10/05/2021	38.85			
4	Kendore: Card Decks & Caddies for reinforcemen				8272200031	0705921-211000230	10/05/2021	72.95			
5	Shipping				8272200031	0705921-211000230	10/05/2021	36.31			
		09/09/2021	23948	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g5a753b1, Amzn.Co		10/06/2021	Invoiced	A	29.99
4	Teacher Stamp Set-Refillable				8272200034	0705921-211000231	10/05/2021	29.99			
		09/08/2021	23946	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2g3lv2lt1, Amzn.Co		10/06/2021	Invoiced	A	34.99
8	55 piece bag of MARS chocolate candy				8272200028	0705921-211000232	10/05/2021	34.99			
		09/06/2021	23944	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	259ht6kt1, Amzn.Co		10/06/2021	Invoiced	A	22.95
5	Spongebob gummy krabby patties				8272200028	0705921-211000233	10/05/2021	22.95			
		09/06/2021	23945	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	255jt8ru0, Amzn.Co		10/06/2021	Invoiced	A	153.03
2	Therapy tools for both social work rooms				8272200014	0705921-211000234	10/05/2021	153.03			
		09/03/2021	23653	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	251k82je2, Amzn.Co		09/07/2021	Invoiced	A	15.66
3	s/h (estimated based upon 10% total)				8410000001	0705921-210900120	09/05/2021	15.66			
		09/03/2021	23654	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	250869tv2, Amzn.Co		09/07/2021	Invoiced	A	22.23
3	s/h (estimated based upon 10% total)				8410000001	0705921-210900121	09/05/2021	22.23			
		09/03/2021	23655	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2514h52n1, Amzn.Co		09/07/2021	Invoiced	A	4.68
3	s/h (estimated based upon 10% total)				8410000001	0705921-210900122	09/05/2021	4.68			
		09/02/2021	23651	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2586c3zx2, Amzn.Co		09/07/2021	Invoiced	A	55.00
2	Amazon order for classroom resources				8272200010	0705921-210900123	09/05/2021	55.00			
		09/02/2021	23652	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	256tz6qk1, Amzn.Co		09/07/2021	Invoiced	A	31.69
2	gym locker for Gage M				8272200025	0705921-210900124	09/05/2021	31.69			
		09/01/2021	23650	XXXXXXXXXXXXXXXXXX	Amzn Mktp US	2559x0841, Amzn.Co		09/07/2021	Invoiced	A	85.64
2	Therapy tools for both social work rooms				8272200014	0705921-210900125	09/05/2021	85.64			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
MCCUTDON000	MCCUTCHEON DONALD ALAN	continued...									
		09/01/2021	23675	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 250ev5hyl, Amzn.Co		09/07/2021		Invoiced	A	61.45
	2 Dee Halverson's classroom, white board, dry er				8272200018	0705921-210900126	09/05/2021	61.45			
		09/01/2021	23676	XXXXXXXXXXXXXXXXXX	Teacherspayteachers.Co, 6465880		09/07/2021		Invoiced	A	53.26
	2 Teacher Pay Teacher Resources				8272200013	0705921-210900127	09/05/2021	53.26			
		56 transaction(s) for MCCUTDON000. Total Amount =====>									5,516.58
MITCHMIC000	MITCH MICHELLE L	09/29/2021	23938	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c0903bv1, Amzn.Co		10/06/2021		Invoiced	A	199.77
	3 Costumes for Locomotion				4002200093	0705921-211000294	10/05/2021	199.77			
		09/29/2021	23939	XXXXXXXXXXXXXXXXXX	Weissmans Theatrical, 314773900		10/06/2021		Invoiced	A	1,227.54
	2 Costumes for Locomotion				4002200093	0705921-211000295	10/05/2021	1,227.54			
		09/29/2021	23940	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c6371b51, Amzn.Co		10/06/2021		Invoiced	A	55.80
	2 Costumes for Locomotion				4002200093	0705921-211000296	10/05/2021	55.80			
		09/29/2021	23941	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c3au93m2, Amzn.Co		10/06/2021		Invoiced	A	35.24
	2 Lab and classroom supplies for Chemistry and S				4002200044	0705921-211000297	10/05/2021	35.24			
		09/27/2021	23937	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g6bx3932, Amzn.Co		10/06/2021		Invoiced	A	198.94
	2 Supplies for locomotion				4002200069	0705921-211000298	10/05/2021	198.94			
		09/23/2021	23916	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		10/06/2021		Invoiced	A	166.30
	2 food and fitness supplies				4002200043	0705921-211000151	10/05/2021	166.30			
		09/20/2021	23936	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g35r6pg2, Amzn.Com/		10/06/2021		Invoiced	A	34.06
	2 bus pass				4002200082	0705921-211000299	10/05/2021	34.06			
		09/17/2021	23915	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g3oc4s31, Amzn.Co		10/06/2021		Invoiced	A	66.93
	2 Supplies for locomotion				4002200069	0705921-211000152	10/05/2021	66.93			
		09/17/2021	23934	XXXXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,		10/06/2021		Invoiced	A	67.01
	2 bus pass				4002200082	0705921-211000300	10/05/2021	67.01			
		09/17/2021	23935	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g8b49jc2, Amzn.Com/		10/06/2021		Invoiced	A	51.22
	2 Class set of headphones				4002200074	0705921-211000301	10/05/2021	51.22			
		09/16/2021	23932	XXXXXXXXXXXXXXXXXX	Wal-Mart #1669, Eau Claire, WI,		10/06/2021		Invoiced	A	52.44
	2 Room Supplies for ID room				8272200029	0705921-211000302	10/05/2021	52.44			
		09/16/2021	23933	XXXXXXXXXXXXXXXXXX	Paypal Mathematics, 4029357733,		10/06/2021		Invoiced	A	90.00
	2 Math League Contest Registration (math club)				4002200067	0705921-211000303	10/05/2021	90.00			
		09/15/2021	23914	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		10/06/2021		Invoiced	A	259.19
	2 food and fitness supplies				4002200043	0705921-211000153	10/05/2021	259.19			
		09/15/2021	23931	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g85k4h11, Amzn.Co		10/06/2021		Invoiced	A	39.99
	2 Supplies for locomotion				4002200069	0705921-211000304	10/05/2021	39.99			
		09/13/2021	23928	XXXXXXXXXXXXXXXXXX	Proliteracy Worldwide, 315-4229		10/06/2021		Invoiced	A	205.80
	2 Workbooks and supplies				4002200081	0705921-211000305	10/05/2021	205.80			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
MITCHMIC000	MITCH MICHELLE L	continued...									
		09/13/2021	23929	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 257gp4922, Amzn.Co		10/06/2021		Invoiced	A	65.26
	2	PE equipment/weight rm equipment			4002200022	0705921-211000306	10/05/2021	65.26			
		09/13/2021	23930	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g1rg0ph1, Amzn.Co		10/06/2021		Invoiced	A	130.33
	2	Supplies for open house and for the classroom			4002200042	0705921-211000307	10/05/2021	130.33			
		09/10/2021	23913	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		10/06/2021		Invoiced	A	105.81
	2	food and fitness supplies			4002200043	0705921-211000154	10/05/2021	105.81			
		09/10/2021	23927	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 250jn3602, Amzn.Co		10/06/2021		Invoiced	A	29.98
	2	Office supplies			4102200008	0705921-211000308	10/05/2021	29.98			
		09/09/2021	23926	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 251rw0ho2, Amzn.Co		10/06/2021		Invoiced	A	6.32
	2	Supplies for open house and for the classroom			4002200042	0705921-211000309	10/05/2021	6.32			
		09/07/2021	23912	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g5zs9fn1, Amzn.Co		10/06/2021		Invoiced	A	39.90
	2	Duffle and Garment bags for Locomotion student			4002200032	0705921-211000155	10/05/2021	39.90			
		09/06/2021	23911	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 251js7i51, Amzn.Co		10/06/2021		Invoiced	A	113.22
	2	Duffle and Garment bags for Locomotion student			4002200032	0705921-211000156	10/05/2021	113.22			
		09/06/2021	23921	XXXXXXXXXXXXXXXXXX	Target 00017749, Eau Claire, WI		10/06/2021		Invoiced	A	49.44
	2	Room Supplies for ID room			8272200029	0705921-211000310	10/05/2021	49.44			
		09/06/2021	23923	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 258ez0u50, Amzn.Co		10/06/2021		Invoiced	A	191.30
	2	Supplies - High School office			4102200006	0705921-211000311	10/05/2021	191.30			
		09/06/2021	23924	XXXXXXXXXXXXXXXXXX	Amazon.Com 253019p32 A, Amzn.Co		10/06/2021		Invoiced	A	16.87
	2	5 Steps to a 5 AP US History 2022			4002200051	0705921-211000312	10/05/2021	16.87			
		09/06/2021	23925	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 254130wp0, Amzn.Co		10/06/2021		Invoiced	A	86.82
	4	Field Trip supplies			4002200028	0705921-211000313	10/05/2021	86.82			
		09/03/2021	23614	XXXXXXXXXXXXXXXXXX	Shopwoodmans.Com, 6086983308, W		09/07/2021		Invoiced	A	103.48
	2	food and fitness supplies			4002200043	0705921-210900092	09/05/2021	103.48			
		09/03/2021	23630	XXXXXXXXXXXXXXXXXX	Smore.Com, Pittsburgh, PA, 1520		09/07/2021		Invoiced	A	139.00
	2	Supplies - High School office			4102200006	0705921-210900223	09/05/2021	139.00			
		09/02/2021	23613	XXXXXXXXXXXXXXXXXX	Booksamillion.Com, 800-201-3550		09/07/2021		Invoiced	A	-34.80
	2	Supplies - High School office			4102200006	0705921-210900093	09/05/2021	-34.80			
		09/02/2021	23628	XXXXXXXXXXXXXXXXXX	Teacherspayteachers.Co, 6465880		09/07/2021		Invoiced	A	11.09
	2	Consumables (markers, paper, glue, etc)			4002200028	0705921-210900224	09/05/2021	11.09			
		09/02/2021	23629	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2580i5nz2, Amzn.Co		09/07/2021		Invoiced	A	8.43
	2	R & R supplies			8272200020	0705921-210900225	09/05/2021	8.43			
		09/01/2021	23627	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 255wv08q0, Amzn.Co		09/07/2021		Invoiced	A	185.13
	2	R & R supplies			8272200020	0705921-210900226	09/05/2021	185.13			
32 transaction(s) for MITCHMIC000. Total Amount =====>											3,997.81



Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
RADCLSR000	RADCLIFFE SARAH A	09/27/2021	23888	XXXXXXXXXXXXXXXXXX	Altoona Family Restaur, Altoona		10/06/2021		Invoiced	A	47.31
	2 Lunch for four, self assessment Special Educat				8272200056	0705921-211000235	10/05/2021	47.31			
		09/21/2021	23887	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		10/06/2021		Invoiced	A	200.00
	2 Wisconsin Skyward Conference Tickets \$200 per				8102200067	0705921-211000236	10/05/2021	200.00			
		09/16/2021	23885	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi E, 1305 Ka		10/06/2021		Invoiced	A	104.00
	2 Kalahari Resort and Convention reservation for				8102200068	0705921-211000237	10/05/2021	104.00			
		09/16/2021	23886	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi E, 1305 Ka		10/06/2021		Invoiced	A	104.00
	2 Kalahari Resort and Convention reservation for				8102200068	0705921-211000238	10/05/2021	104.00			
		09/15/2021	23883	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		10/06/2021		Invoiced	A	200.00
	2 Wisconsin Skyward Conference Tickets \$200 per				8102200067	0705921-211000239	10/05/2021	200.00			
		09/15/2021	23884	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		10/06/2021		Invoiced	A	200.00
	2 Wisconsin Skyward Conference Tickets \$200 per				8102200067	0705921-211000240	10/05/2021	200.00			
					6 transaction(s) for RADCLSR000. Total Amount ==>						855.31
RICHAJES000	RICHARDS JESSICA J	09/30/2021	24078	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c5i16jl2, Amzn.Co		10/06/2021		Invoiced	A	54.59
	2 Dance decorations and parade float decorations				4002200107	0705921-211000039	10/05/2021	54.59			
		09/30/2021	24079	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c4up5tj2, Amzn.Co		10/06/2021		Invoiced	A	69.60
	2 Dance decorations and parade float decorations				4002200107	0705921-211000040	10/05/2021	69.60			
		09/29/2021	24076	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		10/06/2021		Invoiced	A	15.81
	2 Dance decorations and parade float decorations				4002200107	0705921-211000041	10/05/2021	15.81			
		09/29/2021	24077	XXXXXXXXXXXXXXXXXX	50-50 Factory Outlet, Eau Clair		10/06/2021		Invoiced	A	108.46
	2 Dance decorations and parade float decorations				4002200107	0705921-211000042	10/05/2021	108.46			
		09/03/2021	23723	XXXXXXXXXXXXXXXXXX	Kwik Trip 82800008284, Altoona,		09/07/2021		Invoiced	A	43.92
	2 Donuts for senior sunrise				4002200057	0705921-210900038	09/05/2021	43.92			
					5 transaction(s) for RICHAJES000. Total Amount ==>						292.38
SCHUMRAC000	SCHUMACHER RACHEL A	09/30/2021	24186	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c1jc95p0, Amzn.Co		10/06/2021		Invoiced	A	13.78
	2 BINDER CLIPS, PACKAGING TAPE, 11X17 PAPER, WAT				1102200005	0705921-211000266	10/05/2021	13.78			
		09/30/2021	24187	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c5160qql, Amzn.Co		10/06/2021		Invoiced	A	176.00
	3 Mobile whiteboard rolling white board - 40x24				1002200067	0705921-211000267	10/05/2021	104.97			
	4 Crayola Broad Line Markers Bulk, Classic Color				1002200067	0705921-211000267	10/05/2021	16.00			
	6 Office Depot Brand Bleed Resistant Self-Stick				1002200067	0705921-211000267	10/05/2021	28.57			
	7 Simple Designs Home LT2007-BLU-2pk Chrome Mini				1002200067	0705921-211000267	10/05/2021	13.00			
	9 Sharpie Tank Style Highlighters, Chisel Tip (B				1002200067	0705921-211000267	10/05/2021	13.46			
		09/30/2021	24188	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c67y8qdl, Amzn.Co		10/06/2021		Invoiced	A	23.49
	8 (8 pack) Sticky Notes 3x3 inches, bright color				1002200067	0705921-211000268	10/05/2021	23.49			
		09/29/2021	24185	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c5137zi2, Amzn.Co		10/06/2021		Invoiced	A	130.95
	2 POCKET FOLDERS, FOAM MOUNTING TAPE, ORANGE POS				1102200006	0705921-211000269	10/05/2021	130.95			

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	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
SCHUMRAC000	SCHUMACHER RACHEL A	continued...									
		09/28/2021	24183	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c7ae6fs2, Amzn.Co		10/06/2021		Invoiced	A	60.96
	2 Novelink 20 clear plastic 16 oz jars with gold				1002200070	0705921-211000270	10/05/2021	24.99			
	3 Novelink 15 clear plastic 16 oz jars with gold				1002200070	0705921-211000270	10/05/2021	19.99			
	4 EXPO Low Odor Fine Tip Dry Erase Marker   Fine				1002200070	0705921-211000270	10/05/2021	15.98			
		09/28/2021	24184	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c26d6fo2, Amzn.Co		10/06/2021		Invoiced	A	2.98
	2 BINDER CLIPS, PACKAGING TAPE, 11X17 PAPER, WAT				1102200005	0705921-211000271	10/05/2021	2.98			
		09/27/2021	24179	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		10/06/2021		Invoiced	A	200.00
	2 Registrations for Leslie Lancette, Shannon Ros				1002200073	0705921-211000272	10/05/2021	200.00			
		09/27/2021	24180	XXXXXXXXXXXXXXXXXX	Event Wisconsin Skywa, Tysons C		10/06/2021		Invoiced	A	200.00
	2 Registrations for Leslie Lancette, Shannon Ros				1002200073	0705921-211000273	10/05/2021	200.00			
		09/27/2021	24181	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c8ji4aal, Amzn.Co		10/06/2021		Invoiced	A	28.57
	6 Office Depot Brand Bleed Resistant Self-Stick				1002200067	0705921-211000274	10/05/2021	28.57			
		09/27/2021	24182	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c7mf7ek1, Amzn.Co		10/06/2021		Invoiced	A	299.96
	2 Bulletin Boards (2)				1002200069	0705921-211000275	10/05/2021	299.96			
		09/20/2021	24178	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g43s8d00, Amzn.Co		10/06/2021		Invoiced	A	135.11
	2 Labels Large-Post It Paper Lamination Pouches				1002200039	0705921-211000276	10/05/2021	135.11			
		09/17/2021	24177	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g0gg1sn1, Amzn.Com/		10/06/2021		Invoiced	A	107.47
	2 3 RING BINDERS AND PENS				1002200065	0705921-211000277	10/05/2021	107.47			
		09/15/2021	24175	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g04a2cc2, Amzn.Co		10/06/2021		Invoiced	A	7.49
	2 Labels Large-Post It Paper Lamination Pouches				1002200039	0705921-211000278	10/05/2021	7.49			
		09/15/2021	24176	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g75b2b31, Amzn.Co		10/06/2021		Invoiced	A	30.20
	2 Labels Large-Post It Paper Lamination Pouches				1002200039	0705921-211000279	10/05/2021	30.20			
		09/14/2021	24174	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g02m6gk0, Amzn.Co		10/06/2021		Invoiced	A	39.99
	2 Labels Large-Post It Paper Lamination Pouches				1002200039	0705921-211000280	10/05/2021	39.99			
		09/10/2021	24173	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g3i10330, Amzn.Co		10/06/2021		Invoiced	A	273.98
	10 Safco Products AlphaBetter Adjustable-Height D				1002200063	0705921-211000281	10/05/2021	273.98			
		09/09/2021	24171	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g76u4z10, Amzn.Co		10/06/2021		Invoiced	A	321.66
	2 CLEAR PLASTIC WALL POCKET HOLDERS FOR EACH CLA				1102200003	0705921-211000282	10/05/2021	321.66			
		09/09/2021	24172	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 254ex1hz2, Amzn.Co		10/06/2021		Invoiced	A	1,114.85
	2 please order from Amazon				1002200063	0705921-211000283	10/05/2021	0.00			
	3 Better Than Carrots or Sticks: Restorative Pra				1002200063	0705921-211000283	10/05/2021	140.00			
	5 LUXOR PS4000 Presentation Cart, 18" W x 30" D				1002200063	0705921-211000283	10/05/2021	230.76			
	6 Time for Change: Four Essential Skills for Tra				1002200063	0705921-211000283	10/05/2021	45.98			
	7 Simplifying Common Assessment: A Guide for Pro				1002200063	0705921-211000283	10/05/2021	48.72			
	8 It's About Time: Planning Interventions and Ex				1002200063	0705921-211000283	10/05/2021	79.90			
	9 500 Pieces Tabs 2 Inch Sticky Index Tabs, Writ				1002200063	0705921-211000283	10/05/2021	8.99			
	10 Safco Products AlphaBetter Adjustable-Height D				1002200063	0705921-211000283	10/05/2021	560.50			

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	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
SCHUMRAC000	SCHUMACHER RACHEL A	continued...									
		09/08/2021	24170	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 258d07mg2, Amzn.Co		10/06/2021		Invoiced	A	76.93
	2 EOOUT 24 pk. zipper pencil pouches Multi Color				1002200062	0705921-211000284	10/05/2021	76.93			
		09/07/2021	24169	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 252y56vd2, Amzn.Co		10/06/2021		Invoiced	A	7.98
	2 classroom supplies				1002200055	0705921-211000285	10/05/2021	7.98			
		09/06/2021	24164	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2571a7ax2, Amzn.Co		10/06/2021		Invoiced	A	16.11
	2 OFFICE SUPPLIES: COMMAND STRIP, ADDRESS LABEL				1002200060	0705921-211000286	10/05/2021	16.11			
		09/06/2021	24165	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 254c94aq2, Amzn.Co		10/06/2021		Invoiced	A	14.99
	2 classroom supplies				1002200055	0705921-211000287	10/05/2021	14.99			
		09/06/2021	24166	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 259o67761, Amzn.Co		10/06/2021		Invoiced	A	18.75
	2 OFFICE SUPPLIES: COMMAND STRIP, ADDRESS LABEL				1002200060	0705921-211000288	10/05/2021	18.75			
		09/03/2021	23803	XXXXXXXXXXXXXXXXXX	Scholastic, Inc., 573-632-1834,		09/07/2021		Invoiced	A	666.30
	4 Scholastic News Magazine				1002200009	0705921-210900171	09/05/2021	666.30			
		09/03/2021	23804	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 253tp6dw0, Amzn.Co		09/07/2021		Invoiced	A	38.65
	2 OFFICE SUPPLIES: COMMAND STRIP, ADDRESS LABEL				1002200060	0705921-210900172	09/05/2021	38.65			
		09/03/2021	23805	XXXXXXXXXXXXXXXXXX	Festival Foods, Eau Claire, WI,		09/07/2021		Invoiced	A	60.00
	2 DONUTS FOR STAFF FIRST DAY OF SCHOOL				1102200002	0705921-210900173	09/05/2021	60.00			
		09/02/2021	23800	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2542t1qsl, Amzn.Co		09/07/2021		Invoiced	A	67.17
	2 Laminating Sheets - Nuova Premium (9 x 11.5)				1002200003	0705921-210900174	09/05/2021	13.31			
	3 Prizes for Classroom Rewards (200 pcs total)				1002200003	0705921-210900174	09/05/2021	24.99			
	4 Mesh Book Bags - 20 piece set				1002200003	0705921-210900174	09/05/2021	14.88			
	5 Mini Dry Erasers (48 piece set - magnetic)				1002200003	0705921-210900174	09/05/2021	13.99			
		09/02/2021	23801	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 256u65qpl, Amzn.Co		09/07/2021		Invoiced	A	377.63
	2 scissors, highlighters, colored dry erase mark				1002200056	0705921-210900175	09/05/2021	377.63			
		09/02/2021	23802	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2554p0n02, Amzn.Co		09/07/2021		Invoiced	A	236.18
	2 Amazon classroom supplies: sharpie markers, in				1002200054	0705921-210900176	09/05/2021	236.18			
		09/01/2021	23853	XXXXXXXXXXXXXXXXXX	Sq Alpha-Lit Chippewa, Gosq.Com		09/07/2021		Invoiced	A	179.35
	2 AES SIGN RENTAL FOR OPEN HOUSE DAY				1102200001	0705921-210900177	09/05/2021	179.35			
		30 transaction(s) for SCHUMRAC000. Total Amount =====>									4,927.48
STEFFAND000	STEFFEN ANDREA M	09/06/2021	23994	XXXXXXXXXXXXXXXXXX	Really Good Stuff, 800-366-1920		10/06/2021		Invoiced	A	297.25
	1					0705921-211000000	10/05/2021	297.25			
STEINWIL000	STEINKE WILLIAM E	09/29/2021	24027	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	134.45
	2 Construction: Menards: Materials for shed, moc				4002200006	0705921-211000083	10/05/2021	134.45			
		09/27/2021	24026	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c1zv7ez0, Amzn.Co		10/06/2021		Invoiced	A	64.08
	2 Acrylic for keychains and other projects, 3D p				1502200001	0705921-211000084	10/05/2021	64.08			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount	
		Line	Description	PO Number	Invoice Number	Invoice Dt	Amount					
STEINWIL000	STEINKE WILLIAM E	continued...										
		09/24/2021	24025	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	521.01	
	2	Construction: Menards: Materials for shed, moc										
		09/23/2021	24024	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		10/06/2021		Invoiced	A	109.74	
	2	Amazon: vinyl, plastic, and other laserable ma										
		09/21/2021	24020	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	144.90	
	2	Amazon: vinyl, plastic, and other laserable ma										
		09/21/2021	24021	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	19.41	
	2	Amazon: vinyl, plastic, and other laserable ma										
		09/21/2021	24022	XXXXXXXXXXXXXXXXXX	Menards Eau Claire Eas, Eau Cla		10/06/2021		Invoiced	A	207.56	
	2	Amazon: vinyl, plastic, and other laserable ma										
		09/21/2021	24023	XXXXXXXXXXXXXXXXXX	Sp Jonestshirts, Provo, UT, 846		10/06/2021		Invoiced	A	231.20	
	2	acrylic for various projects, LED night light										
		09/16/2021	24019	XXXXXXXXXXXXXXXXXX	Pitsco Inc, 6202310000, KS, 667		10/06/2021		Invoiced	A	126.50	
	2	acrylic for various projects, LED night light										
											9 transaction(s) for STEINWIL000. Total Amount ==>	1,558.85
TAYLOHEI000	TAYLOR-ELIOPOULOS HEIDI	09/27/2021	24160	XXXXXXXXXXXXXXXXXX	Concourse Hotel, Madison, WI, 5		10/06/2021		Invoiced	A	388.00	
	1	0705921-211000000										
						10/05/2021					388.00	
TRACHLAU000	TRACHSEL LAURA M	09/17/2021	24074	XXXXXXXXXXXXXXXXXX	Paypal Wdeoc Inc, 4029357733, C		10/06/2021		Invoiced	A	360.00	
	2	Early Childhood Conference for 6 staff members										
		09/02/2021	23704	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 255vk7dml, Amzn.Co		09/07/2021		Invoiced	A	825.65	
	2	Amazon materials - shelves, train sets, letter										
						09/05/2021					825.65	
											2 transaction(s) for TRACHLAU000. Total Amount ==>	1,185.65
UPWARELI000	UPWARD ELISSA S	09/29/2021	24119	XXXXXXXXXXXXXXXXXX	Wisbca, Cuba City, WI, 53807, U		10/06/2021		Invoiced	A	200.00	
	2	Wisconsin Basketball Coaches Association Membe										
		09/29/2021	24120	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c2c56xu0, Amzn.Co		10/06/2021		Invoiced	A	126.20	
	2	(2) Penn Championship Extra Duty Tennis Balls										
		09/28/2021	24115	XXXXXXXXXXXXXXXXXX	Collins Sports Medicin, 508-884		10/06/2021		Invoiced	A	503.61	
	2	Collins Sports Medicine / Athletic Training Ro										
		09/28/2021	24116	XXXXXXXXXXXXXXXXXX	Collins Sports Medicin, 508-884		10/06/2021		Invoiced	A	1,633.95	
	2	Collins Sports Medicine / Athletic Training Ro										
		09/28/2021	24117	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c5f88f32, Amzn.Co		10/06/2021		Invoiced	A	44.42	
	2	Cavicide Fragrance-free Disinfectant/Cleaner 1										
						10/05/2021					42.10	
	3	Shipping & Handling										
						10/05/2021					2.32	

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line	Description			PO Number	Invoice Number	Invoice Dt	Amount			
UPWARELI000	UPWARD ELISSA S	continued...									
		09/28/2021	24118	XXXXXXXXXXXXXXXXXX	Collins Sports Medicin, 508-884		10/06/2021		Invoiced	A	1,637.15
	2	Collins Sports Medicine / Athletic Training Ro			4002200126	0705921-211000049	10/05/2021	1,637.15			
		09/24/2021	24105	XXXXXXXXXXXXXXXXXX	State Bar Of Wisconsin, 608-250		10/06/2021		Invoiced	A	150.00
	2	2022 Regional Competition Registration			4002200101	0705921-211000093	10/05/2021	150.00			
		09/21/2021	24104	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g3zc4ip0, Amzn.Com/		10/06/2021		Invoiced	A	39.67
	3	Amazon purchase: An Introduction to Literature			4002200101	0705921-211000094	10/05/2021	39.67			
		09/20/2021	24112	XXXXXXXXXXXXXXXXXX	Kalahari Resort - Wi E, 1305 Ka		10/06/2021		Invoiced	A	106.00
	2	Kalahari Room Nov. 7, 2021-Nov. 8, 2021; 1 Ni			4002200122	0705921-211000050	10/05/2021	106.00			
		09/20/2021	24113	XXXXXXXXXXXXXXXXXX	Rscool Today, 6122843967, FL,		10/06/2021		Invoiced	A	375.00
	2	WADA Regular Membership with Conference Regist			4002200088	0705921-211000051	10/05/2021	375.00			
		09/20/2021	24114	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g6fn4d90, Amzn.Co		10/06/2021		Invoiced	A	256.20
	2	Penn Championship High Altitude Tennis Balls -			4002200084	0705921-211000052	10/05/2021	242.84			
	3	Shipping & Handling			4002200084	0705921-211000052	10/05/2021	13.36			
		09/17/2021	24111	XXXXXXXXXXXXXXXXXX	Champs Sports Bar And, New Rich		10/06/2021		Invoiced	A	23.70
	2	09/15/2021 MBC Meeting - Food for AD @ Champs			4002200078	0705921-211000053	10/05/2021	23.70			
		09/13/2021	24109	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Amzn.Com/, Amzn.Co		10/06/2021		Invoiced	A	-38.66
	4	Shipping & Handling			4002200070	0705921-211000054	10/05/2021	-38.66			
		09/13/2021	24110	XXXXXXXXXXXXXXXXXX	Amzn Mktp US Amzn.Com/, Amzn.Co		10/06/2021		Invoiced	A	-77.32
	3	Northern Brothers Pants Hangers with Clips			4002200070	0705921-211000055	10/05/2021	-77.32			
		09/10/2021	24103	XXXXXXXXXXXXXXXXXX	Apple.Com/Bill, 866-712-7753, C		10/06/2021		Invoiced	A	15.81
	2	Apple Music Monthly Subscription			4102200005	0705921-211000095	10/05/2021	15.81			
		09/08/2021	24108	XXXXXXXXXXXXXXXXXX	Chippewa Valley Spt Gd, Eau Cla		10/06/2021		Invoiced	A	44.00
	2	Spikes (Trans. 103846)			4002200062	0705921-211000056	10/05/2021	44.00			
		09/07/2021	24107	XXXXXXXXXXXXXXXXXX	Tst Olsons Ice Cream, Eau Clair		10/06/2021		Invoiced	A	91.36
	3	Olson's Ice Cream - Team Bonding Event			4002200062	0705921-211000057	10/05/2021	91.36			
		09/01/2021	23767	XXXXXXXXXXXXXXXXXX	American Red Cross, 800-733-276		09/07/2021		Invoiced	A	35.00
	2	American Red Cross/AED/CPR Certification - Tod			4002200065	0705921-210900041	09/05/2021	35.00			
18 transaction(s) for UPWARELI000. Total Amount =====>											5,166.09
WATT LOR000	WATT LORI D										
		09/28/2021	24154	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c6pu7pd0, Amzn.Co		10/06/2021		Invoiced	A	208.57
	2	office chair, shelving, door mailbox, office s			2002200048	0705921-211000123	10/05/2021	208.57			
		09/27/2021	24149	XXXXXXXXXXXXXXXXXX	Amzn Mktp Us, Amzn.Com/Bill, WA		10/06/2021		Invoiced	A	-106.82
	2	3 Understanding Basic Statistics 7th Edition f			8002200062	0705921-211000124	10/05/2021	-106.82			
		09/27/2021	24150	XXXXXXXXXXXXXXXXXX	Wal-Mart #1669, Eau Claire, WI,		10/06/2021		Invoiced	A	110.40
	2	materials for AMS cross country community serv			1502200031	0705921-211000125	10/05/2021	110.40			
		09/27/2021	24151	XXXXXXXXXXXXXXXXXX	Amazon.Com 2c2p44141 A, Amzn.Co		10/06/2021		Invoiced	A	21.59
	2	office chair, shelving, door mailbox, office s			2002200048	0705921-211000126	10/05/2021	21.59			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
	Line Description				PO Number	Invoice Number	Invoice Dt	Amount			
WATT LOR000	WATT LORI D	continued...									
		09/27/2021	24152	XXXXXXXXXXXXXXXXXX	Wal-Mart #1669, Eau Claire, WI,		10/06/2021		Invoiced	A	19.86
2	treats for new student orientation				1502200030	0705921-211000127	10/05/2021	19.86			
		09/27/2021	24153	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c5fn70a0, Amzn.Co		10/06/2021		Invoiced	A	44.98
2	office chair, shelving, door mailbox, office s				2002200048	0705921-211000128	10/05/2021	44.98			
		09/24/2021	24147	XXXXXXXXXXXXXXXXXX	Learning A-Z, Llc, 866-889-3729		10/06/2021		Invoiced	A	118.00
2	Renewal for Reading A-Z				1502200027	0705921-211000129	10/05/2021	118.00			
		09/24/2021	24148	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2c1eh54k0, Amzn.Co		10/06/2021		Invoiced	A	95.00
2	planners for academic success class				4002200087	0705921-211000130	10/05/2021	95.00			
		09/23/2021	24146	XXXXXXXXXXXXXXXXXX	William V Macgill & Co, 6308890		10/06/2021		Invoiced	A	93.76
2	Souffle cups				0002200050	0705921-211000131	10/05/2021	28.78			
4	3x3 gauze pads				0002200050	0705921-211000131	10/05/2021	30.12			
5	Ibuprofen Tablets, 200 mg, 500 Per Bottle				0002200050	0705921-211000131	10/05/2021	34.86			
		09/17/2021	24144	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g4562je2, Amzn.Co		10/06/2021		Invoiced	A	154.86
2	Interventionist supplies				2002200040	0705921-211000132	10/05/2021	154.86			
		09/17/2021	24145	XXXXXXXXXXXXXXXXXX	Dbc Blick Art Material, 800-447		10/06/2021		Invoiced	A	48.93
2	art supplies that i couldn't get on Nasco				2002200030	0705921-211000133	10/05/2021	48.93			
		09/14/2021	24143	XXXXXXXXXXXXXXXXXX	Amazon.Com 252ce7ia2 A, Amzn.Co		10/06/2021		Invoiced	A	29.16
2	recess/office supplies				2002200039	0705921-211000134	10/05/2021	29.16			
		09/13/2021	24138	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g2zq3t30, Amzn.Co		10/06/2021		Invoiced	A	68.00
2	Interventionist supplies				2002200040	0705921-211000135	10/05/2021	68.00			
		09/13/2021	24139	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g7063af0, Amzn.Com/		10/06/2021		Invoiced	A	194.63
2	Updated young adult books for 8th grade ELA cl				2002200033	0705921-211000136	10/05/2021	194.63			
		09/13/2021	24140	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 259ha09i2, Amzn.Co		10/06/2021		Invoiced	A	15.95
2	recess/office supplies				2002200039	0705921-211000137	10/05/2021	15.95			
		09/13/2021	24141	XXXXXXXXXXXXXXXXXX	Amazon.Com 252211732, Amzn.Com/		10/06/2021		Invoiced	A	6.74
3	Updated young adult books for 8th grade ELA cl				2002200033	0705921-211000138	10/05/2021	6.74			
		09/13/2021	24142	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g6mg8xs1, Amzn.Com/		10/06/2021		Invoiced	A	29.76
2	recess/office supplies				2002200039	0705921-211000139	10/05/2021	29.76			
		09/09/2021	24134	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g1so9nx1, Amzn.Co		10/06/2021		Invoiced	A	10.98
2	art supplies that i couldn't get on Nasco				2002200030	0705921-211000140	10/05/2021	10.98			
		09/09/2021	24135	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2g5h86ny1, Amzn.Co		10/06/2021		Invoiced	A	25.33
2	art supplies that i couldn't get on Nasco				2002200030	0705921-211000141	10/05/2021	25.33			
		09/09/2021	24136	XXXXXXXXXXXXXXXXXX	Wm Supercenter #1669, Eau Clair		10/06/2021		Invoiced	A	37.60
2	Amazon credit card- calculators, tape measures				2002200023	0705921-211000142	10/05/2021	37.60			
		09/09/2021	24137	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 254ys2h52, Amzn.Co		10/06/2021		Invoiced	A	11.66
2	Updated young adult books for 8th grade ELA cl				2002200033	0705921-211000143	10/05/2021	11.66			

