



School District of Altoona

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

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
July 15, 2013
6:30 p.m.

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes
 - a. July 1, 2013 Regular Meeting
7. Public Participation (All remarks are to be addressed to the Board; discussion among citizens present is not permitted. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
 - a. Non-Agenda items - public comment and concern
 - b. Agenda items - public comment and concern
8. Treasurer's Report
 - a. Approval of Checks for Payment
 - (1) General fund checks totaling \$1,847,521.79
 - (2) Student activity fund checks totaling \$3,849.36
 - b. Approval of Treasurer's Report
9. Information
 - a. Committee Reports
 - b. General Information
 - (1) Policy Development: 620 – Annual Operating Budget, 680 – Fiscal Accounting and Reporting, Support Staff Handbook (for Foodservice Employees 2013/14) Review
 - c. President's Report
 - (1) WASB 2013 Educator Effectiveness Conference, August 6, 8, 14
 - (2) Review of Vision Statement
 - (3) August 5 Board Meeting
 - d. Superintendent's Report
 - (1) Professional Learning Communities at Work Institute, July 8-10
 - (2) Books in the Park, July 12
 - (3) Review of Pedersen Elementary Room Analysis Report

Altoona Board of Education, July 15, 2013

- (4) School Perceptions Facility Planning/Community Engagement Survey
 - (5) Open Enrollment Update: Alternative Application Procedure (Exceptions)
 - (6) Newsletter Update
 - (7) Budget Update 2012/13 and Preliminary Budget 2013/14
 - (8) Other News, Meetings and Events
10. Board Action after Consideration and Discussion
- a. Consider Employment Recommendation to Fill Computer/Network Support Technician Position
 - b. Consider Approval of 2013-2015 Administrative Contract for Intermediate/Middle School Principal
 - c. Consider Request to Waive Late Resignation Fee
 - d. Consider Recommendation for High School Flooring Project
 - e. Consider Amendment of Strategic Vision Statement
 - f. Consider Adoption of Strategic Goals and Objectives
 - g. Consider Approval of School Perceptions Facility Planning/Community Engagement Survey Proposal
 - h. Consider Budget Revisions for 2012/13
11. Adjournment

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

ALTOONA SCHOOL BOARD AGREEMENT

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

Adopted: 9/19/11

Amended: 1/21/13



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ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
July 1, 2013
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Helen Drawbert at 6:30 p.m. in the Altoona commons addition.
2. Roll call was taken and the following were present:
Helen S. Drawbert, President
Robin E. Elvig, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member
Dr. Connie M. Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. Report of notice was given. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. June 17, 2013 Regular Meeting. Motion by Elvig to approve the June 17 minutes as presented, seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0. b. June 26, 2013 Special Meeting. Motion by Rowe to approve the June 26 minutes as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. (1) Helen Drawbert congratulated Dr. Biedron on her one-year anniversary with the district. b. Agenda items - public comment and concern. None.
8. Treasurer's Report. a. Approval of Checks for Payment. Motion by Rowe to approve general fund checks totaling \$1,691,656.64, student activity fund checks totaling \$9,901.49 and debt service fund checks totaling \$2,468,866.51 as presented, seconded by Hilger. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0.
9. Information. **a. Committee Reports.** (1) Parks & Recreation Committee. Robin Elvig, board representative, shared an update from the June 24 meeting.

- (2) Demographic Trends & Facilities Planning Committee. The June 25 meeting was reviewed. The committee has made progress narrowing options to address crowding and safety concerns into the future. Ways to address the immediate overcrowding issues are also under discussion. The next meeting is scheduled for July 16. **b. General Information.** (1) Policy Development. Policy 841 – Sponsorship, Rule and Exhibits were reviewed. **c. President’s Report.** (1) WASB 2013 Educator Effectiveness Conference. The WASB will sponsor the Educator Effectiveness Conference on August 6, 8 and 14 in Madison, Green Bay and Turtle Lake respectively. **d. Superintendent’s Report.** (1) 733-Rule – Energy Use and Conservation: Report on Classroom Refrigerator Use. Classroom refrigerator use was reviewed. (2) Recommendation for FTE Increase in High School Office. The high school administration is recommending an increase to full-time for the part-time office position. Added responsibilities for the position would include RtI (Response to Intervention)-related duties (see 10.d.). (3) Quality Educator Convention. Dr. Biedron shared highlights from the Quality Educator Convention held June 19-21 in Madison. She attended along with Karen Henry, Joann Walker, Gary Pszeniczny, Jeff Pepowski, and Jamie Oliver. (4) Proposal for School Perceptions Facility Planning/Community Engagement Survey. A proposal from School Perceptions to conduct a community engagement survey was reviewed and discussed. Working toward a spring referendum, the survey would be best conducted in September to help understand community priorities and their willingness to support options to address space and safety issues. The cost estimate for the three step process is \$9,800 (not including printing or postage). David Rowe will follow up with districts that used School Perceptions but did not pass a referendum. (5) Books in the Park. The first Books in the Park session was held on June 28. About 305 attended. Two sessions remain, on July 12 and 26, 10:30 a.m. to 1:30p.m. at 10th Street Park. A grant from Wal-Mart in the amount of \$1,000 was used to purchase books. The grant was written by DeAnn Halverson. (6) Project Based Learning (PBL) School Update. The PBL team’s last meeting was on June 24. (7) Superintendent’s Transition Plan Update. Dr. Biedron distributed her updated Transition Plan. All items on the Transition Plan have been completed. (8) Other News, Meetings and Events. Items announced include: next week’s PLC Institute, the cancelation of July “Coffee” and “Conversations with Connie,” Dr. Biedron’s guest appearance on WAYY News Talk 790 on July 3 at 8:10 a.m., and the distribution of tentative final aid estimates. Dr. Biedron shared a flooring sample for possible use in the high school (approval on July 15). She also noted that the railroad is donating surplus crossing gates for use on the football field.
10. Board Action after Consideration and Discussion. **a. Consider Employment Recommendation to Fill Foodservice Position**. Motion by Rowe to employ Jeff Anger as foodservice “hauler,” seconded by Poquette. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0.
- b. Consider Employment Recommendation to Fill High School English Teacher Position**. Motion by Elvig to employ Angela Jeske as high school English teacher starting in 2013/14, seconded by Hilger. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0. **c. Consider Employment Recommendation to Fill Computer/Network Support Technician Position**. No action.
- d. Consider Recommendation to Increase FTE for High School Office Assistant to Full-Time**. Motion by Rowe to approve the recommendation to increase the FTE for the high school office assistant position to full-time as presented, seconded by Elvig. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0 (see 9.d. (2)). **e. Consider Approval of Any Amount Over Prior Estimated Cost of \$172,595 on Boiler Replacement Project**. Motion by Elvig to take no action on the boiler replacement project (due to higher than expected bids), seconded by Rowe. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0. **f. Consider Approval of 153-Rule Board of Education Self Evaluation**. Motion by Drawbert to postpone approval of 153-Rule, seconded by Hilger. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0. **g. Consider 66.0301 Agreement with the Menomonie School District for Special Education Services for 2011/12**. Motion by Elvig to approve the 66.0301 with the Menomonie school district for the 2011/12 school year as presented, seconded by Rowe. Elvig, yes; Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes. Motion carried 5-0.

h. Consider 66.0301 Agreement with the Eau Claire Area School District for Special Education Services for 2013/14. Motion by Rowe to approve the 66.0301 with the Eau Claire Area School District for 2013/14 as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes; Drawbert, yes. Motion carried 5-0. i. Consider WASB Membership Renewal for 2013/14. Motion by Elvig to approve the WASB Membership renewal and dues of \$4,241.00 for 2013/14 as presented, seconded by Rowe. Hilger, yes; Poquette, yes; Elvig, yes; Rowe, yes; Drawbert, yes. Motion carried 5-0.

11. Board Evaluation. The compiled board evaluations were reviewed, with areas of lowest average score discussed, in particular. Written comments were also reviewed and next steps discussed.
12. Adjournment. Motion by Elvig to adjourn at 9:15 p.m., seconded by Rowe. Poquette, yes; Elvig, yes; Rowe, yes; Hilger, yes; Drawbert, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, July 15, 2013 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER	NUMBER				
07/05/2013	129091	10 L 000 000	811680	OKLAHOMA DEPARTMENT OF HUMAN S	Payroll accrual	74.91	June
					Totals for 129091	74.91	
07/05/2013	129092	10 L 000 000	811680	WI SCTF	Payroll accrual	46.98	June
	129092	27 L 000 000	811680	WI SCTF	Payroll accrual	7.02	June
					Totals for 129092	54.00	
07/23/2013	129093	10 L 000 000	811680	OKLAHOMA DEPARTMENT OF HUMAN S	Payroll accrual	74.91	June
					Totals for 129093	74.91	
07/23/2013	129094	10 L 000 000	811680	WI SCTF	Payroll accrual	46.98	June
	129094	27 L 000 000	811680	WI SCTF	Payroll accrual	7.02	June
					Totals for 129094	54.00	
06/30/2013	129095	10 L 000 000	811680	OKLAHOMA DEPARTMENT OF HUMAN S	Payroll accrual	74.91	June
					Totals for 129095	74.91	
06/30/2013	129096	10 L 000 000	811680	WI SCTF	Payroll accrual	46.98	June
	129096	27 L 000 000	811680	WI SCTF	Payroll accrual	7.02	June
					Totals for 129096	54.00	
08/23/2013	129126	10 L 000 000	811680	OKLAHOMA DEPARTMENT OF HUMAN S	Payroll accrual	74.91	June
					Totals for 129126	74.91	
08/23/2013	129127	10 L 000 000	811680	WI SCTF	Payroll accrual	46.98	June
	129127	27 L 000 000	811680	WI SCTF	Payroll accrual	7.02	June
					Totals for 129127	54.00	
06/28/2013	129216	10 E 800 470	120000	BEDFORD, FREEMAN, & WORTH PUBL	56 Psych textbooks + other materials - see attached price quote	6,395.62	June
	129216	10 E 800 470	120000	BEDFORD, FREEMAN, & WORTH PUBL	56 Psych textbooks + other materials	2.34	June
					Totals for 129216	6,397.96	
06/28/2013	129217	10 E 100 320	254300	BRAUN CORPORATION LLC	QUARTERLY EXAM AND LUBE SERVICE - LIFTS	86.80	June
	129217	10 E 400 320	254300	BRAUN CORPORATION LLC	QUARTERLY EXAM AND LUBE SERVICE - LIFTS	86.80	June
					Totals for 129217	173.60	
06/28/2013	129218	10 E 800 411	221910	CDW GOVERNMENT, INC.	Samsung Chromebooks, Lenovo Laptops Please fax order	78,864.00	June
	129218	10 E 800 435	222200	CDW GOVERNMENT, INC.	20 Management licenses	600.00	June
	129218	10 E 800 411	221910	CDW GOVERNMENT, INC.	Samsung Chromebooks, Lenovo Laptops	9,540.00	June
	129218	10 E 800 551	252000	CDW GOVERNMENT, INC.	ThinkPad Tablet	1,005.72	June
	129218	10 E 800 435	222200	CDW GOVERNMENT, INC.	20 Chromebooks	4,960.00	June
					Totals for 129218	94,969.72	
06/28/2013	129219	10 E 100 310	221400	CESA #10	OFF-CAMPUS, MATH ADD+VANTAGE COURSE 1	995.00	June
	129219	10 E 400 310	120000	CESA #10	OFF-CAMPUS, MATH ADD+VANTAGE COURSE 1	4,002.61	June
					Totals for 129219	4,997.61	

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER	NUMBER				
06/28/2013	129220	10 E 100 320	254300	G & K SERVICES, INC.	Blanket P.O.	15.69	June
	129220	10 E 200 320	254300	G & K SERVICES, INC.	Blanket P.O.	15.69	June
	129220	10 E 400 320	254300	G & K SERVICES, INC.	Blanket P.O.	15.70	June
	129220	10 E 100 320	254300	G & K SERVICES, INC.	Blanket P.O.	17.79	June
	129220	10 E 200 320	254300	G & K SERVICES, INC.	Blanket P.O.	17.79	June
	129220	10 E 400 320	254300	G & K SERVICES, INC.	Blanket P.O.	17.78	June
	129220	10 E 100 320	254300	G & K SERVICES, INC.	Blanket P.O.	13.47	June
	129220	10 E 200 320	254300	G & K SERVICES, INC.	Blanket P.O.	13.47	June
	129220	10 E 400 320	254300	G & K SERVICES, INC.	Blanket P.O.	13.46	June
					Totals for 129220	140.84	
06/28/2013	129221	10 E 100 320	254300	HILLYARD, INC - EAU CLAIRE	Summer cleaning supplies, paper supplies,gym floor sealer.	12,236.97	June
	129221	10 E 200 320	254300	HILLYARD, INC - EAU CLAIRE	Summer cleaning supplies, paper supplies,gym floor sealer.	12,236.97	June
	129221	10 E 400 320	254300	HILLYARD, INC - EAU CLAIRE	Summer cleaning supplies, paper supplies,gym floor sealer.	12,236.99	June
					Totals for 129221	36,710.93	
06/28/2013	129222	10 E 400 411	143000	MACMAN	PE Equipment for high school classes	15.00	June
					Totals for 129222	15.00	
06/28/2013	129223	10 E 800 310	231500	WELD, RILEY, PRENN & RICCI	LEGAL SERVICES	1,800.00	June
					Totals for 129223	1,800.00	
06/28/2013	129224	10 E 800 551	221910	CDW GOVERNMENT, INC.	SPECTRUM CLOUD 12 CHROMEBOOK CARTS	15,576.00	June
					Totals for 129224	15,576.00	
06/28/2013	129225	27 E 800 382	218100	EAU CLAIRE AREA SCHOOL DIST	ADJ TO 66.0301 AGREEMENT - OT	1,432.00	June
					Totals for 129225	1,432.00	
07/10/2013	129238	10 E 800 358	221910	CHARTER COMMUNICATIONS	Cable Internet Access for PreK ACCOUNT: 8245 11 460 0040346	29.99	July
					Totals for 129238	29.99	
07/10/2013	129239	10 E 800 358	221910	CHARTER COMMUNICATIONS	Internet traffic transport line ACCOUNT: 8245 11 795 0004192	1,050.00	July
					Totals for 129239	1,050.00	
07/10/2013	129240	10 E 100 411	110000	CULLIGAN WATER SERVICE	WATER DELIVERY	23.80	July
					Totals for 129240	23.80	
07/10/2013	129241	10 E 800 310	252105	DIVERSIFIED BENEFIT SERVICES I	ADMINISTRATIVE SERVICES - MAILINGS	703.82	July
					Totals for 129241	703.82	
07/10/2013	129242	10 E 800 293	291000	EDUCATORS BENEFIT CONSULTANTS	POST EMPLOYMENT BENEFITS - JULY - STRUCK, KNUDSON	750.00	July
					Totals for 129242	750.00	

CHECK	CHECK ACCOUNT			INVOICE		POST
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
07/10/2013	129243	10 E 800 353 258500	L & M MAIL SERVICE, INC.	JUNE MAIL SERVICES	1,906.65	July
				Totals for 129243	1,906.65	
07/10/2013	129244	27 E 700 411 152000	SERVICE MASTER OF CHIPPEWA VAL	Carpet and rug cleaning	436.46	July
				Totals for 129244	436.46	
07/10/2013	129245	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	56.65	July
	129245	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	56.65	July
	129245	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINT AND SUPPLIES	56.64	July
	129245	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINT	105.93	July
	129245	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINT	105.93	July
	129245	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINT	105.94	July
	129245	10 E 100 411 254300	SHERWIN-WILLIAMS	PAINT	45.12	July
	129245	10 E 200 411 254300	SHERWIN-WILLIAMS	PAINT	45.12	July
	129245	10 E 400 411 254300	SHERWIN-WILLIAMS	PAINT	45.11	July
				Totals for 129245	623.09	
07/10/2013	129246	10 E 800 730 270000	UNEMPLOYMENT INSURANCE	UNEMPLOYMENT INSURANCE	1,266.44	July
				Totals for 129246	1,266.44	
07/10/2013	129247	10 E 800 691 283000	U.S. BANK TRUST	ADMINISTRATION FEES	300.00	July
				Totals for 129247	300.00	
07/10/2013	129248	10 E 800 310 231100	WISC DEPT OF JUSTICE	BACKGROUND CHECKS FOR JUNE 2013	147.00	July
				Totals for 129248	147.00	
07/10/2013	129249	10 E 800 941 223100	WIAA	wiaa membership dues for 2013-2014 school year	875.00	July
				Totals for 129249	875.00	
07/10/2013	129250	10 E 800 320 254300	WIL-KIL PEST CONTROL INC.	ANNUAL PREBILL PAYMENT FOR MS AND HS	657.66	July
				Totals for 129250	657.66	
06/30/2013	121321097	10 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	199.73	June
	121321097	27 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	194.50	June
	121321097	80 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	2.84	June
	121321097	10 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	3,212.54	June
	121321097	27 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	463.78	June
				Totals for 121321097	4,073.39	
06/30/2013	121321098	10 L 000 000 811670	ING LIFE INS & ANNUITY CO	Payroll accrual	745.40	June
	121321098	27 L 000 000 811670	ING LIFE INS & ANNUITY CO	Payroll accrual	64.60	June
	121321098	10 L 000 000 811670	ING LIFE INS & ANNUITY CO	Payroll accrual	150.40	June
	121321098	27 L 000 000 811670	ING LIFE INS & ANNUITY CO	Payroll accrual	9.60	June
				Totals for 121321098	970.00	
06/30/2013	121321101	10 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	3,212.54	June
	121321101	27 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	463.78	June
	121321101	10 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	199.73	June
	121321101	27 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	194.50	June
	121321101	80 L 000 000 811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	2.84	June
				Totals for 121321101	4,073.39	

