

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

FINANCIAL AFFAIRS COMMITTEE MEETING

MONDAY, JULY 18, 2011
7:00 PM
COLBY DISTRICT EDUCATION CENTER

OPEN MEETING

AGENDA

- 1) Review Invoices & Receipts

Committee Members Include: Donna Krueger, Chair
Dennis Engel
Todd Schmidt

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

STEVEN KOLDEN, SUPERINTENDENT

REGULAR SCHOOL BOARD MEETING

Monday, July 18, 2011 – 7:30 PM

Colby District Education Center

AGENDA:

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF POSTING
4. PUBLIC PARTICIPATION
5. INFORMATION ITEMS:
 - 5.01 Correspondence (If Any)
 - 5.02 Superintendent's Report – Steve Kolden [Updated Board of Education Contact Information; High School Principal Update; Update on Part B IDEA Requirements]
6. CONSENT AGENDA
 - 6.01 Minutes from June 20, 2011 Regular Board Meeting and June 28, 2011 Special Board Meeting
 - 6.02 Requests for Out-of-State Travel (If Any)
 - 6.03 Staff Resignations/Retirements/Leave Requests
 - 6.03-1 Jamie Holden, Colby Elementary Special Education Teacher
 - 6.03-2 Karsten Powell, Colby High School Special Education Teacher
 - 6.03-3 Other Resignations/Retirements/Leave Requests (If Any)
 - 6.04 Personnel – Transfers / New Hires
 - 6.04-1 Lisa Westaby, Colby Elementary 2nd Grade Teacher
 - 6.04-2 Kimberly Goettl, Colby Elementary Kindergarten Teacher
 - 6.04-3 Kassidy Gustafson, Colby Elementary Kindergarten Teacher
 - 6.04-4 Jeri Ann Cardiff, Colby Elementary Music Teacher (.8 FTE-One Year Contract)
 - 6.04-5 Rachel Salacinski, Colby Middle School 5th Grade Teacher
 - 6.04-6 Christine Olson, Colby Middle School 7th Grade Teacher
 - 6.04-7 Kenneth Breu, Colby High School Math Teacher (.5 FTE)
 - 6.04-8 Melissa Ploeckelman, Colby High School Agriculture Teacher
 - 6.04-9 Cody Meyers, ELL Coordinator (.5 FTE-Pending Licensure)
 - 6.04-10 Other Transfers / New Hires (If Any)
7. REGULAR BUSINESS – CONSIDERATION OF:
 - 7.01 Agenda Items Moved From Consent Agenda
 - 7.02 Recommendation of Finance Committee
8. DISCUSSION INFORMATION
 - 8.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
 - 8.02 Consideration of Report of the Finance Committee
 - 8.03 Consideration of Report of the Personnel Committee
 - 8.04 Consideration of Report of the Policy Committee
 - 8.05 Discuss Process for Youth Options Course Approval

9. ACTION INFORMATION

- 9.01 Approve Bid to Replace Carpet in Two(2) Middle School Classrooms – Not to Exceed \$5,800
- 9.02 Discuss/Approve Bid from Simplex to Update Clocks and Bell/Tone Generator @ Colby High School – Not to Exceed \$14,000
- 9.03 Discuss/Approve Bid for Replacement of Shingles on Red House & Garage – Not to Exceed \$11,000
- 9.04 Approve Revisions to High School Co-curricular Code
- 9.05 Approve Youth Options Requests (9)
- 9.06 Approve Administrative Procedure for Grievance Resolution
- 9.07 Designate Individual(s) for Closing Sale of Neillsville Property
- 9.08 Consideration of Second Reading: Policy #661 – General Fund Balance
- 9.09 Consideration of Second Reading: Policy #823.1 – Records Retention Policy

10. ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) FOR THE PURPOSES OF:

- c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

The Board will consider:

- 10.01 Agenda Items Moved From Consent Agenda
- 10.02 Superintendent Evaluation Process and Format for 2010-11
- 10.03 Salary Placement Grid
- 10.04 Specialist Contract Discussion
- 10.05 Administrative Contracts
- 10.06 Reconvene in Open Session

11. THE BOARD WILL RECONVENE IN OPEN SESSION IMMEDIATELY UPON COMPLETING THE CLOSED SESSION TO TAKE ACTION, IF NECESSARY, ON SELECTED MATTERS DISCUSSED IN CLOSED SESSION.

12. IDENTIFY ITEMS FOR NEXT AGENDA

- 12.01 Schedule Meetings:
 - 12.01-1 Finance Committee Meeting – August 15, 2011 @ 7 PM
 - 12.01-2 Regular Board of Education Meeting – August 15, 2011 @ 7:30 PM
 - 12.01-3 Facilities and Transportation Committee Meeting - ?
 - 12.01-4 Personnel Committee Meeting – Wednesday, July 20, 2011 @ 6 PM
 - 12.01-5 Policy and Curriculum Committee Meeting – ?

13. ADJOURNMENT

**COLBY SCHOOL DISTRICT
APRIL 2011 BOARD OF EDUCATION**

Bill Tesmer, President

217 S. 2nd Street

Colby, WI 54421

715-305-2841

Email: wtesmer@colby.k12.wi.us

Member Since: April 2003

Term Expires: April 2012

Donna Krueger

H3137 Blueberry Road

Colby, WI 54421

715-223-2507

Email: don4geo@frontier.com

Member Since: April 2007

Term Expires: April 2013

Cheryl Ploeckelman, Vice President

5958 Bruckerville Avenue

Stetsonville, WI 54480

715-654-5485

Email: cploeckelman@colby.k12.wi.us

Member Since: April 2002

Term Expires: April 2014

Eric Elmhorst

H3752 Maple Road

Unity, WI 54488

715-223-4425

Email: eelmhorst@abbotsford.k12.wi.us

Member Since: April 2010

Term Expires: April 2013

Ed Haas, Clerk

W656 Oak Road

Abbotsford, WI 54405

715-223-3143

Email: ehaas@frontier.com

Member Since: April 2009

Term Expires: April 2012

Todd Schmidt

203 S. 2nd Street

Colby, WI 54421

715-223-1763

tschmidtnews@charter.net

Member Since: April 2011

Term Expires: April 2014

Dennis Engel, Treasurer

W1517 County Line Road

Dorchester, WI 54425

715-654-5243

Email: denengel@tds.net

Member Since: April 2007

Term Expires: April 2013

District Administrator:

Steven Kolden

Colby School District

PO Box 139

Colby, WI 54421

715-223-2301, ext. 1

skolden@colby.k12.wi.us

June 30, 2011

Steven Kolden
District Administrator
Colby School District
PO Box 139
Colby, WI 54421-0139

Dear Mr. Kolden:

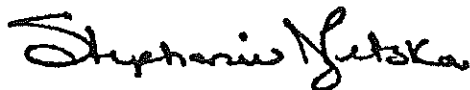
The Individuals with Disabilities Education Act (IDEA) requires the Department of Public Instruction (DPI) to determine if each local educational agency (LEA) meets the requirements of Part B of the IDEA. The criteria DPI considers when making the determination whether the LEA meets requirements, needs assistance, needs intervention, or needs substantial intervention in implementing the requirements of IDEA is available at <http://dpi.wi.gov/sped/spp-determinations.html>.

The Department has reviewed the required information and has determined the Colby School District **meets the requirements** of Part B of IDEA. You and your staff are to be commended for this achievement. Thank you for your efforts to ensure compliance and improve results for children and youth with disabilities.

If you have any questions about the contents of this letter, please do not hesitate to contact your DPI Local Performance Plan Consultant. Contact information is available at www.dpi.wi.gov/sped/sepcontact.html.

Sincerely,

DIVISION FOR LEARNING SUPPORT:
EQUITY AND ADVOCACY



Stephanie J. Petska, Ph.D., Director
Special Education Team

SJP:mks

c. Samantha Penry, Director of Special Education, Colby School District

REGULAR MEETING MINUTES
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY
MONDAY, JUNE 20, 2011
COLBY DISTRICT/EDUCATION CENTER

The Regular School Board Meeting on June 20, 2011, was called to order at 7:30 p.m. at the Colby District Education Center by Board President, William Tesmer. Members present were Donna Krueger, William Tesmer, Eric Elmhorst, Todd Schmidt and Ed Haas. Dennis Engel and Cheryl Ploeckelman were absent. Also present were Superintendent Steven Kolden and Chris Thieme.

The meeting notice was posted according to the requirements of the open meeting law.

Several items of correspondence were presented including Thank You Notes from the Linda Kalepp Family, also Thank You Notes from Steve Linzmeier and Linda Kalepp for retirement presentations.

Dr. Kolden explained the need for a comprehensive employee handbook to replace employee negotiated contract agreements which will become null and void. He has obtained from the Wisconsin Association of School Board a recommended format for creating an employee handbook. The Falcon Enterprises Annual Report is available for board members to read. A plan has been developed to expend the excess balance in the Food Service Fund as recommended by the WI Department of Public Instruction. Mr. Kolden will be attending the State FFA Convention to acknowledge Anna Peissig, who is a FFA Officer this year. Mr. Kolden complimented Mr. Hagen and his staff, for a well planned Sectional Track meet for 36 participating schools. Clark County Superintendents have received a survey asking for innovative and workable ideas for districts to share programs, students and employees in an effort to save educational dollars. The Colby High School pool will be closed on Friday afternoons due to low participation and as a cost saving measure. CESA 10 is providing planning for a sustainability services pilot program wrapping together energy, recycling, conservation and environment programs as part of a state initiative for Green Schools.

Motion by Mrs. Krueger, seconded by Mr. Haas to approve the Consent Agenda as follows:

- Minutes of May 16, 2011 Regular Board of Education Meeting
- Resignation of Kristy Frazier, ELL Coordinator
- Retirement of Mary Giffen, Colby H.S. Math Teacher
- Retirement of Sue Dix, Colby Elementary Second Grade Teacher
- Resignation of Gloria Josephson, Occupational Therapist
- Resignation of Gary Wirkus, Colby H.S. Agriculture Teacher
- Resignation of Jeff Sauer, Colby H.S. Principal
- Resignation of Melissa Manor, Pre-School Special Education Teacher
- Employ Traci Anderson as Assistant Volleyball Coach
- Employ Traci Anderson as a .5 FTE Colby H.S. Business Education Teacher
- Employ Jerry Cardiff as Freshman Football Coach
- Transfer Lori Neumann from the M.S. to Colby Elementary Grade 3
- Employ Gerald Fults as Colby M.S. Special Education Teacher
- Employ Elissa Trautlein as Colby Elementary Special Education Teacher

Voice vote – Motion carried.

Motion by Mrs. Krueger, seconded by Mr. Schmidt to approve the receipts and invoices as presented.

Voice vote – motion carried.

| Financial Report | |
|--|----------------|
| May Receipts #389525-389583A | \$1,272,900.63 |
| Mid Wisconsin Bank Wires #1245-1252 | 119,393.91 |
| Community Bank Regular Checks #28702-28758 | 41,220.29 |
| Direct Deposit #9041627-9041979 | 272,961.03 |
| Dorchester State Bank Checks #60647-60872 | 553,166.07 |

There were no Board Member Reports from attendance at seminars or workshops.

The Personnel Committee will report in closed session and the Policy Committee Report follows later on the agenda.

Board Members received the High School Handbook for review.

Dr. Kolden explained the procedure for hiring a new high school principal. All applications, internal and external, will be reviewed by Dr. Kolden and committee members. They will select 5-6 applicants for interviews with the committee consisting of 1 administrator, 1 teacher, 1 parent, 1 board member (Mr. Schmidt and Mr. Engel volunteered) and Dr. Kolden. The applicant pool will be reduced to two and additional interviews may take place. Dr. Kolden will be recruiting. It is expected the initiatives started by the former principal can be continued.

The board reviewed Administrative Procedure #682.1 – Time and Effort Reporting as required by programs that are funded by federal dollars. The district needs to document staff hours and dollars that are funded by federal programs.

The board reviewed Administrative Procedure #823.1 – Wisconsin Records Retention Schedule for School Districts.

The board also reviewed Administrative Procedure #833.4 – Service Animals in School, stating a process and procedure for service animals.

Motion by Mr. Schmidt, seconded by Mr. Haas, to approve the 2011-2012 School Calendar. The first day of school will be September 1, 2011 and the last day for students will be June 6, 2012 with 180 student contact days in the year. Voice vote – Motion carried.

Motion by Mr. Elmhorst, seconded by Mr. Schmidt, to approve the 2011-2012 Instructional Budget as presented with a reduction in expenditures of \$144,432.00 primarily in educational technology. Voice vote – Motion carried.

Motion by Mr. Schmidt, seconded by Mr. Elmhorst to approve the 2009-2011 Master Agreement final proposal as sent to the arbitrator and ratified by the Colby Education Association. Voice vote – Motion carried.

Motion by Mr. Schmidt, seconded by Mr. Elmhorst to approve extending the WB-42 Amendment to Listing Contract with Mike Krohn of Coldwell Banker Brenizer Realty for the Riverview School/Gym and Sunburst Administrative Building to June 30, 2012. Voice vote – Motion carried.

