

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

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DR. STEVEN KOLDEN, SUPERINTENDENT

## FINANCIAL AFFAIRS COMMITTEE MEETING

MONDAY, OCTOBER 17, 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, October 17, 2011 – 7:30 PM

Colby District Education Center

### MEETING NORMS

- *The Board President will actively monitor our interactions.*
- *We will actively listen and not interrupt others.*

### 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)
    - 5.01-1 Thank You from Jerome Schulz Family
  - 5.02 Student Representative's Report
  - 5.03 Superintendent's Report – Steve Kolden [WASDA Legal Update; Monday Updates; Clark County Board Forum; Technology/Phone Update; 2010-11 Budget Reduction List; Thoughts on 2012-13; Level 5 WASB Recognition]
6. CONSENT AGENDA
  - 6.01 Minutes from September 19, 2011 Regular Board Meeting
  - 6.02 Accept Minutes from September 26, 2011 Annual Meeting
  - 6.03 Requests for Out-of-State Travel (If Any)
  - 6.04 Approve Board Member Attendance at Meetings Other Than Regular, Special or Committee Mtgs.
    - 6.04-1 Clark County Board Forum – October 19, 2011
    - 6.04-2 WASB Personnel and Employment Law, WI Dells – September 29-30, 2011
    - 6.04-3 WASB School Law Seminar – Madison, WI – October 14, 2011
    - 6.04-4 WASB Legislative Advocacy Conference, WI Dells – November 5, 2011
    - 6.04-5 State Education Convention, Milwaukee – January 18-20, 2012
    - 6.04-6 Other Requests (If Any)
  - 6.05 Approve Board Member Expenses for Travel Outside the District
    - 6.05-1 WASB Personnel and Employment Law, WI Dells – September 29-30, 2011
    - 6.05-2 WASB School Law Seminar – Madison, WI – October 14, 2011
    - 6.05-3 WASB Legislative Advocacy Conference, WI Dells – November 5, 2011
    - 6.05-4 State Education Convention, Milwaukee – January 18-20, 2012
    - 6.05-5 Other Requests (If Any)
  - 6.06 Staff Resignations/Retirements/Leave Requests (If Any)
  - 6.07 Personnel – Transfers / New Hires
    - 6.07-1 Cody Meyers – High School Freshman Boys Basketball Coach
    - 6.07-2 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 2011 Enrollment Report
  - 8.03 Employee Handbook Approval Process
  - 8.04 Service Contract for Neillsville Administration Building
9. ACTION INFORMATION
  - 9.01 Establish District Tax Levy
  - 9.02 Approve Cross Country Coop with Abbotsford
  - 9.03 Consideration of First Reading: Policy #423 – Open Enrollment Policy
  - 9.04 Consideration of First Reading: Policy #423.4 – Transportation of Open Enrollment Students
  - 9.05 Consideration of First Reading: Policy #447.2 – Student Suspension and Expulsion
  - 9.06 Consideration of Deletion: #549.2 – Volunteer Handbook (Move to Administrative Procedures Manual)
  - 9.07 Consideration of First Reading: Policy #832 – Weapons on School Premises
  - 9.08 Consideration of Other New Business
10. CONVENE 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 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 Special Board Meeting (Handbook) - ?
    - 12.01-2 Finance Committee Meeting – November 21, 2011 @ 7 PM
    - 12.01-3 Regular Board of Education Meeting – November 21, 2011 @ 7:30 PM
    - 12.01-4 Facilities and Transportation Committee Meeting - ?
    - 12.01-5 Personnel Committee Meeting - ?
    - 12.01-6 Policy and Curriculum Committee Meeting - ?
13. ADJOURNMENT



# Precious Memories

22 183

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to all.

Thanks so much for  
this plant, I will take  
good of it.

George enjoyed his  
years with <sup>the</sup> school.

His family always  
help do his duties but  
that was the <sup>time</sup> he spent  
with <sup>them</sup> Had spelling words  
or looking up places of  
interest of map when  
clearing the rooms,

They cherish those  
memories

Clara

Peace often begins  
with an act of kindness...  
thank you for yours.

Your expression of sympathy  
will always be remembered  
by the family of

Jerome (George) Schultz

SCHOOL DISTRICT OF COLBY  
REGULAR SCHOOL BOARD MEETING  
MONDAY, SEPTEMBER 19, 2011

The regular school board meeting on September 19, 2011, was called to order at 7:30 p.m. at the Colby District Education Center by Board President William Tesmer. Members present were Eric Elmhurst, Donna Krueger, William Tesmer, Todd Schmidt, Cheryl Ploeckelman and Dennis Engel. Ed Haas was absent. Also present were Superintendent Steven Kolden and Chris Thieme.

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

Mr. Kolden asked about board members attending the WASB Legislative Advocacy Conference. Will we be proactive with the legislative process or reactive dealing with laws passed or both? Board members need to be thinking about a date to implement the new employee handbook. Office staff are about half way through revising the handbook to Colby School District specifications. Board members will review and further revise a portion of the handbook on October 3rd. Mr. Kolden asked board members if they wished to join and participate in the Rural Schools Alliance. Members would like to look into it. The district has received the WASB Membership certificate. The Monday Late Start schedule has received good feedback. Any questions or comments should be directed to Mr. Kolden. Mr. Kolden brought the board's attention to the Community Education Program and Fall Catalog of classes being offered. Kris Seifert is responsible for the running of this program. Mr. Kolden asked board members if they wanted to add meeting norms or continue to work on the current ones. Board members would like to rotate through the WASB Meeting norms.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhurst to approve the Consent Agenda as follows:

- Approve minutes of the August 15, 2011 Regular Board Meeting.
- Approve Out-of-State Travel for the FFA to attend the National Convention in Indianapolis, IN.
- Approve the resignations of Cheryl Hilman, Colby Elementary Lunch Server and Clarice Zenner, Colby M.S. Lunchroom Computer Operator.
- Approve the hiring of Daniella Shauer, Colby Elementary Lunchroom Supervisor; Lori Thieme, Colby Elementary Lunch Server; Jeanne Morrison, Colby M.S. Lunchroom Computer Operator; DuWayne Sheets, Custodian.

Voice vote - Motion carried.

