



# School District of Altoona

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

---

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

ALTOONA BOARD OF EDUCATION  
Organizational Meeting  
District Office  
1903 Bartlett Avenue  
May 7, 2018  
6:30 p.m.

*Agenda*

1. Call to Order
2. Roll Call
3. Public Notice
4. Election of Officers
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Clerk
5. Adjourn

**Engage. Equip. Empower.**

*Offering large school opportunities with a small school approach.*

The School Board shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth (4<sup>th</sup>) Monday in April. Voting for Board officers shall be done by nomination and voice vote, unless a secret ballot process is requested. The officers shall be elected in the following order: President, Vice-President, Treasurer, and Clerk. A Board of Education Secretary, who need not be a member of the School Board, will be appointed annually following the Annual Meeting.

Board officers shall serve for one-year terms, from one organizational meeting until the next provided that the officer remains a member of the Board. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall appoint another Board member (or other eligible individual for the office of Secretary) to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law and district policies and rules.

Board officers shall perform the following duties:

The President shall:

1. Prepare the agenda for all regular and special board meetings, in consultation with the District Administrator.
2. Appoint all standing Board committees, whose appointments are not otherwise provided for, and any other committees as determined necessary by the Board.
3. Ensure that public notice is given for all meetings of the Board.
4. Preside at all Board meetings and see that the minutes are properly recorded, approved, and signed.
5. Countersign all checks and other orders for the disbursement of District funds.
6. Defend the District from actions brought against it and prosecute actions brought by the District.
7. Serve as spokesperson for the Board.
8. Vote on matters before the Board just as any other Board member.
9. Perform such other duties as required by law or assigned by the Board.

The Vice President shall:

1. In the absence of the President, the Vice President shall act as chairperson of school board meetings.
2. Perform such other duties as assigned by the Board.

The Clerk shall:

1. Have the care and custody of the records, books, and documents of the Board. Draw orders on the school district treasurer as directed by an annual or special meeting or the school board and record all orders drawn on the school district treasurer.
2. Shall cause to be entered in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and proceedings.
3. Furnish each teacher with a copy of the contract between him/her and the school board.
4. Before the spring election, appoint two citizens at large to serve as the board canvassers. If the district clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
5. Report the name and post office address of each officer of the school district, within ten days after the election or appointment of the officer, to the clerk and the treasurer of each municipality having territory within the school district.
6. Annually, as specified by statute, deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the school district.
7. Within five days after receipt of notification from the school board of the name of a new school, notify the post-master of the name and address. On school vacations, the clerk shall direct what disposition shall be made of the mail.
8. Have authority to administer the oath of office to school board members.
9. Act as clerk and record the proceedings of annual and special meetings.
10. Enter in the record book copies of all of the school district clerk's reports to the municipal clerks and the certificate of the proceedings of a meeting returned by a temporary school district clerk.
11. Perform such other duties as required by law or assigned by the Board.

The Treasurer shall:

1. Deposit all moneys belonging to the district in accordance with the instructions of the Board and in compliance to state law.
2. Apply for, receive and sue for all money appropriated to or collected for the school district and disburse the same in accordance with State Statutes 120.16(2) and 66.042. Disburse money upon written order of the clerk after vouchers have been filed.
3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object or which it was paid.

4. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
5. Deposit all funds of the school district in a public depository deposit designated by the school board under State Statute 120.12(7).
6. Withdraw funds of the school district under State Statutes 120.16(6) and 66.042.
7. Perform duties in collaboration with the business manager.
8. Perform such other duties as required by law or assigned by the Board.

LEGAL REF.: 120.05(1)(c), 120.06(8), 120.15, 120.16, 120.17

CROSS REF.: 133, Board Vacancies

ADOPTED: 08/06/12



# School District of Altoona

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

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

## ALTOONA BOARD OF EDUCATION

Regular Meeting  
District Board Room  
1903 Bartlett Avenue  
May 7, 2018  
6:45 p.m.

### *Agenda*

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
  - a. April 23, 2018 Regular Meeting
  - b. May 1, 2018 Special Meeting
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
  - a. Non-Agenda items - public comment and concern
  - b. Agenda items - public comment and concern
8. Treasurer's Report.
  - a. Approval of Checks for Payment
    - (1) General Fund checks totaling \$760,035.42
    - (2) Student Activity Fund checks totaling \$1,861.64
9. Information
  - a. School Showcase
    - (1) Performance by Emma Hoff, State Forensics Champion in Prose
    - (2) Recognize DECA Students – International Career Development Conference, Jason LeMay
    - (3) Student Representative's Update, Emily Studinski
      - (a) Meet the Student Representative and Alternate Candidates for 2018/19 – 2019/20
    - (5) Parent Technology Takeover, May 23, Dan Peggs
  - b. President's Report
    - (1) Appoint Student Representative and Alternate for 2018/19 – 2019/20
    - (2) Board Committee Sign-Up
    - (3) WASB Spring Workshops
    - (4) Interim Superintendent Search Update

Altoona Board of Education, May 7, 2018

- c. Superintendent's Report
  - (1) Donations Update
  - (2) Fab Lab Day in Wisconsin/WEDC Fab Lab Grant Announcement, May 1
  - (3) Excellence in Education Banquet, May 2
  - (4) Monthly Enrollment Update
  - (5) Open Enrollment Update, Joyce Orth
  - (6) Plan for Staff Make-up of Inclement Weather Day
- 10. Board Action after Consideration and Discussion
  - a. Consider Resignation of Elementary Art Teacher
  - b. Consider Recommendation to Fill Curriculum and Instruction Coordinator Position for Limited Term 2018/19
  - c. Consider Employment Recommendation to Fill Grade 1 Limited-Term Teacher Position for 2018/19
  - d. Consider Employment Recommendation to Fill Grade 4 Limited-Term Teacher Position for 2018/19
  - e. Consider Employment Recommendation to Fill Middle School Special Education Teacher Position
  - f. Consider Employment Recommendation to Fill High School Alternative Education Teacher Position
  - g. Consider Recommendation to Fill High School Student Council Advisor Position (1 of 2) for 2018/19
  - h. Consider Recommendation to Fill High School Student Council Advisor Position (2 of 2) for 2018/19
  - i. Consider Recommendation for Art Intern Position for Fall Semester 2018/19
  - j. Consider Employment Recommendation to Fill Art Intern Position for Fall Semester 2018/19
  - k. Consider Employment Recommendation to Fill Middle School Girls' Track Coach Positions for 2018/19
  - l. Consider Employment Recommendation to Fill the Middle School Boys' Tennis Coach Position for 2018/19
  - m. Consider Approval of Summer Programs 2018
  - n. Consider Amendments to the Professional Educator Handbook
  - o. Consider Amendments to the Support Staff Handbook
  - p. Consider 66.0301 Agreement with the School District of Fall Creek for Speech and Language Teacher 2018/19
  - q. Consider Recommendation for Chromebook Purchase for Replacement of Student Computers
  - r. Consider Recommendation for Purchase of Windows 10 Staff Workstations
  - s. Consider Recommendation for Purchase of Virtual Server Software Upgrade
- 11. Anticipated Closed Session as Per Section 19.85(1)(c) – Wisc. Statutes

The Board will entertain a motion to convene in closed session pursuant to s. 19.85(1) (c) - Wis. Stats., as appropriate, to discuss the Interim Superintendent candidates and an offer of employment, if appropriate.
- 12. Reconvene into Open Session and Take Action if Necessary and Appropriate
- 13. Adjournment

**Engage. Equip. Empower.**

*Offering large school opportunities with a small school approach.*

## **ALTOONA SCHOOL BOARD AGREEMENT**

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

Adopted: 9/19/11

Amended: 1/21/13



# School District of Altoona

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

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

ALTOONA BOARD OF EDUCATION  
Regular Meeting  
District Board Room  
1903 Bartlett Avenue  
April 23, 2018  
6:30 p.m.

1. The Regular meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig, at 6:30 p.m. in the District board room.
2. Roll call was taken and the following were present and absent:  
Robin E. Elvig, President  
Helen S. Drawbert, Vice President; Absent  
Bradley D. Poquette, Treasurer  
David A. Rowe, Member; Absent  
Richard A Risler, Member  
Joyce M. Orth, Board Secretary  
Michael Markgren, Acting Superintendent
3. Reading of Public Notice was presented. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. April 9, 2018 Regular Meeting. Motion by Poquette to approve the minutes, as presented, seconded by Risler. Drawbert, absent; Rowe, absent; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 3-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. Brad Poquette relayed an inquiry concerning live-streaming of board meetings. Administrative staff will look into it, and report back at an upcoming board meeting. b. Agenda items - public comment and concern. None.
8. Treasurer's Report and Business Services Report. a. Approval of Checks for Payment. Motion by Risler to approve General Fund checks totaling \$588,651.39 and Student Activity Fund checks totaling \$2,479.97, as presented seconded by Elvig. Rowe, absent; Risler, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 3-0. b. Approval of Treasurer's Report. Motion by Risler to approve the Treasurer's Report, as presented, seconded by Elvig. Risler, yes; Poquette, yes; Drawbert, absent; Rowe, absent; Elvig, yes. Motion carried 3-0. c. Expenditures, Revenues and Cash Position. Expenditures, revenues and cash position (general fund 2011/12 to 2017/18) as of April 18, 2018 were reviewed.