Motion by Mr. Haas, seconded by Mrs. Krueger to approve a contract with CESA #6 for CMS4Schools, a website hosting service for \$2,000.00. Voice vote – Motion carried.

Motion by Mr. Haas, seconded by Mr. Elmhorst, to award the bid for Student Accident Insurance to Student Assurance Services for 2011-2012 school year. Voice vote – Motion carried.

The Board reviewed the first reading of Board Policies: #661 – General Fund Balance, #823.1 – Records Retention Policy and removal of Exhibit 823.1 – Wisconsin Records Retention Detail Schedule to become Administrative Procedure.

Motion by Mrs. Krueger, seconded by Mr. Schmidt, to convene in closed session per Wisconsin Statutes 19.85 (1) c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. 10.01 – none; 10.02 - 2009-2011 Master Agreement with CEA; 10.03 - 2011-2012 CEA Contract Update; 10.04 Sale of Property. Roll call vote – Motion carried 5-0.

Motion by Mrs. Krueger, seconded by Mr. Haas, to move from closed session and to reconvene in open session as previously announced. Voice vote - motion carried.

Motion by Mrs. Krueger, seconded by Mr. Haas to approve a primary offer of \$60,000.00 for the sale of Riverview School/Gym and authorize Dr. Kolden to negotiate with the listing broker/buyer to finalize the sale. If contingencies of primary offer cannot be met, authorize Dr. Kolden to negotiate with the listing broker/secondary buyer to finalize sale. Roll call vote – Motion carried 5-0.

Scheduled Board of Education Meetings:

Facilities & Transportation Committee Meeting – June 27, 2011 – CD/EC
Special Board of Education Meeting – June 28, 2011 - 7:30 p.m. CDEC – End Fiscal Year
Regular Board of Education Meeting – July 18, 2011 – 7:30 p.m. CDEC
Personnel Committee Meeting - ?????

Motion by Mrs. Krueger, seconded by Mr. Elmhorst, to adjourn the meeting. Voice vote - motion carried. Meeting adjourned at 10:02 p.m.

Respectfully Submitted:

Edward Haas, Clerk

Chris Thieme, Reporting Secretary

SPECIAL MEETING MINUTES
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY
TUESDAY, JUNE 28, 2011
COLBY DISTRICT/EDUCATION CENTER

The Special School Board Meeting on June 28, 2011, was called to order at 7:30 p.m., in the Colby District Education Center by Board President, William Tesmer. Members present were Eric Elmhorst, Donna Krueger, Cheryl Ploeckelman, Dennis Engel, Ed Haas, Todd Schmidt and Bill Tesmer. Also present were Superintendent Steve Kolden and Chris Thieme.

The meeting notice was posted according to the requirements of the open meeting law.

Board correspondence: Thank you note from Lea Fildes.

Dr. Kolden informed the board members the primary offer of \$60,000.00 for the Riverview School/Gym was accepted. The closing will be August 10, 2011. Mr. Hagen and Mr. Underwood are going to look at the climbing wall in the Riverview Gym.

Motion by Mr. Engel, seconded by Mr. Elmhorst to approve the consent agenda as follows:

- Resignation of Brian Quarne as Colby Elementary Kindergarten Teacher
- Resignation of Hope Salas as Colby M.S. grade 7 Teacher
- Resignation of Nicole Jodarski, Colby M.S./H.S Spanish Teacher
- Transfer Sara Voss to Colby Elementary Kindergarten Teacher
- Employ Jamie Holden as Colby Elementary Special Education Teacher
- Employ Andrew Schwantes as Colby H.S. Social Studies Teacher

Voice vote – Motion carried.

Mr. Schmidt attended the Clark County Boards meeting and received information from the surveys. The next meeting is August 17th. They hope to have representatives from CESA 6 and 10 to speak.

Transportation and Facilities Committee Report will be later on the agenda.

Dr. Kolden explained in detail the High School Principal hiring process. The position is posted internally and externally through several websites closing on July 1, 2011. He has called other administrators for candidates. An interview committee will be set up including H.S. Guidance Counselor, 1 administrator, 1 board member, 1 teacher, 1 parent and Dr. Kolden. All applications will be reviewed and 4-5 applicants will be selected for interviews. Interviews will be scheduled for July 19th and 21st. References will be thoroughly checked.

Motion by Mrs. Ploeckelman, seconded by Mr. Schmidt, to approve the end of the year checks as presented in the amount of \$89,374.48. Voice vote – Motion carried

Motion by Mr. Haas, seconded by Mr. Elmhorst to award the following bids with payment to be made from the Renovation Fund as recommended by the Facilities and Transportation Committee:

*Award a bid to Security Fence in the amount of \$12,413.00 to replace/repair the softball field backstop, 1st and 3rd baselines, outfield fence and the baseball outfield fence. Old fencing will be given away.

*Award a bid to Marawood Construction in the amount of \$14,068.00 to repair the high school entrance canopy, support columns and finish as quoted according to Ratsch Engineering specifications.

*Award a bid to Stro's Plumbing in the amount of \$890.00 for removal, replacement and repair of 2 p-trap floor drains in the high school kitchen.

*Authorize the superintendent to negotiate the best price for concrete repair following the plumbing work, not to exceed \$2,000.00.

*To repair H.S. East Parking lot award bid to American Asphalt and Paving in the amount of \$28,860.00 for patching and replacement of parts of asphalt; and award bid to Fahrner Asphalt in the amount of \$25,865.00 for rout and crack seal, polymastic, 2 coats seal and line striping the East H.S. lot.

*To repair the West (between M.S. and Elem) Parking lot award bid to American Asphalt and Paving in the amount of \$6,116.40 for patching and replacement of parts of asphalt; and award bid to Fahrner Asphalt in

the amount of \$7,782.00 to rout and crack seal, polymastic, 2 coats seal and line striping the West lot. Roll call vote – Motion carried 7-0.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst, to adjourn into Closed Session per Wisconsin Statutes 19.85 (1) for the purposes of: e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. 10.01 Discussion of Health Insurance Options, 10.02 Discuss Bus Contract. Roll call vote – Motion carried 7-0.

Motion by Mrs. Ploeckelman, seconded by Mrs. Krueger, to reconvene in open session. Voice vote – Motion carried.

Upcoming Board of Education Meetings:

July 18, 2011 - Regular Board of Education Meeting – 7:30 p.m. - CDEC

After 7/20/11 – Facilities & Transportation Committee Meeting

Need to Meet - Personnel Committee/Full Board to deal with Employee Handbook

Motion by Mrs. Krueger, seconded by Mr. Elmhorst to adjourn the meeting. Voice vote – Motion carried. Meeting adjourned at 10:03 p.m.

Respectfully Submitted:

Edward Haas, Clerk

Chris Thieme, Reporting Secretary

Jamie Holden
18733 67th Avenue
Chippewa Falls, WI 54729

July 5, 2011

Steven Kolden
School District of Colby
505 West Spence St.
PO Box 139
Colby, WI 54421-0139

RE: SPECIAL EDUCATION INSTRUCTOR POSTION

Dear Mr. Kolden

Thank you for offering me the position of Special Education Instructor with the School District of Colby. I enjoyed meeting with the interview team and appreciate your confidence in my abilities.

It was a very difficult decision to make but after much thought and consideration, I have decided to accept another teaching position closer to my residence.

Once again, thank you for your consideration.

Sincerely


Jamie Holden

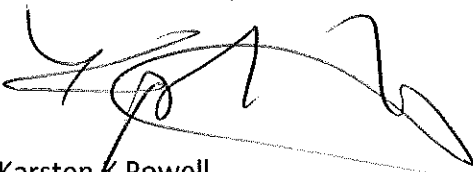
1114 Locust Street
Eau Claire, WI 54701

June 29, 2011

To whom it may concern,

I am resigning from my position as special education teacher at Colby High School effective immediately. If there is any further action needed on my part to complete this action, please let me know.

Thank you,

A handwritten signature in black ink, appearing to read 'Karsten K Powell', written over a horizontal line.

Karsten K Powell

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment

(Please check appropriate assignment)

Purpose: To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Westaby, Lisa Teacher
Employee's Name: Last, First Position and Building Location Second grade - Colby Elementary
School School

Continuing Position? Yes No

(IF no, Start and End Dates) _____ through _____

Administrator; Teacher; Long Term Sub; Instructional Aide Clerical; Maintenance; Food Service; Coach;

Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: August, 2011 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

Lea Fildes
Immediate or Program Supervisor's Signature

6-29-11
Date

S. Kolden
Superintendent's Signature

6-30-11
Date

Reason for position vacancy: Retirement

Person vacating position:
Sue Dix

Date position was vacated: May, 2011

Recruitment area:
Wisconsin

Number of candidate files: 13

Person(s) doing screening: Lea Fildes
Brenda Medenwaldt
Jean Rosemeyer, Mary Boor

Number of candidates after screening: 7

Person(s) doing interviewing:

Lea Fildes
Brenda Medenwaldt
Jean Rosemeyer
Mary Boor

Number of candidates interviewed: 6

Candidate Biography / Resume & Application Attached

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

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(Please check appropriate assignment)

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Goettl, Kimberly
Employee's Name: Last, First

Kindergarten Teacher - Colby
Position and Building Location Elem. School 1

Continuing Position? Yes No

(If no, Start and End Dates) _____ through _____

Administrator; Teacher Long Term Sub; Instructional Aide Clerical; Maintenance; Food Service; Coach;

Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: August, 2011 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

Lea Fildes
Immediate or Program Supervisor's Signature

6-29-11
Date

S. Kolden
Superintendent's Signature

6-30-11
Date

Reason for position vacancy: Kindergarten
teacher acquired position
closer to home

Date position was vacated:

May, 2011

Person vacating position: Becky
Isenberger

Recruitment area:

Wisconsin

Number of candidate files: 13

Number of candidates after screening: 7

Number of candidates interviewed: 6

Person(s) doing screening: Lea Fildes
Brenda Medenwaldt
Jean Rosemeyer, Mary Boor

Person(s) doing interviewing:

Lea Fildes
Brenda Medenwaldt
Jean Rosemeyer
Mary Boor

Candidate Biography / Resume & Application Attached

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

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(Please check appropriate assignment)

Purpose: To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Gustafson, Cassidy
Employee's Name: Last, First

Kindergarten teacher - Colby
Position and Building Location Elem. School 1

Continuing Position? Yes No

(If no, Start and End Dates) _____ through _____

Administrator; Teacher Long Term Sub; Instructional Aide Clerical; Maintenance; Food Service; Coach;

Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: August, 2011 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

Lea Fildes

Immediate or Program Supervisor's Signature

6-29-11

Date

S. Kolden

Superintendent's Signature

6-30-11

Date

Reason for position vacancy: kindergarten teacher went to other position in another district

Person vacating position: Brian Quarne

Date position was vacated: June, 2011

Recruitment area: Wisconsin

Number of candidate files: 13

Person(s) doing screening: Lea Fildes

Number of candidates after screening: 7

Person(s) doing interviewing: Brenda Medenwaldt, Mary Jean Rosemeyer, Boor

Number of candidates interviewed: 6

Lea Fildes
Brenda Medenwaldt
Jean Rosemeyer
Mary Boor

Candidate Biography / Resume & Application Attached

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment

(Please check appropriate assignment)

Purpose: To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Cardiff, Jeri Ann

Employee's Name: Last, First

.8 FTE Elem. Music

Position and Building Location

Continuing Position? Yes No
(IF no, Start and End Dates) Aug. 24, 2011 through June 6, 2012

Administrator; Teacher; Long Term Sub; Instructional Aide Clerical; Maintenance; Food Service; Coach;

Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: 8-24-11 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

Immediate or Program Supervisor's Signature

Date

S. Kolden

6-28-11

Superintendent's Signature

Date

Reason for position vacancy:

Retirement

Person vacating position:

Berns Mellenthin

Date position was vacated:

6-11

Recruitment area:

AREA/STATE

Number of candidate files:

2

Person(s) doing screening:

Interviewal ACC

Number of candidates after screening:

2

Person(s) doing interviewing:

• STEVE KOLDEN
• LEA FILDES
• Brenda Madenwaldt
• Tammy Horacek

Number of candidates interviewed:

2

Candidate Biography / Resume & Application Attached

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment

(Please check appropriate assignment)

Purpose: To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Salacinski, Rachel

Employee's Name: Last, First

5th grade - Colby Middle School

Position and Building Location

Continuing Position? Yes No

(IF no, Start and End Dates) August 24, 2011 through _____

Administrator; Continuing Teacher; Emergency Teacher; Long Term Sub; Instructional Aide Clerical;

Maintenance; Food Service; Coach; Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: Aug. 24, 2011 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

Jim Hagen

Immediate or Program Supervisor's Signature

7-12-11

Date

S. Kolden

Superintendent's Signature

7-14-11

Date

Reason for position vacancy:

Retirement / Transfer

Person vacating position:

Nina Witt / Lori Neumann

Date position was vacated:

June 2011

Recruitment area:

State wide

Number of candidate files:

26

Person(s) doing screening:

Michelle Stewart / Jim Hagen

Number of candidates after screening:

9

Person(s) doing interviewing:

Michelle Stewart / Jim Hagen

Number of candidates interviewed:

9

Candidate Biography / Resume & Application Attached

505 WEST SPENCE ST. • P.O. BOX 139 • COLBY, WI 54421-0139

PHONE 715.223.2301 • FAX 715.223.4539

SKOLDEN@COLBY.K12.WI.US

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment
(Please check appropriate assignment)

Purpose: To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Olson, Christine

Employee's Name: Last, First

7th grade - Colby Middle School

Position and Building Location

Continuing Position? Yes No
(IF no, Start and End Dates) August 30, 2011 through _____

Administrator; Continuing Teacher; Emergency Teacher; Long Term Sub; Instructional Aide Clerical;
 Maintenance; Food Service; Coach; Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: 8-30-11 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

Jim Hagen

Immediate or Program Supervisor's Signature

7-1-11

Date

Superintendent's Signature

Date

Reason for position vacancy:

Took another job elsewhere

Person vacating position:

Hope Halas

Date position was vacated:

June 20, 2011

Recruitment area:

State wide

Number of candidate files:

26

Person(s) doing screening:

Michelle Stewart, Jim Hagen

Number of candidates after screening:

7

Person(s) doing interviewing:

Michelle Stewart, Jim Hagen

Number of candidates interviewed:

7

Candidate Biography / Resume & Application Attached

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment

(Please check appropriate assignment)

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Brew, Kenneth

Employee's Name: Last, First

.5 FTE HS MATH

Position and Building Location

Continuing Position? Yes No

(If no, Start and End Dates) _____ through _____

Administrator; Teacher; Long Term Sub; Instructional Aide Clerical; Maintenance; Food Service; Coach;

Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: 8-24-11 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

Immediate or Program Supervisor's Signature

S. Kolden

Superintendent's Signature

Date

6-28-11

Date

Reason for position vacancy:

Retirement

Date position was vacated:

6-11

Number of candidate files:

2

Number of candidates after screening:

1

Number of candidates interviewed:

1

Person vacating position:

Mary Giffin

Recruitment area:

AREA/STATE

Person(s) doing screening:

S. KOLDEN

Person(s) doing interviewing:

STEVE KOLDEN
Jeff Rosemeyer

Candidate Biography / Resume & Application Attached

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SKOLDEN@COLBY.K12.WI.US

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment

(Please check appropriate assignment)

Purpose: To request approval for persons who have been transferred to a new position, have current assignment expanded, or tendered employment. In order to insure compliance with federal and state laws, clearance must be obtained from the human resources director prior to the person reporting to work.

Ploockelman, Melissa

Employee's Name: Last, First

HS Ag

Position and Building Location

Continuing Position? Yes No

(If no, Start and End Dates) _____ through _____

Administrator; Teacher; Long Term Sub; Instructional Aide Clerical; Maintenance; Food Service; Coach;

Other: _____

Work schedule for hourly staff (to include scheduled lunch break) _____ a.m. to _____ p.m.

Desired start date: 8-24-11 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

Indicate all account number(s) and percent of time for each account number to charge wages to (including grant accounts)

Hire Requested by:

BA + 0

Immediate or Program Supervisor's Signature

S. Kolden

Superintendent's Signature

Date

7-6-11

Date

Reason for position vacancy:

Resignation

Person vacating position:

GARY WIRKUS

Date position was vacated:

6-11

Recruitment area:

LOCAL / STATE

Number of candidate files:

5

Person(s) doing screening:

S. KOLDEN
T. SAUER

Number of candidates after screening:

3

Person(s) doing interviewing:

R. MEYER
T. PEISSIG
T. REATZ
S. KOLDEN

Number of candidates interviewed:

3

Candidate Biography / Resume & Application Attached

505 WEST SPENCE ST. • P.O. BOX 139 • COLBY, WI 54421-0139

PHONE 715.223.2301 • FAX 715.223.4539

SKOLDEN@COLBY.K12.WI.US

Kristen Seifert

From: Cody Meyers
Sent: Wednesday, July 13, 2011 10:35 AM
To: Kristen Seifert
Subject: Interest in Applying for 1/2-Time ELL Coordinator Position

Hi Kristen,

I, Cody Meyers, am currently an ELL Aide at Colby High School, and I wish to apply for the 1/2-Time ELL Coordinator position.

Thank you,

Cody

**FINANCIAL REPORT
BOARD OF EDUCATION MEETING
JULY 18, 2011**

TOTAL REVENUE -
JUNE \$2,638,994.07

MID.WISCONSIN BANK -
BANK WIRES - FEDERAL w/SS 1253-1261 \$ 286,809.70

COMMUNITY BANK OF CENTRAL WISCONSIN -
REGULAR CHECKS 28759-28794 \$ 64,007.70
DIRECT DEPOSIT 9041980-9042679 \$ 667,000.19

ADVANTAGE COMMUNITY BANK -
REGULAR CHECKS 60938-60939 \$ 23,477.80
60940-61024 \$ 105,771.70

TOTAL CHECKS TO BE APPROVED \$ 1,147,067.09

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|-------|-------------|-------------|------------|--------------|--------|
| 06 | JUNE, 2011 | 2010-2011 | 06/30/2011 | Batch Entry | Batch |

| BANK | LINE | NAME/PROJ | DESCRIPTION/REFERENCE | ADDT'L DESCRIPTION | ACCOUNT | RECEIPT# | ENTRY DT | DEBIT AMOUNT | CREDIT AMOUNT |
|------|------|-----------|-----------------------|---------------------|-------------------------|----------|----------|--------------|---------------|
| BNK2 | 1 | | STATE OF WIS | EQUALIZATION AID | 10 R 800 621 500000 000 | 389610 | 06/20/11 | 0.00 | 2,489,025.00 |
| BNK2 | 2 | | STATE OF WIS | OPEN ENROLLMT IN | 10 R 800 345 435000 000 | 389610 | 06/20/11 | 0.00 | 215,946.00 |
| BNK2 | 3 | | STATE OF WIS | OPEN ENROLLMT IN | 10 R 800 345 435000 000 | 389610 | 06/20/11 | 0.00 | 15,182.00 |
| BNK2 | 4 | | STATE OF WIS | OPEN ENROLLMENT OUT | 10 E 800 382 435000 000 | 389610 | 06/20/11 | 451,191.00 | 0.00 |
| BNK2 | 5 | | STATE OF WIS | OPEN ENROLLMENT OUT | 10 E 800 382 435000 000 | 389610 | 06/20/11 | 6,665.00 | 0.00 |
| BNK5 | 6 | | STUDENTS | YEARBOOKS | 10 R 800 279 500000 000 | 389584 | 06/03/11 | 0.00 | 164.00 |
| BNK5 | 7 | | COLBY POST OFFICE | REFUND POSTAGE | 10 E 800 353 263300 000 | 389585 | 06/20/11 | 0.00 | 36.79 |
| BNK5 | 8 | | COLBY PTC | BUS TRAVEL LIBRARY | 10 E 800 341 256770 000 | 389586 | 06/20/11 | 0.00 | 162.44 |
| BNK5 | 9 | | STUDENT | BOOK DAMAGE | 10 R 800 297 500000 000 | 389587 | 06/20/11 | 0.00 | 10.00 |
| BNK2 | 10 | | NORTHCENTRAL TECH COL | YOUTH APPRENTICSHIP | 10 R 800 515 130000 605 | 389588 | 06/23/11 | 0.00 | 180.00 |
| BNK2 | 11 | | SEEHAFER BROADCAST | BASEBALL GAME | 10 R 800 271 162000 000 | 389589 | 06/23/11 | 0.00 | 50.00 |
| BNK2 | 12 | | PARTNERS ST JOSEPHS | PEDIATRICS TRIPS | 10 E 800 341 256770 000 | 389590 | 06/23/11 | 0.00 | 200.00 |
| BNK2 | 13 | | GENERAL PARTS | REFUND CR BAL | 50 E 800 320 257220 000 | 389591 | 06/23/11 | 0.00 | 502.42 |
| BNK2 | 14 | | UW MILWAUKEE | RISK BEHAVIOR SURVE | 10 R 800 549 120000 000 | 389592 | 06/23/11 | 0.00 | 250.00 |
| BNK2 | 15 | | MIKE GOSSE TRUCKG | SALE OF DESKS | 10 R 800 269 500000 000 | 389593 | 06/23/11 | 0.00 | 100.00 |
| BNK2 | 16 | | SCOTT POLENZ | ROOM RENT NEILLSV | 10 R 900 293 500000 000 | 389594 | 06/23/11 | 0.00 | 200.00 |
| BNK2 | 17 | | WILLIAM PERKINS | ROOM RENT NEILLSV | 10 R 900 293 500000 000 | 389595 | 06/23/11 | 0.00 | 300.00 |
| BNK2 | 18 | | FORWARD HEALTH WIS | MEDICAID/SBS | 27 R 800 780 150000 000 | 389596 | 06/23/11 | 0.00 | 1,098.00 |
| BNK2 | 19 | | COLBY MS ACT FD | STUDY TEAM TREATS | 50 E 800 415 257220 000 | 389597 | 06/23/11 | 0.00 | 53.00 |
| BNK2 | 20 | | COLBY MS ACT FD | ICE CREAM PICNIC | 50 E 800 415 257220 000 | 389598 | 06/23/11 | 0.00 | 83.50 |
| BNK2 | 21 | | SCH DIST ATHENS | SPEC ED OPEN ENROLL | 27 R 800 347 437000 000 | 389599 | 06/23/11 | 0.00 | 13,915.00 |
| BNK2 | 22 | | CITY COLBY | MAY MOBILE HOME TAX | 10 R 800 213 500000 000 | 389600 | 06/23/11 | 0.00 | 284.56 |
| BNK2 | 23 | | COLBY EL PTC | OFFICE CHAIR REIMB | 10 E 100 440 110000 000 | 389601 | 06/23/11 | 0.00 | 103.52 |
| BNK2 | 24 | | SCH DIST LOYAL | SPEC ED OPEN ENROLL | 27 R 800 347 437000 000 | 389602 | 06/23/11 | 0.00 | 13,330.00 |
| BNK2 | 25 | | SCH DIST LOYAL | SPEC ED OPEN ENROLL | 27 R 800 517 437000 000 | 389602 | 06/23/11 | 0.00 | 35,000.00 |
| BNK2 | 26 | | COLBY EL PTC | REIMB.PICNIC SUPPLI | 10 E 100 411 110000 000 | 389603 | 06/23/11 | 0.00 | 47.94 |
| BNK2 | 27 | | SCH DIST LOYAL | SALE OF SCANNER WAN | 10 R 800 269 500000 000 | 389604 | 06/23/11 | 0.00 | 100.00 |
| BNK2 | 28 | | GEMINI CARES | NEILLSV RENT 6/15 | 10 R 900 293 500000 000 | 389605 | 06/23/11 | 0.00 | 350.00 |
| BNK2 | 29 | | COLUMBUS CATHOLIC SCH | MS TRACK ENTRY | 10 R 800 271 162000 000 | 389606 | 06/23/11 | 0.00 | 125.00 |
| BNK2 | 30 | | SCH DIST ABBOTSFORD | COOP ATHLETICS | 10 R 800 343 162000 000 | 389607 | 06/23/11 | 0.00 | 6,245.30 |
| BNK2 | 31 | | SCH DIST ABBOTSFORD | SPEC ED OPEN ENROLL | 27 R 800 347 437000 000 | 389607 | 06/23/11 | 0.00 | 13,415.00 |
| BNK2 | 32 | | STATE WIS FOOD SERV | FEDERAL AIDS | 50 R 800 717 257220 000 | 389608 | 06/06/11 | 0.00 | 18,771.56 |
| BNK2 | 33 | | STATE WIS FOOD SERV | FEDERAL AIDS | 50 R 800 717 257225 000 | 389608 | 06/06/11 | 0.00 | 5,056.70 |
| BNK2 | 34 | | STATE WIS DPI | SPEC EDUC AIDS | 27 R 800 611 150000 000 | 389609 | 06/13/11 | 0.00 | 101,800.00 |
| BNK2 | 35 | | STATE WIS DPI | SAGE AIDS | 10 R 800 650 500000 332 | 389611 | 06/13/11 | 0.00 | 109,934.00 |
| BNK2 | 36 | | STATE WIS DPI | IDEA FLOW THROUGH C | 24 R 800 730 150000 000 | 389612 | 06/20/11 | 0.00 | 19,701.78 |

| BATCH | DESCRIPTION | FISCAL YEAR | POST DATE | BATCH ORIGIN | STATUS |
|-------|-------------|-------------|------------|--------------|--------|
| 06 | JUNE, 2011 | 2010-2011 | 06/30/2011 | Batch Entry | Batch |