Motion by Mrs. Krueger, seconded by Mr. Schmidt, to approve the receipts and invoices reviewed by the Finance Committee as presented. Voice vote - Motion Carried.

Finance Report	
August Receipts #3689657-389704	\$1,076,452.70
Mid Wisconsin Bank Wires 1284-1297	73,591.51
Community Bank of Central Wisconsin	
Regular Checks #28830-28866	25,931.67
Direct Deposit #9042871-9043016	127,195.52
Advantage Community Bank #61199-61352	411,403.97

Mr. Schmidt reminded everyone the I.D.E.A. Foundation aluminum can collection continues. Cans can be dropped off at the Red House on the corner of 2<sup>nd</sup> Street and Adams Street in Colby. The Foundation is also hosting a Steak Feed.

Mr. Kolden presented a short Colby School District Web Page demonstration. The web page is open for input from all employees including board members with information pertinent to the schools and school district.

Mr. Kolden presented the 2011-2012 preliminary budget for presentation at the Annual Meeting on September 26<sup>th</sup>. Current proposed revenue is estimated to be \$10,058,382 and estimated expenditures are \$10,155,056. This results in the budget expenditure exceeding revenue by \$96,674.00. We have budgeted high for Health Reimbursement Accounts using the worst possible scenario. There is an increased cost for open enrollment with more students enrolling out of the district than there are students from other districts enrolling into Colby Schools.

Another concern will be the additional expenditures for special education needed to meet Maintenance of Effort as required by the federal government. In other words this is one area where a district cannot decrease costs without certain justifications. At this time the mill rate appears relatively the same, but factors such as equalized district valuation and state equalization aid have not been certified. Board members requested that expenditures be decreased to present a budget with more revenue than expenditure. Adjustments will be made to the expenditure budget prior to the Annual Meeting.

The Annual Meeting Agenda was reviewed for additions or deletions.

A discussion on a process for designating someone to sign for the clerk in his absence. This matter was referred to Policy Committee.

Mr. Kolden presented an example of a Statement of Beliefs, Mission, Vision and Goals was presented not for content, but for the format - a simple, focused one page statement.

Motion by Mr. Engel, seconded by Mr. Elmhurst to approve Resolution 2011-A (attached) adopting a Grievance Procedure to Address Employee Terminations, Employee Discipline and Workplace Safety as required by Wis. Statute 66.0509 (1m). Voice vote - Motion carried.

Motion by Mrs. Ploeckelman, seconded by Mr. Engel to convene in closed session per Wisconsin Statutes 19.85 (1) for c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Superintendent Goals for 2011-12; Clarification of Administrator Contracts and Review of Specific Support Staff Reduction/Layoff. Roll call vote - Motion carried 6-0.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhurst to reconvene in open session as previously announced. Voice vote - Motion carried.

Scheduled Meetings:

Annual Meeting - September 26, 2011 - 8:00 p.m. - Colby H.S. Theater  
Facilities & Transportation Committee - September 26, 2011 - 7:00 p.m. Colby H.S.  
Special Board Meeting/Retreat - October 3, 2011 - CDEC  
Regular Board Meeting - October 17, 2011 - 7:30 p.m. - CDEC

Motion by Mrs. Krueger, seconded by Mr. Elmhurst to adjourn the meeting. Voice vote - Motion carried. Meeting adjourned at 9:54 p.m.

Respectfully Submitted

Ed Haas, Clerk    Absent

Chris Thieme, Reporting Secretary

ANNUAL MEETING MINUTES  
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY  
MONDAY, SEPTEMBER 26, 2011  
COLBY HIGH SCHOOL THEATER

The Annual Meeting was called to order by Bill Tesmer, President, Board of Education, at 8:00 p.m. on September 26, 2011. Present were seven board members, 8 district staff and 12 citizens. Mr. Tesmer introduced the Board members and appointed Kristen Seifert recording secretary.

Motion by Rick Weber to nominate Jeff Kolzow as chairperson of the annual meeting. Rick Weber moved, seconded by Larry Oehmichen to close nominations and cast a unanimous ballot for Mr. Kolzow. Voice vote – motion carried.

Motion by Larry Oehmichen, seconded by Rick Weber, to waive the reading of the minutes of the September 27, 2010 Annual Meeting and approve them as presented. Voice vote - motion carried.

Mr. Tesmer provided an update of the many positive things that happened with the Colby School District in 2010-11 and all that continue to happen.

Mr. Engel read the Treasurer's Report for 2010-2011 including the balance sheet, General Fund revenues of \$10,452,795.87 and expenditures of \$10,730,612.92. Motion by Donna Krueger, seconded by Bill Tesmer to accept the Treasurer's Report as presented. Voice vote - motion carried

Mr. Engel continued with the proposed budget for 2011-2012 calling for estimated revenues of \$10,058,382.00 and estimated expenditures of \$10,055,306.00. The State Revenue Limit allows for a proposed tax levy of \$2,376,880.00. Motion by Dennis Engel, seconded by Donna Krueger to approve the proposed tax levy. Voice vote - motion carried.

Motion by Rick Weber, seconded by Larry Oehmichen that Board of Education members be paid \$50 for regular and special meetings of the full Board of Education and \$50 for committee meetings if they are attending as a committee member. Voice vote - motion carried. (1 No – Bryce Luchterhand)

Motion by Melissa Ploeckelman, seconded by Stacy Henaman, that the School District of Colby reimburses the actual and necessary expenses of school board members when traveling in and out of district in performance of their duties in accordance with district policies.

Amended Motion by Rick Weber, seconded by Larry Oehmichen for payment of per diem of \$50 for out of District meetings must be approved by the majority of the Board.

Amendment to the Amended Motion by Cheryl Ploeckelman, seconded by Terry Bartnik to drop the last 5 words of Amended Motion of "by majority of the Board". Hand vote - motion failed (11 yes – 11 no).

Amended Motion by Rick Weber, seconded by Larry Oehmichen for payment of per diem of \$50 for out of District meetings must be approved by the majority of the Board. Hand vote – motion carried (13 yes – 11 no).

Motion by Melissa Ploeckelman, seconded by Todd Schmidt to have Resolution B remain the same that President, Clerk and Treasurer receive \$100 per year.

Amended Motion by Dennis Engel, seconded by Rick Weber that the President, Clerk and Treasurer will receive \$100 for their services each year. Voice vote – amended motion carried.