Used By	Name	Tran Date	Tran ID	Card Number	Where Used	Purch Vendor	Imp Date	Post Date	Status	App	Amount
		Line	Description	PO Number	Invoice Number	Invoice Dt	Amount				
WATT LOR000	WATT LORI D	continued...									
		09/08/2021	24132	XXXXXXXXXXXXXXXXXX	Samsclub #8185, Eau Claire, WI,		10/06/2021		Invoiced	A	359.07
	2	Supplies			2602200001 0705921-211000144	10/05/2021	359.07				
		09/08/2021	24133	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 2glbf1ld0, Amzn.Co		10/06/2021		Invoiced	A	58.41
	2	Amazon credit card-	calculators, tape measures		2002200023 0705921-211000145	10/05/2021	58.41				
		09/07/2021	24131	XXXXXXXXXXXXXXXXXX	Amazon.Com 2g4c20c00, Amzn.Com/		10/06/2021		Invoiced	A	6.54
	2	Amazon credit card-	calculators, tape measures		2002200023 0705921-211000146	10/05/2021	6.54				
		09/06/2021	24128	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 253aglak2, Amzn.Co		10/06/2021		Invoiced	A	11.07
	2	Amazon credit card-	calculators, tape measures		2002200023 0705921-211000147	10/05/2021	11.07				
		09/06/2021	24129	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 257pw89o0, Amzn.Co		10/06/2021		Invoiced	A	33.06
	2	art supplies that i	couldn't get on Nasco		2002200030 0705921-211000148	10/05/2021	33.06				
		09/02/2021	23783	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 259kt6810, Amzn.Co		09/07/2021		Invoiced	A	45.00
	2	3 Understanding Basic	Statistics 7th Edition f		8002200062 0705921-210900076	09/05/2021	45.00				
		09/02/2021	23784	XXXXXXXXXXXXXXXXXX	Amzn Mktp US 251jl7q21, Amzn.Co		09/07/2021		Invoiced	A	210.59
	2	art supplies that i	couldn't get on Nasco		2002200030 0705921-210900077	09/05/2021	210.59				
		09/02/2021	23785	XXXXXXXXXXXXXXXXXX	Dbc Blick Art Material, 800-447		09/07/2021		Invoiced	A	18.20
	2	art supplies that i	couldn't get on Nasco		2002200030 0705921-210900078	09/05/2021	18.20				
		09/01/2021	23797	XXXXXXXXXXXXXXXXXX	Boom Learning, Kirkland, WA, 98		09/07/2021		Invoiced	A	30.00
	3	Boom Learning - License	for 1 year to use in P		2002200014 0705921-210900079	09/05/2021	30.00				
		09/01/2021	23798	XXXXXXXXXXXXXXXXXX	Teacherspayteachers.Co, 6465880		09/07/2021		Invoiced	A	108.00
	2	Teacher's Pay Teachers	- Intervention Resource		2002200014 0705921-210900080	09/05/2021	108.00				
31 transaction(s) for WATT LOR000. Total Amount ==>											2,118.88
326 transaction(s). Total Amount ==>											52,892.49

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

The Board President, or in his/her absence the Vice President, shall preside at all regular and special School Board meetings and call the meetings to order. Every Board meeting shall initially be convened in open session, although the Board may thereafter convene and hold a closed session to the extent permitted by law and consistent with applicable legal requirements.

It shall be the duty of the presiding officer to preserve order and decorum at the meeting and to decide questions of rules and order, subject to an appeal to the Board as a whole that is supported by any two individual members. The presiding officer, like any other Board member, votes on all matters coming before the Board in the absence of a valid reason to abstain from voting (e.g., a conflict of interest).

To the extent consistent with applicable law, a majority of the Board's members constitutes a minimum quorum at any regular or special school board meeting. In the absence of a lawful quorum, the only official Board action that may be taken is to end the meeting (unless, in a very rare circumstance, some specific legal exception applies).

Except where a statute or Board policy requires any proposed official action to be supported by other than a standard majority vote, a majority vote of a lawfully-assembled quorum is sufficient to take official action. The Board may take official action at meetings by motions and votes thereon or, where permitted by law, by a showing of unanimous consent that is sufficiently documented in the meeting minutes. The term "motion" is intended to include any resolutions of the Board.

To the extent consistent with applicable law and established procedures, the Board may consider the approval of a group of items of business under a single motion as a consent agenda. However, prior to any vote on a consent agenda, any individual Board member may move for removal of one or more items from the consent agenda, and a majority vote of the Board will give such separated item(s) stand-alone consideration. A Board member may ask a clarifying question about a consent agenda item without removing it, but comments or discussion may only occur for a removed item.

In the absence of any specific legal requirement or any local rule of order or procedure that has been established by the Board, the Board directs the presiding officer to rely on *Robert's Rules of Order* (including the procedures and procedural flexibility that *Robert's Rules* allows for small boards) to conduct Board meetings, and the presiding officer and Board will refer to *Robert's Rules* or their knowledge thereof to resolve procedural inquiries, points of order, objections, and appeals during Board meetings. However, any misapplication of or failure to precisely follow *Robert's Rules* or any other local discretionary procedural rule(s) shall not, standing alone, be construed to render any decision



made by the Board void, voidable, or otherwise invalid. Such rules are intended for the benefit of the Board and its members, and individual members are expected to raise procedural inquiries, points of order, objections, and appeals at meetings on a timely basis.

**Legal References:**

**Wisconsin Statutes**

Section 19.85 [closed session exceptions to meeting in open session; closed session procedures]  
Section 19.88 [ballots and voting]  
Section 120.11(1) [regular board meetings and definition of quorum for meetings in common and union high school districts]  
Section 990.001(8m) [general statutory construction of a quorum of a public body]

**Adopted:** 12/17/79  
**Amended:** 10/01/12  
12/20/21

## Current

### RULES OF ORDER

181

The Board President, or in his/her absence the Vice-President, shall preside at all regular and special School Board meetings and call the meetings to order. The Board President, like any other Board member, has a duty to vote on all matters coming before the Board in the absence of an appropriate reason to abstain from voting (e.g., a conflict of interest).

A majority of the members of the Board (three members) shall constitute a quorum for the purpose of conducting Board business, except that a larger number of Board members may need to vote in favor of a motion in order for the Board to take action on those limited items of business which, by statute or policy, require approval by other than a standard majority vote. In the absence of a quorum, the only official action that the Board may take is to adjourn the meeting to another time and/or date.

Action on any item of business will be taken by motion. In this policy, the term "motion" is intended to include any "resolution" of the Board.

Business shall be conducted at regular and special Board meetings according to *Robert's Rules of Order* applying to small boards, except as otherwise provided by law or the Board. However, the failure to follow *Robert's* or any other local procedural rules that have been set at the discretion of the Board shall not, standing alone, be construed to render any decisions made by the Board void, voidable, or otherwise invalid.

Rules for Meeting will be included as an agenda item. The Board President or chair will announce that Robert's Rules will be followed.

LEGAL REF.: 19.88, 120.11(1) Wisc. Statutes; Robert's Rules of Order

CROSS REF.: 171, Regular Board Meetings; 172, Special Board Meetings; 173, Closed Sessions

**Adopted: 12/17/79**

**Amended: 10/01/12**

This policy defines procedures for calling, noticing, and conducting technology-facilitated School Board meetings that involve remote participation by Board members and/or the public's remote access to the meeting ("virtual meetings") in situations where conditions exist that make it potentially dangerous for the Board to convene in person or in the typical setting that is established for the Board's public meetings (e.g., where a number of people would be in direct proximity to one another). Examples of such dangerous conditions might include a natural disaster, a regional or national emergency, or a serious public health emergency as defined or declared by authorized public health officials, the state, and/or the federal government.

These procedures may be invoked for one or more meetings by a decision of the Board or, in the absence of any Board decision, upon the Board President's determination (in consultation, as needed, with the Superintendent and District legal counsel) that such dangerous conditions exist and that it is reasonably necessary and appropriate to hold one or more virtual meetings of the Board.

#### **Modified Content for the Public Notice of a Virtual Meeting**

When posting or otherwise giving public notice of a virtual Board meeting that is to occur under this policy, the District shall, in addition to all other content required by law, include the following information as part of the notice:

1. A statement that the meeting will be conducted as a virtual meeting due to an active emergency situation, meaning that multiple Board members may be participating in the meeting from remote locations through the use of communications technology and/or that public access to the meeting may be arranged through the use of technology.
2. A statement that briefly identifies the nature of the emergency situation that has been deemed to necessitate the use of a virtual meeting.
3. Although the notice shall identify a physical location for the meeting, which shall normally be the location where at least the presiding officer and Superintendent are present (see below), the notice shall normally also include a statement, as applicable to the specific meeting and emergency circumstances, that substantially reflects one of the following:
  - a. The District discourages the public and/or media from attending the meeting in person at its noticed location due to concerns with health and safety and encourages use of the alternative method(s) of access that the District is providing. (Such statements may also identify any further limitations or restrictions on in-person attendance that may apply.)

- b. Unless the Superintendent or his/her designee expressly approves an exception for an individual that is deemed necessary to meet a legal obligation of the District, the public and/or media are prohibited from attending the meeting in person at its noticed location due to a specific recommendation of public officials that the District intends to enforce in the interest of health and safety or due to an expressly applicable order, decree, or declaration that has been issued by a governmental authority. However, the District has arranged to provide one or more alternative forms of public access to the meeting.
4. Information that identifies how/where a member of the media or general public may access the meeting. For example, apart from any in-person attendance option that may be available, the District may provide access to the meeting via a live broadcast, via a video and/or audio streaming service, and/or via a telephone number for joining an audio conference.
5. District contact information that a person may use to identify and communicate any special needs or any requests for accommodations related to accessing the meeting. This would include any person for whom it would be burdensome or infeasible to use the primary method(s) of remote access established by the District.
6. Unless required by law in connection with a particular item of business, a virtual meeting held under this policy need not include an opportunity for any in-person or other form of public comment during the meeting.
  - a. At the direction of the Board or, in the absence of a Board decision, at the discretion of the Board President, the meeting notice may include information regarding how a member of the public may submit a communication (e.g., a comment regarding an agenda item) that, if received in a timely manner, will be provided to all Board members prior to the meeting.

### **Conducting a Virtual Meeting of the School Board**

1. At least the presiding officer of the meeting and the Superintendent (or an administrative-level designee) shall normally be physically present at the meeting location identified in the public notice of the meeting.
2. Any Board members who are physically present at the posted meeting location will join the virtual meeting as a group using the available technology platform(s). Any Board members who are not physically present at the meeting location will likewise join the meeting individually from their remote locations via such platform(s).
3. The presiding officer will formally convene the meeting.

- a. The presiding officer shall confirm that all Board members who are known to have attempted to join the meeting appear to have an adequate connection to enable their participation as authorized under this policy.
  - b. The presiding officer shall confirm that the planned methods for allowing public access to the meeting appear to be functioning in a manner that allows for adequate and reasonable public access under the specific circumstances.
4. Quorums for any virtual meeting that is convened under these emergency procedures will be determined by counting the total number of Board members who are participating in the meeting, including both those physically present and those attending remotely via technology. A majority of the total members of the Board shall constitute a quorum. If, at any point, fewer than a majority of the Board members are able to participate, the meeting shall end for a lack of a quorum.
5. Unless the in-person attendance of the full Board is disallowed by an order, decree, or declaration that has been issued by a governmental authority having such jurisdiction, no Board member will be prohibited from attending a meeting under this policy in person at the duly-noticed location of the meeting. As a result:
  - a. In the absence of such an order, decree, or declaration, a Board member's decision to participate in a meeting remotely via technology under this policy is considered voluntary. If, for any reason, a Board member who voluntarily attempts to participate in such a meeting from a remote location is unable to establish or maintain his/her full participation (e.g., due to unforeseen technical difficulties), the meeting may continue without such Board member's participation as long as the Board continues to maintain a quorum of fully-participating Board members.
  - b. If the in-person attendance of the full Board at the duly-noticed location of the meeting is disallowed by an order, decree, or declaration such that a Board member's participation from a remote location cannot be considered voluntary, and if any such Board member is unable to establish or maintain his/her full participation in the meeting from a remote location, the presiding officer shall call for a temporary recess in the meeting to allow the Board member a reasonable opportunity to establish or restore his/her access and participation. If the Board member's access issues cannot be adequately resolved, but the Board member also has not voluntarily withdrawn from the meeting, then the remaining members of the Board (provided that there is a quorum) shall make a determination whether or not to continue the meeting without the Board member, taking into account factors such as (1) the apparent reason(s) for the access issues; and (2) the time sensitivity and importance

of any of the remaining items of business, including the feasibility of rescheduling some or all of the remaining agenda items of the meeting.

6. Board members who, under this policy, join and participate in a meeting remotely via technology may participate in open sessions of such virtual meetings to the same extent as if they were physically present, including discussing items of business and making and voting upon motions, except that Board members may not participate remotely in any evidentiary, due-process hearing, whether in open session or closed session, unless the Board affirmatively votes to permit such participation and has either (a) obtained the voluntary consent of the necessary parties to the hearing; or (b) determined, based on advice of counsel, that applicable law (including any order or decree issued to protect public health) requires the Board to allow such participation under the circumstances.
7. The Board's preferred setting and forum for conducting any closed session portion of a Board meeting is an in-person meeting, with a physical quorum of the Board being present and without the remote participation of any Board members. Accordingly:
  - a. If a physical quorum of the Board is present at the duly-noticed location of a Board meeting and there is no order, decree, or declaration related to the emergency that prohibits the entire Board from attending the meeting in person, then nothing in this policy grants any Board member who is not physically present at such location a right to attend or otherwise participate in a closed session.
  - b. In the event that the Board considers a motion to convene in closed session during a virtual meeting held under this policy when either (1) a physical quorum of the Board is not present at the duly-noticed meeting location; or (2) there is an order, decree, or declaration related to the emergency that expressly prohibits the entire Board from attending the meeting in person, the presiding officer of the meeting shall poll each member of the Board who wishes to participate in the closed session from a remote location, and each such Board member will be asked to expressly affirm that the Board member has taken appropriate precautions to safeguard the privacy and integrity of the closed session, including but not limited to precautions that would reasonably ensure that the closed session is not being recorded without the Board's permission and that no non-authorized person can hear or access the discussions or other confidential information. The members of the Board may take the response(s) to the request for such affirmations into account in determining whether to authorize or potentially postpone the closed session.

### **Additional Statements Regarding the Scope and Application of this Policy**

1. In the event of the temporary absence or disability of the Board President, the Vice President shall, to the extent necessary, perform the duties and exercise the powers of the Board President under this policy. If the Vice President is also unavailable, the School Board Clerk shall do so.
2. This policy applies to both regular and special meetings of the Board. Minimum requirements for calling a regular or special meeting of the Board, as specified in state law, must still be satisfied in connection with meetings that are noticed and convened under this policy.
3. During meetings that involve the remote participation of any Board members, the Board will take appropriate measures to ensure accurate tallying and documentation of votes, which may include the regular use of roll call votes or other methods that clearly identify the votes of the individual Board members. No Board member who is absent from a meeting may ever vote by proxy.
4. All special voting requirements established by state law for taking particular action must still be satisfied. Such voting requirements are not affected by this policy.
5. If, at any time, the Board is made aware that the methods arranged for providing public access to a virtual meeting under this policy are not allowing adequate and reasonable public access under the specific circumstances, and if such issues cannot be remedied during a brief recess in the meeting, then the Board shall adjourn the meeting.
6. If a Board member has a concern related to the Board President's decision that a virtual meeting is reasonably necessary under this policy, or as to whether the Board should take up any particular item(s) of business at a virtual meeting, such concerns may be evaluated by the Board at the meeting via, for example, a motion to postpone some or all of the noticed agenda items for the meeting.
7. The Board authorizes the Board President to cancel any Board meeting that has been scheduled or noticed during the pendency of conditions that constitute an emergency situation under this policy (a) if necessary to comply with any mandatory decree, order, or declaration of a governmental authority, or (b) if the Board President determines that health and safety considerations related to the pending emergency situation outweigh any need for the Board to meet, such that the Board would still be able to meet any of its legal obligations (e.g., at a rescheduled meeting) and such that the interests of the District otherwise reasonably permit the cancellation of the meeting. A cancellation under this paragraph shall be effectuated by notifying all Board members and any relevant staff members

of the cancellation and by withdrawing any public notice of the meeting and replacing such public notice with a notice of the cancellation (including notifying relevant media).

8. Except as otherwise expressly provided in this policy, the Board's normal policies and practices regarding meeting location, quorum determinations, and in-person public comment opportunities are temporarily suspended for purposes of a virtual Board meeting that is noticed and convened under this policy. However, once the emergency situation no longer exists, this policy no longer applies, and the Board's normal policies and practices regarding its meetings shall again govern subsequent meetings.
9. The requirements, procedures, and other provisions of this policy may be suspended or modified by a standard majority vote of the Board to the extent doing so would be consistent with applicable law, including any emergency relief, waiver, or exemption from an otherwise-applicable legal requirement that may be authorized by an appropriate governmental authority.

## **Legal References**

### **Wisconsin Statutes**

Subch. V of Ch. 19

[open meetings of governmental bodies; including public accessibility requirements, closed session exemptions, and other provisions]

Section 118.38

[waivers of laws and rules by the Department of Public Instruction]

Section 120.11

[school board meetings in common and union high school districts]

Section 120.43

[school board meetings in unified school districts]

Section 252.02

[powers of the Department of Health Services in connection with communicable diseases; including limitations on public gatherings]

**Adopted:** 12/20/21



All administrator and supervisory employees are responsible for making appropriate arrangements for the in-District leadership and supervisory designations that will apply during a period of leave, in his/her temporary absence from work, or when he/she will not be working on site within the District for any significant portion of a work day. As applicable to such circumstances, the employee shall also ensure that he/she appropriately conveys his/her contact information, or other applicable emergency contact information, to members of the District's staff who may have a need to consult with or have a decision made by an employee or official with the appropriate knowledge and authority.

In the event of an unexpected vacancy in an administrative position the Superintendent shall make appropriate interim arrangements for the performance of the duties and responsibilities of the position.

**Legal References:****Wisconsin Statutes**

[Section 118.24](#) [Administrative authority and assignment of responsibilities]

**Adoption Date:** 12/20/21

**INSTRUCTIONAL PHILOSOPHY**

**310**

The goal of the School District of Altoona's educational programming is to graduate lifelong learners who are prepared for post-secondary education or the contemporary job market, and have the appropriate life skills necessary for adult life. The District further recognizes that the school is but one of several institutions in our 21<sup>st</sup> century society that is responsible for our students' educational development. Families, the Altoona community as well as the greater Chippewa Valley community are also educational participants in the lives of our students.

The instructional curriculum shall support the District's mission, goals and adopted academic standards and be in line with all applicable legal requirements. The District's curriculum is aligned with the Wisconsin state standards; is comprehensive and research-based to meet the needs of diverse learners; and reflects the best of current educational research and practice. The School Board delegates responsibility for the development, evaluation and improvement of the curriculum to the District's professional staff, under the leadership and direction of the Superintendent, the Director of Curriculum and Instruction, and building principals.

The District's educational programming, instruction and materials shall have the following general attributes:

- be relevant to the needs of present-day students, addressing the needs of the whole student, not just academic needs;
- be designed to encourage a wide variety of teaching and learning styles;
- be supported by professional development;
- foster curiosity, creativity and intellectual resilience; and
- prepare students to be critical thinkers and informed citizens in society by studying timely, relevant and controversial issues.

**LEGAL REF.:** 118.01, 118.30, 120.13, 121.02(1) Wisc. Statutes

**Adopted:** 11/17/80

**Amended:** 10/17/16

The District respects the privacy rights of parents and guardians and their children. A parent or guardian shall have the right to opt his/her child out of participating in any survey which is associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey contains or would reveal one or more of the following items:

- political affiliations or beliefs of the student or the student's parent or guardian;
- mental and psychological problems of the student or the student's family;
- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized privileged or analogous relationships such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or the student's parent or guardian; or
- income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

Within this policy, such surveys are referred to as "protected-information surveys." For purposes of this policy, the term "survey" includes an evaluation.

The District shall notify parents and guardians of the specific or approximate dates during the school year when such survey activities are scheduled involving their children.

If the District intends to require students to participate in any protected-information survey (as opposed to giving the students express direction that their participation in the survey is purely voluntary), and if the survey is funded in whole or in part by a program administered by the U.S. Department of Education, then the District shall obtain the advance, written consent of the student's parent or guardian (or from an adult student, if applicable). Such active consent shall also be obtained for any

protected-information survey where the students' responses are not submitted anonymously.

For all other protected-information surveys, parents and guardians may request that their child not participate in the survey activity. That is, a parent or guardian (or an adult student, if applicable) can choose to "opt-out" of having the student participate in the survey. At its discretion, the administration may seek active consent for any protected-information survey which, by policy, requires only an opt-out procedure.

Parents and guardians may, upon request, inspect any protected-information survey, as well as any survey created by a third party before (as well as after) the survey is administered or distributed by a school to a student. Parents and guardians may also request to inspect any instructional materials used in connection with such surveys. Requests to inspect such surveys or any related instructional materials should be made in writing to the building principal. To ensure that there is an opportunity to arrange for an inspection of a survey prior to the administration or distribution of the survey to students, inspection requests should be made one week prior to the date on which the survey is scheduled to be administered. The principal or administrative assistant shall respond to such requests as soon as reasonably practicable, without unnecessary delay.

Parents and guardians shall be notified of this policy annually in student handbooks, which are distributed to students, parents and guardians.

#### **Legal References:**

##### **Federal Laws**

[Protection of Pupil Rights Provision of General Education Provisions Act](#) [student privacy policies required and other privacy and parent's rights mandates, including rights related to surveys]

**Adoption Date:** 12/20/21

## **EDUCATION FOR EMPLOYMENT**

**341.2**

The District shall provide access to an education for employment program, which serves as an umbrella for a variety of inter-related initiatives that address individualized learning, academic and career planning, career and technical education, and college and career readiness. Under state law, the program must minimally incorporate all of the following:

- Guidance and counseling services
- College preparation
- Technical preparation programs designed to gain advanced standing in a technical college district's associate degree program
- A youth apprenticeship program or other job training and work experience opportunities
- Instruction in skills relating to employment
- Applied curricula

As part of its education for employment program, the District shall provide age and developmentally-appropriate academic and career planning services, along with related information and opportunities, to students in grades 6 through 12 with the intent and purpose of:

- Increasing student engagement with school and learning by actively involving students in setting goals and planning for their own futures;
- Increasing students' self-awareness of their own strengths and interests;
- Increasing students' awareness of and preparation for different postsecondary options, including postsecondary education and training that leads to careers;
- Providing individualized support, appropriate to the student's needs, such that all students have appropriate access to academic and career planning services, including but not limited to students with disabilities, English learners, at-risk students, gifted and talented students, students who are in alternative programs or who have other program or curriculum

modifications, and students who have transferred between different schools or programs.

The District's education for employment program shall be guided by a long-range program plan that is developed, monitored, and updated if deemed appropriate under the primary direction and supervision of the Director of Future Ready Learning, with the participation and input of District staff and community stakeholders.

The Director of Future Ready Learning is responsible for providing the required program updates to the School Board. The Director of Future Ready Learning shall also have oversight responsibility regarding the District's overall compliance with statutory and regulatory requirements that relate to the District's long-range education for employment plan and the implementation of the District's education for employment program.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 106.07](#) [high school seniors in apprenticeship programs]
- [Section 106.13](#) [state-sponsored youth apprenticeship program]
- [Section 115.28\(59\)](#) [academic and career planning requirements]
- [Section 118.34](#) [technical preparation programs]
- [Section 118.56](#) [special work-based learning programs for grades 9-12]
- [Section 121.02\(1\)\(L\)2](#) [required introductory instruction in career exploration and planning]
- [Section 121.02\(1\)\(m\)](#) [school district standard; education for employment program]

##### **Wisconsin Administrative Code**

- [PI 8.01\(2\)\(L\)5](#) [required introductory instruction in career exploration and planning]
- [Chapter PI 26](#) [education for employment plans and programs]

##### **Federal Laws**

- [20 U.S.C. §6312\(b\)](#) [Title I plan requirements related to effective student transitions, integration of academic and career and technical education content, and work-based learning opportunities]
- [20 U.S.C. Chapter 44](#) [career and technical education funding and programs under federal law; includes local plan requirement for recipients of funding]
- [34 C.F.R. Appendix B to Part 100](#) [Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs; includes nondiscrimination provisions and related annual notice requirements]

**Adopted:** 12/20/21

## **CAREER AND TECHNICAL EDUCATION**

**341.24**

If the District is required by applicable federal law and the Wisconsin Department of Public Instruction (DPI) to submit a local plan for career and technical education programming that is supported by federal funds, the Director of Future Ready Learning shall have primary administrative responsibility for all of the following:

1. To ensure that the plan/application is completed and submitted on a timely basis;
2. For coordinating the District's career and technical education plan and program with the separately-required "education for employment" plan and program; and
3. For overseeing the implementation of the District's career and technical education program and related compliance requirements (e.g., data collection, reporting, notices, etc.).

The District's career and technical education program and program options shall be structured to integrate coherent and rigorous content that is aligned with both challenging academic standards and the development of relevant, job-related skills and knowledge. The program's purpose shall include:

1. Preparing students for possible employment in high-skill, high-demand, or emerging occupations and industries that can be identified in the present; and
2. Offering students a well-rounded education such that students are prepared to pursue post-secondary learning opportunities and grow their knowledge and skills based on their changing interests and the changing needs of the workplaces of the future. This includes, for example, encouraging students who are participating in a career and technical education program of study to also enroll in challenging courses in core academic subjects.

As part of the development, assessment, and refinement of the District's career and technical education program plan, the Director of Future Ready Learning shall evaluate the program-related access, participation, and outcomes of students who are in special populations, including:

1. Individuals with disabilities;

2. Individuals with limited English proficiency, which shall be neither a barrier to admission and participation in the District's career and technical education programs nor a basis for the District to assign a student into such a program;
3. Individuals from economically disadvantaged families, including foster children;
4. Individuals preparing for occupations or fields for which individuals from one gender currently comprise less than 25 percent of the individuals employed in such occupation or field of work; and
5. School-age parents, including students who are single parents or currently pregnant.

Upon identifying any concerns with or specific barriers to the program-related access, participation, or success of students who are in such special populations (e.g., statistical disproportionality, achievement gaps, etc.), the Director of Future Ready Learning shall identify strategies and activities intended to mitigate and overcome such concerns and barriers.

In connection with student access to or participation in the District's career and technical education programs and classes, the District shall not unlawfully discriminate against any student who is in any of the special populations identified above or on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Similarly, the District shall not unlawfully discriminate against any individual in employment opportunities related to, or against any other participants/beneficiaries of, the District's career and technical education programs. Discrimination complaints may be filed and shall be processed in accordance with established District nondiscrimination complaint procedures.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 106.07](#) [high school seniors in apprenticeship programs]
- [Section 106.13](#) [state-sponsored youth apprenticeship program]
- [Section 115.28\(59\)](#) [academic and career planning requirements]
- [Section 115.28\(30\)](#) [career and technical student organizations]
- [Section 118.34](#) [technical preparation programs]



- [Section 118.56](#) [special work-based learning programs for grades 9-12]  
[Section 121.02\(1\)\(L\)2](#) [required introductory instruction in career exploration and planning]  
[Section 121.02\(1\)\(m\)](#) [school district standard; education for employment program]

#### **Wisconsin Administrative Code**

- [PI 8.01\(2\)\(L\)5](#) [required introductory instruction in career exploration and planning]  
[Chapter PI 26](#) [education for employment plans and programs]

#### **Federal Law**

- [20 U.S.C. §6312\(b\)](#) [federal Title I plan requirements related to effective student transitions, integration of academic and career and technical education content, and work-based learning opportunities]  
[20 U.S.C. Chapter 44](#) [career and technical education funding and programs under federal law; includes local plan requirement for recipients of funding]  
[34 C.F.R. Appendix B to Part 100](#) [Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Vocational Education Programs; includes nondiscrimination provisions and related annual notice requirements]

**Adopted:** 12/20/21

## Current

### INDEPENDENT EDUCATION EVALUATION POLICY

342.11

Independent Educational Evaluations (“IEE”) are addressed in the federal regulations that implement the Individuals with Disabilities Education Act (IDEA). An IEE is an evaluation conducted by a qualified examiner who may not be an employee of the student’s school district. A parent has a right to an IEE at public expense if the parent disagrees with a recent evaluation conducted by the school district. For purposes of this policy, “Evaluation” means the procedures used to determine whether a student has a disability and the nature and extent of the special education and related services the student needs. The school district is not required to pay for an IEE if the district has not conducted a recent evaluation. In the event that the district receives a parent request for an IEE, the district must, without unnecessary delay, either provide the IEE at school expense per this policy or request a due process hearing to show that the district’s evaluation is appropriate.