9. Information. **a. General Information.** (1) Board Member Oath of Office. New board member, Rick Risler signed the Oath of Office on April 5, 2018. **b. President’s Report.** (1) Board Member Gathering. Rick Risler and Helen Drawbert attended the April 17 event for new board members in Durand. **c. Superintendent’s Report.** (1) Donations Update. Donations totaling \$800 to support travel and expenses to Atlanta for the International Career Development Conference were recognized (Your College Your Way, \$200; Nohre & Co SC, \$125; Chippewa Valley Orthopedics & Sports Medicine, \$125; WESTconsin Credit Union, \$350). (2) Eggs & Issues, State of Altoona. City administrator, Mike Golat and Mayor Brendan Pratt presented the State of Altoona to Eggs & Issues attendees on April 20 at the River Prairie Center. The board and district were represented by Brad Poquette, Dave Rowe, Mike Markgren, Alan McCutcheon, Dan Peggs, Jason LeMay and Joyce Orth.
10. Board Action after Consideration and Discussion. **a. Consider Employment Recommendation to Fill High School Social Studies Teacher Position.** Motion by Poquette to employ Carrie Carlson to fill the high school social studies teacher position, as recommended, seconded by Risler. Poquette, yes; Drawbert, absent; Rowe, absent; Risler, yes; Elvig, yes. Motion carried 3-0. **b. Consider 66.0301 Agreement with Cluster A for 2018/19.** Motion by Risler to adopt the 66.0301 Agreement with Cluster A for 2018/19, as presented, seconded by Poquette. Drawbert, absent; Rowe, absent; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 3-0. **c. Consider Final Adoption of 343.44 – Part-Time Open Enrollment.** Motion by Poquette to approve final adoption of Policy 343.44, as presented, seconded by Risler. Rowe, absent; Risler, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 3-0. **d. Consider Final Adoption of 343.45 – Technical College Course Program.** Motion by Poquette to approve final adoption of Policy 343.45, as presented, seconded by Risler. Risler, yes; Poquette, yes; Drawbert, absent; Rowe, absent; Elvig, yes. Motion carried 3-0. **e. Consider Final Adoption of 343.46 – Early College Credit Program.** Motion by Risler to approve final adoption of Policy 343.46, as presented, seconded by Poquette. Poquette, yes; Drawbert, absent; Rowe, absent; Risler, yes; Elvig, yes. Motion carried 3-0. **f. Consider Recommendation for Intermediate/Middle School Cafeteria Furniture.** Motion by Poquette to award the bid for intermediate/middle school cafeteria furniture to Alexander Furnishings in the amount of \$49,984 including installation, as recommended, seconded by Risler. Drawbert, absent; Rowe, absent; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 3-0. **g. Consider Recommendation for High School Summer Projects.** Motion by Risler to approve the phase 4 high school summer projects at a cost of \$178,069, as recommended, seconded by Poquette. Rowe, absent; Risler, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 3-0.
11. Adjournment. Motion by Poquette to adjourn at 7:05 p.m., seconded by Risler. Risler, yes; Poquette, yes; Drawbert, absent; Rowe, absent; Elvig, yes. Motion carried 3-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, May 7, 2018 at 6:45 p.m. in the District board room. This Regular Meeting will follow the Board Organizational Meeting that will begin at 6:30 p.m. also in the District board room.

Joyce M. Orth CAP, Board Secretary

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

\_\_\_\_\_  
Date

**Engage. Equip. Empower.**

*Offering large school opportunities with a small school approach.*



# School District of Altoona

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

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION  
Special Board Meeting  
District Office  
1903 Bartlett Avenue  
May 1, 2018  
7:30 a.m.

1. The Special Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig at 7:36 a.m. in the District board room.
2. Roll call was taken and the following were present:  
Robin E. Elvig, President                      Joyce M. Orth, Board Secretary  
Helen S. Drawbert, Vice President        Michael Markgren, Acting Superintendent  
Bradley D. Poquette, Treasurer  
David A. Rowe, Member  
Richard A Risler, Member
3. Public Notice. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Anticipated Closed Session as Per Section 19.85(1) (c) – Wisc. Statutes. Motion by Drawbert to adjourn into closed session at 7:37 a.m., seconded by Poquette. Drawbert, yes; Rowe, yes; Risler, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. The Board will entertain a motion to convene in closed session pursuant to s. 19.85(1)(c) - Wis. Stats., as appropriate, to discuss applicants for the Interim Superintendent position. The Board may take action in closed session. Following the closed session, the Board will entertain a motion to convene in open session and will then take further action, if necessary and appropriate. Thereafter, the Board may discuss any next steps before entertaining a motion to adjourn.
5. Reconvene into Open Session and Take any Action, If Necessary and Appropriate. Motion by Drawbert to adjourn into closed session at 8:52 a.m. and take no action, seconded by Risler. Rowe, yes; Risler, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0.
6. Discuss Next Steps, if Any. May 7 was selected as the interview date. The two candidates selected for interview in closed session will be contacted. Interview questions were discussed and Robin will finalize them. Robin will also draft an email update to be sent to staff.
7. Adjourn. Motion by Risler to adjourn at 9:21 a.m., seconded by Poquette. Risler, yes; Poquette, yes; Drawbert, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.

Joyce Orth CAP, Board Secretary

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

\_\_\_\_\_  
Date

**Engage. Equip. Empower.**  
*Offering large school opportunities with a small school approach.*

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER	NUMBER		DESCRIPTION	AMOUNT
04/19/2018	134129	10 E 800 320 254300		CINTAS	DUST MOPS: AES, AHS	137.54
					Totals for 134129	137.54
04/19/2018	134130	27 E 700 411 158000		EAU CLAIRE CHILDREN'S THEATRE	Go Dog Go Play	45.00
					Totals for 134130	45.00
04/19/2018	134131	10 E 800 320 254300		LAMP RECYCLERS INC.	Recycling of Florescent bulbs.	193.04
					Totals for 134131	193.04
04/19/2018	134132	21 E 800 411 223100		MINUTEMAN PRESS	GBB Youth Posters	67.64
					Totals for 134132	67.64
04/19/2018	134133	10 E 800 310 231100		WI DEPARTMENT OF JUSTICE	Background Checks: CIB SERVICE MAR 1-31, 2018, 10 CHARGES	70.00
					Totals for 134133	70.00
04/19/2018	134134	10 L 000 000 811670		AMERIPRISE FINANCIAL SERVICES	403(B)S	1,350.00
					Totals for 134134	1,350.00
04/19/2018	134135	10 L 000 000 811680		WI SCTF	CHILD SUPPORT	46.98
	134135	27 L 000 000 811680		WI SCTF	CHILD SUPPORT	7.02
					Totals for 134135	54.00
04/23/2018	134136	80 E 200 411 392319		EAU CLAIRE AREA SCHOOL DIST	SPECIAL OLYMPICS REGISTRATION	80.00
					Totals for 134136	80.00
04/26/2018	134137	27 E 700 341 256750		ABBY VANS INC	SERVICE FEB 1-28, 2018 A. W.	122.00
					Totals for 134137	122.00
04/26/2018	134138	10 E 800 411 223100		AV SOLUTIONS	Replacement Speakers	836.00
					Totals for 134138	836.00
04/26/2018	134139	10 E 800 320 254300		CINTAS	AMS DUST MOPS	64.35
	134139	10 E 800 320 254300		CINTAS	AMS DUST MOPS	64.35
	134139	10 E 800 320 254300		CINTAS	AMS DUST MOPS	70.45
	134139	10 E 800 320 254300		CINTAS	AMS DUSTMOPS	67.39
					Totals for 134139	266.54
04/26/2018	134140	10 E 400 411 121000		CLARK, JULIA	Purchasing a painting from a student for the "former student" art collection.	150.00
					Totals for 134140	150.00
04/26/2018	134141	27 E 700 370 436000		CLINICARE CORP/EC ACADEMY DIV	FEB SPECIALIZED: JC, DL, KR	6,115.50
					Totals for 134141	6,115.50
04/26/2018	134142	10 E 800 310 252105		DIVERSIFIED BENEFIT SERVICES I	Flexible Benefit Administrative Services-APRIL FEES	146.41
					Totals for 134142	146.41
04/26/2018	134143	27 E 700 411 152000		SCHOLASTIC READING CLUB	Scholastic book club books for playgroup and classroom	160.00
					Totals for 134143	160.00

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER			DESCRIPTION	
05/01/2018	134144	10 L 000 000	811670	AMERIPRISE FINANCIAL SERVICES	403(B)S	1,350.00
					Totals for 134144	1,350.00
05/01/2018	134145	10 L 000 000	811680	WI SCTF	CHILD SUPPORT	46.98
	134145	27 L 000 000	811680	WI SCTF	CHILD SUPPORT	7.02
					Totals for 134145	54.00
05/01/2018	134146	10 E 400 949	162212	ADAMS-FRIENDSHIP SCHOOL DISTRI	golf event fees	200.00
					Totals for 134146	200.00
05/01/2018	134147	10 E 400 949	162212	ARCADIA HIGH SCHOOL	Golf event fees	105.00
					Totals for 134147	105.00
05/01/2018	134148	10 E 400 949	162219	BLOOMER HIGH SCHOOL	Track event fees	145.00
					Totals for 134148	145.00
05/01/2018	134149	10 E 400 949	162119	SCHOOL DISTRICT OF COLFAX	Track event fees	100.00
					Totals for 134149	100.00
05/01/2018	134150	10 E 400 310	162123	ERFFMEYER & SON CO, INC	2018 Girls Hockey State Champion Trophy	211.00
					Totals for 134150	211.00
05/01/2018	134151	80 E 200 411	392319	FALL CREEK HIGH SCHOOL	Track event fees	50.00
					Totals for 134151	50.00
05/01/2018	134152	27 E 700 411	218100	LAKESHORE LEARNING MATERIALS	OT Supplies-DAVIS	68.99
					Totals for 134152	68.99
05/01/2018	134153	10 E 400 949	162212	MCDONNELL HIGH SCHOOL	Golf event fee	55.00
					Totals for 134153	55.00
05/01/2018	134154	10 E 400 949	162117	MERRILL AREA PUBLIC SCHOOLS	Softball event fees-MAY 5, 2018	100.00
					Totals for 134154	100.00
05/01/2018	134155	10 E 800 480	222200	PIXEL PRESS TECHNOLOGY, LLC	VENDOR: BLOXEL	800.00
					Totals for 134155	800.00
05/01/2018	134156	10 E 400 949	162119	RICE LAKE AREA SCHOOL DISTRICT	Track event fee	210.00
					Totals for 134156	210.00
05/01/2018	134157	80 E 200 411	392319	STANLEY-BOYD AREA SCHOOLS	Track event fee	75.00
	134157	10 E 400 949	162212	STANLEY-BOYD AREA SCHOOLS	Golf Event Fees	100.00
					Totals for 134157	175.00
04/19/2018	171801066	10 E 800 320	254300	BRAUN CORPORATION LLC	W/O#B80405256 LIFT #3 NOT RESPONDING	259.00
					Totals for 171801066	259.00
04/19/2018	171801067	10 E 800 320	254300	CERTIFIED INC	Labor and parts to install Drinking fountain by the music and choir area.	889.89
					Totals for 171801067	889.89