CHECK	CHECK ACCOUNT			INVOICE		POST
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
06/30/2013	121321102	10 L 000 000	811670 ING LIFE INS & ANNUITY CO	Payroll accrual	150.40	June
	121321102	27 L 000 000	811670 ING LIFE INS & ANNUITY CO	Payroll accrual	9.60	June
	121321102	10 L 000 000	811670 ING LIFE INS & ANNUITY CO	Payroll accrual	745.40	June
	121321102	27 L 000 000	811670 ING LIFE INS & ANNUITY CO	Payroll accrual	64.60	June
				Totals for 121321102	970.00	
06/30/2013	121321103	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	389.75	June
	121321103	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	83.92	June
	121321103	80 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June
	121321103	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	181.95	June
	121321103	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.87	June
	121321103	80 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June
	121321103	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	514.49	June
	121321103	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	84.63	June
	121321103	50 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	26.75	June
	121321103	80 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June
	121321103	10 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	218.11	June
	121321103	27 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.67	June
	121321103	50 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	3.43	June
	121321103	80 L 000 000	811634 MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June
				Totals for 121321103	1,560.57	
06/30/2013	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	256.35	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	37.95	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	4,053.95	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	600.35	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	8,066.68	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	1,758.84	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	75.32	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	42.84	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	57,549.13	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	14,192.36	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	6,712.06	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	1,314.14	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	972.40	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	169.92	June
	121321105	80 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	6,712.06	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	1,314.14	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	972.40	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	169.92	June
	121321105	80 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	4,053.95	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	600.35	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	256.35	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	37.95	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	8,066.68	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	1,758.84	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	75.32	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	42.84	June
	121321105	10 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	57,549.13	June
	121321105	27 L 000 000	811631 WEA INSURANCE TRUST	Payroll accrual	14,192.36	June
				Totals for 121321105	191,604.58	
06/30/2013	121321106	10 L 000 000	811650 WEST CENTRAL EDUCATION ASSN	Payroll accrual	199.73	June
	121321106	27 L 000 000	811650 WEST CENTRAL EDUCATION ASSN	Payroll accrual	194.50	June

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER	NUMBER				
06/30/2013	121321106	80 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	2.84	June
	121321106	10 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	3,212.54	June
	121321106	27 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	463.78	June
				Totals for 121321106		4,073.39	
06/30/2013	121321107	10 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	745.40	June
	121321107	27 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	64.60	June
	121321107	10 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	150.40	June
	121321107	27 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	9.60	June
				Totals for 121321107		970.00	
06/30/2013	121321112	10 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	199.73	June
	121321112	27 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	194.50	June
	121321112	80 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	2.84	June
	121321112	10 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	3,212.54	June
	121321112	27 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	463.78	June
				Totals for 121321112		4,073.39	
06/30/2013	121321113	10 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	745.40	June
	121321113	27 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	64.60	June
	121321113	10 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	150.40	June
	121321113	27 L 000 000	811670	ING LIFE INS & ANNUITY CO	Payroll accrual	9.60	June
				Totals for 121321113		970.00	
06/30/2013	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	75.32	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	42.84	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	972.40	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	169.92	June
	121321115	80 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	58,840.30	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	14,378.33	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	8,276.81	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	1,805.65	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	7,206.56	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	1,399.56	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	256.35	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	37.95	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	8,276.81	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	1,805.65	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	75.32	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	42.84	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	58,840.29	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	14,378.34	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	7,206.56	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	1,399.56	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	972.40	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	169.92	June
	121321115	80 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	0.00	June
	121321115	10 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	256.35	June
	121321115	27 L 000 000	811631	WEA INSURANCE TRUST	Payroll accrual	37.95	June
				Totals for 121321115		186,923.98	

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DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT	MONTH	
06/30/2013	121321116	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	389.75	June	
	121321116	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	83.92	June	
	121321116	80 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June	
	121321116	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	181.95	June	
	121321116	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.87	June	
	121321116	80 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June	
	121321116	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	389.75	June	
	121321116	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	83.92	June	
	121321116	80 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June	
	121321116	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	181.95	June	
	121321116	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.87	June	
	121321116	80 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June	
				Totals for 121321116		1,368.98		
06/30/2013	121321117	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	389.75	June	
	121321117	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	83.92	June	
	121321117	80 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June	
	121321117	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	181.95	June	
	121321117	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	28.87	June	
	121321117	80 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	0.00	June	
				Totals for 121321117		684.49		
07/05/2013	131400002	10 L 000 000	811650	WEST CENTRAL EDUCATION ASSN	Payroll accrual	196.80	July	
				Totals for 131400002		196.80		
07/05/2013	131400003	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	150.27	July	
	131400003	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	9.54	July	
	131400003	10 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	49.57	July	
	131400003	27 L 000 000	811634	MINNESOTA LIFE INSURANCE CO	Payroll accrual	5.43	July	
	131400003	10 E 100 230	110000	MINNESOTA LIFE INSURANCE CO	AUGUST 2013 BILLING IN JULY	-23.16	July	
	131400003	10 E 200 230	120000	MINNESOTA LIFE INSURANCE CO	AUGUST 2013 BILLING IN JULY	-23.86	July	
	131400003	10 E 400 230	120000	MINNESOTA LIFE INSURANCE CO	AUGUST 2013 BILLING IN JULY	-23.17	July	
				Totals for 131400003		144.62		
07/10/2013	131400004	10 E 100 320	254300	BRAUN CORPORATION LLC	QUARTERLY EXAM/LUBE OF LIFTS	96.93	July	
	131400004	10 E 400 320	254300	BRAUN CORPORATION LLC	QUARTERLY EXAM/LUBE OF LIFTS	76.67	July	
				Totals for 131400004		173.60		
07/10/2013	131400005	50 E 800 342	257220	EHRHARD, MARGARET	Mileage to Lacrosse	98.31	July	
				Totals for 131400005		98.31		
07/10/2013	131400006	10 E 100 320	254300	NORTH STAR FIRE SYSTEMS CORP	Fire Extinguishers inspection and service for all buildings	487.53	July	
	131400006	10 E 200 320	254300	NORTH STAR FIRE SYSTEMS CORP	Fire Extinguishers inspection and service for all buildings	487.53	July	
	131400006	10 E 400 320	254300	NORTH STAR FIRE SYSTEMS CORP	Fire Extinguishers inspection and service for all buildings	487.54	July	
				Totals for 131400006		1,462.60		
07/10/2013	131400007	10 E 800 342	232100	ORTH, JOYCE	Mileage and expense reimbursement	40.69	July	
				Totals for 131400007		40.69		
07/10/2013	131400008	10 E 800 942	232100	ROTARAY CLUB OF EAU CLAIRE	BIEDRON - ROTARY FEES- QUARTER ENDED 06/30/2013	172.00	July	
				Totals for 131400008		172.00		

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07/10/2013	131400009	10 E 800 310 254300	SHRED AWAY	Shredding ON 06/26/13	67.50	July
				Totals for 131400009	67.50	
07/10/2013	131400010	10 E 800 411 252000	STAPLES	SUPPLIES	2.89	July
				Totals for 131400010	2.89	
07/10/2013	131400011	10 E 800 941 231100	WISC ASSOC OF SCHOOL BOARDS	Membership Renewal	4,241.00	July
				Totals for 131400011	4,241.00	
07/05/2013	201200518	10 L 000 000 811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	1,438.00	June
	201200518	27 L 000 000 811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	500.00	June
				Totals for 201200518	1,938.00	
07/05/2013	201200519	10 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	529.90	June
	201200519	27 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	9.60	June
	201200519	80 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	7.50	June
	201200519	10 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	19,383.78	June
	201200519	27 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	2,557.18	June
	201200519	80 L 000 000 811612	WELLS FARGO BANK	Payroll accrual	9.15	June
	201200519	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	3,169.83	June
	201200519	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	558.15	June
	201200519	80 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	3.37	June
	201200519	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	13,553.69	June
	201200519	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	2,386.68	June
	201200519	80 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	14.40	June
				Totals for 201200519	42,183.23	
07/05/2013	201200520	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	3,169.83	June
	201200520	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	558.15	June
	201200520	80 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	3.37	June
	201200520	10 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	13,553.69	June
	201200520	27 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	2,386.68	June
	201200520	80 L 000 000 811611	WELLS FARGO BANK	Payroll accrual	14.40	June
				Totals for 201200520	19,686.12	
07/05/2013	201200521	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	11,237.43	June
	201200521	27 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	1,826.71	June
	201200521	80 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	2.49	June
	201200521	10 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	62.50	June
	201200521	80 L 000 000 811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	7.50	June
				Totals for 201200521	13,136.63	
07/05/2013	201200522	10 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,687.01	June
	201200522	27 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
	201200522	10 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	700.40	June
	201200522	27 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	641.76	June
	201200522	80 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16.63	June
	201200522	10 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,687.01	June
	201200522	27 L 000 000 811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
	201200522	10 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	700.40	June
	201200522	27 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	641.76	June
	201200522	80 L 000 000 811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16.63	June
				Totals for 201200522	33,870.88	
07/05/2013	201200523	10 L 000 000 811691	WEA TRUST ADVANTAGE	Payroll accrual	2,451.00	June

CHECK DATE	CHECK ACCOUNT		VENDOR	INVOICE		AMOUNT	POST MONTH
	NUMBER	NUMBER		DESCRIPTION			
07/05/2013	201200523	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		5,323.75	June
	201200523	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		500.00	June
	201200523	80 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		78.25	June
	201200523	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		2,687.50	June
	201200523	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		98.23	June
	201200523	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		64.86	June
	201200523	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		64.14	June
	201200523	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		45.75	June
	201200523	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		233.00	June
	201200523	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual		10.44	June
				Totals for 201200523		11,556.92	
06/30/2013	201200524	10 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 07/05/13 (9 & 12 MO)		139,163.78	June
	201200524	27 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 07/05/13 (9 & 12 MO)		26,648.29	June
	201200524	80 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 07/05/13 (9 & 12 MO)		90.10	June
				Totals for 201200524		165,902.17	
07/23/2013	201200525	10 L 000 000	811671 GREAT-WEST RETIREMENT SERVICES	Payroll accrual		1,438.00	June
	201200525	27 L 000 000	811671 GREAT-WEST RETIREMENT SERVICES	Payroll accrual		500.00	June
				Totals for 201200525		1,938.00	
07/23/2013	201200526	10 L 000 000	811612 WELLS FARGO BANK	Payroll accrual		19,383.78	June
	201200526	27 L 000 000	811612 WELLS FARGO BANK	Payroll accrual		2,557.18	June
	201200526	80 L 000 000	811612 WELLS FARGO BANK	Payroll accrual		9.15	June
	201200526	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		13,553.69	June
	201200526	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		2,386.68	June
	201200526	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		14.40	June
	201200526	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		3,169.83	June
	201200526	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		558.15	June
	201200526	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		3.37	June
	201200526	10 L 000 000	811612 WELLS FARGO BANK	Payroll accrual		529.90	June
	201200526	27 L 000 000	811612 WELLS FARGO BANK	Payroll accrual		9.60	June
	201200526	80 L 000 000	811612 WELLS FARGO BANK	Payroll accrual		7.50	June
				Totals for 201200526		42,183.23	
07/23/2013	201200527	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		13,553.69	June
	201200527	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		2,386.68	June
	201200527	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		14.40	June
	201200527	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		3,169.83	June
	201200527	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		558.15	June
	201200527	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual		3.37	June
				Totals for 201200527		19,686.12	
07/23/2013	201200528	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual		11,237.43	June
	201200528	27 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual		1,826.71	June
	201200528	80 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual		2.49	June
	201200528	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual		62.50	June
	201200528	80 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual		7.50	June
				Totals for 201200528		13,136.63	
07/23/2013	201200529	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual		700.40	June
	201200529	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual		641.76	June
	201200529	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual		16.63	June

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DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT	MONTH
07/23/2013	201200529	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,687.01	June
	201200529	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
	201200529	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,687.01	June
	201200529	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
	201200529	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	700.40	June
	201200529	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	641.76	June
	201200529	80 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16.63	June
				Totals for 201200529		33,870.88	
07/23/2013	201200530	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	2,687.50	June
	201200530	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	2,451.00	June
	201200530	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	233.00	June
	201200530	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	10.44	June
	201200530	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	5,323.75	June
	201200530	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	500.00	June
	201200530	80 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	78.25	June
	201200530	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	64.14	June
	201200530	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	45.75	June
	201200530	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	98.23	June
	201200530	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	64.86	June
				Totals for 201200530		11,556.92	
06/30/2013	201200531	10 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 07/23/13 (9 & 12 MO)	139,163.78	June
	201200531	27 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 07/23/13 (9 & 12 MO)	26,648.29	June
	201200531	80 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 07/23/13 (9 & 12 MO)	90.10	June
				Totals for 201200531		165,902.17	
08/07/2013	201200536	10 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	1,438.00	June
	201200536	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	500.00	June
				Totals for 201200536		1,938.00	
08/07/2013	201200537	10 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	529.90	June
	201200537	27 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	9.60	June
	201200537	80 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	7.50	June
	201200537	10 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	19,507.68	June
	201200537	27 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	2,685.43	June
	201200537	80 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	10.94	June
	201200537	10 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	13,605.38	June
	201200537	27 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	2,440.93	June
	201200537	80 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	15.51	June
	201200537	10 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	3,181.92	June
	201200537	27 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	570.85	June
	201200537	80 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	3.63	June
				Totals for 201200537		42,569.27	
08/07/2013	201200538	10 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	13,605.38	June
	201200538	27 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	2,440.93	June
	201200538	80 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	15.51	June
	201200538	10 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	3,181.92	June
	201200538	27 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	570.85	June
	201200538	80 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	3.63	June
				Totals for 201200538		19,818.22	

CHECK	CHECK ACCOUNT				INVOICE	POST	
DATE	NUMBER	NUMBER		VENDOR	DESCRIPTION	AMOUNT	MONTH
08/07/2013	201200539	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	62.50	June
	201200539	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	7.50	June
	201200539	10 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	11,295.15	June
	201200539	27 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	1,890.18	June
	201200539	80 L 000 000	811613	WISCONSIN DEPT OF REVENUE	Payroll accrual	3.31	June
				Totals for 201200539		13,258.64	
08/07/2013	201200540	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,687.01	June
	201200540	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
	201200540	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	700.40	June
	201200540	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	641.76	June
	201200540	80 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16.63	June
	201200540	10 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	700.40	June
	201200540	27 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	641.76	June
	201200540	80 L 000 000	811622	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16.63	June
	201200540	10 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,687.01	June
	201200540	27 L 000 000	811621	WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
				Totals for 201200540		33,870.88	
08/07/2013	201200541	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	5,323.75	June
	201200541	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	500.00	June
	201200541	80 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	78.25	June
	201200541	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	2,687.50	June
	201200541	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	98.23	June
	201200541	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	64.86	June
	201200541	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	64.14	June
	201200541	27 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	45.75	June
	201200541	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	10.44	June
	201200541	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	2,451.00	June
	201200541	10 L 000 000	811691	WEA TRUST ADVANTAGE	Payroll accrual	233.00	June
				Totals for 201200541		11,556.92	
06/30/2013	201200543	10 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/07/13 (9 MO)	139,752.22	June
	201200543	27 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/07/13 (9 MO)	27,264.21	June
	201200543	80 A 000 000	711100	WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/07/13 (9 MO)	103.97	June
				Totals for 201200543		167,120.40	
08/23/2013	201200545	10 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	1,438.00	June
	201200545	27 L 000 000	811671	GREAT-WEST RETIREMENT SERVICES	Payroll accrual	500.00	June
				Totals for 201200545		1,938.00	
08/23/2013	201200546	10 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	529.90	June
	201200546	27 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	9.60	June
	201200546	80 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	7.50	June
	201200546	10 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	19,507.62	June
	201200546	27 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	2,685.44	June
	201200546	80 L 000 000	811612	WELLS FARGO BANK	Payroll accrual	10.94	June
	201200546	10 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	13,605.36	June
	201200546	27 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	2,440.94	June
	201200546	80 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	15.51	June
	201200546	10 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	3,181.90	June
	201200546	27 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	570.85	June
	201200546	80 L 000 000	811611	WELLS FARGO BANK	Payroll accrual	3.63	June

CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
					Totals for 201200546	42,569.19
08/23/2013	201200547	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	3,181.90	June
	201200547	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	570.85	June
	201200547	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	3.63	June
	201200547	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	13,605.36	June
	201200547	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	2,440.94	June
	201200547	80 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	15.51	June
					Totals for 201200547	19,818.19
08/23/2013	201200548	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	62.50	June
	201200548	80 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	7.50	June
	201200548	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	11,295.14	June
	201200548	27 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	1,890.18	June
	201200548	80 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	3.31	June
					Totals for 201200548	13,258.63
08/23/2013	201200549	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,686.98	June
	201200549	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
	201200549	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	700.40	June
	201200549	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	641.76	June
	201200549	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16.63	June
	201200549	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	13,686.98	June
	201200549	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	1,889.64	June
	201200549	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	700.40	June
	201200549	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	641.76	June
	201200549	80 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	16.63	June
					Totals for 201200549	33,870.82
08/23/2013	201200550	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	98.23	June
	201200550	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	64.86	June
	201200550	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	64.14	June
	201200550	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	45.71	June
	201200550	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	233.00	June
	201200550	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	10.44	June
	201200550	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	2,451.00	June
	201200550	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	5,323.75	June
	201200550	27 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	500.00	June
	201200550	80 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	78.25	June
	201200550	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	2,687.50	June
					Totals for 201200550	11,556.88
06/30/2013	201200551	10 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/23/13 (9 MO)	139,751.96	June
	201200551	27 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/23/13 (9 MO)	27,264.26	June
	201200551	80 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT 08/23/13 (9 MO)	103.97	June
					Totals for 201200551	167,120.19
06/27/2013	201200572	50 E 800 415	257220 BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	13.98	June
	201200572	50 E 800 415	257220 BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	20.99	June
	201200572	50 E 800 415	257220 BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	50.02	June