Motion by Rick Weber, seconded by Donna Krueger that it is resolved that the School District of Colby Electors authorize the payment of actual and necessary expenses of a school board member when traveling out of the District in the performance of duties in accordance with District policies and approved by the Board.

Amended Motion by Stacy Henaman, seconded by Melissa Ploeckelman to amend resolution C by striking the words “in and” and deleting the words “and approved by the Board”. Hand vote – motion failed (10 yes – 11 no).

Vote taken to close debate (11 yes – 11 no). Failed(need two-thirds to pass). Discussion continues.

Motion by Rick Weber, seconded by Dennis Kuehling to vote on motion at hand. Hand vote – motion passed (12 yes – 11 no).

Motion by Dennis Engel, seconded by Rick Weber to provide accident insurance coverage for pupils in the school district. Voice vote - motion carried.

Motion by Rick Weber, seconded by Larry Oehmichen to authorize the School District of Colby to sell or lease used and/or surplus property, equipment, furniture and supplies no longer needed for school purposes. Voice vote – motion carried.

Motion by Rick Weber, seconded by Melissa Ploeckelman, to set the date of the next Annual Meeting on September 24, 2012 at 7:30 PM.

Amended Motion by Cheryl Ploeckelman, seconded by Melissa Ploeckelman to set the date of the next Annual Meeting on September 24, 2012 at 8 PM. Voice vote – motion carried.

Motion by Cheryl Ploeckelman, seconded by Melissa Ploeckelman, to adjourn the meeting. Meeting adjourned at 9:55 p.m.

Kristen Seifert, Reporting Secretary



## Kristen Seifert

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**From:** Ben Richter [brichter@wasb.org]  
**Sent:** Wednesday, October 12, 2011 2:51 PM  
**To:** Kristen Seifert  
**Subject:** RE: Annual Meeting Minutes

Hi Kristen, in looking at our Guide to the Annual School District Meeting, which you can download and print [here](#), page 13 states:

The school district clerk is required by s. 120.17(2) to record the proceedings of school district meetings. In the absence of the clerk, the meeting must elect a person to act as clerk of the meeting. [See s. 120.10(1)] The minutes of the meeting as authenticated by the clerk of the meeting are accorded a presumption of regularity. ***No approval or amendment of the clerk's minutes is required.***

***School district officials who wish to have the school meeting minutes approved may request that the minutes be read and approved before the adjournment of the meeting for which the record is made.*** In addition, although not required by statute, school boards may wish to publish the minutes shortly after the meeting.

Therefore, since the minutes are not required to be approved anyhow, if the board (or the electors at the meeting) choose to wait until the following year's meeting to approve the minutes like it always has, I see no legal problem with that. From a logistical and practical standpoint, however, if the board wants the minutes approved, it would seem like the best time to do that would be at the end of the annual meeting. That way, approved minutes can subsequently be published in a timely manner, there's less chance that a record of the minutes are lost from the end of the annual meeting to the next regular board meeting, and the actions conducted at the meeting and reflected in the minutes will be fresh in the attendees' minds. Also, it would seem somewhat odd to me if the board (rather than the electors at the meeting) approved the minutes from the annual meeting of the district's electors.

Hope this helps – let me know if you have any other questions.

Ben

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**From:** Kristen Seifert [<mailto:kseifert@colby.k12.wi.us>]  
**Sent:** Wednesday, October 12, 2011 2:07 PM  
**To:** Ben Richter  
**Subject:** Annual Meeting Minutes

Hi Ben, hope you are well. Thanks for the presentation on Friday at the WASSA Conference. I was wondering if you can tell me if Annual Meeting Minutes can be approved at the next "regular BOE meeting" or if they have to be approved at the next "Annual meeting of the BOE"? Conversations at our Friday afternoon sessions were that Districts are approving these minutes at the next "regular BOE meeting". We would like to do the same and approve our Annual Meeting minutes at the October meeting. We have always in the past waited a year and had them approved at the next Annual meeting. Please let me know. Thanks so much for your help.

**Kristen Seifert**  
**Administrative Assistant/Community Education Coordinator**  
**Colby School District**  
**PO Box 139**  
**Colby, WI 54421**  
**715.223.2301, ext. 2**

# 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.

Meyers, Cody

Employee's Name: Last, First

High School - Fresh Boys Basketball

Position and Building Location

Continuing Position? Yes  No

(If no, Start and End Dates) \_\_\_\_\_ through \_\_\_\_\_

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

Maintenance;  Food Service;  Coach;  Other: \_\_\_\_\_

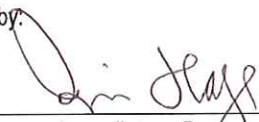
Work schedule for hourly staff (to include scheduled lunch break) \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Desired start date: Nov. 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:



Immediate or Program Supervisor's Signature

9-20-11

Date

  
Superintendent's Signature

9-23-11  
Date

**Reason for position vacancy:**

JV coach removed  
Fresh coach moved to JV

**Person vacating position:**

Jimmy Flink

**Date position was vacated:**

Spring 2011

**Recruitment area:**

Internal

**Number of candidate files:**

1

**Person(s) doing screening:**

Jim Hagen, Paul Knutler

**Number of candidates after screening:**

1

**Person(s) doing interviewing:**

Jim Hagen, Paul Knutler

**Number of candidates interviewed:**

1

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

<p style="text-align: center;"><b>FINANCIAL REPORT BOARD OF EDUCATION MEETING OCTOBER 17, 2011</b></p>
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<b>TOTAL REVENUE -</b>		
September		\$56,626.41

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<b>MID.WISCONSIN BANK -</b>		
BANK WIRES - FEDERAL w/SS 1298-1304		\$ 108,529.97
<b>COMMUNITY BANK OF CENTRAL WISCONSIN -</b>		
REGULAR CHECKS	28856-28898	\$ 19,131.72
DIRECT DEPOSIT	9043017-9043279	\$ 222,429.08
<b>ADVANTAGE COMMUNITY BANK -</b>		
REGULAR CHECKS	61366-61369	\$ 1,060.31
	61370-61379	\$ 212,118.54
	61380	\$ 111.99
	61381-61490	\$ 73,129.00
<b>TOTAL CHECKS TO BE APPROVED</b>		<b>\$ 636,510.61</b>