CHECK	CHECK ACCOUNT			INVOICE		AMOUNT
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION		
04/19/2018	171801068	10 E 200 411 122000	GRASER, PHILLIP	Sound system and light management for STAR Search 2018.		250.00
				Totals for 171801068		250.00
04/19/2018	171801069	10 E 800 320 254300	INNOVATIONAL CONCEPTS, INC.	APRIL 2018 MONTHLY SERVICE PLAN AMS, AHS		363.40
				Totals for 171801069		363.40
04/19/2018	171801070	10 E 800 320 254300	JOHNSON CONTROLS, INC.	repacked heating valve. replaced bad reheat valve		755.39
				Totals for 171801070		755.39
04/19/2018	171801071	10 E 400 342 162117	MAURINA, CHRISTOPHER	WI DELLS, SOFTBALL CLINIC		132.98
				Totals for 171801071		132.98
04/19/2018	171801072	10 E 800 320 254300	NET GUARD SECURITY SOLUTIONS	replace contact on door H5, checked out door H4 Adjusted shunt times on motion sensors, rewired motion sensor on door M-8		312.50
				Totals for 171801072		312.50
04/19/2018	171801073	10 E 100 411 122000	REALLY GOOD STUFF, INC.	Teresa Druckrey/Title 1		58.93
				Totals for 171801073		58.93
04/19/2018	171801074	27 E 700 411 223300	THERAPY SHOPPE INC	AT Supplies-DAVIS		87.18
				Totals for 171801074		87.18
04/19/2018	171801075	27 E 700 342 152000	WEIX, DONNA	JAN-MARCH, 2018 MILEAGE		354.44
				Totals for 171801075		354.44
04/23/2018	171801077	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	403(B)S		245.00
	171801077	27 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	403(B)S		105.00
	171801077	10 L 000 000 811670	VOYA INSTITUTIONAL TRUST COMPA	403(B)S		100.00
				Totals for 171801077		450.00
04/20/2018	171801078	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		261.20
	171801078	27 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		68.31
	171801078	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		1,480.76
	171801078	27 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		333.75
	171801078	10 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS		228.44
	171801078	27 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS		41.92
	171801078	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		256.72
	171801078	27 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	SHORT-TERM DISABILITY INS		68.31
	171801078	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		1,480.76
	171801078	27 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	LTD INS BENEFITS		323.83
	171801078	10 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS		228.44
	171801078	27 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	AD&D/LIFE INS BENEFITS		41.92
	171801078	10 L 000 000 811636	MADISON NATIONAL LIFE INS CO,	INSURANCE ADJUSTMENTS		7.82
	171801078	10 L 000 000 811637	MADISON NATIONAL LIFE INS CO,	INSURANCE ADJUSTMENTS		-11.20
	171801078	10 L 000 000 811638	MADISON NATIONAL LIFE INS CO,	INSURANCE ADJUSTMENTS		-6.42
				Totals for 171801078		4,804.56
04/20/2018	171801079	10 L 000 000 811634	MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS		431.71
	171801079	27 L 000 000 811634	MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS		114.09

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE		AMOUNT
	NUMBER	NUMBER	NUMBER		DESCRIPTION		
04/20/2018	171801079	50 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS		12.09
	171801079	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS		174.22
	171801079	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS		41.06
	171801079	50 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS		2.00
	171801079	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS		431.71
	171801079	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS		108.91
	171801079	50 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS PREMIUMS		12.09
	171801079	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS		174.22
	171801079	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS		40.72
	171801079	50 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	LIFE INS BENEFITS		2.00
	171801079	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	INSURANCE ADJUSTMENTS		-1.49
					Totals for 171801079		1,543.33
04/20/2018	171801080	10 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS DEDUCTIONS		8,497.66
	171801080	27 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS DEDUCTIONS		1,905.97
	171801080	10 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS BENEFITS		62,323.59
	171801080	27 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS BENEFITS		13,978.69
	171801080	10 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS DEDUCTIONS		8,497.66
	171801080	27 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS DEDUCTIONS		2,088.25
	171801080	10 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS BENEFITS		62,323.59
	171801080	27 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	HEALTH INS BENEFITS		13,978.69
	171801080	10 E 800 240	291000	SECURITY HEALTH PLAN OF WI, IN	RETIREE INSURANCE PREMIUMS		30,509.68
	171801080	10 L 000 000	811631	SECURITY HEALTH PLAN OF WI, IN	INSURANCE ADJUSTMENTS		-2,732.16
					Totals for 171801080		201,371.62
04/24/2018	171801081	10 E 400 310	162204	PARR, DALE	OFFICIAL		140.00
					Totals for 171801081		140.00
04/24/2018	171801082	10 E 400 310	162204	WHITESIDE, DENNIS	OFFICIAL		140.00
					Totals for 171801082		140.00
04/26/2018	171801083	10 E 400 310	161339	DISALLE, JOHN	Forensics Judge - State		100.00
					Totals for 171801083		100.00
04/26/2018	171801084	10 E 400 411	126000	FLINN SCIENTIFIC INC.	Lab supplies. Please apply Flinn Quote #21108.		182.86
					Totals for 171801084		182.86
04/26/2018	171801085	10 E 400 310	161339	JESKE, HUNTER	State Forensics Judge		100.00
					Totals for 171801085		100.00
04/26/2018	171801086	10 E 400 411	162117	MAURINA, CHRISTOPHER	softball supplies-WRIST BANDS		63.00
					Totals for 171801086		63.00
04/26/2018	171801087	27 E 700 411	152000	SCHOOL SPECIALTY, INC.	Items from school specialty-ROEN		629.51
					Totals for 171801087		629.51
04/26/2018	171801088	50 L 000 000	811200	TAHER, INC	OPERATING EXPENSES: MARCH 2018		53,017.75
					Totals for 171801088		53,017.75
04/26/2018	171801089	10 E 400 310	125400	WSMA	State Festival registration: CHOIR		199.60
					Totals for 171801089		199.60

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER			DESCRIPTION	
05/01/2018	171801091	80 E 800 411 263301		BADGERLAND PRINTING INC.	printing of district newsletters	2,232.00
					Totals for 171801091	2,232.00
05/01/2018	171801092	10 E 400 411 162117		CHIPPEWA VALLEY SPORTING GOODS	Softball supplies	192.00
					Totals for 171801092	192.00
05/01/2018	171801093	10 E 400 949 162219		EAU CLAIRE AREA SCHOOL DIST	Track event fees	150.00
					Totals for 171801093	150.00
05/01/2018	171801094	10 E 200 411 126000		FLINN SCIENTIFIC INC.	general supplies-THIEL	69.85
					Totals for 171801094	69.85
05/01/2018	171801095	10 E 800 320 254300		GARBERS ELECTRIC MOTOR	SQUIRREL CAGE FAN #402	25.00
					Totals for 171801095	25.00
05/01/2018	171801096	10 E 800 320 254300		JOHNSON CONTROLS, INC.	check out air compressor/ found it was air dryer that was bad. ordered new dryer	216.73
					Totals for 171801096	216.73
05/01/2018	171801097	10 E 800 341 256740		KOBUSSEN BUSES LTD	Bus for Locomotion to Holmen High School	1,170.00
					Totals for 171801097	1,170.00
05/01/2018	171801098	27 E 700 411 215000		PAR, INC	BRIEF-2 Protocols	113.30
					Totals for 171801098	113.30
05/01/2018	171801099	10 E 800 320 254300		VALLEY BUILDERS & HARDWARE CO	US15 HJ CYLINDER	452.00
	171801099	10 E 800 320 254300		VALLEY BUILDERS & HARDWARE CO	6 KEY BLANKS	20.46
					Totals for 171801099	472.46
04/23/2018	201702083	10 L 000 000 811613		WISCONSIN DEPT OF REVENUE	STATE TAXES	135.26
	201702083	50 L 000 000 811613		WISCONSIN DEPT OF REVENUE	STATE TAXES	7.74
	201702083	10 L 000 000 811613		WISCONSIN DEPT OF REVENUE	STATE TAXES	15,337.77
	201702083	27 L 000 000 811613		WISCONSIN DEPT OF REVENUE	STATE TAXES	3,452.85
	201702083	50 L 000 000 811613		WISCONSIN DEPT OF REVENUE	STATE TAXES	3.19
	201702083	80 L 000 000 811613		WISCONSIN DEPT OF REVENUE	STATE TAXES	51.99
					Totals for 201702083	18,988.80
04/23/2018	201702084	10 A 000 000 711101		CCF BANK	NET PAYROLL - 4/23/18	237,163.65
	201702084	27 A 000 000 711101		CCF BANK	NET PAYROLL - 4/23/18	54,991.48
	201702084	50 A 000 000 711101		CCF BANK	NET PAYROLL - 4/23/18	3,175.97
	201702084	80 A 000 000 711101		CCF BANK	NET PAYROLL - 4/23/18	1,170.73
					Totals for 201702084	296,501.83
04/23/2018	201702085	10 L 000 000 811612		EFTPS	FEDERAL TAXES	371.28
	201702085	27 L 000 000 811612		EFTPS	FEDERAL TAXES	50.00
	201702085	50 L 000 000 811612		EFTPS	FEDERAL TAXES	12.00
	201702085	10 L 000 000 811612		EFTPS	FEDERAL TAXES	25,242.01
	201702085	27 L 000 000 811612		EFTPS	FEDERAL TAXES	5,557.10
	201702085	50 L 000 000 811612		EFTPS	FEDERAL TAXES	9.55
	201702085	80 L 000 000 811612		EFTPS	FEDERAL TAXES	90.32
	201702085	10 L 000 000 811611		EFTPS	FICA TAXES	20,759.74
	201702085	27 L 000 000 811611		EFTPS	FICA TAXES	4,736.43
	201702085	50 L 000 000 811611		EFTPS	FICA TAXES	228.53

