



School District of Altoona

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

Greg Fahrman, Superintendent

www.altoona.k12.wi.us

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

Agenda

1. Call to Order
2. Roll Call
3. Reading of Public Notice
4. Pledge of Allegiance
5. Approval of Minutes
 - a. November 2, 2011 Special Meeting
 - b. November 7, 2011 Special Meeting
 - c. November 7, 2011 Regular Meeting
 - d. November 10, 2011 Special Meeting
6. Public Participation (All remarks are to be addressed to the Board; members of the public may not discuss among themselves as an audience. Board members may ask questions of a speaker; however, no formal deliberations are allowed at this time.)
 - a. Non-Agenda items - public comment and concern
 - b. Agenda items - public comment and concern
7. Treasurer's Report
 - a. Approval of Checks for Payment
 - (1) General fund checks totaling \$600,644.27
 - (2) Student activity fund checks totaling \$1,923.61
 - (3) Debt service checks totaling \$-0-
 - b. Approval of Treasurer's Report
8. Information
 - a. Committee Meeting Report
 - (1) Altoona Area Foundation, November 9
 - (2) Parks and Recreation Committee, November 14
 - b. General Information
 - (1) Policies for Discussion: IGDK-R – Altoona School District Activities Code and Fiscal Management Policies
 - c. President Report
 - (1) State Education Convention, January 17-20
 - d. Superintendent's Report
 - (1) Library Board Meeting, November 16
 - (2) Enrollment Update
 - (3) Budget Projection Update and Referendum Scope, Kathy Dahl

9. Board Action after Consideration and Discussion
 - a. Consider Extracurricular Resignations
 - b. Employment Recommendation to Fill Extracurricular Positions
 - c. Reconsider Scope of Spring Referendum

10. Adjournment

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



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ALTOONA BOARD OF EDUCATION
Special Meeting/Work Session
District Board Room
1903 Bartlett Avenue
November 2, 2011
8:00 a.m.

1. The Special Meeting/Work Session was called to order by Board President, Edward Bohn at 8:05 a.m. in the District Board Room.
2. Roll call was taken and the following were present:
Edward P. Bohn, President (left at 9:55 a.m.)
Helen S. Drawbert, Vice President
Robin E. Elvig, Clerk
Robert (Red) A. Hanks, Treasurer
Michael J. Hilger, Member
Gregory J. Fahrman, Superintendent
Joyce M. Orth, Board Secretary

Administrative team members were also present.
3. Reading of Public Notice. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Referendum. A recommendation from the Finance Advisory Committee to hold a spring referendum to exceed the revenue limit in the amount of \$1,500,000 each year of a four-year period beginning in 2012/13 was discussed. Budget projections show a deficit of nearly \$1,000,000 in 2015/16 without a referendum in place. Several other budget projection scenarios with and without a 1% salary increase, and with differing referendum amounts were also reviewed. The amount recommended by the Committee would provide some program options in addition to a solvent budget throughout the referendum period. While the board is for the most part supportive of the recommendation they will take up discussion again at their Regular Meeting on November 7, and take action on proceeding and referendum scope on either November 7 or 21. Official resolutions would be adopted by January 23, 2012.
6. Strategic Initiatives. The alignment of current practices with the District Mission along with proposals for new initiatives were reviewed. Mike Hilger submitted a proposal related to Mission bullet 7 that highlighted ways to encourage adult participation in recreation and learning.
7. Superintendent Search. The proposed process and timeline were discussed. The board will meet again on November 10, 8 to 10 a.m. to revisit the topic. Considerations will include job description, required and preferred qualifications, area(s) of emphasis, salary and search process.

8. Middle School Principal Position. While no action was taken, the board affirmed their intention to fully replace the position. Job description and search process will be discussed in the near future.
9. Employee Handbook Development. Cluster A superintendents will be meeting to discuss handbook development on November 18. As a first step in our district, the board negotiation team will most likely meet with union teams sometime following.
10. Schedule Follow-up Meeting. A follow-up meeting was scheduled for November 10, 8:00-10:00 a.m.
11. Adjournment. Motion by Elvig to adjourn at 11:50 a.m., seconded by Elvig. Elvig, yes; Hilger, yes; Hanks, yes; Drawbert, yes; Bohn, absent. Motion carried 4-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, November 7, 2011 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CPS, Board Secretary

District Clerk

Date

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ALTOONA BOARD OF EDUCATION

Special Meeting
District Board Room
November 7, 2011
5:30 p.m.

1. The Special Meeting of the Altoona Board of Education was called to order by Board President, Edward Bohn at 5:33 p.m. in the district board room.
2. Roll call was taken and the following were present:
Edward P. Bohn, President
Helen S. Drawbert, Vice President
Robin E. Elvig, Clerk
Robert (Red) A. Hanks, Treasurer
Michael J. Hilger, Member
Gregory J. Fahrman, Superintendent
Joyce M. Orth, Board Secretary
4. Pledge of Allegiance
5. Anticipated Closed Session as Per Section 19.85(1) (b), (1)(a) - Wisc. Statutes. Motion to Drawbert to adjourn into closed session at 5:34 p.m., seconded by Elvig. Hanks, yes; Drawbert, yes; Elvig, yes; Hilger, yes; Bohn, yes. Motion carried 5-0. a. Considering charges raised by a parent against an employee – 19.85 (1)(b); b. Board deliberation after hearing the charges raised by a parent against an employee, and the investigation thereof – 19.95 (1)(a). (Deliberations to be continued in a Closed Session included on the Regular Meeting agenda.)
6. Reconvene into Open Session and Take any Necessary Action. Motion by Elvig to reconvene at 6:34 p.m. and take no action, seconded by Hilger. Drawbert, yes; Elvig, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0.
7. Adjournment. Motion by Elvig to adjourn at 6:35 p.m., seconded by Drawbert. Elvig, yes; Hilger, yes; Hanks, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, November 7, 2011 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CPS, Board Secretary

District Clerk

Date

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ALTOONA BOARD OF EDUCATION
Regular Meeting
Altoona Commons Addition
November 7, 2011
6:30 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Edward Bohn at 6:46 p.m. in the Altoona commons addition.
2. Roll call was taken and the following were present:
Edward P. Bohn, President
Helen S. Drawbert, Vice President
Robin E. Elvig, Clerk
Robert (Red) A. Hanks, Treasurer
Michael J. Hilger, Member
Gregory J. Fahrman, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Approval of Minutes. a. October 24, 2011 Regular Meeting. Motion by Hanks to approve the minutes as presented, seconded by Elvig. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0.
6. Public Participation. a. Non-Agenda items - public comment and concern. (1) High school principal, Jeff Pepowski introduced Megan Kampa, student council president. Megan shared a photo gallery and update from homecoming week. A can-goods food drive was held in conjunction with homecoming with the theme "Can the Crickets." High school students also raked leaves for elderly residents on October 26. The student council is open to suggestions for other community projects. (2) Helen Drawbert distributed a proposal from the WASB for Superintendent Search Services. This will be reviewed at the Special Meeting scheduled for Thursday morning, 8:00 to 10:00 a.m. b. Agenda items - public comment and concern. None.
7. Treasurer's Report. a. Approval of Checks for Payment. Motion by Hanks to approve General Fund checks totaling \$829,752.09 and student Activity Fund checks totaling \$5,801.83 as presented, seconded by Hilger. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0. b. Approval of Treasurer's Report. Motion by Drawbert to approve the September 2011 Treasurer's Report as presented, seconded by Elvig. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0.
8. Information. **a. Administrative Report.** (1) Month of the Young Adolescent (MOYA) Workshops. Juanita Peck, VISTA shared participation numbers for the MOYA evening workshops held on October 6, 10, 13, 17 and 20. Topics included cyber bullying, homework success, adolescent development, PBIS,

math-thinkers, athletics, social media, etc. While low in attendance (23 total for all) all participants responded that the presentations were helpful. Upcoming activities were also reviewed.

(2) Elementary Reading Initiatives – Summer Program Highlights and Current Data. Chelsea Bellville, elementary principal, introduced Tara Betlach, reading specialist and Amanda Miller, Title 1 teacher. Tara and Amanda shared an overview of reading initiatives at Pedersen including target time and summer programs such as Books in the Park, summer reading challenge, reading mentors and the Kindle project. Summer programs were put in place to combat the “summer slide.” Current data shows a significant decrease in average reading level change for students with reading mentors (volunteer teachers, administrators, and support personnel), an average increase from -1.5% to +.2 for students with summer Kindles, and an increase in the percentage of students meeting and exceeding benchmarks in grades 2, 3 and 4. They also shared Assessment Wall data, and parent letters explaining each guided reading level and how parents can support their efforts at home. (3) Annual SAGE Report. Chelsea Bellville, and SAGE grade teachers, Bonita Norberg and Teresa Druckrey, kindergarten; Kathy Carlson, grade 1; Lisa Roff, grade 2; and Deanna Schleusner and Rachel Stilp, grade 3, presented the SAGE report with comparative data for 2000/01 to 2010/11. Even with increased proficiency levels and rigor, in 2010/11 students exceeded the benchmarks in each grade and subject area. (4) Pupil Nondiscrimination Self-Evaluation Report. Karen Henry, pupil services/curriculum director, presented the findings of the Pupil Nondiscrimination Self-Evaluation Report completed every five years. Methods, practices, curriculum and materials used in counseling; participation trends and patterns, school district support of athletic, extracurricular and recreational activities; and trends and patterns in awarding scholarships and other forms of recognition and achievement provided or administered by the school district were among the areas reviewed. (See 9.e. for board action.) **b. Committee Meeting Report.** None. **c. General Information.** None. (1) Announcement of Spring School Board Election. One school board seat is open for the April 3 spring election. Candidates must file a Declaration of Candidacy and nomination papers no later 5:00 p.m. on January 3, 2012. Paperwork will be available in the District Office, located in the Altoona Middle School (1903 Bartlett Avenue) during regular office hours 7:30 a.m. to 3:30 pm. Beginning December 1. (The District Office will be open until 5:00 p.m. on January 3, 2012 and closed for the holidays on December 23, 26, 30 and January 2.) **d. President Report.** (1) WASB Legislative Advocacy Conference. Red Hanks shared highlights from the November 5 conference held in Wisconsin Dells. Presentations were focused on the state’s fiscal and political climate and the impact on public education. State education leaders also shared an update concerning reform efforts. (2) WASB Educator Effectiveness and Compensation Seminar. The WASB will offer an Educator Effectiveness and Compensation Seminar on December 9 in Wausau. Topics include educator effectiveness and evaluation, and alternative compensation systems. (3) Example from WASB Consultant Regarding Staff Communications. Postponed. (4) Discussion Regarding Referendum and Scope of Referendum. The recommendation from the Educational Finance Advisory Committee to hold a spring referendum in the amount of \$1,500,000 each year for a four-year period was reconsidered. Their recommendation was a topic of significant discussion when it was presented to the board on November 2. (See 9.h. for board action.) **e. Superintendent’s Report.** (1) Enrollment Report. Student enrollments as of October 31 were presented: Pedersen, 633; middle school, 443; and high school 455 for a district total of 1531. (2) US Lamp Recognition Plaque. Greg Fahrman announced that the district received a plaque from US Lamp in recognition of our environmental commitment through the high performance lighting project.

9. Board Action after Consideration and Discussion. **a. Consider Employment Recommendation to Fill Part-time Foodservice Position**. Motion by Drawbert to employ Daniele Kuzelka as foodservice worker (three hours/day) as recommended, seconded by Hanks. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0. **b. Consider Employment Recommendation to Fill Part-time Special Education Aide Position**. Motion by Hanks to employ Tamara Lattimore as .32 special education aide as recommended, seconded by Elvig. Hilger, yes; Hanks, yes; Elvig, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0. **c. Consider Employment Recommendation to Fill Part-time (18 hours/wk) Limited Term Community Liaison Position**. Motion by Drawbert to employ Staci Sandstrom as limited term community liaison (18 hours/week through November 2012) as recommended, seconded by Elvig. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0.

- d. Consider 66.0301 Cooperative Agreement with the Eau Claire Area School District for Special Education Services for 2011/12. Motion by Hanks to approve the 66.0301 Cooperative Agreement with the Eau Claire Area School District for Special Education Services for 2011/12 in the amount of \$128,894 as presented seconded by Hilger. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0. e. Consider Approval of Pupil Nondiscrimination Self-Evaluation Report. Motion by Hanks to approve the Pupil Nondiscrimination Self-Evaluation Report as presented, seconded by Drawbert. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0. (See 8.a.(4)) f. Consider Final Adoption of Policy 662.3 Fund Balance. Motion by Elvig to approve final adoption of Policy 662.3 Fund Balance as presented, seconded by Hilger. Hilger, yes; Hanks, yes; Elvig, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0. g. Consider Final Adoption of Policy 665 – Fraud Prevention and Reporting. Motion by Hanks to approval final adoption of 665 – Fraud Prevention and Reporting as presented, seconded by Elvig. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0 h. Consider Action to Proceed with Referendum and Establish the Scope. Motion by Hanks to proceed with April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, specifying \$1,500,000 as the dollar amount for each of the 2012/13, 2013/14, 2014/15 and 2015/16 school years as recommended, seconded by Drawbert. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0. (See 8.d. (4))
10. Anticipated Closed Session as Per Section 19.85 (1) (a) - Wisc. Statutes. Motion by Elvig to adjourn into closed session at 8:11 p.m., seconded by Drawbert. Hanks, yes; Elvig, yes; Drawbert, yes; Hilger, yes; Bohn, yes. Motion carried 5-0. a. Consider Closed Session Minutes for June 20, 2011; b. Board deliberation after hearing the charges a raised by a parent against an employee, and the investigation thereof – 19.95 (1) (a).
11. Reconvene into Open Session and Take any Necessary Action. Motion by Hanks to reconvene into open session and take no action at 8:39 p.m., seconded by Elvig. Elvig, yes; Drawbert, yes; Hilger, yes; Hanks, yes; Bohn, yes. Motion carried 5-0.
12. Adjournment. Motion by Hanks to adjourn at 8:40 p.m., seconded by Elvig. Drawbert, yes; Hilger, yes; Hanks, yes; Elvig, yes; Bohn, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, November 21, 2011 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CPS, Board Secretary

District Clerk

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ALTOONA BOARD OF EDUCATION

Special Meeting/Work Session
Superintendent's Conference Room
1903 Bartlett Avenue
November 10, 2011
8:00 a.m.

1. The Special Meeting of the Altoona Board of Education was called to order by Board President, Edward Bohn at 8:02 a.m. in the superintendent's conference room.
2. Roll call was taken and the following were present:
Edward P. Bohn, President
Helen S. Drawbert, Vice President
Robin E. Elvig, Clerk; absent (arrived at 8:08 a.m.)
Robert (Red) A. Hanks, Treasurer
Michael J. Hilger, Member
Joyce M. Orth, Board Secretary
3. Superintendent Job Description/Search Considerations. Greg Fahrman shared his response to three questions submitted by Helen: (1) Knowing your school district, and all the various individuals, describe the kind of superintendent you envision working best with your employees, the community and the school board; (2) Now, looking at the financial, political and technological changes involved with today's education, does the superintendent description change? (3) What additional advice would you give your school board about searching for a new superintendent? With his feedback in the mind, the board reviewed the job description and the DPI Administrative Salary Report, discussed required and preferred qualifications, and preliminarily, possible areas of emphasis and salary. Required qualifications were determined to be Wisconsin certification, Master's degree or higher; and four years each of teaching administrative experience. There was discussion about hiring a WASB Search Services Consultant to assist with some aspects of the search process such as the initial applicant screening, essay questions for applicants and interview questions. A follow-up meeting was scheduled with the consultant for November 21, 8:00 a.m. The board would like input from staff and community regarding priority "leadership qualities" for a superintendent. Joyce will send an email to staff and put a preliminary notice on the website for community that an opportunity for input will be coming.
4. Adjournment. Motion by Hanks to adjourn at 10:33 a.m., seconded by Elvig. Elvig, yes; Hilger, yes; Hanks, yes; Drawbert, yes; Bohn, yes. Motion carried 5-0.

A follow-up special meeting/work session was scheduled with the WASB Search Services Consultant for November 21, 2011 at 8:00 a.m. The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, November 21, 2011 at 6:30 p.m. in the Altoona commons addition.