CHECK DATE	CHECK ACCOUNT						VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER								
06/27/2013	201200572	50 E 800 415 257220				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	43.29	June	
	201200572	50 E 800 415 257220				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	33.57	June	
	201200572	50 E 800 415 257220				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	30.00	June	
	201200572	10 E 400 411 124000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	573.91	June	
	201200572	10 E 400 411 124000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	21.24	June	
	201200572	10 E 400 411 161322				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	19.74	June	
	201200572	10 E 400 411 126000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	28.51	June	
	201200572	10 E 100 411 121000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	22.25	June	
	201200572	10 E 100 411 121000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	27.98	June	
	201200572	10 E 100 432 222200				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	74.26	June	
	201200572	10 E 100 432 222200				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	582.43	June	
	201200572	10 E 100 432 222200				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	16.95	June	
	201200572	10 E 100 432 222200				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	966.60	June	
	201200572	10 E 100 411 110300				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	9.48	June	
	201200572	10 E 100 411 110300				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	47.19	June	
	201200572	10 E 100 411 110300				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	18.96	June	
	201200572	10 E 400 411 162400				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	147.49	June	
	201200572	10 E 400 411 162400				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	115.04	June	
	201200572	10 E 100 411 110101				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	49.43	June	
	201200572	10 E 100 411 110101				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	262.44	June	
	201200572	10 E 100 411 110101				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	26.90	June	
	201200572	10 E 800 320 254300				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	37.90	June	
	201200572	10 E 800 411 254300				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	7.74	June	
	201200572	10 E 800 320 254500				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	107.25	June	
	201200572	10 E 200 411 254300				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	35.53	June	
	201200572	10 E 800 320 254500				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	109.80	June	
	201200572	10 E 800 320 254200				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	133.98	June	
	201200572	10 E 800 411 254300				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	69.90	June	

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER	NUMBER				
06/27/2013	201200572	10 E 800 320 254200		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	56.25	June
	201200572	10 E 400 411 254300		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	160.00	June
	201200572	10 E 800 411 221910		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	73.90	June
	201200572	10 E 800 411 221910		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	39.50	June
	201200572	10 E 800 411 221910		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	90.00	June
	201200572	10 E 200 411 120600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	184.33	June
	201200572	10 E 200 411 120600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	56.61	June
	201200572	10 E 200 411 120600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	11.77	June
	201200572	10 E 200 411 120600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	41.96	June
	201200572	10 E 200 411 120600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	64.77	June
	201200572	10 E 400 411 162118		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	9.95	June
	201200572	10 E 200 411 143000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	300.00	June
	201200572	10 E 100 411 110000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	375.00	June
	201200572	27 E 700 411 158530		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	63.66	June
	201200572	10 E 800 411 231100		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	16.00	June
	201200572	10 E 800 411 231100		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	407.60	June
	201200572	10 E 800 411 231100		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	66.46	June
	201200572	10 E 800 411 231100		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	100.90	June
	201200572	10 E 800 310 221400		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	50.00	June
	201200572	10 E 100 411 241000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	68.09	June
	201200572	10 E 100 411 241000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	38.54	June
	201200572	10 E 800 411 232100		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	24.95	June
	201200572	10 E 800 411 252000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.43	June
	201200572	10 E 100 411 241000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	33.91	June
	201200572	10 E 400 411 136320		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	83.66	June
	201200572	10 E 800 411 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	143.44	June
	201200572	10 E 800 411 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	20.98	June
	201200572	10 E 800 411 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	457.95	June

CHECK DATE	CHECK ACCOUNT						INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER				VENDOR			
06/27/2013	201200572	10 E 800 411 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	92.40	June
	201200572	10 E 800 411 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	76.00	June
	201200572	10 E 800 411 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	15.39	June
	201200572	10 E 400 411 132700				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	24.47	June
	201200572	10 E 400 411 161338				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	41.77	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	107.75	June
	201200572	10 E 800 342 223100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	9.48	June
	201200572	10 E 800 342 223100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	13.67	June
	201200572	10 E 200 411 120500				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	69.00	June
	201200572	10 E 200 411 120500				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	86.87	June
	201200572	10 E 200 411 120500				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	148.72	June
	201200572	10 E 200 411 120500				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	939.96	June
	201200572	10 E 400 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	38.00	June
	201200572	10 E 400 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	39.75	June
	201200572	10 E 200 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	92.91	June
	201200572	10 E 200 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	32.80	June
	201200572	10 E 400 411 143000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	18.19	June
	201200572	10 E 800 342 232100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.25	June
	201200572	10 E 800 342 232100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	29.33	June
	201200572	10 E 800 342 232100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	71.50	June
	201200572	10 E 800 342 232100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	120.25	June
	201200572	10 E 800 411 231100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	48.00	June
	201200572	10 E 800 411 232100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	24.40	June
	201200572	10 E 800 411 231100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	48.62	June
	201200572	10 E 800 342 232100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.29	June
	201200572	10 E 800 411 232100				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	29.98	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	7.00	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	33.26	June

CHECK DATE	CHECK ACCOUNT						INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER				VENDOR			
06/27/2013	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	7.76	June
	201200572	10 E 200 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	-6.11	June
	201200572	10 E 200 411 124000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	2,422.50	June
	201200572	10 E 200 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	237.74	June
	201200572	10 E 200 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	242.44	June
	201200572	10 E 200 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	60.56	June
	201200572	27 E 700 411 152000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	80.99	June
	201200572	27 E 700 411 152000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	291.65	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	30.00	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	42.01	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	1.60	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	90.13	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	159.11	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	36.00	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	37.85	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	39.31	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	76.16	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	38.73	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	111.00	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	63.26	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	24.22	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	151.74	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	61.82	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	117.47	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	146.44	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	137.58	June
	201200572	10 E 100 411 110000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	32.95	June
	201200572	10 E 100 411 110101				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	32.44	June

CHECK DATE	CHECK ACCOUNT						INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER				VENDOR			
06/27/2013	201200572	10 E 200 411 120000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	171.92	June
	201200572	27 E 700 411 158710				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.35	June
	201200572	27 E 700 411 158710				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	22.11	June
	201200572	27 E 700 411 158710				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	11.26	June
	201200572	27 E 700 411 158710				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.10	June
	201200572	27 E 700 411 158710				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	1.85	June
	201200572	27 E 700 411 158710				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	9.44	June
	201200572	27 E 700 411 158320				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	239.50	June
	201200572	27 E 700 411 158320				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	46.38	June
	201200572	10 E 400 418 162212				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	42.17	June
	201200572	10 E 400 310 162212				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	306.00	June
	201200572	10 E 200 411 126000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	98.00	June
	201200572	10 E 400 411 162218				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	79.38	June
	201200572	10 E 400 411 162218				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	14.88	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	127.39	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.00	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.00	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.00	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.00	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	48.88	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.47	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.00	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	237.80	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.32	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.00	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	11.96	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.13	June
	201200572	10 E 400 470 122000				BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.14	June

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER	NUMBER				
06/27/2013	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.33	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.14	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	71.90	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	9.99	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	8.32	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	98.57	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	10.37	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	10.38	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	13.99	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	11.74	June
	201200572	10 E 400 411 127000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	11.46	June
	201200572	10 E 400 411 127000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	11.11	June
	201200572	10 E 400 411 127000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	13.35	June
	201200572	27 E 700 411 158760		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	23.14	June
	201200572	10 E 400 411 127000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	12.55	June
	201200572	10 E 400 411 127000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	24.35	June
	201200572	27 E 700 411 158760		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	86.99	June
	201200572	10 E 800 310 221400		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	200.00	June
	201200572	10 E 400 411 162218		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	-89.99	June
	201200572	10 E 400 411 162218		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	89.99	June
	201200572	10 E 400 411 162218		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	108.90	June
	201200572	10 E 400 411 162218		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	89.99	June
	201200572	10 E 400 411 162218		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	89.99	June
	201200572	10 E 400 411 162218		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	89.99	June
	201200572	10 E 400 411 162218		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	2.00	June
	201200572	27 E 700 411 158740		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	58.56	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	92.30	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	110.76	June

CHECK DATE	CHECK ACCOUNT			VENDOR	INVOICE DESCRIPTION	AMOUNT	POST MONTH
	NUMBER	NUMBER	NUMBER				
06/27/2013	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	18.46	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	55.38	June
	201200572	10 E 400 470 122000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	276.90	June
	201200572	10 E 100 411 110101		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	201.25	June
	201200572	27 E 700 411 158710		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	455.00	June
	201200572	27 E 700 411 158710		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	39.62	June
	201200572	10 E 100 411 213000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	59.90	June
	201200572	27 E 700 411 158710		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	79.48	June
	201200572	27 E 700 411 158710		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	92.81	June
	201200572	27 E 700 411 158710		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	190.95	June
	201200572	10 E 800 411 214400		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	-103.03	June
	201200572	27 E 700 440 156600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	9.00	June
	201200572	27 E 700 440 156600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	22.12	June
	201200572	27 E 700 440 156600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	14.37	June
	201200572	27 E 700 440 156600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	4.05	June
	201200572	27 E 700 440 156600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	10.23	June
	201200572	27 E 700 440 156600		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	325.00	June
	201200572	10 E 200 411 120000		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	110.94	June
	201200572	10 E 800 353 258500		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	20.00	June
	201200572	10 E 200 435 125510		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	208.95	June
	201200572	27 E 700 411 158730		BMO - BANK OF MONTREAL	P-Card Payment AP Invoice 05/21/2013-06/20/2013	42.73	June
					Totals for 201200572	18,734.43	
07/05/2013	201300001	10 L 000 000 811612		WELLS FARGO BANK	Payroll accrual	190.00	July
	201300001	10 L 000 000 811612		WELLS FARGO BANK	Payroll accrual	5,876.94	July
	201300001	27 L 000 000 811612		WELLS FARGO BANK	Payroll accrual	198.39	July
	201300001	50 L 000 000 811612		WELLS FARGO BANK	Payroll accrual	287.14	July
	201300001	10 L 000 000 811611		WELLS FARGO BANK	Payroll accrual	4,704.25	July
	201300001	27 L 000 000 811611		WELLS FARGO BANK	Payroll accrual	178.39	July
	201300001	50 L 000 000 811611		WELLS FARGO BANK	Payroll accrual	125.63	July
	201300001	10 L 000 000 811611		WELLS FARGO BANK	Payroll accrual	1,100.24	July
	201300001	27 L 000 000 811611		WELLS FARGO BANK	Payroll accrual	41.72	July
	201300001	50 L 000 000 811611		WELLS FARGO BANK	Payroll accrual	29.38	July
					Totals for 201300001	12,732.08	

CHECK	CHECK ACCOUNT			INVOICE		POST
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	MONTH
07/05/2013	201300002	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	1,100.24	July
	201300002	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	41.72	July
	201300002	50 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	29.38	July
	201300002	10 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	4,704.25	July
	201300002	27 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	178.39	July
	201300002	50 L 000 000	811611 WELLS FARGO BANK	Payroll accrual	125.63	July
				Totals for 201300002	6,179.61	
07/05/2013	201300003	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	20.00	July
	201300003	50 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	55.00	July
	201300003	10 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	3,234.45	July
	201300003	27 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	144.70	July
	201300003	50 L 000 000	811613 WISCONSIN DEPT OF REVENUE	Payroll accrual	115.38	July
				Totals for 201300003	3,569.53	
07/05/2013	201300004	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,455.09	July
	201300004	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	122.37	July
	201300004	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,225.83	July
	201300004	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	70.02	July
	201300004	50 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	107.52	July
	201300004	10 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,225.83	July
	201300004	27 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	70.02	July
	201300004	50 L 000 000	811622 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	107.52	July
	201300004	10 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	2,455.09	July
	201300004	27 L 000 000	811621 WISCONSIN RETIREMENT SYSTEM	Payroll accrual	122.37	July
				Totals for 201300004	9,961.66	
07/05/2013	201300005	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	324.00	July
	201300005	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	200.00	July
	201300005	10 L 000 000	811691 WEA TRUST ADVANTAGE	Payroll accrual	20.00	July
				Totals for 201300005	544.00	
07/05/2013	201300006	10 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT/7-5-13 (12 MO)	55,154.80	July
	201300006	27 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT/7-5-13 (12 MO)	2,111.92	July
	201300006	50 A 000 000	711100 WELLS FARGO BANK/NET PR & DIRE	PR & DIRECT DEPOSIT/7-5-13 (12 MO)	1,306.25	July
				Totals for 201300006	58,572.97	
				Totals for checks	1,847,521.79	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	1,395,170.15	0.00	191,514.44	1,586,684.59
27	SPECIAL EDUCATION FUND	253,021.27	0.00	4,101.80	257,123.07
50	FOOD SERVICE	2,319.01	0.00	290.16	2,609.17
80	COMMUNITY SERVICE	1,104.96	0.00	0.00	1,104.96
***	Fund Summary Totals ***	1,651,615.39	0.00	195,906.40	1,847,521.79

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

CHECK	CHECK ACCOUNT			INVOICE		
DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
06/27/2013	7902	61 L 000 000 814229 000	KWIK TRIP, INC	Fundraising with Kwik Trip	2,137.10	
				Totals for 7902	2,137.10	
07/08/2013	7903	61 L 000 000 814202 000	A TO Z EMBROIDERY	Senior T-Shirts	300.00	
				Totals for 7903	300.00	
07/08/2013	7904	61 L 000 000 814212 000	EQUAL RIGHTS DIVISIO	JUNE WORK PERMITS	135.00	
				Totals for 7904	135.00	
07/08/2013	7905	61 L 000 000 814202 000	ROCK N'ROLL TO GO PL	Homecoming DJ and Carnival Inflatables	625.00	
				Totals for 7905	625.00	
07/08/2013	7906	61 L 000 000 814202 000	WASC	Wisconsin Association of School Councils 2013-2014 Dues	100.00	
				Totals for 7906	100.00	
07/09/2013	7907	61 L 000 000 814309 000	SZYDEL, STEVEN	Seth's memorial fund	200.00	
				Totals for 7907	200.00	
06/27/2013	????????	61 L 000 000 814207 000	BMO - BANK OF MONTRE	P-Card Payment AP Invoice 05/21/2013-06/20/2013	54.51	
06/27/2013	????????	61 L 000 000 814229 000	BMO - BANK OF MONTRE	P-Card Payment AP Invoice 05/21/2013-06/20/2013	111.75	
06/27/2013	????????	61 L 000 000 814309 000	BMO - BANK OF MONTRE	P-Card Payment AP Invoice 05/21/2013-06/20/2013	186.00	
				Totals for 201200573	352.26	
				Totals for checks	3,849.36	

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	3,849.36	0.00	0.00	3,849.36
***	Fund Summary Totals ***	3,849.36	0.00	0.00	3,849.36

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

SCHOOL DISTRICT OF ALTOONA

Bank Balances

June 2013

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

Wells Fargo Bank

Beginning balance	72,620.80
Receipts	191,402.58
Disbursements	(3,483,187.59)
Transfers in	6,968,317.61
Transfers out	(4,924,851.51)
Interest	0.00
Service Fees	<u>0.00</u>
Ending Balance	<u>(1,175,698.11)</u>

Wells Fargo Bank Savings

Beginning balance	595,761.86
Transfers in	1,000,000.00
Transfers out	(300,000.00)
Interest	<u>54.96</u>
Ending Balance	<u>1,295,816.82</u>

State Government Pool

Beginning balance	164,510.36
Receipts	4,081,640.21
Transfers in	0.00
Transfers out	(4,204,000.00)
Interest	<u>4.36</u>
Ending Balance	<u>42,154.93</u>

Wisconsin Liquid Asset Fund

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

GENERAL ACCOUNTS TOTAL

\$164,419.81

SCHOOL DISTRICT OF ALTOONA

Bank Balances

June 2013

DEBT SERVICE FUND 39

Wells Fargo Bank

Beginning balance	1,131.22
Receipts	2,460,319.69
Disbursements	(2,461,320.31)
Interest	<u>0.00</u>
Ending Balance	<u>130.60</u>

State Government Pool

Beginning balance	2,697.30
Transfers out	(2,697.30)
Interest	<u>0.05</u>
Ending Balance	<u>0.05</u>

Wisconsin Liquid Asset Fund

Beginning balance	4,289.09
Transfers out	(4,289.09)
Interest	<u>0.00</u>
Ending Balance	<u>0.00</u>

FUND 39 TOTAL **\$130.65**

STUDENT ACTIVITY FUND 60

Wells Fargo Bank

Beginning balance	78,750.08
Receipts	6,239.53
Disbursements	(11,905.32)
Interest	3.09
Service Fees	<u>(53.24)</u>
Ending Balance	<u>73,034.14</u>

FUND 60 TOTAL **\$73,034.14**

Employee Benefit Trust Fund 73

Mid America

Beginning balance	129,035.68
Receipts	0.00
Disbursements	(99,577.80)
Quarterly Interest	0.00
Service Fees	<u>0.00</u>
Ending Balance	<u>29,457.88</u>

FUND 73 TOTAL **\$29,457.88**

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

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

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

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

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

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

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

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

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

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

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

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

ADOPTED: 11/7/83
AMENDED: 12/5/11

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

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

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

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

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

LEGAL REF.: Sections 115.28(13) Wisconsin Statutes

120.14

120.16(4)

120.18(6) and (7)

121.05(1)(c)

PI 14, Wisconsin Administrative Code

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 620, Annual Operating Budget

652, Revenues from Investments

662.1, Student Activity Funds Management

662.2, Petty Cash Funds

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

ADOPTED: 11/7/83
AMENDED: 12/5/11

School District of Altoona



Let "life-long learning;" the "emotional well-being of our students;" and "large school opportunities with a small school approach all on a single campus" define us.

Draft
Draft

Adopted:

Support Staff Handbook

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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 on our unique, single campus setting.

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

INTRODUCTION

WELCOME

We are pleased to have you as support staff in the School District of Altoona. The five members of the Altoona School Board believe that every employee makes a contribution to the success of every student. The skills and commitment each support staff brings to his/her job makes an important contribution to our vision and mission as we work in partnership to build a foundation for life-long learning and the emotional well-being of our students from 4-year-old kindergarten through twelfth grade.

The Superintendent is delegated with the responsibility for overall administration of the schools and implementation of Board policies.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein. Any section in the handbook that is governed by a Board policy will note the policy number for easy access.

This *Support Staff Handbook* has been written to provide information and guidance. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that support staff may have questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to your building principal or supervisor.

We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

DISCLAIMER

This *Support Staff Handbook* has been prepared for informational purposes only. None of the statements, policies and administrative guidelines, rules, or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or implied. All of the district's employees are employed at will and employment is not for any definite period, unless otherwise provided by individual contract.

Violations of the terms of the *Support Staff Handbook*, policies, regulations, or guidelines may result in disciplinary action up to and including termination of employment (see Grievance Procedure - Policy 527).

The provisions set forth in this Handbook may be altered, modified, changed, or eliminated at any time by the District. This *Support Staff Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal, written or established by past practice.

This Handbook is not all-inclusive of the information for which staff members are responsible for knowing and following.

EMPLOYMENT POLICIES

HARASSMENT

The School District of Altoona is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, and will take necessary and appropriate action to eliminate it.