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	
	NUMBER	NUMBER			DESCRIPTION	AMOUNT
04/23/2018	201702085	80 L 000 000	811611	EFTPS	FICA TAXES	90.43
	201702085	10 L 000 000	811611	EFTPS	MEDICARE TAXES	4,855.18
	201702085	27 L 000 000	811611	EFTPS	MEDICARE TAXES	1,107.71
	201702085	50 L 000 000	811611	EFTPS	MEDICARE TAXES	53.44
	201702085	80 L 000 000	811611	EFTPS	MEDICARE TAXES	21.15
	201702085	10 L 000 000	811611	EFTPS	MEDICARE TAXES	4,855.18
	201702085	27 L 000 000	811611	EFTPS	MEDICARE TAXES	1,107.71
	201702085	50 L 000 000	811611	EFTPS	MEDICARE TAXES	53.44
	201702085	80 L 000 000	811611	EFTPS	MEDICARE TAXES	21.15
	201702085	10 L 000 000	811611	EFTPS	FICA TAXES	20,759.74
	201702085	27 L 000 000	811611	EFTPS	FICA TAXES	4,736.43
	201702085	50 L 000 000	811611	EFTPS	FICA TAXES	228.53
	201702085	80 L 000 000	811611	EFTPS	FICA TAXES	90.43
					Totals for 201702085	95,037.48
04/23/2018	201702086	10 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	850.00
	201702086	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	DEFERRED COMPENSATION	500.00
					Totals for 201702086	1,350.00
04/23/2018	201702087	10 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	330.00
	201702087	27 L 000 000	811670	HORACE MANN LIFE INS COMPANY	403(B) DEDUCTIONS	100.00
					Totals for 201702087	430.00
04/23/2018	201702088	10 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	102.26
	201702088	10 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	98.54
	201702088	27 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	8.70
	201702088	10 L 000 000	811691	WEA TRUST ADVANTAGE	PAYROLL DEDUCTIONS	20.55
	201702088	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	254.59
	201702088	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	2,772.33
	201702088	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B) DEDUCTIONS	284.00
	201702088	10 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	1,558.35
	201702088	27 L 000 000	811670	WEA TRUST ADVANTAGE	403(B)S	291.67
	201702088	10 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH IRA'S	233.00
	201702088	27 L 000 000	811670	WEA TRUST ADVANTAGE	ROTH IRA'S	0.00
	201702088	10 L 000 000	811691	WEA TRUST ADVANTAGE	403(B)S	1,803.50
	201702088	27 L 000 000	811691	WEA TRUST ADVANTAGE	403(B)S	184.00
					Totals for 201702088	7,611.49
04/23/2018	201702089	10 A 000 000	711101	CCF BANK	NET PAYROLL - MISSED INCREMENT PAYS	14,461.19
	201702089	27 A 000 000	711101	CCF BANK	NET PAYROLL - MISSED INCREMENT PAYS	620.10
					Totals for 201702089	15,081.29
04/18/2018	201702090	10 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARDS - 4/15/18	25.00
	201702090	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARDS - 4/15/18	76.99
					Totals for 201702090	101.99
04/18/2018	201702091	10 E 800 249	259000	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS - 04/20/18	7,348.07
					Totals for 201702091	7,348.07
04/24/2018	201702092	27 L 000 000	811614	DIVERSIFIED BENEFIT SERVICES I	FSA BENEFITS CARDS - 04/22/18	1.52
					Totals for 201702092	1.52
04/24/2018	201702093	10 E 800 249	259000	DIVERSIFIED BENEFIT SERVICES I	HRA REIMBURSEMENTS - 04/27/18	2,271.57
					Totals for 201702093	2,271.57



CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE	AMOUNT
	NUMBER	NUMBER	NUMBER		DESCRIPTION	
04/20/2018	201702094	10 E 800 336 253300		EC ENERGY COOPERATIVE	SERVICE DATES: 2-2-2018 THROUGH 3-27-2018	3,656.96
					Totals for 201702094	3,656.96
04/10/2018	201702095	10 E 800 411 252000		MAGIC-WRIGHTER	APRIL, 2018 Internet Payment Transactions/ Annual Fee	47.50
					Totals for 201702095	47.50
04/09/2018	201702096	10 E 800 331 253300		XCEL ENERGY, INC.	ELECTRICITY, GAS FOR: HS, FBF, MS, GARAGE, AIS, AES	5,412.49
	201702096	10 E 800 336 253300		XCEL ENERGY, INC.	ELECTRICITY, GAS FOR: HS, FBF, MS, GARAGE, AIS, AES	21,771.49
					Totals for 201702096	27,183.98
04/30/2018	201702098	10 E 800 310 252100		EMPLOYEE BENEFITS CORPORATION	COBRA ADMINISTRATIVE FEES	158.00
					Totals for 201702098	158.00
					Totals for checks	760,035.42

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	499,175.31	0.00	81,244.88	580,420.19
21	SPECIAL REVENUE TRUST FUND	0.00	0.00	67.64	67.64
27	SPECIAL EDUCATION FUND	111,060.15	0.00	7,695.92	118,756.07
50	FOOD SERVICE	56,818.32	0.00	0.00	56,818.32
80	COMMUNITY SERVICE	1,536.20	0.00	2,437.00	3,973.20
***	Fund Summary Totals ***	668,589.98	0.00	91,445.44	760,035.42

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

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
04/26/2018	8412	61 L 000 000 814518 000	JOSTENS	honor cords, department cords, NHS stoles Totals for 8412	643.65 643.65
04/26/2018	8413	61 L 000 000 814443 000	PIONEER DRAMA SERVIC	Royalty applic. school play Kim Butnick Please charge to account # 61 L 000 000 814310 Totals for 8413	145.00 145.00
04/19/2018	????????	61 L 000 000 814209 000	GRASER, PHILLIP	Sound system and light management for STAR Search 2018. Totals for 171801076	250.00 250.00
04/26/2018	????????	61 L 000 000 814415 000	BIG ATHLETICS	Baseball hats Totals for 171801090	822.99 822.99
Totals for checks					1,861.64

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
61	EXTRA CURRICULAR FUND	1,861.64	0.00	0.00	1,861.64
***	Fund Summary Totals ***	1,861.64	0.00	0.00	1,861.64

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



# AHS FORENSICS



- **Emma Hoff, State Champion in Prose**
- Elena Nichols 5th Place in Special Occasion
- Olivia Lang 6th Place in Impromptu
- Sophie Druckrey, finalist in Farrago



**Points of Pride -- 2018/19**

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

Thu, Mar 15, 2018 at 3:40 PM

To: All Staff <allstaff@altoona.k12.wi.us>

Cc: Brad Poquette <bpoquette@altoona.k12.wi.us>, David Rowe <drowe@altoona.k12.wi.us>, Helen Drawbert K12 <hdrawbert@altoona.k12.wi.us>, Mike Hilger K12 <mhilger@altoona.k12.wi.us>, Robin Elvig K12 <relvig@altoona.k12.wi.us>

Update... the good news just keeps on coming!!

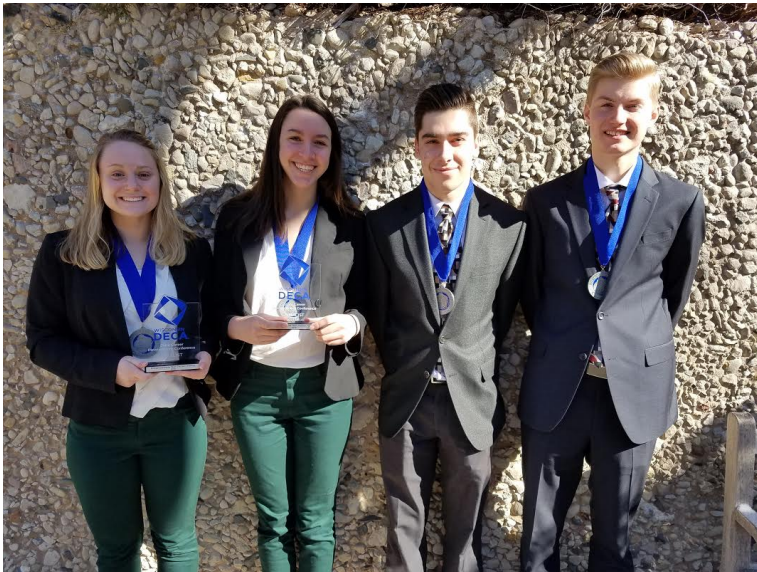
Christian Theyerl and Isaac Colbert have been bumped up and will be joining Emily Kaszubowski and Ellie Nodland to compete at the International Career Development Conference in Atlanta in April!!

On Thu, Mar 8, 2018 at 3:31 PM, Orth, Joyce <jorth@altoona.k12.wi.us> wrote:

AHS seniors Emily Kaszubowski, Ellie Nodland, Isaac Colbert and Christian Theyerl competed at the State Career Development Conference (SCDC) this past week in Lake Geneva.

GREAT news! Both teams finished in the top ten of their competitions making them state finalists, and Emily and Ellie placed 6th allowing them to continue competing, and sending them to the International Career Development Conference (ICDC) in Atlanta Georgia, April 21 - 24 where they will compete against students from all over the world!

Please join us in congratulating them on [Facebook](#) and [Twitter](#)!



Joyce Orth CAP

Equip. Engage. Empower.

Executive Assistant to the Superintendent  
Board Secretary  
School District of Altoona  
1903 Bartlett Ave  
Altoona WI 54720  
715.839.6032 715.839.6066 fax



Facebook: <https://www.facebook.com/altoonaschooldistrict>  
Twitter: <https://twitter.com/AltoonaSD>  
Pinterest: <http://www.pinterest.com/altoonaschools/>

"Do not let what you cannot do interfere with what you can do." John Wooden

STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

Policy 441.2

The purpose of the Altoona School District is to serve the educational needs of the students who attend the schools. Having a student representative on the Board of Education helps us to:

- better facilitate communication between the Board and the students in the district.
- increase awareness of the democratic process by our students.
- create an opportunity for students to participate in the decision-making process.

One Altoona High School student, and one alternate, shall be selected to serve as an ex officio representative to the Board of Education during his/her Junior and/or senior year.

The student representative shall act as a resource to the Board and advise the Board on student-related matters. He/she shall be responsible for communicating to the student body regarding actions or discussions of the Board, which will affect or be of interest to students. The student representative shall be required to attend the first board meeting of the month with the exception of meetings held in the summer. The student representative shall not vote on matters before the Board.

The student representative may be recalled if he/she fails to fulfill his/her responsibilities.

Specific guidelines for student representation to the Board shall be established by the high school principal.

Adopted: 02/04/13



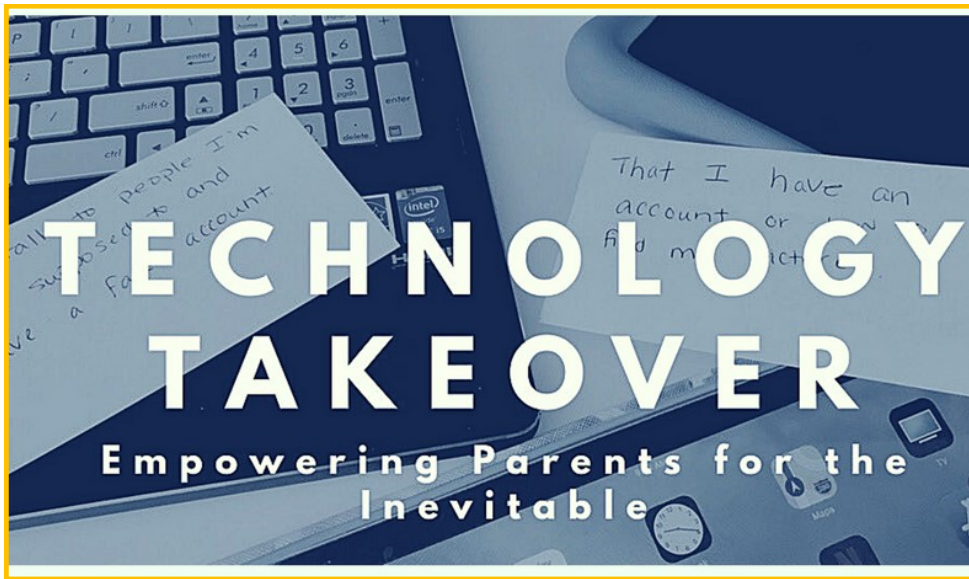


# Technology Takeover

## Empowering Parents for the Inevitable

Technology at home impacts school and beyond - and vice versa. At the rate technology changes, parents and educators, alike, often feel like they're left behind in the dust.