Joyce M. Orth CPS, Board Secretary

District Clerk

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POST	CHECK	CHECK ACCOUNT				VENDOR	INVOICE	AMOUNT
MONTH	DATE	NUMBER	NUMBER			DESCRIPTION		
November	11/07/2011	126995	10 L 000 000	811690	000	UW-EAU CLAIRE	Payroll accrual	148.17
							Totals for 126995	148.17
November	11/07/2011	126996	10 L 000 000	811690	000	VALUE AUTO MART OF EAU CL	Payroll accrual	50.00
							Totals for 126996	50.00
November	11/07/2011	126997	10 L 000 000	811680	000	WI SCTF	Payroll accrual	46.98
November	11/07/2011	126997	27 L 000 000	811680	000	WI SCTF	Payroll accrual	7.02
November	11/07/2011	126997	10 L 000 000	811680	000	WI SCTF	Payroll accrual	187.50
							Totals for 126997	241.50
November	11/07/2011	126998	10 E 100 230	110000	000	MINNESOTA LIFE INSURANCE	DEC 2011 BILLING NOV	5.71
November	11/07/2011	126998	10 E 200 230	120000	000	MINNESOTA LIFE INSURANCE	DEC 2011 BILLING NOV	5.54
November	11/07/2011	126998	10 E 400 230	120000	000	MINNESOTA LIFE INSURANCE	DEC 2011 BILLING NOV	5.54
November	11/07/2011	126998	10 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	534.69
November	11/07/2011	126998	27 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	75.90
November	11/07/2011	126998	50 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	22.06
November	11/07/2011	126998	80 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	0.00
November	11/07/2011	126998	99 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	2.77
November	11/07/2011	126998	10 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	219.20
November	11/07/2011	126998	27 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	24.97
November	11/07/2011	126998	50 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	2.66
November	11/07/2011	126998	80 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	0.00
November	11/07/2011	126998	99 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	0.71
November	11/07/2011	126998	10 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	534.69
November	11/07/2011	126998	27 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	75.90
November	11/07/2011	126998	50 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	22.06
November	11/07/2011	126998	80 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	0.00
November	11/07/2011	126998	99 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	2.77
November	11/07/2011	126998	10 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	219.20
November	11/07/2011	126998	27 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	24.97
November	11/07/2011	126998	50 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	2.66
November	11/07/2011	126998	80 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	0.00
November	11/07/2011	126998	99 L 000 000	811634	000	MINNESOTA LIFE INSURANCE	Payroll accrual	0.71
							Totals for 126998	1,782.71
November	11/03/2011	126999	10 E 800 411	256210	000	AIR COMMUNICATIONS OF WI,	INSTALL RADIO BASE AT STUDENT	469.00
							TRANSIT	
November	11/03/2011	126999	10 E 800 411	256210	000	AIR COMMUNICATIONS OF WI,	BATTERY	45.00

POST	CHECK	CHECK ACCOUNT	INVOICE	AMOUNT
MONTH	DATE	NUMBER NUMBER	VENDOR DESCRIPTION	
			Totals for 126999	514.00
November	11/03/2011	127000 10 E 800 411 221001 406	ALTOONA HOT LUNCH PROGRAM Advisory Committee Breakfast. Code: IT:ISS	7.02
			Totals for 127000	7.02
November	11/03/2011	127001 10 E 800 355 263300 000	AT&T 11/12 BLANKET ORDER - TELEPHONE	121.51
			Totals for 127001	121.51
November	11/03/2011	127002 10 E 800 435 221001 406	BUSINESS EDUCATION PUBLIS Virtual Business--sports. District License. Code:	1,000.00
			MAR: MM	
November	11/03/2011	127002 10 E 800 435 221910 000	BUSINESS EDUCATION PUBLIS Virtual Business--sports. District License. Code:	514.00
			MAR: MM	
			Totals for 127002	1,514.00
November	11/03/2011	127003 10 E 800 358 221910 000	CESA #10 Cash Match for Broadband Technology	15,000.00
			Totals for 127003	15,000.00
November	11/03/2011	127004 10 E 800 358 221910 000	CHARTER COMMUNICATIONS ACCOUNT: 8245114600040346 Internet service to Pre-K building	29.99
November	11/03/2011	127004 10 E 800 358 221910 000	CHARTER COMMUNICATIONS ACCOUNT: 8245117950004192 Internet Transport 40mbps	523.79
			Totals for 127004	553.78
November	11/03/2011	127005 10 E 400 411 121000 000	CONTINENTAL CLAY CO Continental Clay1100#s	596.87
			Totals for 127005	596.87
November	11/03/2011	127006 10 E 800 711 270000 000	EMC INSURANCE COMPANIES EMC INSURANCE	5,127.00
November	11/03/2011	127006 10 E 800 712 270000 000	EMC INSURANCE COMPANIES EMC INSURANCE	35,013.00
November	11/03/2011	127006 10 E 800 714 270000 000	EMC INSURANCE COMPANIES EMC INSURANCE	1,129.00
November	11/03/2011	127006 10 E 800 715 270000 000	EMC INSURANCE COMPANIES EMC INSURANCE	7,758.00
November	11/03/2011	127006 10 E 800 719 256800 000	EMC INSURANCE COMPANIES EMC INSURANCE	13,115.00
November	11/03/2011	127006 27 E 800 719 256800 011	EMC INSURANCE COMPANIES EMC INSURANCE	1,093.00
November	11/03/2011	127006 50 E 800 712 270000 000	EMC INSURANCE COMPANIES EMC INSURANCE	3,890.00

POST	CHECK	CHECK ACCOUNT			INVOICE	
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
					Totals for 127006	67,125.00
November	11/03/2011	127007	10 E 800 713 270000 000	EMPLOYERS ASSURANCE CO	POLICY: WCV 4234673 01	509.00
					Totals for 127007	509.00
November	11/03/2011	127008	27 E 700 411 158530 341	EVAN-MOOR EDUCATIONAL PUB	student supplies	64.97
					Totals for 127008	64.97
November	11/03/2011	127009	10 E 100 411 254300 000	THE FASTENAL COMPANY	PENETRATING LUBE, PB BLASTER	6.01
November	11/03/2011	127009	10 E 200 411 254300 000	THE FASTENAL COMPANY	PENETRATING LUBE, PB BLASTER	6.01
November	11/03/2011	127009	10 E 400 411 254300 000	THE FASTENAL COMPANY	PENETRATING LUBE, PB BLASTER	6.00
					Totals for 127009	18.02
November	11/03/2011	127010	10 E 800 310 263300 000	FIVE STAR TELECOM INC	Replacement of failed voicemail system	3,498.50
					Totals for 127010	3,498.50
November	11/03/2011	127011	10 E 100 411 253300 000	HILLYARD, INC - EAU CLAIR	WINDSOR VACUUM MAINTENANCE	21.08
November	11/03/2011	127011	10 E 200 411 253300 000	HILLYARD, INC - EAU CLAIR	WINDSOR VACUUM MAINTENANCE	21.08
November	11/03/2011	127011	10 E 400 411 253300 000	HILLYARD, INC - EAU CLAIR	WINDSOR VACUUM MAINTENANCE	21.09
November	11/03/2011	127011	10 E 100 411 253300 000	HILLYARD, INC - EAU CLAIR	HOSE, BRUSH	28.86
November	11/03/2011	127011	10 E 200 411 253300 000	HILLYARD, INC - EAU CLAIR	HOSE, BRUSH	28.86
November	11/03/2011	127011	10 E 400 411 253300 000	HILLYARD, INC - EAU CLAIR	HOSE, BRUSH	28.86
					Totals for 127011	149.83
November	11/03/2011	127012	10 E 800 353 258500 000	L & M MAIL SERVICE, INC.	11/12 - Blanket order/mail service	1,756.31
					Totals for 127012	1,756.31
November	11/03/2011	127013	10 E 400 310 125400 000	LIES, JUDY	Run-out Concert @ Trinity Lutheran	100.00
					Totals for 127013	100.00
November	11/03/2011	127014	10 E 800 432 222200 000	LOOKOUT BOOKS	Books selected from preview box	474.69
					Totals for 127014	474.69
November	11/03/2011	127015	10 E 400 411 136320 400	MENARDS (EAST - S HASTING	Menards blanket order for supplies	103.12

POST	CHECK	CHECK ACCOUNT		INVOICE		AMOUNT
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	
November	11/03/2011	127015	10 E 400 411 136320 400	MENARDS (EAST - S HASTING	Menards blanket order for supplies	545.64
					Totals for 127015	648.76
November	11/03/2011	127016	10 E 400 949 162120 000	MENOMONIE DANCE TEAM	entry fee for Menomonie Holiday Dance Competition 12/3/11	150.00
					Totals for 127016	150.00
November	11/03/2011	127017	10 E 800 470 120000 000	PEARSON EDUCATION	5 math activity books for 5th gr	99.74
					Totals for 127017	99.74
November	11/03/2011	127018	10 E 100 450 125100 000	PERIPOLE-BERGERAULT, INC	Recorder Cases - Resale- 450	46.95
					Totals for 127018	46.95
November	11/03/2011	127019	10 E 800 551 221910 000	ROOMPRO TECHNOLOGIES	Room Pro One Classroom w/Mic and installation for ES and MS commons	2,957.00
					Totals for 127019	2,957.00
November	11/03/2011	127020	10 E 100 320 254300 000	ROSHELL ELECTRIC, INC.	check out transformer at High School and repair wiring on Elementary Generator see invoice:	165.21
					Totals for 127020	165.21
November	11/03/2011	127021	10 E 400 320 254300 000	RTS ROOFING, INC.	repair roof leaks	284.18
					Totals for 127021	284.18
November	11/03/2011	127022	99 E 800 411 223720 000	OSSEO-FAIRCHILD SCHOOL DI	Teacher In-Service	240.94
					Totals for 127022	240.94
November	11/03/2011	127023	10 E 800 310 232100 000	SKEBBA, FRED	PUPIL NONDISCRIMINATION SELF EVALUATION	1,147.58
					Totals for 127023	1,147.58
November	11/03/2011	127024	10 E 200 450 125510 000	SPIRIT WIND PUBLISHING CO	Recorder Books for students	492.50
					Totals for 127024	492.50

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/03/2011	127025	80 E 700 411 161341 000	STAPLES	Binders for DI Teams	20.10
					Totals for 127025	20.10
November	11/03/2011	127026	10 E 800 537 256600 000	STUDENT TRANSIT EAU CLAIR	Blanket order 2011-12	1,200.00
November	11/03/2011	127026	10 E 800 320 256600 000	STUDENT TRANSIT EAU CLAIR	Blanket order 2011-12	8,518.93
November	11/03/2011	127026	27 E 800 320 256500 011	STUDENT TRANSIT EAU CLAIR	Blanket order 2011-12	843.44
November	11/03/2011	127026	10 E 400 341 256740 000	STUDENT TRANSIT EAU CLAIR	Lease of school bus w/driver for MS sports activities going to Delong on 9-22-11.	84.00
					Totals for 127026	10,646.37
November	11/03/2011	127027	10 E 200 440 125510 000	SWEETWATER SOUND, INC.	Furman PL-PLUS C (15A w/Voltmeter)	279.90
					Totals for 127027	279.90
November	11/03/2011	127028	10 E 100 411 110300 000	TEACHER DIRECT	Supplies for Sarah Roff	99.04
					Totals for 127028	99.04
November	11/03/2011	127029	10 E 800 551 221910 000	TIERNEY BROTHERS, INC.	SBX-880 Smartboards for rooms 2035 and 3305	9,598.00
					Totals for 127029	9,598.00
November	11/03/2011	127030	27 E 700 411 156600 347	TOYS FOR SPECIAL CHILDREN	assistive technology devices	159.90
					Totals for 127030	159.90
November	11/03/2011	127031	10 E 100 411 110101 000	TREND ENTERPRISES, INC.	2011-2012 school supplies	72.78
					Totals for 127031	72.78
November	11/03/2011	127032	10 E 100 440 254300 000	TWO-WAY COMMUNICATIONS, I	I replaced old portable radio with new one	195.00
November	11/03/2011	127032	10 E 100 320 254300 000	TWO-WAY COMMUNICATIONS, I	I repair portable radio	60.00
November	11/03/2011	127032	10 E 100 320 254300 000	TWO-WAY COMMUNICATIONS, I	I repair portable radio	38.65
					Totals for 127032	293.65
November	11/03/2011	127033	10 E 400 949 162120 000	WAUSAU SCHOOL DISTRICT	dance competition at Wausau East HS	290.00
					Totals for 127033	290.00

POST	CHECK	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
MONTH	DATE	NUMBER	NUMBER					DESCRIPTION		
November	11/03/2011	127034	10 E 800 310 231100 000				WISC DEPT OF JUSTICE	Background Checks	343.00	
								Totals for 127034	343.00	
November	11/07/2011	127035	50 E 800 320 257220 000				BENEDICT'S REFRIGERATION	repair of freezer door	329.29	
								Totals for 127035	329.29	
November	11/07/2011	127036	50 R 800 251 257240 000				BYROADE, BRAM	RETURN FS MONEY	36.50	
								Totals for 127036	36.50	
November	11/07/2011	127037	50 E 800 415 257250 000				COCA-COLA BOTTLING CO	blanket order for coke	194.50	
								Totals for 127037	194.50	
November	11/07/2011	127038	50 E 800 561 257220 000				GENERAL PARTS LLC MI 10	replacement wheels for HS salad bar unit	258.03	
								Totals for 127038	258.03	
November	11/07/2011	127040	50 E 800 415 257210 000				KEMPS	blanket order Kemps	465.52	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	468.38	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	22.20	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	182.20	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	22.20	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	918.12	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	1,022.20	
November	11/07/2011	127040	50 E 800 415 257210 000				KEMPS	blanket order Kemps	457.16	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	274.82	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	522.20	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	742.25	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	529.60	
November	11/07/2011	127040	50 E 800 415 257210 000				KEMPS	blanket order Kemps	462.44	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	256.16	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	522.20	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	297.03	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	1,029.60	
November	11/07/2011	127040	50 E 800 415 257220 000				KEMPS	blanket order Kemps	742.00	
November	11/07/2011	127040	50 E 800 415 257250 000				KEMPS	blanket order Kemps	22.20	
								Totals for 127040	8,958.48	
November	11/07/2011	127041	50 R 800 251 257220 000				PATHOS, SALLY	RETURN FS MONEY	26.05	
								Totals for 127041	26.05	

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/09/2011	127042	10 E 400 342 162210 000	WIAA	state football ticket order 2011	104.00
					Totals for 127042	104.00
November	11/10/2011	127043	10 E 200 411 120000 000	ALTOONA HOT LUNCH PROGRAM	Snack supplies for students unable to bring their own during WKCE testing grades 5-8	25.60
November	11/10/2011	127043	10 E 400 411 213000 000	ALTOONA HOT LUNCH PROGRAM	Breakfast Items for the Cluster A School Counselor's meeting: 10/21/11	9.94
					Totals for 127043	35.54
November	11/10/2011	127044	10 E 800 355 263300 000	AT&T	NOVEMBER INVOICE	1,117.79
					Totals for 127044	1,117.79
November	11/10/2011	127045	10 E 200 411 120000 000	CULLIGAN WATER SERVICE	WATER FOR MIDDLE SCHOOL OFFICE	14.70
November	11/10/2011	127045	10 E 100 411 110000 000	CULLIGAN WATER SERVICE	CULLIGAN ANNUAL ORDER	24.15
					Totals for 127045	38.85
November	11/10/2011	127046	10 E 400 310 120000 710	CHIPPEWA VALLEY TECHNICAL	Youth Option CVTC Fall 2011-12	2,047.65
					Totals for 127046	2,047.65
November	11/10/2011	127047	10 E 400 411 161306 000	DRAMATIC PUBLISHING CO	Royalties for One foot in Heaven	225.00
					Totals for 127047	225.00
November	11/10/2011	127048	10 E 800 310 263300 000	FIVE STAR TELECOM INC	STORED MESSAGES OF AND TESTED. REROUTED CALLS TO EXT 400	102.00
					Totals for 127048	102.00
November	11/10/2011	127049	10 E 400 411 126000 000	FLINN SCIENTIFIC INC.	laboratory supplies	50.88
					Totals for 127049	50.88
November	11/10/2011	127051	10 E 200 310 232200 000	ILLINOIS PBIS NETWORK	PBIS Natl. Convention-	195.00

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/10/2011	127051	10 E 200 310 232200 000	ILLINOIS PBIS NETWORK	Chicago,Il. Registration (2ele.coaches/2ms. coaches) x 200.00 = 800.00	195.00
November	11/10/2011	127051	10 E 200 310 232200 000	ILLINOIS PBIS NETWORK	PBIS Natl. Convention- Chicago,Il. Registration (2ele.coaches/2ms. coaches) x 200.00 = 800.00	195.00
Totals for 127051						585.00
November	11/10/2011	127052	10 E 400 341 256740 000	LITCHFIELD RENT A CAR	Van rental for tennis on October 17 & cross country on October 18, 2011	396.50
Totals for 127052						396.50
November	11/10/2011	127053	27 E 700 411 156600 347	MAYER-JOHNSON, LLC	assistive technology devices	69.99
Totals for 127053						69.99
November	11/10/2011	127054	10 E 400 411 136320 400	MENARDS (EAST - S HASTING	Menards blanket order for supplies	117.42
Totals for 127054						117.42
November	11/10/2011	127055	10 E 100 320 254300 000	THE MOOREFIELD GROUP INC	NOVEMBER 2011 WATER MANAGEMENT SERVICE	61.67
November	11/10/2011	127055	10 E 200 320 254300 000	THE MOOREFIELD GROUP INC	NOVEMBER 2011 WATER MANAGEMENT SERVICE	61.67
November	11/10/2011	127055	10 E 400 320 254300 000	THE MOOREFIELD GROUP INC	NOVEMBER 2011 WATER MANAGEMENT SERVICE	61.66
Totals for 127055						185.00
November	11/10/2011	127056	10 E 100 411 254300 000	PILTZ GLASS AND MIRROR IN	INSTALL CLEAR LAMI 3'X5'	76.00
November	11/10/2011	127056	10 E 200 411 254300 000	PILTZ GLASS AND MIRROR IN	INSTALL CLEAR LAMI 3'X5'	76.00
November	11/10/2011	127056	10 E 400 411 254300 000	PILTZ GLASS AND MIRROR IN	INSTALL CLEAR LAMI 3'X5'	76.00
Totals for 127056						228.00
November	11/10/2011	127057	10 E 400 411 125400 000	SCHMITT MUSIC CENTERS	Music for Clearwater Honors	59.22