If the final decision in the due process hearing is that the district’s evaluation is appropriate, the parent still has a right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the school district.

Legal Ref: 115.787 (3), 115.80 Wisc. Statutes  
PI 11  
IDEA 34 C.F.R. 300.502  
Individuals with Disabilities Education Act  
WI DPI Bulletin No. 01.04  
OSEP Memorandum RE: Independent Educational Evaluations (9/10/01)  
Federal Individuals with Disabilities Act Regulations (34 C.F.R 300.502— Independent Educational Evaluation)

Cross Ref: 342.11-Rule - Procedure to Obtain an IEE at Public Expense  
342.1 – Programs for Students with Disabilities  
411 – Student Nondiscrimination/Equal Educational Opportunities

**Adopted: 12/06/16**

## **INDEPENDENT EDUCATIONAL EVALUATIONS (IEEs)**

**342.11**

Subject to applicable laws and regulations and the District's special education policies and procedures, the parent (or legal guardian) of a child with a disability pursuant to the Individuals with Disabilities Education Act (IDEA), or of a child who is suspected of having an IDEA disability, generally has the right to obtain an independent educational evaluation at public expense if the parent disagrees with a completed evaluation that has been conducted or obtained by the District.

When the District is responsible under the IDEA for the education of the child in question, "independent educational evaluation" (IEE) means an evaluation conducted by a qualified examiner who is not employed by the District. While the parent generally has the right to select the evaluator for an IEE, the evaluation obtained by the parent must meet the District's established evaluation criteria for IEEs. To the extent consistent with the parental right to an IEE and subject to any exceptions that are made based on a demonstration of unique circumstances, the criteria under which an IEE is obtained must be the same as the criteria that the District uses when it initiates an evaluation for the same purpose.

A parent is entitled to only one IEE at public expense for any District-arranged IDEA evaluation with which the parent disagrees. However, a parent may always obtain an educational evaluation for his/her child at his/her own cost. If a parent presents the results of a non-publicly funded evaluation to the District, the District shall, to the extent required by and consistent with applicable law, consider the results in connection with decisions made with respect to the child.

The Director of Student Services shall have primary administrative responsibility for the following:

1. Ensuring that the District has appropriate procedures in place for receiving and responding to parent notifications that the parent is seeking an IEE at public expense.
2. Ensuring that the District develops, maintains, and appropriately provides to parents, information about where an IEE may be obtained and the District

criteria applicable to IEEs.

3. Overseeing the District's response to any actual parent notification that the parent is seeking an IEE at public expense.

In situations where the individual with a disability has reached the age of 18 and has not been adjudicated incompetent under state law, the adult student with a disability (or suspected disability) stands in the place of the parent for purposes of this policy and any related procedures, except that the District shall provide notices related to IEEs to both the parent and the adult student to the extent required by law.

**Legal References:**

**Wisconsin Statutes**

- [Chapter 115, Subchapter V](#) [educational programs and services for children with disabilities]  
[Section 115.792\(3\)\(b\)1](#) [notice of procedural safeguards to include right to independent educational evaluation]  
[Section 115.80\(1\)\(b\)](#) [district authority to file for a hearing to contest the payment of an independent educational evaluation]  
[Section 118.13](#) [student nondiscrimination]

**Wisconsin Administrative Code**

- [Chapter PI 11](#) [educational programs and services for children with disabilities]

**Federal Law**

- [Individuals with Disabilities Education Act](#) [programs and services for students with disabilities]  
[34 C.F.R. §300.502](#) [federal regulation on independent educational evaluations]

**Adopted:** 12/06/16

**Amended:** 12/20/21

Student field trips can enhance student learning, help to develop new interests and more excitement for learning, and provide useful opportunities for students to engage with people, environments, activities, and resources outside of the confines of the school campus. At the same time, field trips require substantial advance planning, can sometimes be costly, and introduce certain safety risks.

District employees and other agents of the District are always responsible for ensuring that they have been sufficiently authorized to allow students to participate in any off-premises, District-supervised trip, event, or activity. However, within this policy, a “field trip” means a District-approved and District-supervised off-premises activity for students, but excludes all of the following:

1. Travel between two or more District schools;
2. Off-premises activities that are an inherent and appropriately-authorized aspect of a District-sponsored class or other activity, such that the student's participation in the class or activity necessarily requires or reasonably implies the student's participation in the off-premises aspect(s) of the class or other activity (e.g., an athletic team's scheduled away contests, attending a dual-credit course on a post-secondary campus, or workplace apprenticeships at a jobsite are not “field trips”);

If District funds are allocated in the annual budget for field trips, funds will be allocated with sensitivity to equity considerations (such as possible perceptions that students in different schools or classes are not offered comparable opportunities).

Field trips under this policy are offered to students as a learning activity or experience that enhances the District's curriculum and directly contributes to student attainment of the course priority standards. If the health or safety of the students or staff demands it, an administrator may deny a student the opportunity to participate in a field trip. The student shall be provided with an alternate learning activity that is aligned with the same standards that are related to the field trip learning experience.

## **Field Trip Proposals**

Field trip requests shall be considered for possible approval if they are supported by a sufficient proposal that is submitted to an appropriate administrator by the staff member(s) who are responsible for planning and organizing the field trip.

A field trip proposal shall consist of a description of at least the following:

1. The name(s) of the staff member(s) who are submitting the proposal and who are responsible for the planning and organization of the proposed field trip;
2. Location (destination(s)/distance);
3. Proposed date;
4. Expected duration;
5. Identification of the eligible student group (e.g., by class, grade level(s), or activity);
6. Expected cost per student and identification of the proposed source(s) of funding (e.g., identifying any proposed District share and any student/family share);
7. A description of the connection between the planned activities and the prioritized standard(s) for the course;
8. The plan for student supervision, which shall be consistent with the District policy related to District-authorized volunteers to the extent applicable;
9. The plan for transportation;
10. The plan for meals/food (if needed);
11. Assessment of accessibility considerations for students with disabilities;
12. Assessment of such health and safety considerations as the approving authority may require, keeping in mind issues such as medication administration and emergency preparedness, including possible medical emergencies; and
13. The plan for the supervision of and alternative activities for any non-participating students.

## **District Authorization/Approval**

The building principal may approve a student field trip that otherwise complies with this policy, including the following guidelines:

1. General class or grade-level field trips that occur on non-school days, that depart from school before the students' normal arrival time, or that return to school after the students' normal departure time are discouraged, but may be approved by the administration if the administration determines that (1) the proposed trip has substantial value that cannot be easily replicated or replaced through an alternative activity; and (2) that it would be highly impractical to schedule the activity within a regular school day.
2. Field trips primarily for the purpose of entertainment and recreation are discouraged but may be approved by the building principal as a behavioral celebration or as a capstone-type privilege (e.g., an end-of-year class trip for 8<sup>th</sup> grade students) provided that the approval of any such trip does not compromise the District's ability to meet mandatory instructional hours requirements.

## **Permission of Parent or Guardian**

Before any student is permitted to participate in a school field trip, the District personnel who are organizing and supervising the field trip must ensure that the student's parent or guardian has given permission. In this context, a "parent" includes an adult who is regularly responsible for the day-to-day care, supervision, and well-being of the child and who, on a documented basis, is serving in the capacity of a parent for other school-related purposes and decisions on either a temporary or permanent basis.

The District may elect to annually request parent permission via a single form or similar communication for a student to participate in multiple intra-school-day field trips, provided that the trips occur within the same school year. Even with this advance permission granted, the staff organizing the field trip are to provide advanced communication to the parents regarding the details of the trip. In the event that a parent withdraws approval to participate in the intra-school-day field trip, the staff will provide an alternate learning experience for the student.

Parent or guardian permission must be in writing. School personnel may, at their sole discretion, accept an electronic communication that includes the pertinent information and that has sufficient indicators of authenticity.

If sufficient permission is not received by the school-communicated deadline, or if District personnel have reason to doubt the authenticity of a communication that purports to grant permission, District personnel may deny a student participation in the field trip.

### **Fees Assessed to Students/Families**

Students may be assessed fees to cover all or a portion of the actual costs associated with their participation in a field trip. The amount of such fees, or a reasonable estimate thereof, must be approved in connection with approving the field trip. Material changes to an approved student fee must be submitted for re-approval.

A parent or guardian may request a fee waiver for certain trips or trip expenses under applicable District policies by contacting the field trip organizer.

Any school-supervised fundraising that is to be conducted to cover the costs of a field trip must have appropriate approval and follow the District's applicable policies and procedures regarding fundraising.

The District cannot guarantee that pre-paid fees will be refundable in the event of a cancellation or if any student does not participate in a trip/activity as expected for any reason.

### **Transportation**

District-provided transportation for any field trip shall be by school bus unless the group is small enough to use a District-owned van with all passengers wearing a seatbelt.

If permitted and authorized by the District, District-provided transportation of students for a field trip by any vehicle other than a school bus (e.g., via a private vehicle arranged by the District) must comply with all legal requirements that apply to such vehicles and their drivers.

### **Alternative Activities; Make-Up Work**



District personnel who are responsible for planning a field trip must also plan for the appropriate supervision of and alternative activities for non-participating students who are in the relevant class, activity, or group and who attend school on the day of the field trip. A student may not be denied school attendance or alternate learning activities aligned to the same curricular standards because they are not participating in a field trip.

When students participate in a field trip that is planned and approved by school officials, they are not considered absent from school and shall be permitted a reasonable period of time, not less than the time allowed for a student with an excused absence, to make up any school work that has been missed due to the trip. Such make up work shall be arranged and accepted without penalty or any other undue disadvantage to the student.

**Legal References:**

**Wisconsin Statutes**

[Section 118.13](#) [student nondiscrimination]

[Section 121.54\(7\)](#) [transportation of students for extracurricular activities, including school outings and field trips]

**Wisconsin Administrative Code**

[PI 9](#) [student nondiscrimination]

**Cross References:** 352.1 District Sponsored Trips/Activities Involving Long-Distance Travel or Overnight Stay

**Adopted:** 11/07/83

**Amended:** 05/04/98

12/20/21

## FIELD TRIPS AND EXCURSIONS

The board encourages school-sponsored trips to parks, museums, institutions, and other points of interest. It also believes that field trips to more distant locations can be an important part of the student's educational experience.

Therefore, field trips may be approved by the administration if they contribute to the total educational program.

The following guidelines are set to implement the planning of field trips.

1. All trips, and the arrangements for trips, must be approved by the school principal.
2. Trips must be taken in conveyances properly covered by the comprehensive general liability policy.
3. Adult supervision must be provided at all times.
4. All local or cocurricular trips taken must be within budgetary allotments for such purpose and approved by the administrator.
5. District approved vehicles will be used. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip.
6. Each trip should be evaluated by students, teachers and the administration.
7. Any trips outside of a 60 mile radius of the district must be approved by the building principal and the district administrator in advance of the trip.

Cross Ref: EEAD

Initial Adoption: 07/06/81  
Final Adoption: 11/07/83  
Amended: 05/04/98

## SCHOOL VOLUNTEERS

353.1

The District recognizes the value of parents, guardians, and other community members who are willing to volunteer their time and service to enhance and make special contributions to student learning, District programs and activities, and District operations.

The Superintendent and his/her administrative-level and supervisory-level designees are authorized to establish practices and procedures related to (1) the creation of volunteer roles; (2) the definition of a volunteer's responsibilities and scope of authority; (3) the authorization of individual volunteers for particular roles; and (4) the oversight of authorized volunteers by District staff. Such practices and procedures shall be consistent with the following:

1. The degree to which the District examines a potential volunteer's background and qualifications shall take into account the nature of the proposed volunteer role. For example, if an individual seeks authorization to serve as a volunteer head coach, that proposed role involves the substantial and generally independent supervision of students; significant responsibilities related to student health and safety, student learning, and student conduct; and the application of many important District policies (e.g., student record confidentiality and the student and co-curricular codes of conduct). In such a situation, the District expectation is that the administrator or other designated staff member will examine the potential volunteer's background and qualifications in a manner that is similar to the process that would apply to an applicant for employment in a similar role.
2. Both the authorized volunteer and the District staff member(s) who oversee the volunteer's work and the relevant program or activity are expected to take reasonable steps to ensure that the volunteer is aware of the scope of his/her role, any particularly relevant policies and procedures, and any role-specific expectations. District staff members are expected to provide volunteers with reasonable guidance on these matters, and the volunteer is expected to seek clarification from appropriate District staff when needed.
3. As basic expectations, authorized volunteers are expected to adhere to applicable District policies and procedures, to exhibit professionalism and observe appropriate boundaries in all communications and interactions with

students, and to reasonably adhere to directives and expectations provided by the District and its authorized representatives.

4. A school volunteer is not authorized to provide student transportation on behalf of the District via an alternative vehicle (e.g., driving students in a private vehicle) unless the individual has taken the steps to qualify as an alternative vehicle driver and the Director of Finance and Operations has expressly authorized the individual to provide such student transportation in writing.
5. A school volunteer is not authorized to administer prescription or non-prescription medication to a student (other than the volunteer's own child) unless the school nurse has expressly authorized the individual to administer medication to students under applicable District policies. Such authorization shall be documented in writing. This paragraph shall not be interpreted to affect or diminish any immunity from liability that a school volunteer may have in connection with rendering emergency care to a student in good faith.
6. The District reserves the right, in its sole discretion and at any time, to rescind, limit, or modify the scope of an authorized volunteer's approved role, up to and including relieving the individual of his/her duties as a District-authorized volunteer.
7. A School Board member will not be approved to serve as a volunteer coach or volunteer activity advisor except by approval of the Board and in compliance with applicable state statutes that regulate such a volunteer role for Board members.
8. Volunteers will be expected to maintain full confidentiality of all student records, student information, or personnel information.
9. Volunteers who will be with a student outside of the direct supervision of a school staff member (e.g. field trip chaperones) will be required to pass a criminal background check prior to volunteering in that capacity.

Relative to any personal injury, illness, or damage to or loss of personal property that a volunteer may sustain while volunteering, the District has assumed no additional liability beyond any liability that would already be imposed under applicable law in a specific situation. Therefore, an individual who chooses to

serve as a volunteer generally does so at his/her own risk in regard to such injury, illness, damage, or other loss. An authorized school volunteer is not a District employee unless he/she is separately employed in a different and non-volunteer capacity. Authorized volunteers are not covered by worker's compensation insurance or by the District's group medical insurance plans that are offered to eligible employees.

This policy does not apply to individuals who choose to volunteer time and service to and under the direction of a school support organization that is separate and independent of the District (e.g., an athletics booster organization that is organized as a non-profit entity). However, this policy and other District policies may apply to certain activities that may be jointly conducted by the District and by any such school support organization.

The District may suspend use of volunteers at any time.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 118.29</a>	[administration of medication to students; written designation required]
<a href="#">Section 118.29(3)</a>	[limited immunity for school volunteers who render emergency care in good faith to a student]
<a href="#">Section 118.295</a>	[suicide intervention; limited civil liability exemption]
<a href="#">Section 120.20</a>	[school board members serving as a volunteer coach or activity supervisor]
<a href="#">Section 121.555</a>	[providing student transportation via alternative vehicles; driver and vehicle requirements]
<a href="#">Section 893.80</a>	[claims against governmental bodies or officers, agents or employees; limitations on damages and suits]
<a href="#">Section 895.46</a>	[judgments against political subdivisions; indemnification of agents]
<a href="#">Section 895.48(1m)</a>	[limited immunity for certain health care providers and emergency responders who render voluntary health care to a participant in an athletic event sponsored by a school]

##### **Federal Law**

<a href="#">42 U.S.C. §14501 et seq.</a>	[the federal Volunteer Protection Act; limited immunity from certain negligence claims for qualified volunteers]
<a href="#">29 C.F.R. Part 553, Subpart B</a>	[volunteers under the Fair Labor Standards Act]

**Adoption Date:** 08/03/81

**Amended:** 12/20/21

## **SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES**

**361.1**

Textbooks and other classroom instructional materials and resources, including audio-visual and digital resources, shall be carefully selected using the general criteria outlined in this policy and in accordance with established District procedures. All textbooks and other instructional materials and resources selected for use in the classroom shall support the District's mission, goals, curriculum plans, and academic standards.

The Director of Curriculum and Instruction is responsible for the general review and selection of textbooks and other instructional materials and resources. The process shall involve obtaining input from members of the instructional staff who will be using the materials, and may involve consultation with other personnel such as a school library media specialist and/or the District's Director of Future Reading Learning. As a general rule, the expectation is that the selection of core materials intended for use throughout a grade span and/or regardless of the individual instructor (e.g., textbooks) should be subject to a more extensive and participatory evaluation process and should involve more District-level oversight and coordination than the selection of class-specific or teacher-specific supplemental materials that are less likely to serve as key elements of the District's course-to-course and grade-to-grade curricular sequences.

Textbook selection is delegated to the Director of Curriculum and Instruction by the Board of Education. As required by law, the selection will be brought to the Board for action. The Superintendent will agenda this action in the Superintendent's consent agenda. The purchase of instructional materials using District funds shall follow established purchasing procedures.

When selecting textbooks and other instructional materials and resources for use in the classroom, consideration shall be given to each of the following factors, allowing for the possibility that, in some cases, staff may determine that a particular factor is not especially relevant:

- the extent to which the materials are judged to support and enhance student learning of the subject area(s) being taught, as identified with the input of instructional staff and based on relevant research;

- the extent to which the materials (and particularly textbooks) facilitate the District's ability to provide students with an appropriately sequential curriculum, both within a grade/course and from one grade/course level to the next;
- the extent to which the materials facilitate an appropriate assessment of student learning;
- the overall appropriateness of the materials relative to the intended student audience (i.e., relative to the anticipated range of age, skills, cognition, and maturity of the students who are most likely to use the materials);
- an evaluation of the materials for any improper bias, misinformation, or stereotyping;
- the extent to which the materials are likely to actively engage students and encourage their interest in learning;
- the extent to which the materials facilitate differentiated instruction and the pursuit of personalized learning objectives, including the extent to which the materials can help members of the instructional staff accommodate different learning targets and learning styles;
- the accessibility of the item to individuals who require special formats (e.g., certain students with disabilities and English language learners); and
- budgetary considerations, including but not limited to the extent to which the materials being evaluated would address a current priority area among possible alternative acquisitions.

Occasional objections to textbooks and other instructional materials and resources used in the classroom may occur. When parents or guardians or other individuals have concerns about particular instructional materials or resources, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of instructional materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other

legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

#### **Legal References:**

##### **Wisconsin Statutes**

Section 115.77 [local education agency duties related to students with disabilities]

Section 118.03 [textbook adoption]

Section 118.13 [student nondiscrimination]

Section 120.13(5) [school board power to purchase necessary books, equipment and materials for use in the schools]

Section 121.02(1)(h) [school district standard; selection of instructional and library media materials]

##### **Wisconsin Administrative Code**

PI 8.01(2)(h) [school district standard; selection and reconsideration of instructional and library media materials]

PI 9.03(1)(e) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

##### **Federal Laws and Regulations**

Individuals with Disabilities Education Act [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

Assistive Technology Act of 1998 [assistive technology devices and services]

**Adopted:** 04/20/81

**Amended:** 12/20/21



## INSTRUCTIONAL RESOURCES

The Board believes that personnel and materials appropriate to the needs of the school program must be available to each student and teacher. Available system resources shall be allocated to schools on an equitable basis, recognizing system policies and local school needs.

The Board further believes that:

1. To provide each student with learning experiences suited to his aptitudes, interests, maturity, and competence in each subject area, instructional arrangements, equipment, and accommodations based on individual needs are necessary.
2. Teachers and administrators may be assisted in their tasks by aides, and by other resource persons bringing their particular background to bear on curriculum concerns, educational procedures, and individual student needs.

Initial Adoption: 3/16/81  
Final Adoption: 4/20/81

Initial amended: 10/3/83  
Final amended: 11/7/83

INSTRUCTIONAL MATERIALS  
(Selection and Adoption)

The Altoona school Board recognizes its legal responsibility for the selection and adoption of all instructional materials used in the school district.

The responsibility for reviewing and selecting instructional materials is delegated to the Administrator and the professional staff of the schools.

The selection of materials will be governed by the criteria set forth in the School Library Bill of Rights adopted by the American Association of School Librarians and the Library Bill of Rights adopted by the American Library Association.

IIAA

TEXTBOOK SELECTION AND ADOPTION

The administration shall recommend to the Board textbooks to be used in the schools, in accordance with the procedure adopted by the Board.

Other factors being equal, multi-ethnic textbooks should be adopted over other textbooks. Multi-ethnic textbooks should depict a pluralistic society, one in which there is more than one kind of reality. Adoption of this policy should not preclude filling in presently adopted series.

The teachers involved in the use of particular instructional materials will play a primary role in their selection. In selecting the textbook or textbooks for a level or area of study, the departmental staff involved will organize a textbook committee with the help of administrative personnel. After a thorough study of textbooks available, and with the advice of the principals, and/or department personnel, and/or other resource persons, they will submit recommendations to the administrator for his or her review. If the administrator accepts the recommendations they will be transmitted to the Board for its approval. The Board will give final approval on textbooks to be adopted.

Initial Adoption	3/16/81
Final Adoption	4/20/81

TEXTBOOK/SUPPLEMENTARY MATERIALS SELECTION  
AND ADOPTION

Instructional materials selected for the Altoona School District shall be in accordance with the following principles:

1. Instructional materials (print and non-print) shall be chosen for values of interest and enlightenment of all students in the community. Instructional materials shall not be excluded because of the race, nationality, political, religious or educational views of the writer.
2. Every effort will be made to provide material that presents various points of view concerning the problems and issues of our times, international, national, and local. Books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classroom because of partisan doctrinal approval or disapproval.
3. Censorship of instructional materials shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

Initial Adoption:	3/16/81	Initial amended:	10/3/83
Final Adoption:	4/20/81	Final amended:	11/7/83

The primary purpose of the School District of Altoona's library media program is to enrich and support student learning and the educational programming of the District.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's administrative, library media, and instructional staff. The District also welcomes purchase and acquisition suggestions from parents, students, staff, and others. Within Board-approved budgetary allocations for acquisitions and subscriptions in any school year, specific acquisitions/subscriptions that have been through the review/selection process and approved by the Superintendent or the relevant building principal may be submitted as purchase orders using established District purchasing procedures. Gifts of LMC materials (not including donated equipment without content) shall go through the review and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMC materials in accordance with this policy.

LMC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- budgetary considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which materials would support and enhance the District's curriculum and educational programs, as identified with the input of instructional staff;

- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and students with limited English proficiency);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the physical limitations of school facilities; and
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

The Board recognizes that occasional objections to LMC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources 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. Discrimination complaints shall be processed in accordance with established District procedures.

Legal Ref: 115.77, 118.13, 121.02(1)(h) Wisc. Statutes

Federal Individual With Disabilities Act

Cross Ref: Policy 362.1 Interlibrary Loan

ADOPTED: 01/09/17

## **LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION**

**361.2**

The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's administrative, library media, and instructional staff. The District also welcomes purchase and acquisition suggestions from parents, students, staff, and others. Within Board-approved budgetary allocations for acquisitions and subscriptions in any school year, specific acquisitions/subscriptions that have been through the review/selection process and approved by the District Administrator or the relevant building principal may be submitted as purchase orders using established District purchasing procedures. Offers to donate LMC materials (not including donated equipment that includes no content elements) shall go through the review and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMC materials in accordance with this policy.

LMC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- budgetary considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which materials would support and enhance the District's curriculum and educational programs, as identified with the input of instructional staff;
- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and English language learners);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the physical limitations of school facilities; and
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

Occasional objections to LMC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other



legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

**Legal References:**

**Wisconsin Statutes**

[Section 115.77](#) [local education agency duties related to students with disabilities]

[Section 118.13](#) [student nondiscrimination]

[Section 121.02\(1\)\(h\)](#) [school district standard; selection of instructional and library media materials]

**Wisconsin Administrative Code**

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

**Federal Laws and Regulations**

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

**Adopted:**           **01/09/17**  
                              **12/20/21**

The purpose of this policy is to provide guidelines for access to the School District of Altoona's technologies, use of personal and district-owned devices within the District, use of the District's network and the acceptable and safe use of the Internet, including electronic communications.

The School District of Altoona considers its own stated mission, goals, and objectives in making decisions regarding student, employee, parent and community access to the School District of Altoona technology system, resources, and the Internet. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district technology system and to the Internet enables students and employees to explore thousands of libraries, databases, and other resources while exchanging messages with people around the world. The School District of Altoona expects that staff will blend thoughtful, applicable, and motivational use of the school district technology system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

The school district technology system is the property of the School District of Altoona. At no time does the District relinquish its exclusive control of electronic technologies. Inappropriate use of District electronic technologies, including interfering with network functions and the standardization of technologies, may result in the limitation or revocation of access. The purpose of this system is more specific than providing students and employees with general access to the Internet. The school district technology system is for educational purposes and to conduct the business of the District only. Users are expected to use the technology system and the Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

The use of the School District of Altoona system and access to use of the Internet is a privilege, not a right. Internet access can be used—inadvertently or, in some cases, purposefully—to facilitate inappropriate, harmful, deceptive, and even illegal activities and communications. Further, notwithstanding reasonable efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable.

Consistent with applicable federal laws, the School Board believes that the best approach to student Internet safety involves a combination of technology protection measures, monitoring, and instruction. The District's comprehensive approach to student internet safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the District's technology director and building principal in consultation with such designees as they deem appropriate, to:

- Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are: (a) obscene; (b) pornographic; or (c) otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.
- Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel. School personnel has the right to randomly search District-provided equipment. To the extent consistent with applicable law, other examples of such monitoring activities may include the use of applications, services, equipment, or other methods by which school personnel can:
  - track and review users' Internet histories; online communications; other online activities, uploaded, downloaded, saved or deleted data, files, applications, programs or other content; or other online activities;
  - track and log network access and use by any person or under any account; or
  - monitor fileserver space utilization by District users by, for example, file size, file type, file content and/or file function.
- Develop and implement appropriate instruction to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication; (b) information about interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such technology safety instruction shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

Building principals and their designees shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

Federal Laws and Regulations: Children's Internet Protection Act (CIPA), Protecting Children in the 21<sup>st</sup> Century Act

**Adopted: 10/02/95**

**Amended: 07/26/16**

## ACCEPTABLE USE OF TECHNOLOGY RESOURCES

363.2

The Director of Future Ready Learning shall be responsible for the maintenance and enforcement of rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. To the extent appropriate to various groups of users, and with such additions as the administration deems necessary or appropriate, those rules and procedures shall:

1. Provide notice regarding the District's retention of ownership, control, and oversight of the District's technology and network equipment and resources. Specifically, to the extent not prohibited by law, and at all times and without further notice:
  - a. Individual users are subject to direct and regular District oversight of, and District access to, any and all data, files, communications, or other material that they create, store, send, delete, receive or display on or over the District's Internet connection, network resources, file servers, computers or other equipment.
  - b. All aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, are subject to monitoring and tracking by District officials.
  - c. Except as to any privacy rights that independently exist under state or federal law, no person who accesses and uses the District's electronic networks and other technology-related equipment and resources does so with an expectation that any privacy right exists that would prevent District officials from (1) monitoring the person's activities; or (2) accessing equipment, data, communications, and other materials as described above.
2. Provide notice to users that their use of District technology resources is solely at their own risk regarding possible damage to, or any other potential loss of, data, content, software, or equipment. The District makes no promises or warranties to users regarding potential damage or other loss.

3. Prohibit the use of the District's technology-related resources by any person who has not been authorized as a user by school officials.
4. Establish rules and expectations related to maintaining a safe, appropriate and effective learning environment.
  5. Confirm that all District policies prohibiting bullying, harassment, and discrimination apply with full force to an individual's online and other technology-based activities and communications.
  6. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as applicable to technology-based resources.
  7. Address employees' obligations regarding the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records.
  8. Establish rules and expectations related to accessing and using systems, networks, and data appropriately, including rules (a) prohibiting the use of District resources to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications; and (b) prohibiting unauthorized access to systems, networks, and data.
  9. Establish rules and expectations related to academic integrity.
  10. Establish rules and expectations related to copyright law, licensing agreements, and related issues.
  11. Establish rules and procedures related to maintaining and securing District property and resources.
  12. Establish rules and procedures related to requests to temporarily adjust levels of Internet filtering/blocking where there is a demonstrated educational purpose and the request is otherwise consistent with District policies and applicable law.

13. Provide direction and processes for the reporting of violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.
14. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Consequences may include the suspension, restriction or revocation of the privilege of use or access, the imposition of other disciplinary action by the District, and/or referral to law enforcement.
15. Provide a means for documenting each user's receipt and acceptance of the terms and conditions under which they may be authorized to use the District's technology-related resources.

The administration shall take steps to ensure that instruction or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual users' compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources. Appropriately limiting a user's access rights to be consistent with the individual's role and authority, and running up-to-date anti-virus and other protective software are examples of structural and systemic supports that can facilitate the acceptable, safe, and responsible use of the District's technology-related resources. Ultimately, however, a cornerstone of the District's expectations for individual users is that use of District technology resources is a privilege that requires each user to take an appropriate degree of personal responsibility for following District rules and procedures and for using sound judgment in his/her communications and other technology-related personal conduct and activities.

### **Additional Provisions Regarding Internet Safety**

Internet access is an essential component of the District's technology program and technology infrastructure for the advancement and promotion of high-quality operations, instruction, and student learning. Internet access provides students and staff with statewide, national and global communications opportunities; rich sources of data, information, and research; as well as a wealth of adaptable instructional tools that build and enhance skills. The ability to appropriately locate, navigate and utilize Internet-based resources is itself an

essential skill for all students and instructional staff. Further, from an instructional point of view, students need to be capable of critically reviewing and analyzing Internet-based resources to determine their accuracy, credibility, and weight as a sound authority on the subject matter that is being addressed.

However, Internet access is neither inherently nor exclusively a beneficial educational resource. Internet access can be used—inadvertently or, in some cases, purposefully—to facilitate inappropriate, harmful, deceptive, and even illegal activities and communications. Further, notwithstanding reasonable efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable.

Consistent with applicable federal laws, the School Board believes that the best approach to student Internet safety involves a combination of technology protection measures, monitoring, and instruction. The District's comprehensive approach to student Internet safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the Director of Future Ready Learning, in consultation with such designees as they deem appropriate, to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are: (a) obscene; (b) pornographic; or (c) as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors. Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students.
2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel. To the extent consistent with applicable law, other examples of such monitoring activities may include the



use of applications, services, equipment, or other methods by which school personnel can:

- a. track and review users' Internet histories, online communications, uploaded, downloaded, saved or deleted data, files, applications, programs or other content, or other online activities;
  - b. track and log network access and use by any person or under any account; or
  - c. monitor file server space utilization by District users by, for example, file size, file type, file content and/or file function.
3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication; (b) information about interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall vary by the instructional level of the students and shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's specific rules regarding student's acceptable and responsible use of technology while at school.

Building principals and their designees shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 120.12\(1\)](#) [school board duty; care, control and management of school property and affairs of district]  
[Section 120.13\(1\)](#) [school board power to adopt conduct rules and discipline students]  
[Section 120.18\(1\)\(i\)](#) [report on technology used in the district]  
[Section 943.70](#) [computer crimes]  
[Section 947.0125](#) [unlawful use of computerized communication systems]  
[Section 995.55](#) [access to personal Internet accounts]

##### **Wisconsin Administrative Code**

[Section PI 8.01\(2\)\(k\)](#) [integration of technology literacy and skills in curriculum]

**Federal Laws and Regulations**

[Children's Internet Protection Act](#) (CIPA) and Neighborhood Children's Internet Protection Act (NCIPA) [policy and other requirements related to Internet safety]

[Protecting Children in the 21st Century Act](#) [Internet safety policy requirement; education of students regarding appropriate online behavior]

[Children's Online Privacy Protection Act](#) (COPPA) [parent control over personal information collected by websites from their children]

[E-rate funding requirements](#) [technology plan and other requirements]

**Adopted:** 10/02/95

**Amended:** 07/26/16

12/20/21

A comprehensive and sequential program of developmentally-based school counseling services shall be maintained in grades kindergarten through 12 in the District. The broad program components shall include a school counseling curriculum, individual student planning services, responsive services, and system support services (e.g., planned opportunities for professional development, consultation, and collaboration).