That's why many partners are coming together to offer this event planned with parents in mind. This event will get the conversation started and empower families throughout the Chippewa Valley to learn how to keep kids safe in our digital world.



**May 23, 2018**

**6-8 pm**

**Altoona  
Elementary School  
157 Bartlett Ave,  
Altoona**

## To Learn More & RSVP

<http://www.altoona.k12.wi.us/tech-takeover.cfm>

or Scan QR >>



 **RSVP Now!**

Hosted by the School District of Altoona  
Please Join Families Throughout the Chippewa Valley for this Tech Takeover





District Welcome
Athletic Complex Redevelopment Project
Business Services
Employment
Your School Board
Board Committees & Board Contact Info
Board Meetings: July 2017-June 2019
Board Policies
Public Participation at Board Meetings
School Board Election 2018
Referendum 2014
Strategic Plan

## Committee Sign-Up

Page link will be emailed to Board Members on May 8

Please list your committee preferences by May 14. Committee appointments will be made by May 21.

1. \* Name:

- Brad
- Dave
- Helen
- Rick
- Robin

2. Standing Committees as per Policy 185:

- Policy Governance (2 members)
- >also willing to chair Policy/Governance
- Demographic Trends & Facility Planning (2 members) INACTIVE at present
- >also willing to chair Demographic Trends
- Budget Development Committee (2 members)
- >also willing to chair Budget Development

3. Other Board Committees/Assignments:

- Meet & Confer (2 members)
- >also willing to chair Meet & Confer
- State Convention Delegate
- State Convention Alternate
- CESA 10 Rep (to Annual Meeting, 8/2, 7 pm in CF)
- CESA 10 Alternate (to Annual Meeting, 8/2, 7 pm in CF)

4. District Committees or Community Partnership Committees:

- Technology Committee (meets as needed) (1 member)
- Altoona Area Foundation (1 member)
- Parks & Rec Committee (1 member)

I'm not a robot

reCAPTCHA  
Privacy - Terms

The Board of Education generally operates as a committee of the whole with provisions herein described for standing committees to conduct on-going work for the Board of Education, limited to those areas noted below, and for temporary committees of an ad hoc nature.

As part of the Board of Education regular meetings, generally on the first and third Monday of each month, the Board may review the work of standing and temporary committees and conduct work as the committee of the whole.

While standing and temporary committees may make recommendations to the Board of Education, it is clearly understood that all decision-making authority rests with the Board of Education. The President of the Board shall appoint, subject to approval of the Board, standing committees at the annual reorganizational meeting.

Public notice shall be given for all Board committee meetings in accordance with state law and Board policy. When appropriate, based on the anticipated attendance of Board members who are not members of the committee, such notice shall include a statement that a quorum of the Board may be present, but the Board will take no action as governmental body at the committee meeting.

It shall be the responsibility of the committee chair to schedule regular committee meetings, plan the meeting agendas with assistance from the committee's administrator advisor and other committee members, and ensure that the minutes of all committee meetings are recorded and maintained. The committee chair shall be provided time on regular Board meeting agendas to present reports and/or make recommendations to the Board as the committee requests and as requested by the Board.

In the event of a vacancy on the Board, and in the absence of any Board action to the contrary, the newly appointed Board member shall assume the committee appointments formerly held by the Board member whose absence created the vacancy. In the event that the committee assignment is not suitable for a newly appointed Board member, the Board President may present for Board approval a proposal to revise committee and committee chair appointments for the remainder of the annual period.

Any Board member may attend and participate in the discussion that occurs at any standing committee meeting; however, only official members of the committee will have the authority to make motions and vote at the committee meeting. All Board members shall receive a copy of committee meeting minutes so as to stay fully informed of committee activities.

### **Standing Committees:**

**Policy/Governance Committee:** The purpose of this Committee shall be to review and evaluate new or existing policy and make recommendations to the full Board. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Review and update existing policy manuals on a continual basis.
2. At the discretion of the Board, review and write any new policy requested by the Board, the administration, or the public.
3. Stay up to date with current state or federal regulations regarding school policy.
4. At the discretion of the Board, review and present recommendations to the Board for any policy about which there is question of interpretation.
5. Refer applicable drafts of proposed policies to the Board's attorney, so that policies comply with Wisconsin and federal law prior to their consideration by the full Board.
6. Empower the committee secretary, or other individual selected by the committee, to ensure that the district policies are updated on the district website within 30 days of modification. This individual shall also make hard copies of the district policies available upon request.
7. Perform such other duties as required by law or assigned by the Board.

**Demographic Trends & Facility Planning Committee:** The purpose of this Committee shall be to provide at least annual recommendations to the full Board regarding demographic trends, capacity updates and other relevant data. This allows for long range predictability of attendance areas and facility needs. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Utilize reliable, current and projected demographic and housing-impact data from internal and external sources
2. Base recommendations on building enrollment of greater than 65% of capacity, and not to exceed 100%.
3. Consider cost to maintain existing buildings vs. new construction.
4. Assess and base recommendations on maximum educational and operational efficiency of facilities. Assessment also applies to the charge to create and maintain effective 21<sup>st</sup> century learning environments.

**Budget Development Committee:** The purpose of this Committee shall be to facilitate the orderly development of the annual school district budget by conveying board objectives to administration, reporting on the budget development progress, and raising issues to the full board when necessary. This Committee shall include two Board members, the superintendent, and others as determined by the Board of Education.

The committee shall:

1. Seek to understand school finances in order to teach the public when applicable.
2. Receive input from the public and furnish the public with information concerning district finances.
3. Study all financial issues of the district and prepare any applicable summaries and recommendations for Board action.
4. Ensure that the financial stability of the district is maintained by the Board of education and make necessary recommendations to the Board.
5. Review with the administration the preparation of the budget. This may include a review of financial recommendations or requests made by other committees.
6. Monitor implementation of the approved budget on a regular basis and recommend proposed budget revisions.
7. Recommend to the Board any applicable policies for the management of school assets
8. Review any other matters as directed by the Board.

LEG REF.: 19.83, 19.84, 19.85, 118.001, 120.12(1), 120.13(1)(a) Wisc. Statutes

ADOPTED: 11/04/02  
AMENDED: 03/04/13

**FORM FOR NOTIFYING SCHOOL BOARD  
OF CESA 10 ANNUAL CONVENTION**



*Where service and leadership unite.*

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency 10, State of Wisconsin

In compliance with State Superintendent of Public Instruction Tony Evers request that the chairperson of CESA 10 indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Rick Eloranta is the Chairperson of Cooperative Educational Service Agency 10. That said Chairperson has determined that such convention will be held on:

**THURSDAY, AUGUST 2, 2018  
7:00 PM**

**CESA 10 CONFERENCE CENTER  
725 W PARK AVE  
CHIPPEWA FALLS WI**

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed:

\_\_\_\_\_  
Chairperson, CESA 10 Board of Control

Date: April 2, 2018



---

## WASB Spring Workshop

---

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

Mon, Apr 30, 2018 at 9:56 AM

To: Brad Poquette <bpoquette@altoona.k12.wi.us>, David Rowe <drowe@altoona.k12.wi.us>, Helen Drawbert K12 <hdrawbert@altoona.k12.wi.us>, Rick Risler <rrisler@altoona.k12.wi.us>, Robin Elvig K12 <relvig@altoona.k12.wi.us>

There is a Spring Workshop scheduled at CESA 10 on May 10. If you'll attend, I'll need to register you by Thursday of this week (5/3), so am sending the info by email.

(Rick, CESA 10 is in Chippewa Falls)

### Agenda

**6 pm: Dinner**

**6:30-8:30 pm: Legal Roles and Responsibilities of School Boards**

To be effective leaders, school board members must be cognizant of their legal roles and responsibilities. In this workshop, an experienced WASB school attorney will take a deeper dive into the key areas of Wisconsin law, including:

- Open meetings,
- Public records,
- Conflicts of interest, and
- A board's power and duties.

Participants will gain a greater confidence in understanding the state and federal laws that directly impact service on a school board and how the implementation of those laws influences effective board governance.

The workshops will provide a foundation for new school board members to begin learning their role and serve as a helpful refresher for experienced board members.

**Presenter: WASB Staff Attorney**

- - - -

Here are a couple of other options if you want to go and May 10 doesn't work:

- May 15 at [CESA 4 in West Salem](#) (I would need to register you by 5/8)
- May 17 at [CESA 7 in Tomahawk](#) ( I would need to register you by 5/10)

[Joyce Orth CAP](#)

Equip. Engage. Empower.