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/10/2011	127057	10 E 200 320 254410 000	SCHMITT MUSIC CENTERS	Choir repair school CLARINET - C92993 - Vito Black Case - Austin Watson Totals for 127057	139.00 198.22
November	11/10/2011	127058	10 E 800 310 254300 000	SHRED AWAY	11/12 BLANKET/District Wide Shredding Totals for 127058	67.50 67.50
November	11/10/2011	127059	10 E 200 411 120600 000	STAPLES	supplies	81.14
November	11/10/2011	127059	10 E 400 411 126000 000	STAPLES	Office Supplies Totals for 127059	98.40 179.54
November	11/10/2011	127060	10 E 800 310 256210 000	ST JOSEPH'S HOSPITAL	for random drug/alcohol & driver license renewal physcal Totals for 127060	538.70 538.70
November	11/10/2011	127061	10 E 800 537 255400 000	STUDENT TRANSIT EAU CLAIR	RENT FOR OCT Totals for 127061	1,200.00 1,200.00
November	11/10/2011	127062	10 E 800 730 270000 000	UNEMPLOYMENT INSURANCE	ACCOUNT # 696007-000-2 OCTOBER INVOICE Totals for 127062	308.91 308.91
November	11/10/2011	127063	10 E 400 310 120000 710	UW-EAU CLAIRE BOOKSTORE	YO Options textbook for student: KS Totals for 127063	46.65 46.65
November	11/10/2011	127064	10 E 100 320 254300 000	WM OF NORTHERN WISCONSIN,	HOMEcoming DUMPSTER ROLL-OFF	34.45
November	11/10/2011	127064	10 E 200 320 254300 000	WM OF NORTHERN WISCONSIN,	HOMEcoming DUMPSTER ROLL-OFF	34.45
November	11/10/2011	127064	10 E 400 320 254300 000	WM OF NORTHERN WISCONSIN,	HOMEcoming DUMPSTER ROLL-OFF Totals for 127064	34.45 103.35
November	11/10/2011	127065	10 E 200 310 232200 000	WELLS FARGO CARD SERVICES	PBIS Natl. Convention- Chicago,Il. Registration (2ele.coaches/2ms. coaches) x 200.00 = 800.00	-195.00

POST	CHECK	CHECK ACCOUNT		INVOICE		AMOUNT
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	
November	11/10/2011	127065	10 E 200 310 232200 000	WELLS FARGO CARD SERVICES	PBIS Natl. Convention- Chicago,Il. Registration (2ele.coaches/2ms. coaches) x 200.00 = 800.00	195.00
					Totals for 127065	0.00
November	11/10/2011	127066	10 E 200 310 232200 000	ILLINOIS PBIS NETWORK	PBIS Natl. Convention- Chicago,Il. Registration	195.00
					Totals for 127066	195.00
November	11/14/2011	127067	10 E 400 342 162210 000	PSZENICZNY, GARY	4 coaches stipend for state tourney 2011	200.00
					Totals for 127067	200.00
November	11/07/2011	111200217	10 L 000 000 811670 000	AMERIPRISE FINANCIAL SERV	Payroll accrual	25.00
					Totals for 111200217	25.00
November	11/07/2011	111200218	10 L 000 000 811680 000	OKLAHOMA DEPARTMENT OF HU	Payroll accrual	74.91
					Totals for 111200218	74.91
November	11/03/2011	111200219	10 E 400 354 120000 000	BADGERLAND PRINTING INC.	Red hall passes.	396.00
					Totals for 111200219	396.00
November	11/03/2011	111200220	10 E 800 342 256210 000	BIRKENHOLZ, BRANDON	Meal Reimbursment. Hayward Highschool.	12.00
November	11/03/2011	111200220	10 E 800 342 256210 000	BIRKENHOLZ, BRANDON	Meal Reimbursement - New Richmond High School.	12.00
					Totals for 111200220	24.00
November	11/03/2011	111200221	10 E 800 342 231100 000	BOHN, EDWARD	Mileage Reimbursement	207.57
					Totals for 111200221	207.57
November	11/03/2011	111200222	10 E 100 320 254300 000	BRAUN CORPORATION LLC	QUARTERLY EXAM FOR 4 LIFTS	92.31
November	11/03/2011	111200222	10 E 400 320 254300 000	BRAUN CORPORATION LLC	QUARTERLY EXAM FOR 4 LIFTS	73.02
					Totals for 111200222	165.33
November	11/03/2011	111200223	99 E 800 342 223720 000	BRESINA, CHERYL	Mileage for Cluster A October (see log)	33.30
					Totals for 111200223	33.30

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/03/2011	111200224	27 E 800 342 223310 019	BURNS, DANA	Mileage from Sept. 26 to Oct. 20, 2011 (see log)	319.68
					Totals for 111200224	319.68
November	11/03/2011	111200225	10 E 800 420 223100 000	CHIPPEWA VALLEY SPORTING	football jerseys - to comply with WIAA regulations	3,150.00
November	11/03/2011	111200225	10 E 800 420 223100 000	CHIPPEWA VALLEY SPORTING	football jerseys - to comply with WIAA regulations	3,150.00
					Totals for 111200225	6,300.00
November	11/03/2011	111200226	10 E 100 411 110300 000	CLASSROOM DIRECT	Winsand classroom supplies	410.00
					Totals for 111200226	410.00
November	11/03/2011	111200227	10 E 400 411 162118 000	EMERSON, GREGORY	action city - end of year activity 10/25/11	100.00
					Totals for 111200227	100.00
November	11/03/2011	111200228	10 E 100 431 222200 000	FOLLETT LIBRARY RESOURCES	32 Books & 6 Playaways	262.75
November	11/03/2011	111200228	10 E 100 432 222200 000	FOLLETT LIBRARY RESOURCES	32 Books & 6 Playaways	584.82
November	11/03/2011	111200228	10 E 800 432 222200 000	FOLLETT LIBRARY RESOURCES	36 titles	569.09
					Totals for 111200228	1,416.66
November	11/03/2011	111200229	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	46.31
November	11/03/2011	111200229	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	46.31
November	11/03/2011	111200229	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	46.30
November	11/03/2011	111200229	10 E 100 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	35.65
November	11/03/2011	111200229	10 E 200 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	35.65
November	11/03/2011	111200229	10 E 400 320 254300 000	G & K SERVICES, INC.	Blanket P.O.	35.64
					Totals for 111200229	245.86
November	11/03/2011	111200230	10 E 100 411 254300 000	GRAINGER	V BELT 48 IN	28.88
November	11/03/2011	111200230	10 E 200 411 254300 000	GRAINGER	V BELT 48 IN	28.88
November	11/03/2011	111200230	10 E 400 411 254300 000	GRAINGER	V BELT 48 IN	28.88
					Totals for 111200230	86.64
November	11/03/2011	111200231	10 E 800 342 231100 000	HILGER, MICHAEL	Mileage on 09/29/11 to Chula Vista Resort, WI Dells and meal	164.05

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
					Totals for 111200231	164.05
November	11/03/2011	111200232	10 E 100 320 254300 000	JOHNSON CONTROLS, INC.	Repairs to RTU 4 and replaced thermostat in district office workroom	363.43
November	11/03/2011	111200232	10 E 200 320 254300 000	JOHNSON CONTROLS, INC.	Repairs to RTU 4 and replaced thermostat in district office workroom	124.19
November	11/03/2011	111200232	10 E 100 320 254300 000	JOHNSON CONTROLS, INC.	repairs to RTU 8 and 6	222.81
November	11/03/2011	111200232	10 E 200 320 254300 000	JOHNSON CONTROLS, INC.	repairs to RTU 8 and 6	740.99
					Totals for 111200232	1,451.42
November	11/03/2011	111200233	10 E 400 470 125500 000	JW PEPPER & SON INC.	music	104.44
					Totals for 111200233	104.44
November	11/03/2011	111200235	10 E 800 342 256210 000	LEON, MISTI	Meal reimbursement for Girls Tennis to Onalaska.	3.37
November	11/03/2011	111200235	10 E 800 342 256210 000	LEON, MISTI	Meal Reimbursement C-team Football to Colby.	5.28
November	11/03/2011	111200235	10 E 800 342 256210 000	LEON, MISTI	Meal Reimbursement for Varsity Girls Tennis to New Richmond.	7.34
November	11/03/2011	111200235	10 E 800 342 256210 000	LEON, MISTI	Meal Reimbursement for Varsity Girls Tennis to New Richmond.	6.29
November	11/03/2011	111200235	10 E 800 342 256210 000	LEON, MISTI	Meal Reimbursement for High School Girls Volleyball to New Richmond.	10.00
November	11/03/2011	111200235	10 E 800 342 256210 000	LEON, MISTI	Meal Reimbursement for High School Girls Volleyball to New Richmond.	8.00
November	11/03/2011	111200235	10 E 800 342 256210 000	LEON, MISTI	Meal Reimbursment for High School Tennis to Onalaska.	8.00
					Totals for 111200235	48.28
November	11/03/2011	111200236	27 E 700 411 158310 341	MARCZINKE, STEVE	SPED EBD trip Mileage	233.10
					Totals for 111200236	233.10
November	11/03/2011	111200237	10 E 200 320 254410 000	MORGAN MUSIC COMPANY	repair/flush school trumpet	60.00

POST	CHECK	CHECK ACCOUNT			INVOICE	
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/03/2011	111200237	10 E 200 320 254410 000	MORGAN MUSIC COMPANY	repair school trombone	40.00
					Totals for 111200237	100.00
November	11/03/2011	111200238	10 E 100 320 254300 000	NET GUARD SECURITY SOLUTI	replaced battery in security system.	72.95
November	11/03/2011	111200238	10 E 100 320 254300 000	NET GUARD SECURITY SOLUTI	2011 Fire system annual Inspection for H.S./ M.S./ Elem.	632.00
November	11/03/2011	111200238	10 E 200 320 254300 000	NET GUARD SECURITY SOLUTI	2011 Fire system annual Inspection for H.S./ M.S./ Elem.	632.00
November	11/03/2011	111200238	10 E 400 320 254300 000	NET GUARD SECURITY SOLUTI	2011 Fire system annual Inspection for H.S./ M.S./ Elem.	632.00
					Totals for 111200238	1,968.95
November	11/03/2011	111200239	10 E 100 411 110300 000	REALLY GOOD STUFF, INC.	Classroom Supplies for Sarah Roff	244.57
					Totals for 111200239	244.57
November	11/03/2011	111200240	10 E 400 949 162120 000	REGIS HIGH SCHOOL	Rambler Invite Dance Competition	295.00
					Totals for 111200240	295.00
November	11/03/2011	111200241	10 E 400 411 121000 000	SAX ARTS & CRAFTS	art supplies	1,122.14
					Totals for 111200241	1,122.14
November	11/03/2011	111200242	27 E 700 411 158530 517	SCHOOL SPECIALTY INC.	classroom supplies	38.27
					Totals for 111200242	38.27
November	11/03/2011	111200243	21 E 800 411 214400 859	SCHUBRING, ANITA	1 wheel chair	12.47
November	11/03/2011	111200243	21 E 800 411 126000 851	SCHUBRING, ANITA	2 Used Wheel Chairs	60.00
					Totals for 111200243	72.47
November	11/03/2011	111200244	10 E 200 411 120500 000	STAMOS, MARY	Scholastic Book Clubs order	24.00
					Totals for 111200244	24.00
November	11/03/2011	111200245	10 E 100 411 254300 000	VIKING ELECTRIC SUPPLY IN	MED IF SAFE LINE	7.44
November	11/03/2011	111200245	10 E 200 411 254300 000	VIKING ELECTRIC SUPPLY IN	MED IF SAFE LINE	7.44

POST	CHECK	CHECK ACCOUNT					INVOICE		AMOUNT
MONTH	DATE	NUMBER	NUMBER			VENDOR	DESCRIPTION		
November	11/03/2011	111200245	10 E 400 411 254300 000			VIKING ELECTRIC SUPPLY IN	MED IF SAFE LINE	7.44	
November	11/03/2011	111200245	10 E 100 411 254300 000			VIKING ELECTRIC SUPPLY IN	HPS MEDIUM, MED IF SAFE LINE	15.32	
November	11/03/2011	111200245	10 E 200 411 254300 000			VIKING ELECTRIC SUPPLY IN	HPS MEDIUM, MED IF SAFE LINE	15.32	
November	11/03/2011	111200245	10 E 400 411 254300 000			VIKING ELECTRIC SUPPLY IN	HPS MEDIUM, MED IF SAFE LINE	15.32	
							Totals for 111200245	68.28	
November	11/07/2011	111200246	50 E 800 415 257220 000			CEDAR CREST ICE CREAM	blanket order for Cedar Crest	300.24	
November	11/07/2011	111200246	50 E 800 415 257250 000			CEDAR CREST ICE CREAM	blanket order for Cedar Crest	518.88	
							Totals for 111200246	819.12	
November	11/07/2011	111200247	50 E 800 415 257220 000			DOMINOS PIZZA	blanket order for Domino's pizza	375.00	
November	11/07/2011	111200247	50 E 800 415 257220 000			DOMINOS PIZZA	blanket order for Domino's pizza	375.00	
November	11/07/2011	111200247	50 E 800 415 257220 000			DOMINOS PIZZA	blanket order for Domino's pizza	360.00	
November	11/07/2011	111200247	50 E 800 415 257220 000			DOMINOS PIZZA	blanket order for Domino's pizza	345.00	
							Totals for 111200247	1,455.00	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	50.44	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	101.87	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	174.17	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	68.41	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	167.94	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	82.21	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	30.89	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	21.43	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	105.26	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	54.04	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	172.06	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	40.00	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	161.24	
November	11/07/2011	111200250	50 E 800 415 257220 000			EARTHGRAINS BAKING CO. IN	blanket order for earthgrains	123.37	
							Totals for 111200250	1,353.33	
November	11/07/2011	111200251	50 E 800 411 257220 000			ECOLAB, INC	blanket order Eco-Lab	357.22	
							Totals for 111200251	357.22	

POST	CHECK	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
MONTH	DATE	NUMBER	NUMBER					DESCRIPTION		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-58.11	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-24.76	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-23.40	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-20.36	
November	11/07/2011	111200257	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	1,193.48	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	1,804.43	
November	11/07/2011	111200257	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	127.41	
November	11/07/2011	111200257	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	187.77	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-21.77	
November	11/07/2011	111200257	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	766.38	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	1,207.66	
November	11/07/2011	111200257	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	197.95	
November	11/07/2011	111200257	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	144.41	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	5.00	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-125.98	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-26.76	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	-251.96	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	20.36	
November	11/07/2011	111200257	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	853.70	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	2,748.82	

POST	CHECK	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
MONTH	DATE	NUMBER	NUMBER					DESCRIPTION		
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	137.22	
								Foodservice		
November	11/07/2011	111200257	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	315.45	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	104.80	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	209.60	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	1,336.40	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	2,615.41	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	330.65	
								Foodservice		
November	11/07/2011	111200257	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	180.91	
								Foodservice		
November	11/07/2011	111200257	50 E 800 551 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	819.54	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	43.75	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	-78.60	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	653.55	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	3,000.80	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	142.79	
								Foodservice		
November	11/07/2011	111200257	50 E 800 419 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	313.12	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	1,212.04	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	1,935.55	
								Foodservice		
November	11/07/2011	111200257	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	234.03	
								Foodservice		
November	11/07/2011	111200257	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead	440.64	
								Foodservice		

POST	CHECK	CHECK ACCOUNT						VENDOR	INVOICE	AMOUNT
MONTH	DATE	NUMBER	NUMBER					DESCRIPTION		
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	8.75	
November	11/07/2011	111200257	50 E 800 415 257210 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	520.91	
November	11/07/2011	111200257	50 E 800 415 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	2,646.86	
November	11/07/2011	111200257	50 E 800 415 257250 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	23.90	
November	11/07/2011	111200257	50 E 800 419 257220 000				INDIANHEAD FOODSERVICE DI	blanket order for Indianhead Foodservice	215.98	
Totals for 111200257									26,068.32	
November	11/07/2011	111200258	50 E 800 415 257220 000				MCKEE FOODS CORPORATION	blanket order for McKee	365.44	
November	11/07/2011	111200258	50 E 800 415 257220 000				MCKEE FOODS CORPORATION	blanket order for McKee	128.00	
November	11/07/2011	111200258	50 E 800 415 257250 000				MCKEE FOODS CORPORATION	blanket order for McKee	15.50	
Totals for 111200258									508.94	
November	11/10/2011	111200259	10 E 800 342 256210 000				BIRKENHOLZ, BRANDON	Meal Reimbursement High School Show Chior to Chippewa falls High School.	12.00	
Totals for 111200259									12.00	
November	11/10/2011	111200260	10 E 800 571 223100 000				CESSPOOL CLEANER COMPANY	porta potty for October 2011	234.35	
Totals for 111200260									234.35	
November	11/10/2011	111200261	10 E 800 354 252000 000				EAU CLAIRE PRESS COMPANY	Legal ad on Oct. 24, 2011 ACCOUNT #001054	30.28	
November	11/10/2011	111200261	10 E 800 354 231100 000				EAU CLAIRE PRESS COMPANY	ANNUAL BUDGET MEETING AD ACCOUNT # 715839606300	115.92	
November	11/10/2011	111200261	10 E 800 354 252000 000				EAU CLAIRE PRESS COMPANY	ANNUAL BUDGET MEETING AD ACCOUNT # 715839606300	115.92	
Totals for 111200261									262.12	
November	11/10/2011	111200262	10 E 100 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	40.14	
November	11/10/2011	111200262	10 E 200 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	40.14	
November	11/10/2011	111200262	10 E 400 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	40.14	
November	11/10/2011	111200262	10 E 100 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	35.65	
November	11/10/2011	111200262	10 E 200 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	35.65	
November	11/10/2011	111200262	10 E 400 320 254300 000				G & K SERVICES, INC.	Blanket P.O.	35.64	