As noted in Policy 512, "Harassment" is defined as behavior toward an individual based, in whole or in part, on a person's sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital status, sexual orientation, disability, age or other protected status which has the purpose or effect of: (1) creating an intimidating, hostile or offensive work or learning environment; (2) interfering with a person's work or educational performance; or (3) otherwise adversely affecting a person's employment opportunities. Unlawful harassment can occur as a result of a single incident or a pattern of behavior and includes conduct that takes place off the job that relates to the work environment. It may occur from student to student, student to staff, staff to student, staff to staff, members of the public to student or staff, male to female, male to male, female to male, or female to female.

Any individual who believes he/she has been subjected to unlawful harassment by any other person should report the incident immediately via the Employee Harassment Form (512-Exhibit) to their building principal or immediate supervisor unless the principal or supervisor is the subject of the complaint, in which case it must be delivered to the Superintendent. It is the intent of the District to establish an atmosphere where complaints are timely investigated and any allegation of harassment is appropriately addressed.

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

COMMUNICATIONS AND SUGGESTIONS

The District values the comments and suggestions of its employees concerning work methods and operations. Support staff should follow Policy 521.1 – Staff Communications and Lines of Responsibility, which is illustrated in the Lines of Responsibility and Communications flow chart (521.1-Exhibit), when offering a suggestion or comment.

CONFLICT OF INTEREST AND ETHICAL STANDARDS

Support staff are expected to maintain high standards of honesty, integrity, impartiality, and professional conduct. Further, staff members are expected to perform their duties in a manner free from conflict of interest pursuant to §19.59 and § 946.13 Wisconsin Stats.

DRUG-FREE WORKPLACE

The District seeks to provide a safe, drug and tobacco-free workplace for all of its employees. The manufacture, distribution, dispensation, possession, or use of tobacco, alcohol, inhalants, controlled substances, substances represented to be such (i.e. fake or look-alike substances), or unauthorized prescription medication, is prohibited on school premises, in school vehicles, or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the

employee is not on District premises. Employees of the school system shall not possess, use, be under the influence of, or distribute any illegal drug, unauthorized prescription medication or alcoholic beverage as defined in Wisconsin Statutes while on school premises, during working hours or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illegal drug, unauthorized prescription medication or alcoholic beverage on school premises, during working hours or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction 41 U.S.C. 702(a) (1) E).

After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall (1) take appropriate personnel action against the employee, up to and including termination of employment, and/or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

EQUAL EMPLOYMENT OPPORTUNITY AND NON-DISCRIMINATION

The Board of Education does not discriminate in the employment of any qualified staff on the basis of any characteristic protected under State or Federal law including, but not limited to, race, color, age, sex, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in §111.32, Wis. Stats.), sexual orientation, national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, or any other characteristic protected by law in its employment practices.

In accordance with the Americans with Disabilities Act (ADA), the District will reasonably accommodate qualified individuals with a disability so that the individual can perform the essential functions of his/her job.

IMMIGRATION LAW COMPLIANCE

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

PERSONNEL FILES

It is critical to effective human resource management and necessary for satisfaction of legal obligations that the Board maintains accurate personnel records. If an employee has a change in any of the following information, the employee is expected to contact the Payroll Office as soon as possible:

1. Legal name
2. Home address
3. Telephone number
4. Emergency contact
5. Marital status
6. Change of beneficiary
7. Exemptions (W-4 Tax Form)

Any access granted for review and inspection of a personnel file must be completed in accordance with state law. The District shall maintain personnel records of employees and grant access to inspect or review those records as provided for in §103.13 Wis. Stats.

If there is any disagreement with the content or information contained in an employee's personnel record, the employee may request that a correction be made to the information in question or to have the content in question removed from the file. However, the administration retains full discretion to grant or deny such request or removal.

POLITICAL ACTIVITIES OF STAFF

Because political activities may be disruptive, divisive, and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings, in school buses and vehicles, and at all school sponsored activities unless part of a Board approved curriculum.

Definition of Political Activities: Political activities include partisan and non-partisan elections and referendums. Any political activity must be conducted independent of your role as an employee. The following guidelines are not exhaustive, but are intended to help in differentiating between those activities that may be viewed as harmful to workplace functioning and those activities that generally fall outside the "political" activities subject to employer restrictions and intervention. Employees are expected to avoid the following political activities:

- Using working hours or employer resources to solicit money or signatures or to make political contributions;
- Using non-work hours to solicit contributions, signatures or services from other employees who are on work time;
- Posting political materials in areas open to the public (generally, individual work stations that are not available to the public are exempted from this restriction);
- Using the employer's mailing address as the return address for political solicitations;
- Providing employer mailing lists to any individual or organization for political solicitations if this information is not generally available to the public. (Note: the use and distribution of employer mailing lists to outside parties always requires prior authorization including an assessment of whether fees should be charged to cover production costs);
- Providing a forum for an individual candidate to promote his or her campaign without giving an equal opportunity to other candidates, for the same office, to participate in the forum;
- Political advocacy in the form of clothing items, armbands and buttons that cause a disruption in operations and/or violate the rights of others including the right to be free from discrimination, harassment and intimidation in the workplace.

EMPLOYMENT CONDITIONS

EXPECTATIONS

Attendance

The District expects support staff to make every effort to be present for work. All support staff are expected to adhere to their assigned schedule. In order for the District to operate effectively, support staff are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the support staff has received approved leave. Breaks and meal periods may only be taken during times designated by the support staff's building principal/supervisor and as further specified in other parts of this *Support Staff Handbook*. Any deviation from assigned hours must have prior approval from the support staff's building principal/supervisor.

Support staff that are unable to report to work shall follow the procedures for reporting his/her absence and obtaining a substitute. Any time spent not working during a support staff's scheduled day must be accounted for in Employee Access. The District monitors attendance and absence patterns. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment depending upon the circumstances.

Child Abuse Reporting Requirement

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each support staff employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The support staff shall immediately notify their building principal or supervisor according to the District's reporting procedure for Student Abuse or Neglect.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

Confidentiality

Wisconsin Statutes 118.125 and 118.126 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records may result in discipline, up to and include discharge.

Copyright

A variety of machines and equipment for reproducing materials to assist employees in carrying out their assignments are available to support staff in the school setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of Board policy, and contrary to ethical standards for

District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

Crisis Management Plans

The District has standardized procedures for use when the situation requires emergency safety measures. Each support staff is responsible for posting the evacuation, hold and lockdown procedures in their classroom/workplace and for familiarizing themselves with the contents of the Staff Crisis Response Guidelines “plastic sleeve.” Employees must follow the prescribed procedures during any emergency drill or situation.

District Property

The District may supply an employee with equipment or supplies to assist the support staff in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft.

Employees may not utilize District property for personal use or gain. Limited use of telecommunications equipment, computer equipment, software, and minimal duplication-for-a-fee copy machine use are exceptions when used in a manner that does not interfere with the work responsibilities of the support staff and does not violate Handbook provisions.

Any equipment, unused supplies, or keys issued must be returned prior to the support staff’s last day of employment, including, but not limited to employee identification badges, parking permit, keys, and the key fob for building entry.

Emergency Drills

Every school conducts emergency drills in accordance with state law. All employees present in a building at the time of an emergency drill are required to participate in the drill and follow procedures during any and all emergency drills.

Equipment Disposal or Relocation

All District-owned equipment intended to be moved to another building site or declared surplus must first be approved by the principal/supervisor for such change in use. Procedures for disposal of school property are specified in Policy 690.

False Reports

Employees may be disciplined for filing false reports or statements including, but not limited to, the following: accident reports, attendance reports, insurance reports, investigatory interviews, physician’s statements, pre-employment statements, paid leave requests, student records, tax withholding forms, and work reports.

Information Technology

The School District of Altoona has established policies that specify the rules for employee use of District-owned technology. Support staff are expected to know and abide by the District’s policies and administrative guidelines related to use of technology.

Users of the District’s information technology should have no expectation of privacy in the content of their personal files and records of their online activity while on the District’s network.

Electronic Media and Social Media Use

It is the policy of the employer that information, in all its forms, written, spoken, recorded electronically, or printed, will be protected from accidental or intentional unauthorized modification, destruction, or disclosure. All electronic media must be protected from misuse, unauthorized manipulation, and destruction. It is further the policy of the employer that employees may not use social media technology to engage in or post communications or material that would violate any Handbook policy, including, but not limited to, using technology to post communications or materials that are derogatory or offensive with respect to race, religion, gender, sexual orientation, national origin, disability, age, or any other legally protected class status. Guidelines for electronic media and social media use, reporting of policy deviations, and possible result of policy violation are listed in Policy 522.71.

Injuries to Employees

Support staff are covered under Workers Compensation Insurance. Workers' compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness.

Any employee who is injured on the job shall report the injury to his/her principal/supervisor prior to seeking medical attention, if at all possible. In the event of an emergency, the employee shall notify his/her principal/supervisor within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an accident report form available on the District website.

The support staff may be assigned alternate duties subject to permission from their physician.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance.

Injuries to Students

Support staff are responsible for reporting any student injury to the school office immediately. Each school's procedures for first aid, medical assistance, emergency assistance, parental contact, and appropriate written reports will be followed.

Legal Actions Involving Employees

Every support staff shall notify his/her principal/supervisor as soon as possible, but no more than three calendar days after any felony conviction.

Support staff must also report an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees.

Nothing herein shall prohibit the District from placing an employee on administrative leave pending investigation of a legal matter that may be substantially related to employment.

Licensure/Certification

All matters related to obtaining and renewing a license or certification is the support staff's personal responsibility. Each support staff who is required to be licensed or certified by law must provide the District with a copy of his/her current license or certificate to be maintained in his/her personnel file. Support staff are expected to know the expiration date of their license/certification and meet the

requirements for re-licensure or certification in a timely manner. A contract with any person not legally authorized shall be void.

Operation of Personal Vehicle

Support staff that is required to drive their personal vehicle for District business or activities will be reimbursed at the IRS rate. The employee's personal insurance shall serve as the first level of coverage.

Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the support staff's regular position with the District. Support staff shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The Board expects support staff to devote maximum effort to the position in which employed. A support staff will not perform any duties related to an outside job during the additional time that the responsibilities of the District's position require; nor will support staff use any District facilities, equipment, or materials in performing outside work.

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, support staff will be given a conditional offer of employment, contingent on evidence that the support staff 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 support staff'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

Support staff are judged not only by their service but also by their appearance. It is the District's expectation that every support staff's appearance is consistent with the high standards we set for ourselves as a District. Support staffs 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 support staff 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

Food Service: As scheduled by Food Service Supervisor

Clerical: 40 hour work week

Aides: As scheduled

Custodial/Maintenance: 40 hour work week

Other: As scheduled

Emergency School Closing

Support staff shall not report to work unless there is work to be done per the appropriate supervisor. Hourly paid employees will not be compensated for this time; however, if approved by the appropriate supervisor, an employee may use a sick day to be compensated.

In the event it is necessary to provide an unscheduled early release, support staff will be informed of the situation by the administration. Support staff may leave during such emergencies per appropriate supervisor. No compensation will be paid for hours not worked.

The Superintendent shall make the decision regarding emergency closings. Make-up time for emergency closures shall be in keeping with state statute and shall be at the discretion of the Board. Support staff shall receive their regular rate of pay in the event the District requires missed day(s)/time to be made up with or without students.

School Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days, (example: instructional, inservice, workdays, etc.) shall be at the discretion of the Board. The number and length of the days required are subject to change.

EMPLOYEE PERFORMANCE AND EVALUATION

Employee Evaluation

The District views employee evaluation as an ongoing process: (1) to raise the quality services to the children of our community; (2) to promote the growth of support staff; (3) to identify strengths and weaknesses with the intent of improving performance; and (4) to support the community's expectation that performance is evaluated, monitored and improved. The process for evaluation of the support staff is specified in Policy GDN – Evaluation of Support Staff.

Employee Discipline

Given sufficient reason, the Board or designee has the right to suspend or otherwise discipline an employee. A support staff may be disciplined for violations of Board or Handbook policy or for other failure to meet the expectations and obligations of their position. No employee may be subject to arbitrary or capricious disciplinary action.

Disciplinary action will normally follow a progressive discipline model that is designed to correct inappropriate conduct on the part of employee. As long as it is not arbitrary and capricious, the Superintendent may skip one or all steps in the progressive discipline model. Discipline, including

termination, may occur for any other reason depending upon the seriousness of the offense, the particular facts and circumstances surrounding the incident(s), and the employee's record of prior disciplinary actions. Any support staff that are suspended without pay or discharged shall be given written notice of the reasons for such action. A copy of such notice shall be made a part of the support staff's personnel record. Instances of discipline are subject to the employee grievance procedure. See Board Policy 527, Grievance Procedure, for issues that are subject to the formal Grievance Procedure.

Not all disputes are covered by the formal Grievance Procedure. Employees with concerns that cannot be addressed in the Grievance Procedure are encouraged to promptly discuss their concern(s) with their supervisor and if, after discussion, the issue remains unresolved, employees are encouraged to prepare a written report, indicating the specific relief being requested and asking for a written response from their supervisor. If the dispute remains unresolved following this step, employees may forward their report, and their supervisor's written response, to the Superintendent for review and recommendation.

EMPLOYEE STATUS

Employee Definitions

Regular Employees: Regular Employees are defined as support staff that the District considers continuously employed on a fiscal year basis (12 months), until the District, at its discretion, changes the status of the employee.

Regular Full-time School Year Employee: A regular full-time school year employee is defined as support staff that are scheduled to work a minimum of 1,800 hours per year.

Regular Part-time School Year Employee: A regular part-time school year employee is defined as support staff that are scheduled to work less than 1,800 hours per fiscal year.

Exclusions: A regular full-time or regular part-time employee does not include student, substitute, temporary, or summer school employees.

Summer Employees: A summer employee is defined as support staff that are hired to work for the District during the summer.

Determination of Assignments

The Superintendent in conjunction with the building principal and/or supervisor is responsible for the assignment of all support staff in conformance with any legal requirements or certification requirements. Every effort will be made to issue assignments for the forthcoming school year no later than the end of the previous school year. However, circumstances may arise that cause the Superintendent/supervisor to delay issuance of any or all assignments. Should this occur, the Superintendent/supervisor will inform the affected support staff no later than the end of the school year of the delay and issue the assignments as soon as practicable. After assignments are issued, changes may be necessary and the Superintendent/supervisor's decision shall be final.

Job Vacancy and Posting

When the Superintendent/supervisor determines that a vacancy or new position shall be filled, the District shall typically post an internal notice (posting) of such vacancy or new position for a minimum of three week days if reasonable and appropriate to do so. The posting shall include the title of position, the date the position is to be filled and any requirements. The District retains the right to determine whether and when to recruit outside applicants. In most cases, all employees who meet the minimum qualifications for the position and who request transfer will be given the opportunity to interview for the opening. All

employees who interview for a position will be notified of the selection outcome.

The decision of the Superintendent/supervisor shall be final as to the assignment of support staff.

Support staff Layoff and Recall

The District retains the right to lay off support staff, in whole or in part, and to retain those employees who are most qualified to perform the available work.

The District's need to provide services in the best interests of students shall be the prime consideration used to determine which support staff are to be laid off. The rehiring of support staff from layoff will be determined by the District based on the need for the most qualified person to perform the available work.

Termination, Non-Renewal, and Resignation

Employment contracts of support staff may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to the applicable law (Wis. Stat. § 118.22). A nonrenewal is not subject to the District's grievance procedure.

Any support staff who plans to leave the District shall notify his/her principal/supervisor at the earliest possible date of his/her decision to leave. Support staff may resign in accordance with the terms of his/her employment contract. A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a resignation until such time as the position from which the support staff has resigned is filled by the District.

Standard for Discipline and Termination

Support staff may be disciplined or terminated. Such discipline or termination shall not be arbitrary or capricious and shall be subject to the grievance procedure provisions governed by Policy 527.

GRIEVANCE PROCEDURE

Policy 527 specifies the exclusive internal method for resolving grievances concerning discipline, termination, and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure. The Board maintains the right to modify the Grievance Procedure, in accordance with state statute, at any time at its sole discretion.

COMPENSATION

PAYROLL INFORMATION

Unless the annual exception is requested, all support staff will be put on the school year payroll cycle (20 paydays) and paid on the 7th and 23rd of each month, September through June. Food Service employees will be paid on an hourly basis during the school year. If a payday falls on a holiday or weekend the pay date will be the last work day preceding the holiday or weekend.

Pay is subject to all deductions required by law, federal tax, Social Security, Medicare, and state and local income taxes, as applicable. The amount of the deductions will depend on earnings and information furnished on individual W-4 forms regarding the number of exemptions claimed. If an employee wishes

to modify the number of exemptions, he/she must complete a new W-4 form and turn it in to the Business Office. Only an employee may modify his/her own W-4 form. Verbal or written instructions are not sufficient to modify withholding allowances. Support staffs are encouraged to regularly check their pay-related information on the online Employee Portal.

The annual W-2 form reflects how much of an employee's earnings were deducted for these purposes. Any other mandatory deductions to be made from paychecks, such as court ordered garnishments, will be explained whenever the District is ordered to make such deductions. Questions about pay and deductions should be discussed with the Business Office.

All support staff shall have their pay checks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account(s) of the employee's choosing. Any changes to direct deposit information may be made by notifying the Business Office. Direct deposit changes may take up to two payroll periods to take effect.

It is the District's policy to comply with applicable wage and hour laws and regulations. If you have any questions or concerns about your status or you believe that any deduction has been made from your pay that is inconsistent with your status, you should immediately raise the matter with the Business Office who can assist you in understanding the information that is required in order to investigate the matter. The District is committed to investigating and resolving all complaints as promptly, but also as accurately, as possible within a reasonable period of time. If an investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed and the Employer will take whatever action it deems necessary to ensure compliance in the future.

WAGES AND RELATED COMPENSATION

Wage

Wage information for support staff is contained in the *Salary & Stipend Guide*.

Separate Increment Assignment (Extracurricular) Stipends

Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. The stipend for extra-curricular activities shall be specified in the separate increment assignment letter. The letter shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees. Payments for extra-curricular activities shall be made in accordance with the *Salary & Stipend Guide*.

Substitute Assignment

Support staff may be assigned to serve as a substitute during his/her workday.