School counseling services shall be planned and provided by District school counselors in conjunction with supervising administrators and other licensed staff. Staff members involved in planning these services shall involve and seek the input of students, parents and guardians, and other community members or entities, as appropriate, whose perspectives and insights will help to improve the District's programs and services.

The school counseling program and services shall be integrated with the District's Academic and Career Planning services at all appropriate grade levels. School counselors shall have an integral role in delivering Academic and Career Planning.

The general goals and functions of the District's school counseling program shall be:

1. Personal and social development, including the following:
  - a. Assist students in developing a better understanding and acceptance of themselves, including knowledge of their strengths and areas for growth, aptitudes, needs, interests and worth as unique individuals.
  - b. Assist students in developing skills needed to initiate and maintain positive interpersonal relationships.
  - c. Assist students in developing problem-solving and decision-making skills.
  - d. Assist students and their parents and guardians with individual concerns, problems, or situations that, even if not directly related to the curriculum

and a student's academic progress, affect the student's readiness to learn and his/her ability to be successful in school.

- e. Assist students in incorporating personal and social self-knowledge into exploration and establishment of personal academic and career goals.
  - f. Assist students in developing resiliency and an ability to problem solve as challenges arise.
  - g. Communicate with and support individual parents to be prepared to support their child's personal and social development.
2. Academic progress, development, and planning, including the following:
- a. Assist students in understanding educational requirements and options.
  - b. Assist and support students to be academically successful and to demonstrate learning progress each year.
  - c. Assist students in understanding and resolving educational difficulties.
  - d. Assist students in accepting increased responsibility for their educational and life-planning goals.
  - e. Assist students in understanding the connections between the exploration and establishment of personal academic goals and various career options.
  - f. Communicate with and support individual parents to be prepared to support their child's academic progress, development, and planning.
3. Career development and planning, including the following:
- a. Assist students by helping them develop positive work traits.
  - b. Assist students in exploring various career options.

- c. Assist students in identifying and developing career interests.
- d. Assist students in learning career decision-making and goal-setting skills.
- e. Assist students in understanding the connections among the exploration and establishment of personal career goals, academic planning and personal/social skills.
- f. Communicate with and support individual parents to understand and be prepared to support their child's career development and planning.

Staff members who provide school counseling services and other staff who work collaboratively with school counselors are expected to appropriately maintain the confidentiality of information they receive from students and from student record information in accordance with applicable legal requirements and the District's student records policy and procedures. However, such staff are also expected to avoid making express commitments to students regarding the degree and extent to which ongoing and complete confidentiality can be assured if applicable laws, regulations, District policies, or professional responsibilities could reasonably prevent the staff member from meeting the commitment.

The District shall not unlawfully discriminate in the methods, practices and materials used for guidance and counseling services for students on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

**Legal References:**

**Wisconsin Statutes**

- [Section 115.28\(59\)](#) [academic and career planning]
- [Section 118.01\(2\)\(d\)](#) [educational program goals related to personal development]
- [Section 118.125](#) [maintenance and confidentiality of student records]
- [Section 118.126](#) [privileged communication about student alcohol and other drug problems]

[Section 118.295](#) [liability exemption for suicide intervention]  
[Section 121.02\(1\)\(e\)](#) [school district standard; guidance and counseling services]

### **Wisconsin Administrative Code**

[PI 8.01\(2\)\(e\)](#) [school district standard; guidance and counseling program requirements]  
[PI 9.03\(1\)\(f\)](#) [requirement to address nondiscrimination in policy on guidance and counseling program]  
[PI 26](#) [education for employment regulations, including academic and career planning requirements]

### **Federal Laws and Regulations**

[Family Educational Rights and Privacy Act](#) [federal student records law]  
[34 C.F.R. part 99](#) [U.S. Department of Education FERPA Regulations]  
[34 C.F.R. part 300](#) [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

**Adopted:** 08/03/81  
**Amended:** 02/07/94  
12/20/21

## GUIDANCE AND COUNSELING PROGRAM

Altoona's guidance and counseling program serves all students and helps them with emotional, educational, career, civic and social development. The guidance and counseling services exist to help improve the learning climate by involving students, parents, staff and community members who can influence and encourage the educational, personal and career development of students.

All counselors in the Altoona school system are appropriately certified according to Wisconsin Department of Public Instruction standards. Their basic function is to counsel, consult and coordinate services within the K-12 developmental guidance and counseling framework.

Altoona's K-12 Guidance and Counseling Program and Plan is on file in the district office and is under the supervision of the building principal, guidance director and district administrator.

The school district shall not discriminate in the methods, practices, and materials used for counseling, evaluating and testing students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: Wis. Statutes 118.13  
121.02(1)(e)  
Wis. Admin. Code PI 9.03(1)

Cross Ref: AC, AC-R-1, AC-R-2  
Teacher's Handbook

Initial Adoption: 07/06/81  
Final Adoption: 08/03/81  
Amended: 02/07/94

**Recordings of Meetings with District Staff by a Student, Parent, or Guardian**

Except as otherwise provided under this policy, neither a student nor a student's parent(s) or guardian(s), nor any such person's representative or designee, shall make audio or video recordings of school meetings (including District conferences) that involve District employees unless the person making the recording (1) has obtained approval from the appropriate building principal or district director to record the meeting, and (2) no later than the start of the meeting, has informed the staff member(s) and others who are in attendance that the meeting is being recorded.

The District will approve a request to record a meeting under this policy if any of the following apply:

1. The request is made by or on behalf of a parent, guardian, student, or other authorized non-District participant who has exceptional needs and the District determines that approving the request would be a reasonable accommodation or that recording would be an appropriate means of ensuring such an individual's meaningful access to, participation in, or understanding of the meeting. For purposes of this policy, an individual with exceptional needs includes any qualified person with a disability, as defined under applicable law, and any person with a language barrier for whom communicating in English is not sufficiently effective.
2. The District determines that approving the request is necessary to the exercise of any individual's other legal rights.

If recording is permitted, the District may disallow a person to record a meeting using a specific method that the District has determined would be unnecessarily burdensome, intrusive, or disruptive, provided that an alternative method of recording is available that would be practical and effective in light of any legitimate need(s) that have been established. If a recording is made by a parent, guardian, or student, or by any non-District representative or designee, and if a copy of the recording is not maintained by the District, then the recording is not considered a District record.

To the extent permitted by applicable law, the District reserves discretion to deny a request to record a school meeting when the District determines that the



person does not have a legal right to record the meeting and that other relevant considerations counsel against allowing the meeting to be recorded. Examples of such other considerations include a failure to provide sufficient advance notice; failure to cooperate with reasonable inquiries related to the request; a determination that recording would not be conducive to the intended purpose of the meeting; a determination that the proposed method of recording would be unduly burdensome, intrusive, or disruptive; or a determination that the likely purpose or effect of the request would be to harass or intimidate any person.

A request for approval to record a meeting that identifies the meeting(s) and the reason(s) for the request may be submitted to any of the following: an administrator who is calling and who will be attending the meeting, the District's designated Section 504 and Americans with Disabilities Act Coordinator, the applicable building principal, or, for meetings related to special education, the Director of Student Services. A minimum of two (2) full business days' advance notice will normally be required, although it may be reasonable and appropriate to give earlier notice and it may sometimes be appropriate for the District to consider a later notice. A single request may cover more than one meeting and may also cover more than one type of meeting.

If a request to record a meeting is not made sufficiently far in advance for the District to assess and respond to the request before the meeting is scheduled to begin, then options that may be considered include:

1. Offering to hold the meeting as scheduled, but without any recording.
2. Offering to reschedule the meeting, if practical, to a later date/time.
3. If the request relates to an individual who clearly has exceptional needs and all agents and employees of the District who will be attending the meeting, or who are actually in attendance, consent to the recording, then the meeting may be held as scheduled and recorded.

### **Recordings of Meetings with Students/Parents by District Employees**

District employees shall not self-initiate the recording of a school meeting or District conference that they hold or attend with a parent, guardian, or student, or such person's representative, unless clearly authorized to do so by District policy or by an administrative-level supervisor (other than the employee

himself/herself). In the absence of exceptional circumstances, the other participants/attendees shall be informed no later than the point the recording begins that the meeting (or a portion thereof) will be recorded. Any such recording shall be considered a District record and not a personal record.

If a District employee or an agent of the District records a meeting on the District's behalf, including in situations where the recording is also made for the benefit of a parent, guardian, or student, or such person's representative, then the District shall make arrangements for the appropriate preservation and retention of the recording in accordance with applicable laws and local policies, including student records laws to the extent applicable.

### **Exceptions**

This policy is not intended to apply to general school assemblies, events, presentations, or meetings that are open to the public or to a similar general audience (e.g., all relevant school families) or to any open session meeting of a governmental body of the District that is subject to the provisions of the Wisconsin Open Meetings Law.

In addition, notwithstanding any of the otherwise-applicable rules established in this policy, a school meeting between or among a student, a student's parent(s) or guardian(s), or their representative, and any District employee(s) may be recorded:

1. Pursuant to, and in the manner expressly provided by an individualized education program (IEP) or a similar legal document that is binding on the District;
2. In response to an unforeseen, imminent emergency situation that threatens the health or safety of any person; or
3. Under the specific direction of law enforcement personnel or pursuant to a court order.

### **Legal References:**

#### **Wisconsin Statutes**

<a href="#">Subchapter II of Chapter 19</a>	[public records and property]
<a href="#">Section 118.125</a>	[state student records laws]
<a href="#">Section 120.13 (intro)</a>	[broad powers of the school board]

**Federal Law**

[29 U.S.C. §794](#)

[general nondiscrimination provision of Section 504 (Rehabilitation Act)]

[42 U.S.C. §12131 et seq.](#)

[Title II of the Americans with Disabilities Act (ADA); nondiscrimination on the basis of disability in state and local government services]

[28 C.F.R. Part 35](#)

[ADA Title II regulations]

[34 C.F.R. Part 99](#)

[U.S. Department of Education Family Educational Rights and Privacy Act (FERPA) regulations]

[34 C.F.R. Part 104](#)

[U.S. Department of Education Section 504 regulations]

[34 C.F.R. Part 300, Subpart F](#)

[U.S. Department of Education Individuals with Disabilities Education Act (IDEA) regulations; confidentiality and maintenance of records]

**Adopted: 12/20/21**

## EDUCATION OF HOMELESS CHILDREN AND YOUTHS

411.2

Homeless children and youths residing in the District shall have equal access to the same free, appropriate public education as provided to other children and youths who reside in the District. They shall be provided the services and have access to the programs and activities that are offered to other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, programs and services for English Learners), gifted and talented programming, career and technical education programs, and school nutrition programs. A homeless child or youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

"Homeless children and youths" are defined as individuals who lack a fixed, regular, and adequate nighttime residence. The term includes, but is not limited to, children and unaccompanied youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; living in motels, hotels, trailer parks, or campgrounds due to lack of alternative adequate accommodations; living in emergency or transitional shelters; living in cars, parks, public spaces, abandoned buildings, substandard housing, bus stations, or similar settings. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.

The Director of Pupil Services has primary administrative-level oversight of the District's services for homeless children and youths. He/she, or a qualified administrative-level designee, shall be responsible for (1) providing any required assurances to applicable state and federal agencies that the District is complying with applicable state and federal requirements related to the education of homeless children and youths; and (2) reasonably monitoring compliance with such assurances.

*The Director of Pupil Services shall serve as the District's liaison for homeless children and youths.* The District's liaison for homeless children and youths will work with administrators and other District personnel to periodically review existing policies, procedures, practices, and data to identify and develop proposals to remedy and remove barriers that homeless children and youths may face in the school enrollment and admission processes, in regularly attending school, in accessing applicable support services (such as guidance counselors), in accessing academic programs, academic activities, or extracurricular activities, or in receiving appropriate credit for prior academic work.

The District's liaison for homeless children and youths will also ensure that:

1. Homeless children and youths residing in the District are identified by school personnel through outreach and coordination activities with other entities and agencies. Special attention will be given to the enrollment and attendance of homeless children and youths who are not currently attending school.
2. Homeless children and youths are enrolled in, and have a full and equal opportunity to succeed in schools in the District.
3. Homeless families and homeless children and youths have access to and receive educational services for which they are eligible, including services through Head Start, early intervention services under laws applicable to students with disabilities, and other preschool programs.
4. Homeless families and homeless children and youths receive referrals to other appropriate services (e.g., health care services, dental health services, mental health and substance abuse services, housing services).
5. The parent or guardian of a homeless child and any unaccompanied homeless youth are informed of the educational and related opportunities available to them, and are provided with meaningful opportunities to participate in the education of the child/youth.
6. Public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents and guardians of such children and youths, and unaccompanied youths, such as the schools, public libraries and family shelters. The notice shall be disseminated in a manner and form understandable to the parents and guardians of homeless children and youths, and unaccompanied youths.
7. Enrollment disputes are mediated in accordance with legal requirements.
8. The parent or guardian of a homeless child and any unaccompanied homeless youth are fully informed of transportation services that may be available to them under the law and they are assisted in accessing such transportation services.
9. School personnel providing services to homeless children and youths receive professional development and other support. The liaison for homeless children and youths will also receive and participate in professional development and other support activities as required by the Department of Public Instruction, the District and federal law.

10. Unaccompanied homeless youths are: (a) enrolled in school, (b) have opportunities to meet the same challenging academic standards as the District establishes for other children and youths, including receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school, and, (c) are informed of their status as independent students under section 480 of the Higher Education Act of 1965 (20 U.S.C. 1087vy) and that they may obtain assistance from the District's liaison for homeless children and youths to receive verification of such status for purposes of the Free Application for Federal Student Aid described in section 483 of such Act.
11. Appropriate school personnel assist homeless children and youths with their educational transitions (e.g., from early childhood to elementary school, elementary school to middle school/junior high school, middle/junior high school to high school, and from high school to post-secondary options).
12. The District's Title I plan describes the services the District will provide homeless children and youths to support the enrollment, attendance and success of homeless children and youths.
13. Reliable, valid, and comprehensive data needed to meet the established legal requirements related to homeless children and youths is collected, reported to the public, and provided to the State Coordinator for the Education of Homeless Children and Youths.
14. School personnel, service providers, advocates working with homeless families, parents and guardians of homeless children and youths, and homeless children and youths are informed about the liaison's duties.

**Legal References:**

**Wisconsin Administrative Code**

[PL1](#) [Department of Public Instruction complaint resolution and appeals process; to be used in dealing with disputes involving homeless issues]

**Federal Laws**

[McKinney-Vento Homeless Education Assistance Act](#) [equal access for homeless students; required policies to remove barriers]

Title I, Part A of the Elementary and Secondary Education Act [\[20 U.S.C. § 6312\]](#) [local educational agency plan requirements, including plan requirements related to homeless children and youths]

**Adopted: 12/20/21**

This policy shall be administered in accordance with the state public school open enrollment laws and implementing rules.

Subject to the exceptions that the School Board (1) each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District; and (2) shall act to approve any discretionary transportation contracts, the Board authorizes the District Administrator, or any administrative-level designee of the District Administrator, to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and its related Board-approved rule. However, this delegation of authority shall not be construed to prohibit the District Administrator from bringing any such decision or determination to the Board as he/she deems necessary or prudent.

### **Nonresident Open Enrollment Students**

A student may apply for full-time enrollment as a nonresident in a public school in the Altoona School District under the open enrollment program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law. The District shall consider the following criteria when deciding whether or not to accept a nonresident student's application for full-time open enrollment:

1. Space Availability. The District shall consider the availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration shall be given to such factors as class size limits, student-teacher ratios, overall building capacity, and enrollment projections. If the District receives more student applications for full-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis. However, students already attending school in the District at the time of their application (excluding part-time attendance by a student who is enrolled in another school district, private school, tribal school or home-based educational program) and the siblings of students already attending school in the District shall be accepted for enrollment in the District even if the District has determined that space is not otherwise available for open enrollment students. A waiting list of nonresident students who have been denied open enrollment due to space availability shall be established and utilized in the District in accordance with established procedures. If, at any time in the selection process one student application from a family is chosen and the student is eligible for acceptance under all applicable criteria, the District shall give immediate consideration to the applications of remaining siblings in the family who applied for open enrollment at the same time, and admit all such otherwise eligible siblings for whom there is a space available at that point in the

process.

2. Students with Disabilities. If the District determines that the special education program or related services described in the nonresident student's individualized education program (IEP) are available in the District and there is space available in the special education program identified in the student's IEP, the open enrollment application shall be accepted.

If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application shall be denied.

In any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined in DPI's administrative rules to determine whether the District has the appropriate special education program or space.

If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, and the special education program or services required by that initial or revised IEP are not available in the District or there is no space available in the program or services identified within the IEP, the nonresident student may be returned to the resident district.

3. Students Referred for a Special Education Evaluation. An open enrollment application shall be denied if the nonresident student has been reported or identified as having a possible disability but not yet evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the IEP is completed, forwarded to the District, and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed from any waiting list.
4. Discipline-Related Criteria. Consistent with District policy and state law requirements, the District may deny the enrollment of any student who is under expulsion for any reason from any public school or independent charter school in Wisconsin or out-of-state public school during the proposed period of open enrollment. For students currently serving an expulsion from another public school in Wisconsin or an out-of-state public school, the District may allow the student's enrollment on a conditional basis if he/she meets the established enrollment conditions. The enrollment conditions established shall relate to the reasons for the student's expulsion and may not extend the term of the student's expulsion.

Except as otherwise provided by policy or the Board, the District shall not accept any student for full-time open enrollment in the District who has been expelled by any



Wisconsin school district during the current school year or preceding two school years for any of the following specified conduct: (a) endangering the health, safety or property of others; (b) conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; (c) possessing a dangerous weapon while at school or under the supervision of a school authority; or, (d) engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety or property of others at school or under the supervision of a school authority or of any school district employee or school board member. In addition, if any disciplinary proceeding regarding conduct falling in one of the foregoing categories is pending at the time of the student's application, the District may deny the application. If any such conduct occurs after the student has been accepted for open enrollment and prior to the beginning of the school year in which the student attends school in the District under open enrollment, the District may prohibit the student from attending school in the District under open enrollment.

5. Truancy-Related Criteria. An open enrollment application shall be denied if the District previously revoked the student's status as an open enrollment student in the District due to habitual truancy during any semester of attendance at a District school in the current or previous school year. Once enrolled as an open enrollment student, if a nonresident student is habitually truant from the District during either semester in the current school year, the District may prohibit the student from attending school in the District under the full-time open enrollment program beginning in the succeeding semester or school year.
6. "Best Interests" Determinations Under the Alternative Open Enrollment Application Criteria and Procedures. If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the "best interests of the student" criteria, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment (e.g., the student does not meet the age requirements for school attendance, the resident district does not have a four-year-old kindergarten program as offered by the District, etc.) or the application is invalid (e.g., the application is late, incomplete or deliberately falsified).

No criteria other than that outlined above may be considered by the District when acting on nonresident student full-time open enrollment applications.

Nonresident students accepted for full-time open enrollment shall be assigned to a school or program within the District in accordance with the District's regular procedures for placing students in schools and educational programs. The District may give preference in attendance at a particular school, program, class or grade to residents of the District.

Once a nonresident student is accepted for full-time open enrollment in the District, no re-application is required.

A nonresident public high school student may apply for enrollment in a specific course(s) in the District in accordance with state law and established procedures. The District shall use the same criteria, including space availability, for accepting and rejecting individual course applications for nonresident students as resident students, except that the District shall give preference in enrollment in a course to resident students (including those resident students attending private schools, tribal schools, or home-based private educational programs).

Except as specifically provided, student transportation shall be the responsibility of the nonresident student's parent(s) or guardian. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law. The District shall also provide transportation to nonresident full-time open enrollment students if there is room available on a bus on a regular route, the student is picked up or dropped off at a regular bus stop within the District, and the transportation has been approved by the Director of Finance and Operations. In accordance with District standards and procedures established by the Director of Finance and Operations, the District may provide student transportation to or from a location within the boundaries of the nonresident student's resident district with approval of the student's resident school board. If offered to an open enrollment student, and at the discretion of the District, such transportation shall be by school bus or by another method expressly authorized under state law.

To the extent required by state law, nonresident open enrollment students attending school or classes in the District shall have all the rights and privileges of resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

#### Resident Open Enrollment Students

Resident students may apply for full-time open enrollment in another public-school district in accordance with state law. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's enrollment if the District determines that the criteria relied on by the student to submit the application do not apply to the student.

The parent(s) or guardian of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to enter the boundaries of the District for the purpose of providing optional transportation to resident open enrollment students shall be denied.

Legal References: 115.385(4), 115.787, 115.7915, 118.16(1)(a), 118.50(6), 118.51, 118.52, 118.57, 120.13(1)(f), 120.13(1)(h), 121.54(3), 121.54(10), 121.545(1), 121.55 Wisc. Statutes; PI 36 Wisc. Admin Code

**Adopted:** 01/05/98  
**Amended:** 12/21/15

This policy shall be administered in accordance with the state public school open enrollment laws and implementing rules.

Subject to the exceptions that the School Board (1) each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District; and (2) shall act to approve any discretionary transportation contracts, the Board authorizes the Superintendent or any District-level director to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and its related Board-approved rule.

### **Nonresident Open Enrollment Students**

A student may apply for full-time enrollment as a nonresident in a public school in the School District of Altoona under the open enrollment program. Applications shall be made and acted upon in accordance with the timelines and procedures outlined in state law. The District shall consider the following criteria when deciding whether or not to accept a nonresident student's application for full-time open enrollment:

1. Space Availability. The District shall consider the availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration shall be given to such factors as class size limits, student-teacher ratios, overall building capacity, and enrollment projections. \*However, students already attending school in the District at the time of their application (excluding part-time attendance by a student who is enrolled in another school district, private school, tribal school or home-based educational program) shall be accepted for enrollment in the District even if the District has determined that space is not otherwise available for open enrollment students. If the District receives more student applications for full-time open enrollment than there are spaces available, the District shall determine which students to accept on a random basis after giving preference to siblings of students who are already attending.

If, at any time during the regular open enrollment selection process, one student application from a family is chosen and the student is eligible for acceptance under all applicable criteria, the District shall give immediate consideration to the applications of remaining siblings in the family who applied for open enrollment at the same time, and admit all such otherwise eligible siblings.

If one student application from a family is chosen during the *alternative open enrollment application period*, and the student is eligible for acceptance under all application criteria, the District shall consider the applications of remaining siblings in

the family who applied for open enrollment at the same time. If there is not space available for the remaining siblings, those respective siblings shall be denied open enrollment for that academic school year, and be granted enrollment as a sibling guarantee by applying during the regular open enrollment application process for the following school year, provided the enrolled sibling has attended continuously through open enrollment during the previous academic school year.

A waiting list of nonresident students who have been denied open enrollment due to space availability shall be established and utilized in the District in accordance with established procedures.

2. Students with Disabilities. If the District determines that the special education program or related services described in the nonresident student's individualized education program (IEP) are available in the District and there is space available in the special education program identified in the student's IEP, the open enrollment application shall be accepted.

If the special education program or services described in the student's IEP are not available or there is no space available in the program, the application shall be denied.

In any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined in DPI's administrative rules to determine whether the District has the appropriate special education program or space.

If a nonresident student receives his/her initial IEP while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, and the special education program or services required by that initial or revised IEP are not available in the District or there is no space available in the program or services identified within the IEP, the nonresident student may be returned to the resident district.

3. Students Referred for a Special Education Evaluation. An open enrollment application shall be denied if the nonresident student has been reported or identified as having a possible disability but not yet evaluated by an IEP team in the resident district. Assuming other acceptance criteria are and continue to be met, the District may reconsider a denial under this criteria if the IEP is completed, forwarded to the District, and reviewed by the District prior to the close of the period during which applications would normally continue to be reviewed from any waiting list.

4. Discipline-Related Criteria. Consistent with District policy and state law requirements, the District may deny the enrollment of any student who is under expulsion for any reason from any public school or independent charter school in Wisconsin or out-of-state public school during the proposed period of open enrollment. For students currently serving an expulsion from another public school in Wisconsin or an out-of-state public school, the District may allow the student's enrollment on a conditional basis if he/she meets the established enrollment conditions. The enrollment conditions established shall relate to the reasons for the student's expulsion and may not extend the term of the student's expulsion.

Except as otherwise provided by policy, the District shall not accept any student for full-time open enrollment in the District who has been expelled by any Wisconsin school district during the current school year or preceding two school years for any of the following specified conduct: (a) endangering the health, safety or property of others; (b) conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; (c) possessing a dangerous weapon while at school or under the supervision of a school authority; or, (d) engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety or property of others at school or under the supervision of a school authority or of any school district employee or school board member. In addition, if any disciplinary proceeding regarding conduct falling in one of the foregoing categories is pending at the time of the student's application, the District may deny the application. If any such conduct occurs after the student has been accepted for open enrollment and prior to the beginning of the school year in which the student attends school in the District under open enrollment, the District may prohibit the student from attending school in the District under open enrollment.

5. Truancy-Related Criteria. An open enrollment application shall be denied if the District previously revoked the student's status as an open enrollment student in the District due to habitual truancy during any grading period of attendance at a District school in the current or previous school year. Once enrolled as an open enrollment student, if a nonresident student is habitually truant from the District during any grading period in the current school year, the District may prohibit the student from attending school in the District under the full-time open enrollment program beginning in the succeeding grading period or school year.
6. "Best Interests" Determinations Under the Alternative Open Enrollment Application Criteria and Procedures. If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on

the “best interests of the student” criteria, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student's best interests. If the District determines that attendance would not be in the student's best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment (e.g., the student does not meet the age requirements for school attendance, the resident district does not have a four-year-old kindergarten program as offered by the District, etc.) or the application is invalid (e.g., the application is late, incomplete or deliberately falsified).

No criteria other than that outlined above may be considered by the District when acting on nonresident student full-time open enrollment applications.

Nonresident students accepted for full-time open enrollment shall be assigned to a school or program within the District in accordance with the District's regular procedures for placing students in schools and educational programs. The District may give preference in attendance at a particular school, program, class or grade to residents of the District.

Once a nonresident student is accepted for full-time open enrollment in the District, no re-application is required.

A nonresident public high school student may apply for enrollment in a specific course(s) in the District in accordance with state law and established procedures. The District shall use the same criteria, including space availability, for accepting and rejecting individual course applications for nonresident students as resident students, except that the District shall give preference in enrollment in a course to resident students (including those resident students attending private schools, tribal schools, or home-based private educational programs). Policy 424 and Rule 424 outline provisions for Individual Course Applications for Non-Public School Students.

Except as specifically provided, student transportation shall be the responsibility of the nonresident student's parent(s) or guardian. The District shall provide transportation for nonresident students with disabilities attending school full-time in the District if it is required in the student's IEP or otherwise required by law. The District shall also provide transportation to nonresident full-time open enrollment students if there is room available on a bus on a regular route, the student is picked up or dropped off at a regular bus stop within the District, and the transportation has been approved by the

Director of Finance and Operations. In accordance with District standards and procedures established by the Director of Finance and Operations, the District may provide student transportation to or from a location within the boundaries of the nonresident student's resident district with approval of the student's resident school board. If offered to an open enrollment student, and at the discretion of the District, such transportation shall be by school bus or by another method expressly authorized under state law.

To the extent required by state law, nonresident open enrollment students attending school or classes in the District shall have all the rights and privileges of resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

### Resident Open Enrollment Students

Resident students may apply for full-time open enrollment in another public-school district in accordance with state law. If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District may also deny the student's enrollment if the District determines that the criteria relied on by the student to submit the application do not apply to the student.

The parent(s) or guardian of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to enter the boundaries of the District for the purpose of providing optional transportation to resident open enrollment students shall be denied.

### **Wisconsin Statutes**

<a href="#">Section 115.385(4)</a>	[parent notification of education options, including full-time open enrollment]
<a href="#">Section 115.787</a>	[individualized educational programs for students with disabilities]
<a href="#">Section 115.7915</a>	[special needs scholarship program for students with disabilities denied open enrollment]
<a href="#">Section 118.16(1)(a)</a>	[definition of habitual truant]
<a href="#">Section 118.50(6)</a>	[whole grade sharing provision related to full-time open enrollment]
<a href="#">Section 118.51</a>	[full-time public school open enrollment]
<a href="#">Section 118.57</a>	[public notification of education options, including full-time open enrollment]
<a href="#">Section 120.13(1)(f)</a>	[authority to deny enrollment of student during the term of expulsion]
<a href="#">Section 120.13(1)(h)</a>	[conditional enrollment of expelled students]
<a href="#">Section 121.54(3)</a>	[transportation for children with disabilities]
<a href="#">Section 121.54(10)</a>	[optional transportation for full-time open enrollment students]
<a href="#">Section 121.545(1)</a>	[optional transportation under a parent contract]
<a href="#">Section 121.55</a>	[methods of providing transportation]

### **Wisconsin Administrative Code**

<a href="#">PI 36</a>	[DPI rules governing inter-district open enrollment]
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**Cross Reference:** 421: Admission to Kindergarten and First Grade  
424: Individual Course Applications for Non-Public School Students

**Adoption Date:** 01/05/98

**Amended:** 12/21/15

12/20/21

The District is committed to providing a safe, supportive and respectful school environment for all students and strictly enforces a prohibition against bullying. Bullying behavior interferes with student learning and has a detrimental effect on the personal health and well-being of students, and will not be tolerated in the District.

Bullying of students is prohibited at school, on school grounds, during school-sponsored activities, on school buses and at bus stops, and through the use of digital technologies. "Bullying" is defined as deliberate or persistent behavior, using words or actions, that is intended to cause fear, physical harm or psychological distress on another student and has the effect of doing any of the following:

1. substantially interfering with a student's education or school performance;
2. creating an intimidating or fearful environment in a school setting for a student or group of students; or
3. substantially disrupting the orderly operation of the school.

All District staff intervene promptly and firmly against it when they are made aware of bullying by observation or report.

Victims of bullying, observers of bullying, and parents or guardians of students who have been bullied are encouraged to report incidents of bullying to a teacher, a building administrator, a counselor, or any other staff member. Students are encouraged to report bullying as soon as possible to the nearest staff member. All reports of bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Retaliation against individuals for filing reports under this policy or assisting in the investigation of such reports is prohibited.

Students found to be in violation of this policy shall be subject to disciplinary action ranging from positive behavioral interventions and supports up to and including suspension or expulsion from school. Referrals may also be made to law enforcement officials. When determining the appropriate consequences and remedial action, the building principal shall consider the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or

continuing patterns of behavior, and the context in which the alleged bullying incident(s) occurred.

If a District employee has been found to have bullied or retaliated against a student in violation of this policy, he/she shall be subject to disciplinary action up to and including discharge. Employee disciplinary action shall be consistent with applicable provisions of the Employee Handbook or other District procedures.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 118.01(2)(d)8</a>	[protective behaviors instruction]
<a href="#">Section 118.46(2)</a>	[student bullying policy required]
<a href="#">Section 120.13(1)</a>	[school board power to set conduct rules and discipline students]
<a href="#">Section 947.0125</a>	[unlawful use of electronic communications]
<a href="#">Section 948.51(2)</a>	[hazing prohibited]

**Adoption Date:** 12/20/21

## **LOCKER SEARCHES**

**446.1**

The school provides a locker for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

The locker assigned to a student is the property of the School District. At no time does the District relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the Superintendent, a building principal, an assistant principal, a school liaison officer or other law enforcement officer at the request of school officials, a school employee designated by the Superintendent or building principal.

Any unauthorized item found in the locker may be removed. Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student or retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed from the locker and turned over to law enforcement officials.