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
					Totals for 111200262	227.36
November	11/10/2011	111200263	10 E 100 320 254300 000	GARBERS ELECTRIC MOTOR	BT G BRG ASSY 185260, INSERTS, REPAR OF METOR	365.70
November	11/10/2011	111200263	10 E 200 320 254300 000	GARBERS ELECTRIC MOTOR	BT G BRG ASSY 185260, INSERTS, REPAR OF METOR	365.70
November	11/10/2011	111200263	10 E 400 320 254300 000	GARBERS ELECTRIC MOTOR	BT G BRG ASSY 185260, INSERTS, REPAR OF METOR	365.70
					Totals for 111200263	1,097.10
November	11/10/2011	111200264	10 E 400 411 162308 000	GRASER, PHILLIP	re-imburse for 4 wheeler for cross country set up 10/11/11	19.01
					Totals for 111200264	19.01
November	11/10/2011	111200265	10 E 100 342 110102 000	HINTGEN, SUSAN	Mileage to statewide 4K Coordinators' Meeting (Stevens Point) on November 9, 2011.	150.96
					Totals for 111200265	150.96
November	11/10/2011	111200266	10 E 100 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON, SOIL BAG	4.82
November	11/10/2011	111200266	10 E 200 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON, SOIL BAG	4.82
November	11/10/2011	111200266	10 E 400 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON, SOIL BAG	4.82
November	11/10/2011	111200266	10 E 100 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON	4.82
November	11/10/2011	111200266	10 E 200 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON	4.82
November	11/10/2011	111200266	10 E 400 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON	4.82
November	11/10/2011	111200266	10 E 100 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON, SOIL BAG	4.82
November	11/10/2011	111200266	10 E 200 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON, SOIL BAG	4.82
November	11/10/2011	111200266	10 E 400 320 254300 000	HUEBSCH LINEN & IND.	MS THERESA, RON, SOIL BAG	4.82
November	11/10/2011	111200266	10 E 100 320 254300 000	HUEBSCH LINEN & IND.	Blanket PO	4.82
November	11/10/2011	111200266	10 E 200 320 254300 000	HUEBSCH LINEN & IND.	Blanket PO	4.82
November	11/10/2011	111200266	10 E 400 320 254300 000	HUEBSCH LINEN & IND.	Blanket PO	4.82
					Totals for 111200266	57.84
November	11/10/2011	111200267	10 E 400 470 125500 000	JW PEPPER & SON INC.	AMAZING GRACE, EASY DUETS, FIVE DUETS, I SAW THREE SHIPS	104.44
November	11/10/2011	111200267	10 E 400 470 125500 000	JW PEPPER & SON INC.	EARTH DANCE, MISTER GRINCH	117.99
					Totals for 111200267	222.43

POST	CHECK	CHECK ACCOUNT		INVOICE					
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION			AMOUNT	
November	11/10/2011	111200268	27 E 800 370 436000 341	L E PHILLIPS CAREER DEVEL	ALTERNATE YOUTH PROGRAM			1,779.25	
					Totals for 111200268			1,779.25	
November	11/10/2011	111200269	10 E 200 411 121000 000	SAX ARTS & CRAFTS	art supplies			92.87	
					Totals for 111200269			92.87	
November	11/10/2011	111200270	10 E 800 342 256210 000	SALTER, DOUGLAS	trip to hayward with varsity girls volleyball.			9.58	
					Totals for 111200270			9.58	
November	11/10/2011	111200271	10 E 100 417 110000 000	SCHOOL SPECIALTY INC.	CREDIT 11X17 COPY PAPER			-72.00	
November	11/10/2011	111200271	10 E 400 431 127000 000	SCHOOL SPECIALTY INC.	Student White Boards			80.70	
					Totals for 111200271			8.70	
November	11/10/2011	111200272	10 E 100 411 254300 000	VIKING ELECTRIC SUPPLY IN MH MOGUL				9.67	
November	11/10/2011	111200272	10 E 200 411 254300 000	VIKING ELECTRIC SUPPLY IN MH MOGUL				9.67	
November	11/10/2011	111200272	10 E 400 411 254300 000	VIKING ELECTRIC SUPPLY IN MH MOGUL				9.68	
					Totals for 111200272			29.02	
November	11/10/2011	111200273	10 E 100 411 121000 000	WALTHER, DONNA	King Tut Exhibit book, soundtrack, mousepad, etc. reimbursement			66.92	
					Totals for 111200273			66.92	
November	11/08/2011	201100235	10 E 400 942 162117 000	WELLS FARGO CARD SERVICES	coaches clinic - head coach			99.00	
					Totals for 201100235			99.00	
November	11/08/2011	201100236	10 E 800 942 232100 000	WELLS FARGO CARD SERVICES	Registration WASDA Drive-in			55.00	
					Totals for 201100236			55.00	
November	11/08/2011	201100237	10 E 800 941 231100 000	WELLS FARGO CARD SERVICES	WASB Region 4 Meeting			182.00	
					Totals for 201100237			182.00	
November	11/08/2011	201100238	10 E 800 941 231100 000	WELLS FARGO CARD SERVICES	WSAA/WASB School Law Seminar			210.00	
					Totals for 201100238			210.00	
November	11/08/2011	201100239	10 E 800 551 221910 000	WELLS FARGO CARD SERVICES	Projector, mounts and DVD/VHS Combo Players			2,608.00	
					Totals for 201100239			2,608.00	

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
November	11/08/2011	201100240	27 E 700 411 158760 341	WELLS FARGO CARD SERVICES	materials for making fleece blankets Totals for 201100240	78.51 78.51
November	11/08/2011	201100241	27 E 700 342 223300 341	WELLS FARGO CARD SERVICES	Meals for team members while away at staff development Totals for 201100241	55.90 55.90
November	11/08/2011	201100242	27 E 700 342 223300 341	WELLS FARGO CARD SERVICES	Meals for team members while away at staff development Totals for 201100242	29.00 29.00
November	11/08/2011	201100243	27 E 700 342 223300 341	WELLS FARGO CARD SERVICES	Glacier Canyon for next year's PBIS conference in WI Dells Totals for 201100243	634.95 634.95
November	11/08/2011	201100244	27 E 700 342 223300 341	WELLS FARGO CARD SERVICES	hotel room for RtI conference Totals for 201100244	226.66 226.66
November	11/08/2011	201100245	10 E 200 411 120600 000	WELLS FARGO CARD SERVICES	Classroom supplies Totals for 201100245	86.40 86.40
November	11/08/2011	201100246	80 E 700 943 161341 000	WELLS FARGO CARD SERVICES	Registration For Destination ImagiNation Totals for 201100246	765.00 765.00
November	11/08/2011	201100247	10 E 200 411 120000 702	WELLS FARGO CARD SERVICES	Spelling Bee Registration for Middle School Totals for 201100247	109.00 109.00
November	11/08/2011	201100248	10 E 200 411 120600 000	WELLS FARGO CARD SERVICES	Supplies for social studies. Totals for 201100248	45.57 45.57
November	11/08/2011	201100249	80 E 200 943 124000 706	WELLS FARGO CARD SERVICES	Registration for Math Counts Totals for 201100249	80.00 80.00
November	11/08/2011	201100250	10 E 200 411 120500 000	WELLS FARGO CARD SERVICES	library cards and envelopes	114.87

POST MONTH	CHECK DATE	CHECK NUMBER	ACCOUNT NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
					for classroom libraries in 5th grade	
					Totals for 201100250	114.87
November	11/08/2011	201100251	10 E 100 342 221400 000	WELLS FARGO CARD SERVICES	PBIS national convention - hotels and meals	667.68
					Totals for 201100251	667.68
November	11/08/2011	201100252	10 E 100 411 110100 000	WELLS FARGO CARD SERVICES	General School Supplies	159.43
					Totals for 201100252	159.43
November	11/08/2011	201100253	10 E 400 470 120000 000	WELLS FARGO CARD SERVICES	CREDIT	-1,248.24
					Totals for 201100253	-1,248.24
November	11/08/2011	201100254	10 E 400 411 241000 000	WELLS FARGO CARD SERVICES	AWSA Convention Registration	220.00
					Totals for 201100254	220.00
November	11/08/2011	201100255	27 E 700 413 158760 341	WELLS FARGO CARD SERVICES	Food items for cooking and for in room.	50.24
					Totals for 201100255	50.24
November	11/08/2011	201100256	27 E 700 411 158740 341	WELLS FARGO CARD SERVICES	Teacher chairs	389.97
					Totals for 201100256	389.97
November	11/08/2011	201100257	10 E 800 411 221001 406	WELLS FARGO CARD SERVICES	Student classroom supplies. \$1220 Code: IT:ISS -- yearbook camera and portable hard drive, \$100 FIN:A -- flashdrives	1,384.85
					Totals for 201100257	1,384.85
November	11/08/2011	201100258	27 E 700 411 158310 341	WELLS FARGO CARD SERVICES	Attend the Great Lakes School- Based Behavior Solutions Summit in De Forest, WI on October 11 & 12th. Costs cover the conference registration, hotel and meals.	140.00
					Totals for 201100258	140.00

POST	CHECK	CHECK ACCOUNT		INVOICE					
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION				AMOUNT
November	11/08/2011	201100259	10 E 400 411 126000 000	WELLS FARGO CARD SERVICES	Books				310.26
					Totals for 201100259				310.26
November	11/08/2011	201100260	10 E 400 411 124000 000	WELLS FARGO CARD SERVICES	algebra II textbooks				232.25
					Totals for 201100260				232.25
November	11/07/2011	201100271	10 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual				566.32
November	11/07/2011	201100271	27 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual				433.00
November	11/07/2011	201100271	10 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual				977.81
November	11/07/2011	201100271	27 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual				83.50
November	11/07/2011	201100271	80 L 000 000 811614 000	EMPLOYEE BENEFITS COOPERA	Payroll accrual				22.50
					Totals for 201100271				2,083.13
November	11/07/2011	201100272	10 L 000 000 811670 000	HORACE MANN LIFE INS COMP	Payroll accrual				469.00
November	11/07/2011	201100272	27 L 000 000 811670 000	HORACE MANN LIFE INS COMP	Payroll accrual				16.00
November	11/07/2011	201100272	99 L 000 000 811670 000	HORACE MANN LIFE INS COMP	Payroll accrual				200.00
					Totals for 201100272				685.00
November	11/07/2011	201100273	10 L 000 000 811671 000	GREAT-WEST RETIREMENT SER	Payroll accrual				1,903.50
November	11/07/2011	201100273	27 L 000 000 811671 000	GREAT-WEST RETIREMENT SER	Payroll accrual				500.00
					Totals for 201100273				2,403.50
November	11/07/2011	201100274	10 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				559.50
November	11/07/2011	201100274	50 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				10.00
November	11/07/2011	201100274	80 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				7.50
November	11/07/2011	201100274	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				4,271.82
November	11/07/2011	201100274	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				606.42
November	11/07/2011	201100274	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				164.68
November	11/07/2011	201100274	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				118.13
November	11/07/2011	201100274	99 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				22.65
November	11/07/2011	201100274	10 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				26,726.73
November	11/07/2011	201100274	27 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				3,194.88
November	11/07/2011	201100274	50 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				692.59
November	11/07/2011	201100274	80 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				549.36
November	11/07/2011	201100274	99 L 000 000 811612 000	WELLS FARGO BANK	Payroll accrual				108.18
November	11/07/2011	201100274	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				12,373.36
November	11/07/2011	201100274	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				1,756.55
November	11/07/2011	201100274	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual				477.04

POST	CHECK	CHECK ACCOUNT			INVOICE	
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/07/2011	201100274	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	342.14
November	11/07/2011	201100274	99 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	65.62
					Totals for 201100274	52,047.15
November	11/07/2011	201100275	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	4,271.82
November	11/07/2011	201100275	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	606.42
November	11/07/2011	201100275	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	164.68
November	11/07/2011	201100275	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	118.13
November	11/07/2011	201100275	99 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	22.65
November	11/07/2011	201100275	10 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	18,265.46
November	11/07/2011	201100275	27 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	2,593.02
November	11/07/2011	201100275	50 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	704.25
November	11/07/2011	201100275	80 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	505.08
November	11/07/2011	201100275	99 L 000 000 811611 000	WELLS FARGO BANK	Payroll accrual	96.87
					Totals for 201100275	27,348.38
November	11/07/2011	201100276	10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	14,996.01
November	11/07/2011	201100276	27 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	2,086.97
November	11/07/2011	201100276	50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	412.82
November	11/07/2011	201100276	80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	355.29
November	11/07/2011	201100276	99 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	68.01
November	11/07/2011	201100276	10 L 000 000 811690 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	21.00
November	11/07/2011	201100276	50 L 000 000 811690 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	102.23
November	11/07/2011	201100276	10 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	32.50
November	11/07/2011	201100276	50 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	55.00
November	11/07/2011	201100276	80 L 000 000 811613 000	WISCONSIN DEPT OF REVENUE	Payroll accrual	7.50
					Totals for 201100276	18,137.33
November	11/07/2011	201100277	10 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	2,964.54
November	11/07/2011	201100277	27 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	567.63
November	11/07/2011	201100277	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	550.05
November	11/07/2011	201100277	80 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	73.82
November	11/07/2011	201100277	99 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	75.89
November	11/07/2011	201100277	10 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	12,734.84
November	11/07/2011	201100277	27 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,595.86
November	11/07/2011	201100277	80 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	264.25
November	11/07/2011	201100277	10 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,253.84
November	11/07/2011	201100277	27 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	93.53
November	11/07/2011	201100277	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	86.96

POST	CHECK	CHECK ACCOUNT		INVOICE		
MONTH	DATE	NUMBER	NUMBER	VENDOR	DESCRIPTION	AMOUNT
November	11/07/2011	201100277	80 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	21.35
November	11/07/2011	201100277	99 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	75.89
November	11/07/2011	201100277	10 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	201.82
November	11/07/2011	201100277	10 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	12,936.66
November	11/07/2011	201100277	27 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,595.86
November	11/07/2011	201100277	80 L 000 000 811621 000	WISCONSIN RETIREMENT SYST	Payroll accrual	264.25
November	11/07/2011	201100277	10 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	1,710.70
November	11/07/2011	201100277	27 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	474.10
November	11/07/2011	201100277	50 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	463.09
November	11/07/2011	201100277	80 L 000 000 811622 000	WISCONSIN RETIREMENT SYST	Payroll accrual	52.47
Totals for 201100277						38,057.40
November	11/07/2011	201100278	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	137.21
November	11/07/2011	201100278	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	83.22
November	11/07/2011	201100278	27 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	38.44
November	11/07/2011	201100278	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	413.00
November	11/07/2011	201100278	27 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	20.00
November	11/07/2011	201100278	10 L 000 000 811691 000	WEA TRUST ADVANTAGE	Payroll accrual	13.65
November	11/07/2011	201100278	10 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	3,665.68
November	11/07/2011	201100278	27 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	140.13
November	11/07/2011	201100278	10 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	6,294.41
November	11/07/2011	201100278	27 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	525.00
November	11/07/2011	201100278	80 L 000 000 811670 000	WEA TRUST ADVANTAGE	Payroll accrual	78.25
November	11/07/2011	201100278	10 L 000 000 811669 000	WEA TRUST ADVANTAGE	Payroll accrual	2,352.50
Totals for 201100278						13,761.49
November	11/07/2011	201100279	10 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-7-11	200,210.59
November	11/07/2011	201100279	27 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-7-11	30,251.79
November	11/07/2011	201100279	80 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-7-11	15,975.81
November	11/07/2011	201100279	99 A 000 000 711100 000	WELLS FARGO BANK	PR & DIRECT DEPOSIT/11-7-11	1,019.22
Totals for 201100279						247,457.41
Totals for checks						600,644.27

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL	332,447.83	0.00	144,684.56	477,132.39
21	SPECIAL REVENUE TRUST FUND	0.00	0.00	72.47	72.47
27	SPECIAL EDUCATION FUND	47,387.86	0.00	6,206.83	53,594.69
50	FOOD SERVICE	3,932.83	62.55	44,192.23	48,187.61
80	COMMUNITY SERVICE	18,755.83	0.00	865.10	19,620.93
99	Cooperative Programs	1,761.94	0.00	274.24	2,036.18
***	Fund Summary Totals ***	404,286.29	62.55	196,295.43	600,644.27

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

CHECK	CHECK ACCOUNT	INVOICE	AMOUNT
DATE	NUMBER NUMBER	VENDOR DESCRIPTION	
11/09/2011	7614 61 L 000 000 814212 000	EQUAL RIGHTS DIVISIO OCT WORK PERMITS	67.50
		Totals for 7614	67.50
11/09/2011	7615 61 L 000 000 814226 000	PEPSI-COLA Pepsi Blanket Order	458.94
		Totals for 7615	458.94
11/08/2011	201100261 61 L 000 000 814303 000	WELLS FARGO CARD SER Food for Dance Clinic	322.26
		Totals for 201100261	322.26
11/08/2011	201100262 61 L 000 000 814303 000	WELLS FARGO CARD SER Dance Team supplies	1,074.91
		Totals for 201100262	1,074.91
		Totals for checks	1,923.61

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
61	EXTRA CURRICULAR FUND	1,923.61	0.00	0.00	1,923.61
***	Fund Summary Totals ***	1,923.61	0.00	0.00	1,923.61

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

SCHOOL DISTRICT OF ALTOONA

Bank Balances

October 2011

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

Wells Fargo Bank

Beginning balance	(22,372.31)
Receipts	68,469.25
Disbursements	(1,567,060.66)
Transfers in	1,524,837.18
Transfers out	0.00
Ending Balance	<u>3,873.46</u>

Wells Fargo Bank Savings

Beginning balance	839,050.21
Transfers in	1,450,000.00
Transfers out	(1,086,608.03)
Interest	<u>203.59</u>
Ending Balance	<u>1,202,645.77</u>

State Government Pool

Beginning balance	1,927,458.32
Receipts	38,715.58
Transfers in	0.00
Transfers out	(1,900,000.00)
Interest	<u>39.62</u>
Ending Balance	<u>66,213.52</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

\$1,274,878.92

SCHOOL DISTRICT OF ALTOONA

Bank Balances

October 2011

DEBT SERVICE FUND 39

Wells Fargo Bank

Beginning balance	64,317.65
Receipts	0.00
Disbursements	0.00
Interest	<u>8.20</u>
Ending Balance	<u>64,325.85</u>

State Government Pool

Beginning balance	2,690.61
Transfers out	0.00
Interest	<u>0.32</u>
Ending Balance	<u>2,690.93</u>

Wisconsin Liquid Asset Fund

Beginning balance	4,289.09
Interest	<u>0.00</u>
Ending Balance	<u>4,289.09</u>

FUND 39 TOTAL \$71,305.87

STUDENT ACTIVITY FUND 60

Wells Fargo Bank

Beginning balance	84,525.97
Receipts	9,919.04
Disbursements	(15,234.67)
Interest	3.63
Service Fees	<u>(70.97)</u>
Ending Balance	<u>79,143.00</u>

FUND 61 TOTAL \$79,143.00

Employee Benefit Trust Fund 73

Mid America

Beginning balance	378,127.25
Receipts	
Disbursements	
Interest	
Ending Balance	<u>378,127.25</u>

FUND 73 TOTAL \$378,127.25

Altoona Area Foundation Inc.