Training

The District may occasionally request that support staff attend a workshop or training necessary for employment that occurs outside the scheduled work day. The support staff may be eligible for compensation at the discretion of the District. Registration and expenses including meals (up to a maximum of \$50 per day) and mileage will be covered.

Summer Work

If summer employment is available, the District may offer summer employment to qualified support staff of the District's choosing. The District is free to use outside providers to perform such work at its discretion. The terms and conditions of employment for summer work shall be established by the District at the time of hire.

BENEFITS**DISTRICT PROVIDED BENEFITS**

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. In conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the support staff's first day of employment for eligible employees. Support staff whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage's continued and paid at the same District rate through August of the same year in which the employment was terminated. Support staff whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage's continued and paid at the same District rate through the last day of the last month of their employment.

Wisconsin Retirement

Wisconsin Retirement System (WRS) Contributions: Once eligible for coverage under WRS, coverage is mandatory and an employee may not "opt out" of WRS. Employers and employees are required to pay a percentage of each payment of earnings equal to "one-half of the total actuarially required contribution rate." Employee contributions are pre-tax.

Health and Dental Insurance

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage's for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan may be found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverage. Eligible employees who are covered under fully insured group health and dental plans are assured the privacy protections required by Federal and State Law.

Eligibility for Health and Dental Insurance

Each support staff employed by the District for 1,235 hours or more per year is eligible to participate in the District's health and dental insurance. Support staff whose assignments are less than 1,235 hours are not eligible to participate in the District's health and dental insurance.

Premium Contributions for Health Insurance

Full-time support staff who qualify for single or family benefits as determined by the insurance contract are eligible to have a percentage of the monthly premium rate paid by the District. The District paid portion of the premium will be prorated consistent with the employees' full-time equivalency (FTE) for part time employees. The percentage of the District contribution, which will be set annually by the Board, will be listed in the *Salary and Stipend Guide*.

Premium Contributions for Dental Insurance

Support staff who qualify for single or family benefits as determined above are eligible to have the monthly premium paid by the District at the rate of full time equivalency (FTE).

Alternate Benefit

The Board shall provide an Alternate Benefit Plan (ABP) to full-time support staff under the Internal Revenue Service code that permits employees to choose cash in lieu of family plan health insurance benefits.

Support staff who are eligible for family insurance coverage who decline all health insurance coverage from the District and who have other health insurance coverage shall receive \$7,000 each year the support staff declines all health insurance coverage from the District. The cash payment shall be paid into a Section 125 plan with a cash option and shall be subject to appropriate taxation as defined by the IRS and the State of Wisconsin. Payment will be included in twenty paychecks. It is understood that this ABP payment is not considered compensation by the WRS.

The ABP will be discontinued at any time the District does not "break even" by offering this benefit as determined solely by the District. The termination of the ABP will not confer any additional benefits on those enrolled in the ABP other than the benefits described in this handbook.

Group Long-Term Disability Insurance

Long term disability insurance will be made available at no cost to all full time support staff. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

Liability Insurance

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

Travel Expenses

In accordance with advance authorization by the principal or immediate supervisor, the District may provide for reimbursement of actual and necessary expenses, including travel expenses, of support staff that are incurred in the course of performing services for the District, whether within or outside the District. Mileage will be reimbursed at the IRS mileage rate. Meals will be covered up to a maximum of \$50 per day.

VOLUNTARY BENEFITS

State Life Insurance

The Board shall participate in the State Life plan and provide the benefits under that plan to employees who choose to participate in that plan, or the Board shall provide equivalent benefits through another carrier for employees who choose to participate. The Board shall pay 41% of the cost of providing the State Life plan benefits for those employees who choose to participate. If the Board chooses to provide equivalent benefits through another carrier, the Board shall pay an amount equal to 41% of the cost of the State Life plan benefits, for those employees who choose to participate in that alternative plan.

Short-Term Disability

The Board shall make short-term disability insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s), and coverage(s) will be selected and determined by the Board.

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

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:

- a. Must have been employed the equivalent of fifteen (15) years of full-time employment as a support staff in the School District of Altoona;
- b. 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;
- c. Must achieve at least the minimum age of fifty-seven (57) on or before July 1 of the year of retirement.
- d. 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 \$2,500.

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 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) 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 year shall have a pro-rated amount of sick leave removed from his/her account; if the support staff has exceeded his/her account total, then the amount exceeded shall be deducted from the final amount of salary due to the support staff.

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, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparent and grandchildren.

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, support staff are expected to return to work after the appointment if the time frame permits them to do so. When support staff intends to be absent for a medical/dental appointment or other non-school business for less than a quarter of a day, the support staff may avoid use of sick leave if the support staff makes arrangements with a colleague for coverage and notifies the principal/supervisor of the arrangements in advance of the absence; if the principal/supervisor, school office, or sub caller is used to provide a substitute, then the support staff 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 support staff 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 support staff 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 support staff to another support staff upon written notice by both employees to the District Business Office. Staff members can give one day for every 10 days accumulated, 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.

No more than 30 days can be given to an individual employee in a given school year. Extenuating circumstances will require Board approval.

Bereavement Leave

Support staff shall be granted Bereavement Leave 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 support staff's responsibility to submit the appropriate form to his/her principal/supervisor in advance of taking such leave. Support staff that access Bereavement Leave consisting of multiple days for the same 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) 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) 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. 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 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 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 support staff 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 support staff is absent as a result of performing jury duty or acting as a witness in a matter on behalf of the District, the support staff will be paid his/her full salary provided that all payments, less mileage, due the support staff for performing jury duty shall be endorsed to the District. Support staff

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. Support staff are required to submit proof to verify the amount of the payment and/or their requirement/request to appear.

National Guard Duty

Where a support staff is absent due to required service in the National Guard or Reserve, the support staff 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 support staff's Sick Leave account, provided that the support staff endorses to the District all payments by the military for the days covered by paid leave from the District.

Military Leave for Active Duty

Support staff will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law.

Military Caregiver Leave and Exigency Leave

Military Caregiver and Exigency Leave will be provided to qualifying employees in accordance with applicable law and regulations.

FAMILY AND MEDICAL LEAVE ACT

Eligible support staff may have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA). Questions regarding FMLA leave should be directed to the District's Business Office.

LEAVES OF ABSENCE

Employees may request, and the District will consider, leave requests after the support staff has exhausted applicable accrued leave. Such leave requests will be considered on a case-by-case basis.

EMPLOYEE ACKNOWLEDGEMENT FORM

**This is a duplicate copy of the form.
Please retain this copy with your handbook for reference.**

An original signed and dated copy of this form must be submitted to the School Office by the announced deadline as a condition of continued employment.

The *Support Staff Handbook* describes important information about the School District of Altoona. I acknowledge that I have received a copy of the Altoona School District's *Support Staff Handbook*. I understand that I should consult my building principal or supervisor if I have any questions that are not answered in the handbook.

I understand and acknowledge that there may be future changes to the information, policies, and benefits in this handbook. I also understand that the School District of Altoona may add new policies to the *Support Staff Handbook* as well as replace, change, or cancel existing policies. I understand that handbook changes can only be authorized in writing by the Superintendent or by the Altoona Board of Education.

I understand and acknowledge that the district handbook is not a contract of employment or legal document. I understand and acknowledge that the *Support Staff Handbook* does not alter my employment status or guarantee employment for any definite period of time. I have received the district handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____



2013 EDUCATOR EFFECTIVENESS CONFERENCES

ESTABLISH THE FRAMEWORK FOR SUCCESS



AUG. 6 MADISON MARRIOTT WEST MADISON	AUG. 8 KI CONVENTION CENTER GREEN BAY	AUG. 14 CESA 11 TURTLE LAKE
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Attending? let Joyce know which session by July 15!

Improve student achievement levels in your district by learning what you can do to enhance and support educator effectiveness.

The WASB 2013 Educator Effectiveness Conference will provide information on the state's educator effectiveness initiative, testing, compensation plans, evaluations and more to help you establish the framework for success in your district.

Schedule At-A-Glance for Wednesday August 14 Session @Turtle Lake

- 8:00 AM Registration / Breakfast

- 8:30 am Update on the Wisconsin Educator Effectiveness State System
 Sheila Briggs, Assistant State Superintendent, Wisconsin DPI
 Katharine Rainey, Consultant, DPI Educator Effectiveness Team

- 9:15 am STATE BUDGET/LEGISLATIVE UPDATE
 Dan Rossmiller, WASB Director of Government Relations

- 10:15 am Break

- 10:30 am TESTING INTEGRITY
 Barry Forbes, WASB Associate Executive Director and Staff Counsel

- 11:30 AM Lunch

- 12:30 pm Get our board on the same page
 Bill Foster, School Perceptions

- 1:30 pm EDUCATOR EFFECTIVENESS: ARE YOU READY?
Kristen Joannes, Consultant, DPI Educator Effectiveness Team
Katharine Rainey, Consultant, DPI Educator Effectiveness Team
- 2:30 AM Break
- 2:45 pm Common Core State Standards and school boards:
What you need to know
DPI Common Core State Standards Implementation Team
- 3:45 pm Adjourn

August 14 Session:

Directions:

CESA 11
225 Ostermann Drive
Turtle Lake WI

From Hwy 8, turn south onto Prosser Blvd (frontage road), then south onto Ostermann Drive. Use the south parking lot.

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
on our unique,
single campus setting.

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INSTITUTES



Architects of PLC at Work™ Richard DuFour, Rebecca DuFour, and Robert Eaker



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where learning
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June 3–5	Las Vegas, NV
June 6–8	St. Charles, MO
June 12–14	Tulsa, OK
June 18–20	San Antonio, TX
July 8–10	Minneapolis, MN
July 17–19	Pasadena, CA
July 24–26	Orlando, FL
August 5–7	Lincolnshire, IL
August 12–14	Seattle, WA
September 18–20	Albuquerque, NM
October 1–3	Charlotte, NC
October 28–30	Indianapolis, IN
November 12–14	Salt Lake City, UT



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Event	Date	Individual*	Team Rate** Per Person	# of Registrants	Grand Total
PLC at Work™ Institute		\$649	\$629		\$

*Individual rate for the institute in Hawaii is \$399 (team rate does not apply).
**Team rate applies to 5 or more registering at the same time.

REGISTRANT

Name _____

Position _____

Organization _____

Address _____

City/State/Zip _____

Daytime Phone _____

Fax _____

Email (required) _____

BILL TO (if different)

Name _____

Position _____

Organization _____

Address _____

City/State/Zip _____

Daytime Phone _____

Fax _____

Email (required) _____

ADDITIONAL REGISTRANTS

Name _____

Position _____

Organization _____

Address _____

City/State/Zip _____

Daytime Phone _____

Fax _____

Email (required) _____

Name _____

Position _____

Organization _____

Address _____

City/State/Zip _____

Daytime Phone _____

Fax _____

Email (required) _____

To register a group of 4 or more, visit www.solution-tree.com/customer-service/event-registrations for a multiple registration form.

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 Online ad Solution Tree website Word of mouth

Other (please specify): _____

METHOD OF PAYMENT

Registrations will be processed and seats will be held after payment is received. Fees may apply for substitutions and cancellations. Visit solution-tree.com for substitution and cancellation policy.

- Check enclosed (Payable to Solution Tree) Purchase Order enclosed
 Visa MasterCard We will process your registration when we receive your official purchase order and completed registration form. All purchase orders must note payment terms of net 30 days from the date of invoice.
 Discover American Express

Card Number _____ Exp. Date _____

Cardholder Name _____

Cardholder Signature _____

Events reach capacity quickly. Please confirm your registration *before* making travel plans.

Room Analysis Report

Pedersen Elementary School

Room #	Class	Current S.F. Size	Recommended Size (min)	2013 Student Count	2014 Projected Count	Classrooms at 18/rm	Future Classroom Count/Size
	4 KG	0	8 at 1050 5,400	131	??	7.2(8)	$\frac{8 @ 1050 =}{8,400}$
2255	KG	818	1050				
2250	KG	800	1050				
2260	KG	805	1050				
2265	KG	806	1050				
2035	KG	950	1050				
2040	KG	948	1050				
2045	KG	<u>848</u>	<u>1050</u>	125		7	$\frac{9 @ 1050 =}{9,450}$
		5,975	7,350			7.2 (8)	
2030	1st	884	950		140		
2050	1st	849	950				
2185	1st	878	950				
2170	1st	823	950				
2180	1st	1013	950				
2175	1st	<u>973</u>	<u>950</u>	107		6	$\frac{8 @ 950 =}{7,600}$
		5,420	5,700			7	
2075	2nd	732	950		125		
2080	2nd	856	950				
2085	2nd	860	950				
2090	2nd	874	950				
2125	2nd	827	950				
	2nd	<u>0</u>	<u>950</u>	108		6	$\frac{7 @ 950 =}{6,650}$
		4,149	5700			6	
2060	3rd	844	950		107		
2055	3rd	840	950				
2165	3rd	835	950				
2155	3rd	886	950				
2140	3rd	1018	950				
	3rd	0	950				
	3rd	<u>0</u>	<u>950</u>	116		6.4 (7)	$\frac{7 @ 950 =}{6,650}$
		4423	6650			6	
	Total	19,967	30,800	587	108 Total	6 Total	39 Classrooms S.F. required = 38,750

Current 23

	Specialties	Current S.F. Size	Quantity Required	Recommened Size	Future Specialty Count/Size
2245	Music	961	2	1,200	2,400
2280	Art	979	2	1,200	2,400
2070	Comp Lab	732	1	950	950
2100	LMC	2,807	1	2,500	2,500
2025	Spanish	877	1	950	950
2020	Tutor	123	3	150	450
2065	Guidance	856	1	950	950
2105	Title 1	400	2	900	1,800
2136	Sp.Ed.	1,000	2	900	1,800
	OT/PT		1	1,000	1,000
	Gift/Talent		1	900	900
2160	T Work Rm	937	1	950	950
2190	Speech	275	1	900	900
2220	P.E.	3,023	1	9,000	9,000
2240/3200	Commons	4,893	1	5,000	5,000
	Office Area	929	1	1,300	1,300
	Kitchen	<u>957</u>	1	1,200	<u>1,400</u>
		19749			34,650
		39,716			73,400
				x 50% Circulation, Toilet Rooms, Storage and Mechanical	<u>36,700</u>
				Budgeted Required Square Foot - New Building	110,100



School District of Altoona
Facility Planning/Community Engagement Survey Proposal

**Prepared by:
Bill Foster
School Perceptions**

June 14, 2013

Introduction to School Perceptions

School Perceptions LLC is a Wisconsin-based, independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. Our mission is to help educational leaders gather, organize and use data to make strategic decisions.

Since our founding in 2002, over 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents, non-parents and community stakeholders.

Project Leadership

Project management and survey development will be led by Bill Foster, the President and Founder of School Perceptions. After graduating from the University of Wisconsin – Platteville with dual degrees in Engineering and Business Administration, Bill served the Kelch Corporation for 14 years as Vice-President and General Manager. During his time at Kelch, Bill volunteered at a local high school, first working with special needs students and ultimately designing and teaching a class offered to gifted high school seniors. This is when Bill developed an appreciation and passion for education. Bill lives in West Bend, Wisconsin with his wife Mary and three boys.

Also working on project management and survey development will be Chelsea Davis, the Research Analyst at School Perceptions. Chelsea graduated from the University of Wisconsin – Whitewater with a degree in Business Administration. While at UW-W, Chelsea played on and captained the Women's Golf Team. She continued her tenure with the team for two more years as the Assistant Head Coach. After graduating, Chelsea spent two years working at Eco-Latch Systems LLC, a company that produced sustainable packaging products for the purpose of maximizing efficiency and lowering material costs during work in process.

Providing software and technical support is Dr. Tim Mikula, Vice President of Technology for School Perceptions. Tim has been a school board member for ten years and a business partner for five years. Prior to joining School Perceptions, Tim was the president and CEO of System Management Software, Incorporated, a software company he founded in 1989 and later sold. In addition to private consulting, Tim has served as an adjunct professor of Computer Science and Statistics at St. Thomas University in St. Paul and as an analyst and consultant for 3M where he focused on Artificial Intelligence product development. He earned his bachelor, masters and doctoral degrees in Computer Science, with minors in Cognitive Science and Artificial Intelligence, from the University of Minnesota.

Six Major Strengths

School Perceptions has a proven record of excellence. The following is a summary of six factors that uniquely position School Perceptions to meet the needs of the School District of Altoona.

- 1) **A proven community engagement process:** We believe the process of asking questions works in two ways. Our community engagement process provides valuable insight into the community, while at the same time educating the community on the issues facing the District. Our experience has shown that asking the right questions in the right way is central to the success of the project.
- 2) **An objective and unbiased process:** Many times, surveys that are designed and administrated by a District are perceived as biased. Consequently, the results are deemed unusable, thus breaking trust with the community and undermining the entire process. By using School Perceptions, the process and results are viewed as credible.
- 3) **A proprietary survey platform:** School Perceptions' web-based survey platform has been built from the ground up to serve the unique needs of school districts. Our system has been proven to be extremely reliable and includes a survey access control system to ensure that an individual can only take the survey once. A paper version of the survey is also available for those without Internet access.
- 4) **Comparable and longitudinal data:** The School Perceptions survey system allows schools to easily compare their results with other schools: If 80% of your students feel safe at school, is that good or do you have a problem? By using our Master Questions®, we can provide question-level comparisons to other schools of similar size and social-economic settings; however individual school names are never shared. If the District uses the same survey questions over multiple years, our system will create longitudinal (year over year) comparison reports.
- 5) **A plan after the survey:** Gathering good data is only half of the challenge. Using the data to develop a plan after the survey is critical to the project's success. Based on our experience, we will work with the District to establish a realistic plan of action.
- 6) **A dedication to service and support:** As a Wisconsin-based Company, our staff is close by, dedicated and ready to help your team through each step of the process.