Executive Assistant to the Superintendent  
Board Secretary  
School District of Altoona  
1903 Bartlett Ave  
Altoona WI 54720  
715.839.6032 715.839.6066 fax



Facebook: <https://www.facebook.com/altoonaschooldistrict>

Twitter: <https://twitter.com/AltoonaSD>

Pinterest: <http://www.pinterest.com/altoonaschools/>

"Do not let what you cannot do interfere with what you can do." John Wooden

# DONATIONS UPDATE

as of May 7, 2018

Date Recognized:	Contributor:	Description:	Amount:	Value:
5/7/2018	Wisconsin Economic Development Corp	Fab Lab Grant	\$25,000	
<u>5/7/2018</u>	<u>Tools for Schools Grant - Asher Exteriors</u>	<u>Library books</u>	<u>\$250</u>	
4/23/2018	Your College Your Way	Interntl Career Development Conf	\$200	
4/23/2018	Nohre & Co SC	Interntl Career Development Conf	\$125	
4/23/2018	Chippewa Valley Ortho & Sports Medicine	Interntl Career Development Conf	\$125	
<u>4/23/2018</u>	<u>WESTconsin Credit Union</u>	<u>Interntl Career Development Conf</u>	<u>\$350</u>	
<u>4/9/2018</u>	<u>Xcel Energy</u>	<u>Required match for the Fab Lab grant</u>	<u>\$500</u>	
3/19/2018	Dave and Sue Rowe	Required match for the Fab Lab grant	\$300	
3/19/2018	Aldi	for supplies for garden towers	\$500	
<u>3/19/2018</u>	<u>Flutter Busters LLC</u>	<u>for 2nd grade Beaver Creek field trip</u>	<u>\$550</u>	
3/5/2018	Tools for Schools Grant - United Bank	Library books	\$250	
3/5/2018	Altoona Area Foundation	Nonfiction reading materials	\$1,000	
3/5/2018	Altoona Area Foundation	I-pads (4-5)	\$1,000	
3/5/2018	Walmart	Required match for the Fab Lab grant	\$500	
<u>3/5/2018</u>	<u>Amundson Appliance</u>	<u>Refrigerator for MS Snack Shack</u>		<u>\$500</u>
2/5/2018	Mississippi Welders Supply Co	Required match for the Fab Lab grant	\$200	
2/5/2018	AnnMarie Foundation	Required match for the Fab Lab grant	\$4,500	
2/5/2018	RealityWorks	Required match for the Fab Lab grant	\$5,000	
<u>2/5/2018</u>	<u>RealityWorks</u>	<u>Required match for the Fab Lab grant</u>	<u>\$5,000</u>	
1/4/2018	Altoona Area Foundation	Guided Reading Books	\$1,000	
<u>1/4/2018</u>	<u>Marshfield Clinic Health Systems</u>	<u>Required match for the Fab Lab grant</u>	<u>\$2,500</u>	
12/18/2017	Women's Giving Circle Grant	K-3 STEM coding & robotics curriculum	\$5,966	
12/18/2017	Halfmoom Education Inc	Required match for the Fab Lab grant	\$200	
12/18/2017	Richard Jurmain	Required match for the Fab Lab grant	\$200	
12/18/2017	Kelly Heating & Electric LLC	Required match for the Fab Lab grant	\$250	
<u>12/18/2017</u>	<u>Northwestern Bank</u>	<u>Required match for the Fab Lab grant</u>	<u>\$5,000</u>	
Total to Date:			<u>\$60,966</u>	
Total Fab Lab Matching Funds:			\$24,150	



---

## Fab Lab grant awarded - 24124

---

Contracts <contracts@wedc.org>

Mon, Apr 16, 2018 at 11:10 AM

To: "mmarkgren@altoona.k12.wi.us" <mmarkgren@altoona.k12.wi.us>, "cbiedron@altoona.k12.wi.us" <cbiedron@altoona.k12.wi.us>, "jorth@altoona.k12.wi.us" <jorth@altoona.k12.wi.us>

Cc: "ann.hyra@wedc.org" <ann.hyra@wedc.org>



Dear Michael Markgren,

Congratulations and thank you! We are pleased to inform you Altoona School District has been approved for a Wisconsin Economic Development Corporation Fabrication Laboratories grant of up to \$25,000 to help the District purchase equipment for development or expansion of a fab lab. All eligible expenditures must be incurred between April 1, 2018 and December 31, 2018 to qualify for reimbursement. You will have 90 days after December 31, 2018 to submit for reimbursement. **Please note that you will need to confirm your eligible budget with WEDC before proceeding.**

Attached please find the final, executable contract documents and supplemental information. Your award approval is contingent on the contract being fully executed by May 31, 2018. Please return the signed contract to [contracts@wedc.org](mailto:contracts@wedc.org) by this date and WEDC will counter-sign. If this date presents an issue, please let us know and we will push it back to the following week.

If you have any questions regarding our grant process, please contact Ann Hyra, Sector Strategy Project Coordinator, at [ann.hyra@wedc.org](mailto:ann.hyra@wedc.org) or 608-210-6847. Ann will be reaching out to you to confirm your budget.

**Important Note:** Representatives of WEDC and the State of Wisconsin plan to visit your school on Tuesday, May 1 to make the formal grant announcement. A member of our communications team will contact you shortly to discuss the time and other details of this visit. WEDC also will issue a statewide press release at 8 a.m. on May 1. **This announcement is embargoed until that time. Please do not share this with the media or the public until then.** If you have any questions, contact Communications Director Mark Maley at 608-210-6706.

Congratulations!

Mark R. Hogan  
Secretary and CEO

Tricia Braun  
Deputy Secretary  
and COO

---

**24124-FY18-Final Contract for Execution-FABLAB-Altoona-20180416.pdf**  
842K





---

## Points of Pride -- 2017/18

---

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

Thu, May 3, 2018 at 7:50 AM

To: All Staff <allstaff@altoona.k12.wi.us>

Cc: Brad Poquette <bpoquette@altoona.k12.wi.us>, David Rowe <drowe@altoona.k12.wi.us>, Helen Drawbert K12 <hdrawbert@altoona.k12.wi.us>, Rick Risler <rrisler@altoona.k12.wi.us>, Robin Elvig K12 <relvig@altoona.k12.wi.us>

Each year, the Eau Claire Chamber's Excellence in Education Banquet honors 60 graduating seniors from 10 area high schools on the first Wednesday in May.

From the AHS class of 2018, our congratulations to Brooklyn Arbs, Isaac Colbert, Gabrielle Dahl, Emily Kaszubowski and Olivia Lang, who were honored last night along with their chosen educators Todd Lenz, David Boley, Kevin Fruit, Kara Davis and Erin Lynnes at the Florian Gardens!

Additionally, four educators were selected from the 10 schools to receive Special Educator Awards - and two of the four are among us! Congratulations to Tom Burgraff, Innovation in Teaching Award and Brooke Kaldor, Unsung Hero Award!

The photos from the 34th Annual Banquet have been uploaded to our [Facebook page](#). Please share your congratulations there!



[Joyce Orth CAP](#)

Equip. Engage. Empower.

Executive Assistant to the Superintendent  
Board Secretary  
School District of Altoona  
1903 Bartlett Ave  
Altoona WI 54720  
715.839.6032 715.839.6066 fax



Facebook: <https://www.facebook.com/altoonaschooldistrict>

Twitter: <https://twitter.com/AltoonaSD>

Pinterest: <http://www.pinterest.com/altoonaschools/>

"Do not let what you cannot do interfere with what you can do." John Wooden

SCHOOL DISTRICT OF ALTOONA ENROLLMENT DATA FOR 2017/18

2016/17 September and June Totals:																
	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
16-Sep-2016	103	118	0	107	125	134	116	104	127	117	100	99	106	99	115	1570
6-Jun-2017	106	116	0	106	130	136	120	105	127	115	103	103	109	101	105	1582

2017/18 Monthly District Totals:																
	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
15-Sep-2017	104	126	0	118	107	134	129	118	113	125	121	106	107	103	101	1612
20-Oct-17	105	127	0	118	108	137	129	118	111	124	119	106	108	103	101	1614
20-Nov-17	106	126	0	120	108	137	129	119	112	125	120	106	108	103	97	1616
11-Dec-17	105	125	0	120	108	137	128	118	112	125	120	107	107	103	97	1612
12-Jan-2018	106	124	0	120	109	136	129	118	114	127	120	108	105	102	98	1616
13-Feb-2018	108	123	0	121	108	137	129	118	113	124	120	108	107	103	98	1617
27-Mar-2018	106	122	0	121	106	137	129	117	112	124	120	108	107	103	98	1610
23-Apr-2018	105	121	0	121	105	136	129	117	112	124	120	105	106	101	97	1599
May																
June																
* K-12= on campus only															Average Enrollment:	1612

Sept - Present

School Totals this Month: Compared to:

	K4	K	Gr 1	Gr 2	Gr 3	Total	Last Month
<b>Elementary School:</b>	105	121	121	105	136	588	592
		Gr 4	Gr 5				
<b>Intermediate School:</b>	129	117				246	246
		Gr 6	Gr 7	Gr 8			
<b>Middle School:</b>	112	124	120			356	356
		Gr 9	Gr 10	Gr 11	Gr 12		
<b>High School:</b>	105	106	101	97		409	416
<b>Total:</b>						1599	1610

# Learning Objectives for 2018 Summer Programs

## **RAIL K-4 and RAIL 5-8:**

The RAIL program participants will apply the skills learned during the previous school year to a variety of hands-on experiences and activities, which will enrich the students understanding in the areas of math, reading, language arts, library media, physical education, music, and art.

## **JUMP START 1<sup>st</sup>-8<sup>th</sup> Grade:**

The Jump Start program will offer participants a refresher of the skills learned during the previous school year in the areas of math, reading, and language arts, allowing them to start off the next school year with a solid understanding and the strategies needed to be successful at the start of the new school year.

## **Outdoor Adventures:**

Outdoor Adventures class is designed to enrich STEM curriculum while increasing student physical activity and exposure to outside activities. Students will be given unique experiences in engineering design, exploration and application of science knowledge. The goal for middle school students is to define problems more precisely, to conduct a more thorough process of choosing the best solution, and to optimize the scientific process. NGSS cross cutting principals are also applied to the course curriculum to enhance the learning experience of students.

**Backyard Bonanza:**

Backyard Bonanza offers participants skills needed to perform “backyard” games. Coordination, teamwork, strategy, and problem-solving skills are reinforced in an environment where kids are encouraged to maintain physical fitness in the outdoors.

Professional Educator Handbook Revisions  
May 7, 2018

The following pages contain revisions recommended by the administrative team.

- [3]-[4] Updated with current Strategic Plan
- [15] Revision to WORK DAY/HOURS OF WORK – Normal Hours of Work to fix issues that stemming from specified hours and give flexibility to the building principals
- [27]-[28] VOLUNTARY EARLY RETIREMENT – Section 1 and Section 2
- [29]-[31] TIME OFF AND LEAVES – PAID LEAVE DAYS – Sick Leave – Compassion Clause  
Page 29 is included for context, revisions are on page 30
- TIME OFF AND LEAVES – PAID LEAVE DAYS – Personal Day  
Revisions are on pages 30-31

## ***OUR VISION***

~~The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life long learning and the emotional well being of our students.~~

~~We are dedicated to offering large school opportunities with a small school approach.~~

Updated: July 15, 2013

## ***OUR MISSION***

*We strongly believe in:*

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

Adopted: July 2, 2012



# SCHOOL DISTRICT OF ALTOONA STRATEGIC PLAN

Engage. Equip. Empower.