The District shall include a copy of this policy in the student handbook that is distributed annually to each student enrolled in the District.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 118.325](#) [locker search policy]

**Adopted:** 12/20/21

## **USE OF DRUG-DETECTION CANINE UNITS IN SEARCH ACTIVITIES**

**446.2**

In an effort to maintain a drug-free school environment and protect the health and welfare of students and others, the District authorizes the use of trained canine units to detect the presence of illegal controlled substances in school buildings and on school premises. The canines must be accompanied by a qualified and authorized trainer who will be responsible for maintaining control of the canine and interpreting the canine's responses.

Canine units may be used without prior notification to students and/or school personnel. They may be used when:

1. There is a reasonable suspicion that illegal controlled substances may be on school premises but at unknown locations.
2. There is a belief that a random preventive canine search will be beneficial to the ongoing drug prevention efforts of the District.

Canine searches may include, but are not limited to, the exploratory sniffing of the outside of lockers, vehicles parked on school property, or any other areas of school property deemed appropriate by the Superintendent or building administration. Canine units may not be used to sniff a student's person, including articles of clothing the student is wearing or a bag while the student is holding it. Students will be restricted to classrooms and kept out of hallways when canine units are in use in school buildings.

In the event that a drug-detection canine unit indicates the possible presence of illegal controlled substances in a locker, vehicle or other location, the area may be searched by school officials in accordance with Board policy and applicable legal requirements. School officials may request the assistance of law enforcement in conducting these searches.

**Adopted: 12/20/21**

## STAFF USE OF PHYSICAL FORCE

447.1

Students shall not be subjected to corporal punishment in any form. Corporal punishment is defined as the intentional infliction of physical pain used as a means of discipline.

School personnel may use reasonable and necessary force as authorized by law to protect the health, safety and/or property of individuals within the school community. Specifically, school personnel may use reasonable and/or necessary force under the following circumstances:

- to quell a disturbance or prevent an act that threatens physical injury to another person;
- to obtain possession of a weapon or other dangerous object within a student's control;
- for the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes;
- to remove a disruptive student from school premises, a motor vehicle or a school-sponsored activity;
- to prevent a student from inflicting harm on him/herself; or
- to protect the safety of others.

Incidental, minor or reasonable physical contact designed to maintain order and control may also be used in the District.

Anyone using physical force in violation of this policy should be reported to the building principal, who shall take appropriate action to deal with the policy violation. This shall include, but not necessarily be limited to, notifying the parents/guardians of the student involved and taking proper school disciplinary action against the offender.

### Legal References:

#### Wisconsin Statutes

[Section 115.787\(3\)\(b\)1](#) [IEP team duties; behavioral interventions and supports]

[Section 118.164](#) [student removal from class]

[Section 118.31](#) [use of physical force and corporal punishment; policy required]

**Adopted:** 12/20/21

## STUDENT SUSPENSIONS AND EXPULSIONS

447.3

The District recognizes the importance of maintaining proper order and discipline in the schools to maintain a learning environment that is safe for all students. The District understands that personal accountability is part of the learning and growing process for students, with the ultimate goal being to help the student develop citizenship skills. The District also recognizes and actively supports the primary mission of the public schools to help ensure all students have a productive education experience and graduate from high school prepared for college and / or career readiness.

With that in mind, school administrators are to utilize, to the maximum extent possible, disciplinary strategies that keep students in school while maintaining a safe and positive school environment for student learning. These disciplinary strategies may include, but are not necessarily limited to, positive behavioral interventions and supports or restorative practices. The ultimate goal of addressing behaviors is self-awareness, growth, and improvement.

Out-of-school suspension is a serious consequence which should be reserved for situations where the student's behavior poses a safety or health danger to others, is damaging to school property or the property of others, or shows complete or repeated defiance or refusal to comply with school rules or policies. A principal may administer an out-of-school suspension under these circumstances when it is reasonably justified and is carried out in accordance with state law requirements. A student shall also be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).

Except when required by law, student expulsion from school should be considered the last resort after other discipline alternatives have been considered. A student may be referred for possible expulsion when conduct poses a legitimate danger to the property, health or safety of the school, or students and others at school or under the supervision of a school authority, or District employees or Board members. All legal requirements regarding student expulsion hearings and expulsions shall be followed.

The Board shall expel a student from school only if the interest of the school demands the student's expulsion or in cases where expulsion is required by law (e.g., possessing a firearm in violation of state law and Board policy).

The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

The District may provide continued educational services to expelled students during the term of their expulsion as deemed reasonable and appropriate by the school administration. The educational services provided to expelled students with disabilities shall be provided consistent with applicable legal requirements.

**Legal References:**

**Wisconsin Statutes**

[Section 118.127](#) [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]

[Section 118.16\(4\)\(b\)](#) [conditions for making up examinations and coursework missed during suspensions from school as per student attendance policy]

[Section 120.13\(1\)](#) [board power to do all things reasonable for the cause of education and to suspend or expel students from school]

**Federal Laws**

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion]

**Adoption Date:** 12/20/21



## **EMERGENCY NURSING SERVICES**

**453.1**

Emergency nursing services for the School District of Altoona are provided with input, direction, and coordination furnished by one or more registered nurses employed by the District. Emergency nursing services shall be available during the school day and during all school-sponsored activities for students, including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.

To ensure the provision of an appropriate emergency nursing services program:

1. The Director of Pupil Services shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings from the annual review are provided to the Superintendent.
2. The District shall designate the registered nurse whose employment responsibilities include the nursing-related duties identified in this policy.
3. The District shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant individual student health concerns. The Director of Student Services and the registered nurse employed by the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.
4. The District shall make available equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated in each school.
5. In consultation with the registered nurse(s) employed by the District, the Director of Pupil Services shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services. The building principal of each school shall always be among the designated staff who are assigned and trained to serve as site-based first responders in the event of a health-related emergency. As

used in District policy, the term "site-based first responder" is a local term that should not be equated with a "certified first responder" under state law.

In providing for the coordination and oversight of emergency nursing services, one or more registered nurses designated by the District shall:

1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by a registered nurse in cooperation with the Director of Student Services, and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies. The nurse developing the procedures shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by the District's medical advisor.
2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel, including the principals at each building.
3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols (e.g., general first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED), the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The nurse shall maintain appropriate records of all such training.
4. Provide (or provide any necessary nursing-related supervision in connection with) any specialized health-related services that the District provides to individual students with special health care needs.
5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic

activity in the District, regardless of the student's full-time status, enrollment status, or residency.

6. Monitor the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.
7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols.

Closely related to the responsibilities identified above, the registered nurse employed by the District shall also:

1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
2. Serve as a resource person for administrators and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).
3. Serve as a resource person for administrators and school personnel on the District's provision of instruction to students regarding personal health and life-saving skills.
4. Serve as a liaison between the schools and community-based health agencies and services.

**Legal References:**

**Wisconsin Statutes**

[Section 118.07\(1\)](#)

[first aid kit requirement]

[Section 118.076](#)

[required lifesaving skills instruction for students, including use of CPR and automatic external defibrillators]

[Section 118.125](#)

[student records management, including student physical health records and patient health care records]

[Section 118.29](#)

[medication administration by school personnel, including emergency

	administration in certain situations]
<a href="#">Section 118.291</a>	[possession and use of inhalers by asthmatic students]
<a href="#">Section 118.292</a>	[possession and use of epinephrine auto-injectors by students]
<a href="#">Section 118.2925</a>	[plans for the management of life-threatening allergies]
<a href="#">Section 118.293</a>	[concussions and head injuries]
<a href="#">Section 121.02(1)(g)</a>	[school district standard; emergency nursing services requirement]
<a href="#">Section 146.81</a> to <a href="#">146.84</a>	[confidentiality of patient health care records]
<a href="#">Section 440.01(1)(ad)</a>	[automated external defibrillator definition]
<a href="#">Section 895.48</a>	[limited civil liability exemption related to emergency medical care, including the good-faith emergency use of an automated external defibrillator]

### **Wisconsin Administrative Code**

<a href="#">Chapter N 6</a>	[standards of practice for registered nurses and licensed practical nurses]
<a href="#">PI 8.01(2)(g)</a>	[school district standard; emergency nursing services policy/procedure requirements]
<a href="#">SPS 332.50</a>	[federal bloodborne pathogens/exposure control plan requirements adopted by the state]

### **Federal Laws**

<a href="#">29 Code of Federal Regulations (CFR), Part 1910 - Subpart Z</a>	[bloodborne pathogens/exposure control plan requirements]
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**Adopted:**            **12/20/21**

## Current

### ELECTRONIC MEDIA & SOCIAL MEDIA

522.71

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

#### **General Guidelines - Electronic Media:**

1. All employer-provided electronic media systems are the employer's property. Additionally, all messages and files composed, sent or received on these systems are and remain the property of the employer. They are not the private property of any employee.
2. The use of our electronic media systems is reserved solely for the conduct of business, during work hours. However, if employees wish to use these systems during lunch periods, or before and after regular working hours, they may do so but employees are specifically prohibited from using these services for any illegal, illicit, immoral or offensive purposes. A post is "offensive" if it could reasonably be construed to intentionally harm someone's reputation, contribute to a hostile work environment on the basis of a protected classification, incite violence or similar inappropriate or unlawful conduct, or disparage members of the public/customers, co-workers/associates or suppliers.
3. The electronic media systems may not be used to solicit or proselytize for commercial ventures, religious or political causes, or other non-job-related solicitations.
4. The electronic media systems are not to be used to create any "offensive" or disruptive messages or documents (see definition of "offensive", above) or used in a manner that adversely affects your job performance or is disruptive to the job performance of co-workers.

5. The electronic media systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, employee/employee family medical information or similar materials without prior authorization. This guideline is not intended to restrict employees from discussing with others their wages or other terms and conditions of employment.
6. The employer reserves and intends to exercise the right to review, audit, intercept, access and disclose all internet activity and any messages or documents created, received or sent over the employer's electronic media systems for any purpose.
7. The confidentiality of any message cannot be assumed. Even when a message is erased, it is still possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. All passwords must be disclosed to management or they are invalid and cannot be used.
8. Employees may not modify, delete, or destroy any Employer document created by any electronic media unless specifically authorized to do so.

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

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

on or off duty. Both case law and public expectations hold educational employees to a higher standard of conduct than the general public.

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

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

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

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

Adopted: 05/20/13



## **STAFF USE OF SOCIAL MEDIA**

**522.71**

The School Board encourages the District's staff to make use of Web 2.0 tools and applications (such as social networks, blogs, wikis, internet-based multimedia applications, collaboration tools, and advanced learning management applications) for the purposes of (1) engaging in professional development and professional collaboration activities; and (2) enhancing student learning and instruction, provided that the use of such tools and applications is consistent with this policy and with such other requirements and expectations as may be established by the Board, the District Administrator, or the District Administrator's designee.

Paramount principles that shall guide all staff members' activities and conduct in connection with the use of Web 2.0 tools and all other electronic media include the following:

- Any time a staff member is participating in a technology-facilitated communication, collaboration, exercise, or other activity in connection with their responsibilities as a school district employee, the employee is expected to conduct him/herself in a courteous and professional manner that is consistent with the District's general rules and expectations for appropriate workplace conduct and acceptable use of technology.
- Maintaining professional boundaries in all forms of technology-facilitated communication with students—including but not limited to the consistent use of a formal, courteous, and professional tone and limiting such communication to exchanges that are within the scope of the employee's job responsibilities—is vital to maintaining appropriate professional relationships with students and to maintaining the community's trust in the schools.
- All District-provided or District-authorized technology tools and applications are provided to further the mission, vision, goals and policies of the District; and, as such, they remain under the ultimate control of the Board and District administration at all times.

- When such tools and applications are used in connection with student learning, they shall be considered an extension of the District's educational curriculum. Employees shall use such tools and applications in connection with and to accomplish their assigned duties and responsibilities, and not as a forum for self-directed personal expression. Employees shall not have an expectation of privacy in connection with their use of any District-related form of electronic media. When "off duty" or when otherwise using technology resources in their private capacities away from the District, employees are held to the same standards in their public use of electronic media (including but not limited to social media) as they are held to in connection with their other off-duty, public conduct. Where there is a sufficient nexus between off-duty conduct and an employee's work-related role and responsibilities, there can be employment-related consequences for off-duty conduct that violates the law, that violates District policy or other work directives, that is harmful to persons in the school community, or that otherwise interferes with the employee's ability to effectively perform his/her job duties. Accordingly, as an example, each employee is responsible for all content appearing on all personal websites and social media accounts maintained or controlled by the employee, and for establishing and monitoring privacy settings on any personal websites and other electronic accounts that are appropriate for the nature of content provided therein.
  
- In the event that any employee proposes a use of any electronic media application or tool for instructional purposes that is prohibited by current policy or by current administrative rules, the employee may request a meeting with their principal and the Director of Future Ready Learning to consider alternative options or the possibility of pursuing a modification or exemption from the applicable policy or rule to enable an innovative and viable project.

**Adopted:**            **05/20/13**  
**Amended:**         **12/20/21**

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: 12/5/11**

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.

The Board delegates to the Director of Finance and Operations the authority to establish procedures and processes necessary to prepare the annual operating budget. In addition, the Board places responsibility for administering the annual operating budget, once adopted, with the Director of Finance and Operations. The budget shall be administered in accordance with state law and applicable District policies.

The Director of Finance and Operations Board shall do all of the following in the development, approval, and implementation of the annual operating budget:

1. Set goals and parameters that advise budget preparation.
2. Establish a timeline for key process steps. The timeline shall coordinate with the dates that important input data (such as the state budget and reasonable estimates of revenue and aid) are expected to be available.

The Board shall do all of the following in the development, approval, and implementation of the annual operating budget:

1. Issue appropriate notice of, hold, and attend the annual public budget hearing in conjunction with the District's annual meeting of electors. The proposed budget, the Board's annual budget report, and the treasurer's statement of annual receipts and expenditures shall be presented to the District's electors.
2. After the annual meeting and budget hearing, and no later than the date designated in state law for determining the District's tax levy, adopt the final annual operating budget in light of the Board's goals, any feedback received from the public, and applicable financial constraints.

3. Determine the District's final tax levy in light of the final budget, with the timely certification of the tax levy to the appropriate municipalities.
4. Monitor and evaluate the implementation of the budget periodically throughout the year, using reports prepared by the administration. Such reports may include topics such as:
  - a. Receipt of revenues received by the District
  - b. Expenditures
  - c. Fund disbursements
  - d. Modifications to the budget

During the period between July 1st and the Board's adoption of a final annual budget, the District may spend funds as needed to meet the immediate expenses of operating and maintaining the District's educational programs. As to such expenditures made prior to final adoption of the annual budget, the District's standard procedures for obtaining approval of purchasing decisions and payments shall apply, with added consideration given to temporarily deferring expenditures, purchasing decisions, and payments when reasonably practical and when the District will not be disadvantaged by doing so.

Solely to the extent required by state law, changes to (1) the amount of tax to be levied or certified, (2) the amounts of the appropriations, or (3) the purposes for such appropriations, as stated within a Board-approved budget may require a two-thirds vote of the entire membership of the Board for approval. In addition, when required by state law, the District shall issue a Class I legal notice of budget amendments that have been approved by a two-thirds vote. Insert the following additional clarifying language if desired: The following changes to a Board-approved school district budget require neither a two-thirds approval vote nor the issuance of a Class I legal notice: (1) alterations made to a draft budget prior to the version of the budget that is approved and noticed as the proposed budget for the public budget hearing; (2) budget alterations made pursuant to a public budget hearing; and (3) changes in subordinate line items

from which the Board-adopted budget evolved, but which were not expressly detailed in the Board-approved budget, provided that such changes do not affect the major, non-subordinate line item(s) that were expressly presented within the Board-adopted budget.

**Legal References:**

**Wisconsin Statutes**

- [Section 65.90](#) [municipal budgets]
- [Section 120.10](#) [powers of the annual meeting; including power to vote various taxes]
- [Section 120.11\(3\)](#) [school board review of district finances before annual meeting; annual report to the electorate]
- [Section 120.12\(3\)](#) [school board duty; adoption of tax levy]
- [Section 120.13\(33\)](#) [school board power; spending authority until final adoption of annual budget]
- [Section 120.16\(4\)](#) [school district treasurer's statement to the annual meeting]
- [Section 120.17\(8\)](#) [clerk duty; delivery of tax statements to local municipalities]

**Adopted:** 11/7/83  
**Amended:** 12/5/11  
12/20/21

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, teachers, coordinators, 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.

Building principals and program managers 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:      12/5/11**



**POST-ISSUANCE COMPLIANCE FOR TAX-EXEMPT AND  
TAX-ADVANTAGED OBLIGATIONS AND CONTINUING DISCLOSURE**

631.1

**Statement of Purpose**

This Post-Issuance Compliance Policy (the "Policy") sets forth specific policies of the School District of Altoona, Wisconsin (the "Issuer") designed to monitor post-issuance compliance:

- (i) with applicable provisions of the Internal Revenue Code of 1986, as amended, and regulations promulgated thereunder for obligations issued by the Issuer on tax-exempt or tax-advantaged basis ("Obligations"); and
- (ii) with applicable requirements set forth in certificates and agreement(s) ("Continuing Disclosure Agreements") providing for ongoing disclosure in connection with the offering of obligations to investors, for obligations (whether or not tax-exempt / tax-advantaged) subject to the continuing disclosure requirements of Rule 15c2-12(b)(5) (the "Rule") promulgated by the Securities and Exchange Commission under the Securities Exchange Act of 1934.

This Policy documents practices and describes various procedures and systems designed to identify on a timely basis facts relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of Obligations in order that the interest on such Obligations continue to be eligible to be excluded from gross income for federal income tax purposes or that the Obligations continue to receive tax-advantaged treatment. The federal tax law requirements applicable to each particular issue of Obligations will be detailed in the arbitrage or tax certificate prepared by bond counsel and signed by officials of the Issuer and the post-closing compliance checklist provided by bond counsel with respect to that issue. This Policy establishes a permanent, ongoing structure of practices and procedures that will facilitate compliance with the requirements for individual borrowings.

This Policy similarly documents practices and describes various procedures and systems designed to ensure compliance with Continuing Disclosure Agreements, by preparing and disseminating related reports and information and reporting "material events" for the benefit of the holders of the Issuer's obligations and to assist the Participating Underwriters (within the meaning of the Rule) in complying with the Rule.

The Issuer recognizes that compliance with pertinent law is an on-going process, necessary during the entire term of the obligations, and is an integral component of the Issuer's debt management.

Accordingly, the analysis of those facts and implementation of the Policy will require on-going monitoring and consultation with bond counsel and the Issuer's accountants and advisors.

**Development of Written Procedures and/or Administrative Rule**

The Business Manager shall be responsible for developing, maintaining and following written procedures and/or an Administrative Rule for monitoring post-issuance compliance.

procedures, including referendum]; [Section 67.12](#) [temporary borrowing and borrowing on promissory notes]; [Section 120.115](#) [DPI reporting requirements and report on debt service] **Wisc. Statutes**

[IRS Publication 3755](#), Filing Requirements; [4079](#), Tax-Exempt Governmental Bonds **Federal Guidance**

**Adopted: 03/02/15**

## **MANAGEMENT OF TAX-EXEMPT AND TAX-ADVANTAGED OBLIGATIONS**

**631.1**

The District has a strong interest in maintaining its ability to issue tax-exempt and tax-advantaged obligations ("Obligations") as a means of securing capital through borrowing at favorable rates. The District further wishes to ensure that such obligations, once issued, are managed and monitored in a manner that (1) preserves their tax-exempt or tax-advantaged status; (2) complies with applicable laws and regulations; and (3) demonstrates accountability with respect to the appropriate use of the proceeds of any offering.

The Director of Finance and Operations shall serve as the District's Compliance Officer with respect to the post-issuance management of the District's Obligations. The Board recognizes that the compliance and recordkeeping measures that are associated with the issuance of such Obligations are extremely complex. Accordingly, the Compliance Officer is authorized to work with the District's professional financial advisors and its designated bond counsel on an ongoing basis to:

1. Establish appropriate systems and procedures respecting post-issuance compliance and recordkeeping practices, covering matters such as (a) proper registration of the obligation; (b) continuing disclosure requirements; (c) calculating and monitoring arbitrage compliance and rebate requirements; (d) tracking the expenditure of proceeds by project/purpose; (e) ensuring proper management of funds to be used for debt service; (f) filing appropriate reports and tax forms; and (g) taking corrective actions if needed. To the extent recommended by the District's professional advisors, such procedures may be adopted as a formal administrative or Board rule under this policy.
2. Occasionally review and recommend any appropriate changes to the systems and procedures respecting post-issuance compliance and recordkeeping that are implemented pursuant to this policy; and
3. Ensure that the Compliance Officer adequately understands and implements the systems and procedures that are established and implemented pursuant to this policy.

The service expenses associated with obtaining such advice and counsel are necessary costs associated with the decision to issue tax-exempt and tax-advantaged obligations. The Compliance Officer shall ensure that the District's annual budget includes estimated costs for these services. The Compliance Officer shall inform the Board if issues arise that are likely to cause the District's actual expenditures for such services to substantially exceed the amounts allocated in the applicable budget period.

**Legal References:**

**Wisconsin Statutes**

[Chapter 67](#) [municipal borrowing and municipal bonds]

[Section 67.04](#) [purposes of issuing municipal bonds and notes]

[Section 67.05](#) [bonds issues; procedures, including referendum]

[Section 67.12](#) [temporary borrowing and borrowing on promissory notes]

[Section 120.115](#) [DPI reporting requirements and report on debt service]

**Federal Guidance**

[IRS Publication 4079](#), Tax-Exempt Governmental Bonds

**Adopted:** 03/02/15

**Amended:** 12/20/21

The Director of Finance and Operations shall evaluate the District's financial condition and financial needs to determine whether, in any year, it would be in the District's best interests to engage in short-term borrowing to meet the immediate expenses of operating and maintaining instruction in the District, as further set forth in sections 67.12(8) and 67.12(8a) of the state statutes.

Upon determining the need for such short-term borrowing, the Director of Finance and Operations will present an administrative recommendation(s) to the Board for the Board's review and consideration.

As required by state law, any such short-term borrowing that occurs (1) either in June for the next school year or in July or August for the current school year; **and** (2) prior to voting an annual tax for the operation and maintenance of the schools, shall be initiated by a resolution that is adopted by a two-thirds vote of the Board. The proceeds of the borrowing approved by such a resolution shall be used to meet the immediate expenses of the District for the period from July 1 to the last working day in October. The resolution shall levy an irrevocable tax that is sufficient in amount to pay the principal of the loan and the interest thereon as they become due and payable.

If deemed advantageous or necessary, the District may engage in such short-term borrowing more than one time per year and may also establish more than one maturity date for the obligations incurred through such borrowing.

**Legal References:****Wisconsin Statutes**

[Section 67.12\(8\)](#) [temporary borrowing by school boards]

[Section 67.12\(8a\)](#) [temporary school district loan against revenues; regarded as paid debt]

[Section 120.13\(29\)](#) [school board power to borrow money and issue municipal obligations]

**Cross References:**

*[Insert appropriate cross references to the policy as applicable to your district.]*

**Adopted: 12/20/21**

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: 12/19/11**

District funds in excess of those maintained in demand deposits or savings accounts for near-term operating purposes shall be properly and prudently invested in accordance with provisions of this policy and as authorized by law.

The primary objectives of the District's standard 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 preserve the amount of principal within the District's 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 cycles, to an extent commensurate with the District's investment risk constraints and the cash flow characteristics of its portfolio.

Subject to any limitations imposed by law with respect to particular funds, the the following investment vehicles are authorized for any District funds that are determined to be in excess of those needed to meet near-term operating needs:

1. Time deposits in the District's Board-designated official public depositories or through a redepositing plan. Investments in time deposits shall also meet the following criteria:
  - a. The invested funds shall be protected under the limits established by applicable state or federal insurance/coverage programs or under bonding or other security that may be given by a financial institution for particular deposits.
  - b. No time deposit having a time to maturity in excess of two (2) years shall be made without specific Board approval.
2. Deposits into the local government pooled-investment fund, provided that the Board has given any additional approvals (if any) that the pooled-investment fund rules may require for specific deposits.

Investments of District funds in excess of those needed to meet near-term operating needs may be made in other vehicles (1) pursuant to a documented investment plan that has been presented to and approved by the Board and that remains operative, or (2) as otherwise approved by the Board.

The Board may also (1) separately approve and establish a trust for one or more lawful purposes and establish standards for the investment and reinvestment of the funds held in such a trust; and (2) receive and accept gifts and grants, and in the absence of any limiting restrictions placed by the donor or grantor, invest or direct the investment of the same in accordance with the law applicable to trust investments until the gift or grant is otherwise used.

Unless otherwise required by law or designated by the Board for any specific funds/investments, earnings on the investment of District funds are revenue that shall be credited to the accounting fund to which the invested principal was assigned.

The Director of Finance and Operations has primary administrative responsibility for the management and monitoring of this District's investments under and in compliance with this policy. The Director of Finance and Operations, in periodic consultation with any professional financial advisor(s) that have been contracted by the District, shall monitor the status of the District's investment portfolio on a regular basis, periodically provide status updates to the Board, and submit any recommendations for modifications to the District's investment practices.

Nothing in this policy is intended to diminish the Board's authority and discretion to formally delegate investment authority to certain third parties in compliance with the delegation requirements established under state law.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 25.50</a>	[local government pooled investment fund]
<a href="#">Section 34.05</a>	[designation of public depositories]
<a href="#">Section 34.08</a>	[payment for losses of public depository]
<a href="#">Section 66.0603</a>	[investments, generally; delegation of investment authority]
<a href="#">Section 118.27</a>	[investments of gifts or grants in the role of trustee]
<a href="#">Section 120.12(7)</a>	[school board duty to designate public depositories for district funds]
<a href="#">Section 881.01</a>	[Uniform Prudent Investor Act; applicable to limited funds held in a properly structured trust]



**Adopted:** 12/19/11  
**Amended:** 12/20/21

Grants from federal, state, local, and private entities can be a valuable and important source of funding and other resources for various District programs and activities. At the same time, grant opportunities often require the District to commit significant resources to the grant application and grant administration processes, and some grants require the District to commit funds and/or make other specific operational or programmatic commitments related to the acceptance and use of the grant. Accordingly, subject to the exceptions identified below, the following apply to seeking and accepting grants on behalf of the District:

1. Employees shall obtain approval from a supervising administrator prior to applying for new grants on behalf of the District.
  - a. At a minimum, the administration shall review a request to pursue a grant application in light of factors that are substantially similar to the factors that the District would consider when evaluating a gift or donation that might be offered for a similar purpose, such as whether the grant would be substantially likely to impose any undesirable or unacceptable costs (whether direct or indirect) upon the District and whether the terms of the grant would be sufficiently compatible with the District's curricular, technological, instructional, programmatic, and operational practices. The administration shall also consider the resources required to apply for and, if it is accepted, administer the grant.
  - b. The administration will consult with the Director of Finance and Operations prior to the submission of even a non-binding grant application where the administration determines that the amount, structure, conditions, or purpose of the grant warrants advance District evaluation and input (e.g., where the grant would require the District to hire new staff, establish a new District program, require the District to provide matching funds, or require the District to fund a project or program beyond the lifetime of the grant).
2. The administration shall ensure that a grant application, if approved by the grantor, remains subject to final acceptance by the District before the District is committed to receiving, implementing, and administering the grant.

3. The Director of Finance and Operations shall determine whether the receipt or expenditure of grant funds requires approval by the Board as an amendment to a previously-adopted District annual budget. The Director of Finance and Operations shall ensure that the Board approval is secured for any necessary budget amendments.
4. Upon acceptance and receipt, all grant-based funding shall be adequately segregated and accounted for in accordance with the terms of the grant, applicable law, and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

Notwithstanding any requirements that might otherwise apply under this policy, the Board authorizes and expects the administration to take all steps that are required to ensure that the District timely applies for and receives the District's regular, year-to-year sources of state and federal funding (e.g., federal Title I funds), even if such state or federal funds are deemed grants by their enabling legislation or regulations. This includes periodic renewals of existing state and federal grants. Regarding such state and federal funding sources, specific Board action is required only to the extent mandated by the requirements of the particular state or federal program.

In connection with the District's acceptance or administration of any grant that provides aids, benefits, or services to students from a private agency, organization, or person, the District shall not unlawfully discriminate on the basis of age, sex, color, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical disability, mental disability, emotional disability, or learning disability, or any other category protected by applicable law.

**Legal References:**

**Wisconsin Statutes**

- [Section 118.13](#) [student nondiscrimination requirements]  
[Section 118.27](#) [authority to receive, accept, and use grants]

**Wisconsin Administrative Code**

- [PI 9.03\(1\)\(d\)](#) [student nondiscrimination requirements related to certain gifts, bequests, scholarships and other aids, benefits, or services]  
[Chapter PI 38](#) [state grant programs]

**Adopted:** 12/20/21

The District's internal financial controls consist of a combination of policies, procedures, systems, communication/education initiatives, and monitoring activities. Internal controls exist for a variety of reasons, including to demonstrate accountability for the District's receipt, holding, and expenditure of public funds for authorized and appropriate public purposes. More specifically, internal controls help the District demonstrate and provide reasonable assurance of (1) effectiveness and efficiency of operations; (2) reliability of reporting for both internal and external uses; (3) adequate safeguards for protected personally-identifiable and other sensitive or confidential information; and (4) compliance with applicable laws, regulations, and contracts.

In terms of internal controls surrounding expenditures and procurement, the controls shall be a means of assuring that District expenditures are sufficiently necessary, reasonable, authorized, allocable (e.g., to the appropriate accounting funds, budget line items, and/or revenue sources), and documented.

The Director of Finance and Operations has primary and overall administrative responsibility to ensure that reasonable and sufficient internal financial controls are identified, implemented, monitored, and enforced. It is an expectation that the District's internal controls be regularly assessed for their adequacy, effectiveness, and efficiency. When deficiencies or areas for improvement are identified through an internal review, an audit finding, or some other source, appropriate changes should be promptly implemented or promptly recommended to the Board (i.e., when Board approval for a specific change is sought or required).

**Responsibilities and Controls Related to Federal Programs and Awards**

To the extent permitted by law, the Director of Finance and Operations is authorized and directed to act on behalf of the Board in applying for federal funding/awards and in preparing and submitting reports related to such funding/awards. District accounting procedures shall identify all federal funds

received and expended and the specific federal programs under which they were received.

The Director of Finance and Operations' responsibilities related to internal controls include administrative supervision of the District's internal control over compliance requirements for federal awards. The expectation is that District processes related to such federal compliance will be sufficient to provide reasonable assurance that:

1. Transactions related to federal awards are executed in compliance with applicable federal statutes and regulations and any specific terms and conditions of a federal award.
2. Transactions related to federal awards are properly recorded and accounted for, in order to:
  - a. Permit the preparation of reliable financial statements and federal reports;
  - b. Adequately demonstrate the specific source and application of federal funds;
  - c. Maintain accountability over assets; and
  - d. Demonstrate compliance with federal statutes, regulations, and the terms and conditions of each specific federal award.
3. The District maintains effective control over funds, property, and other assets that are subject to federal requirements, including safeguarding such assets from loss and ensuring that the assets are used solely for authorized purposes.
4. The District maintains adequate written procedures governing procurement, payment, and allowability of costs.

Examples of specific federal compliance issues that the Director of Finance and Operations is charged with overseeing include (1) verifying and ensuring that the District appropriately documents that all claimed costs under federal awards are allowable costs; (2) developing and overseeing procedures associated with tracking, allocating, and certifying staff time and compensation to particular federal awards; (3) developing and overseeing procedures associated with documenting the District's maintenance of effort requirements

in connection with specific federal awards; (4) ensuring that the District uses appropriate procurement methods and procedures for federally-supported transactions, including maintaining records sufficient to detail the history of such transactions; (5) maintaining adequate oversight of the performance of District vendors and contractors connected to federal awards; and (6) providing adequate training for employees whose work and work procedures are directly affected by the compliance requirements for federal awards.