| BANK | LINE | NAME/PROJ | DESCRIPTION/REFERENCE | ADD'T'L DESCRIPTION | ACCOUNT | RECEIPT# | ENTRY DT | DEBIT AMOUNT | CREDIT AMOUNT | |
|-------------------------------------|------|-----------|-----------------------|---------------------|-------------------------|----------|----------|------------------------|---------------|---------------|
| . . . CONTINUED | | | | | | | | | | |
| BNK2 | 37 | | STATE WIS DPI | IDEA PRESCHOOL CLAI | 24 R 800 730 150000 347 | 389613 | 06/27/11 | 0.00 | 2,155.28 | |
| BNK5 | 38 | | SUMMER SCH STDTS | BOWLING FEES PAID | 10 E 100 940 110000 000 | 389615 | 06/24/11 | 0.00 | 1,017.60 | |
| BNK5 | 39 | | COLBY ELEM | JUNE MILK REVENUE | 50 R 800 251 257250 000 | 389614 | 06/16/11 | 0.00 | 130.80 | |
| BNK5 | 40 | | SUM SCH STDTS | TRACTOR SAFETY FEES | 10 R 800 292 131000 000 | 389616 | 06/29/11 | 0.00 | 520.00 | |
| BNK5 | 41 | | STUDENTS | JUNE FOOD SERV REV. | 50 R 800 251 257220 000 | 389617 | 06/30/11 | 0.00 | 5,721.76 | |
| BNK5 | 42 | | M.S.STUDENTS | 10-11 AGENDA | 10 R 800 269 500000 000 | 389618 | 06/23/11 | 0.00 | 35.00 | |
| BNK5 | 43 | | H.S. STUDENTS | 10-11 AGENDAS | 10 R 800 269 500000 000 | 389619 | 06/23/11 | 0.00 | 15.00 | |
| BNK5 | 44 | | ADMISSIONS | SEC TRACK MEET | 10 R 800 271 162000 000 | 389620 | 06/23/11 | 0.00 | 1,493.00 | |
| BNK5 | 45 | | STUDENTS | LIFETIME SPORTS | 10 R 800 292 143000 000 | 389621 | 06/24/11 | 0.00 | 30.00 | |
| BNK2 | 46 | | SCH DIST LOYAL | P.SQUIRES SHARED SE | 10 E 800 164 266000 000 | 389622 | 06/30/11 | 0.00 | 3,708.72 | |
| BNK2 | 47 | | SCH DIST LOYAL | P.SQUIRES SHARED SE | 10 E 800 220 266000 000 | 389622 | 06/30/11 | 0.00 | 283.72 | |
| BNK2 | 48 | | SCH DIST LOYAL | P.SQUIRES SHARED SE | 10 E 800 211 266000 000 | 389622 | 06/30/11 | 0.00 | 226.23 | |
| BNK2 | 49 | | SCH DIST LOYAL | P.SQUIRES SHARED SE | 10 E 800 212 266000 000 | 389622 | 06/30/11 | 0.00 | 189.14 | |
| BNK2 | 50 | | SCH DIST LOYAL | P.SQUIRES SHARED SE | 10 E 800 243 266000 000 | 389622 | 06/30/11 | 0.00 | 115.00 | |
| BNK2 | 51 | | SCH DIST LOYAL | P.SQUIRES SHARED SE | 10 E 800 292 266000 000 | 389622 | 06/30/11 | 0.00 | 174.24 | |
| BNK2 | 52 | | JERRY WELLS | RENT + DEPOSIT NEIL | 10 R 900 293 500000 000 | 389623 | 06/30/11 | 0.00 | 400.00 | |
| BNK2 | 53 | | MARTY KRAMER | JUNE HEALTH INS | 10 L 000 000 811631 000 | 389624 | 06/30/11 | 0.00 | 1,234.64 | |
| BNK2 | 54 | | JEAN NOWAK | JUNE HEALTH INS | 10 L 000 000 811631 000 | 389625 | 06/30/11 | 0.00 | 2,183.37 | |
| BNK2 | 55 | | MARIE BRAATZ | JULY HEALTH INS. | 10 L 000 000 811631 000 | 389626 | 06/30/11 | 0.00 | 400.25 | |
| BNK2 | 56 | | JUDY SORGE | JULY HEALTH INS. | 10 L 000 000 811631 000 | 389627 | 06/30/11 | 0.00 | 670.15 | |
| BNK2 | 57 | | VLASTA BLAHA | JULY HEALTH INS. | 10 L 000 000 811631 000 | 389628 | 06/30/11 | 0.00 | 355.79 | |
| BNK2 | 58 | | KEN LAVENTURE | JULY HEALTH INS. | 10 L 000 000 811631 000 | 389629 | 06/30/11 | 0.00 | 345.71 | |
| BNK2 | 59 | | MARY KUTZKE | JULY HEALTH INS. | 10 L 000 000 811631 000 | 389630 | 06/30/11 | 0.00 | 355.79 | |
| BNK2 | 60 | | STEVE MACSWAIN | AUG HEALTH INS | 10 L 000 000 811631 000 | 389631 | 06/30/11 | 0.00 | 77.75 | |
| BNK2 | 61 | | FORWARD HEALTH WIS | SBS/MEDICAID | 27 R 800 780 150000 000 | 389632 | 06/30/11 | 0.00 | 2,660.16 | |
| BNK2 | 62 | | CESA #10 | CR. HEARING SERV | 27 E 800 386 436610 091 | 389633 | 06/30/11 | 0.00 | 632.00 | |
| BNK2 | 63 | | CESA #10 | CR.AUDIOLOGY SERV | 27 E 800 386 436610 091 | 389633 | 06/30/11 | 0.00 | 341.00 | |
| BNK2 | 64 | | CESA #10 | CR. VISION SERVICES | 27 E 800 386 436670 091 | 389633 | 06/30/11 | 0.00 | 11,516.00 | |
| BNK2 | 65 | | CESA #10 | ADDL PT SERVICES | 27 E 800 386 218200 091 | 389633 | 06/30/11 | 2,549.00 | 0.00 | |
| BNK0 | 66 | | ADVANTAGE COMM BK | INTEREST | 10 R 800 280 500000 000 | 389634 | 06/30/11 | 0.00 | 40.68 | |
| BNK2 | 67 | | MID WISCONSIN BANK | INTEREST | 10 R 800 280 500000 000 | 389635 | 06/30/11 | 0.00 | 617.51 | |
| BNK5 | 68 | | MID WISCONSIN BANK | INTEREST | 10 R 800 280 500000 000 | 389635 | 06/30/11 | 0.00 | 9.59 | |
| BNK3 | 69 | | MID WISCONSIN BANK | INTEREST | 30 R 800 280 281000 000 | 389636 | 06/30/11 | 0.00 | 13.84 | |
| BNK4 | 70 | | MID WISCONSIN BANK | INTEREST | 42 R 800 280 500000 000 | 389637 | 06/30/11 | 0.00 | 5.84 | |
| 70 LINE ENTRIES FOR BATCH NUMBER 06 | | | | | | | | TOTALS FOR BATCH | 460,405.00 | 3,099,399.07 |
| | | | | | | | | BATCH TOTAL DIFFERENCE | 0.00 | -2,638,994.07 |