Similar Project/Referenda Experience

Over the past ten years, School Perceptions has conducted over 200 community survey projects, helping Districts navigate the strategic planning and referendum processes. We have learned what works and where Districts stumble. Below is a list of recent clients with similar projects:

Brown Deer School District

Contact: Deborah Kerr – Superintendent

Phone: 414-371-6755

Outcome: Successful capital referendum fall 2011

Nicolet School District

Contact: Rick Monroe – Superintendent

Phone: 414-351-7525

Outcome: Successful operational referendum spring 2011

Glendale-Riverhills School District

Contact: Larry Smalley – Superintendent

Phone: 414-351-7170

Outcome: Successful operational referendum spring 2011

Fall Creek School District

Contact: Joe Sanfelippo – Superintendent

Phone: 715-877-2123

Outcome: Successful capital referendum spring 2012

School District of La Crosse

Contact: Randy Nelson – Superintendent

Phone: 608-789-7600

Outcome: Successful capital referendum fall 2012

Edgerton School District

Contact: Dr. Dennis Pauli – Superintendent

Phone: 608-561-6100

Outcome: Successful capital referendum fall 2012

School District of Horicon

Contact: Gary Berger – Superintendent

Phone: 920-485-2898

Outcome: Successful capital referendum fall 2012

Project Background/Scope

The School District of Altoona serves over 1,500 students in grades K-12 in 3 buildings. With enrollment increasing, the District would like to evaluate various options for upgrading and expanding school facilities. The District is interested in engaging the community to understand their priorities and willingness to financially support various options. Conceptually, the project strategy and survey would be developed this summer with the survey deployed in the fall (2013).

Research Process and Cost

Phase 1: Strategy Development/Survey Design: \$3,700

Key elements:

- ✓ Includes one onsite meeting for survey design and planning purposes
- ✓ Assist in developing overall project strategy and timeline
- ✓ Assist in developing pre-survey community engagement communications
- ✓ Custom survey design for community stakeholders to plan and prioritize facility options for non parents, parents, and staff including:
 - Respondent information
 - Facility option prioritization
 - Funding support
 - Overall satisfaction
- ✓ Engage key internal stakeholders in the planning process
- ✓ Secure mailing list and printer

Phase 2: Survey Administration: \$3,400**

Key elements:

- ✓ Program customized content utilizing the School Perceptions proprietary software system
- ✓ Generate unique survey access codes or kiosk codes for each group
- ✓ Email launch staff survey
- ✓ Email launch to parents
- ✓ Generate an electronic printable version of the survey
- ✓ Help coordinate printing and mailing logistics
- ✓ Perform daily data back-up and software maintenance.

** Cost does not include printing or postage

Phase 3: Online Results Access/Written Report/Strategy Development: \$2,700

Key elements:

- ✓ Includes one onsite presentation
- ✓ Provide full access to all data online (password protected)
- ✓ Provide full/reverse segmentation capabilities
- ✓ Provide a written report within two weeks after all paper surveys have been received
- ✓ The report covers:
 - ◆ Process overview
 - ◆ Demographics
 - ◆ Summary of all data, disaggregated by key subgroups
 - ◆ Comment theme development and analysis
- ✓ Work with the District to establish a realistic data-driven plan of action

Optional services available for an additional fee:

1. **Site Visits:** This proposal includes two site visits. The majority of the project can be done via phone and electronically. If requested, additional site meetings for planning or presentation purposes will be charged at \$600 per visit plus mileage.
2. **Pre-paid postage envelopes:** School Perceptions can provide pre-paid envelopes at a cost of \$.05 each. This option allows respondents who choose to fill out a paper version of the survey to return it directly to School Perceptions for processing.
3. **Paper survey data entry/processing:** School Perceptions will manually enter all responses and comments for surveys mailed at a rate of \$1.80/survey. If the District chooses to use the pre-paid envelopes, return postage charge will be charged at the actual rate. The current business reply postal rate is: \$0.545 for 1 ounce or less.
4. **Additional data analysis:** Additional cross-tab analysis and/or in-depth comment analysis will be charged at \$60 per hour.
5. **Non-English Translation Service:** \$60 per hour

Please call 262.644.4300 ext. 7000 if you have any questions. If the proposal is acceptable, please sign and date below and fax it to 262.364.2717.

Sincerely,



Bill Foster
School Perceptions LLC

Proposal Accepted: **School District of Altoona**

Signature: _____ Date: _____

Open Enrollment Exception Applications for 2013/14

Transfers IN

Grade	Resident District	Reason	Application Date
K4	Fall Creek	Best Interests	7/8
K4	Fall Creek	Best Interests	7/8
KG	Fall Creek	Best Interests	7/8

Transfers OUT

Grade	Nonresident District	Reason	Application Date
K4	Eau Claire	Best	7/8
10	Eau Claire	Best	7/3

Review of Open Enrollment Exception Applications for 2012/13

REASONS:	Applications IN :	REASONS:	Applications OUT:
Best Interests	21	Best Interests	21
Bully	3	Bully	1
Custody Change	0	Custody Change	0
Homeless	2	Homeless	0
Military	0	Military	0
Move from Out of State	0	Move from Out of State	0
Violent Crime Victim	0	Violent Crime Victim	0

Applying for Open Enrollment Using the Alternative Application Procedure

What is the alternative application procedure?

Parents normally apply for open enrollment for the following school year during a three-month application period which begins in February and ends on the last weekday in April. However, 2011 Act 114 established a procedure by which parents may apply for open enrollment outside of the regular application period.

Under what circumstances may parents apply using the alternative procedure?

There are seven circumstances under which a parent may submit an alternative application:

- The pupil's resident school district determines that the pupil is a victim of a violent crime.
- The pupil is or has been homeless in the current or preceding school year.
- The pupil has been the victim of repeated bullying or harassment that has been reported to the resident school district and continues in spite of action taken.
- The pupil's place of residence has changed due to the parent's military orders.
- The pupil moved into this state within the past 30 days.
- The pupil's place of residence has changed as a result of a court order or custody agreement, or the pupil was placed in a foster home or with a person other than the pupil's parent, or removed from a foster home or the home of a person other than the pupil's parent.
- The pupil's parent and the nonresident and resident school districts agree that attending the nonresident school district is in the best interests of the pupil.



When may an alternative application be submitted?

An alternative application to the open enrollment application period must be submitted during the school year in which the pupil wants to begin attending school in the nonresident school district. If the pupil wishes to begin attending the nonresident district at the beginning of the school term in September, the parent may submit the application as early as July 1st of that year. Depending on the specific reason for the alternative application, the parent may be required to submit the application within a specified time period.

How can parents apply?

The alternative application is available on the open enrollment web site at http://sms.dpi.wi.gov/sms_psctoc. The parent must specify at least one of the allowable criteria upon which the request is based and provide an explanation of the circumstances leading to the request. In some cases, the parent may be required to submit additional documents.

Parents may apply to no more than three different nonresident school districts in a particular school year.

It is strongly recommended that the parent contact the nonresident school district before submitting an application to discuss the possibility of the pupil's transfer.

Is there a cost to parents for open enrollment?

There is no tuition cost to parents for participation in open enrollment. Parents of open enrolled pupils may be charged the same fees as resident pupils.

Can an application be denied?

Yes. The nonresident school district may deny an alternative application for all of the same reasons that they may deny an application during the regular application period: regular or special education space is not available; the pupil has been referred for a special education evaluation but has not yet been evaluated; the pupil has been expelled during the current or two preceding school years for certain violent conduct; or the pupil was habitually truant from the nonresident district during any semester in the current or previous school year.

Will my child receive preference because of the alternative procedure?

No. The alternative application allows parents to apply outside of the regular application period. It does not guarantee approval or give the pupil a greater chance of approval.

How is the parent notified of approval or denial?

The nonresident school district must notify the parent, in writing, within 20 calendar days after receiving the application, whether it has been approved or denied.

If an application is approved, when can the pupil begin attending in the nonresident district?

If the nonresident district has approved the application, the pupil may immediately begin attending in that district. The pupil must enroll in or attend the nonresident district within 15 days after receiving the notice of approval; however, the nonresident district may extend this time period.

If a pupil's application is approved, must the parent reapply during the regular application period?

If the pupil's application is approved, and the pupil begins attending in the nonresident school district, the parent does not need to apply for open enrollment during the regular application period unless the pupil will be entering middle school, junior high or high school in the following school year and the nonresident school district's policy requires reapplication.

Can a resident district prevent a pupil from leaving?

Yes. A resident school district may deny a pupil's application for only two reasons: (1) the resident district determines that the criteria on which the application is based does not apply to the pupil; or (2) the tuition charge for the pupil's special education in the nonresident district is an undue financial burden for the resident school district. The resident school district **may not deny** an application due to undue financial burden if the basis for the application is the resident district's finding that the pupil has been the victim of a violent crime.

May parents appeal if an application is denied?

There is no specific provision in the statutes for parents to appeal a **nonresident** school district's decision.

A **resident** school district's denial may be appealed to the Department of Public Instruction (DPI) within 30 days of receiving the notice of denial. If the denial was based on either the undue financial burden of special education costs, or the determination that the criteria upon which the application was based do not apply to the pupil, the DPI must affirm the decision unless it finds that the decision was arbitrary or unreasonable. The DPI's decision may be appealed to circuit court.

If the denial was based on the resident school district's disagreement that the transfer is in the best interests of the pupil, and the DPI determines that the resident district's denial is **not** in the best interests of the pupil, the DPI must

notify the parent and the resident district that the pupil may attend the nonresident district. The DPI's decision is final.

Who is responsible for transportation?

Parents are responsible for transporting their children to and from school.

School districts *may* provide transportation to open enrollment pupils if they wish. Usually, if transportation is provided, parents must transport the pupil to a location in the nonresident district.

If transportation is required in the individualized education program (IEP) for a child with a disability, it must be provided by the nonresident district.

Low-income parents may apply to the DPI for partial reimbursement of their transportation costs.

Can an open enrolled pupil participate in sports and other extra-curricular activities in the nonresident school district?

Open enrolled pupils have the same rights and responsibilities as resident pupils.

Inter-scholastic athletics are governed by the Wisconsin Interscholastic Athletic Association (WIAA), which has recently adopted new rules concerning transfer pupils. Parents should check with the school district's athletic director about eligibility.



For more information contact:

Public School Open Enrollment Program
Wisconsin Department of Public Instruction
P.O. Box 7841
Madison, WI 53707-7841
Toll-free: 1-888-245-2732
Email: openenrollment@dpi.wi.gov
Web site: http://sms.dpi.wi.gov/sms_psctoc

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.



All Aboard

RAILS

Relay

August 2013

Topics in this issue:

- * Back to School Information
- * New Project Based Learning School
- * Strategic Plan
- * Demographic Trends & Facilities Committee
- * School Perceptions Survey
- * Etc
- * Etc
- * Etc

Inside this issue:

Inside Story	2
Inside Story	2
Inside Story	2
Inside Story	3
Inside Story	4
Inside Story	5
Inside Story	6

Lead Story Headline

This story can fit 175-225 words.

The purpose of a newsletter is to provide specialized information to a targeted audience. Newsletters can be a great way to market your product or service, and also create credibility and build your organization's identity among peers, members, employees, or vendors.

First, determine the audience of the newsletter. This could be anyone who might benefit from the information it contains, for example, employees or people interested in purchasing a product or requesting your service.

You can compile a mailing list from business reply cards, customer information sheets, business cards collected at trade shows, or membership lists. You might consider purchasing a mailing list from a

company.

If you explore the Publisher catalog, you will find many publications that match the style of your newsletter.

Next, establish how much time and money you can spend on your newsletter. These factors will help determine how frequently you publish the newsletter and its length. It's recommended that you publish your newsletter at least quarterly so that it's considered a consistent source of information. Your customers or employees will look forward to its arrival.

GRAPHIC

Draft Template

Secondary Story Headline

This story can fit 75-125 words.

Your headline is an important part of the newsletter and should be considered carefully.

In a few words, it should accurately represent the contents of the story and draw readers into the story. Develop the headline before you write

the story. This way, the headline will help you keep the story focused.

Examples of possible headlines include Product Wins Industry Award, New Product Can Save You Time!, Membership Drive Exceeds Goals, and New Office Opens Near You.

Column 3

Newspaper Print Quote is based on 12-page (6 pages back to front) publication, 11 x 12

Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the



Caption describing picture or graphic.

key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find "filler" articles by accessing the World Wide Web. You can write about a variety of

topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it.

"To catch the reader's attention, place an interesting sentence or quote from the story here."

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distributed internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or

an editorial. You can also profile new employees or top customers or vendors.

Draft Template

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you're trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thou-

sands of clip art images from which you can choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



Caption describing picture or graphic.

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School District of Altoona

Primary Business Address

1903 Bartlett Ave

Altoona WI 54729

Phone: 715-839-6032

Fax: 715-839-6066

E-mail: jorth@altoona.k12.wi.us

Let "life-long learning;" the "emotional well-being of our students;" and "large school opportunities with a small school approach" define us.

We're Social! Join our network:

altoona.k12.wi.us

facebook.com/altoonaschooldistrict

pinterest.com/altoonaschools

twitter.com/AltoonaSup

twitter.com/AltoonaSD

youtube.com/user/AltoonaSchools

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the attention of readers. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.

More.....

School District of Altoona
1903 Bartlett Ave
Altoona WI 54720

Draft Template

Non-Profit Organization
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Eau Claire WI
Permit No. 1557

ECRWSS
POSTAL CUSTOMER



Phone: 715-833-9224 • Fax: 715-830-5912 • Toll Free: 1-800-236-8808
701 S. Farwell St. • Eau Claire, WI 54701

Division of Eau Claire Press Company

PRINTING PROPOSAL

Date: July 10, 2013
Customer: Altoona School District
Address: 1903 Bartlett Ave, Altoona, WI 54720
Contact: Joyce Orth
E-mail: jorth@altoona.k12.us
Phone Number: 715-839-6032

Description: Quarterly Newsletter

Quantity: 5,500

Paper: 30# newsprint

Design: Print ready file to be provided.
Additional charges may apply for file repairs, PDF creation or additional design.

Color: 8 pages of color available
1-2-5-6-7-8-11-12

Finishing: Quarter fold to final approximate size of 11"x6"

Page Size: 11"x12"

Image Size: 10"x11"

PDF size: 11"x12"

Delivery: 1,000 delivered to 1903 Bartlett Ave, Altoona, WI 54720
4,500 sorted and prepped for mailing, dropped at the Bulk Mail Entry Unit of Post Office in Eau Claire.

Print Quote: \$899.89

Additional Information: Postage not included in this quote.

Proposal #80110128

Thank you for the opportunity to quote on your printing. If this quote is acceptable, please sign and return this copy to Eau Claire Leader Printing at the address listed below.

Printing quote prices are effective for 30 days. After 30 days pricing subject to change based on current paper or operational prices. Customers will be given a 30 day notice on any price increase. Wisconsin State sales tax will be added where applicable.

Company Name _____

Authorized Signature _____ Date _____

For Leader Printing  _____ Date 7-10-13

SCHOOL DISTRICT OF ALTOONA

2012-2013 Budget Revisions Revenues

Fund 10								
		2012-13			2012-13	2012-13	2012-13	Unreceived
Fd T Loc Obj Func Prj	Src	<u>Original Budget</u>	<u>1st Revision</u>	<u>2nd Revision</u>	<u>Total Revisions</u>	<u>Revised Budget</u>	<u>FY Activity</u>	<u>Balance</u>
10 R 800 21- -----	TAXES	1,768,127.00				1,768,127.00	1,773,124.96	(4,997.96)
10 R 800 26- -----	NON-CAPITAL SALES	2,000.00	(1,840.00)	-	(1,840.00)	160.00	168.00	(8.00)
10 R 800 27- -----	SCHOOL ACTIVITY-INCOME	34,700.00	(2,800.00)	-	(2,800.00)	31,900.00	31,910.80	(10.80)
10 R 800 28- -----	INTEREST ON INVESTMENT	1,000.00		-		1,000.00	1,953.02	(953.02)
10 R 800 29- -----	OTHER REVENUES-LOCAL SOURCES	24,380.00		-		24,380.00	24,680.51	(300.51)
10 R 800 34- -----	GRANTS-OTHER SCHOOL DISTRICTS	1,085,975.00	(38,975.00)	-	(38,975.00)	1,047,000.00	1,047,554.66	(554.66)
10 R 800 51- -----	TRANSIT OF AIDS-INTERMED SRCES	63,387.00	(12,300.00)	(3,744.00)	(16,044.00)	47,343.00	59,347.58	(12,004.58)
10 R 800 54- -----	PAYMENT FOR SERVICES	800.00		-		800.00	800.00	
10 R 800 61- -----	STATE AID-CATEGORICAL	68,000.00		-		68,000.00	68,133.00	(133.00)
10 R 800 62- -----	STATE AID-GENERAL	9,810,578.00		-		9,810,578.00	9,810,578.00	
10 R 800 63- -----	SPECIAL PROJECTS GRANT	10,000.00		-		10,000.00	21,460.99	(11,460.99)
10 R 800 65- -----	SAGE GRANT	455,000.00	(35,585.00)	-	(35,585.00)	419,415.00	419,415.57	(0.57)
10 R 800 69- -----	OTHER REVENUE - STATE SOURCES	15,037.00		-		15,037.00	15,037.00	
10 R 800 75- -----	TITLE I	210,538.00	(10,538.00)	(2,800.00)	(13,338.00)	197,200.00	197,270.46	(70.46)
10 R 800 86- -----	SALES OF FIXED ASSETS	290,000.00		-		290,000.00	293,000.00	(3,000.00)
10 R 800 96- -----	ADJUSTMENTS	19,500.00	(3,800.00)	-	(3,800.00)	15,700.00	15,747.00	(47.00)
10 R 800 97- -----	REFUND OF DISBURSEMENT	37,000.00		-		37,000.00	41,134.59	(4,134.59)
10 R 800 99- -----	Other Miscellaneous Revenue	1,600.00	-	-	-	1,600.00	3,179.43	(1,579.43)
10 R --- -----	Revenue	<u>13,897,622.00</u>	<u>(105,838.00)</u>	<u>(6,544.00)</u>	<u>(112,382.00)</u>	13,785,240.00	13,824,495.57	(39,255.57)
Fund 50								
50 R 800 25- -----	FOOD SERVICE SALES	300,300.00	(29,000.00)	-	(29,000.00)	271,300.00	280,555.01	(9,255.01)
50 R 800 28- -----	INTEREST ON INVESTMENT	180.00		-		180.00	192.11	(12.11)
50 R 800 61- -----	STATE AID-CATEGORICAL	19,600.00	(1,460.00)	-	(1,460.00)	18,140.00	18,140.64	(0.64)
50 R 800 71- -----	FEDERAL AID-CATEGORICAL	350,000.00	(42,000.00)	(8,500.00)	(50,500.00)	299,500.00	310,913.49	(11,413.49)
50 R 800 73- -----	SPECIAL PROJECTS GRANTS	2,000.00	(2,000.00)	-	(2,000.00)	-	-	-
50 R --- -----	Revenue	<u>672,080.00</u>	<u>(74,460.00)</u>	<u>(8,500.00)</u>	<u>(82,960.00)</u>	589,120.00	609,801.25	(20,681.25)