**Legal References:**

**Wisconsin Statutes**

- [Section 115.28\(13\)](#) [uniform financial accounting system for school districts]
- [Section 120.13\(6\)](#) [school board power to apply for and receive federal aid]
- [Section 120.14](#) [annual school district audit required]

**State Guidance**

- [Department of Public Instruction School District Audit Manual Index](#)
- [Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

**Federal Law**

- [2 C.F.R. §200.61](#) [definition of “internal controls” under the federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)]
- [2 C.F.R. §200.62](#) [definition of “internal control over compliance requirements for Federal awards” under the Uniform Guidance]
- [2 C.F.R. §200.302](#) [school district financial management requirements established under the federal Uniform Guidance; note various cross-references in this section]
- [2 C.F.R. §200.303](#) [school district internal control requirements established under the federal Uniform Guidance]
- [2 C.F.R. part 200 subpt. E](#) [cost principles and allowable costs under the federal Uniform Guidance]
- [2 C.F.R. part 200 subpt. F](#) [audit requirements under the federal Uniform Guidance]
- [34 C.F.R. part 75](#) [U.S. Department of Education regulations for direct grant programs]
- [34 C.F.R. part 76](#) [U.S. Department of Education regulations for state-administered programs]
- [34 C.F.R. part 77](#) [definitions applicable to federal Education Department General Administrative Regulations (EDGAR)]

**Adopted:** 12/20/21

The School Board shall, by resolution adopted at a Board meeting, designate the financial institutions that shall serve as official public depositories for District funds that are not invested or maintained in other lawful, Board-approved methods.

1. Whenever such a designation is made, the resolution shall specify:
  - a. Whether District moneys deposited at the financial institution may be maintained in demand deposits, savings deposits, time deposits, or any combination thereof; and
  - b. If a surety bond or other security shall be required to be furnished by the public depository to secure the repayment of deposits in any amounts that exceed the amount of deposit insurance or similar coverage provided under federal or state law.
2. The Board may authorize or direct the officers and employees who are charged with the management of District funds to deposit District moneys in a selected public depository that has been given instructions by the District to arrange for the redeposit of the moneys through a deposit placement program that meets the requirements of state law.
3. The Board may otherwise designate an official depository for a limited amount of funds or for a limited or particular purpose.
4. Unless the Board's designation of an official depository includes an express expiration date or is made subject to an express condition that, if satisfied, causes the termination of the designation, a designation shall remain valid until modified or until removed by a future action of the Board.

District officers and employees who are charged with the management of District funds shall ensure that they adhere to the designations and related limitations/directives established by the Board.

The Director of Finance and Operations shall:

1. Ensure that the District periodically reviews the existing designations of official depositories and the District holdings at each depository, consulting with the District's professional financial advisors as needed to establish and apply

appropriate standards and criteria. Any recommendations for changes to existing designations or to existing deposit structures shall be submitted to the Board.

2. Ensure that, for each authorized depository, the District provides and updates as necessary any account-related information, such as the identity of current District officers, signature cards, etc.
3. Follow reasonable and prudent business practices so that deposited funds remain adequately protected under the limits established by applicable state or federal insurance/coverage programs or by any bonding or other security that may apply to particular deposits, unless otherwise approved by the Board.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 34.05</a>	[designation of public depositories]
<a href="#">Section 34.07</a>	[security for deposits held by a public depository]
<a href="#">Section 34.08</a>	[payment for loss of funds held by a public depository]
<a href="#">Section 66.0603</a>	[investments; including time deposits]
<a href="#">Section 66.0607</a>	[withdrawal or disbursement from local treasury]
<a href="#">Section 120.12(7)</a>	[school board duty to designate public depositories for district funds]

**Adopted:** 12/20/21



## **ELECTRONIC TRANSFERS OF FUNDS**

**661.1**

The Director of Finance and Operations is authorized to establish, implement, and manage systems and procedures that permit the electronic transfer of money via methods such as direct deposit, electronic funds transfers, automated clearinghouse methods, and other electronic payment methods.

The use of such methods may be applied (1) to the receipt of funds as a payment, gift, grant, or other source of revenue to the District; (2) to the receipt, holding, disbursement, or other transfer of funds primarily as an intermediary (e.g., for authorized payroll deductions, for the management of student meal accounts, in connection with fundraising activities for money held in an agency capacity, etc.); (3) to the extent permitted by law, for the authorized disbursement of District funds from the District treasury for particular payments; and (4) to implement authorized investment activities involving District funds.

Electronic transfer methods may be linked to or integrated with the District's designated public depositories to the extent appropriate for the particular application.

The systems and procedures related to such monetary payment/transfer methods shall:

1. Provide for reasonable and appropriate controls, including:
  - a. Producing records that are sufficient to enable the appropriate documentation, verification, and auditing of the transactions.
  - b. Having appropriate security features and internal controls to (1) reasonably mitigate the risk of unauthorized access, unauthorized activities, or financial loss; and (2) maintain confidentiality of information at a level that is commensurate with the specific transaction.
2. Be supported by appropriate written agreements with the relevant financial institution(s) or service provider(s), including the filing of appropriate authorization documentation so that the District and the third-party institution or provider share a mutual understanding of the conditions under which transactions may be initiated and completed.

**Legal References:**

**Wisconsin Statutes**

[Section 66.0607\(3m\)](#) [authority to process periodic outgoing payments through the use of money transfer techniques]

**Adopted:**           **12/20/21**

## **RETURNED CHECKS AND OTHER DENIED PAYMENTS**

**661.3**

When the District receives a check, or an equivalent instrument (including certain electronic payments), as a form of payment from another person, a financial institution may deny payment when, for example, the check/payment was written on a closed account, the account has insufficient funds on deposit to cover the withdrawal, a "stop payment" order has been placed on the check, or the account on which the check was written has been frozen. Such checks are sometimes referred to as "returned checks," "bad checks," or "non sufficient funds checks."

The District Business Office will develop, implement, and maintain written procedures that apply when (1) the District receives notice of nonpayment on a check (or equivalent payment instrument) that a payer issued/submitted to the District, or (2) such a check/payment is otherwise returned or rejected by a financial institution without full payment.

The procedures shall address at least (1) the manner in which the District will seek prompt payment in place of a failed payment; and (2) in situations where a payer is responsible for multiple failed payments, the District's authority to place restrictions on the payer's methods for making future payments (e.g., requiring payment by means other than a personal check or equivalent instrument). Such procedures may also provide for the District to charge a reasonable and lawful service fee to the payer for any failed payment.

When any original amount owed, or any fee or service charge imposed pursuant to this policy remains unpaid following a payment issue, the District may apply any established policies or procedures regarding unpaid fees and debt collection and/or exercise other legal rights.

If the Director of Finance and Operations determines that there is reason to suspect that any party may have engaged in intentional fraudulent activity regarding a payment (e.g., falsifying a check on a nonexistent account or forging a check on an account belonging to another person), he or she will refer the matter to law enforcement.

**Legal References:**

**Wisconsin Statutes**

[Section 943.24](#) [issuing worthless check]

[Section 943.245\(1m\)](#) [civil proceedings regarding worthless checks]

**Adopted:** 12/20/21

## Current

### STUDENT ACTIVITY FUNDS MANAGEMENT

662.1

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: 12/19/11**

## STUDENT ACTIVITY FUNDS MANAGEMENT

662.1

In order to promote consistent and sound financial management practices, the District is involved in the management and handling of funds that are associated with the operations and activities of District-approved student groups and student activities, including student organizations and student clubs.

Student groups and student activities, as covered by this policy, are those organizations, clubs and other student groups that have been officially recognized by the District and assigned an adult advisor (generally either a staff member or District-authorized adult volunteer) by either the School Board, the District Administrator, or applicable school principal. Such groups shall have a defined student leadership structure and a defined, student-related or education-related purpose or mission. The following organizations and activities are not covered by this policy: (1) any group or organization that is structured as its own formal legal entity, separate from the District; and (2) any District-sponsored activity for which the District independently makes all of the relevant funding and expenditure decisions.

The Director of Finance and Operations shall establish internal processes and procedures to ensure that all student activity funds are classified and managed in accordance with reasonable business practices and in compliance with the rules of the Governmental Accounting Standards Boards (GASB), the Wisconsin Uniform Financial Accounting Requirements (WUFAR), and this policy. For accounting purposes, such funds shall be appropriately classified as either non-custodial funds, custodial funds, or (much less likely) funds maintained in a trust.

- At the discretion of the Director of Finance and Operations, decisions regarding the classification and accounting treatment of particular student activity funds may be made with the input and advice of the District's financial auditor.
- Absent special circumstances, and because the District normally expects to exercise administrative involvement in, for example, the expenditure of student activity funds, it is expected that such funds will normally be properly characterized and accounted for as non-trust, non-custodial funds. In some cases, the District's direct financial involvement in the affairs of a student activity may constitute a separate basis for classifying

and managing the funds as non-trust, non-custodial funds.

The Director of Finance and Operations shall ensure that the District's Business Office staff regularly monitors and periodically conducts internal auditing activities related to the District's student activity funds. The Director of Finance and Operations is responsible for ensuring that the designated advisors of student groups are informed of the District's student activity funds management policy and any related administrative procedures. In addition, the annual audit of the District's financial accounts shall be inclusive of student activity funds to the extent determined appropriate by the District's contracted auditor.

Any fee, charge for participation, or fundraising activity that is intended to create revenue for a student group or that is intended to cover the costs that a student group incurs in connection with its activities must be approved in advance and must comply with applicable policies. As applicable to the particular fee, charge, or fundraising activity, approval shall be obtained from the administrator who has oversight of the program.

Outside of a specific fundraising effort, any gift or donation that is offered to the District for the specific benefit of one or more student groups shall be processed according to the District's policies regarding gifts. If the gift is accepted, the gift or donation shall be allocated to the applicable student group(s) as specified in the approved conditions of the gift.

The District may, at its discretion, periodically budget or otherwise earmark District funds (e.g., from general revenue sources such as property taxes or state aid) to support the activities of student groups that are governed by this policy. Notwithstanding any other provisions of this policy, any such discretionary District funds that may be unspent remain District funds and are not otherwise considered student activity funds under this policy. For example, any such unspent District budget funds do not carry over within any student group's designated activity account from year to year.

No student group, organization, or club that is subject to this policy may (1) accept loans from any non-District third party, (2) permit any third party (including a student member or the group's advisor) to manage the group's funds outside of District-authorized processes and procedures; or (3) operate at a negative cash balance. However, at its discretion, the Director of Finance and Operations may approve providing an advance of District funds to a student



activity that exceeds the group's available cash balance in anticipation of incoming receipts which will be used to reimburse the advanced funds.

### **Non-Trust and Non-Custodial Student Activity Funds**

The following requirements apply to student activity funds that are classified as non-trust, non-custodial funds and that may be received, held, and disbursed by the District under this policy:

1. The District's Business Office shall use activity-specific subaccounts, or any substantially equivalent accounting mechanism(s) that would be consistent with WUFAR and GASB standards, that enable the District to appropriately associate specific funds with each relevant organization, club, or other student group.
2. The Director of Finance and Operations shall ensure that the District establishes and implements reasonable cash handling procedures for student activity funds.
  - a. The procedures shall promote the physical security of cash and any cash-equivalent receipts and the reasonably prompt depositing of such funds in a District-controlled depository account.
  - b. For any student activity for which the participating students may be temporarily handling any funds of the student group or organization (e.g., in connection with fundraising activities), the assigned activity advisor or a designee shall periodically review sound cash handling practices with the participating students.
3. Student activity funds received and held by the District shall be deposited in an account at a District-approved financial institution that serves as a public depository. Student activity funds shall normally be maintained in a demand deposit account. However, to the extent any such funds that are not needed for immediate use are invested in an interest-bearing account or instrument (e.g., a time deposit), the interest earned on such funds shall be proportionally allocated to the appropriate student activity account(s).
4. Student activity funds shall be expended to finance the legitimate activities of the student group, organization, or club (which may include charitable activities or community events) or for a purpose beneficial to the school community, with the primary direction for such expenditures normally being

initiated by the participating students or their designated student representative(s). Student activity funds shall not be used to cash personal checks, to make loans or extend credit to individuals, or to pay compensation directly to District employees.

5. All proposed expenditures of District-held student activity funds that may be requested by the student members or designated representatives of a student group, organization, or club shall be reviewed and approved in advance by insert approval expectation – e.g., “at least two District staff members, which shall normally be the group’s assigned advisor and the applicable school principal. However, in all cases at least one of the approvals shall be by an administrative-level employee. Such approvals shall be based on a determination that the purpose of the expenditure appears to be appropriate and that the amount, or any estimated amount, of the expenditure appears to be reasonable. Any disagreement over the approval of a proposed expenditure may be appealed to the Director of Finance and Operations.
6. All disbursements of approved expenditures from a District-held student activity account shall adhere to District-established disbursement procedures.
7. At the end of each school year, student activity account balances will be carried over to the next school year, except with respect to any account that is being closed.
8. If a student organization, club, or other student group is intentionally disbanding or otherwise ceasing its activities, the student members or (if applicable) the designated student representatives of the group may propose a final disbursement of any remaining funds in the applicable student activity account, not including any funds that are subject to a superseding obligation (e.g., an unpaid bill or an obligation under a grant or donation). The student-initiated proposal shall be reviewed under this policy as a proposed expenditure of the remaining funds, in light of the imminent winding down of the organization, club, or other group.
9. If an existing student activity account has not been purposefully closed at the direction of the applicable student group, but has had no transactional activity for at least 12 consecutive months, the District’s Business Office shall

review the current status of the applicable student group and determine whether the account should be deemed inactive and closed. Such an account should be closed if, for example, it is determined that the student group no longer exists or that the group has ceased all activities on an indefinite basis.

10. At the time a student activity account is being closed, if there are any remaining funds in the account that are not subject to any other superseding obligation, then the following shall apply:

- a. As a first priority, such remaining funds shall be disbursed or allocated according to any lawful formal direction that is known to the District and that was established by the student organization, club, or other student group prior to disbanding, graduating (in the case of a class fund), or otherwise ceasing operations. For example, the group may have directed (e.g., via an organizing bylaw or other formal decision) that any such remaining funds should be donated to a charitable organization, allocated to the activity account of a successor or closely-related student group, or transferred to the District's unassigned General Fund.
- b. If not disbursed or re-allocated according to the previous paragraph, any such remaining funds shall be handled as follows:
  - If the funds were the funds of a high school graduating class that has graduated high school, then the funds will be divided by four (4) and allocated to the activity accounts of each of the current four high school graduating classes at the same high school.
  - If the funds are related to a student group other than a graduation class, the funds shall be allocated in equal parts to the student activity accounts of the then-active student groups at the same school, other than the accounts of any graduation classes. However, if the total remaining balance is less than \$100, the remaining funds shall revert to the District's unassigned General Fund.

11. The District will not maintain and manage a balance in the student activity account of a graduating class for more than one fiscal year beyond the year in which such class graduates high school. After one year, the account will be closed as further provided in this policy.

### **Custodial Funds (Non-Trust)**

In the event the District receives and manages any student activity funds that are determined to be custodial funds, such funds shall be appropriately segregated and restricted for their intended purpose. For example, funds and other assets that are fiduciarily derived and that are held by the District for the benefit of specific individuals or for the benefit of a legally-separate (non-District) entity, but that are not administered through a trust or held in a designated trust account, must, under certain conditions, be managed and reported as custodial funds.

Student activity funds held by the District as custodial funds shall be deposited in an account at a District-approved financial institution that serves as a public depository. To the extent any such funds are invested in an interest-bearing account or instrument (e.g., a time deposit), the interest earned on such funds shall be added to the applicable balance.

No disbursement of student activity funds held as custodial funds shall be further processed under the District's disbursement procedures unless the proposed transaction has been authorized in writing by either the Director of Finance and Operations or the administrator who has oversight of the program. The authorizing administrator is validating that the proposed transaction is consistent with the District's fiduciary role in the management of the custodial funds.

If the District determines at any point that it is holding custodial funds for which it has become impossible for the District to reasonably disburse the funds for the benefit of the intended beneficiaries, then, in consultation with District legal counsel as needed, the Director of Finance and Operations shall determine a lawful and appropriate alternate disposition of the funds.

### **Misappropriation or Misuse of Student Activity Funds**

If any person has knowledge of or reason to suspect that there may have been a misappropriation of student activity funds or any other impropriety in the management or use of such funds, including any form of theft or fraud, the person should report the concerns and any supporting information to the District as further outlined in the District's separate fraud prevention and reporting policy. District employees are expected to promptly report all such situations. It is generally appropriate for any such report to be made directly to the Director of

Finance and Operations. If an investigation substantiates the occurrence of any misappropriation of funds or any other financial irregularity, the District will exercise its discretion to pursue such disciplinary consequences and other legal consequences or remedies as the District deems appropriate.

**Legal References:**

**Wisconsin Statutes**

- [Section 66.0607](#) [withdrawals or disbursements from local treasury]
- [Section 120.14\(1\)](#) [audit of school district funds]
- [Section 120.16\(2\)](#) [board treasurer duties; including authority to receive money raised in extracurricular activities]

**State Guidance**

[Wisconsin Uniform Financial Accounting Requirements](#) (WUFAR)

**Adopted:** 12/19/11

**Amended:** 12/20/21

**COMMUNITY PROGRAMS AND SERVICES  
(FUND 80)**

**662.2**

Under state law, the District may establish and maintain community education, training, recreational, cultural, or athletic programs and services, outside the regular curricular and extracurricular programs for District students. Such programs and services may be funded through District-collected fees, the Fund 80 tax levy, grants/donations, or other lawful sources. Costs associated with such programs and services shall not be included in the District's statutory shared costs, and the District may not expend revenues that are restricted to funding qualifying community programs and services on any ineligible costs.

In connection with developing and approving the annual District budget and tax levy, or at such other times as may be permitted under and consistent with state law, the Board shall make the following decisions:

- The decision to establish a new community program or service or to materially expand the scope of an existing program or service.
- The decision to discontinue or materially reduce the scope of any existing community program or service, except as otherwise expressly delegated to the administration.
- The determination of the method(s) that will be used to fund the costs that are associated with Board-authorized community programs and services.

In the absence of any more specific decision by the Board, inclusion of relevant funding within the school district's annual budget is sufficient approval for the continuation of an existing community program or service. When necessary as determined under state law, a financial decision affecting a community program or service may need to be processed as a budget amendment that requires a two-thirds vote of the entire membership of the Board.

The Director of Finance and Operations shall have primary administrative responsibility for ensuring that the District implements procedures to sufficiently document and properly allocate the costs that are associated with the District's community programs and services, in compliance with applicable law.

The Director of Finance and Operations shall ensure that the District periodically conducts an internal review of (1) the District's designation of community

programs and services, as defined by applicable state law; and (2) the appropriate determination and allocation of relevant revenues and costs. The Director of Finance and Operations shall identify and, as necessary using reasonable business judgment, bring to the attention of the Board any compliance-related errors, discrepancies, concerns, or recommendations.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 65.90</a>	[annual school district budget; budget amendments]
<a href="#">Section 120.13(19)</a>	[authority to establish community programs and services; allocation of costs]
<a href="#">Section 121.07(6)</a>	["shared cost" as defined in connection with state aid computations]
<a href="#">Section 121.91(4)(i)</a>	[revenue limit exclusion for the amount of the property tax levy for community programs and services]
<a href="#">Section 121.91(4)(r)</a>	[revenue limit reduction for ineligible expenditures for community programs and services in the previous school year]

**Wisconsin Administrative Code**

<a href="#">Chapter PI 80</a>	[ineligible costs for community programs and services]
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**Adopted:** 12/20/21

The District wishes to maintain the fiscal integrity of the food service program and to incentivize appropriate household responsibility for the payment of costs that a student incurs in the use of the program, while also pursuing the critically important goals of providing students with adequate nutrition and minimizing the extent to which any student is stigmatized because he/she has insufficient funds to pay for a meal or because the student's household owes a debt within the food service program.

In accordance with requirements established by federal and state oversight agencies, the administration shall adopt, maintain, implement, and clearly communicate a written administrative rule on the subject of meal charges and the collection of funds within the District's food service program. With respect to meal charges, the rule must particularly identify how children who pay the full-price (paid rate) or reduced price for a federally-reimbursable meal are affected by not having enough money (either in hand or in their student food service account) to cover the cost of a meal at the time of the meal service. The administrative rule and any future revisions to the rule are subject to the final approval of the District Administrator, who, at his/her discretion, may elect to seek Board approval of the rule.

The administrative rule shall be consistent with this policy, including the following parameters:

1. The rule may differentiate meal charge and collection procedures by school level or by particular grade spans.
2. The rule may permit students to charge (i.e., incur a negative balance as a debt) a limited amount of meals or other food service items that are offered for sale. The rule may also set other relevant restrictions and conditions on any such negative balances.
3. The rule may provide for one or more alternate meal options that may be made available to some or all students (with or without a charge to the student's account), and the rule may also set other relevant restrictions and conditions on the provision and receipt of alternate meals.
4. The rule shall provide that balances owed within a student's or household's food service account at the end of a school year are



generally carried over from one school year to the next, for at least as long as active collection efforts are being made.

5. The rule shall pursue the following fiscal targets, with the intent that modifications to the rule shall be identified and considered if any of the targets are not met:
  - a. At any one time within the food service program's student accounts, less than \$5,000 will be owed in aggregate delinquent debt that is more than 90 days past due.
  - b. The total amount of bad debt that needs to be written off as an operating loss within the Nonprofit School Food Service Account shall not exceed \$5,000 within any fiscal year.
6. The District may need to inform a student of his/her current account balance and any restrictions that apply to his/her food selections and charges. However, the District's preferred means of addressing any issues with a student's food service account, meal payments, and access to sufficient food while at school shall be direct and timely communication with a parent or guardian (via automated messages, personal contact, or other methods).
7. When a student's meal account has an unused, positive balance at the end of a school year, and the student has not received free or reduced-price meals during the year, the Board authorizes food service program personnel to offer such families the option of voluntarily donating the unused balance to the District to be used to repay negative balances owed by other students and families within a student food service account.

In addition to the rule accompanying this policy addressing student meal charges and account collections, it is the policy of the District that non-student adults who are permitted to purchase meals or other items through the food service program may be authorized to charge items resulting in a negative balance in an amount up to \$20, with payment due immediately upon notice of the balance.

**Reclassification of delinquent debt as bad debt within the Nonprofit School Food Service Account (NSFSA).** In consultation with the District's financial auditors as

needed, the Director of Finance and Operations shall develop procedures and criteria for the reclassification of long-term delinquent debt within student food service accounts as uncollectible bad debt. Such procedures and criteria shall be consistent with the following general parameters:

1. Unless an active payment plan is in place or other attempts at collection are actively being pursued, delinquent debt in a student food service account that has not been repaid within 90 days shall normally be reclassified as bad debt for purposes of the District's NSFSA.
2. The reclassification of a delinquent debt to a bad debt as an accounting of allowed costs within the District's NSFSA does not prevent the District from (a) continuing to track the unpaid debt, (b) accepting payment for the debt, (c) refusing to extend further credit or offer other payment plans to the debtor household, or (d) applying other District policies and rules related to unpaid charges and fees.

**Donations to pay debts in student food service accounts.** When donations of money are accepted and used for the specific purpose of covering unpaid balances (in full or in part) in student food service accounts, the District shall consider the debt repaid and discharged to the extent covered by the donation(s). Except as provided in any terms or contingencies that are attached to a specific gift and that have been accepted by the District, or except as otherwise approved by the Board, food service program personnel shall normally aggregate (e.g., annually or more often) any donations that have been received for the purpose of covering unpaid balances and then apply the total amount on a pro-rata basis (either equal dollars per student or an equal percentage of the amount owed) across the negative-balance account(s) of households that the District has identified as being in financial need of such assistance. Where the amount of such donations makes this preferred approach impractical, the Director of Finance and Operations may approve an alternative approach that still prioritizes applying the available funds to the food service accounts of one or more households in financial need.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 115.34</a>	[school lunch program, generally]
<a href="#">Section 115.341</a>	[school breakfast program, generally]
<a href="#">Section 115.343</a>	[Wisconsin school day milk program, generally]

[Section 115.347](#)

[direct certification of eligibility for school nutrition programs]

**Federal Law**

[42 U.S.C. § 1758\(b\)\(2\)\(A\)](#)

[school district duty to publicly announce the income eligibility guidelines for free and reduced price meals]

[42 U.S.C. § 1758\(b\)\(6\)](#)

[confidentiality of federal meal program application information and eligibility status; disclosure limitations]

[7 C.F.R. § 210.12](#)

[district duty to involve families in the school meal programs and to inform families about the availability of federal food programs]

[7 C.F.R. § 245.5](#)

[district duty to inform school families and the community about the availability of reimbursable school meals (whether free, reduced-price, or paid), the eligibility criteria for free or reduced-price meals, and the process for applying for free or reduced-price meals]

[7 C.F.R. § 245.6](#)

[application, eligibility, and certification of children for free and reduced-price meals and free milk; restrictions on the disclosure and use of information obtained from an application]

[2 C.F.R. § 200, Subpart E](#)

[standards for allowable costs as set forth in federal cost principles]

[2 C.F.R. § 200.426](#)

[treatment of bad debt under federal funding requirements]

***USDA Nondiscrimination Statement:***

**This institution is an equal opportunity provider.**

**Esta institución es un proveedor que ofrece igualdad de oportunidades.**

**Adopted: 12/20/21**

## Current

KBG

### PUBLIC RECORDS AND PROPERTY

The legal custodian for the School District of Altoona is the District Administrator, the Board of Education Clerk, and/or Deputy Clerk. School district records are maintained in the District Office. Access to the school district's public records may be obtained during regular district office hours: 8:00 a.m. to 3:00 p.m., Monday through Friday.

Cross Ref: GBL

Wisc. Statutes: 19.31  
19.33(1)

Initial Adoption: 12/06/82  
Final Adoption: 12/20/82  
Amended: 01/13/92

The various records authorities of the School District of Altoona shall maintain and provide access to public records in accordance with applicable laws and the policies and procedures of the District. In addition, all officials, employees, and authorized agents of the District shall, to the extent appropriate to the particular record, safeguard the confidentiality of personally-identifiable information in their possession and in the records created or maintained by any school District authority. The District's public records notice shall be posted in the District Office and made available there for inspection and copying.

#### Legal Custodian of the Records of School District Authorities

The Executive Assistant to the Superintendent shall serve as the legal custodian of records for the following District records authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. Other District records authorities created by law or by rule or order;
4. The officers of the Board (President, Vice President, Clerk, Treasurer, and the individual members of the Board), but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual officer and member of the Board is the sole legal custodian of the records of his/her office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

The Superintendent shall serve as a deputy custodian of records in the event that the Executive Assistant to the Superintendent is absent or otherwise temporarily unavailable to perform the duties of the legal custodian of records. In addition, each principal employed by the District shall serve as a deputy custodian concerning the education records of the students presently attending school in their building(s) or programs, as well as those student records which are otherwise maintained at their respective building(s).

The legal custodian of records is vested with full legal power to render decisions and carry out the duties of each school District records authority designated

above, as such duties are identified under the Wisconsin Public Records Law. For example, the legal custodian shall:

1. Receive, evaluate, and respond to requests to inspect or copy records;
2. Compel the prompt assistance of other District employees in responding to requests for access to public records, to the extent the custodian deems necessary;
3. Take an active role, either personally or via a designee or via written procedures, in supervising the proper maintenance and retention of records by District employees; and

The Superintendent, or his/her designee, working in conjunction with the individual school official who has been assigned specific responsibility for ensuring the confidentiality of all personally-identifiable data, information, and records collected or maintained by the District under the Individuals with Disabilities Education Act (IDEA), shall (1) develop rules of conduct for District employees who are involved in collecting, maintaining, using, providing access to, sharing or archiving personally-identifiable information; and (2) ensure that all such employees know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.

Neither the designation of a legal custodian of records nor any other provision of this policy shall be interpreted to affect the powers and duties of any District records authority under the Public Records Law.

#### Authorized Fees under the Public Records Law

Fees may be charged for costs associated with locating and/or copying requested records and for related postage/shipping costs in accordance with the fee schedule adopted by the Board. The fee schedule shall be included in the public records notice posted in District buildings and on the District's website.

The legal custodian of records may provide copies of a record without charge or at a reduced charge where the custodian determines that a waiver or reduction of the fee is in the public interest. These situations include, but are not necessarily limited to, situations where the records custodian determines that the costs the District would be likely to incur in processing a payment would be likely to exceed the amount of the payment itself; or where the requester is an

elected official, the records in question are reasonably necessary for the proper performance of official duties, and the location costs associated with the request are negligible. The legal custodian shall apply any such waiver or reduction of fees with reasonable uniformity and without discrimination as to any status protected by law (e.g., race, sex, disability, etc.).

In a situation where any fees differing from the fees approved by the Board are established by law, or are authorized to be established by law, those other fees may be charged.

### Assistance from Legal Counsel

When the legal custodian of records, or a deputy custodian in the absence of the legal custodian, determines that it is necessary or prudent to do so, he/she is authorized to seek specific legal advice from and engage the assistance of District legal counsel.

### Local Public Offices

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual Board members
2. Officers of the School Board
3. Superintendent
4. The Director of Finance and Operations
5. The Director of Student Services
6. The Director of Future Ready Learning
7. Elementary School Principal
8. Middle School Principal
9. High School Principal

### **Legal References:**

### **Wisconsin Statutes**

[Sections 19.21 – 19.39](#) [Public Records Law and related statutes]  
[Section 120.13\(28\)](#) [board authority to designate legal custodians]

**Federal Laws**

[34 C.F.R. §300.623](#) [confidentiality safeguards regarding IDEA-related records]

**Adopted:** 12/20/82  
**Amended:** 01/13/92  
12/20/21



The District has a responsibility to retain records in compliance with relevant state and federal laws. The District uses the [Wisconsin Records Retention Schedule for School Districts](#), as published by the Department of Public Instruction. Accordingly, District records covered by that Schedule should be retained for at least the period of time outlined therein, subject to any local modifications to the Schedule that have been adopted by the District and approved at the state level.

Student records are maintained as required by applicable state and federal laws and as further detailed in the Schedule and in the District's student records policies and procedures.

In the event a certain record has no other applicable retention period established by, or pursuant to, the Schedule or other applicable law, the District will retain the record for not less than 7 years and follow any applicable notice procedures prior to destruction.

The following are important exceptions to the District's standard records retention and destruction schedules, policies, and practices:

- Litigation Holds: When appropriate (e.g., due to imminent litigation, the receipt of a subpoena, the receipt of a formal notice of claim, pending litigation and related appeals, notice of an investigation by or formal proceedings in a state or federal agency, etc.), the District will initiate a litigation-related hold for the purpose of identifying, retaining, and preserving potentially relevant records (including electronically stored information) and other evidence. The District shall maintain records that become subject to a litigation hold for the longer of (1) the normal retention period for the record; or (2) the date on which the litigation hold is released.
- Pending Requests for Access to Public Records: Upon the receipt of a request for access to public records, the District's legal custodian of records shall take steps intended to prevent the destruction of potentially responsive records (including responsive records that the custodian may determine should not be released). The District shall maintain such potentially responsive records for the longer of (1) the normal retention period for the record; or (2) at least 60

days (excluding weekends and legal holidays) after an unchallenged denial of a request or after any request-related litigation is complete.

- School District Audits: Records necessary for any audit conducted at the direction of the Board or with notice from a state or federal authority shall be maintained until the later of (1) the completion of the audit; or (2) the end of the normal retention period.

The Superintendent, acting in cooperation with and pursuant to the direction of District legal counsel where applicable, shall have primary responsibility for initiating and ending a litigation hold, the preservation of records due to a pending public records matter, or the special preservation of District records under similar circumstances. Under any of these circumstances, the Superintendent or his/her designee shall initiate prompt communication to relevant District staff and any relevant third parties (e.g., contractors holding certain records) regarding the scope of the matter and the procedures that are to be followed.