CHECKS PROCESSED - MID WISCONSIN BANK/COMMUNITY BANK

| | | | |
|-----------------|--|--------------|--------------------|
| 1253 | Mid WI Bank (FED/FICA Withheld) | 118,729.62 | TEA Summer Checks |
| 1254 | Employee Benefits Corp | 1,084.34 | 06/03/11 Payroll |
| 1255 | Mid WI Bank (FED/FICA Withheld) | 47,390.19 | 06/03/11 Payroll |
| 1256 | WEA Trust Advantage | 2,358.57 | 06/03/11 Payroll |
| 1257 | WI Dept. of Revenue (State Tax Withheld) | 40,120.53 | 06/03/11 Payroll |
| 1258 | Employee Benefits Corp | 1,084.34 | 06/17/11 Payroll |
| 1259 | Mid WI Bank (FED/FICA Withheld) | 61,072.50 | 06/17/11 Payroll |
| 1260 | WEA Trust Advantage | 2,358.57 | 06/17/11 Payroll |
| 1261 | WI Dept. of Revenue (State Tax Withheld) | 12,611.04 | 06/17/11 Payroll |
| 28759-28770 | PAYROLL REGULAR CHECKS | 4,647.50 | 06/03/11 Payroll |
| 28771-28784 | PAYROLL REGULAR CHECKS | 2,984.55 | 06/17/11 Payroll |
| 28785 | Great West | 3,497.22 | June Contributions |
| 28786 | AFLAC | 1,106.02 | May Premiums |
| 28787 | Colby Education Association | 6,519.72 | June Contributions |
| 28788 | Colby Public School Pension Plan | 4,758.38 | June Contributions |
| 28789 | Great West | 3,422.50 | June Contributions |
| 28790 | IDEA Foundation | 190.00 | June Contributions |
| 28791 | Messerli & Kramer PA | 393.53 | Garnishment |
| 28792 | Wisconsin Retirement System | 34,087.58 | May Contributions |
| 28793 | WEAC | 1,841.32 | June Contributions |
| 28794 | WI SUPPORT COLLECTIONS FUND | 559.38 | Personal Deduction |
| 9041980-9042303 | PAYROLL DIRECT DEPOSIT | 345,820.54 | TEA Summer Checks |
| 9042304-9042482 | PAYROLL DIRECT DEPOSIT | 140,501.22 | 06/03/11 Payroll |
| 9042483-9042679 | PAYROLL DIRECT DEPOSIT | 180,678.43 | 06/17/11 Payroll |
| | Total | 1,017,817.59 | |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
|-----------|----------------------|------------|--------------------|---------------|-------------------------|----------------|--------------|
| 60938 | HILTON MINNEAPOLIS | 07/06/2011 | ROOMS PLC CONF | SPNDLR/WRGHT | 0 | 721.22 | 721.22 |
| 60939 | SECURITY HEALTH PLAN | 07/06/2011 | 501698 JULY, 11-12 | HD HEALTH INS | 0 | 19,280.04 | 22,756.58 |
| | | | 607773 JULY, 11-12 | HRA HEALTH | 0 | 1,293.17 | |
| | | | 890391 JULY 11-12` | HEALTH INS | 0 | 2,183.37 | |
| | | | 2 | Computer | Check(s) For a Total of | | 23,477.80 |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
|-------------------------|-----------------------------|------------|------------------|--|------------|----------------|--------------|
| 60940 | ALL AMERICAN SPORTS CORP. | 07/18/2011 | 60162107 | FOOTBALL EQUIPMENT REPAIRS & CERTIFIED | 0 | 4,981.13 | 8,114.02 |
| 10 E 800 320 254410 000 | | | | GENERAL FUND/REPAIR INSTRUCT EQUIP/PROPERTY SERVICE | | 4,981.13 | |
| 60941 | AT&T MOBILITY | 07/18/2011 | JULY | DATA CONNECTIVITY | 0 | 165.65 | 165.65 |
| 10 E 800 358 266000 000 | | | | GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC | | 165.65 | |
| 60942 | CESA #10 | 07/18/2011 | 51746 | DIST LEARNG SETUP/SCHEDULING | 1010101177 | 6,285.00 | 6,285.00 |
| 10 E 800 358 266000 000 | | | | GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC | | 6,285.00 | |
| 60943 | CHARTER BUSINESS | 07/18/2011 | 8245112610002157 | CABLE ADAMS ST | 0 | 5.43 | 259.28 |
| 10 E 800 358 266000 000 | | | | GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC | | 5.43 | |
| | | | 8245117950003269 | JULY OPTICAL CONNECTION | 0 | 253.85 | |
| 10 E 800 358 266000 000 | | | | GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC | | 253.85 | |
| 60944 | CITY OF COLBY | 07/18/2011 | 5/18-6/16/11 | WATER/SEWER | 0 | 2,194.50 | 2,194.50 |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 2,194.50 | |
| 60945 | CITY OF NEILLSVILLE | 07/18/2011 | 3/14-6/15 | WATER SEWER | 0 | 378.42 | 378.42 |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 378.42 | |
| 60946 | CNA SURETY | 07/18/2011 | 0436404 | POSITION BOND | 0 | 105.00 | 105.00 |
| 10 E 800 714 270000 000 | | | | GENERAL FUND/INSURANCE/FIDELITY BOND PREMIUMS | | 105.00 | |
| 60947 | COLBY H.S. ACTIVITY FUND | 07/18/2011 | H.WOIK | WORK PERMIT | 0 | 10.00 | 10.00 |
| 80 E 800 940 300000 000 | | | | COMMUNITY SERVICE FUND/COMMUNITY SERVICES/DUES & FEES | | 10.00 | |
| 60948 | COUNTY MARKET ACCOUNT #6017 | 07/18/2011 | 0010 | LUNCH STAFF | 4000101320 | 24.01 | 24.01 |
| 10 E 100 415 241000 000 | | | | INTERVIEWING GENERAL FUND/OFFICE OF PRINCIPAL/FOOD | | 24.01 | |
| 60949 | UNEMPLOYMENT INSURANCE DWD | 07/18/2011 | JUNE 2011 | UNEMPLOYMENT | 0 | 3,682.38 | 3,682.38 |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 3,682.38 | |
| 60950 | MOLLIE DUGINSKI | 07/18/2011 | FROSH GIRLS | BB CLOCK | 0 | 30.00 | 30.00 |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 30.00 | |
| 60951 | EDHELPER | 07/18/2011 | PREPAID | edHELPER | 4001112052 | 39.98 | 39.98 |
| 10 E 100 435 110000 000 | | | | EVERYTHING SUBSCRIPTION GENERAL FUND/ELEMENTARY CURRICULUM/PROGRAMMED COMPUTER | | 39.98 | |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
|-------------------------|--------------------------|------------|----------------|--|-----------|----------------|--------------|
| 60952 | Vendor Continued Void | 07/18/2011 | | | | | 0.00 |
| 60953 | CARDMEMBER SERVICE/ ELAN | 07/18/2011 | 0105 | KRISTEN SEIFERT WASSA MEMBERSHIP DUES | 0 | 55.00 | 567.55 |
| 10 E 800 940 232100 000 | | | | GENERAL FUND/OFFICE OF SUPERINTENDENT/DUES & FEES | | 55.00 | |
| | | | 0332 | HELP WANTED LISTING | 0 | 175.00 | |
| 10 E 800 354 263300 000 | | | | GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING | | 175.00 | |
| | | | 1162 | THE MULTIAGE PROBLEM SOLVING HANDBOOK | 0 | 14.98 | |
| 10 E 100 439 221300 000 | | | | GENERAL FUND/INST. STAFF SERV. - TRAINING/OTHER MEDIA | | 14.98 | |
| | | | 1903 | CREATING THE MULTIAGE CLASSROOM ~ BOOK | 0 | 40.00 | |
| 10 E 100 439 221300 000 | | | | GENERAL FUND/INST. STAFF SERV. - TRAINING/OTHER MEDIA | | 40.00 | |
| | | | 5231 | STUDENT BOE REP NAMEPLATE | 0 | 31.45 | |
| 10 E 800 411 231100 000 | | | | GENERAL FUND/BOARD OF EDUCATION/GENERAL SUPPLIES | | 31.45 | |
| | | | 5789 | HOW TO MANAGE YOUR MULTI AGE CLASSROOM K-2 ~ BOOK | 0 | 27.97 | |
| 10 E 100 439 221300 000 | | | | GENERAL FUND/INST. STAFF SERV. - TRAINING/OTHER MEDIA | | 27.97 | |
| | | | 7485 | THE MULTIAGE PROBLEM SOLVING HANDBOOK | 0 | 13.44 | |
| 10 E 100 439 221300 000 | | | | GENERAL FUND/INST. STAFF SERV. - TRAINING/OTHER MEDIA | | 13.44 | |
| | | | 7787 | HOW TO MANAGE YOUR MULTI-AGE CLASSROOM K-2 ~ BOOK | 0 | 29.99 | |
| 10 E 100 439 221300 000 | | | | GENERAL FUND/INST. STAFF SERV. - TRAINING/OTHER MEDIA | | 29.99 | |
| | | | 8079 | CREATING THE MULTIAGE CLASSROOM ~ BOOK | 0 | 39.72 | |
| 10 E 100 439 221300 000 | | | | GENERAL FUND/INST. STAFF SERV. - TRAINING/OTHER MEDIA | | 39.72 | |
| | | | 9243 | PLOECKELMN WASB LEADERSHIP CONF | 0 | 140.00 | |
| 10 E 800 342 231100 000 | | | | GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP. | | 140.00 | |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
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| 60954 | FRONTIER | 07/18/2011 | COLBY SCHOOLS | 6/28-7/27/11 | 0 | 156.13 | 197.09 |
| 10 E 800 355 263300 000 | | | GENERAL FUND/PUBLIC INFORMATION/TELEPHONE | | | 156.13 | |
| 10 E 800 355 263300 000 | | | LITTLE STARS | 6/28-7/27/11 | 0 | 40.96 | |
| | | | GENERAL FUND/PUBLIC INFORMATION/TELEPHONE | | | 40.96 | |
| 60955 | G&K SERVICES INC | 07/18/2011 | 1016451149 | SHOP COATS & TOWELS | 0 | 38.32 | 76.64 |
| 10 E 800 320 253300 000 | | | GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE | | | 38.32 | |
| 10 E 800 320 253300 000 | | | 1016456991 | SHOP COATS & TOWELS | 0 | 38.32 | |
| | | | GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE | | | 38.32 | |
| 60956 | GLINSKI, MATTHEW | 07/18/2011 | 8.25 HRS | NEILLSV LAWN CARE | 0 | 107.25 | 107.25 |
| 10 E 900 320 254200 000 | | | GENERAL FUND/MAINTENANCE-SITES/PROPERTY SERVICE | | | 107.25 | |
| 60957 | GLOBAL EQUIPMENT (REMITTANCE) | 07/18/2011 | 104158357 | OSCILLATING PEDESTAL FAN | 0 | 189.01 | 189.01 |
| 10 E 800 440 253300 000 | | | GENERAL FUND/OPERATION OF BUILDINGS/NON-CAPITAL EQUIPME | | | 189.01 | |
| 60958 | HEATHER GUY | 07/18/2011 | JV GIRLS | BB CLOCK | 0 | 100.00 | 110.00 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 100.00 | |
| 10 L 000 000 811200 000 | | | Varsity Girls | BB SCOREBK | 0 | 10.00 | |
| | | | GENERAL FUND/A/P ACCRUAL | | | 10.00 | |
| 60959 | MARY BETH GUY | 07/18/2011 | Varsity Girls | BB SCOREBK | 0 | 10.00 | 10.00 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 10.00 | |
| 60960 | HARMONY COUNTRY CO-OP | 07/18/2011 | JUNE | GAS & SUPPLIES | 0 | 901.38 | 901.38 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 901.38 | |
| 60961 | SIERRA HAYES | 07/18/2011 | JV GIRLS | BB CLOCK | 0 | 10.00 | 50.00 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 10.00 | |
| 10 L 000 000 811200 000 | | | Varsity Girls | BB SCOREBK | 0 | 40.00 | |
| | | | GENERAL FUND/A/P ACCRUAL | | | 40.00 | |
| 60962 | HOUSE OF HEATING INC | 07/18/2011 | 6121 ADM BLDG | SERVICE | 0 | 213.00 | 655.02 |
| 10 E 900 320 254300 000 | | | GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE | | | 213.00 | |
| 10 E 900 320 254300 000 | | | 6122 NEILLSV | QTRLY SERV./CONDENSOR COIL CLEANER | 0 | 442.02 | |
| | | | GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE | | | 410.00 | |
| 10 E 900 411 254300 000 | | | GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES | | | 32.02 | |
| 60963 | IMPACT APPLICATIONS ACCOUNTS R | 07/18/2011 | 20112873 | IMPACT PACKAGE - 1 YR SUBSCRIPTION | 8001112015 | 500.00 | 500.00 |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
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| 10 E 800 435 162001 000 | | | | GENERAL FUND/ATHLETICS-GENERAL/PROGRAMMED COMPUTER SOFT | | 500.00 | |
| 60964 | JAMES STANFIELD CO INC | 07/18/2011 | PREPAID | The LifeSmart Series | 6001112044 | 1,995.00 | 1,995.00 |
| 24 E 400 431 158100 000 | | | | FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP | | 1,995.00 | |
| 60965 | JANE'S LEATHERWORKS | 07/18/2011 | BERTRAM | COVERS FOR SHELVING UNITS | 6001112033 | 60.00 | 150.00 |
| 24 E 800 411 156600 000 | | | | FEDERAL HANDICAPPED PROJECTS/SPEECH/LANGUAGE/GENERAL SU | | 60.00 | |
| 10 E 100 440 110000 000 | | | | SCHWOCH Chair Buddies | 4001112045 | 90.00 | |
| 60966 | KEY PUBLICATIONS | 07/18/2011 | PREPAID | GENERAL FUND/ELEMENTARY CURRICULUM/NON-CAPITAL EQUIPMEN | | 90.00 | |
| 10 E 200 411 127000 000 | | | | FOCUS ON THE NEWS subscription | 5011112028 | 45.00 | 45.00 |
| 60967 | KOLDEN, STEVEN E | 07/18/2011 | MAY/JUNE | GENERAL FUND/SOCIAL STUDIES/GENERAL SUPPLIES | | 45.00 | |
| 10 L 000 000 811200 000 | | | | MILEAGE | 0 | 252.96 | 252.96 |
| 60968 | LAMBEAU TELECOM COMPANY, LLC | 07/18/2011 | JUNE 20926396 | GENERAL FUND/A/P ACCRUAL | | 252.96 | |
| 10 E 800 355 263300 000 | | | | LONG DISTANCE PHONE | 0 | 39.71 | 39.71 |
| 60969 | EAU CLAIRE PRESS COMPANY | 07/18/2011 | ACCOUNT #2035934 | GENERAL FUND/PUBLIC INFORMATION/TELEPHONE | | 39.71 | |
| 10 E 200 433 222200 000 | | | | EAU CLAIRE LEADER TELEGRAM subscription for MS LMC (\$158.36) & balance due on account (\$8.12) | 2001112020 | 166.48 | 166.48 |
| 60970 | EAU CLAIRE PRESS COMPANY | 07/18/2011 | ACCOUNT #205811 | GENERAL FUND/LMC - INST SERVICE/NEWSPAPERS | | 166.48 | |
| 10 E 400 433 222200 000 | | | | EAU CLAIRE LEADER TELEGRAM subscription for HS LMC | 2001112034 | 158.36 | 158.36 |
| 60971 | TAYLOR LYNN | 07/18/2011 | JV GIRLS | GENERAL FUND/LMC - INST SERVICE/NEWSPAPERS | | 158.36 | |
| 10 L 000 000 811200 000 | | | | BB SCORBK | 0 | 100.00 | 100.00 |
| 60972 | GANNETT WISCONSIN NEWSPAPERS | 07/18/2011 | ACCOUNT #MN1052220 | GENERAL FUND/A/P ACCRUAL | | 100.00 | |
| 10 E 100 433 222200 000 | | | | Marshfield News Herald subscription (Elementary LMC) | 2001112004 | 125.00 | 125.00 |
| 60973 | GANNETT WISCONSIN NEWSPAPERS | 07/18/2011 | ACCOUNT #MN1098372 | GENERAL FUND/LMC - INST SERVICE/NEWSPAPERS | | 125.00 | |
| | | | | Marshfield News Herald subscription (MS | 2001112021 | 125.00 | 125.00 |