SEPTEMBER 2011  
RECEIPTS

389705	Students	\$	210.00	Athletic Fees
389706	Students	\$	50.00	Bus Passes
389707	Students	\$	220.00	Athletic Fees
389708	Students	\$	10.00	Bus Pass
389709	Students	\$	2,595.00	Parking Fees
389710	Students	\$	470.00	Athletic Fees
389711	Students	\$	2,580.00	Lifetime Sports
389712	Students	\$	180.00	Metals I & II Fees
389713	Students	\$	450.00	Woods I & II Fees
389714	Students	\$	220.00	Ceramics Class Fees
389715	Students	\$	280.00	Welding Class Fees
389716	Jean Nowak	\$	2,183.37	July Health Insurance
389717	Jean Nowak	\$	2,183.37	August Health Insurance
389718	Scott Polenz	\$	200.00	Neillsville Rent ~ August
389719	Scott Polenz	\$	200.00	Neillsville Rent ~ September
389720	William Perkins	\$	300.00	Neillsville Rent ~ September
389721	Holiday Software	\$	5.00	Rebate
389722	Western Wisconsin Cares	\$	2,775.00	September Rent
389723	CESA #10	\$	268.70	Title II D, AARA, Formula, Subs
389724	Forward Health	\$	8,216.00	SBS/Medicaid
389725	City of Colby	\$	284.56	Mobile Home Tax ~ August
389726	IDEA Foundation of Colby	\$	1,247.00	Hours Comp Middle School
389727	School District of Athens	\$	130.00	Cross Country Fee
389728	Gemini Cares	\$	350.00	9/15 Rent Neillsville
389729	School District of Pittsville	\$	130.00	Cross Country Fee
389730	Marshfield Middle School	\$	50.00	Middle School Cross Country Fee
389731	Wittenberg Birnamwood School District	\$	130.00	Cross Country Fee
389732	Spencer Public Schools	\$	130.00	Cross Country Fee
389733	School District of Edgar	\$	130.00	Cross Country Fee
389734	Colby Post Office	\$	5.00	Overpayment 9-2-11
389735	Bad Check	\$	65.00	NSF & Fee
389736	MS Garage Sale & Computers	\$	1,247.31	Misc supplies & equipment
389737	Dorothy Baumgartner	\$	200.00	Bread Slicer
389738	Students	\$	100.00	Parking Fees
389739	Middle School Swim Team	\$	1,060.40	Swim suits & caps
389740	CESA #10	\$	1,809.92	AARA IID
389741	Chequamegon School District	\$	130.00	9-22-11 Varsity Cross Country Meet
389742	School District of Marathon	\$	130.00	Cross Country Entry Fee
389743	School District of Prentice	\$	130.00	Cross Country Invite Entry Fee
389744	School District of Stratford	\$	130.00	Cross Country Invite Fee
389745	Stanley Boyd School District	\$	120.00	9-22 Entry Fee Cross County
389746	Rande Short	\$	200.00	Rent
389747	Western Wisconsin Cares	\$	2,775.00	October 2011 Rent
389748	Colby Elementary PTC	\$	80.00	Lanyards
389749	Colby High School Activity Account	\$	56.10	Hispanic Heritage Month - Ice Cream
389750	Students	\$	18,121.85	September Foodservice Revenue
389751	Elementary Students	\$	455.00	Bus Passes
389752	Elementary Students	\$	2,595.50	Milk

SEPTEMBER 2011  
RECEIPTS

389753	Mid Wisconsin Bank	\$	26.75	Sept Interest - Rennovation
389754	Mid Wisconsin Bank	\$	1,001.35	Sept Interest - NOW & MMD
389755	Mid Wisconsin Bank	\$	1.35	Sept Interest - Debt Service
389756	Advantage Community Bank	\$	7.88	Sept Interest
	<b>TOTAL</b>	\$	56,626.41	

## CHECKS PROCESSED - MID WISCONSIN BANK/COMMUNITY BANK

1298	Mid WI Bank (FED/FICA Withheld)	39,311.64	09/09/11 Payroll
1299	WEA Trust Advantage	2,275.81	09/09/11 Payroll
1300	WI Dept. of Revenue (State Tax Withheld)	9,254.03	09/09/11 Payroll
1301	Employee Benefits Corp	2,921.74	09/23/11 Payroll
1302	Mid WI Bank (FED/FICA Withheld)	43,043.58	09/23/11 Payroll
1303	WEA Trust Advantage	2,325.34	09/23/11 Payroll
1304	WI Dept. of Revenue (State Tax Withheld)	9,397.83	09/23/11 Payroll
28856-28860	PAYROLL REGULAR CHECKS	3,327.42	09/09/11 Payroll
28867	Messerli & Kramer PA	94.53	Garnishment
28868-28880	PAYROLL REGULAR CHECKS	5,381.70	09/23/11 Payroll
28881-28890	October 7 Payroll		
28891	Great West	1,835.81	Sept Contributions
28892	Messerli & Kramer PA	143.28	Garnishment
28893	AFLAC	809.88	Sept Contributions
28894	AFLAC	1,106.02	Aug Contributions
28895	Colby Public School Pension Plan	3,264.51	Sept Contributions
28896	Great West	2,909.95	Sept Contributions
28897	IDEA Foundation of Colby	70.00	Sept Contributions
28898	Messerli & Kramer PA	188.62	Garnishment
9043017-9043131	PAYROLL DIRECT DEPOSIT	106,227.49	09/09/11 Payroll
9043132-9043279	PAYROLL DIRECT DEPOSIT	116,201.59	09/23/11 Payroll
	Total	350,090.77	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61366	DAYS INN WINDSOR	09/20/2011	LINNEA BERTRAM	DPI AUTISM & CD PROGRAM SUPPORT TEACHERS CONFERENCE --- ROOM --- CONFIRMATION #250014959	0	75.59	75.59
24 E 800 342 221300 000			FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI			75.59	
61367	RIESTERER & SCHNELL INC	09/20/2011	279292	JOHN DEERE WIRING HARNES	0	34.72	34.72
10 E 800 411 254490 000			GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES			34.72	
61368	STRO'S PLUMBING LLC	09/20/2011	5438	CHANGE P-TRAPS IN JANITORS ROOM AND KITCHEN	0	890.00	890.00
10 E 800 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			890.00	
61369	JULIE WOLF	09/20/2011	COMMUNITY OUTING	STUDENT/STAFF LUNCHES	0	60.00	60.00
24 E 400 415 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			60.00	