The Superintendent is responsible for overseeing the creation and implementation of rules and operating procedures that further govern records management in the District, including the safekeeping of District records, the protection of personal privacy of record subjects, and maintaining the District's capacity to appropriately respond to requests for access to records. Records management protocols shall include means for informing employees who are involved in collecting, maintaining, using, providing access to, sharing, or archiving personally-identifiable information of their duties and responsibilities relating to protecting the personal privacy of record subjects.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 19.21</a>	[custody and delivery of official property and records]
<a href="#">Section 19.21(6)</a>	[school district records retention; destruction of obsolete records]
<a href="#">Section 19.35(5)</a>	[holding records related to a pending public records request]
<a href="#">Section 19.345</a>	[time computations under the public records law]
<a href="#">Section 19.65</a>	[rules of conduct and employee training]
<a href="#">Section 118.125</a>	[student records]
<a href="#">Chapters 801 thru 809</a>	[Wisconsin civil procedure]

##### **Wisconsin Administrative Code**

<a href="#">Adm 12</a>	[electronic records management; standards and requirements]
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**Federal Laws and Rules**

[Family Educational Rights and Privacy Act](#) [federal student records law]

[F.R.C.P.](#) [Federal Rules of Civil Procedure]

**Adopted:**           **12/20/21**

Except where otherwise required by law or where otherwise expressly directed or authorized by the School Board (e.g., in this or any other Board policy), the Board authorizes the administration to issue legal notices under Chapter 985 of the state statutes by posting rather than by newspaper publication. When posting a legal notice, the District will (1) physically post a copy of the notice at the Altoona Post Office, Altoona City Hall, Altoona District Office, and (2) place the notice electronically on an Internet site that is maintained by the District.

The following are clarifications of and, in some cases, express exceptions to the previous paragraph of this policy:

1. Pursuant to requirements established by state law, certain legal notices that are required to be published in connection with school board elections must be published in a newspaper. Accordingly, posting (as provided in the first paragraph of this policy) shall not be substituted for newspaper publication of such election notices.
2. Because there is no newspaper with its place of publication in the District, the District is not required to publish the proceedings of Board meetings as a legal notice under Chapter 985, and the first paragraph of this policy does not apply to the posting or publication of the proceedings. Instead, the proceedings of Board meetings shall be posted by electronically placing a record of the proceedings on an Internet site maintained by the District.
3. Legal notice of the annual meetings and any special meetings of the School District's electors may be provided by posting (as provided in the first paragraph of this policy) rather than by newspaper publication except that if the electors at any such meeting adopt a resolution that expresses a preference for newspaper publication of the legal notices of such meetings, then such notices shall thereafter be published in a newspaper unless such resolution is later rescinded or superseded.

For any legal notice that is issued via publication in a newspaper for purposes of compliance with Chapter 985, the District will utilize *Eau Claire Leader Telegram*.

Regardless of the method that is used to issue a specific legal notice for purposes of compliance with Chapter 985, nothing in this policy shall be construed to prohibit the giving of supplemental notice via other methods.

**Legal References:**

**Wisconsin Statutes**

[Subch. V of Ch. 19](#)

[Wisconsin open meetings law]

[Section 120.08](#)

[notices of annual meetings and special meetings of the school district electors]

[Section 120.11\(4\)](#)

[proceedings of school board meetings]

[Chapter 985](#)

[legal notices, generally]

[Section 985.02](#)

[methods of issuing legal notices]

[Section 985.05](#)

[official municipal newspapers; school board authority to direct posting in lieu of newspaper publication]

**Adopted: 12/20/21**

The School Board is dedicated to providing a healthy, comfortable and productive environment for students, staff, spectators and visitors. It is the intention of the District to maintain tobacco-free schools.

- The Board believes that education has a central role in establishing patterns of behavior related to good health and supports classroom-based instruction on tobacco use prevention, including training for teachers whose instructional duties include tobacco use prevention content.
- Students are prohibited from possessing or using tobacco and nicotine products (including electronic cigarettes, nicotine vaporizers/pipes, etc.) at all times in all school buildings, on all school premises, while attending or participating in a District-sponsored function, and at any other time that a student is under the supervision of school district authority.
- All persons other than students are prohibited from using tobacco, electronic cigarettes or other nicotine products not used as part of a smoking cessation program (as defined in state law) at all times in all school buildings, on all school premises, and while attending any District-sponsored function not on District property where the District controls attendance/access to the event or activity. In addition:
  - District employees are further prohibited from using such prohibited products in connection with a District-sponsored function when students are present and the employee is acting in the scope of their employment.
  - Authorized agents of the District (e.g., authorized volunteers or chaperones) are further prohibited from using such prohibited products in connection with a District-sponsored activity when students are present and the person is performing their role as an authorized agent of the District.
- Tobacco and nicotine product advertising and promotional products are prohibited on school premises, in school publications, and at all school-sponsored functions. In addition, no student shall be permitted to wear any clothing that depicts, promotes or advertises tobacco or nicotine

products (including electronic cigarettes or vaping products) while on school premises and at school-sponsored functions.

School employees, students and members of the public shall be notified of this policy through such means as student and staff handbooks, school newsletters and posted notices at all school entrances and other prominent locations on school premises.

Violation of the tobacco or nicotine product prohibitions outlined in this policy by students and staff will result in school disciplinary actions. In addition, information about tobacco cessation and related services will be provided to students and staff who violate the policy.

Members of the public who violate the tobacco or nicotine product use prohibitions outlined in this policy will be asked to discontinue such use or leave the premises. Law enforcement officials may be contacted as necessary and appropriate.

**Legal References:**

**Wisconsin Statutes**

- [Section 101.123](#) [smoking prohibited in enclosed places]
- [Section 120.12\(20\)](#) [school board duty to prohibit tobacco use on school premises]
- [Section 134.66\(1\)\(f\)](#) [definition of nicotine product]
- [Section 139.75\(12\)](#) [definition of tobacco products]

**Federal Laws**

- [20 U.S.C. §§7971-7974](#) [smoking prohibited in indoor facilities providing education services to children; see also [20 U.S.C. §§6081-6084](#)]

**Adopted:** 12/20/21

The possession and/or use of a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under [section 948.61](#) of the state statutes) is prohibited at all times in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school-provided transportation, and at activities under a school's control and supervision, except (1) in any situation where state law prohibits a school district from restricting an individual's right to possess a firearm or other weapon in such locations; and (2) the Board does not intend for this policy to restrict the authority of a qualified current law enforcement officer or a qualified former law enforcement officer to possess (and, where necessary in a safety emergency, use) any agency-issued weapon when acting in his/her official capacity or his/her licensed firearm to the same extent otherwise permitted by applicable state and federal law and agency policy.

When implementing this policy, school administrators and other employees should be aware that state-issued licenses permitting certain private individuals to lawfully carry a handgun or certain other weapons in various public places generally do not permit the possession, carrying or use of such weapons in schools or on school premises. This policy is not intended to prohibit the possession or use of potentially dangerous objects not designed primarily as weapons, provided that such objects have been issued or expressly authorized by the District, and provided that such objects are possessed and used exclusively for their limited and authorized purpose.

Law enforcement officials shall be contacted to help deal with a weapons situation which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff shall attempt to diffuse and control the situation in the safest manner possible until law enforcement officials can be summoned. In addition to reporting actual weapons situations to law enforcement officers as required by this policy, school employees and other mandated reporters of threats of school violence are also required to report any serious and imminent threat of violence in or targeted at a school that they become aware of to a law enforcement agency in accordance with state law requirements and Board policy.



A student who possesses a firearm or destructive device in violation of this policy shall be suspended from school, referred for an expulsion hearing and expelled from school for not less than one year. The School Board may modify this expulsion requirement on a case-by-case basis. Students otherwise possessing a weapon in violation of any District policy or rule shall be subject to appropriate school disciplinary action, up to and including suspension and expulsion from school. A law enforcement or juvenile justice referral shall also be made for all students violating this policy.

Employees violating this policy may be subject to disciplinary action up to and including termination of employment, and shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

Any other person violating this policy shall be referred to law enforcement officials for prosecution under applicable state laws and/or local ordinances.

On a case-by-case, the District may give advance approval allowing an exception to this policy for a specific event or activity, provided that the request for such an exception is also consistent with the discretionary exceptions authorized under state law.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 48.981(2)(a)</a>	[list of persons specified as mandatory reporters of child abuse and neglect and threats of school violence]
<a href="#">Section 118.07</a>	[school safety plans]
<a href="#">Section 118.31</a>	[use of reasonable force to obtain weapon]
<a href="#">Section 120.13(1)(bm)</a>	[state law suspension mandate for possession of a firearm]
<a href="#">Section 120.13(1)(c)2m</a>	[state law expulsion mandate for possession of a firearm]
<a href="#">Section 120.13(1)(g)</a>	[board authority to modify expulsion mandate on case-by-case basis]
<a href="#">Section 175.32</a>	[mandatory reporting of threats of school violence]
<a href="#">Section 175.60</a>	[license to carry a concealed weapon]
<a href="#">Section 941.23</a>	[carrying a concealed weapon]
<a href="#">Section 943.13</a>	[criminal trespass law, includes provisions related to carrying firearms]
<a href="#">Section 948.60</a>	[possession of dangerous weapon under 18 years of age]
<a href="#">Section 948.605</a>	[gun-free schools zones]
<a href="#">Section 948.61</a>	[dangerous weapons other than firearms on school premises]

##### **Federal Laws**

[Gun-Free Schools Act](#) [student possession of firearms prohibited; student referral to

law enforcement/juvenile justice system required in policy]  
[18 U.S.C Sec. 921\(a\)](#) [federal definition of “firearm” (including destructive devices) that is used within the Gun-Free Schools Act and within section 120.13(1)(c)(2m)]  
[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes authority to order change of placement for weapons possession]

**Adopted:**           **12/20/21**

## Current

### PUBLIC GIFTS TO THE SCHOOLS AND SPONSORSHIPS

840

The School Board appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the public schools or to provide sponsorships in support of District programs, facilities and services. At the same time, the Board recognizes its responsibility to maintain control over the District's educational program and student activities and ensure equity in educational opportunity.

In order to maintain control over the District's educational program and student activities and to best pursue the District's mission, goals and priorities, there needs to be close communication between the potential donor/sponsor and school officials prior to the solicitation of any funds in pursuit of a school gift(s) or sponsorship and prior to the acceptance of any gift or sponsorship by the District.

No employee or agent of the District shall accept any gift or sponsorship that requires the financial commitment of District funds, that provides for the establishment of a new District program, or that involves facility naming rights without first obtaining the prior specific approval of the Board. The Board otherwise authorizes the District Administrator to accept all other monetary or other gifts to the schools, and to approve all other sponsorships, provided they are for a purpose consistent with the mission and goals of the District and are in line with this policy and the guidelines established to implement the policy. The District Administrator may, at his/her discretion, elect to obtain Board approval of any particular gift or proposed sponsorship.

For purposes of this policy, a "sponsorship" is defined as a person, organization, business or other entity providing money, goods and/or services to support the District, a public school in the District, or a school activity or program in return for the sponsor receiving an agreed-upon public acknowledgement by the District or by a school or program indicating that the money, services and/or goods were donated by the sponsor or that the program/activity was sponsored by or sponsored in part by the sponsor.

The District shall not unlawfully 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, color, national origin, 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.

The Board shall only consider a donor's or sponsor's request for facility

naming rights (including the naming of specific areas within a larger facility) if, at a minimum:

1. The gift or sponsorship offer is in line with the provisions of this policy and its implementing guidelines;
2. The donor/sponsor contributes a minimum of an amount of the original cost of the construction of the facility or the cost of facility improvements, as determined by the District Administrator; and
3. The donor/sponsor enters into a written agreement with the Board specifying the financial terms and schedule for payment to the District, the length of time the facility naming rights are granted, and any other information or terms as the Board deems relevant and appropriate.

No District employee shall, acting on behalf of the District or for the benefit of any District school or District program, solicit specific donations or sponsorships from any individual or entity or from a web site or other social media outlet without first obtaining the written approval of the District Administrator.

The District reserves the right to accept or reject any gift or sponsorship offer made to the District from any individual, organization, business or other entity. Except for any conditions or restrictions expressly accepted by the District in connection with approving and receiving a gift or sponsorship, the District's acceptance of a gift or sponsorship shall not entitle the donor or sponsor to any special privileges or considerations from the District.

The Board shall be advised of all gifts and sponsorships accepted by the District Administrator or his/her designee(s) with a value of \$1,000 or more.

Upon acceptance, all non-monetary gifts and sponsor-supplied items (furniture, supplies, equipment, etc.) shall become the property of the District and shall be subject to the same controls, policies and procedures governing other District property, except as otherwise expressly specified in the gift offer that was accepted by the District. All monetary donations shall be deposited in the appropriate designated District depository and shall be properly accounted for in accordance with applicable laws and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

It is the intention of the Board to provide proper acknowledgement (recognition) for all gifts accepted and received by the District and for all approved sponsorships. The degree of recognition should be reasonably correlated with the significance of the contribution.

It shall be the responsibility of the District Administrator to oversee District

compliance with this policy, including providing proper notification to staff, school booster clubs and the general public regarding the existence of this policy and its implementing guidelines and ensuring that appropriate acknowledgement is provided to all gift donors and sponsors on behalf of the District.

**Legal Reference:**

**Wisc. Statutes**

- [Section 118.13](#) [student nondiscrimination]
- [Section 118.27](#) [acceptance of gifts and grants; includes authority to transfer gift/grant to community foundation under set conditions]
- [Section 881.01](#) [trust fund management; prudent investment rule]
- [Section 895.515](#) [liability exemption; equipment or technology donation]

**Wisconsin Administrative Code**

- [PI 9.03\(1\)\(d\)](#) [student nondiscrimination in policies on acceptance and administration of gifts]

**Federal Law**

Internal Revenue Code statutes and regulations addressing charitable contributions

- CROSS REF.:
- 840-Rule, Guidelines for the Acceptance of Gifts840-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: 3/2/15**

The School Board appreciates the generosity of individuals and organizations within the community that wish to donate money or other gifts to enhance the work of the public schools or to provide sponsorships in support of District programs, facilities and services. At the same time, the Board recognizes its responsibility to maintain control over the District's educational program and student activities and ensure equity in educational opportunity.

In order to maintain control over the District's educational program and student activities and to best pursue the District's mission, goals and priorities, there needs to be close communication between the potential donor/sponsor and school officials prior to the solicitation of any funds in pursuit of a school gift(s) or sponsorship and prior to the acceptance of any gift or sponsorship by the District.

No employee or agent of the District shall accept any gift or sponsorship that requires the financial commitment of District funds, that provides for the establishment of a new District program, or that involves facility naming rights without first obtaining the prior specific approval of the Director of Finance and Operations. The Director of Finance and Operations is authorized to accept all other monetary or other gifts to the schools, and to approve all other sponsorships, provided they are for a purpose consistent with the mission and goals of the District and are in line with this policy and the guidelines established to implement the policy.

For purposes of this policy, a "sponsorship" is defined as a person, organization, business or other entity providing money, goods and/or services to support the District, a public school in the District, or a school activity or program in return for the sponsor receiving an agreed-upon public acknowledgement by the District or by a school or program indicating that the money, services and/or goods were donated by the sponsor or that the program/activity was sponsored by or sponsored in part by the sponsor.

The District shall not unlawfully 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,

sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures.

The Board shall only consider a donor's or sponsor's request for facility naming rights (including the naming of specific areas within a larger facility) if, at a minimum:

1. The gift or sponsorship offer is in line with the provisions of this policy and its implementing guidelines;
2. The donor/sponsor contributes to the original cost of the construction of the facility or the cost of facility improvements, as negotiated with the Director of Finance and Operations; and
3. The donor/sponsor enters into a written agreement with the Board specifying the financial terms and schedule for payment to the District, the length of time the facility naming rights are granted, and any other information or terms as the Board deems relevant and appropriate.

No District employee shall, acting on behalf of the District or for the benefit of any District school or District program, solicit specific donations or sponsorships from any individual or entity or from a website or other social media outlet without first obtaining the written approval of the Director of Finance and Operations.

The District reserves the right to accept or reject any gift or sponsorship offer made to the District from any individual, organization, business or other entity. Except for any conditions or restrictions expressly accepted by the District in connection with approving and receiving a gift or sponsorship, the District's acceptance of a gift or sponsorship shall not entitle the donor or sponsor to any special privileges or considerations from the District.

Upon acceptance, all non-monetary gifts and sponsor-supplied items (furniture, supplies, equipment, etc.) shall become the property of the District and shall be

subject to the same controls, policies and procedures governing other District property, except as otherwise expressly specified in the gift offer that was accepted by the District. All monetary donations shall be deposited in the appropriate designated District depository and shall be properly accounted for in accordance with applicable laws and the Wisconsin Uniform Financial Accounting Requirements (WUFAR).

The Director of Finance and Operations shall ensure proper acknowledgement (recognition) for all gifts accepted and received by the District and for all approved sponsorships. The degree of recognition should be reasonably correlated with the significance of the contribution.

**Legal References:**

**Wisconsin Statutes**

[Section 118.13](#) [student nondiscrimination]

[Section 118.27](#) [acceptance of gifts and grants; includes authority to transfer gift/grant to community foundation under set conditions]

[Section 881.01](#) [trust fund management; prudent investment rule]

[Section 895.515](#) [liability exemption; equipment or technology donation]

**Wisconsin Administrative Code**

[PI 9.03\(1\)\(d\)](#) [student nondiscrimination in policies on acceptance and administration of gifts]

**Federal Law**

Internal Revenue Code statutes and regulations addressing charitable contributions (see [IRS Publication 1771](#))

**Adopted:** 08/03/81

**Amended:** 03/02/15

12/20/21



# Current

## ADVERTISING

851

The Board of Education recognizes that funds raised from advertising shall provide an alternate stream of revenue for the general district operating budget. The purpose of advertising is to raise revenue; it explicitly does not create a public forum for public expression.

Advertisement is defined as an economic benefit with the specific purpose of promotion that requires selling space or time. The term advertising does not include student fundraising or outright gifts. The District will consider its' responsibility to provide an environment that is conducive to learning and the need to protect the District's integrity and image while also reflecting the community's values.

Advertising shall be limited to areas and activities that are primarily public venues; advertising may be allowed on athletic facilities, gymnasiums, event programs, school publications or other venues which are directed to members of the public. Advertising shall not be directed at student learning environments.

The Superintendent shall be responsible for approving advertising. The District shall allow a paid advertisement when it meets all of the following criteria:

- is consistent with law and the District's vision, mission, values, and goals
- is suitable for student cognitive, emotional, physical, and social development
- is not disruptive to the school environment nor does it inhibit the operation of any school
- does not promote tobacco, alcohol, drugs, weapons or a political affiliation
- is not vulgar, offensive, sexual, or obscene

No advertisement shall be construed as an endorsement of the goods or services by the Board or Altoona School District. The Board reserves the right to reject any advertisement for any reason.

The Superintendent shall provide an annual review to the Board that assesses the budgetary and educational impact of advertising within the District.

CROSS REF: 374 – Fundraising  
810 – School-Community Relations  
840 – Public Gifts to the Schools  
850 – Charity Drives  
940 – Naming Rights

**Adopted: 09/01/81**  
**Amended: 06/04/12**

## **ADVERTISING**

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Advertisement is defined as an economic benefit with the specific purpose of promotion that requires selling space or time. The term advertising does not include student fundraising or outright gifts. The District will consider it's responsibility to provide an environment that is conducive to learning and the need to protect the District's integrity and image while also reflecting the community's values.

Advertising shall be limited to areas and activities that are primarily public venues; advertising may be allowed on athletic facilities, gymnasiums, event programs, school publications or other venues which are directed at members of the public. Advertising shall not be directed at student learning environments.

The Director of Finance and Operations shall be responsible for approving any advertising. The District shall allow a paid advertisement when it meets all of the following criteria:

- is consistent with law and the District's policies and goals
- is suitable for student cognitive, emotional, physical, and social development
- is not disruptive to the school environment nor does it inhibit the operation of any school
- does not promote tobacco, alcohol, drugs, weapons or a political affiliation
- is not vulgar, offensive, sexual, or obscene

No advertisement shall be construed as an endorsement of the goods or services by the Board or the School District of Altoona. The District reserves the right to reject any advertisement for any reason.

**Adopted: 09/01/81**  
**Amended: 06/04/12**  
**12/20/21**

Many individuals may want to enter school buildings during the school day for a variety of reasons. The District, however, has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Since the building principal is responsible for helping ensure the safety of all persons in the school and for maintaining a school environment conducive to learning, all visitors are expected to report to the school office for a visitor's pass before going anywhere in the building during the school day. Determination or disposition of an individual's request to visit the school will be made by the building principal or his/her designee in accordance with administrative procedures currently in force. The building principal may designate exceptions to the requirement that visitors report and register in the school office in connection with a school performance, assembly, or similar event that is open to members of the public and that occurs during the school day.

For purposes of this policy and its implementing procedures, any person other than a District student or a District employee who is present on school premises is regarded as a visitor. Visitors may include parents and guardians of students, School Board members, school volunteers, invited speakers, vendors, representatives of the news media, students not enrolled in or attending courses in the School District of Altoona, interested citizens, etc.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of the registered sex offender to provide the required school notification. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

Regardless of the time of day, the Superintendent or any building principal or his/her designee has the discretionary authority to exclude from the school

premises any person who the District determines has no legitimate and approved purpose for being on school grounds, disrupts or appears likely to become a disruption to the educational program, or threatens the health or safety of students, staff or others in the school. Any such individual shall be directed to leave the school premises immediately and law enforcement authorities may be called if necessary.

**Legal References:**

**Wisconsin Statutes**

[Section 118.07\(4\)](#) [school safety plans]

[Section 120.12\(1\)](#) [school board duty; care, control and management of school district property]

[Section 120.13\(35\)](#) [school board power; authority to set rules governing individuals' presence in school buildings]

[Section 120.44\(2\)](#) [school board powers and duties; unified school districts – *include this reference only if classified as a unified school district*]

[Section 121.02\(1\)\(i\)](#) [school district standard; provide safe and healthful facilities]

[Section 301.475](#) [sex offender's presence on school premises; school administrator notification required]

**Adopted:** 08/03/81

**Amended:** 12/05/83

12/20/21

## VISITORS TO THE SCHOOLS

The Altoona School Board encourages visits by citizens, taxpayers, and parents to all of our school buildings. We urge the taxpayers of Altoona to visit our school facilities in accordance with reasonable procedures to control such visits ( KK-R) and to evaluate the quality of education, determine needs, and to join with the Board in improving our system. The Board also believes that the visits of parents/guardians of children attending the school will afford them the opportunity to be informed of the day to day operation of the school.

Principals are requested to continue strong efforts to ensure that parents of school children are not only aware of the above policy but that they are cordially invited to visit our schools and to thereby develop a spirit of the children involved. Direct communication to homes, as well as the use of parent organizations and other school meetings, to advertise this policy are encouraged. The administrator will periodically request a summary as to number and frequency of parent and citizen visits, which in turn will be reported to the Board.

Initial Adoption:	7/6/81
Final Adoption:	8/3/81
Initial amended:	11/7/83
Final amended:	12/5/83

## PUBLIC COMPLAINTS

The School District of Altoona endorses the policy of the National School Boards Association, "that factual materials relating to both sides of controversial issues of local, state, national, and international importance should be presented in the classrooms...." The Board in accepting its responsibility to have controversial issues and/or materials examined in the school expects that its entire professional staff, administrators, and teachers, will assure that the issues to be examined or material to be used are appropriate to the curriculum; appropriate to the maturity level of the student; and are presented in an unbiased, balanced way.

The Board also recognizes its responsibility to and the rights of citizens who are concerned over controversial issues and/or materials. These rights, include the right to expect the impartial presentation of controversial issues; the right to secure information from school officials, and the right to file formal protests with the full expectation that they will receive a courteous and prompt reply. Individual citizens do not have the right however, to suppress the study or examination of issues about which they hold strong opinions or beliefs.

Constructive criticism of the schools is welcomed by the Altoona School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as in individual, it will be referred to the school administration for study and possible solution.

The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. If resolution of the problem seems unlikely at the building level either party is encouraged to refer the matter to the administrator for his review.

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Initial Adoption: 6/1/81  
Final Adoption: 6/15/81

A concern is defined as “a cause of anxiety or worry.” A complaint is defined as “a statement that a situation is unsatisfactory or unacceptable.” For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints is identical.

The District relies on its teachers, staff, and administrators to resolve such concerns or complaints of the public. It is the policy of the District to provide for such resolutions first at the level most directly involved and in an informal manner, whenever possible. Further, if such resolution cannot be accomplished, procedures shall be available for review at an administrative level. Certain policies include complaint procedures that may ultimately become before the Board of Education.

Nothing in this policy or its implementing procedures is intended to supersede timelines or procedures specified in other policies of the District or in other applicable legally-mandated timelines or processes. Examples of situations in which more specific policies and procedures exist include, but are not limited to, the following:

- *Policy 342.1*                      *Programs for Students with Disabilities (See also the District's special education policy and procedure manual and the Individuals with Disabilities Education Act (IDEA) Regulations)*
- *Policy 342.8*                      *Section 504 (as applicable to students)*
- *Policy 345.4*                      *Student Promotion and Retention*
- *Policy 347*                         *Student Records*
- *Policy 361.1*                      *Public Complaints About Instructional Materials*
- *Policy 361.2*                      *Public Complaints About Library Materials*
- *Policy 370*                         *Extracurricular Activity Rules and Regulations (See also the District's Extracurricular Activity Code and any applicable Wisconsin Interscholastic Athletics Association (WIAA) Regulations)*
- *Policy 411*                         *Equal Educational Opportunities (Nondiscrimination)*
- *Policy 412*                         *Student Anti-Harassment and Anti-Bullying*

- *Policy 421*                      *Entrance Age (including early admission to kindergarten and 1<sup>st</sup> grade)*
- *Policy 511*                      *Equal Opportunity Employment and Nondiscrimination*
- *Policy 512*                      *Employee Harassment and Bullying*
- *Policy 527*                      *Employee Grievances]*

**Adopted:**                      **06/15/81**  
   **12/20/21**



**Copyright**

Copyright and other associated rights of ownership of works created by District employees within the scope of their employment (i.e., work that advances the objectives of the person's employment) are subject to the "work made for hire" doctrine under copyright law. Therefore, to the extent consistent with applicable law, and unless the School Board or an authorized designee acting on the Board's behalf approves a different arrangement in writing, such rights and works are the property of the District and the District retains all associated rights of ownership.

If any District employee wishes to request approval for an arrangement under which the employee would retain (1) a personal ownership interest (either in whole or in part) in a particular work or in the work's related intellectual property rights, or (2) a right to independently use, sell, or license such a work, a request should be made in writing and submitted to the Superintendent. Whenever practicable, the request should be submitted in advance of pursuing the endeavor.

Subject to applicable law, examples of particular works that are covered by this policy regarding copyright generally include in-District academic research; published material that relates to the author's District employment; staff development presentations and training materials; curriculum, instructional modules, assessments, or lessons plans; any software or electronic application that is developed for use or possible use by a District employee in connection with instruction or other District operations or programs; guides, procedures, handbooks, or forms; and works of art created within the scope of employment. However, reaching a determination of whether or not any particular work is a "work made for hire" under copyright law requires an analysis of the specific work and the circumstances under which the work was created.

**Patents**

The ownership and rights to non-infringing use of patents for any inventions or other patentable work conceived or created by an employee during his/her

hours of employment or while working with District-provided resources shall be determined by applicable law.

### **District-Commissioned Work by Independent Contractors**

If the District commissions a work by an independent contractor with the intent of retaining ownership and/or intellectual property rights in the resulting work, the relevant contract shall specify the allocation of such rights to the extent required by law or as otherwise deemed advisable by the District or the District's legal counsel.

### **Decisions Regarding District Intellectual Property**

Decisions to license, publish for sale, or otherwise distribute or authorize the use of works, marks, and related intellectual property owned by the District shall be made by the Director of Finance and Operations. Other employees who receive requests or inquiries regarding the use of District-owned works, marks, or related intellectual property should refer the request to the Director of Finance and Operations.

#### **Legal References:**

##### **Federal Law**

[Title 17 U.S.C. §101 et seq](#) [federal copyright law]

[Title 35 U.S.C. §100 et seq](#) [federal patent law]

**Adoption Date:** 11/15/21

## **NON-DISTRICT RESEARCH INVOLVING DISTRICT SCHOOLS OR PROGRAMS 336**

The School Board generally encourages the District's professional employees to contribute to the field of education through research and other scholarly work that, for example, studies or evaluates methods of instruction, student learning, or innovative practices. However, it is also important that such activities be properly planned, vetted, and authorized. In some cases, the District may reject well-intended research proposals due to concerns with ethical research practices, limitations on the use of certain records/information, the appropriate allocation and use of District resources, or possible disruptions to District program operations.

Accordingly, if any District employee or non-District third party wishes to independently initiate any research project or study that involves the District, either on his/her own behalf or in collaboration with others, the individual shall first request and obtain written permission to undertake the activity from the administrator (principal or director) closest to the proposed research subject if any of the below apply. The principal/director may consult with the Superintendent as needed.

1. The research or study would be likely to be considered a type of "human subject research." Examples of such research may include activities in which individuals are assigned to a control group or experimental group with respect applying some research-related intervention, or research that involves the administration of certain surveys or interviews. (In the case of a non-District third party's request, this criteria assumes that the relevant research is seeking access to "human subjects" through the District.)
2. The research or study would be conducted or analyzed using the paid time of any District employee(s) or otherwise impose costs on the District that the District has discretion to approve or deny.
3. The research or study would involve the access, use, or disclosure of any individually-identifiable student record information or other individually-identifiable District data/records as to which any applicable state or federal law places relevant restrictions on such access, use, or disclosure.
4. The research or study would require any other special access to District facilities, programs/operations, personnel, students, or data beyond that which is generally accessible to any member of the public. Examples of

data/records that are generally accessible to the public include data obtained as the result of a public records request, data that is already published by the District and accessible to the public (e.g., on the District website), and District data that is publicly available from the Department of Public Instruction.

A District employee's or a non-District third party's current enrollment in or other association with an institution of higher education does not change the above requirements for obtaining advance permission to conduct a research project or study that involves the District.

Although appropriate care and caution regarding ethical research practices and ensuring the appropriate use and security of confidential records/information must also be exercised with District-initiated efforts to evaluate its own programs and operations, this policy is not intended to directly apply to intra-District studies or evaluations that are undertaken within the scope of an employee's duties solely for internal purposes or that are otherwise authorized or directed by the supervising administrator.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Subchapter II of Ch. 19</a>	[state public records law]
<a href="#">Section 118.125</a>	[state student records law]
<a href="#">Section 120.12(2m)</a>	[prohibition on the disclosure of certain employee evaluations]

##### **Federal Laws**

<a href="#">20 U.S.C. § 1232h</a>	[Protection of Pupil Rights Provision of General Education Provisions; student privacy policies required and other privacy and parent's rights mandates]
<a href="#">Family Educational Rights and Privacy Act</a>	[federal student records law]
<a href="#">34 C.F.R. Part 99</a>	[U.S. Department of Education FERPA regulations]
<a href="#">34 C.F.R. Part 300, Subpart F</a>	[U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]
<a href="#">42 U.S.C. § 1758(b)(6)</a>	[heightened privacy rules for students' eligibility status and other National School Lunch Program records; limitations on local district use of such data]

**Adoption Date: 11/15/21**

In an effort to help students master challenging curricula and meet high academic standards, the District participates in the federal Title I program.

The District schools that participate in the Title I program use the school-wide model.

The Director of Student Services shall have overall responsibility for monitoring both the success of the District's Title I programming and the District's compliance with the various legal requirements that apply to participation in the Title I program. The administration's oversight responsibilities in regard to the Title I program include the following:

1. Ensuring District-level involvement in the planning, delivery, and regular evaluation of the Title I programs and services at individual schools. This includes ensuring that school-based plans, goals, and service initiatives are complementary to District-level plans, goals, and initiatives.
2. Ensuring the appropriate development, maintenance, dissemination, and periodic updating of a District-level Title I parent and family engagement policy, and verifying that the corresponding school-level parent and family engagement policies and compacts are in place.
3. Ensuring the establishment and implementation of procedures for providing parents and guardians with the various notifications required under the federal Title I laws and regulations, including an annual notification of this policy.
4. Structuring opportunities for the District to appropriately coordinate and collaborate with private schools and other entities providing educational services (e.g., early childhood development programs) in the community.
5. Providing the fiscal and operational planning and direction needed to ensure, to the extent required by federal law and applicable to the District, that there is an appropriate degree of intra-District comparability in teacher compensation and in the teachers, administrators, support personnel,

curriculum materials, and instructional supplies that are provided to particular grades or schools.