Fd	T	Loc	Obj	Fu	Func	2011-12	2012-13	2013-14
						FY Activity	FY Activity	Preliminary Budget
10	E	---	---	11	UNDIFF CURRICULUM	2,936,020.59	3,006,486.01	3,808,089.00
10	E	---	---	12	REGULAR CURRICULUM	4,098,450.39	3,853,737.86	3,849,981.00
10	E	---	---	13	VOCATIONAL CURRICULUM	369,426.53	351,968.89	358,925.00
10	E	---	---	14	PHYSICAL CURRICULUM	370,277.36	354,328.02	375,122.00
10	E	---	---	16	CO-CURRICULAR ACTIVITIES	227,465.03	192,387.54	202,514.00
10	E	---	---	17	SPECIAL NEEDS	77,720.85	85,854.68	87,498.00
10	E	---	---	21	PUPIL SERVICES	486,119.94	468,619.59	506,771.00
10	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	950,287.99	994,879.86	1,137,050.00
10	E	---	---	23	GENERAL ADMINISTRATION	360,653.68	359,932.67	367,909.00
10	E	---	---	24	SCHOOL BUILDING ADMINISTRATION	755,791.53	748,947.78	689,908.00
10	E	---	---	25	BUSINESS ADMINISTRATION	2,261,865.97	2,375,351.93	2,464,588.00
10	E	---	---	26	CENTRAL SERVICES	37,810.82	69,506.65	85,880.00
10	E	---	---	27	INSURANCE/DISTRICT	160,774.97	143,962.81	151,750.00
10	E	---	---	28	DEBT SERVICES - SHORT TERM	966.66	333.34	50,300.00
10	E	---	---	29	OTHER SUPPORT SERVICES	13,507.63	12,604.00	12,914.00
10	E	---	---	41	INTERFUND TRANSFERS	1,687,266.29	9,453.88	1,370,032.00
10	E	---	---	43	GENERAL TUITION PAYMENTS	878,986.77	1,108,388.39	1,120,978.00
10	-	---	---	--	GENERAL	15,673,393.00	14,136,743.90	16,640,209.00
21	E	---	---	11	UNDIFF CURRICULUM	9,616.30	973.99	275.00
21	E	---	---	12	REGULAR CURRICULUM	4,281.72	1,573.40	1,217.00
21	E	---	---	16	CO-CURRICULAR ACTIVITIES			210.00
21	E	---	---	17	SPECIAL NEEDS		60.00	
21	E	---	---	21	PUPIL SERVICES	2,160.01	8,208.29	7,790.00
21	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	1,437.10	300.00	2,101.00
21	E	---	---	24	SCHOOL BUILDING ADMINISTRATION	552.70		
21	E	---	---	25	BUSINESS ADMINISTRATION	1,358.85		
21	E	---	---	26	CENTRAL SERVICES			268.00
21	-	---	---	--	SPECIAL REVENUE TRUST FUND	19,406.68	11,115.68	11,861.00
27	E	---	---	15	SPECIAL ED CURRICULUM	1,523,861.89	1,650,753.50	1,934,276.00
27	E	---	---	21	PUPIL SERVICES	276,371.09	257,141.22	253,761.00
27	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	188,539.10	125,751.61	124,545.00
27	E	---	---	25	BUSINESS ADMINISTRATION	42,870.52	52,652.60	38,400.00
27	E	---	---	43	GENERAL TUITION PAYMENTS	432,823.97	322,442.41	80,138.00
27	E	---	---	49	OTHER NON-PROGRAM TRANSACTIONS	11,243.51	9,024.14	
27	-	---	---	--	SPECIAL EDUCATION FUND	2,475,710.08	2,417,765.48	2,431,120.00
38	E	---	---	28	DEBT SERVICES - SHORT TERM	305,593.16	13,339.73	
38	-	---	---	--	NON-REFERENDUM DEBT	305,593.16	13,339.73	
39	E	---	---	28	DEBT SERVICES - SHORT TERM	763,315.00	3,219,669.01	279,991.00
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV	763,315.00	3,219,669.01	279,991.00
50	E	---	---	25	BUSINESS ADMINISTRATION	676,650.37	566,591.47	605,623.00
50	E	---	---	27	INSURANCE/DISTRICT	12,890.00	12,070.00	12,100.00
50	-	---	---	--	FOOD SERVICE	689,540.37	578,661.47	617,723.00
73	E	---	---	42	Fiduciary Fund Expenditures	696,689.59	397,963.49	250,000.00
73	-	---	---	--	Employee Benefit Trust Fund	696,689.59	397,963.49	250,000.00
80	E	---	---	12	REGULAR CURRICULUM	1,764.90	694.39	690.00
80	E	---	---	16	CO-CURRICULAR ACTIVITIES	55,556.44	45,817.13	45,149.00
80	E	---	---	25	BUSINESS ADMINISTRATION	3,564.13	2,766.85	3,406.00
80	E	---	---	31	COMMUNITY SERVICE	22,344.36	22,427.60	20,500.00
80	-	---	---	--	COMMUNITY SERVICE	83,229.83	71,705.97	69,745.00

						2011-12	2012-13	2013-14
Fd	T	Loc	Obj	Fu	Func	FY Activity	FY Activity	Preliminary Budget
99	E	---	---	22	INSTRUCTIONAL STAFF SERVICES	25,515.29		
99	-	---	---	--	Cooperative Programs	25,515.29		
<hr/>								
Grand Expense T						20,732,393.00	20,846,964.73	20,300,649.00

Number of Accounts: 2132

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

							2011-12	2012-13	2013-14
Fd	T	Loc	Obj	Fu	Src		FY Activity	FY Activity	Preliminary Budget
10	R	800	21-	--	TAXES		3,918,985.12	1,773,124.96	4,735,283.00
10	R	800	26-	--	NON-CAPITAL SALES		2,146.51	168.00	200.00
10	R	800	27-	--	SCHOOL ACTIVITY-INCOME		37,832.60	31,910.80	29,290.00
10	R	800	28-	--	INTEREST ON INVESTMENT		2,020.33	1,953.02	1,500.00
10	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES		25,603.40	24,680.51	24,230.00
10	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS		1,085,975.40	1,047,554.66	1,000,000.00
10	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES		63,735.44	59,347.58	45,500.00
10	R	800	54-	--	PAYMENT FOR SERVICES			800.00	
10	R	800	61-	--	STATE AID-CATEGORICAL		69,732.47	68,133.00	66,000.00
10	R	800	62-	--	STATE AID-GENERAL		9,290,077.00	9,810,578.00	10,512,362.00
10	R	800	63-	--	SPECIAL PROJECTS GRANT			21,460.99	
10	R	800	65-	--	SAGE GRANT		457,550.69	419,415.57	400,000.00
10	R	800	69-	--	OTHER REVENUE - STATE SOURCES		13,424.00	15,037.00	15,575.00
10	R	800	75-	--	TITLE I		200,709.13	197,270.46	336,157.00
10	R	800	78-	--	Federal Aid other than DPI		4,164.00		
10	R	800	86-	--	SALES OF FIXED ASSETS			293,000.00	
10	R	800	96-	--	ADJUSTMENTS		19,936.00	15,747.00	12,000.00
10	R	800	97-	--	REFUND OF DISBURSEMENT		35,079.63	41,134.59	10,000.00
10	R	800	99-	--	Other Miscellaneous Revenue		1,500.00	3,179.43	500.00
10	R	---	---	--	Revenue		15,228,471.72	13,824,495.57	17,188,597.00
10	-	---	---	--	GENERAL		15,228,471.72	13,824,495.57	17,188,597.00
21	R	100	29-	--	OTHER REVENUES-LOCAL SOURCES		8,000.00	2,500.00	
21	R	400	29-	--	OTHER REVENUES-LOCAL SOURCES		500.00	84.25	
21	R	800	28-	--	INTEREST ON INVESTMENT		16.36		
21	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES		9,627.32	10,103.77	
21	R	---	---	--	Revenue		18,143.68	12,688.02	
21	-	---	---	--	SPECIAL REVENUE TRUST FUND		18,143.68	12,688.02	
27	R	800	11-	--	OPERATING TRANSFERS-IN		1,483,978.67		1,370,032.00
27	R	800	31-	--	TRANSIT OF AIDS-INTERDISTRICT		25,469.26		
27	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS		37,649.52	25,178.87	37,650.00
27	R	800	51-	--	TRANSIT OF AIDS-INTERMED SRCES		260,217.88	115,076.00	110,000.00
27	R	800	58-	--	MEDICAL SERVICE REIMBURSEMENTS			104,649.53	84,334.00
27	R	800	61-	--	STATE AID-CATEGORICAL		454,081.00	461,068.00	460,000.00
27	R	800	62-	--	STATE AID-GENERAL		7,365.00		
27	R	800	73-	--	SPECIAL PROJECTS GRANTS		206,948.75	219,509.74	369,104.00
27	R	800	98-	--				42.26	
27	R	---	---	--	Revenue		2,475,710.08	925,524.40	2,431,120.00
27	-	---	---	--	SPECIAL EDUCATION FUND		2,475,710.08	925,524.40	2,431,120.00
38	R	800	11-	--	OPERATING TRANSFERS-IN		197,776.07	4,380.73	
38	R	800	21-	--	TAXES		60,000.00		
38	R	800	28-	--	INTEREST ON INVESTMENT		36.56		
38	R	800	29-	--	OTHER REVENUES-LOCAL SOURCES		13,339.74	8,959.00	
38	R	---	---	--	Revenue		271,152.37	13,339.73	
38	-	---	---	--	NON-REFERENDUM DEBT		271,152.37	13,339.73	
39	R	800	13-	--				4,833.90	
39	R	800	21-	--	TAXES		715,000.00	3,100,000.00	299,200.00
39	R	800	28-	--	INTEREST ON INVESTMENT		278.90	138.85	
39	R	---	---	--	Revenue		715,278.90	3,104,972.75	299,200.00
39	-	---	---	--	REFERENDUM APPROVED DEBT SERV		715,278.90	3,104,972.75	299,200.00
50	R	800	25-	--	FOOD SERVICE SALES		304,185.09	280,555.01	270,800.00
50	R	800	28-	--	INTEREST ON INVESTMENT		183.37	192.11	180.00
50	R	800	61-	--	STATE AID-CATEGORICAL		19,819.26	18,140.64	17,000.00

						2011-12	2012-13	2013-14
Fd	T	Loc	Obj	Fu	Src	FY Activity	FY Activity	Preliminary Budget
50	R	800	71-	--	FEDERAL AID-CATEGORICAL	358,725.23	310,913.49	328,000.00
50	R	800	73-	--	SPECIAL PROJECTS GRANTS	2,350.00		2,000.00
50	R	---	---	--	Revenue	685,262.95	609,801.25	617,980.00
50	-	---	---	--	FOOD SERVICE	685,262.95	609,801.25	617,980.00
73	R	800	28-	--	INTEREST ON INVESTMENT	10,760.24	8,722.67	1,000.00
73	R	800	95-	--	Contributions to Emp Benefits	731,526.00		250,000.00
73	R	---	---	--	Revenue	742,286.24	8,722.67	251,000.00
73	-	---	---	--	Employee Benefit Trust Fund	742,286.24	8,722.67	251,000.00
80	R	800	21-	--	TAXES	85,000.00	50,000.00	55,000.00
80	R	800	28-	--	INTEREST ON INVESTMENT	30.68		
80	R	---	---	--	Revenue	85,030.68	50,000.00	55,000.00
80	-	---	---	--	COMMUNITY SERVICE	85,030.68	50,000.00	55,000.00
99	R	800	19-	--	PACKAGE/COOPERATIVE PROGRAMS	5,511.55		
99	R	800	28-	--	INTEREST ON INVESTMENT	20.41		
99	R	800	34-	--	GRANTS-OTHER SCHOOL DISTRICTS	19,983.33		
99	R	---	---	--	Revenue	25,515.29		
99	-	---	---	--	Cooperative Programs	25,515.29		
<hr/>								
Grand Revenue T						20,246,851.91	18,549,544.39	20,842,897.00

Number of Accounts: 99

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

High School Flooring Project

Bid Summary

July 10, 2013

<u>Project Bidders:</u>	<u>Bid Amount:</u>	<u>Recommendation:</u>
Swanson's Flooring	\$42,785 - \$48,785 *	x
Schmidt Custom Floors N8 W22590 Johnson Drive Waukesha, WI 53186	No Response	

*Additional prep time will be needed if concrete is deemed non-porous;
Added cost is estimated at \$6,000

Submitted by Greg Johnson, Maintenance Team Supervisor.

SCHOOL DISTRICT OF ALTOONA
STRATEGIC GOALS

Strategic Goal 1: Address the Learning Needs of the Whole Student
Objective 1 of 2: Address the emotional well-being of each student

Updated: 6/6/13 through Goal 3
Updated: 6/26/13 through Goal 5

What we will do:	Who will do it:	How we'll know:	Timeline:
Fully implement the PBIS (Positive Behavioral Interventions and Supports) framework and strategies for Tiers I, II and III	All staff, principals; Input from wellness and safety committees	Net increase/decrease of office referrals Net decrease in suspensions	100% implementation at Tiers 1, 2, 3 by July 2014 Report to Board by February 1 and July 1
Review Wisconsin Youth Risk survey results	School counselors; Input from wellness committee	Survey Results to show decrease in risky behaviors	Report to Board annually
Identify and decrease bullying and cyberbullying incidents in all schools	All staff, principals, school counselors, wellness committee	Student survey results' Parent survey results (trimester, semester)	Report to Board as per board policy
Provide a safe environment for our students	All staff, police liaison, Demographic Trends & Facilities Planning Committee	Student survey results All identified priorities (P-1's) identified in Building Assessment Reports addressed	Ongoing

Strategic Goal 1: Address the Learning Needs of the Whole Student

Objective 2 of 2: Graduate students who are college- and career- ready to compete in the global marketplace

What we will do:	Who will do it:	How we'll know:	Timeline:
Fully integrate the Common Core Standards (CCS) into the curriculum	Administration and all staff	Curriculum reflects CCS Smarter Balanced Assessment (SBA) scores reflect student mastery PLC's (Professional Learning Communities) will hold members accountable for implementation	Annually in June/July Annually Ongoing
Increase the number of offerings and rigor to include foreign language, school-to-work and online course options	Administration, course offerings committees, teachers and support staff	Course offerings/ master schedule Students enrolled/ completed portfolios	Annual report to Board
Integrate Project Based Learning (PBL) throughout the District	Superintendent, administration, Curriculum director, staff	School Showcase Presentations and reports at board meetings	2013/14 and ongoing Progress reports to Board by principals & Curriculum Director
Fully implement RtI (Response to Intervention) district-wide	Administration, all staff	Target time implemented; Student mastery of academic concepts	Progress monitor reports to board annually
Incorporate credited community service component into high school curriculum by 14/15	Principal, curriculum director, high school staff	Board approval of course description	By the end of 2013/14

Strategic Goal 2: Recognize and embrace the pivotal role of technology within our classrooms providing for 21st Century learning

Objective 1 of 1: Use integrated technology to develop opportunities for staff and students

What we will do:	Who will do it:	How we'll know:	Timeline:
Provide technology for staff and students	Board, all staff	One-to-one in place for students	2014/15 School year
Provide professional development for staff and training for students	Staff, consultants	Schedule of professional development/training sessions	Ongoing
Walkthrough process will check for technology integration in the classroom	Administration	Teachscape walkthrough data from principals	Ongoing

Strategic Goal 3: Recruit, develop and retain highly motivated and effective staff

Objective 1 of 2: Recruit and hire best staff

What we will do:	Who will do it:	How we'll know:	Timeline:
Establish professional building level interview teams	Superintendent, principals, teachers	Interview teams will have been selected and professionally trained	Ongoing
Hold exit interviews with staff who leave the district on an as needed basis	Superintendent and/or principals	Completed interviews	Ongoing

Strategic Goal 3: Recruit, develop and retain highly motivated and effective staff

Objective 2 of 2: Develop and retain highly qualified staff

What we will do:	Who will do it:	How we'll know:	Timeline:
Continually improve layered mentoring program	Mentor coordinator	Survey and ongoing discussion with employees	Annually in June/July
Continue to implement and improve Professional Learning Communities (PLCs)	Entire certified staff	PLC meeting minutes	Ongoing
Provide Professional Development	Superintendent, curriculum director, principal, professional development committee	Employees will complete pre and post professional development request/questionnaire	Ongoing; superintendent reports to Board
Implement Educator Effectiveness Model	Administration	Administration reports to board as per board policy	Annually in June

Strategic Goal 4: Practice good stewardship of resources

Objective 1 of 4: Provide and maintain safe facilities that support instructional and recreational programming

What we will do:	Who will do it:	How we'll know:	Timeline:
Support the Demographic Trends & Facility Planning Committee	Board, committee	Planning committee will give a written report to administration	Initial reports by June/July ✓ Completed! Written Recommendation from Committee to the Board by August 2013
Conduct Demographic Study	UW-Madison Applied Population Lab	Completed Report	March 2013 ✓ Completed!
Initiate Facilities Study process	ADG Architects	Completed Reports	May 2013 ✓ Completed!