4 Computer Check(s) For a Total of 1,060.31

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61370	BLUE HARBOR RESORT	09/28/2011	CONFIRMATION #7AF5ZT	WMEA CONFERENCE ROOM - TRACI ANDERSON	0	223.98	223.98
10 E 400 342 221300 000			GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV			223.98	
61371	FRONTIER	09/28/2011	CD/ED	9/16/11-10/15/11	0	124.15	124.15
10 E 800 355 263300 000			GENERAL FUND/PUBLIC INFORMATION/TELEPHONE			124.15	
61372	GRANT HARDER	09/28/2011	610220	NEILLSVILLE CARETAKER 9 HRS - MAY 2011 7 HRS - JUNE 2011 7 HRS - JULY 2011 8 HRS - AUGUST 2011	0	310.00	310.00
10 E 900 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			310.00	
61373	MARRIOTT HOTEL - MADISON WEST	09/28/2011	CONF #87953414	SUCCEEDING WITH ANGRY STUDENTS CONFERENCE ROOM - TYZNIK & UNDERWOOD	0	109.99	109.99
24 E 800 342 221300 000			FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI			109.99	
61374	MEMORY LANE FARM	09/28/2011	PREPAID	Cost of student tickets for SPED fieldtrip to Memory Lane Farm on Friday, September 30.	6001112090	81.00	81.00
24 E 100 411 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			81.00	
61375	FTJ ADMINISTRATORS - NATL ASSO	09/28/2011	PROF. LIABILITY	SAMANTHA PENRY INSURANCE #00524 0204142 8 2	0	136.00	136.00
24 E 800 711 270000 000			FEDERAL HANDICAPPED PROJECTS/INSURANCE/DISTRICT LIABILI			136.00	
61376	SEARS COMMERCIAL ONE	09/28/2011	3291780	Drill/Driver & Impact Driver Combo Kit, Mechanics Tool Set	5021112118	334.47	513.92
10 E 800 440 136000 000			GENERAL FUND/TECH ED/NON-CAPITAL EQUIPMENT			334.47	
			3295367	19.2 volt craftsman cordless drill	5021112057	179.45	
10 E 800 440 136000 000			GENERAL FUND/TECH ED/NON-CAPITAL EQUIPMENT			179.45	
61377	SECURITY HEALTH PLAN	09/28/2011	604890	OCTOBER 2011 HEALTH INSURANCE	0	31,153.36	207,673.00



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		31,153.36	
			606490	OCTOBER 2011 HEALTH INSURANCE	0	5,538.16	
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		5,538.16	
			890391	OCTOBER 2011 HEALTH INSURANCE	0	170,981.48	
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		170,981.48	
61378	SOLUTION TREE LLC	09/28/2011	670340	PROFESSIONAL RESOURCE MATERIAL	1011112017	2,650.50	2,650.50
10 E 800 439 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/OTHER MEDIA		2,168.65	
10 E 800 435 122000 816				GENERAL FUND/ENGLISH/PROGRAMMED COMPUTER SOFTWARE		481.85	
61379	WISCONSIN SCHOOL MUSIC ASSN.	09/28/2011	1162-10154	2011-12 ANNUAL ENROLLMENT DUES	0	296.00	296.00
10 E 800 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		296.00	
				10 Computer	Check(s) For a Total of		212,118.54

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61380	BLUE HARBOR RESORT	09/30/2011	Confirmation #7AF5ZT	WMEA CONFERENCE ROOM - TRACI ANDERSON	0	111.99	111.99
10 E 400 342 221300 000			GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV			111.99	
				1 Computer	Check(s) For a Total of		111.99