DATE: Wednesday November 9th 2011

TIME: 6:30 p.m.

LOCATION: SCHOOL DISTRICT OFFICE
1903 Bartlett Ave, Altoona

AGENDA:

1. **Call to Order**
2. **Roll Call**
3. **SECRETARY'S REPORT**
4. **TREASURER'S REPORT**
5. **COMMITTEE REPORTS**
 - A: PROMOTION**-Update on collection boxes and contacts.
 - B: SCHOLARSHIP/ AWARDS**-Discussion on presentation process and recognition of the PARR award.
 - C: ALUMNI RELATIONS**
6. **STAR GRANTS**- Chippewa Valley Free Clinic-Maribeth Woodford.
7. **OLD BUSINESS**

Business correspondence-update wording on old brochures.
Update on if logo was available.
Update if able to advertise on the flyer with Parks and Rec.
Update on link to the Star Grant.
8. **NEW BUSINESS**- New student reps and Student Council Advisor
9. **ADJOURN**

IF UNABLE TO ATTEND, PLEASE NOTIFY Bob Wilcox Wilcox.bob@mavo.edu



*Altoona Parks & Recreation Department
1904 Spooner Ave
Altoona, WI 54720
715-839-5188*

Altoona Parks & Recreation Committee Agenda
Wednesday November 9, 2011 6:00pm
Altoona Emergency Services Training Room

1. Call Meeting to Order
2. Roll Call
3. Approval of March 1, 2011 Parks & Recreation Committee Meeting Minutes
4. Park Maintenance Report by Lynn Gesche
5. Recreation/Program Report by Debra Goldbach
6. Updates on Past Meeting Agenda items
7. Presentation and Discussion of AYSB 2011 related costs and terms of the 2012 contract
8. Discuss/Consider the 2011 AYSB Concession Stand Lease
9. Discuss/Consider Allowing the AYSB Board to use the Cinder City Park Building as a meeting space and storage area
10. Discuss/Consider the Parks & Recreation Needs Assessment Survey format, content and dispersement
11. Discuss/Consider Future Plans for River Prairie Park
12. Discuss/Consider Electronic Marquee and Donation Letters
13. Discuss/Consider Charging a Fee to Place an ad in the Recreation Brochures
14. Discuss/Consider the Proposal by VFW for a Veteran's Memorial
15. Discuss/Consider the Proposed Move of the Parks & Recreation office to City Hall
16. Discuss/Consider a Permanent Monthly Meeting Day
17. Public Comments and Concerns
18. Adjournment

Debra Goldbach
Altoona Parks & Recreation Department

ALTOONA SCHOOL DISTRICT ACTIVITIES CODE

Responsibility of the Student

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

Responsibility of the Coach/Advisor

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

Responsibility of the Parent

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

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

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

A. General Requirements

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

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

B. Academic Eligibility

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

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

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

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

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

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

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

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

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

C. Attendance

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

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

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

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

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

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

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

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

D. Code of Conduct

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

Disciplinary Action for AODA Violations

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

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

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

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

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

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

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

Non-Performance Activities:

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

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

Single Performance Activities:

Distributive Education Clubs of America (DECA)

Destination Imagination

Theatre Festival (drama)

Etc.

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

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

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

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

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

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

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

Consequences:

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

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

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

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

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

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

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

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

E. Electronic Transmissions

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

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

F. Additional Rules by Coaches/ Advisors

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

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

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

G. Enforcement and Challenges Procedure

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

be dismissed.

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

H. No Quit Policy

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

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

I. Equipment

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

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

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

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

J. Transportation

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

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

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

Approved: 08/07/06

Effective:

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**610
(formerly DA)**

FISCAL MANAGEMENT GOALS

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

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

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

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

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

ADOPTED: 11/7/83

REVISED:

****NOTE: This policy information was found in your district's current policy manual (DA). I revised it slightly for stylistic reasons and added the cross-reference section. Does the policy accurately reflect your district's current fiscal management goals? If not, revise the policy accordingly or delete it from the policy manual.***

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**620
(Formerly DBA, DBD and DBIC)**

ANNUAL OPERATING BUDGET

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.

{NOTE: I added this paragraph to the policy to provide further clarification. If this change is not appropriate for your district, revise the policy accordingly.}

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, the Business Manager, directors, coordinators, teachers, other personnel and citizens of the District. *{NOTE: I deleted “fiscal manager” from this statement and replaced it with “Business Manager”, the position title used elsewhere in the policy manual. If this change is not appropriate for your district, revise the policy references to this position accordingly. You use multiple position titles in this policy – District-level administrators (in addition to the Superintendent and Business Manager), directors, coordinators and program managers. Do you have all of these positions in the district or are the terms used interchangeably – for example, are program managers, directors and coordinators one and the same? If you do not have all of these positions, you should revise the policy to reflect the accurate position titles and then use the same terms in appropriate places throughout this policy and the policy manual.}*

The Superintendent will have overall responsibility for budget preparation, including the construction of, and adherence to a budget calendar. Program managers (*directors or coordinators??*) will develop and submit budget requests for their particular areas of responsibility after seeking the advice and suggestions of staff members and related advisory groups.

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

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

The Board will review the preliminary budget activities of the District related to the preparation of the annual budget and District planning. *{NOTE: What does this board review encompass? It is not clear whether the board is reviewing the budget planning activities themselves or the preliminary budget that is developed as a result of such budget preparation and District planning activities. The statement should be clarified accordingly or deleted from the policy.}*

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. *{NOTE: I added this paragraph to provide further guidance and clarification. I did not include the specific date by which the final operating budget must be adopted since that date changes from time to time. For example, current state law requires the board clerk to certify the approved tax levy to support the adopted annual school district budget to local municipalities on or before November 6 each year. There is a bill that is expected to be passed by the State Legislature this week revising that date to November 10.}*

The Board places the responsibility for administering the operating budget, once adopted, with the (identify the appropriate position(s) – e.g., Superintendent; Business Manager; Superintendent and the administrative staff). The budget will be administered in accordance with legal requirements and applicable District policies. *{NOTE: I added this paragraph to the policy to provide further policy guidance.}*

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 director (*program manager or coordinator??*) 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. *{NOTE: I added this paragraph to the policy to provide for compliance with state law – section 65.90(5) of the state statutes.}*

{NOTE: I did not include the following sentence from policy DBK in the policy revision draft because the handling of account fund balances is generally addressed in district fund balance policies (refer to your district's newly proposed fund balance policy.): "Under state law, proceeds of bonds authorized and issued, but not used or entirely used for the purpose issued, may be transferred only to the debt service account of the District." District requirements regarding the classification and reporting of district fund balances were recently revised by Governmental Accounting Standards Board (GASB)}

Statement 54. Debt service funds would be included in the new restricted fund balance classification under GASB 54, according to the DPI. Any use of such funds or transferring of such funds would be subject to specific legal requirements (e.g., sections 120.10(17) and 67.11(1) of the state statutes). }

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

REVISED: 12/8/97

****NOTE: This policy information was found in your district's current policy manual (DBA, DBD and DBIC). I revised it for stylistic reasons and as outlined above. Is the information still applicable? If not, the policy should be revised accordingly.***

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**653
(Formerly DFE and DFEA)**

GATE RECEIPTS AND ADMISSIONS

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

School events for which an admission is charged will use serially numbered tickets. Individuals with season, faculty or special passes will be admitted to all events. Records shall be maintained to provide chronological and accounting data for review and analysis.

Free Admissions

Altoona School District residents 60 years of age or older may be given a guest pass, which shall permit them to attend all activities of the schools held within the District. *{NOTE: I revised this statement to provide further clarification. If this change is not appropriate for your district, revise the policy accordingly.}* Passes can be obtained from the high school office during the school year. These guest passes shall represent a small token of appreciation from the School Board for all that such District residents have done for the schools over the years. *{NOTE: Do you offer free passes to school events to anyone other than senior citizens (for example, school board members or school district employees? If so, you may want to add information to that effect to the policy to provide further guidance and clarification.}*

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

CROSS REF.: 664, Cash in School Buildings

ADOPTED: 11/7/83

REVISED: 7/5/05

**NOTE: This policy information was found in your district's current policy manual (DFE and DFEA). I revised it slightly for stylistic reasons and as outlined above.*

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**655
(Formerly DFB)**

LEASING OF DISTRICT-OWNED SITES, BUILDINGS AND EQUIPMENT

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

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

Lease agreements may be made by the District for time periods not to exceed 15 years. Any income received by the District for the leased property must be used for school purposes. Lease agreements and subsequent renewals of such agreements shall be reviewed by the District's legal counsel prior to formal Board action. All such agreements must be approved at an annual or special school district meeting. *{NOTE: I deleted "specific" from this statement and replaced it with "special".}*

LEGAL REF.: Section 120.13(25) Wisconsin Statutes

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

ADOPTED: 11/7/83

REVISED: 7/5/05

**NOTE: This policy information was found in your district's current policy manual (DFB). I revised it slightly for stylistic reasons and added the cross-reference section.*

-DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

656

STUDENT FEES

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

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

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

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

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

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

ADOPTED:

****NOTE: This policy draft is an example of the type of student fee policy adopted by Wisconsin school boards. It is a sample model policy found in the WASB Policy Resource Guide. If this sample policy is not appropriate for your district, revise the policy accordingly or do not include it in your board policy manual.***

If you would like to see a sample Student Fee Waiver/Reduction form, one can be found in the online Policy Resource Guide (see 656 sample exhibit 1).

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

661.1
(Formerly BCB – item 2, DGB and DL)

**CHECK WRITING SERVICES
(Use of Check Signing Machine)**

The signatures of the Board President, Clerk and Treasurer are required on all checks issued expending school district funds. *{NOTE: If your district authorizes other persons to sign student activity funds checks, and such a practice is considered acceptable by your district's legal counsel and school district auditor, then you should add the following exception to this statement: "...except for student activity funds.}"* The School Board has authorized the use of facsimile signatures for the officers of the Board on such routine payments as employee payroll checks and other short notice checks which the Superintendent shall certify. The Board shall be made aware of such checks issued with facsimile signatures at each regular Board meeting. *{NOTE: The last two sentences of this paragraph are based on board resolution information found in the board clerk duties in policy BCBC (item 2) of your policy manual. Do they reflect your board's current policy position on the use of facsimile signatures? If not, this policy should be revised accordingly and the resolution information regarding use of facsimile signatures in the clerk duties in policy BCBC (item 2) should be deleted.}*

The check signing machine will be controlled by District Business Office procedures established by the Business Manager and Board Treasurer. *{NOTE: This statement is based on information found in policy DL (paragraph two) of your policy manual. Is the information still applicable? Does the Board Treasurer actually get involved in establishing procedures for the use of the check signing machine? If not, the statement should be revised accordingly or deleted from the policy.}* The check signing machine, and the signature plate that includes the facsimile signatures of the Board President, Clerk and Treasurer, shall be locked at the end of each day. The signing of blank checks shall be prohibited. In addition, all voided or spoiled checks shall be marked and retained for a minimum of seven years.

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

CROSS REF.: 662.1, Student Activity Funds Management
665, Fraud Prevention and Reporting
672, Purchasing

673, Payment Procedures
823, Access to Public Records

ADOPTED: 11/7/83

REVISED: 12/5/83; 7/5/05

****NOTE: This policy information was found in your district's current policy manual (BCB – item 2, DGB and DL). I revised it for stylistic reasons, expanded the legal reference section and added the cross-reference section.***

I did not include the following statement from policy DL in this policy as it did not seem applicable and it is legally questionable: "In the absence of the treasurer, the president of the Board will act as assistant treasurer. The assistant treasurer performs the treasurer's functions in his or absence." As stated in the 141 (Board Officers) Background Information in the Policy Resource Guide, school boards should be cautious of appointing a board officer to discharge the general duties of another officer. Such appointment could create a problem with incompatibility of offices.

-DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

662.1

STUDENT ACTIVITY FUNDS MANAGEMENT

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

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

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

No student organization or club activity account shall be allowed to operate with a negative balance. Special exceptions may be made with the approval of the (identify the appropriate staff position - e.g., building principal, Superintendent, Business Manager) based on a reasonable expectation that such negative balance is a temporary condition that will be corrected by incoming receipts.

If a student organization or club activity account has had no activity for (identify the appropriate timeline - e.g., 12 consecutive months), it may be considered inactive and will be closed by the (identify the appropriate staff position - e.g., Superintendent, Business Manager). Funds from inactive student activity accounts shall be transferred to the (identify the appropriate location - e.g., General Fund, and specify the intended use, if applicable).

At the end of the school year, all student activity account balances will be carried over to the next school year, with the exception of the senior class account. ***{NOTE: This statement is based on information found in your district's current policy on fundraising activities involving students (IGDF - item 2). No more information than that was included in that policy on what happens***

to the senior class treasury. The next two sentences provide an example of how such senior class activity funds could be handled. If the information is not appropriate for your district, revise the policy accordingly.} The senior class, after paying all its expenses, should designate before the end of the school year how any remaining balance will be allocated. Any funds that remain in the senior class activity account at the end of the school year shall be transferred to the (identify the appropriate location - e.g., General Fund), unless special provisions are made otherwise.

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

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

Wisconsin Uniform Financial Accounting Regulations (WUFAR)

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

ADOPTED:

****NOTE: This policy draft is based on one of the sample model student activity funds management policies drafted for inclusion in the Policy Resource Guide but has not yet been finalized and posted online. According to the DPI and school district auditors, school boards should adopt policies that guide the proper management of student activity funds and that include information on how the district will handle negative account balances, inactive accounts (including the graduating class activity account), and interest earned on student activity funds. If this policy draft is not appropriate for your district, revise the policy accordingly. If your district already has a student activity funds management policy, you should add it to your policy manual. In your district's policy manual coding system, it is also sometimes coded as IGDG. I***

couldn't find such a policy coded in either place in your current policy manual. The only reference to student activity funds management that I found in your current policies was the information referenced in your student fundraising policy [policy IGDF – item 2], which is generally covered in paragraphs two and four of this policy draft.