Offering large school opportunities with a small school approach

<p>Our Values: Student-Focused; Respect; Responsibility; Empathy; Joy; Continuous Improvement; Collaboration; Safety</p>			
<p><b>STUDENTS</b></p> <p>Altoona is a district where students feel connected and supported so they can learn, explore and realize their unique strengths and potential</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>Students achieve at the highest levels in a variety of ways</li> <li>Flexible individualized learning opportunities integrated into core classes are available for all students K-12</li> <li>Students are individuals who think creatively, using critical thinking skills to solve problems and advocate for themselves</li> <li>Our culture promotes and supports a love of learning, social-emotional wellbeing, safety and care for students</li> <li>Students exit the system prepared for success in post-secondary endeavors</li> </ul>	<p><b>PEOPLE</b></p> <p>Altoona is a district where all staff find purpose, worthwhile work and the opportunity to make a difference</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>Leaders, teachers and staff are engaged as owners in the work of the district and demonstrate our values in daily work and interactions</li> <li>High quality teachers and staff are recruited, recognized and retained in the workforce</li> <li>Opportunities for development and advancement result in a high performing workforce</li> <li>Transparent and timely communication systems provide accurate flow of information</li> </ul>	<p><b>SERVICE</b></p> <p>All schools and departments work in partnership to serve our students, parents and community</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>Parents are highly satisfied with the quality of their child's education</li> <li>Students and schools are supported by strong partnerships among the district, families and the community</li> <li>District departments provide seamless support for internal and external stakeholders</li> </ul>	<p><b>RESOURCES</b></p> <p>Persistent focus on efficiency and effectiveness in all processes results in the highest return on investment</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>Financial and Human Resources processes are clearly aligned to deliver the best possible learning and working environment</li> <li>Facilities and technology are managed to continually improve and meet the changing needs of students</li> <li>Student Services programs consistently ensure that the needs of all students are met or exceeded</li> <li>Increase fidelity to curriculum and consistent use of best instructional strategies</li> </ul>

Adopted: 07/10/17



## **Physical Examination**

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

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

## **Professional Appearance/Dress Code**

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

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

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

## **WORK DAY/HOURS OF WORK**

### **Normal Hours of Work**

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

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

Although professionals' work is not limited to any specified number of hours or days per week, the normal hours of work for full-time employees in positions authorized as "40-hours per week" are considered to be an average of eight (8) hours per day plus a duty-free 30-minute lunch period. ~~The teacher's work day, begins no later than 7:30 a.m. and ends no earlier than 3:45 p.m. with the exception of Friday's and the day prior to holiday breaks when staff may leave at the end of the day following the departure of the buses.~~ Staff are expected to remain in the building during the established 7.25 instructional and planning hours as established by the building principal and remain in the building until the departure of buses. If meetings should run later than 3:45 p.m., professional educators are expected to remain for the duration of the meeting. The individual calling the meeting will make every effort to communicate the date and time of the meeting at least one week in advance.



## **VOLUNTARY EARLY RETIREMENT**

(Updated 2/1/16 4/10/18; Effective 7/1/16 7/1/18)

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

### **Section 1 – Professional Educators hired before June 1, 2008.**

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

1. Must have been employed the equivalent of fifteen (15) years of full-time employment as a professional educator in the School District of Altoona;
2. Must submit a written, voluntary letter of retirement to the Superintendent no later than March 1 of the school year at the end of which the professional educator will sever employment;
3. Must achieve at least the minimum age of fifty-five (55) on or before September 1 of the year of retirement

For professional educators hired for service prior to June 1, 2008, the Employer will pay an early retirement benefit, based on years of service to the School District of Altoona from hire date to June 30, 2016, as follows:

- 9 to 14.99 years of service: 12 monthly payments for four years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 15 to 19.99 years of service: 12 monthly payments for five years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 20 to 24.99 years of service: 12 monthly payments for six years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 25 to 29.99 years of service: 12 monthly payments for seven years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.
- 30 or more years of service: 12 monthly payments for eight years with each year equal to the employee's 15-16 annual rate of insurance, or until medicare eligibility, whichever is less.

The annual rates for the 15-16 school year are:

- \$7,000 Cash-in-Lieu
- \$7,061 Single Plan
- \$15,708 Family Plan

These payments will be paid out on a monthly basis.

Professional educators severing employment will have the opportunity of converting their accumulated sick leave to a dollar amount equivalent to the number of accumulated sick leave days using the following sliding schedule based on years of service as of June 30, 2016:

- ~~9 to 19.99 years of service: \$75/unused sick day.~~
- 20 9 to 24.99 years of service: \$110/unused sick day.
- 25 to 29.99 years of service: \$150/unused sick day.
- 30 or more years of service: \$190/unused sick day.

This accumulated sick leave payout can be used towards premium increases up to the District base health insurance plan. There will be no cash payout of the unused sick days.

Any professional staff member, who was hired before June 1, 2008, will be given the opportunity to waive the tiered health insurance plan in favor of the HRA plan.

## **Section 2 – Professional Educators hired on or after June 1, 2008**

The following separation benefit program will be in effect for professional educators hired on or after June 1, 2008:

1. Upon completion of the employee's fifth (5th) consecutive year of service to the District, the District shall establish a Health Reimbursement Arrangement (HRA) account in the employee's name. The account will be fully vested and transferable once created.
2. On December 10th of the sixth (6th) consecutive year of service to the District and each consecutive year following, a deposit of 6% of the yearly salary, to a maximum of \$3,000.00, shall be made to the employee's HRA account.
3. Accumulated sick leave days will be paid out at ~~\$60.00~~ **\$110.00** per day into the employee's HRA at the time of separation.

## ***TIME OFF AND LEAVES***

### **PAID LEAVE DAYS**

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

### **Paid Leave Bank (Sick, Bereavement, Emergency)**

#### **Sick Leave**

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

Professional educators beginning work after the first day of the contract year shall receive a pro-rated amount of sick leave. Professional educators who leave the District's employment prior to the completion of his/her contract year shall have a pro-rated amount of sick leave removed from his/her account.

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

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

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

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

discharge employees for excessive absenteeism.

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

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

No more than what is needed for the current situation, **up to 60 days**, can be given to an individual employee in a given school year. Extenuating circumstances will require Board approval.

### **Bereavement Leave**

Professional educators shall be granted Bereavement Leave not to exceed five days in the event of a death in the family or close relationship. Bereavement Leave shall be deducted from the employee's Paid Leave Bank. It is the professional educator's responsibility to submit the appropriate form to his/her principal in advance of taking such leave. Professional educators who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her principal in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the professional educator whenever the District deems such verification appropriate. A written request must be made to the Superintendent if it is felt that more days are needed.

### **Emergency Leave**

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

### **Personal Day**

One (1) contracted day per school year will be granted to a professional educator who has personal matters which require absence during a work day. A Personal Day is defined as leave from a regular work day to conduct personal business which cannot be conducted outside the regular work day. Personal leave is accumulative to a maximum of ~~three (3)~~ **five (5)** days.

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

Requests for Personal Days must be made by email to the immediate Supervisor as early as possible but not less than two (2) days prior to the day requested **unless an emergency arises**. If the event which gives

rise to the request is unknown at that time, such request must be made as soon as the employee becomes aware of the necessity for this leave and can reasonably communicate with the building principal or supervisor. All personal leave days require supervisor approval and are granted/denied at administrator's discretion.

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

Upon written request to the payroll specialist, up to two (2) unused personal days may be paid out at year-end at \$75 \$110 per day.

### **Chaperone Day**

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

### **Administratively-Approved Leave**

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

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

### **Jury Duty and Witness Duty**

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

### **National Guard Duty**

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

Support Staff Handbook Revisions  
May 7, 2018

The following pages contain revisions recommended by the administrative team.

- [3]-[4] Updated with current Strategic Plan
- [21]-[22] VOLUNTARY EARLY RETIREMENT – Section 1
- [22] TIME OFF AND LEAVES – PAID LEAVE DAYS – Paid Leave Bank - Sick Leave
- [24] TIME OFF AND LEAVES – PAID LEAVE DAYS – Personal Day

## ***OUR VISION***

~~The vision of the Altoona School District, in partnership with our students, their families, and our community, is to build a foundation for life long learning and the emotional well being of our students.~~

~~We are dedicated to offering large school opportunities with a small school approach.~~

Updated: July 15, 2013

## ***OUR MISSION***

*We strongly believe in:*

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

Adopted: July 2, 2012





# SCHOOL DISTRICT OF ALTOONA STRATEGIC PLAN

**Engage. Equip. Empower.**

**Offering large school opportunities with a small school approach**

<p>Our Values: Student-Focused; Respect; Responsibility; Empathy; Joy; Continuous Improvement; Collaboration; Safety</p>			
<p><b>STUDENTS</b></p> <p>Altoona is a district where students feel connected and supported so they can learn, explore and realize their unique strengths and potential</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>• Students achieve at the highest levels in a variety of ways</li> <li>• Flexible individualized learning opportunities integrated into core classes are available for all students K-12</li> <li>• Students are individuals who think creatively, using critical thinking skills to solve problems and advocate for themselves</li> <li>• Our culture promotes and supports a love of learning, social-emotional wellbeing, safety and care for students</li> <li>• Students exit the system prepared for success in post-secondary endeavors</li> </ul>	<p><b>PEOPLE</b></p> <p>Altoona is a district where all staff find purpose, worthwhile work and the opportunity to make a difference</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>• Leaders, teachers and staff are engaged as owners in the work of the district and demonstrate our values in daily work and interactions</li> <li>• High quality teachers and staff are recruited, recognized and retained in the workforce</li> <li>• Opportunities for development and advancement result in a high performing workforce</li> <li>• Transparent and timely communication systems provide accurate flow of information</li> </ul>	<p><b>SERVICE</b></p> <p>All schools and departments work in partnership to serve our students, parents and community</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>• Parents are highly satisfied with the quality of their child's education</li> <li>• Students and schools are supported by strong partnerships among the district, families and the community</li> <li>• District departments provide seamless support for internal and external stakeholders</li> </ul>	<p><b>RESOURCES</b></p> <p>Persistent focus on efficiency and effectiveness in all processes results in the highest return on investment</p> <p>Goals:</p> <ul style="list-style-type: none"> <li>• Financial and Human Resources processes are clearly aligned to deliver the best possible learning and working environment</li> <li>• Facilities and technology are managed to continually improve and meet the changing needs of students</li> <li>• Student Services programs consistently ensure that the needs of all students are met or exceeded</li> <li>• Increase fidelity to curriculum and consistent use of best instructional strategies</li> </ul>

Adopted: 07/10/17



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

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

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

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

### **Section 125/Flexible Spending Account**

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

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

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

### **VOLUNTARY RETIREMENT**

(Updated ~~04/18/16~~ 4/10/18; Effective 07/01/16 18)

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

Support staff must meet all of the following requirements in order to access the early retirement benefit:

- Must have been employed the equivalent of fifteen (15) years of full-time employment as a support staff in the School District of Altoona;
- Must submit a written, voluntary letter of retirement to the Superintendent no later than March 1 of the school year at the end of which the support staff will retire;
- Must achieve at least the minimum age of fifty-seven (57) on or before July 1 of the year of retirement.