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61381	A TO Z TOWN AND COUNTRY LLC	10/17/2011	3511	UPS AUDIO EQUIPMENT TO LONG'S ELECTRONICS	0	33.54	99.39
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		33.54	
			412979	MISC SHOP SUPPLY	5021112059	15.97	
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		15.97	
				UPS			
				RETURN BOOKS TO HOUGHTON MIFFLIN	0	33.46	
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		33.46	
				UPS.			
				RETURN BOOKS TO HOUGHTON MIFFLIN	0	16.42	
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		16.42	
61382	ALL AMERICAN SPORTS CORP.	10/17/2011	94075931	FB HELMET	0	271.48	271.48
10 E 800 420 162210 000				GENERAL FUND/FOOTBALL/APPAREL		271.48	
61383	ALL GREEN CORPORATION 923	10/17/2011	692811	FALL WEED CONTROL/FERTILIZER	0	221.50	221.50
10 E 800 320 254200 000				GENERAL FUND/MAINTENANCE-SITES/PROPERTY SERVICE		221.50	
61384	ALA ORDER FULFILLMENT	10/17/2011	23241584	BOOKMARKS, TEEN READ WEEK SET	2001112047	110.00	110.00
10 E 200 411 222200 000				GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES		51.00	
10 E 400 411 222200 000				GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES		59.00	
61385	BRITNEY ANDERSON	10/17/2011	REFUND	LUNCH ACCOUNT BALANCE	0	11.20	11.20
50 R 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PUPILS		11.20	
61386	APPLE COMPUTER (REMITTANCE)	10/17/2011	9886338441	IPAD 2 (4)	6001112093	2,396.00	2,552.00
24 E 200 551 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		30.00	
24 E 200 551 158100 813				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		2,366.00	
			9886517298	4 IPAD SMART COVERS	6001112093	156.00	
24 E 200 551 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		156.00	
61387	ARCH, YOLANDA M	10/17/2011	REIMBURSEMENT	MATCH AND LEARN SET	0	11.00	11.00
10 E 200 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		11.00	
61388	AT&T MOBILITY	10/17/2011	SEPT 2011	WIRELESS PHONE/DATA 9/1 - 9/30	0	165.74	165.74
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		165.74	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61389	SYSCO BARABOO	10/17/2011	109010698	FOOD	0	960.75	9,013.74
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		926.50	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		34.25	
			109080909	FOOD & NAPKINS, SOUFFLE CUPS, DETERGENT	0	1,539.96	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,306.38	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		119.84	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		113.74	
			109150841	FOOD & PAN LINERS	0	1,833.09	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,400.02	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		169.65	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		263.42	
			109220718	FOOD & FOIL, NAPKINS	0	2,904.14	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		2,755.77	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		78.89	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		69.48	
			109290794	FOOD & PAN LINERS	0	2,518.10	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		2,279.61	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		42.35	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		196.14	
			109290794CR	CREDIT FOR RETURNS	0	-742.30	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		-742.30	
61390	KATHY BAY	10/17/2011	WCTE MEMBERSHIP	REIMBURSEMENT	0	30.00	30.00
10 E 400 940 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/DUES & FEES		30.00	
61391	BERNARD FOOD INDUSTRIES INC	10/17/2011	00612277	FOOD	0	164.76	164.76
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		164.76	
61392	BEST WESTERN BRIDGEWOOD RESORT	10/17/2011	CONF #4895903	SEMINAR ROOM RESERVATION -- 1 ROOM NOV. 30, 2011 AMY UNDERWOOD & JEAN HORNICK	0	70.00	70.00
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		70.00	
61393	BEST WESTERN BRIDGEWOOD RESORT	10/17/2011	CONF #4895904	SEMINAR ROOM RESERVATION -- 1 ROOM NOV. 30, 2011 LYNN SPICE	0	70.00	70.00
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		70.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61394	BILL'S TIRE & SERVICE 10 E 800 411 254490 000	10/17/2011	20865/20359	TUBES GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES	0	11.90 11.90	11.90
61395	BOOK LOOK 10 E 800 432 122000 141	10/17/2011	20865/20359	PROF RESOURCE MATERIALS & ASST PICTURE BOOKS GENERAL FUND/ENGLISH/LIBRARY BOOKS	3001112009	227.52 227.52	227.52
61396	TREVA BRODHAGEN 10 L 000 000 811621 000	10/17/2011	RETIREMENT	8/12/11-10/7/11 GENERAL FUND/ST. TEACH. RETIRE.	0	565.39 565.39	565.39
61397	TOM BUCHANAN 10 E 800 411 126000 000	10/17/2011	REIMBURSEMENT	THERMOCOUPLE PROBE, TITANIUM DIOXIDE POWDER, LASER PEN, LANTERN BATTERY, SODIUM SILICATE SOLUTION WATERGLASS GENERAL FUND/SCIENCE/GENERAL SUPPLIES	0	113.56 113.56	113.56
61398	BUREAU OF EDUCATION & RESEARCH 24 E 800 342 221300 000	10/17/2011	AMY UNDERWOOD	SEMINAR REGISTRATION: PRACTICAL STRATEGIES FOR PARAPROFESSIONALS WHO..... .....DEC. 1 FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI	0	215.00 215.00	430.00
61398	BUREAU OF EDUCATION & RESEARCH 24 E 800 342 221300 000	10/17/2011	AMY UNDERWOOD	SEMINAR REGISTRATION: PRACTICAL STRATEGIES FOR PARAPROFESSIONALS WHO..... .....DEC. 1 FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI	0	215.00 215.00	430.00
61399	CAMBRIA SUITES INDIANAPOLIS AI 10 E 800 342 161311 000 10 E 800 345 161311 000	10/17/2011	#324VF3T6	TERI RAATZ RESERVATION #324VF3T6- 2011 NATIONAL FFA CONVENTION -- 10/18/11-10/21/11 (3 ROOMS) GENERAL FUND/FUTURE FARMERS OF AMERICA/EMPLOYEE TRAVEL GENERAL FUND/FUTURE FARMERS OF AMERICA/PUPIL ROOM AND B	0	1,609.90 643.96 965.94	1,609.90
61400	CESA #10	10/17/2011	52320	TITLE I ADMIN -	0	3,530.00	3,530.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				QTR 1			
10 E 800 386 239000 141				GENERAL FUND/OTHER ADMINISTRATION/PAYMENT TO CESA		3,530.00	
61401	CESA #10	10/17/2011	52715	6 MONTH ASBESTOS INSPECTION	0	280.00	280.00
10 E 800 386 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PAYMENT TO CESA		280.00	
61402	CHARTER BUSINESS	10/17/2011	8245112610002157	CABLE ADAMS ST HOUSE 10/1/11-10/31/11	0	6.31	260.16
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		6.31	
			OCTOBER 2011	OPTICAL ETHERNET	0	253.85	
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		253.85	
61403	CITY OF COLBY	10/17/2011	ADAMS ST HOUSE	8/18/11-9/16/11 WATER & SEWER	0	50.20	2,408.45
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		50.20	
			CDEC	8/16/11 - 9/15/11 WATER & SEWER	0	63.20	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		63.20	
			COLBY ELEM SCHOOL	8/18/11 - 9/16/11 WATER & SEWER	0	491.20	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		491.20	
			COLBY HIGH SCHOOL	8/18/11 - 9/19/11 WATER & SEWER	0	1,476.30	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		1,476.30	
			COLBY MIDDLE SCHOOL	8/18/11-9/19/11 WATER & SEWER	0	255.70	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		255.70	
			CONCESSION STAND	8/18/11-9/19/11 WATER	0	71.85	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		71.85	
61404	CITY OF NEILLSVILLE	10/17/2011	003-1161-00	6/15/11-9/14/11 WATER & SEWER	0	344.76	344.76
10 E 900 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		344.76	
61405	CLASSROOM DIRECT - REMITTANCE	10/17/2011	208107058617	WRISTPASS WRIST BANDS (YELLOW & GREEN)	4001112065	53.82	53.82
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		53.82	
61406	COLBY H.S. ACTIVITY FUND	10/17/2011	COLBY FFA	FRESH SWEET CORN - FOODSERVICE	0	62.50	382.50