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| | | | | LMC) | | | |
| 10 E 200 433 222200 000 | | | GENERAL FUND/LMC - INST | SERVICE/NEWSPAPERS | | 125.00 | |
| 60974 | GANNETT WISCONSIN NEWSPAPERS | 07/18/2011 | ACCOUNT #MN2011544 | MARSHFIELD NEWS HERALD subscription (HS LMC) | 2001112035 | 125.00 | 125.00 |
| 10 E 400 433 222200 000 | | | GENERAL FUND/LMC - INST | SERVICE/NEWSPAPERS | | 125.00 | |
| 60975 | GANNETT WISCONSIN MEDIA | 07/18/2011 | 5642084 | HELP WANTED AD | 0 | 135.17 | 135.17 |
| 10 E 800 354 263300 000 | | | GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING | | | 135.17 | |
| 60976 | CORRINE MEACHAM | 07/18/2011 | FROSH GIRLS | BB SCORBK/CLOCK | 0 | 30.00 | 40.00 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 30.00 | |
| | | | JV GIRLS | BB SCORBK | 0 | 10.00 | |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 10.00 | |
| 60977 | MEYER LUMBER SUPPLY, INC. | 07/18/2011 | 90869 | ADHESIVE | 0 | 18.99 | 18.99 |
| 10 E 800 411 254300 000 | | | GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES | | | 18.99 | |
| 60978 | MIDAMERICAN RESEARCH CHEMICAL | 07/18/2011 | 0444882-IN | STAINLESS CLEANER | 0 | 271.30 | 271.30 |
| 10 E 800 411 253300 000 | | | GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES | | | 271.30 | |
| 60979 | MITINET INC REMITTANCE | 07/18/2011 | 109136 | HS/MS - MARC Magician Annual Support | 2001112029 | 269.00 | 269.00 |
| 10 E 200 480 222200 000 | | | GENERAL FUND/LMC - INST | SERVICE/NON-INSTRUCT COMPUTER S | | 134.50 | |
| 10 E 400 480 222200 000 | | | GENERAL FUND/LMC - INST | SERVICE/NON-INSTRUCT COMPUTER S | | 134.50 | |
| 60980 | MORROW, EMILIE | 07/18/2011 | FROSH GIRLS | BB CLOCK | 0 | 10.00 | 10.00 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 10.00 | |
| 60981 | NASSCO INC | 07/18/2011 | S1488762.001. | MISC | 0 | 30.33 | 30.33 |
| 10 E 800 411 254300 000 | | | GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES | | | 30.33 | |
| 60982 | NASP. SUN TRUST BANK | 07/18/2011 | S. PENRY | MEMBERSHIP | 0 | 190.00 | 190.00 |
| 24 E 800 940 221300 000 | | | FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI | | | 190.00 | |
| 60983 | NCS PEARSON INC | 07/18/2011 | 8423329 | ANNUAL SUPPORT/SUBSCRIPTI ON RENEWAL FOR SME & ELLIS | 0 | 1,235.00 | 1,235.00 |
| 10 E 100 435 110000 000 | | | GENERAL FUND/ELEMENTARY CURRICULUM/PROGRAMMED COMPUTER | | | 1,235.00 | |
| 60984 | NEFF COMPANY | 07/18/2011 | 001934018 | AWARDS | 5021112109 | 270.89 | 270.89 |
| 10 E 800 411 162001 000 | | | GENERAL FUND/ATHLETICS-GENERAL/GENERAL SUPPLIES | | | 270.89 | |
| 60985 | AMERICAN WELDING & GAS INC | 07/18/2011 | 01330738 | CARBON DIOXIDE (POOL) | 0 | 103.00 | 165.99 |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
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| 10 E 800 411 253300 000 | | | | GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES | | 103.00 | |
| | | | 01342114 | CARBON DIOXIDE | 0 | 45.50 | |
| 10 E 800 411 253300 000 | | | | GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES | | 45.50 | |
| | | | 01342646 | CYLINDER RENTAL (POOL) | 0 | 17.49 | |
| 10 E 800 411 253300 000 | | | | GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES | | 17.49 | |
| 60986 | NORTHCENTRAL TECHNICAL COLLEGE | 07/18/2011 | AHS 000038 | 1 STDT ALTERNATIVE SCH | 0 | 2,538.00 | 2,538.00 |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 2,538.00 | |
| 60987 | ODYSSEYWARE | 07/18/2011 | 31036125 | ON-LINE RENEWAL | 0 | 4,650.00 | 4,650.00 |
| 10 E 800 358 120000 000 | | | | GENERAL FUND/REGULAR CURRICULUM/ON-LINE COMMUNICATIONS | | 1,860.00 | |
| 24 E 400 358 158100 000 | | | | FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP | | 1,860.00 | |
| 10 E 200 358 120000 000 | | | | GENERAL FUND/REGULAR CURRICULUM/ON-LINE COMMUNICATIONS | | 930.00 | |
| 60988 | POLK-BURNETT SECURITY SERVICES | 07/18/2011 | RMR777737 | ELEM FIRE/SECURITY | 0 | 235.26 | 1,230.52 |
| 10 E 800 320 254300 000 | | | | GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE | | 235.26 | |
| | | | RMR777744 | CHS MONITOR SECURITY | 0 | 297.51 | |
| 10 E 800 320 254300 000 | | | | GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE | | 297.51 | |
| | | | SV112599 | MS - LCD KEYPAD & LABOR | 0 | 697.75 | |
| 10 E 800 320 254300 000 | | | | GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE | | 697.75 | |
| 60989 | PREMEIER AGENDAS INC | 07/18/2011 | 304500021601 | MS AGENDAS | 0 | 1,334.26 | 1,334.26 |
| 10 E 200 411 120000 000 | | | | GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES | | 1,334.26 | |
| 60990 | QUILL CORPORATION (REMITTANCE) | 07/18/2011 | 5145479 | FILE FOLDERS, RULED PADS | 0 | 80.03 | 176.57 |
| 10 E 800 411 232100 000 | | | | GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES | | 65.82 | |
| 10 E 200 411 241000 000 | | | | GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES | | 14.21 | |
| | | | 5203058 | STORAGE BOXES, BOX TAPE | 0 | 96.54 | |
| 10 E 800 411 232100 000 | | | | GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES | | 96.54 | |
| 60991 | CHELSEA RAHM | 07/18/2011 | FROSH GIRLS | BB SCOREBK | 0 | 20.00 | 20.00 |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 20.00 | |
| 60992 | KATI RAU | 07/18/2011 | JV GIRLS | BB SCORBK/CLOCK | 0 | 20.00 | 60.00 |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 20.00 | |
| | | | VARS GIRLS | BB SCOREBK | 0 | 40.00 | |
| 10 L 000 000 811200 000 | | | | GENERAL FUND/A/P ACCRUAL | | 40.00 | |

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| 60993 | RIESTERER & SCHNELL INC 10 E 800 411 254490 000 | 07/18/2011 | 245805 | JOHN DEERE FILTER GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES | 0 | 67.49 67.49 | 67.49 |
| 60994 | RON'S DECORATING 10 E 800 411 254300 000 | 07/18/2011 | MAINTENANCE | 1 GAL. WEATHERGUARD ACRYL. EXT. GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES | 0 | 36.29 36.29 | 36.29 |
| 60995 | SCHINDLER ELEVATOR CORPORATION 10 E 900 320 254300 000 | 07/18/2011 | 8102951792 | NEILLS 7/1-9/30 INSPECTN GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE | 0 | 305.04 305.04 | 305.04 |
| 60996 | SCHOLASTIC INC 24 E 200 435 158100 000 | 07/18/2011 | 4051758 | READ 180 FLEX rBOOK CLASS PACK WITH STAGE B XTRA TOPIC SOFTWARE FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP | 6001112064 | 6,634.00 6,634.00 | 6,634.00 |
| 60997 | SECURITY HEALTH PLAN 10 L 000 000 811631 000 | 07/18/2011 | 501698 | AUG HEALTH INS. HDHP GENERAL FUND/HEALTH INSURANCE | 0 | 20,573.21 20,573.21 | 32,113.77 |
| 10 L 000 000 811631 000 | | | 60490 | AUG. HEALTH INS GENERAL FUND/HEALTH INSURANCE | 0 | 1,520.83 1,520.83 | |
| 10 L 000 000 811631 000 | | | 607773 | AUG. HEALTH INS HRA GENERAL FUND/HEALTH INSURANCE | 0 | 1,293.17 1,293.17 | |
| 10 L 000 000 811631 000 | | | 890391 | AUG HEALTH INS GENERAL FUND/HEALTH INSURANCE | 0 | 8,726.56 8,726.56 | |
| 60998 | SHOP SUPPLY HOUSE 10 E 800 411 136000 000 | 07/18/2011 | PREPAID | hasps/catch, handles, box corners GENERAL FUND/TECH ED/GENERAL SUPPLIES | 5021112050 | 442.00 442.00 | 442.00 |
| 60999 | SKYWARD ACCOUNTING DEPT 10 E 800 480 252000 000 | 07/18/2011 | 145937 | SOFTWARE LICENSES GENERAL FUND/FISCAL/NON-INSTRUCT COMPUTER SOFTWARE | 0 | 13,726.00 13,726.00 | 13,726.00 |
| 61000 | VEOLIA ES SOLID WASTE MIDWEST, 10 E 800 320 253300 000 | 07/18/2011 | M10000612419 | JUNE 2011 GARBAGE PICK UP GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE | 0 | 1,514.87 1,514.87 | 1,514.87 |
| 61001 | SYSKO'S SPORTS BOOKS 10 E 800 439 162205 000 | 07/18/2011 | PREPAID | WI Basketball Yearbook - BOYS 2011 GENERAL FUND/BOYS BASKETBALL/OTHER MEDIA | 5021112036 | 28.44 28.44 | 28.44 |
| 61002 | TEAM DISTRIBUTING 10 E 800 411 254300 000 | 07/18/2011 | 330668-1 | MICRO FILTER BAGS GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES | 0 | 129.60 129.60 | 227.80 |
| | | | 331195-1 | FASTDRAW CLEANER | 0 | 98.20 | |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
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| 10 E 800 411 254300 000 | | | | GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES | | 98.20 | |
| 61003 | CHRISTINE THIEME | 07/18/2011 | REIMBURSE | POSTAGE PLTW | 0 | 18.30 | 18.30 |
| 10 E 800 353 263300 000 | | | | GENERAL FUND/PUBLIC INFORMATION/POSTAGE | | 18.30 | |
| 61004 | TP PRINTING CO INC | 07/18/2011 | JUNE 2011 | HELP WANTED ADS, REG MTG MINUTES, HORNET HIGHLIGHTS | 0 | 1,027.83 | 1,027.83 |
| 10 E 800 354 122000 000 | | | | GENERAL FUND/ENGLISH/PRINTING & BINDING | | 316.48 | |
| 10 E 800 354 263300 000 | | | | GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING | | 711.35 | |
| 61005 | USA TODAY | 07/18/2011 | ACCT #344174686 | USA TODAY subscription (HS LMC) | 2001112038 | 180.00 | 180.00 |
| 10 E 400 433 222200 000 | | | | GENERAL FUND/LMC - INST SERVICE/NEWSPAPERS | | 180.00 | |
| 61006 | USA TODAY | 07/18/2011 | ACCT #346994398 | USA TODAY subscription (MS LMC) | 2001112023 | 180.00 | 180.00 |
| 10 E 200 433 222200 000 | | | | GENERAL FUND/LMC - INST SERVICE/NEWSPAPERS | | 180.00 | |
| 61007 | WIS ASSN.FOR EQUITY IN FUNDING | 07/18/2011 | MEMBERSHIP | DUES | 0 | 400.00 | 400.00 |
| 10 E 800 940 231100 000 | | | | GENERAL FUND/BOARD OF EDUCATION/DUES & FEES | | 400.00 | |
| 61008 | WAL-MART COMMUNITY | 07/18/2011 | 06863 | SUMMER SCHOOL - FUN POPS | 0 | 7.44 | 7.44 |
| 10 E 100 411 110000 000 | | | | GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES | | 7.44 | |
| 61009 | WI ASSN SCHOOL BOARDS INC | 07/18/2011 | 9070 BOE | MEMBERSHIP | 0 | 3,363.00 | 3,363.00 |
| 10 E 800 940 231100 000 | | | | GENERAL FUND/BOARD OF EDUCATION/DUES & FEES | | 3,363.00 | |
| 61010 | WI ASSN. OF SCH. DIST. ADMIN. | 07/18/2011 | S. KOLDEN | ANNUAL MEMBERSHIP | 0 | 1,591.00 | 1,591.00 |
| 10 E 800 940 232100 000 | | | | GENERAL FUND/OFFICE OF SUPERINTENDENT/DUES & FEES | | 1,591.00 | |
| 61011 | WEA INSURANCE | 07/18/2011 | JULY 2011-12 | DISABILITY | 0 | 305.75 | 1,490.95 |
| 10 E 800 251 223910 000 | | | | GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR | | 15.18 | |
| 10 E 800 251 232100 000 | | | | GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION | | 61.87 | |
| 10 E 800 251 241000 000 | | | | GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU | | 54.23 | |
| 10 E 800 251 252000 000 | | | | GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE | | 28.43 | |
| 10 E 800 251 253300 000 | | | | GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I | | 97.05 | |
| 27 E 800 251 223300 000 | | | | SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE | | 18.31 | |
| 50 E 800 251 257220 000 | | | | FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO | | 10.72 | |
| 10 E 800 251 266000 000 | | | | GENERAL FUND/TECHNOLOGY COORD/PROJECTS/INCOME PROTECTIO | | 19.96 | |
| | | | JULY 2011-12. | DENTAL INS. | 0 | 1,185.20 | |
| 10 L 000 000 811632 000 | | | | GENERAL FUND/DENTAL INS. | | 1,185.20 | |
| 61012 | WE ENERGIES | 07/18/2011 | NEILLSV ADM BLDG | 6/6-7/7/11 | 0 | 18.94 | 28.55 |
| 10 E 900 331 253300 000 | | | | GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT | | 18.94 | |