## SECTION 1 – Fifteen (15) or more years of service as of June 30, 2016

- Employees who retire, and had fifteen (15) years of service in the District prior to June 30, 2016, shall receive \$250 per month into a qualified health reimbursement account (HRA) in the employee's name for five years or until the employee is eligible for Medicare, whichever comes first.
- Employees who retire, and had twenty (20) years of service in the District prior to June 30, 2016, shall receive \$375 per month into a qualified health reimbursement account (HRA) in the employee's name for five years or until the employee is eligible for Medicare, whichever comes first.
- Employees who retire, and had twenty five (25) years of service in the District prior to June 30, 2016, shall receive \$500 per month into a qualified health reimbursement account (HRA) in the employee's name for five years or until the employee is eligible for Medicare, whichever comes first.
- These payments will be pro-rated on a 2,080 (12 month, full-time) annual hour basis.
- Eligible retirees shall be paid twenty-five percent (25%) of the accumulated sick leave at the wage rate in effect at the time of retirement. This payment is not to exceed a maximum of \$2500.

## SECTION 2 – Less than fifteen (15) years of service as of June 30, 2016

- Eligible retirees shall be paid twenty-five percent (25%) of the accumulated sick leave at the wage rate in effect at the time of retirement. This payment is not to exceed a maximum of \$2500.

## ***TIME OFF AND LEAVES***

### **PAID LEAVE DAYS**

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

### **Paid Leave Bank (Sick, Bereavement, Emergency)**

#### **Sick Leave**

Effective July 1, 2013 part-time support staff working less than ~~1,235~~ 720 hours will not receive additional sick time. ~~Employees hired before this date will keep their current accumulation only.~~

Yearly sick leave credit of ten (10) days shall be granted to the full-time support staff (pro-rated accordingly for part-time employees who work more than 1,235 hours; yearly sick leave credit of five (5) days shall be granted to part-time employees who work more than 720 hours) on the first day the support staff reports to work for the contract year. Sick leave will accumulate to a maximum of one hundred (100) days.

Support staff beginning work after the first day of the contract year shall receive a pro-rated amount of sick leave. Support staff who leave the District's employment prior to the completion of his/her contract

death shall confer with his/her principal/supervisor in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the support staff whenever the District deems such verification appropriate.

### **Emergency Leave**

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

### **Personal Day**

One (1) contracted day per school year will be granted to support staff working more than 1,235 hours per year for personal matters which require absence during a work day. A Personal Day is defined as leave from a regular work day to conduct personal business which cannot be conducted outside the regular work day. Personal leave is accumulative to a maximum of ~~three (3)~~ five (5) days.

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

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

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

Up to two (2) unused personal days may be paid out at year-end at ~~\$75~~ \$90 per day.

### **Chaperone Day**

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

### **Administratively-Approved Leave**

A support staff may request Administratively-Approved Leave (with or without pay) for absences not covered under Sick Leave, Personal Leave, Bereavement Leave, or Emergency Leave provisions. Paid Administratively-Approved Leave shall access the support staff's Sick Leave account. Unpaid Administratively-Approved Leave shall include payment by the support staff of daily benefit costs after three (3) continuous leave days. This leave and the conditions thereof, including compensation, shall be

**66.0301 Cooperative Agreement  
Speech and Language Teacher  
2018-2019**

**School District of Fall Creek**

**School District of Altoona**

Said school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said above parties agree and contract for the cooperation of sharing a Speech and Language Teacher, Nicole McEvoy, for the 2018-19 school year as hereinafter set forth;
2. That the School District of Fall Creek is to be the operator and fiscal agent of the program indicated in #1.
3. That the fiscal agent district will include all program expenditures and receipts in Fund 10 of the Wisconsin Uniform Financial Accounting Requirements;
4. That the Speech and Language Teacher will be split 60% at Fall Creek School District and 40% at Altoona School District.
5. That attached hereto and incorporated herein by reference includes the Speech and Language Teacher contract with the Fall Creek School District. This contract total package will be split 60%/40% with both Districts paying their percent of the total package for the Speech and Language Teacher.

Dated:

\_\_\_\_\_

Month                      Day                      Year

Member of Cooperative: Altoona School District

\_\_\_\_\_ District Administrator

\_\_\_\_\_ Clerk

Operator of Cooperative: Fall Creek School District

 District Administrator

 Clerk

**PAYMENT SCHEDULE**

Program: Speech and Language Teacher

40 % of Salary & Benefits: \$24,259

10/31/2018 \$8,086

2/28/2019 \$8,086

6/28/2019 \$8,086

\* The School District of Fall Creek will send final invoice based on actual charges no later than 6/24/2019. The Final Payment may be adjusted based on actual expenditures incurred.

## Summer 2018 Upgrade Proposals and Recommendations

### Chromebooks

1. Proposal and recommendation to replace 250 Samsung XE30312 Chromebooks.

250 5-6 year old Samsung Chromebooks that are currently being used in 2<sup>nd</sup> and 12<sup>th</sup> grade this summer need to be replaced. Their “end of life” has come and no software updates or security fixes will be provided for them going forward.

About 115 Chromebooks will be introduced to 9<sup>th</sup> grade students this fall. These Chromebooks will continue to be used by the same student all through their high school career. The other 135 Chromebooks will be assigned to the incoming 4<sup>th</sup> grade students and will be used by the same student from 4<sup>th</sup> through 8<sup>th</sup> grade.

Quotes were solicited from three companies for three different models of Chromebooks. The prices are listed below. I am recommending for purchase the Chromebook Model HP 11 3350 G6 4946649 from [CDW-G](#), highlighted below.

Chromebook model	Company	Cost per unit	Quantity	Total Cost
Dell 11 3180 4490332	CDW-G	\$219.00	250	\$54,750.00
<b>HP 11 3350 G6 4946649</b>	<b>CDW-G</b>	<b>\$195.00</b>	<b>250</b>	<b>\$48,750.00</b>
Lenovo 11 100e 4977298	CDW-G	\$202.94	250	\$50,735.00
Dell 11 3180	SHI	\$227.00	250	\$56,750.00
HP 11 3350 G6	SHI	\$222.00	250	\$55,500.00
Lenovo 11 100e	SHI	\$197.00	250	\$49,250.00
Dell 11 3180	Insight	\$227.00	250	\$56,750.00
HP 11 3350 G6	Insight	\$225.00	250	\$56,250.00
Lenovo 100e	Insight	\$182.94	250	\$45,735.00

Despite the lower price for the Lenovo Chromebook 11 100e from Insight, I am recommending that we purchase the HP Chromebook 11 G6 Education model from CDW-G for the following reasons. We have several hundred HP Chromebooks that have been durable and very reliable. HP makes it very easy to setup warranty repairs and provides free shipping to and from the warranty depot. We currently know how to service the HP product line whereas, we do not have many Lenovo devices so the warranty and repair processes are not at all familiar to us as is the HP product line. CDW-G has provided excellent service and support to us for many years and I trust the information and products that they provide to us.

## Windows 10 Staff Workstations

2. Proposal and recommendation to replace 250 Windows-based computers with off-lease i5 4<sup>th</sup> generation computers.

250, 8 year old computers with 250, 3 year old HP workstations have served us well but are at their end of life. Finding up-to-date drivers has been impossible. They have incompatibility issues with many of the Smartboards that are connected to them. By purchasing off-lease computers we can save up to 60% of what a new computer would cost. On average these off-lease computers should provide the district with 4-6 years of service. It is my experience that the 1 year warranty that MJP Tech provides is enough coverage to protect the district from a major issue with the model of computers that we are purchasing.

I solicited prices from three companies for the same model of computer. The prices are listed below. I recommend purchasing HP Elite USFF i5/4<sup>th</sup> from MJP Tech, highlighted below.

Computer Model	Company	Cost per unit	Quantity	Total Cost
HP Elite USFF i5/4th	MJP Tech	\$200.00	250	\$50,000.00
HP Elite USFF i5/4th	Technology Plus	\$230.00	250	\$57,500.00
HP Elite USFF i5/4th	CDI	\$244.00	250	\$61,000.00

## VMWare Software Upgrade

3. Our virtual server is in need of software updating.

It has been 3 years since the software has been updated. The two virtual systems are on two different platform levels. This makes the servers more difficult to manage and does not allow for sharing drive space between the two systems. This package also provides us with 3-year software upgrade assurance. So if upgrades are released in the next three years we are entitled to install those upgrades at no further cost.

We received bids from three companies for this project and the Davenport Group. came in with the lowest price. This is advantageous since this happens to be the company that has been supporting us with our VMware servers. I am recommending the [Davenport Group](#), highlighted below, to be the vendor that provides us with the software and labor to complete the upgrade.

Product	Vendor	Expires	Cost
VM Server 3 Year Upgrade	Davenport	6/30/2021	\$ 12,493.00
VM Server 3 Year Upgrade	Heartland	6/30/2021	\$ 12,791.31
VM Server 3 Year Upgrade	Citon	6/30/2021	\$ 13,087.54

The Chromebook, Windows and VMWare projects will be funded out of the 2018-19 fiscal year technology budget.

The following purchases are standard year end subscriptions that are purchased for student safety and subscriptions for software upgrades. They will be funded out of the 2018-19 fiscal year technology budget.

<b>Submitted for your information. No Board Action is needed on these annual subscriptions.</b>			
<b>Product</b>	<b>Vendor</b>	<b>Expires</b>	<b>Cost</b>
Microsoft Subscription (State Contract Prices)	SHI.com	6/30/2018	\$ 7,269.28
Adobe Creative Collection (State Contract Prices)	CDWG	6/30/2019	\$ 3,000.00
Backupify (Proprietary product)	Datto	6/30/2019	\$ 3,840.48
Aristotle (Proprietary product)	Sgt Labs	6/30/2019	\$ 4,420.83
Wiscnet Fees and iBoss Filtering (Non-E-rate) (Proprietary product)	Wiscnet	6/30/2019	\$ 6,000.00
Wiscnet Internet Transit Fiber Service (E-rate) (Proprietary product)	Wiscnet	6/30/2019	\$ 18,503.04
Tools4Ever Account Automation (Proprietary product)	Tools4Ever	6/30/2019	\$ 971.25
		<b>Total</b>	<b>\$ 56,497.88</b>

Proposal submitted by:  
Mark Scheppke, Technology Coordinator