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50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		62.50	
				NATIONAL FFA REGISTRATIONS -	0	320.00	
				REIMBURSE FFA ACCOUNT			
10 E 800 940 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/DUES & FEES		320.00	
61407 COLBY ELEMENTARY SCHOOL		10/17/2011	SEPT 2011	BANDAIDS & POSTAGE	0	32.82	32.82
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		27.54	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		5.28	
61408 COLBY FFA ALUMNI		10/17/2011	ALUMNI	SEPT 2011 NATIONAL FFA CONV ROOM RESERVATION DEPOSIT	0	150.00	150.00
10 E 800 342 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/EMPLOYEE TRAVEL		50.00	
10 E 800 345 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/PUPIL ROOM AND B		100.00	
61409 COMPLETE CONTROL, INC.		10/17/2011	SRVCE016478	REPLACE MOTOR BEARINGS	0	425.84	425.84
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		425.84	
61410 Vendor Continued Void		10/17/2011					0.00
61411 COUNTY MARKET ACCOUNT #6017		10/17/2011	0002	FOOD FOR EARLY CHILDHOOD/SPEECH & LANGUAGE WEEKLY LANGUAGE GROUPS: cheese, pretzels, peanut butter, candy	6001112051	23.57	355.93
24 E 800 415 156600 000				FEDERAL HANDICAPPED PROJECTS/SPEECH/LANGUAGE/FOOD		23.57	
			0004	CINNAMON, BAKING CUPS, BANANAS	6001112069	6.67	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		6.67	
			0026	BAGELS, CREAM CHEESE, BUTTER, WAFFLES, PIE SHELLS, CAKE, OATS, CHIPS	6001112069	52.17	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		52.17	
			0041	Food	6001112040	31.44	
24 E 100 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		31.44	
			0041.	CHEESE, ICE CREAM CUPS, SYRUP, BROWN SUGAR,	6001112069	33.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
24 E 400 415 158100 000				PEANUT BUTTER, MUFFINS, KOOLAID FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		33.51	
			0043	RICE	1010101132	21.84	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		21.84	
			0058	PAPER TOWEL, KLEENEX	6001112046	12.38	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		12.38	
			0123	MISC LAB SUPPLIES: EGGS, PH CLEANER, SALT, VINEGAR, CUPS	5001112012	82.81	
10 E 800 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		82.81	
			0375	LETTUCE, MUSHROOMS	1010101132	23.29	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		23.29	
			8463	EGGS, BUTTER, PIZZA ROLLS, FLOUR, SYRUP, CHIPS, NAPKINS	6001112069	26.91	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		26.91	
			8847	CHIPS, SNACKS, WATER, CUPS, PLATES, FORKS	6001112046	41.34	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		41.34	
61412 COUNTY MARKET - F&CE ACCT 8007		10/17/2011	SEPT 2011	Food Supples/Necessary for Food classes	5001112045	164.63	164.63
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		164.63	
61413 CRC LUMBER LLC		10/17/2011	33389	PLEXIGLASS (POOL)	0	27.00	123.00
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		27.00	
			33486	4' X 8' PLEXI	5021112049	96.00	
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		96.00	
61414 CTL COMPANY, INC.		10/17/2011	129434	PLEXIGLASS (POOL)	0	155.96	417.11
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		155.96	
			130584	WIPER, NAPKINS	0	229.80	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		229.80	
			130584A	WIPER	0	31.35	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		31.35	
61415	DECKER AUTOMOTIVE LLC	10/17/2011	13799	SERVICE ON FREE STAR VAN	0	51.93	51.93
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		51.93	
61416	DECKER SANITATION SERVICES LLC	10/17/2011	2181	TRACK FIELD (HOLDING TANK)	0	110.00	110.00
10 E 800 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		110.00	
61417	DESIGNER ADVERTISING	10/17/2011	42796	WELLNESS T'S STAFF WALK	0	221.50	221.50
10 E 800 411 221300 921				GENERAL FUND/INST. STAFF SERV. - TRAINING/GENERAL SUPPL		221.50	
61418	UNEMPLOYMENT INSURANCE DWD	10/17/2011	SEPTE 2011	UNEMPLOYMENT	0	5,433.69	5,433.69
10 E 800 730 270000 000				GENERAL FUND/INSURANCE/UNEMPLOYMENT COMPENSATION		5,433.69	
61419	EASTBAY (REMITTANCE)	10/17/2011	042637789	SHIPPING ONLY ON VOLLEYBALL JERSEYS	5021112031	15.00	15.00
10 E 800 420 162121 000				GENERAL FUND/GIRLS VOLLEYBALL/APPAREL		15.00	
61420	ECOLAB INSTITUTIONAL	10/17/2011	6436219	STAINBLASTER	0	129.38	129.38
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		129.38	
61421	ECOLAB INSTITUTIONAL	10/17/2011	6633195	RINSE DRY & SOLID POWER	0	333.90	333.90
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		333.90	
61422	Vendor Continued Void	10/17/2011					0.00
61423	Vendor Continued Void	10/17/2011					0.00
61424	CARDMEMBER SERVICE/ ELAN	10/17/2011	0015	2011 WASDA DRIVE IN REGISTRATION - KOLDEN	0	55.00	3,989.90
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		55.00	
			0033	CHULA VISTA ROOM - CONFERENCE -- KOLDEN	0	98.95	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		98.95	
			0041	CHULA VISTA ROOM - CONFERENCE -- KRUEGER	0	98.95	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		98.95	
			0062	SEMINAR REGISTRATION - TYZNIK & UNDERWOOD	0	398.00	