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| 10 E 900 331 253300 000 | | | RIVERVIEW SCH/GYM | 6/6-7/7/11 | 0 | 9.61 | |
| | | | GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT | | | 9.61 | |
| 61013 | WHAT IF SCIENTIFIC - LEAVE ONL | 07/18/2011 | PREPAID | NATURAL SPONGE | 5001112024 | 23.90 | 23.90 |
| | | | | TISSUE LAB | | | |
| 10 E 800 411 126000 000 | | | GENERAL FUND/SCIENCE/GENERAL SUPPLIES | | | 23.90 | |
| 61014 | WI HS FORENSIC ASSN. | 07/18/2011 | FORENSICS | MEMBERSHIP | 0 | 325.00 | 325.00 |
| 10 E 800 940 161339 000 | | | GENERAL FUND/FORENSICS/DUES & FEES | | | 325.00 | |
| 61015 | WIAA | 07/18/2011 | MEM 011 | HS MEMBERSHIP | 0 | 725.00 | 725.00 |
| 10 E 800 940 162001 000 | | | GENERAL FUND/ATHLETICS-GENERAL/DUES & FEES | | | 725.00 | |
| 61016 | WIGM | 07/18/2011 | 11060687 | AD FOR JOB | 0 | 50.00 | 50.00 |
| 10 E 800 354 263300 000 | | | GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING | | | 50.00 | |
| 61017 | WIL-KIL PEST CONTROL | 07/18/2011 | 1861844 | HS MONTHLY PEST CONTROL | 0 | 35.00 | 79.00 |
| 10 E 800 320 253300 000 | | | GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE | | | 35.00 | |
| | | | 1861984 | ELEM MONTHLY PEST CONTROL | 0 | 44.00 | |
| 10 E 800 320 253300 000 | | | GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE | | | 44.00 | |
| 61018 | GARY WIRKUS | 07/18/2011 | MILEAGE | FFA/FAIR & MTG | 0 | 118.32 | 118.32 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 118.32 | |
| 61019 | WI DEPT OF JUSTICE | 07/18/2011 | G2930 | 1 BACKGRD SEARCHES | 0 | 7.00 | 7.00 |
| 10 E 800 310 232100 000 | | | GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES | | | 7.00 | |
| 61020 | WISCONSIN FFA CENTER | 07/18/2011 | 475 | 2011-12 AFFILIATION FEE | 0 | 300.00 | 300.00 |
| 10 E 800 940 161311 000 | | | GENERAL FUND/FUTURE FARMERS OF AMERICA/DUES & FEES | | | 300.00 | |
| 61021 | WISCONSIN MATHEMATICS LEAGUE | 07/18/2011 | PREPAID | High School Math Contest Fee | 5021112064 | 90.00 | 90.00 |
| 10 E 800 940 161320 000 | | | GENERAL FUND/MATHEMATICS LEAGUE/DUES & FEES | | | 90.00 | |
| 61022 | WOIK, HANNAH | 07/18/2011 | FROSH GIRLS | BB SCOREBK | 0 | 10.00 | 10.00 |
| 10 L 000 000 811200 000 | | | GENERAL FUND/A/P ACCRUAL | | | 10.00 | |
| 61023 | WI SCHOOL PSYCHOLOGISTS ASSOC. | 07/18/2011 | S.PENRY | MEMBERSHIP | 0 | 60.00 | 60.00 |
| 24 E 800 940 221300 000 | | | FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI | | | 60.00 | |
| 61024 | JOAN YOUNG | 07/18/2011 | 2011 | REPAINT GRADUATION SIGN | 0 | 20.00 | 20.00 |
| 10 E 800 320 254300 000 | | | GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE | | | 20.00 | |

| Check Nbr | Vendor Name | Check Date | Invoice Number | Invoice Desc | PO Number | Invoice Amount | Check Amount |
|-----------|-------------|------------|----------------|--------------|-------------------------|----------------|--------------|
| | | | | 85 Computer | Check(s) For a Total of | | 105,771.70 |

PHILOSOPHY

Co-curricular activities are those voluntary activities which act as an extension of the classroom and serve to enhance the motivation and experience of the student. They are an integral and valuable part of the student's high school experience.

It is a well-documented fact that students who participate in co-curricular activities do better in the classroom. In addition, these activities teach commitment, teamwork, cooperation and a work ethic that is valuable throughout life's endeavors. The School District of Colby is committed to offering a wide variety of co-curricular activities with a desire that all students will choose one or several in which to participate.

Winning is not the measure of success in co-curriculars, but "Excellence" is our goal. We strive for excellence in preparation, in presentation, in sportsmanship, and in the effort of our participants. We are committed to providing the best possible coaches and advisors available to our students. In return, we expect the students to make the high level of commitment necessary for achieving "Excellence."

PURPOSE

The purpose of the School District of Colby Co-Curricular Code of Conduct is to establish clear and definite expectations for students to follow if they choose to participate in co-curricular activities. **Participation in co-curricular activities is a privilege, not a right.** The co-curricular code establishes academic and behavioral expectations for students to follow if they want to enjoy the privilege of participating in co-curricular activities.

CO-CURRICULAR GOALS

1. Provide co-curricular activities which encourage student participation in order to develop lifetime interests, acquire new skills, and enhance existing skills.
2. Pursue excellence in co-curricular activities through the proper mental, physical, and emotional growth of students.
3. Provide an environment conducive to co-curricular excellence which includes, but is not limited to:
 - Safe and appropriate physical facilities
 - Qualified, dedicated, and motivated advisors/coaches/staff
 - Strong community support
4. Provide co-curricular programming in such a fashion as to generate a feeling of unity between all stakeholders including but not limited to students, faculty, administration, parents/guardians, and the community.

CO-CURRICULAR VALUES

1. Co-curricular participants are expected to be successful academically.
2. Co-curricular participation is a privilege which incorporates responsibilities to fellow students, faculty, administration, and the community.
3. Co-curricular students should possess a desire to pursue excellence in such a fashion as to provide a positive image for the community.
4. Provide co-curricular programming that will allow participants opportunities to be exposed to:
 - Physical, mental, and emotional growth and development.
 - Development of commitments such as loyalty, cooperation, fair play, and other desirable social traits.
 - Emotional stability, self-discipline, self-motivation, excellence and other ideals of good sportsmanship.
 - Creation of a desire to succeed and excel.
 - High ideals of fairness in all human relationships.

DEFINITION

Co-curricular activities are those voluntary activities that are school related. Activities that are a required part of a course and contribute to a student's grade for the course are not considered co-curricular activities. Co-curricular activities include, but are not limited to:

| | | |
|-------------------|-------------------------|----------------|
| Athletics | Show Choir Competitions | SADD |
| FCCLA | Math League | NHS |
| Skills-VICA | FFA | Water Ballet |
| Spanish Club | Chess Club | Solo Ensembles |
| Student Council | Forensics | FBLA |
| Dance | NHS | |
| *Homecoming Court | *Prom Court | |

*The actual election for these positions, as well as other officer elections, is not considered participation, only the actual activity will be considered as participation.

SCHOLASTIC ELIGIBILITY

A student is not eligible to participate in any co-curricular activity for a period of 15 scheduled school days following one or more failures, either quarter or semester failure. Ineligibility starts on the 3rd scheduled school day following the last day of the previous quarter (other than 1st quarter). If a student is earning passing grades in all subjects after 15 scheduled school days, he/she will be allowed to participate starting with the 16th day. If a student is failing one or more classes after 15 scheduled school days, they will remain ineligible until they become passing in all classes. Another grade level check will be done on the 30th scheduled school day of the quarter and any student failing one or more classes at that time will become ineligible until earning a passing grade in all classes. Saturdays, Sundays and scheduled school vacation days in which students are not present are excluded from the count. Weather emergencies or other emergency days that result in school being canceled will be counted in the fifteen days. Eligibility forms must be signed by all of the student's teachers and given to the principal and/or AD. It is the student's responsibility to initiate a grade check and complete the form. Eligibility forms can be picked up and turned into the high school office. The principal/AD shall be the school official that declares a student eligible.

The principal/AD will be responsible for sending a letter to the parents of these students to notify them of academic ineligibility. Notification of eligibility will be given to all advisor/coaches.

Eligibility under this code is based as follows:

- * Second quarter eligibility is determined by the first quarter grades.
- * Third quarter eligibility is determined by the second quarter grades and 1st semester grades.
- * Fourth quarter eligibility is determined by the third quarter grades.
- * Eligibility for activities that commence on or before the first quarter of each new academic year shall be based on the fourth quarter and 2nd semester of each previous academic year. Fall eligibility will coincide with WIAA minimum consequences as described in the WIAA Official High School Handbook.

Students who receive an Incomplete as a grade will be considered ineligible until it becomes a letter grade. If the grade turns into an F, the days already served for ineligibility will be counted towards the 15-day period. EEN student academic eligibility is based on the success of their academic plan (IEP).

Students can participate in meetings/practices while ineligible at the coaches/advisors discretion; but they may not miss class because of practice, meetings, or attending a competition.

SCOPE

This code shall be in effect for all Colby Middle/High School students at all times.

ATHLETIC FEES

All students participating in athletics must pay the following fee:

1. \$50.00 per participant / per season with a family cap of \$300.00 annually.
2. \$10.00 per participant / per season with a family cap of \$60.00 annually for families that qualify for reduced lunch. No Fee for those families that qualify for free lunch.

PHYSICAL/ALTERNATE YEAR CARD

For a student to be eligible to participate in athletics, they must do the following:

1. He/she must have a signed physical card or an alternate year card handed in **before** he/she can participate. A parent/guardian must sign this card. These cards should be returned to the High School/Middle School office. It is a WIAA requirement that all student-athletes have a physical every two years. During the second year of participation, a student needs an "Alternate Year Card" signed by a parent/guardian. If student-athletes participate in athletics from 7th through 12th grade, they will need a physical in grades 7, 9, and 11. The alternate year card would be handed in when the student-athletes are in grades 8, 10, and 12.

***Note:** The physical card is only good for two years. If a student-athlete participated in grade 7 and then did not participate again until grade 9, he/she would have to have another physical, because the original would have expired. If a student-athlete starts to participate in athletics when he/she is in the 8th grade, he/she would have a physical card in grades 8, 10, and 12 and an alternate year card in the odd numbered years. A student-athlete only has to hand in one (1) card each year, which makes him/her eligible for the entire year. A card handed in for the spring sports season dated after April 1st is also good for the following school year.

ACTIVITIES HANDBOOK PARENT/GUARDIAN SIGNATURE FORM

Every student who wishes to participate in a co-curricular activity **MUST** have their parent/guardian sign the form at the end of this document. The form must be completed and turned into the high school or middle school office **BEFORE** a student will be allowed to participate in any scheduled contests, matches, games, meets, competitions.

***NOTE:** The WIAA incorporates the following rule in conjunction with forms dealing with athletic eligibility:

If a student or a student's parents/guardian falsify any information furnished to the school, and a student participates, resulting in an order of forfeiture, the student becomes ineligible in all sports for one calendar year from the date of the last game or meet in which the student participated.

INJURIES AND INSURANCE

Parents/guardians of student-athletes must realize that a student-athlete who participates in athletics in the Colby School District may suffer serious injury, including, but not limited to, sprains, fractures, brain damage, paralysis, or even death. Parents/guardians of student-athletes must be fully aware and understand the risk of serious injury that may result from such participation.

- * All injuries, other than emergencies, must be reported immediately to the advisor/coach by the participant. The advisor/coach shall complete the injury report as soon as possible. Advisors/coaches should be notified prior to any medical treatment on the part of the student whenever possible.
- * Insurance claims are filed with the injured athlete's insurance company.
- * Any claims that are not covered by the athlete's insurance company are then filed with the schools insurance company.

CARE OF EQUIPMENT

- * The various departments, in conjunction with the school, will provide safe equipment that meets WIAA/Federation standards. The care and maintenance of equipment will be the co-responsibility of participants and the school district.
- * Participants are responsible for immediately turning in equipment at the end of the season.
- * Individual awards may be withheld if equipment is not turned in on time.
- * Students will not be issued equipment in the next activity they participate, until all equipment is turned in or paid for.
- * Lost and/or damaged items must be paid for through the high school/middle school office.

TRAVEL AND CONDUCT ON TRIPS

All participants are expected to travel to and from the activities with the team/club and/or coach/advisor. Students who do not travel on the bus and have not received approval from the coach will face discipline measures at school, which can include suspension from upcoming events. Participants may be allowed to return home with their parents/guardians if the parents/guardians are present and sign a release form supplied by the coach/advisor. Any exception to this rule must be approved by the AD by completing a travel release form at least one day prior to the event. The forms can be picked up in the high school or middle school offices.

ATTENDANCE

Students are expected to be in attendance the entire school day prior to an after school or evening practice or contest. Situations arise where this expectation cannot always be met. The following will be in effect for all students participating in co-curricular activities:

- * Students must attend 4 consecutive class periods in the day to participate in any after school activities.
- * On fast forward days, students must be in attendance for all 8 periods.
- * If any class periods are missed, they must be excused in order for the student to participate. Serious illness or death in the immediate family, medical/dental appointments, and special situations such as field trips, college visits, etc. for which an excuse has been secured beforehand from the office are examples of excused absences.
- * Students under suspension are ineligible to participate in all school activities until the suspension has been lifted.

STUDENT TRANSFERS

All code violations and penalties shall carry forward for athletes to a new school district during the school year. The WIAA regulations on transfer student's eligibility will also be followed.

CO-OPERATIVE PROGRAMS

Students who participate in co-operative programs will fall under the code of the school in which they are enrolled.

CONDUCT

This code must be reviewed by the student and his/her parent/guardian on a yearly basis before the student can participate in any extracurricular activities. Each coach/advisor should discuss the extracurricular code and make sure that all participants have a signed code on file with the office. Student will not be able to participate in any scheduled contests, matches, games, meets, competitions until they sign a copy of the code. **NOTE: This code is in effect year round, including summer.** The following behaviors are considered violations of the co-curricular code and will result in the penalties listed in the consequences section.