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**662.2
(Formerly DJB)**

PETTY CASH FUNDS

In order to facilitate refunds and minor purchases, the District Business Office shall establish a small petty cash fund and designate a petty cash fund custodian to manage it. *{NOTE: I expanded this statement to provide for the designation of a petty cash fund custodian to account for petty cash fund transactions. Who in the District Business Office has authority to establish the petty cash fund and designate someone to manage it – e.g., the Business Manager? You may want to add that position title to the statement, and delete “District Business Office”, in order to provide further guidance and clarification. Does this policy accurately reflect the number of petty cash funds currently established in the district and the types of disbursements that can be made from the petty cash fund? If not, what petty cash funds have been designated in the district and for what purposes can petty cash funds be used? Are there any specific limitations placed on the use of the petty cash fund – e.g., expenditures from the petty cash fund cannot exceed a designated amount of money? What does the school board consider to be a “small” petty cash fund for purposes of this policy? School district auditors suggest that a fixed amount of money be designated for a petty cash fund. The policy should be clarified accordingly.}* Expenditures from the petty cash fund must be carefully itemized, reported and audited in accordance with established District procedures. *{NOTE: I expanded this statement to provide further policy guidance and accountability. If this change is not appropriate, revise the policy accordingly.}*

Petty cash funds shall be replenished by the (identify the appropriate staff position – e.g., Superintendent, Business Manager), upon authorization of the School Board. A written reconciliation statement shall be completed every time petty cash reimbursement is requested, which records the beginning petty cash balance, detailed information about disbursements, and the ending petty cash balance. *{NOTE: I added this paragraph to provide further policy guidance and accountability. If it is not appropriate for your district, revise the policy accordingly.}*

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

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

ADOPTED: 11/7/83

REVISED:

**NOTE: This policy information was found in your district's current policy manual (DJB). I revised it slightly for stylistic reasons and as outlined above.*

WASB 10/31/11

-REVISION DRAFT-

SCHOOL DISTRICT OF ALTOONA
Board Policy Manual

663
(Formerly DH)

BONDED EMPLOYEES AND OFFICERS

The District will provide faithful performance blanket bond coverage for those employees who handle or are responsible for school district funds. The District Treasurer will be among those covered. *{NOTE: Does your district still purchase “faithful performance blanket bond coverage” for employees who handle or are responsible for school district funds, which would include student activity funds, and the Board Treasurer? If not, you should revise this policy accordingly or delete it from the policy manual.}*

LEGAL REF.: Section 120.13(23) Wisconsin Statutes

CROSS REF.: 662.1, Student Activity Funds Management
663, Cash in School Buildings
680, Fiscal Accounting and Reporting

ADOPTED: 12/5/83

REVISED:

**NOTE: This policy information was found in your district’s current policy manual (DH). I revised it slightly for stylistic reasons. Is the information still applicable? If not, revise the policy accordingly or delete it from the policy manual.*

WASB 10/31/11

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**664
(Formerly DM)**

CASH IN SCHOOL BUILDINGS

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

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

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

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

ADOPTED: 11/7/83

REVISED:

****NOTE: This policy information was found in your district's current policy manual (DM). I revised it slightly for stylistic reasons. Does this policy accurately reflect your board's current policy position regarding cash in school buildings? If not, the policy should be revised accordingly or deleted from the policy manual.***

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**671.2
(Formerly DLC)**

**EXPENSE REIMBURSEMENTS
(School District Employees)**

School district employees who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the Business Manager. *{NOTE: I deleted “administrator responsible for business affairs” and replaced it with “Business Manager”. }* Such expenses may be approved and incurred in line with budgetary allocations for a specific type of expense.

The District will reimburse the following types of expenses:

1. Transportation Expenses – When official travel by a personally owned vehicle has been authorized, mileage payment will be made at the current federal rate. When air travel is required, reimbursement will be made for coach airfare.
2. Fees and registration as required for participation at an approved meeting, conference or convention. *{NOTE: I revised this statement for clarification purposes. If the changes are not appropriate for your district, revise the statement accordingly.}*
3. Hotel or motel costs at a reasonable room rate. *{NOTE: Is it understood within the district what the school board means by “reasonable room rate” for purposes of this policy? If not, you may want to clarify the policy accordingly.}*
4. Reasonable expenses for meals within a maximum of \$40.00 per day and appropriate miscellaneous expenses. *{NOTE: Is this the current maximum reimbursement rate for meals? If not, the statement should be revised accordingly. If the rate changes quite often, you may want to delete the specific meal reimbursement rate from the board policy statement and replace it with “the maximum limit set by the School Board”.}* Additional costs will be reimbursed when submitted with a valid receipt.

When a cash advance has been received by an employee to cover expenses while carrying out authorized duties, any excess expense money not used should be refunded to the appropriate expense account. *{NOTE: Does your district still provide cash advances to employees from time to time to cover expenses? If not, this statement should be deleted from the policy.}*

LEGAL REF.: Sections 118.21 Wisconsin Statutes
118.24

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

ADOPTED: 9/18/89

REVISED: 12/8/97

****NOTE: This policy information was found in your district's current policy manual (DLC). I revised it slightly for stylistic reasons and as outlined above. Does this policy accurately reflect your board's current policy position regarding the reimbursement of expenses of school personnel when carrying out their authorized duties? If not, the policy should be revised accordingly.***

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**671.3
(Formerly DLB)**

SALARY DEDUCTIONS/WITHHOLDING

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

1. Organizations, companies, or individuals desiring the institution of a salary deduction plan must submit a desired plan to the District Business Office for advance approval.
2. Deductions are to be withheld in equal installments, with the number of installments being determined by the number of pay periods included in the employee's job description.
3. The payroll department of the Business Office shall be given 30 days notice of the institution or termination of a salary deduction by an individual. *{NOTE: Is this timeline still applicable? If not, the policy should be revised accordingly.}*
4. All salary deductions other than those regulated by the federal or state government will be deducted only upon written approval of the employee.
5. All Internal Revenue Service and state withholding rules and regulations will be followed.

CROSS REF.: Current Employee Agreements/Handbooks

ADOPTED: 11/7/83

REVISED: 11/19/01

****NOTE: This policy information was found in your district's current policy manual (DLB). I revised it slightly for stylistic reasons. Is the information still applicable in your district? If not, the policy should be revised accordingly or deleted from the policy manual.***

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

672

(Formerly DJ, DJ-R (item 5), DJA and DJD)

PURCHASING

The School Board authorizes the District Office to make purchases and supervise the purchasing of all goods and services for the District in accordance with state law and good purchasing practices. *{NOTE: Who in the District Office is authorized to make purchases and supervise purchasing for the district – the Superintendent, Business Manager or both? You may want to include the position title(s) in this statement, rather than “District Office”, to provide further guidance and clarification.}* The building principal shall supervise purchasing at the school level and be authorized to issue purchase orders for goods and services that have been approved by the Board in the District’s annual operating budget. *{NOTE: Does the district still allow purchase orders to be issued under this circumstance? If so, is it only the building principal that has the authority to do so? If not, revise the statement accordingly.}* All lease-purchase agreements must be approved by the Board. *{NOTE: This last statement is based on information found in DJ-R (item 5) in your policy manual. Is it still applicable? If not, revise the statement accordingly or delete it from the policy.}*

Purchasing decisions shall be made based on the following:

- Sealed bids will be taken on all purchases of goods or services with an estimated cost that exceeds \$5,000.00, and on all public construction with an estimated cost that exceeds \$5,000. The Board will waive bidding procedures when, in its opinion, an emergency condition exists. *{NOTE: You should review the monetary amounts listed in this policy for obtaining formal bids and quotes. Are they still applicable? If not, they should be revised accordingly. Are there any other circumstances when the formal bidding requirements can be waived? If so, you should include those circumstances in the policy.}*
- All purchases of goods or services with an estimated cost that exceeds \$1,000.00, but is less than \$5,000.00, will be made on the basis of quotes, unless otherwise provided by the Board.
- Purchase of goods or services less than \$1,000.00 which are included in the annual school district budget will be made by the Superintendent and District staff using such methods as will ensure the best interests of the District and the Board.

It shall be the goal of the Board and administration to secure goods and services at the lowest price available whenever possible. In addition to price, consideration shall be given to such

factors as the quality of the product or service, vendor conformity to specifications, service record, delivery terms and general suitability to the requirements and needs of the District. The District may reject the lowest price or bid if any of these factors prove unsatisfactory. ***{NOTE: I revised this paragraph to emphasize the factors the district will consider when making purchasing decisions in addition to the price, rather than emphasizing the rejection criteria. If this change is not appropriate for your district, revise the policy accordingly.}***

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

{NOTE: I deleted the following statement from this policy because the information is generally covered in other district policies (refer to the cross-reference section): “No board member will have either direct or indirect pecuniary interest in any contracts, nor be in any manner connected with the furnishing of supplies or equipment.” If this change is not appropriate for your district, revise the policy accordingly.}

LEGAL REF.: Sections 19.59 Wisconsin Statutes

62.15

66.0601(2)

66.0607

120.13(5), (9m) and (33)

175.10

946.10

946.12

946.13

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 672-Rule, Purchase Order Procedures

165, School Board Member Code of Ethics

522.4, Staff Conflicts of Interest

524, Staff Gifts and Gratuities

610, Fiscal Management Goals

620, Annual Operating Budget

662.1, Student Activity Funds Management

665, Fraud Prevention and Reporting

683, District Asset Management (Inventories)

662.2, Petty Cash Funds

672.41, Sales Calls and Demonstrations

673, Payment Procedures

ADOPTED: 11/7/83

REVISED: 12/8/97

****NOTE: This policy information was found in your district's current policy manual (DJ, DJ-R (item 5), DJA and DJD). I revised it for stylistic reasons and as outlined above. Does this policy accurately reflect your board's current policy position regarding bidding and purchasing in the district? If not, the policy should be revised accordingly or deleted from the board policy manual.***

WASB 10/31/11

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**672.41
(Formerly DJGA)**

SALES CALLS AND DEMONSTRATIONS

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

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

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

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

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

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

ADOPTED: 11/7/83

REVISED:

****NOTE: This policy information was found in your district's current policy manual (DJGA). I revised it slightly for stylistic reasons. Does the information still represent the board's policy position on sales calls and demonstrations in the schools? If not, the policy should be revised accordingly or deleted from the policy manual.***

WASB 10/31/11

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Administrative Rules**

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

PURCHASE ORDER PROCEDURES

{NOTE: I did not include the first three paragraphs of DJ-R since the information is generally addressed in other school board policies. If this change is not appropriate for your district, revise the procedures accordingly.}

1. Purchase orders are required to be completed for all purchases made in the District. No invoice will be honored for payment unless it has a purchase order number. Purchase orders will be obtained from the District Business Office.
2. Building principals or supervisors will approve the purchase order and make sure that it is assigned:
 - a. An account number
 - b. Complete address
 - c. Actual or estimated cost for each item
 - d. Grand total of cost, actual or estimate
 - e. Signatures as required
3. In an emergency, a purchase order number may be secured by calling the Business Office. That is, if a salesperson is in the office and a purchase is to be made, call for a purchase order number and have it put on the order immediately. It is expected that a purchase order will be made out immediately in these instances. Prior approval of the principal or supervisor is required before phoning for a purchase order number.

ADOPTED:

**NOTE: This rule information was found in your district's current policy manual (DJ-R, items 1-3). I revised it for stylistic reasons. Is the information still applicable? If not, it should be revised accordingly or deleted from the District's administrative rules.*

-DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**673
(Formerly DJ-R, item 4)**

PAYMENT PROCEDURES

All expense reimbursement requests, bills, invoices, and other requests for payment must be in the Business Office by the first day of the month if they are to be authorized for payment at the regular School Board meeting held that month. *{NOTE: This statement was found in DJ-R (item 4) in your policy manual. Is the timeline for submitting payment requests still applicable? If not, clarify the statement accordingly or delete it from the policy.}* The Business Office shall properly verify the appropriateness of the payment request prior to recommending it for payment. Verification of receipt of items purchased, work performed or completed, or that a proper purchase order has been completed is necessary prior to Board approval of any payment.

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

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

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

ADOPTED:

**NOTE: This policy draft is based, in part, on information found in your district's current policy manual (DJ-R, item 4). If the draft is not appropriate for your district, revise the policy accordingly or do not include it in your policy manual.*

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**680
(Formerly DI, DIA and DIE)**

FISCAL ACCOUNTING AND REPORTING

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.

{NOTE: The above information replaces the accounting system-related information found in policies DI and DIA in your policy manual. If it is not appropriate for your district, revise the policy accordingly.}

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. ***{NOTE: Is this timeline for selecting the certified public accountant still applicable in the district? If not, you should revise the timeline accordingly or revise the statement to simply provide for the board selection of the certified public accountant without specifying when or under what conditions.}*** The Superintendent shall present the audit, when completed, to the Board for examination and certify to the Board that the audit conforms to

the accounting system required by the DPI. In addition, the Superintendent shall file copies of the audit with the proper authorities as prescribed by law.

LEGAL REF.: Sections 115.28(13) Wisconsin Statutes

120.14

120.16(4)

120.18(6) and (7)

121.05(1)(c)

PI 14, Wisconsin Administrative Code

Wisconsin Uniform Financial Accounting Requirements (WUFAR)

CROSS REF.: 620, Annual Operating Budget

652, Revenues from Investments

662.1, Student Activity Funds Management

662/3, Petty Cash Funds

662.3, Fund Balance

665, Fraud Prevention and Reporting

672, Purchasing

673, Payment Procedures

ADOPTED: 11/7/83

REVISED:

**NOTE: This policy information was found in your district's current policy manual (DI, DIA and DIE). I revised it for stylistic reasons and as outlined above.*

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**683
(Formerly DID)**

**ASSET MANAGEMENT
(Inventories)**

District assets shall be adequately maintained and protected from unnecessary risk. An annual inventory of District-owned assets (sites, buildings, equipment, furniture, supplies, etc.) shall be maintained for insurance and accounting purposes under the supervision of the District Office and building principal and in accordance with generally accepted accounting principles and applicable legal requirements. *{NOTE: I expanded this statement to provide for compliance with legal requirements. Who in the “District Office” supervises the maintenance of district asset inventories – the Superintendent, Business Manager, Business Office staff or some other position(s)? You may want to delete all references to “District Office” in this policy and replace them with the applicable staff position(s) with oversight responsibilities related to district asset inventories and management.}* District staff shall be responsible for assisting with the annual inventory.

The building principal shall be responsible for accounting for all stock supplies, equipment, instructional and library materials and media in his/her assigned school. *{NOTE: I deleted “texts and library books” from this statement and replace it with “instructional and library materials and media”, which seems more encompassing in light of the many new formats of instructional and library materials beyond books. If this change is not appropriate for your district, revise the policy accordingly. Is the principal responsible for accounting for any other assets, fixed or otherwise, than those listed in this statement? If so, clarify the statement accordingly.}*

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

It shall be the responsibility of the (identify the appropriate position(s) – e.g., Superintendent, Business Manager) to ensure that District asset inventories are recorded systematically and accurately and that property records of District assets are updated and adjusted annually. All District assets with a value of (identify the appropriate amount – e.g., \$500, \$1000) or more and with a useful life beyond one year shall be recorded as fixed assets on the District's fixed asset accounting system. *{NOTE: I added this paragraph to help provide for compliance with fixed asset accounting and reporting requirements included in Governmental Accounting Standards Board Statement #34. If this information is not appropriate for your district, revise the policy accordingly.}*

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

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

ADOPTED: 11/7/83

REVISED: 6/21/93

****NOTE: This policy information was found in your district's current policy manual (DID). I revised it for stylistic reasons and as outlined above.***

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Administrative Rules**

**683-Rule
(Formerly DID-R and DID Addendum)**

INVENTORY PROCEDURES

{NOTE: School districts are subject to [Governmental Accounting Standards Board Statement #34](#), which includes requirements related to fixed asset accounting and reporting. You should review the procedures and update them to reflect changes that have been made in district inventory procedures or practices to be in line with these requirements.}

1. Equipment Inventories

- a. Equipment inventories shall be maintained in the District Office so as to establish a "Statement of Values" Valuation Record that is as accurate as possible for insurance and accounting purposes. *{NOTE: I added "and accounting" to this statement to provide further clarification.}* Equipment inventories shall include all movable items within a building or on the premises.
- b. New equipment purchased shall be added to the building content portion of the inventories and discarded items deleted each year by the appropriate individual.
- b. Building values shall be re-established every other year based on current replacement costs. *{NOTE: Does this statement refer to the value of the building site itself, or the value of the equipment, materials, supplies, etc. in each building? You should clarify the statement accordingly. If it refers to the building site itself, the title of this section of the procedures should be revised accordingly. Also, are these values still determined every other year or are they determined annually? The procedures should be clarified accordingly. }*

2. Inventories to be Completed at the Building Level

- a. Building principals shall supervise the annual inventory procedure in their building, assigning adequate personnel to record all items of equipment in the instructional, office, and storage areas. Three copies of the inventory shall be completed: one for the principal, one to be forwarded to the District Office, and one to be retained by the employee completing the inventory. *{NOTE: I deleted "instructor" from this statement and replaced it with "employee completing the inventory" since not all personnel assigned inventory recording responsibilities may be instructors (e.g., office and maintenance*

staff). I also revised item (b) below for a similar reason. This statement assumes “paper copies” of the inventory lists but I assume inventory lists are now maintained on the district’s computer network system. Therefore, this statement, and similar statements below, are probably outdated and should be replaced with information that accurately reflects how inventory records are currently maintained and reported.}

- b. The building principal shall hold each employee responsible for the equipment located in his/her assigned work area. *{NOTE: Do you hold them responsible for only the “equipment” located in his/her work area or other school district property as well? The statement should be clarified accordingly.}*
- c. Library Media Center Inventories
 - (1) All library media center materials and equipment, including computers and computer software, shall be inventoried annually in accordance with the procedures outlined below. The inventory process shall be supervised by the media specialists and will be carried out by adult media center aides and student assistants. The inventory process serves to: indicate lost or missing materials and equipment, allow for replacement of missing materials and equipment, reveal strengths and weaknesses in the collection, identify materials and equipment in need of repair, and aid in the process of weeding the collection.
 - a. School media centers will close for student use two weeks prior to the end of the school year, and the inventory will be done the last week of school.
 - b. Teachers and students will be notified in advance to allow for all materials and media to be returned to the media center for accurate accounting. Each item will be physically checked on the shelf or in its assigned location. *{NOTE: I added “or in its assigned location” to the statement to account for library media center items that may not be books. If this change is not appropriate for your district, revise the procedures accordingly.}*
 - c. Shelf list cards for missing items will be tagged and noted as missing, with the year identified. *{NOTE: I deleted “with pencil” from this statement as I assume it is no longer applicable. Are “shelf list cards” still used to note library media center materials and media maintained in the collection? If not, what record keeping system does your district use? These procedures should be revised accordingly.}* New cards will be made for materials with no record. Items in need of repair will be set aside for that purpose. Replacement copies of missing items will be ordered if considered necessary.
 - d. Shelf list cards of missing items will be pulled at the beginning of the next school year and be retained for three years. *{NOTE: Is this still the length of time such library media center records are kept? Is that time period consistent with district record retention schedules utilized in the district? If not, the statement should be revised accordingly or deleted from the procedures.}*

- e. All library media center equipment will be stored in the media center over the summer and sent in for cleaning and repair as determined necessary through the inventory.
- (2) The library media center inventory shall be reported to the building principal annually. It shall include the total number of books and other media in the collection, the number of materials and media added or removed during the school year, and the number of missing media center materials or media. Any new, withdrawn and/or missing equipment will also be noted.