6. Ensuring the appropriate documentation and reporting structures are in place to:
  - a. Monitor key compliance factors such as the District's maintenance of fiscal effort, the "supplement and not supplant" restrictions on the use of federal Title I funds, and, to the extent applicable, the intra-District comparability-of-service requirements established under federal law.
  - b. Facilitate the timely completion and submission of state and federal reports, applications, or other information that may be required or requested by state or federal officials in connection with the District's participation in the Title I program.
  - c. Appropriately track the allocation, distribution, and expenditure of Title I funds.

**Legal References:**

**Federal Laws**

<a href="#">20 U.S.C. Sec. 6312</a>	[local educational agency Title I plans; includes expectations regarding teacher and paraprofessional qualifications and annual notice requirements]
<a href="#">20 U.S.C. Sec. 6313</a>	[Eligible school attendance areas]
<a href="#">20 U.S.C. Sec. 6314</a>	[School-wide Title I programs]
<a href="#">20 U.S.C. Sec. 6315</a>	[Targeted-assistance Title I schools]
<a href="#">20 U.S.C. Sec. 6318</a>	[Parental involvement]
<a href="#">20 U.S.C. Sec. 6320</a>	[Participation of children enrolled in private schools]
<a href="#">20 U.S.C. Sec. 6321</a>	[Fiscal requirements]
<a href="#">20 U.S.C. Sec. 6322</a>	[Coordination requirements]

**Federal Regulations**

<a href="#">34 C.F.R Part 200</a>	[Federal Title I regulations]
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**Adoption Date:** 11/15/21

## **PROGRAM AND CURRICULUM MODIFICATIONS FOR INDIVIDUAL STUDENTS**

**342.6**

As further provided under state law, any student's parent or guardian, or the student if the parent or guardian is notified, may submit a written request asking the District to approve and provide the student with program or curriculum modifications, including but not limited to the following:

1. Modifications within the student's current academic program.
2. A school-facilitated work training or work study program.
3. Homebound study, including District-approved correspondence courses, tutoring provided by the District, or other courses of study approved by the District.
4. Enrollment in any alternative public school or program located in the District.
5. Enrollment in any public educational program located outside the District, which may include enrollment pursuant to a contractual agreement between school districts.
6. Enrollment in a qualifying nonsectarian private school or program, or tribal school, located in the District under a contractual tuition agreement as further provided in state law.

The District retains discretion to approve or deny program and curriculum modifications requested under this policy to the extent permitted under applicable laws. The principal (in consultation with the appropriate director, if needed) may approve or deny such requests on behalf of the District.

Any initial decision made to a parent-initiated or student-initiated request for a program or curriculum modification under this policy shall be reviewed (or reconsidered) by the Board upon the request of the student's parent or guardian (or upon the request of an adult student, if applicable).

In addition to parent-initiated and student-initiated requests for a program or curriculum modification:

1. The District may approve and implement a discretionary program or curriculum modification for an individual student following a District-initiated referral and a District determination such modification would be appropriate for the student, provided that the District obtains consent for the modification from the student's parent or guardian (or from an adult student) whenever such consent is required by any applicable law.
2. Where required by law in certain situations involving a child's truancy, the District shall include consideration of possible program or curriculum modifications in connection with educational counseling that is offered to address the child's truancy.

### **Legal References:**

#### **Wisconsin Statutes**

<a href="#">Section 115.28(7)(e)</a>	[alternative education programs]
<a href="#">Section 118.15</a>	[compulsory attendance, generally]
<a href="#">Section 118.15(1)(a)</a>	[authorized exceptions to compulsory attendance requirements]
<a href="#">Section 118.15(1)(d)</a> to <a href="#">(e)</a>	[requests for discretionary program and curriculum modifications for individual students]
<a href="#">Section 118.15(1)(f)</a>	[requirement to provide annual notice to parents and students]
<a href="#">Section 118.16(5)(b)</a>	[required consideration of program and curriculum modifications in connection with attempts to resolve a child's truancy]
<a href="#">Section 118.33</a>	[high school graduation requirements]
<a href="#">Section 121.78(5)</a>	[contracts and payment of tuition by school districts for certain alternative placements made for approved program and curriculum modifications]
<a href="#">Section 938.20(2)(f)3</a>	[required consideration of program and curriculum modifications in connection with attempts to resolve a child's truancy]

**Wisconsin Administrative Code**

<a href="#">PI 18.04</a>	[programs for high school graduation to accommodate students with exceptional educational interests, needs, or requirements]
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**Adoption Date:** 11/15/21



## **PART TIME OPEN ENROLLMENT**

**343.44**

Under the part-time open enrollment program, a student enrolled in a public school in the high school grades may be permitted to attend a public school in a nonresident school district to take up to two courses at any one time.

If a student wishes to participate in the part-time open enrollment program, the student and his/her parent or guardian are solely responsible for (1) following all application procedures, (2) providing express notice to the applicable school districts that confirms the student's intent to attend a course into which the student has been accepted, (3) meeting the minimum eligibility criteria, and (4) meeting relevant deadlines, as such requirements are defined in state law, any applicable state regulations, and the policies and procedures of the applicable school districts. Failure to submit a timely and complete application or a failure to meet other mandatory requirements are grounds for loss of the opportunity to participate in the course(s).

The District Registrar, with support and advisement of District Directors, shall be responsible for (1) ensuring that the District appropriately processes all resident and nonresident student applications for the part-time open enrollment program; and (2) determining whether the District will approve or deny individual applications based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures. The building principals shall be responsible for establishing a start date for each course for purposes of part-time open enrollment, and the applicable starting date shall be used to calculate the deadlines for submitting a program application for the course and for providing the related approval, rejection, and acceptance notices. The part-time open enrollment application deadline will be 30 days prior to the course start date.

### **Resident High School Students Attending Courses in Other Public School Districts**

The District shall deny a resident student's otherwise timely and complete application to attend a course in another public school district under the part-time public school open enrollment program if:

1. The course conflicts with the student's individualized education program (IEP);  
or

2. The cost of the course would impose an undue financial burden on the District.

### **Nonresident High School Students Attending Courses in the District**

Nonresident students seeking to enroll in specific District courses under the part-time open enrollment program shall be subject to the same criteria that are used for making course-related eligibility and acceptance decisions for students who are District residents. Such criteria include meeting applicable course prerequisites, academic requirements, proficiency standards, and conduct-related requirements. In addition, there must be space available in the course.

Regarding space availability considerations, the District will give preference (i.e., ahead of part-time open enrollment applicants) in making acceptance and placement decisions for individual courses to the following:

1. **District students have first priority.** Up to the point at which the District provides formal notice of acceptance or denial to a part-time open enrollment applicant (which will occur no sooner than six weeks before and no later than one week before the course is scheduled to begin), the District will give a preference to otherwise-eligible students whose primary enrollment and school of attendance is (or at the time of the applicable course will be) within the public schools of the District (including students who are not District residents who are regularly attending a school in the District under the full-time open enrollment program). In addition, the District may reserve a reasonable number of spaces in particular classes to accommodate possible course changes by such District students and to accommodate regular District students who are late enrollees.
2. **Non-District students who are District residents have a preference over nonresidents.** Provided that such students have applied to take the course no later than at least 30 days before the course starting date, the District will also give a secondary preference to non-District students who are residents of the District and who are entitled to apply to take the course under state law or under any other Board policy (e.g., certain residents who are enrolled in a private school, tribal school, or home-based private educational program).

If, after applying the applicable preferences, the District has space available in a course for part-time open enrollment students and any other students who may be eligible to apply to take the course, but the District has received more qualifying applications from such interested persons than there are spaces available, then the District will use a random procedure to determine which additional students to accept into the course. The random procedure shall involve a randomized drawing or the use of a random number generator.

### **Application of Policy in Special Situations**

To the extent required by law, the terms “resident student,” “nonresident student,” and “nonresident school district,” within this policy shall be construed to appropriately accommodate atypical situations where the public school that a student normally attends on a full-time basis is not located in the same school district in which the student’s legal residence is located.

#### **Legal References:**

##### **Wisconsin Statutes**

<a href="#">Section 115.385(4)</a>	[required parent notification of educational options, including part-time open enrollment]
<a href="#">Section 118.13</a>	[student nondiscrimination]
<a href="#">Section 118.145(4)</a>	[resident students enrolled in private schools/tribal schools taking courses in the public high school]
<a href="#">Section 118.15(1)(d)</a>	[discretionary program and curriculum modifications]
<a href="#">Section 118.33</a>	[high school graduation requirements]
<a href="#">Section 118.52</a>	[part-time open enrollment]
<a href="#">Section 118.53</a>	[home-schooled students taking courses in the public schools]
<a href="#">Section 118.57</a>	[required public notification of educational options, including part-time open enrollment]

##### **Wisconsin Administrative Code**

<a href="#">Subchapter V of PI 36</a>	[part-time open enrollment regulations]
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**Adoption Date:** 04/23/18

**Amended:** 11/15/21

## **EARLY COLLEGE CREDIT PROGRAM**

**343.46**

High school students who meet the eligibility requirements defined in applicable statutes, regulations, and District policies, and who submit timely and complete applications and notices, may be permitted to enroll in one or more program-eligible courses at an institution of higher education through the Early College Credit Program.

The High School Principal or an administrative-level designee shall be responsible for (1) ensuring that the District appropriately processes requests/applications related to the Early College Credit Program; and (2) determining whether the District will approve individual applications and pay for specific courses based on the criteria established in state law, any applicable state regulations, and applicable District policies and procedures.

The authority of the program administrator(s) includes, but is not limited to, the authority to make or approve the following determinations on behalf of the District:

1. Whether a student meets the minimum eligibility criteria established in state law;
2. Whether a proposed course is comparable to a course already offered in the District;
3. Whether the proposed course and any resulting credit meets any of the District's high school graduation requirements; and
4. Whether the student will be eligible to receive high school credit for the successful completion of a proposed course, and, if so, the amount of high school credit.

In making such determinations, the authorized program administrator(s) shall evaluate a postsecondary course under the applicable legal standards and, to the extent applicable to determinations of high school credit, using the same methods and criteria as are used to evaluate District courses that may be offered for high school credit. All efforts should be made to ensure that similarly-situated courses are being processed with a reasonable degree of uniformity. The Director of Curriculum and Instruction may be consulted in these decisions as needed.

If a student who intends to take a course through the Early College Credit Program disagrees with a District decision regarding comparability of courses, satisfaction of high school graduation requirements, or the number of high school credits to be awarded for a course (if any), the student may appeal the District's decision to the State Superintendent of Public Instruction within 30 days after the decision.

### **Initial Applications and Notices Students Are Required to Submit**

Students interested in enrolling in an institution of higher education (IHE) for the purpose of taking one or more nonsectarian courses under the Early College Credit Program must do all of the following to start the application process:

1. Submit a timely and complete application directly to the applicable IHE in the semester prior to the semester or session in which the course is scheduled to begin. The student must adhere to all application deadlines and other related requirements established by the IHE; and
2. Submit a timely and complete written notice to the District that identifies the student's intent to take one or more courses under the Early College Credit Program. A separate notification form must be completed and processed for each IHE semester/session in which a student intends to take a course.
  - a. The deadlines for students to submit such notice for any fall semester, spring semester, or summer session/semester course are the deadlines established under state law: October 1 for any spring semester course, and February 1 for any summer semester/session course.
  - b. In addition to any other information required on the form, the initial notice must identify the name of the IHE the student plans to attend, the titles of the course(s) in which the student intends to enroll, the number of postsecondary credits of each course, and whether the student will be taking the course(s) for high school credit, postsecondary credit, or both.

### **Responsibility for Costs; Limitations on District Payments**

To the extent required by state law and as applicable to each course that a student takes under the Early College Credit Program, the District shall pay the appropriate tuition amount to the IHE and such other costs (if any) as may be specified by law. The student or the student's parent or guardian shall pay the

amounts (if any) specified as the student's responsibility for each course under state law and District policy. The following also apply:

1. If a student takes a course at an IHE that is comparable to a course offered in the District, the District will make no payment for the course. Instead, the student taking the comparable course is responsible for paying the tuition and fees for the course.
2. If a student takes a course at an IHE for postsecondary credit only, and the course is not comparable to a course offered in the District, the student or the student's parent or guardian shall pay to the District 25% of the tuition amount that the District is required to pay to the IHE, unless such 25% payment is determined to pose an undue financial burden on the student's family under standards and procedures set by the Department of Public Instruction. If applicable to a course and not waived pursuant to state law, the following provisions further govern the timing and method for making such 25% payments to the District:
  - a. The student or his/her parent or guardian may make payment for such courses via a personal check or a bank (cashiers) check, made payable to the School District of Altoona or by online payment via the District's e-Funds for schools option. Payments attempted in other forms, including in U.S. currency, are not acceptable and will be refused or returned to the payor. If a check is returned as non-payable due to insufficient funds, a stop-payment order, or any other reason, any related fee(s) charged to the District by a financial institution will be added to the amount due.
  - b. Unless the District's Finance and Operations Office has agreed in writing to a different plan of scheduled payments, payment is due in full within 30 days of the date on which the District provides the student (or student's parent or guardian) with an invoice of the specific amount due. If a family wishes to arrange a payment plan, the family shall submit a request to the District's Finance and Operations Office before the start date of the course(s). The District's Finance and Operations Office may agree to a payment plan provided that (1) the student has no other outstanding obligations to the District that are in arrears, and (2) the final payment to be made no later than the earlier of 30 days after the course is complete or at least 10 days prior to the student's high school graduation. Initial installments under such a payment plan may be based on an estimated

amount owed if a definite figure cannot be provided by the IHE at that time.

- c. If the District receives any payment from the student or the student's parent or guardian as a share of tuition, and it is later determined that the District is not responsible for paying tuition for the course, or if the amount received as payment exceeds the amount of the student's actual payment obligation, the District will refund the appropriate amount to the student or his/her parent or guardian.
  - d. Any past-due payments for a share of course tuition that are owed by a student will be processed in the same manner that applies to other past-due school fees and charges.
3. The District shall pay for no more than the equivalent of a combined total of 18 double postsecondary semester credits per student for any courses that are taken through the "Start College Now" program (section 38.12(14) of the state statutes) or the Early College Credit Program. However, the limitation on total paid credits does not prohibit a student from (1) taking other courses through a postsecondary institution where the District has authorized the coursework under a separate program or separate source of authority; or (2) taking other District-approved high school courses, outside of the specific state programs, that may result in eligibility for postsecondary credit(s).
4. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for the costs paid by the District. If this reimbursement is not made upon request, the student is ineligible for any further participation in the "Start College Now" program and the Early College Credit Program. However, the student or the student's parent or guardian may submit a written request asking the School Board to waive this repayment obligation if the Board determines, at its discretion, that extenuating circumstances led to the unsuccessful completion of the relevant course(s) and repayment would impose an unreasonable and undue financial burden on the student or the student's family.
5. In order for a student to avoid a payment obligation (where applicable) for a course taken through the Early College Credit Program, it is the sole

responsibility of the student and his/her parent or guardian to ensure that the student withdraws from the course prior to the applicable IHE's deadline for doing so such that the IHE will not charge the District any tuition for the course.

6. Unless otherwise required by law, the District is not responsible for providing transportation to postsecondary courses taken under this policy or for paying for transportation-related costs.

**Legal References:**

**Wisconsin Statutes**

<a href="#">Section 38.12(14)</a>	[attendance at technical college under the technical college course program, also known as "Start College Now" Program]
<a href="#">Section 115.385(4)</a>	[required parent notification of educational options, including early college credit program]
<a href="#">Section 118.15(1)(d)</a>	[discretionary program and curriculum modifications]
<a href="#">Section 118.33</a>	[high school graduation requirements]
<a href="#">Section 118.55</a>	[the early college credit program]
<a href="#">Section 118.57</a>	[required public notification of educational options, including early college credit program]
<a href="#">Section 120.12(17)</a>	[non-early college credit program courses taken for high school credit at a UW System Institution]

**Wisconsin Administrative Code**

<a href="#">Chapter PI 40</a>	[regulations governing the early college credit program]
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**Adoption Date:** 04/23/18

**Amended:** 11/15/21



**Current**

# **Policy IKFA - Early Graduation**

IKFA - EARLY GRADUATION

Altoona High School Early Graduation Eligibility

The student must successfully complete the required 24 credits as outlined in the School Board Policy (IKF), Section PI 18.03 of the Wisconsin Administrative Code, and Wisconsin Act 39.

Cross Ref: IKF, Wisconsin Act 39

Initial Adoption: 05/18/92

Final Adoption: 06/01/92

Amended: 07/10/06

<https://www.altoona.k12.wi.us/district/school-board/ikfa-early-graduation> 1/1

## EARLY GRADUATION FROM HIGH SCHOOL

345.61

The District's high school graduation requirements are established with the intent that students will normally attend high school for four (4) school years. Early graduation by a student who has attended high school (or an equivalent program) for less than four school years is permitted, but only if the student has met the District's high school graduation requirements, is eligible to receive a high school diploma, and has met all of the following additional requirements:

1. The student, or, if the student is under age 18, the student's parent or guardian, must submit a written request for approval of early graduation, meet with a high school guidance counselor or a member of the school's administrative staff to discuss the potential advantages and disadvantages of early graduation, and receive the principal's approval for a plan that, if successfully completed, will satisfy the applicable graduation requirements.
2. After meeting with school staff, the student, or, if the student is under age 18, the student's parent or guardian, must provide written consent for early graduation.
3. Prior to graduating, the student must have completed a meaningful period of enrollment and attendance in the District high school or in a District-sponsored alternative education program. The minimum period of in-District attendance shall normally include the full credit-earning grading period that immediately precedes the student's graduation. An exception to this minimum period may be granted by the principal in extenuating circumstances provided that the principal determines that (1) the reason the student did not meet the requirement was reasonably beyond the control of the student and, if under the age of 18, the student's parent or guardian; and (2) instructional staff are able to make a sufficient assessment of the student's academic progress and performance.
4. Prior to graduating, the student must have attended a high school (or been enrolled in an equivalent educational program) for at least the equivalent of three complete school years, not including summer school.

When a student is already receiving the benefits of full-time enrollment and attendance, the student's desire to pursue early graduation does not, by itself, obligate the District to either (1) commit additional funds or other resources to facilitate the student's early graduation; or (2) provide or approve any special credit-earning opportunities or other special accommodations (including scheduling accommodations) beyond those that may be available through other established programs or processes. The District has discretion to approve or deny requests for certain program or curriculum modifications and may, for example, deny a request that the District determines involves a plan for completing graduation requirements that is not educationally sound and appropriate.

An early graduate will continue to be eligible for scholarships or other awards/honors, unless determined to be ineligible by the terms and conditions established for the particular award/honor.

An early graduate may not, thereafter, continue his/her attendance or participation in the District as a student. This includes participation in co-curricular activities, athletics, senior trips, or student events like prom (unless attending as the guest of a current student).

An early graduate may participate in the graduation ceremony for his/her graduating class. Upon approval of event organizers, an early graduate may participate in the parent-sponsored graduation party.

**Legal References:**

**Wisconsin Statutes**

- [Section 118.13](#) [student nondiscrimination]
- [Section 118.33\(1\)](#) [high school graduation requirements]
- [Section 120.13](#) [board and district authority regarding management of the district; including but not limited to student conduct and discipline]

**Wisconsin Administrative Code**

- [PI 9](#) [student nondiscrimination, including complaints and appeals]
- [PI 18](#) [high school graduation requirements]

**Adoption Date:** 06/01/92  
**Amended:** 07/10/06  
11/15/21

## STUDENT DIRECTORY DATA

347.1

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

The District designates the following data elements from student records as "directory data":

- Student's name
- Recorded images of the student that are not being maintained by the District for a separate purpose as a behavioral record
- Student's school/grade level
- Degrees and awards received by the student
- Student's participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- The name of the school most recently previously attended by the student
- Student's dates of attendance (not including daily attendance records)

The District's designation and use of directory data is further defined and limited as follows:

1. Pursuant to a state law requirement, unless the student's parent or guardian (or adult student) has notified the District of his/her objection to such a disclosure of the student's directory data, the District shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under section 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the school district for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

2. The District discloses a student's date of birth only for the purpose of acknowledging and observing the student's birthday within the student's school. A student's date of birth is never released in response to a third party's request for access to student directory data.
3. Although a student's address and telephone number are not designated as student directory data under this District policy, the District is nonetheless required by law to release a high school student's name, home address, and telephone number to military recruiters and institutions of higher education, upon their request, unless the student or the student's parent or guardian, as applicable, has notified the District that such information shall not be released without prior written consent. The District shall notify adult students and parents and guardians of high school students under the age of 18 of their right to opt out of such disclosures. Requests for student contact information under this paragraph include requests from any technical college district for the contact information of students who may be graduating from high school in the current school year.
4. Pursuant to federal law, the District may not disclose or confirm a student's directory data without obtaining the written consent of a parent or guardian if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

### **Directory Data Notice and Opt-Out Decisions**

The District will provide written notice of the District's designation of student directory data, opt-out rights, and opt-out procedures to parents/guardians and adult students (if applicable). Notice will be provided via publication in the District Annual Notices and through the District website. A directory data notice may be combined with, or otherwise referenced within, the District's federally-required annual student records notice.

Upon a student's initial enrollment and registration in the District, upon re-enrollment following a gap in enrollment, and upon each continuing student's initial transition into high school, the student's parent or guardian (or adult student, if applicable) shall be provided with a copy of the District's directory data notice and shall have 14 days to inform the school, in writing, that all or any part of the student's directory data may not be released without prior

consent. During such 14-day periods, the District will avoid the release of the student's directory data under this policy.

Regarding decisions to opt out from the school's disclosure of all or any part of the directory data under this policy:

1. Using procedures established by the administration, a parent or guardian (or adult student, if applicable) may make, modify, or withdraw an opt-out decision regarding directory data at any time, but should allow for a reasonable period of time for such a decision to be processed.
2. Unless the District issues express notice to a parent, guardian, or adult student stating that a new opt-out decision is required (in which case a 14-day non-disclosure period will again apply), an opt-out decision from the disclosure of directory data under this policy will remain in effect until it is modified or withdrawn by an appropriate party.

**Legal References:**

**Wisconsin Statutes**

- [Section 19.65](#) [rules of conduct; employee training; and security regarding personally-identifiable information]  
[Section 118.125](#) [state student records law; policies required]  
[Section 767.41\(7\)](#) [custody and physical placement; parent access to records]

**Federal Laws**

- [Family Educational Rights and Privacy Act](#) [federal student records statute]  
[34 C.F.R. Part 99](#) [U.S. Department of Education FERPA regulations]  
[Protection of Pupil Privacy Amendment](#) [federal privacy and parental rights law]  
[20 U.S.C. §7908](#) [military access to student information; see also [10 U.S.C. §503\(c\)](#)]

**Adoption Date:** 11/15/21

# **Policy IICAA - Overnight Trips**

## IICAA - OVERNIGHT TRIPS

The Altoona school district believes that education can be enhanced through opportunities which may include over night stays.

When a field trip or excursion includes an over night stay, the guidelines outlined in IICAA-R will be observed and implemented by all parties involved.

No fund raising activities for an extended trip may occur before trip approval is granted. Participation in school-sponsored extended trips shall be voluntary.

Failure to follow these procedures will result in denial of over night trips.

The school district shall not discriminate in admission to any school, class, program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, handicap in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

Cross Ref: JE-R II. B.

Initial Adoption: 10/19/98

Final Adoption: 11/02/98



<https://www.altoona.k12.wi.us/district/school-board/iicaa-overnight-trips> 1/1

**DISTRICT-SPONSORED TRIP / ACTIVITIES INVOLVING  
LONG-DISTANCE TRAVEL OR OVERNIGHT STAYS**

**352.1**

District-sponsored and District-supervised trips/activities for students that involve long-distance travel or any overnight stay(s) often give rise to significant safety, supervisory, logistical, and financial challenges. Accordingly, any request to approve such a trip or activity must be supported by a comprehensive plan and a compelling justification. Long-distance travel is defined as a one-way distance of more than 100 miles from the District's boundaries.

**Authorization**

Except for a District-sponsored team's or other competitive co-curricular group's participation in advanced-level competitions for which students have qualified as a result of their performance in local or regional competitions, each District-sponsored and District-supervised trip/activity for students that involves long-distance travel or an overnight stay must be authorized and approved in advance, as follows:

1. Provided that any District-provided funding for the trip is already accounted for in the District's approved annual budget or has been specifically approved by the School Board, the principal may approve a proposal for any of the following:
  - a. A trip or activity that does not involve long-distance travel but that includes a single overnight period during which participating students will remain under the District's supervisory jurisdiction.
  - b. A trip or activity that requires long-distance travel for which transportation will be by a District-authorized motor vehicle and that may also involve one or more overnight periods during which participating students will remain under the District's supervisory jurisdiction.

There are many reasons that particular proposals may be denied, even when the request includes an adequate plan for supervision and funding. Previous approval of the same or a similar trip/activity under this policy in no way assures future approvals. If deemed appropriate, the District may grant tentative or conditional approval for a trip/activity. The District reserves the discretion to cancel an approved trip or activity due to safety concerns or for other valid reasons.

## **Funding**

Funding decisions under this policy are made on a case-by-case basis. In most circumstances, the District will require the costs associated with student participation in a trip or activity that involves long-distance travel and/or any overnight stays to be covered by non-District sources, including fees that are paid by the families of participating students. The District cannot guarantee that pre-paid fees will be refundable in the event of a cancellation or if any student does not participate in a trip/activity as expected for any reason.

District funding is most likely to be available (1) to cover the cost of substitute employees, if needed; (2) to cover at least portions of costs associated with competitive co-curricular teams/groups who qualify for advanced-level, intra-state competitions as a result of their performance in local or regional competition; and (3) to support the direct and necessary expenses incurred by District personnel who are assigned to chaperon and supervise a District-sponsored trip/activity, when such a District contribution is part of the approved funding plan.

## **Trip Proposals**

Trips and other activities involving long-distance travel and/or any overnights normally must be planned many months in advance. A proposal for such a trip or activity must cover all basic issues that are addressed in proposals for regular, intra-day school field trips, as well as any additional information that may be required by the administration or Board.

Trip proposals should make reasonable efforts to minimize the amount of regular class time that participating students will be required to miss. Trips and tours under this policy may be proposed for days on which the school(s) are not in session.

The District may develop additional guidelines and standards that apply to different situations, such as overnight accommodations, out-of-state domestic travel, foreign trips or tours, or any proposed transportation of students that would occur by a method other than a school bus or a District-contracted commercial motor coach.

## **Permission of Parent or Guardian**

The signed, written permission of a parent or guardian, along with completed medical information/emergency contact forms, are mandatory conditions of student participation in any trip/activity that may be approved under this policy.

## **Ethical Considerations**

District employees shall not individually solicit or accept personal benefits from a third-party (e.g., from a parent group, a travel agent, or an event organizer) in connection with their role in organizing, promoting, or supervising District-sponsored trips/activities for students. In contrast, upon determining the staffing plan for such a trip or activity, the District may approve the use of third-party funding, rebates, gifts, etc., to pay for the direct and necessary expenses that are incurred by District personnel who are assigned to chaperon and supervise the trip/activity.

District employees shall not use work time, District resources, or their access to students in connection with their employment to assist in the advertising or promotion of non-District-sponsored trips or tours, unless the employee (1) will receive no personal benefit (including paid personal expenses) in connection with the trip; and (2) has received permission from his/her supervising administrator based on an assessment of educational value.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 118.12](#)

[employees may not receive personal benefits from any person other than the school district for promoting the sale of goods or services to students]

[Section 118.13](#)

[student nondiscrimination]

[Section 121.54\(7\)](#)

[transportation of students for extracurricular activities, including school outings and field trips]

#### **Wisconsin Administrative Code**

[PI 9](#)

[student nondiscrimination]

**Adoption Date:** 11/02/98

**Amended:** 11/15/21

**CHILDREN OF DIVORCED / SEPARATED PARENTS  
AND PARENTS NOT SHARING THE SAME HOUSEHOLD**

**491**

The District recognizes the importance of parent participation and involvement in the education of their children. When parents are involved in a legal action affecting the family such as divorce or legal separation, it is important for the District to have the information necessary to make appropriate decisions regarding their child(ren)'s educational program and parent involvement in the schools.

The District shall maintain neutrality between parents who are or have been involved in a legal action affecting the family, unless otherwise directed by a court order or other legally binding document. It is the responsibility of a student's parent(s) to notify the building principal of any court document restricting a parent's rights. Upon receipt of such document, the principal shall inform classroom teachers, office staff, and other staff, as appropriate, of any restrictions placed on a parent's access to a student, access to a student's school records, or participation in school-related activities.

The parent of any student enrolled in a school subject to District control may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records, unless otherwise expressly curtailed or restricted by a provision of a court order or other legally binding document that has been provided to the District. The parent may participate in all school activities related to their child, including conferences, unless a court order or other legally binding document provides otherwise. The school generally will conduct only one conference meeting for parents at appropriate times in which both parents of a student will be permitted to participate. Exceptions may be permitted as agreed to by school personnel.

A student enrolled in the District may be released from school to either parent, unless a court order or other legally binding document has been provided to the District that prohibits such a release. The building principal or designee shall not allow a parent to remove a student from school if the school has been notified that the parent has been denied periods of physical placement with the student. If such parent requests to remove his/her child from school during the

school day, or takes other action to do so, local law enforcement authorities shall be contacted immediately by the building principal or designee.

Each parent is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent's interactions with the District. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and applicable agreements by involving law enforcement and/or the courts. Further, if parents disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.

#### **Legal References:**

##### **Wisconsin Statutes**

- [Section 118.125\(2\)\(m\)](#) [access to student records by parents denied periods of physical placement]  
[Section 767.41](#) [child custody and physical placement]  
[Section 767.41\(7\)](#) [parent access to records]

##### **Federal Laws**

- [Family Educational Rights and Privacy Act](#) [parent rights regarding access to educational records]

**Adoption Date: 11/15/21**

Subject to the terms, conditions, and limitations specified in the Uniformed Services Employment and Reemployment Rights Act (USERRA) and in any applicable state law that may grant additional rights, qualifying individuals who voluntarily or involuntarily leave employment positions within the District to undertake qualifying military, uniformed, or other types of service (e.g., qualifying service in the National Disaster Medical System) are entitled to reemployment, health insurance protection, freedom from discrimination, and other rights and benefits as further provided in the applicable laws.

The District will provide a general notice to employees of their rights, benefits, and obligations under USERRA in a manner that is consistent with the requirements of federal law. Employees generally have an obligation to provide advance notice of their uniformed service and must meet other qualifying criteria in order to be eligible for job-protected leave. Employees can obtain additional information about their rights and obligations under the applicable laws in the District's Employee Handbook or by referencing the administrative rule for this policy: R 532.42.

No official, employee, or authorized agent of the District may unlawfully discriminate or retaliate against an employee who (1) performs, has performed, applies to perform, or has an obligation to perform military/uniformed service; or (2) is or applies to be a member of the military/uniformed services, including the U.S. armed forces, the state defense force, the national guard of any state, any reserve component of the U.S. armed forces, certain types of service in the National Disaster Medical System, and any other legally-protected form of military or uniformed service.

**Legal References:****Wisconsin Statutes**

[Section 111.355](#) [employment discrimination prohibited; military service]  
[Sections 321.63](#) to [321.66](#) [state statutes related to military service of employees and other officials; most provisions likely apply to school districts]

**Federal Law**

[38 U.S.C. 4301 et seq.](#) [Uniformed Services Employment and Reemployment Rights Act (USERRA)]  
[20 C.F.R. Part 1002](#) [federal regulations under USERRA]

- [29 C.F.R. §541.602\(b\)\(3\)](#) [federal Fair Labor Standards Act regulation regarding impermissible salary deductions for employees who are subject to the salary basis test]
- [29 U.S.C. Chapter 28](#) [federal FMLA statutes, including provisions addressing leave for family members of covered servicemembers]
- [29 C.F.R. Part 825](#) [federal FMLA regulations, including provisions addressing leave for family members of covered servicemembers]

**Adoption Date:** 11/15/21