1. Purchasing, possessing or using tobacco in any form.
2. Purchasing, possessing, transporting or drinking alcoholic beverages.
3. Purchasing, possessing or using illegal drugs or look-a-like drugs.
4. Being charged with a violation of the Wisconsin Criminal Code or Federal Criminal Code.
5. Other serious misconduct violations, including but not limited to, theft of school property, vandalism, or threatening a District employee.
6. Attendance at any gathering or party at which there is use of illegal drugs by anyone at the gathering or party or at which there is consumption of alcohol by any persons at the party or gathering that is not of legal age (guilt by association).

Presence in bars or attendance at parties where alcohol, illegal drugs, and tobacco substances are available is prohibited. This rule is not meant to include presence in an establishment that is primarily an eating-place or presence in such places with parents, or to prevent being employed at such places. It also is not meant to include presence in places like a golf course clubhouse where alcoholic beverages are served where a participant would have a legitimate reason to be there. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring will not be considered a violation. (This does not allow the use of these products.) These exceptions would include such logical events at family weddings, graduation parties, and other similar occasions. "Holding" an alcoholic drink, tobacco product, or illegal drugs shall also be considered a violation of this code. Participants should avoid acts of impropriety or the appearance of impropriety.

NON-ATHLETIC CONSEQUENCES

First violation - removal of student from participation in all co-curricular activities for a period of 40 school days. The ineligibility period will be cut in half to 20 school days if the student undergoes a Student Assistance Program (SAP) sponsored by the school at a cost to the student of \$50. The SAP program will need to be completed within 14-calendar days.

Second violation - removal of student from participation in all co-curricular activities for a period of 80 school days. The ineligibility period will be cut in half to 40 school days if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be the responsibility of the student.

Third violation – End of co-curricular activities for the remainder of the student's high school career or removal of student from participation for 80 school days if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be the responsibility of the student.

Fourth violation – The student will not be able to participate in co-curricular activities for the remainder of their high school career.

ATHLETIC ONLY CONSEQUENCES

First violation - removal of student from participation in athletics for 40% of the total number of contests scheduled of that present sport. The ineligibility period will be cut in half to 20% of the sport if the student undergoes a Student Assistance Program (SAP) sponsored by the school at a cost to the student of \$50. The SAP program will need to be completed within 14-calendar days. If an athletic season consists of 20 contests, a student with a 40% suspension will miss 8 contests ($40\% \times 20 = 8$). If an athletic season consists of 24 contests, a student with a 20% suspension will miss 5 contests ($20\% \times 24 = 4.8$). All numbers will be rounded to the nearest whole number. In order for the suspension to be served the athlete must complete the remainder of the season including attending and participating in all practices. Students will not be allowed to serve their suspension and then drop out of an activity.

Second violation - removal of student from participation in athletics for 60% of the total number of contests scheduled of that present sport. The ineligibility period will be cut in half to 30% of the sport if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be paid by the student. If an athletic season consists of 20 contests, a student with a 60% suspension will miss 8 contests ($60\% \times 20 = 12$). If an athletic season consists of 24 contests, a student with a 30% suspension will miss 7 contests ($30\% \times 24 = 7.2$). All numbers will be rounded to the nearest whole number. In order for the suspension to be served the athlete must complete the remainder of the season including attending and participating in all practices. Students will not be allowed to serve their suspension and then drop out of an activity.

Third violation – End of co-curricular activities for the remainder of the student's high school career or removal of student from participation in athletics for 60% of the total number of contests scheduled of that present sport if the student, parent, counselor, principal and AD meet to determine an appropriate alcohol or drug education program for the student. Any expense associated with this program will be paid by the student. If an athletic season consists of 20 contests, a student with a 60% suspension will miss twelve contests ($60\% \times 20 = 12$). If an athletic season consists of 24 contests, a student with a 60% suspension will miss 14 contests ($60\% \times 24 = 14.4$).

Fourth violation – The student will not be able to participate in athletics for the remainder of their high school career.

PENALTY CARRY-OVER

If the penalty for a violation cannot be enforced totally during one athletic season, the number of contests remaining will be carried over to the next activity the student participates in. For example, an athlete violates the code and is given a 20% penalty with two contests remaining in the season, the penalty should be four contests because 20% of 20 contests is four. By sitting out only two contests, there are still 2 contests to be served. If the student goes out for another sport they will need to sit out 2 contests and also finish the season in good standing.

HONESTY CLAUSE

Can be used only ONCE during the grades 5-8 and then once during grades 9-12 of a student career and only at the first violation stage of infractions. Under this clause a student covered by this code admits to breaking a rule within the code before the student is confronted by the principal or AD. Self-referral must be made to the coach, principal or AD within 72 hours of the code violation. If the honesty clause is utilized the penalty for the first violation will be reduced from 20% to 10% (athletics) or 20 school days to 10 school days (non athletics). The student will still need to go thru the schools SAP program with a cost of \$50.

LEADERSHIP POSITIONS

Any student who violates the conduct portion of this code must relinquish any and all leadership and captain positions the he/she presently holds in any sport, school organization or class. This provision will be in effect for the remainder of the school year or term of office. If a student is under the code during an election, they may be considered for the election.

REPORTING PROCEDURE

Activities code violations may be observed or reported by administration, faculty, parents, or community members. Suspected violations reported by school or non-school personnel require a **written report** (example at end of packet) including the date, time, place, individuals involved, and the description of the incident. When appropriate, the anonymity of the informant will be maintained. However, the administration will NOT act on anonymous tips, phone calls, pictures or letters; only a completed code violation form, that is signed, will be investigated. Following are the procedures for processing reported violations:

A code violation charge will be submitted in writing to the AD/principal within three school days after the alleged offense occurred or was published (unless, for some reason, this is not possible)

- * The AD/principal will meet the alleged offender and investigate the charge. The alleged offender will have the opportunity to present testimony and evidence at this time. The AD/principal will make a decision within a reasonable amount of time unless the offense occurs during a vacation period. The athletic director/principal shall clearly define the dates of the suspension.
- * The AD/principal shall inform the student of the appeal procedure.

APPEAL TO HEARING BOARD

If a student desires to appeal the decision of the AD/principal, the student shall deliver a written request for a hearing before a Hearing Board to the principal within three (3) school days from the day that the consequence was invoked. **(The student remains ineligible for co-curricular activities unless the decision of the athletic director/principal is overturned by the appeal process.)**

A hearing before the Hearing Board shall be set as soon as possible after receipt of the request by the principal. The Hearing Board shall include the following people: (Note: In the event multiple appeals arise out of the same incident, the same Hearing Board shall, wherever possible, hear all these appeals.)

- a. One member of the school board, selected by the lottery method;
- b. One teacher from the Middle/High School Steering Committee, also selected by the lottery method;
- c. One member of the coaching staff or co-curricular staff, selected by the lottery method.
- d. An explanation of the evidence and facts from the investigation, including written or oral statements from witnesses gathered as part of the investigation or summaries of such statements, or direct testimony, will be submitted by the AD/principal at this hearing.
- e. The student will be given an opportunity to present testimony and evidence.

Any of these members may decline or be removed from the appointment if he/she has a valid conflict of interest. These three people shall listen to the information provided by the school district and the student. This hearing shall be conducted as follows:

- a. The student will have the right to confront any witnesses and examine evidence;
- b. The school athletic director/principal will represent the school district;
- c. The student has the right to be represented by counsel.

Finding by the Hearing Board shall be by a majority vote and shall be delivered in writing to the school principal and the student within five (5) school days after final hearing arguments.

APPEAL TO SCHOOL BOARD

If the student or his/her parent(s) or guardian(s) are not satisfied with the decision of the Hearing Board, they may appeal the decision of the Hearing Board to the Board of Education of the School District of Colby. A student requesting a Board of Education hearing shall present the Superintendent of Schools with a written request within five (5) school days of receiving written notice from the Appeal Hearing Board. The decision of the school board shall be final.

SELF-DISCLOSURE RULE

If a student voluntarily comes forward and reveals an addiction problem that is of his/her own admission, the student will not automatically be ruled ineligible for co-curricular activities. However, a voluntary admission should lend itself to a diagnostic treatment program or a referral to Social Services. The student's parents will be contacted to provide input into a diagnostic treatment program.

Upon satisfactory evidence being presented to the principal by the treatment agency, the student may have his/her eligibility restored to the previous violation status. If a student refuses to seek treatment after making a self-disclosure, they will remain on the code appropriate to their infraction

**SCHOOL DISTRICT OF COLBY
STUDENT ACTIVITIES CODE VIOLATION DISPOSITION REPORT**

Name of Student: _____

Name of Adult Filling Out Report: _____

Name of Administration Contacted: _____

Date Contacted: _____ Time Contacted: _____ AM PM

Please provide a specific explanation of the concern/comment/reason for contact:

Response Required: None Follow-up meeting with individual(s)
Concerned
 Other _____

Disposition:

Signature of Person Submitting Report

Administrator/Building Principal
Signature for Disposition Report

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

DISTRICT GRIEVANCE PROCEDURE

Administrative Procedure effective July 1, 2011

1.01 **Definition** A grievance is defined as a dispute or misunderstanding regarding the actions of School District officials with regard to only the following:

- Employee termination
- Employee discipline
- Workplace safety

The non-renewal of an individual teacher contract (for certified staff) issued pursuant to Section 118.21 and Section 118.24, Wis. Stats., are not subject to this procedure and are addressed solely under the timelines and procedures mandated by Section 118.22 and Section 118.24 of the Wisconsin Statutes, as applicable.

1.02. **Procedure**

Step 1: Prior to filing a written grievance, employees should discuss any problem or complaint with their Principal to see if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with their Principal no later than ten (10) calendar days from the date the employee first became aware of the termination, discipline, or workplace safety condition causing the grievance.

The Principal shall respond to the grievance in writing within seven (7) calendar days of receipt of the written grievance.

Step 3: If the grievance is not settled at Step 2, the employee must file a written request for a hearing before an impartial hearing officer. This request must be received by the Superintendent no later than fourteen (14) calendar days after the employee receives the Principal's written response. The hearing on the issue addressed in the grievance shall be held at a mutually agreeable time.

Step 4: The Superintendent shall transmit the grievance and all responses to the Hearing Officer. As soon as is practicable thereafter, the Superintendent or designee shall schedule dates and secure a room for the hearing. All hearings shall be held in a public building.

The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. Any party requesting a subpoena will be responsible for the fees associated with the subpoena. All testimony shall be taken under oath and shall be recorded by a court reporter under the supervision and control of the Hearing Officer. All cost associated with the court reporter and preparation of a transcript of the hearing shall be paid by the School District. The School District shall have the burden of proof to substantiate and justify the action taken against the employee by the preponderance of the evidence.

The Hearing Officer may only overrule disciplinary action if the action taken by the School District was arbitrary and capricious.

The Hearing Officer shall submit his or her decision affirming or reversing the action with the reasons therefore in writing to the Superintendent within thirty (30) calendar days of the close of the hearing or the submission of the parties' briefs, if any, whichever is later. The Superintendent shall mail a copy of the Hearing Officer's decision to the last known address of each of the parties.

Step 5: Within fourteen (14) calendar days of the date the Hearing Officer's decision is mailed, either party may file with the Superintendent a written notice of appeal of the Hearing Officer's determination to the School Board. Any such appeal shall be on the written record, the preparation of which shall be the responsibility of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the Superintendent within twenty (20) calendar days of the notice of appeal. The School Board shall receive no further evidence on the matter but may request additional briefs of the parties on matters which were raised before the Hearing Examiner. The School Board shall have the right to secure outside counsel if necessary during the process.

Step 6: Within sixty (60) calendar days of the receipt of the written record, the School Board shall make and file its written decision with the Superintendent. The Superintendent shall within five (5) calendar days mail a copy of the decision to the last known address of the grievant. The Hearing Examiner's determination shall be affirmed if the School Board determines that credible evidence in the record and subsequent briefs support it. If the determination is not supported by a majority of the School Board, the Committee may reverse the determination or modify it to serve the best interest of the School District.

1.03 Hearing Officer. The School District may contract with a Hearing Officer to hear and determine appeals at Step 4. Any Hearing Officer so engaged shall not be a School District employee or entitled to any compensation or benefit other than those described herein:

(1) Hearing Officer List

The Superintendent shall maintain a panel of at least five (5) individuals who have indicated a willingness to serve in such capacity and who are experienced in personnel matters or who are attorneys, or retired members of the judiciary.

(2) Compensation

The Hearing Officer shall be compensated at the Hearing Officer's regular rate for the hearing and time spent composing the decision. Compensation for a Hearing Officer will be split evenly between the School District and the party appealing a disciplinary action.

1.04. Settlement of Grievance

A grievance shall be considered waived if not filed or appealed within the grievance timelines. A grievance shall be considered settled at the completion of any step in the procedure if all Parties concerned are mutually satisfied. All settlements shall be in writing and signed by the grievant and the Superintendent. Dissatisfaction is implied in recourse from one step to the next.