{NOTE: The above library media center inventory information was found in DID Addendum in your district's policy manual. Does the information still accurately reflect how library media inventories are conducted and maintained in your district? If not, the information should be revised accordingly or deleted from the inventory procedures.}

- 3. Maintenance Department Inventories – The Maintenance Team Leaders shall inventory all equipment used in grounds operation and maintenance, with the assistance of the custodians. ***{NOTE: Is only equipment inventoried or are other District assets inventoried too (e.g., supplies). Two copies of the inventory shall be completed: one to be forwarded to the District Office and one to be retained by the Maintenance Team Leaders. {NOTE: As noted above, this statement assumes “paper copies” of the inventory lists but I assume inventory lists are now maintained on the district’s computer network system. Refer to my note in item (2)(a) above.}***
- 4. School Food Services and Transportation Inventories – The Food Services Supervisor and the Transportation Supervisor shall be responsible for the inventory records for their departments. Two copies of the inventory shall be completed, one to be forwarded to the District Office and one to be retained by the supervisor. ***{NOTE: As noted above, this statement assumes “paper copies” of the inventory lists but I assume inventory lists are now maintained on the district’s computer network system. Refer to my note in item (2)(a) above.}***

ADOPTED IN PART: 3/5/90

REVISED: 6/21/93

****NOTE: This rule information was found in your district’s current policy manual (DID-R and DID Addendum). I revised it for stylistic reasons and as outlined above. Does this information accurately reflect inventory procedures currently used in your district? If not, revise the procedures accordingly or delete them from the District’s administrative rules.***

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

**690
(Formerly DNA)**

DISPOSAL OF SCHOOL PROPERTY

The School Board is responsible for assuring the optimal use of all school property, including District-owned equipment, materials, supplies and other items. However, the Board recognizes that sometimes school property outlasts its usefulness, becomes outdated, or may simply no longer be needed by the District. In such cases, the school property may be disposed of as outlined in this policy and as authorized by the electors at the District's annual meeting or a special school district meeting, in the case of the sale of property belonging to and no longer needed by the District. *{NOTE: I added this paragraph to the policy to provide further guidance. The last sentence was included to provide for compliance with state law requirements – section 120.10(12) of the state statutes. If the information is not appropriate for your district, revise the policy accordingly.}*

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

A school may hold a public sale for the purpose of disposing of surplus items, with the approval of the building principal. Any sale authorized by this policy will be publicized by the respective school during an open house or other time designated by the principal, or offered for sale on the District online auction site. Online auctions shall be conducted in accordance with established procedures. *{NOTE: I added this last statement to the policy to provide policy guidance for your online auction procedures.}*

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

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

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

CROSS REF.: 690-Rule, Online Auction Procedures for the Sale of Surplus School Property
362.1-Rule, Library Media Center Materials Selection and Reconsideration
Procedures

655, Leasing of District-Owned Sites, Buildings and Equipment
672, Purchasing
683, Asset Management (Inventories)

ADOPTED: 11/7/83

REVISED: 7/21/03

****NOTE: This policy information was found in your district's current policy manual (DNA). I revised it for stylistic reasons and as outlined above.***

WASB 10/31/11

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Administrative Rules**

**690-Rule
(Formerly DNA-R)**

**ONLINE AUCTION PROCEDURES FOR
SALE OF SURPLUS PROPERTY**

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

1. All items being offered for sale are being "*sold as is*". There is no warranty or guarantee.
2. To submit a bid, individuals must be 18 years of age or older.
3. Bids must be submitted through the District online auction site only. Faxed and phone bids are not accepted.
4. There is no fee to register or to place a bid. A valid email address is required.
5. The "current bid" is updated immediately to reflect the highest bid as of that date and time and a confirmation email is sent to bidders immediately following placement of a bid.
6. Some bids may be time stamped after the online auction closing. This is due to the time needed for the computer to process the bid. Such bids are initiated prior to the auction closing and will be considered valid bids
7. The item will be awarded to the highest bidder. However, the School District of Altoona reserves the right to reject any and all bids. The District also reserves the right to make changes to items posted for sale, if deemed necessary. This includes cancelling the offer to sell posted items at any time.
8. Submitting a bid constitutes a legally binding agreement between the bidder and the School District of Altoona.
9. All items must be paid for and picked up between 7:30 a.m. and 3:30 p.m., Monday through Friday at the School District Office within seven days of the auction's closing.
10. Items must be paid for by cash, check or money order only. Checks should be made payable to the School District of Altoona.

ADOPTED: 7/5/05

REVISED:

**NOTE: This rule information was found in your district's current policy manual (DNA-R). I reorganized the information.*

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Board Policy Manual**

840

(Formerly DFC, KH and KH-R, items 2 and 3)

PUBLIC GIFTS TO THE SCHOOLS

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

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

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

The District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. *{NOTE: I added “color” to this statement to correspond with federal nondiscrimination law requirements (Title VI of the Civil Rights Act).}* Discrimination complaints shall be processed in accordance with established procedures.

All gifts, grants and bequests accepted will become school property to be used at the discretion of the District unless otherwise specified in the gift, grant or bequest. At the discretion of the Superintendent, a gift may be designated for the District as a whole, for a particular school or activity, or may be channeled through the Altoona Education Foundation or the booster clubs. *{NOTE: What do you mean by “at the discretion of the Superintendent, a giftmay be channeled through the Altoona Education Foundation or the booster clubs”? Do you mean*

that the Superintendent could choose to transfer a gift received by the district to the Altoona Education Foundation or one of the district's booster clubs? If so, the Superintendent (the District) does not necessarily have authority to do that under current state law. There is, however, a bill (AB-224) being considered by the State Legislature that would authorize a school board to legally transfer a gift or grant to certain charitable community foundations. If that bill passes, your district may be authorized to transfer a gift to the Altoona Education Foundation but not necessarily to booster clubs. If the bill does not pass, your district may not have authority to transfer a gift to either the Altoona Education Foundation or booster clubs. If this is not what you meant by the statement, what do you mean? The statement should be clarified accordingly.}

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

A list of gifts donated primarily for school use shall be reported to the Board by the building principal at least annually. *{NOTE: This statement is based on information found in policy KH of your policy manual. I deleted "supplies and equipment" from this statement and replaced it with "gifts". Is the information still applicable? According to information included the rule implementing that board policy (KH-R), building principals must report all gifts in excess of \$100.00 to the Board annually. Which statement more accurately describes your board's policy position on the subject? This policy and its implementing rule (see 840-Rule) should be clarified accordingly.}* Equipment contributed to the schools is subject to the same controls and regulations that govern the use of other school-owned property.

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

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

ADOPTED: 8/3/81

REVISED: 12/5/83; 11/5/90; 5/4/98

**NOTE: This policy information was found in your district's current policy manual (DFC, KH and KH-R (items 2 and 3). I revised it for stylistic reasons and as outlined above. I also expanded the legal and cross-reference sections.*

-REVISION DRAFT-

SCHOOL DISTRICT OF ALTOONA
Administrative Rules

840-Exhibit
(Formerly DFC-E)

GIFT ACCEPTANCE CHECKLIST

Check the Appropriate Line

	YES	NO
1. Gift has a purpose consistent with those of the school.	_____	_____
2. Gift is offered by a donor acceptable to the School Board.	_____	_____
3. Gift does not add to staff load.	_____	_____
4. Gift does not begin a program which the Board would be unwilling to take over when the gift or grant funds are exhausted.	_____	_____
5. Gift does not bring undesirable or hidden costs to the District.	_____	_____
6. Gift places no restrictions on the school program.	_____	_____
7. Gift is not inappropriate or harmful to the best education of students.	_____	_____
8. Gift does not imply endorsement of any business or product.	_____	_____
9. Gift is not in be in conflict with any law provision, Board Policy or school rule. <i>{NOTE: I revised this statement to correspond with similar change that was made in policy DFC.}</i>	_____	_____

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

ADOPTED: 1/7/85

REVISED:

**NOTE: This exhibit information was found in your district's current policy manual (DFC-E). I revised it for stylistic reasons. Is the checklist still used in the district? If not, revise it accordingly or delete it from the district's administrative rules.*

WASB 10/31/11

-REVISION DRAFT-

**SCHOOL DISTRICT OF ALTOONA
Administrative Rules**

**840-Rule
(Formerly DFC-R and KH-R)**

GUIDELINES FOR ACCEPTANCE OF GIFTS

To be acceptable, gifts must satisfy the following criteria:

1. The gift must have a purpose consistent with those of the school.
2. The gift must be offered by a donor acceptable to the School Board.
3. The gift must not add to staff load.
4. The gift must not begin a program which the Board would be unwilling to take over when the gift or grant funds are exhausted.
5. The gift must not bring undesirable or hidden costs to the school system.
6. The gift must place no restrictions on the school program.
7. The gift must not be inappropriate or harmful to the best education of students.
8. The gift must not imply endorsement of any business or product.
9. The gift must not be in conflict with any law provision, Board policy or school rule. *{NOTE: I revised this statement to provide further guidance and clarification. If this change is not appropriate for your district, revise the statement accordingly.}*

It is the responsibility of administrators to inform the donor that any gift (including grants or bequests) will become school property upon acceptance.

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

Building principals will report all gifts in excess of \$100.00 to the Board annually at the May Board meeting or at the time the gift is received. *{NOTE: This rule information was found in KH-R in your policy manual. Is the information still applicable? According to information found in policy KH in your policy manual, a list of gifts (supplies and equipment) contributed*

primarily for school use shall be reported to the Board by the administrator's office annually. It does not specify a particular value for the gifts that must be reported. Do you only require gifts in excess of \$100 to be reported to the Board or do you require all gifts of supplies and equipment contributed primarily for school use to be reported to the Board? This rule and the policy statement (see the 840 policy revision draft) should be clarified accordingly.}

ADOPTED: 1/7/85

REVISED: 5/4/98

**NOTE: This rule information was found in your district's current policy manual (DFC-R and KH-R). I revised it for stylistic reasons. Is the information still applicable in your district? If not, the rule should be revised accordingly or deleted from the district's administrative rules.*

**SCHOOL DISTRICT OF ALTOONA
ENROLLMENT DATA FOR 2011/12**

2010/11 September and June Totals:

	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
17-Sep-10	79	106	0	111	100	91	111	99	98	119	112	130	127	111	108	1502
6-Jun-11	78	107	0	111	105	93	108	101	101	114	107	127	121	104	101	1478

2011/12 Monthly District Totals:

	K4	K	K .5	Gr 1	Gr 2	Gr 3	Gr 4	Gr 5	Gr 6	Gr 7	Gr 8	Gr 9	Gr 10	Gr 11	Gr 12	Totals
16-Sep-2011	90	113	1	111	117	106	98	117	105	107	118	110	126	123	100	1542
31-Oct-2011	90	112	1	112	118	105	95	115	105	108	115	109	125	121	100	1531
15-Nov-11	89	112	1	111	115	102	93	115	103	108	115	108	122	118	100	1512
December																0
January																0
February																0
March																0
April																0
May																0
June																0
Average Enrollment:															1528	

School Totals This Month:

	K4	K	Gr 1	Gr 2	Gr 3	Gr 4	Total	Last Month
Pedersen	89	113	111	115	102	93	623	633
	Gr 5	Gr 6	Gr 7	Gr 8				
Middle School	115	103	108	115	441	443		
	Gr 9	Gr 10	Gr 11	Gr 12				
High School	108	122	118	100	448	455		
Total:							1512	1531

* K-12= on campus only

-10

-2

-7

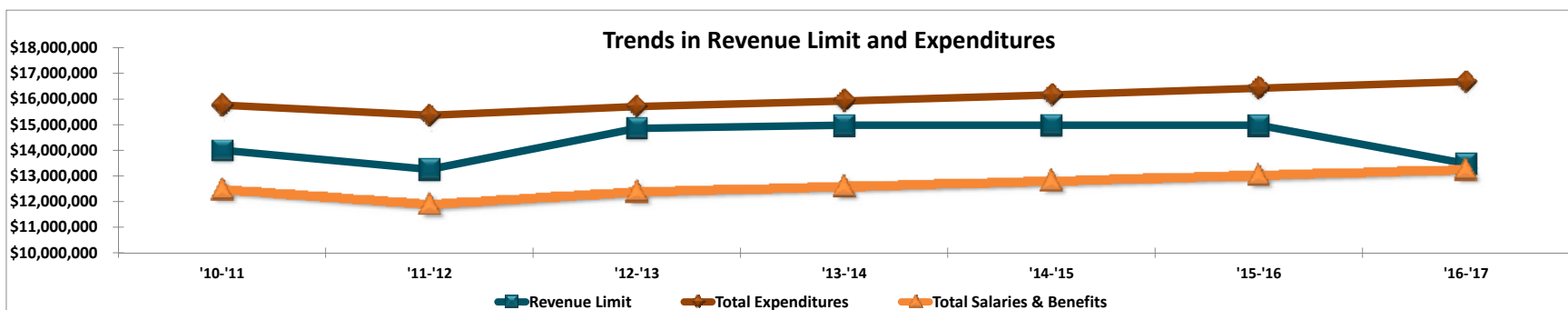
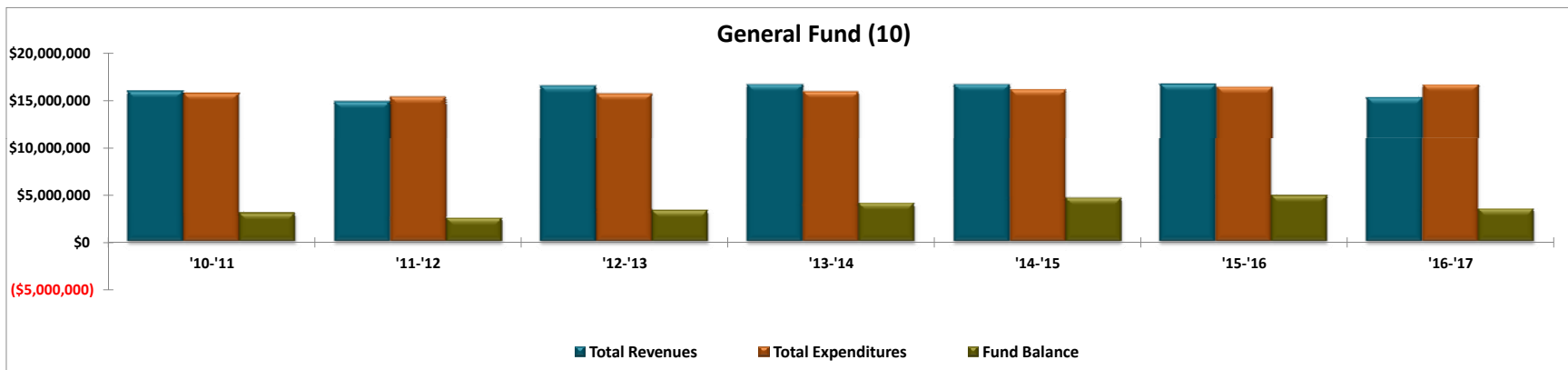
-19

Wage Increase		1%
Year	Amount	
1	1,500,000	
2	1,500,000	
3	1,500,000	
4	1,500,000	