Strategic Goal 4: Practice good stewardship of resources

Objective 2 of 4: Advocate for improved public education funding

What we will do:	Who will do it:	How we'll know:	Timeline:
Work together with other governmental agencies to advocate for positive legislation for public education	Staff, administration, Board, community	Staff, administration, board notes or reports Passed legislation	Ongoing
Attend and actively participate in the WASB activities including the Delegate Assembly and other associations such as WASDA, WASBO, SAA	Board	Board and delegate assembly reports	Ongoing
Promote partnerships with businesses, community members and individuals	Superintendent, board, staff	Functioning partnerships	Reports as completed or in July

Strategic Goal 4: Practice good stewardship of resources

Objective 3 of 4: Maintain and promote financial stability that directly supports educational initiatives

What we will do:	Who will do it:	How we'll know:	Timeline:
Strategic goals will drive the budget	Board Budget Development Committee, school board, superintendent	Annual Meeting document, adopted budget	October
Review Strategic Plan to connect budget to strategic goals	Superintendent, business manager		

Strategic Goal 4: Practice good stewardship of resources

Objective 4 of 4: Develop policy to govern advertising and sponsorships of the schools

What we will do:	Who will do it:	How we'll know:	Timeline:
Write procedure to accompany policy	Administration and board, parents and community groups	Adopted and approved	By August 2013

Strategic Goal 5: Build trusting relationships and partnerships with the Community

Objective 1 of 4: Create open lines of communication with the community

What we will do:	Who will do it:	How we'll know:	Timeline:
Coffee with Connie, Evening "Library with Connie"	Superintendent	Survey and feedback Participation logs	Ongoing
Pre-board meeting sessions for community	Board	Attendance at sessions, feedback	Ongoing
Restructure and expand print media	Superintendent, Board, Administration	Publication three times per year	Ongoing

Strategic Goal 5: Build trusting relationships and partnerships with the Community

Objective 2 of 4: Develop relationships with other educational institutions

What we will do:	Who will do it:	How we'll know:	Timeline:
Take advantage of, and actively participate in community and regional education-related functions	Board, administration, staff	Participation reports	Ongoing

Strategic Goal 5: Build trusting relationships and partnerships with the Community

Objective 3 of 4: Expand and develop volunteer resources in the school district

What we will do:	Who will do it:	How we'll know:	Timeline:
Identify and communicate needs of both parties	Board, staff, community member	Expanded volunteer program	June/July update

Strategic Goal 5: Build trusting relationships and partnerships with the Community

Objective 4 of 4: Develop adult education program

What we will do:	Who will do it:	How we'll know:	Timeline:
Student/staff / community facilitated classes for adults	Board, Adult Education committee, staff	Course evaluations	2014/15 school year

Final Draft Adopted: 11/05/12

Final Adoption:



School District of Altoona
Facility Planning/Community Engagement Survey Proposal

**Prepared by:
Bill Foster
School Perceptions**

June 14, 2013

Introduction to School Perceptions

School Perceptions LLC is a Wisconsin-based, independent educational research firm that works with school districts, regional service agencies, as well as state and national organizations. Our mission is to help educational leaders gather, organize and use data to make strategic decisions.

Since our founding in 2002, over 10,000 schools have used School Perceptions to collect millions of survey responses from students, staff, parents, non-parents and community stakeholders.

Project Leadership

Project management and survey development will be led by Bill Foster, the President and Founder of School Perceptions. After graduating from the University of Wisconsin – Platteville with dual degrees in Engineering and Business Administration, Bill served the Kelch Corporation for 14 years as Vice-President and General Manager. During his time at Kelch, Bill volunteered at a local high school, first working with special needs students and ultimately designing and teaching a class offered to gifted high school seniors. This is when Bill developed an appreciation and passion for education. Bill lives in West Bend, Wisconsin with his wife Mary and three boys.

Also working on project management and survey development will be Chelsea Davis, the Research Analyst at School Perceptions. Chelsea graduated from the University of Wisconsin – Whitewater with a degree in Business Administration. While at UW-W, Chelsea played on and captained the Women's Golf Team. She continued her tenure with the team for two more years as the Assistant Head Coach. After graduating, Chelsea spent two years working at Eco-Latch Systems LLC, a company that produced sustainable packaging products for the purpose of maximizing efficiency and lowering material costs during work in process.

Providing software and technical support is Dr. Tim Mikula, Vice President of Technology for School Perceptions. Tim has been a school board member for ten years and a business partner for five years. Prior to joining School Perceptions, Tim was the president and CEO of System Management Software, Incorporated, a software company he founded in 1989 and later sold. In addition to private consulting, Tim has served as an adjunct professor of Computer Science and Statistics at St. Thomas University in St. Paul and as an analyst and consultant for 3M where he focused on Artificial Intelligence product development. He earned his bachelor, masters and doctoral degrees in Computer Science, with minors in Cognitive Science and Artificial Intelligence, from the University of Minnesota.

Six Major Strengths

School Perceptions has a proven record of excellence. The following is a summary of six factors that uniquely position School Perceptions to meet the needs of the School District of Altoona.

- 1) **A proven community engagement process:** We believe the process of asking questions works in two ways. Our community engagement process provides valuable insight into the community, while at the same time educating the community on the issues facing the District. Our experience has shown that asking the right questions in the right way is central to the success of the project.
- 2) **An objective and unbiased process:** Many times, surveys that are designed and administrated by a District are perceived as biased. Consequently, the results are deemed unusable, thus breaking trust with the community and undermining the entire process. By using School Perceptions, the process and results are viewed as credible.
- 3) **A proprietary survey platform:** School Perceptions' web-based survey platform has been built from the ground up to serve the unique needs of school districts. Our system has been proven to be extremely reliable and includes a survey access control system to ensure that an individual can only take the survey once. A paper version of the survey is also available for those without Internet access.
- 4) **Comparable and longitudinal data:** The School Perceptions survey system allows schools to easily compare their results with other schools: If 80% of your students feel safe at school, is that good or do you have a problem? By using our Master Questions®, we can provide question-level comparisons to other schools of similar size and social-economic settings; however individual school names are never shared. If the District uses the same survey questions over multiple years, our system will create longitudinal (year over year) comparison reports.
- 5) **A plan after the survey:** Gathering good data is only half of the challenge. Using the data to develop a plan after the survey is critical to the project's success. Based on our experience, we will work with the District to establish a realistic plan of action.
- 6) **A dedication to service and support:** As a Wisconsin-based Company, our staff is close by, dedicated and ready to help your team through each step of the process.

Similar Project/Referenda Experience

Over the past ten years, School Perceptions has conducted over 200 community survey projects, helping Districts navigate the strategic planning and referendum processes. We have learned what works and where Districts stumble. Below is a list of recent clients with similar projects:

Brown Deer School District

Contact: Deborah Kerr – Superintendent

Phone: 414-371-6755

Outcome: Successful capital referendum fall 2011

Nicolet School District

Contact: Rick Monroe – Superintendent

Phone: 414-351-7525

Outcome: Successful operational referendum spring 2011

Glendale-Riverhills School District

Contact: Larry Smalley – Superintendent

Phone: 414-351-7170

Outcome: Successful operational referendum spring 2011

Fall Creek School District

Contact: Joe Sanfelippo – Superintendent

Phone: 715-877-2123

Outcome: Successful capital referendum spring 2012

School District of La Crosse

Contact: Randy Nelson – Superintendent

Phone: 608-789-7600

Outcome: Successful capital referendum fall 2012

Edgerton School District

Contact: Dr. Dennis Pauli – Superintendent

Phone: 608-561-6100

Outcome: Successful capital referendum fall 2012

School District of Horicon

Contact: Gary Berger – Superintendent

Phone: 920-485-2898

Outcome: Successful capital referendum fall 2012

Project Background/Scope

The School District of Altoona serves over 1,500 students in grades K-12 in 3 buildings. With enrollment increasing, the District would like to evaluate various options for upgrading and expanding school facilities. The District is interested in engaging the community to understand their priorities and willingness to financially support various options. Conceptually, the project strategy and survey would be developed this summer with the survey deployed in the fall (2013).

Research Process and Cost

Phase 1: Strategy Development/Survey Design: \$3,700

Key elements:

- ✓ Includes one onsite meeting for survey design and planning purposes
- ✓ Assist in developing overall project strategy and timeline
- ✓ Assist in developing pre-survey community engagement communications
- ✓ Custom survey design for community stakeholders to plan and prioritize facility options for non parents, parents, and staff including:
 - Respondent information
 - Facility option prioritization
 - Funding support
 - Overall satisfaction
- ✓ Engage key internal stakeholders in the planning process
- ✓ Secure mailing list and printer

Phase 2: Survey Administration: \$3,400**

Key elements:

- ✓ Program customized content utilizing the School Perceptions proprietary software system
- ✓ Generate unique survey access codes or kiosk codes for each group
- ✓ Email launch staff survey
- ✓ Email launch to parents
- ✓ Generate an electronic printable version of the survey
- ✓ Help coordinate printing and mailing logistics
- ✓ Perform daily data back-up and software maintenance.

** Cost does not include printing or postage

Phase 3: Online Results Access/Written Report/Strategy Development: \$2,700

Key elements:

- ✓ Includes one onsite presentation
- ✓ Provide full access to all data online (password protected)
- ✓ Provide full/reverse segmentation capabilities
- ✓ Provide a written report within two weeks after all paper surveys have been received
- ✓ The report covers:
 - ◆ Process overview
 - ◆ Demographics
 - ◆ Summary of all data, disaggregated by key subgroups
 - ◆ Comment theme development and analysis
- ✓ Work with the District to establish a realistic data-driven plan of action

Optional services available for an additional fee:

1. **Site Visits:** This proposal includes two site visits. The majority of the project can be done via phone and electronically. If requested, additional site meetings for planning or presentation purposes will be charged at \$600 per visit plus mileage.
2. **Pre-paid postage envelopes:** School Perceptions can provide pre-paid envelopes at a cost of \$.05 each. This option allows respondents who choose to fill out a paper version of the survey to return it directly to School Perceptions for processing.
3. **Paper survey data entry/processing:** School Perceptions will manually enter all responses and comments for surveys mailed at a rate of \$1.80/survey. If the District chooses to use the pre-paid envelopes, return postage charge will be charged at the actual rate. The current business reply postal rate is: \$0.545 for 1 ounce or less.
4. **Additional data analysis:** Additional cross-tab analysis and/or in-depth comment analysis will be charged at \$60 per hour.
5. **Non-English Translation Service:** \$60 per hour

Please call 262.644.4300 ext. 7000 if you have any questions. If the proposal is acceptable, please sign and date below and fax it to 262.364.2717.

Sincerely,



Bill Foster
School Perceptions LLC

Proposal Accepted: **School District of Altoona**

Signature: _____ Date: _____

SCHOOL DISTRICT OF ALTOONA

2012-2013 Budget Revisions Expenditures

Fund 10								
Fd T Loc Obj Func Prj	Func	2012-13			2012-13	2012-13	2012-13	Unexpended
		<u>Original Budget</u>	<u>1st Revisions</u>	<u>2nd Revisions</u>	<u>Total Revisions</u>	<u>Revised Budget</u>	<u>FY Activity</u>	<u>Balance</u>
10 E --- 11----	UNDIFF CURRICULUM	2,972,373.00	13,100.00	21,186.00	34,286.00	3,006,659.00	3,006,486.01	172.99
10 E --- 12----	REGULAR CURRICULUM	4,136,442.00	(164,401.00)	(117,168.00)	(281,569.00)	3,854,873.00	3,853,737.86	1,135.14
10 E --- 13----	VOCATIONAL CURRICULUM	372,396.00		(17,733.00)	(17,733.00)	354,663.00	351,968.89	2,694.11
10 E --- 14----	PHYSICAL CURRICULUM	368,655.00		(10,251.00)	(10,251.00)	358,404.00	354,328.02	4,075.98
10 E --- 16----	CO-CURRICULAR ACTIVITIES	216,794.00		(5,314.00)	(5,314.00)	211,480.00	192,387.54	19,092.46
10 E --- 17----	SPECIAL NEEDS	95,474.00		-		95,474.00	85,854.68	9,619.32
10 E --- 21----	PUPIL SERVICES	478,341.00		-		478,341.00	468,619.59	9,721.41
10 E --- 22----	INSTRUCTIONAL STAFF SERVICES	836,052.00		159,500.00	159,500.00	995,552.00	994,879.86	672.14
10 E --- 23----	GENERAL ADMINISTRATION	357,154.00		3,500.00	3,500.00	360,654.00	359,932.67	721.33
10 E --- 24----	SCHOOL BUILDING ADMINISTRATION	721,311.00	22,570.00	7,000.00	29,570.00	750,881.00	748,947.78	1,933.22
10 E --- 25----	BUSINESS ADMINISTRATION	2,457,275.00		(80,655.00)	(80,655.00)	2,376,620.00	2,375,591.18	1,028.82
10 E --- 26----	CENTRAL SERVICES	78,897.00		-		78,897.00	69,506.65	9,390.35
10 E --- 27----	INSURANCE/DISTRICT	153,700.00		-		153,700.00	143,962.81	9,737.19
10 E --- 28----	DEBT SERVICES - SHORT TERM	50,300.00		(49,000.00)	(49,000.00)	1,300.00	333.34	966.66
10 E --- 29----	OTHER SUPPORT SERVICES	11,914.00	690.00	-	690.00	12,604.00	12,604.00	
10 E --- 41----	INTERFUND TRANSFERS	1,365,098.00		-		1,365,098.00	9,214.63	1,355,883.37
10 E --- 43----	GENERAL TUITION PAYMENTS	892,475.00	123,976.00	93,000.00	216,976.00	1,109,451.00	1,108,388.39	1,062.61
10 - -----	GENERAL	15,564,651.00	(4,065.00)	4,065.00	-	15,564,651.00	14,136,743.90	1,427,907.10
Fund 27								
27 E --- 15----	SPECIAL ED CURRICULUM	1,584,621.00	49,500.00	16,895.00	66,395.00	1,651,016.00	1,650,753.50	262.50
27 E --- 21----	PUPIL SERVICES	259,540.00		-		259,540.00	257,141.22	2,398.78
27 E --- 22----	INSTRUCTIONAL STAFF SERVICES	160,431.00		(33,920.00)	(33,920.00)	126,511.00	125,751.61	759.39
27 E --- 25----	BUSINESS ADMINISTRATION	37,206.00	10,000.00	6,000.00	16,000.00	53,206.00	52,652.60	553.40
27 E --- 43----	GENERAL TUITION PAYMENTS	387,859.00		(48,500.00)	(48,500.00)	339,359.00	322,442.41	16,916.59
27 E --- 49----	OTHER NON-PROGRAM TRANSACTIONS	9,000.00	25.00	-	25.00	9,025.00	9,024.14	0.86
27 - -----	SPECIAL EDUCATION FUND	2,438,657.00	59,525.00	(59,525.00)	-	2,438,657.00	2,417,765.48	20,891.52

SCHOOL DISTRICT OF ALTOONA

2012-2013 Budget Revisions Revenues

Fund 10								
		2012-13			2012-13	2012-13	2012-13	Unreceived
Fd T Loc Obj Func Prj	Src	<u>Original Budget</u>	<u>1st Revision</u>	<u>2nd Revision</u>	<u>Total Revisions</u>	<u>Revised Budget</u>	<u>FY Activity</u>	<u>Balance</u>
10 R 800 21- -----	TAXES	1,768,127.00				1,768,127.00	1,773,124.96	(4,997.96)
10 R 800 26- -----	NON-CAPITAL SALES	2,000.00	(1,840.00)	-	(1,840.00)	160.00	168.00	(8.00)
10 R 800 27- -----	SCHOOL ACTIVITY-INCOME	34,700.00	(2,800.00)	-	(2,800.00)	31,900.00	31,910.80	(10.80)
10 R 800 28- -----	INTEREST ON INVESTMENT	1,000.00		-		1,000.00	1,953.02	(953.02)
10 R 800 29- -----	OTHER REVENUES-LOCAL SOURCES	24,380.00		-		24,380.00	24,680.51	(300.51)
10 R 800 34- -----	GRANTS-OTHER SCHOOL DISTRICTS	1,085,975.00	(38,975.00)	-	(38,975.00)	1,047,000.00	1,047,554.66	(554.66)
10 R 800 51- -----	TRANSIT OF AIDS-INTERMED SRCES	63,387.00	(12,300.00)	(3,744.00)	(16,044.00)	47,343.00	59,347.58	(12,004.58)
10 R 800 54- -----	PAYMENT FOR SERVICES	800.00		-		800.00	800.00	
10 R 800 61- -----	STATE AID-CATEGORICAL	68,000.00		-		68,000.00	68,133.00	(133.00)
10 R 800 62- -----	STATE AID-GENERAL	9,810,578.00		-		9,810,578.00	9,810,578.00	
10 R 800 63- -----	SPECIAL PROJECTS GRANT	10,000.00		-		10,000.00	21,460.99	(11,460.99)
10 R 800 65- -----	SAGE GRANT	455,000.00	(35,585.00)	-	(35,585.00)	419,415.00	419,415.57	(0.57)
10 R 800 69- -----	OTHER REVENUE - STATE SOURCES	15,037.00		-		15,037.00	15,037.00	
10 R 800 75- -----	TITLE I	210,538.00	(10,538.00)	(2,800.00)	(13,338.00)	197,200.00	197,270.46	(70.46)
10 R 800 86- -----	SALES OF FIXED ASSETS	290,000.00		-		290,000.00	293,000.00	(3,000.00)
10 R 800 96- -----	ADJUSTMENTS	19,500.00	(3,800.00)	-	(3,800.00)	15,700.00	15,747.00	(47.00)
10 R 800 97- -----	REFUND OF DISBURSEMENT	37,000.00		-		37,000.00	41,134.59	(4,134.59)
10 R 800 99- -----	Other Miscellaneous Revenue	1,600.00	-	-	-	1,600.00	3,179.43	(1,579.43)
10 R --- -----	Revenue	<u>13,897,622.00</u>	<u>(105,838.00)</u>	<u>(6,544.00)</u>	<u>(112,382.00)</u>	13,785,240.00	13,824,495.57	(39,255.57)
Fund 50								
50 R 800 25- -----	FOOD SERVICE SALES	300,300.00	(29,000.00)	-	(29,000.00)	271,300.00	280,555.01	(9,255.01)
50 R 800 28- -----	INTEREST ON INVESTMENT	180.00		-		180.00	192.11	(12.11)
50 R 800 61- -----	STATE AID-CATEGORICAL	19,600.00	(1,460.00)	-	(1,460.00)	18,140.00	18,140.64	(0.64)
50 R 800 71- -----	FEDERAL AID-CATEGORICAL	350,000.00	(42,000.00)	(8,500.00)	(50,500.00)	299,500.00	310,913.49	(11,413.49)
50 R 800 73- -----	SPECIAL PROJECTS GRANTS	2,000.00	(2,000.00)	-	(2,000.00)	-	-	-
50 R --- -----	Revenue	<u>672,080.00</u>	<u>(74,460.00)</u>	<u>(8,500.00)</u>	<u>(82,960.00)</u>	589,120.00	609,801.25	(20,681.25)