School District of Altoona

Forecast Model Scenario: **Current Scenario**

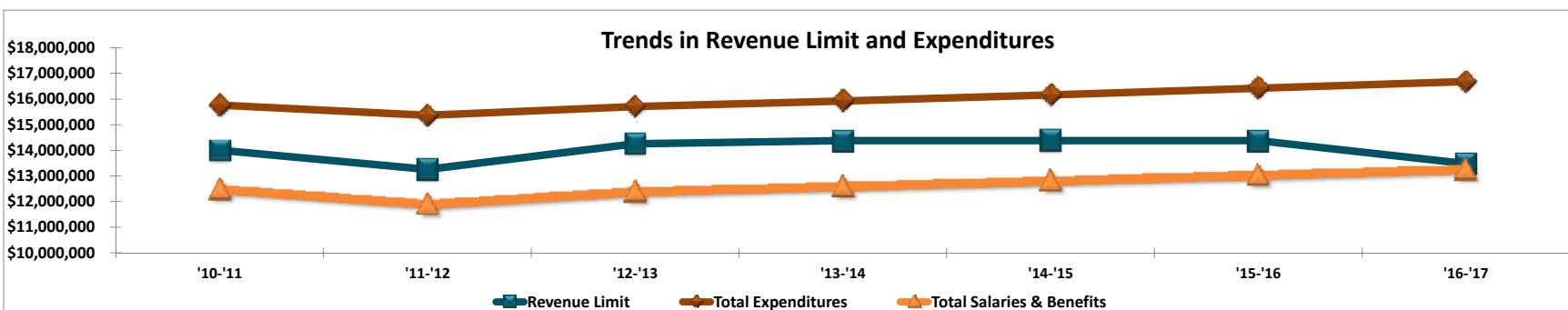
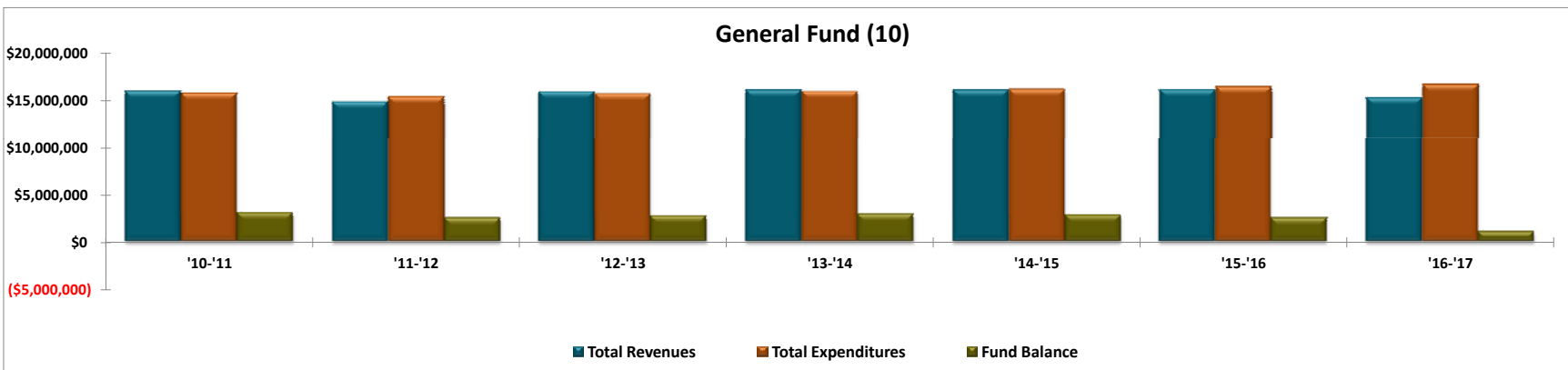
	'10-'11	'11-'12	'12-'13	'13-'14	'14-'15	'15-'16	'16-'17
Enrollment Growth:	-0.07%	2.83%	0.00%	0.00%	0.00%	0.00%	0.00%
Per Pupil Increase:	\$200	(\$528.02)	\$50	\$0	\$0	\$0	\$0
Equalized Valuation Growth:	-2.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Fund 10 Revenues	\$15,963,491	\$14,821,804	\$16,518,953	\$16,685,423	\$16,687,111	\$16,716,413	\$15,259,084
Fund 10 Expenditures	\$15,764,976	\$15,364,806	\$15,705,281	\$15,926,862	\$16,164,511	\$16,417,226	\$16,684,211
Surplus (Deficit)	\$198,515	(\$543,002)	\$813,672	\$758,560	\$522,600	\$299,186	(\$1,425,126)
Fund Balance	\$3,053,326	\$2,510,323	\$3,323,995	\$4,082,555	\$4,605,155	\$4,904,342	\$3,479,215
Fund Balance as % of Expenditures	19.37%	16.34%	21.16%	25.63%	28.49%	29.87%	20.85%
Total Tax Rate per \$1,000 Equalized Valuation	\$9.03	\$9.42	\$12.34	\$12.27	\$12.15	\$11.97	\$8.79
Increase/Decrease in Mill Rate		\$0.39	\$2.92	(\$0.07)	(\$0.13)	(\$0.18)	(\$3.18)
Non-Recurring Referendum \$	\$0	\$0	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$0
Recurring Referendum \$	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Wage Increase		1%
Year	Amount	
1	900,000	
2	900,000	
3	900,000	
4	900,000	

School District of Altoona

Forecast Model Scenario:	Current Scenario						
	'10-'11	'11-'12	'12-'13	'13-'14	'14-'15	'15-'16	'16-'17
Enrollment Growth:	-0.07%	2.83%	0.00%	0.00%	0.00%	0.00%	0.00%
Per Pupil Increase:	\$200	(\$528.02)	\$50	\$0	\$0	\$0	\$0
Equalized Valuation Growth:	-2.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Fund 10 Revenues	\$15,963,491	\$14,821,804	\$15,918,953	\$16,085,423	\$16,087,111	\$16,116,413	\$15,259,084
Fund 10 Expenditures	\$15,764,976	\$15,364,806	\$15,705,281	\$15,926,862	\$16,164,511	\$16,417,226	\$16,684,211
Surplus (Deficit)	\$198,515	(\$543,002)	\$213,672	\$158,560	(\$77,400)	(\$300,814)	(\$1,425,126)
Fund Balance	\$3,053,326	\$2,510,323	\$2,723,995	\$2,882,555	\$2,805,155	\$2,504,342	\$1,079,215
Fund Balance as % of Expenditures	19.37%	16.34%	17.34%	18.10%	17.35%	15.25%	6.47%
Total Tax Rate per \$1,000 Equalized Valuation	\$9.03	\$9.42	\$11.16	\$11.09	\$10.96	\$10.78	\$8.79
Increase/Decrease in Mill Rate		\$0.39	\$1.73	(\$0.07)	(\$0.13)	(\$0.18)	(\$1.99)
Non-Recurring Referendum \$	\$0	\$0	\$900,000	\$900,000	\$900,000	\$900,000	\$0
Recurring Referendum \$	\$0	\$0	\$0	\$0	\$0	\$0	\$0

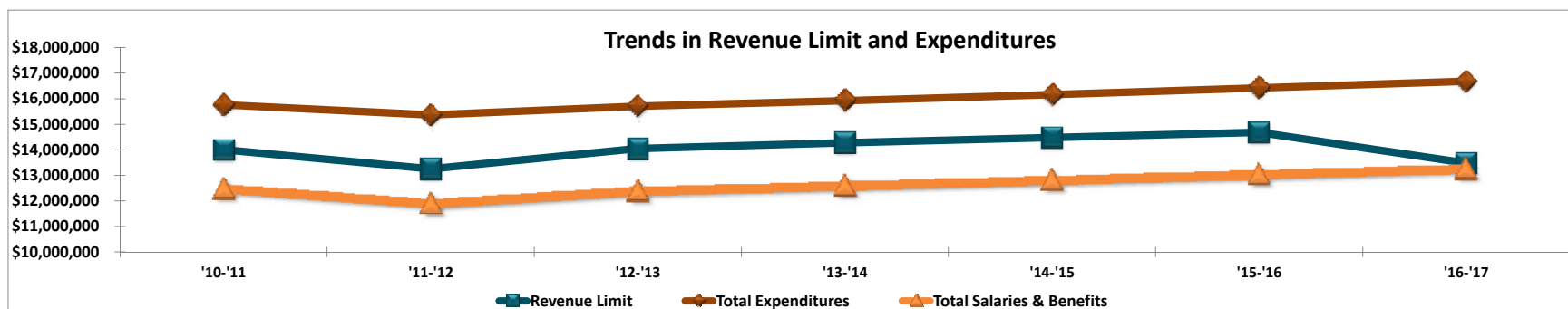
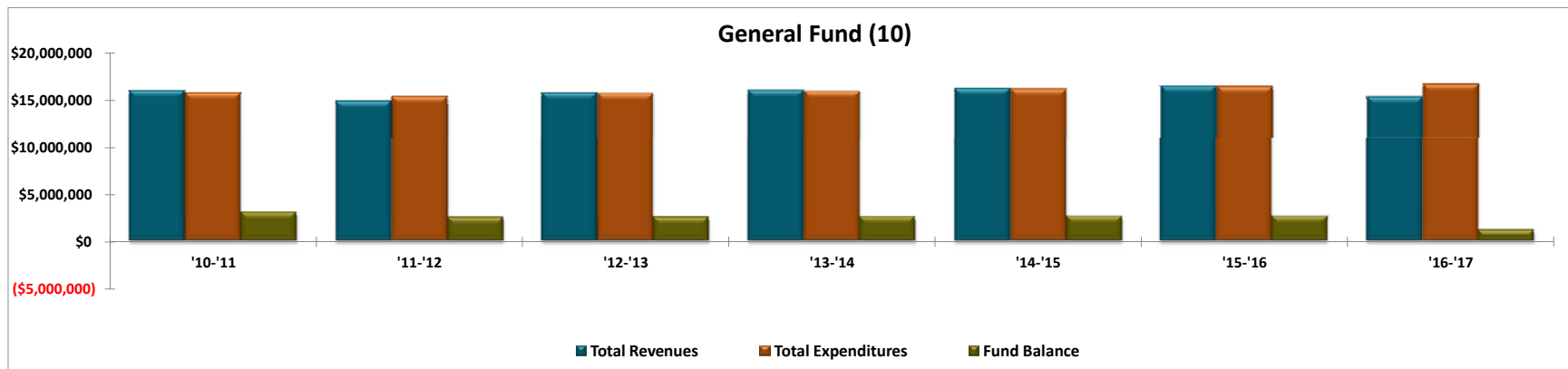


Wage Increase		1%
Year	Amount	
1	700,000	
2	800,000	
3	1,000,000	
4	1,200,000	

School District of Altoona

Forecast Model Scenario: **Current Scenario**

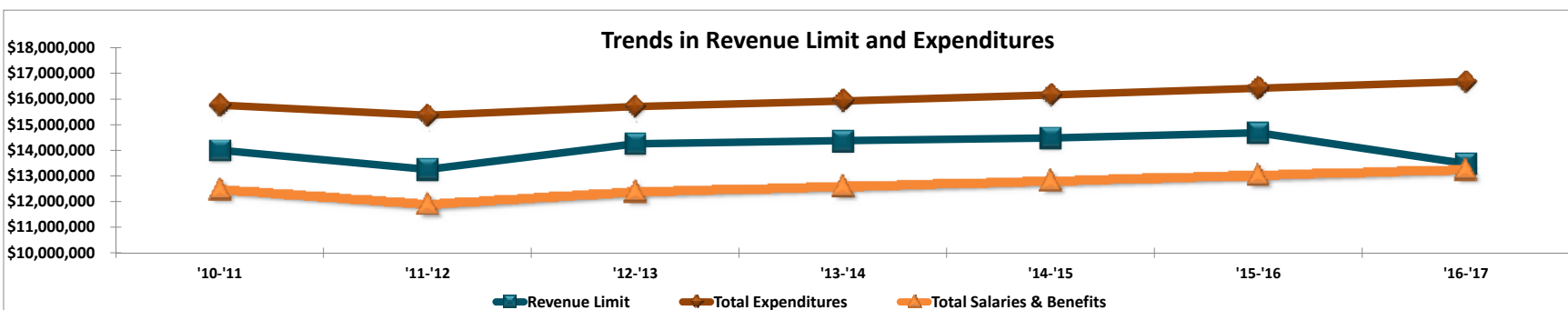
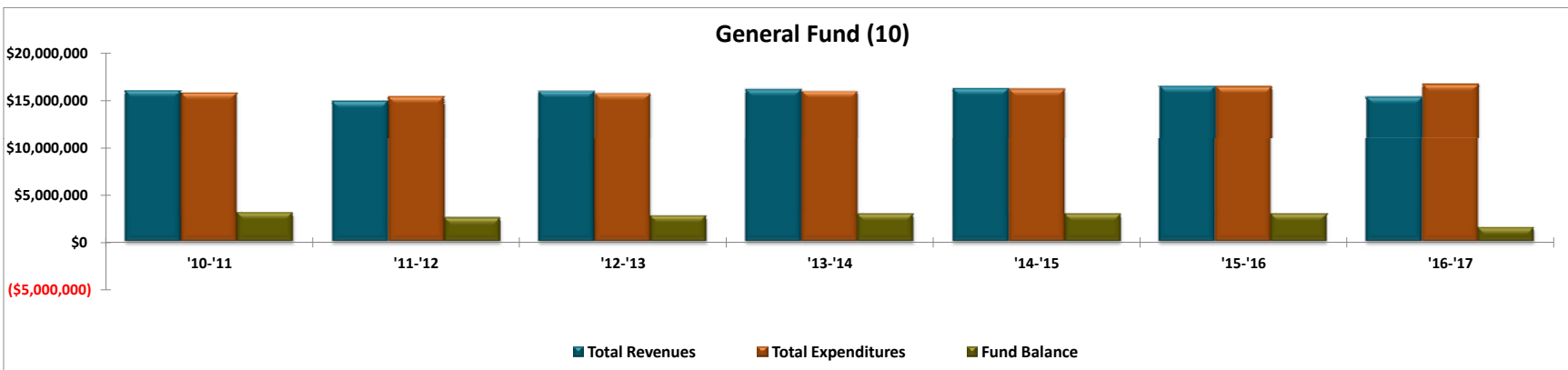
	'10-'11	'11-'12	'12-'13	'13-'14	'14-'15	'15-'16	'16-'17
Enrollment Growth:	-0.07%	2.83%	0.00%	0.00%	0.00%	0.00%	0.00%
Per Pupil Increase:	\$200	(\$528.02)	\$50	\$0	\$0	\$0	\$0
Equalized Valuation Growth:	-2.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Fund 10 Revenues	\$15,963,491	\$14,821,804	\$15,718,953	\$15,985,423	\$16,187,111	\$16,416,413	\$15,259,084
Fund 10 Expenditures	\$15,764,976	\$15,364,806	\$15,705,281	\$15,926,862	\$16,164,511	\$16,417,226	\$16,684,211
Surplus (Deficit)	\$198,515	(\$543,002)	\$13,672	\$58,560	\$22,600	(\$814)	(\$1,425,126)
Fund Balance	\$3,053,326	\$2,510,323	\$2,523,995	\$2,582,555	\$2,605,155	\$2,604,342	\$1,179,215
Fund Balance as % of Expenditures	19.37%	16.34%	16.07%	16.22%	16.12%	15.86%	7.07%
Total Tax Rate per \$1,000 Equalized Valuation	\$9.03	\$9.42	\$10.76	\$10.89	\$11.16	\$11.38	\$8.79
Increase/Decrease in Mill Rate		\$0.39	\$1.34	\$0.13	\$0.27	\$0.22	(\$2.59)
Non-Recurring Referendum \$	\$0	\$0	\$700,000	\$800,000	\$1,000,000	\$1,200,000	\$0
Recurring Referendum \$	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Wage Increase		1%
Year	Amount	
1	900,000	
2	900,000	
3	1,000,000	
4	1,200,000	

School District of Altoona

Forecast Model Scenario:	Current Scenario						
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Enrollment Growth:	-0.07%	2.83%	0.00%	0.00%	0.00%	0.00%	0.00%
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Equalized Valuation Growth:	-2.25%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
Fund 10 Revenues	\$15,963,491	\$14,821,804	\$15,918,953	\$16,085,423	\$16,187,111	\$16,416,413	\$15,259,084
Fund 10 Expenditures	\$15,764,976	\$15,364,806	\$15,705,281	\$15,926,862	\$16,164,511	\$16,417,226	\$16,684,211
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Fund Balance	\$3,053,326	\$2,510,323	\$2,723,995	\$2,882,555	\$2,905,155	\$2,904,342	\$1,479,215
Fund Balance as % of Expenditures	19.37%	16.34%	17.34%	18.10%	17.97%	17.69%	8.87%
Total Tax Rate per \$1,000 Equalized Valuation	\$9.03	\$9.42	\$11.16	\$11.09	\$11.16	\$11.38	\$8.79
Increase/Decrease in Mill Rate		\$0.39	\$1.73	(\$0.07)	\$0.07	\$0.22	(\$2.59)
Non-Recurring Referendum \$	\$0	\$0	\$900,000	\$900,000	\$1,000,000	\$1,200,000	\$0
Recurring Referendum \$	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Referendum to Exceed the Revenue Limit for Non-Recurring Purposes

November 7, 2011 Action Taken:

Motion to proceed with April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, specifying \$1,500,000 as the dollar amount for each of the 2012/13, 2013/14, 2014/15 and 2015/16 school years.

Reconsider Referendum Scope (\$ Amount)

November 21, 2011 – Sample Motions:

Scenario 1: Motion to reaffirm the April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, adjusting the dollar amount to \$900,000 for each of the 2012/13, 2013/14, 2014/15 and 2015/16 school years.

Scenario 2: Motion to reaffirm the April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, adjusting the dollar amount to \$700,000 in 2012/13, \$800,000 in 2013/14; \$1,000,000 in 2014/15; and \$1,200,000 in 2015/16.

Scenario 3: Motion to reaffirm the April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, adjusting the dollar amount to \$900,000 in each of the 2012/13 and 2013/14 school years; \$1,000,000 in 2014/15; and \$1,200,000 in 2015/16.

Referendum to Exceed the Revenue Limit for Non-Recurring Purposes

November 7, 2011 Action Taken:

Motion to proceed with April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, specifying \$1,500,000 as the dollar amount for each of the 2012/13, 2013/14, 2014/15 and 2015/16 school years.

Reconsider Referendum Scope (\$ Amount)

November 21, 2011 – Sample Motions:

Scenario 1: Motion to reaffirm the April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, adjusting the dollar amount to \$900,000 for each of the 2012/13, 2013/14, 2014/15 and 2015/16 school years.

Scenario 2: Motion to reaffirm the April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, adjusting the dollar amount to \$700,000 in 2012/13, \$800,000 in 2013/14; \$1,000,000 in 2014/15; and \$1,200,000 in 2015/16.

Scenario 3: Motion to reaffirm the April 3, 2012 referendum to exceed the revenue limit for non-recurring purposes, adjusting the dollar amount to \$900,000 in each of the 2012/13 and 2013/14 school years; \$1,000,000 in 2014/15; and \$1,200,000 in 2015/16.