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24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		398.00	
			0103	2011 WASSA FALL WORKSHOP REGISTRATION - SEIFERT	0	105.00	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		105.00	
			0203	SEMINAR REGISTRATIONS - RONDORF & ARCHAMBO	0	98.00	
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		98.00	
			0450	CONFERENCE REGISTRATION - SPICE	0	215.00	
10 E 100 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		215.00	
			2026/8522	KINDERMATS	0	238.20	
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		238.20	
			2124	edHelper SUBSCRIPTION - BOOR	0	39.98	
10 E 100 435 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/PROGRAMMED COMPUTER		39.98	
			2475	8 PORT SWITCHES	0	151.96	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		151.96	
			3735	LITERATURE TEXTBOOKS	0	132.48	
10 E 200 470 122000 000				GENERAL FUND/ENGLISH/TEXTBKs/WORKBKs		132.48	
			4208	Cyber Acoustics Stereo Headphones with Microphone	3001112010	82.64	
10 E 800 411 122000 141				GENERAL FUND/ENGLISH/GENERAL SUPPLIES		82.64	
			4299	WASSA FALL WORKSHOP ROOM - SIEFERT	0	99.00	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		99.00	
			4520	DPI 2011-12 WI SCHOOL DIRECTORY	0	178.00	
10 E 800 439 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/OTHER MEDIA		178.00	
			6159	MADISON CONCOURSE HOTEL ROOM -	0	230.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 342 232100 000				KOLDEN WASDA FALL SUPT CONF. GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		230.00	
			7108	WISCONSIN TAXPAYERS ALLIANCE SUBSCRIPTION - KOLDEN	0	49.95	
10 E 800 439 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/OTHER MEDIA		49.95	
			8231	LANYARDS	0	272.01	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		272.01	
			9242	WASB FALL REGIONAL MTG - KOLDEN & PLOECKELMAN	0	60.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		30.00	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		30.00	
			9244	CONF REGISTRATION - KRUEGER	0	105.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		105.00	
			9341	CABLES	0	173.40	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		173.40	
			9773	MARKETING THE CORE TEXTBOOKS	0	1,108.80	
10 E 800 470 132000 000				GENERAL FUND/BUSINESS EDUCATION/TEXTBKS/WORKBKS		1,108.80	
				INTEREST REVERSAL ON STATEMENT	0	-0.42	
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		-0.42	
61425 FEIRER OIL INC		10/17/2011	187246	DIESEL FUEL	0	178.00	178.00
10 E 800 348 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL		178.00	
61426 JANE FRICKE THIEME		10/17/2011	RIDE BUS	9/12/11 - 9/22/11 (128 MILES)	0	65.28	81.60
24 E 800 341 256751 000				FEDERAL HANDICAPPED PROJECTS/EEN PUPIL TRANSPORTATION/P		65.28	
				RIDE BUS. (32 MILES)	0	16.32	
24 E 800 341 256751 000				FEDERAL HANDICAPPED PROJECTS/EEN PUPIL TRANSPORTATION/P		16.32	
61427 FRONTIER		10/17/2011	COLBY ELEMENTARY	9/28/11-10/27/11	0	562.51	642.68
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		562.51	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			LITTLE STARS	9/28/11-10/27/11	0	80.17	
10 E 800 355 263300 000			GENERAL FUND/PUBLIC INFORMATION/TELEPHONE			80.17	
61428	INTEUS GARZA	10/17/2011	SEPTEMBER 2011	DISHWASHER 10 DAYS	0	48.00	48.00
50 E 800 185 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU			48.00	
61429	GENERAL PARTS LLC	10/17/2011	1263320	FOODSERVICE THERMO SL CONTROL	0	87.72	105.84
50 E 800 320 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PROPERTY S			87.72	
			1263982	FOODSERVICE KNOB SELCO HFT CONTROL	0	18.12	
50 E 800 320 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PROPERTY S			18.12	
61430	G&K SERVICES INC	10/17/2011	1016491741	SHOP COATS & TOWELS	0	38.32	76.64
10 E 800 320 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE			38.32	
			1016497570	SHOP COATS & TOWELS	0	38.32	
10 E 800 320 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE			38.32	
61431	HAGEN'S ON FIRST	10/17/2011	264	SIGN FOR CLASSROOM DOOR (1)	0	8.00	124.00
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			8.00	
			271	SEPT 2011 CROSS COUNTRY INVITATIONAL TRACK MEET TROPHIES/MEDALS	0	92.00	
10 E 800 411 162308 000			GENERAL FUND/BOYS/GIRLS XC/GENERAL SUPPLIES			92.00	
			273	SIGNS FOR CLASSROOM DOORS (3)	0	24.00	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			24.00	
61432	HARLAND CLARKE	10/17/2011	70001205351	AP CHECKS	1011112015	549.90	549.90
10 E 800 411 232100 000			GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES			549.90	
61433	HAWKINS CHEMICAL	10/17/2011	3265571	POOL CHEMICALS	0	376.25	376.25
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			376.25	
61434	HOUSE OF HEATING INC	10/17/2011	1892	ADM BLDG HVAC QTRLY	0	410.00	410.00
10 E 900 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			410.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61435	INDIANHEAD FOODSERVICE	10/17/2011	457354	FOOD	0	1,030.58	8,372.38
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		827.40	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		203.18	
			458300	FOOD & SOUFFLE CUPS, FOAM BOWLS, PLASTIC SPOONS	0	2,176.05	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,637.76	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		64.21	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		474.08	
			459820	FOOD & BUN BAGS & BAG TWISTS	0	2,590.63	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		2,180.40	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		29.85	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		380.38	
			461203	FOOD & FOUFFLE CUPS, TOWELING	0	2,575.12	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		2,236.54	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		43.66	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		294.92	
61436	INDIANHEAD FOODSERVICE.	10/17/2011	457353	FOOD	0	6.25	66.46
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		6.25	
			458299	FOOD	0	31.46	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		31.46	
			459819	FOOD	0	18.75	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		18.75	
			461202	FOOD	0	10.00	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		10.00	
61437	INSTITUTE FOR CAREER RESEARCH	10/17/2011	1373.	HS - Career Monographs	2001112044	314.50	314.50
10 E 400 439 222200 000				GENERAL FUND/LMC - INST SERVICE/OTHER MEDIA		314.50	
61438	J H LARSON COMPANY	10/17/2011	3018074-01	SOLENOID COIL	0	16.50	96.79
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		16.50	
			3019415-01	SOLENOID PLUNGER/ACTUATOR CARTRIDGE	0	64.48	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		64.48	
			3020483-01	AA BATTERY (24)	0	15.81	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		15.81	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61439	J W PEPPER & SON INC	10/17/2011	11754190	MS MUSIC	5011112046	262.94	365.91
10 E 200 411 125400 000				GENERAL FUND/VOCAL MUSIC/GENERAL SUPPLIES		122.05	
10 E 200 431 125400 000				GENERAL FUND/VOCAL MUSIC/AUDIO-VISUAL MEDIA		140.89	
			3019415-01	HS MUSIC	5001112059	102.97	
10 E 800 411 125400 000				GENERAL FUND/VOCAL MUSIC/GENERAL SUPPLIES		42.62	
10 E 800 431 125400 000				GENERAL FUND/VOCAL MUSIC/AUDIO-VISUAL MEDIA		60.35	
61440	DENNIS & RHONDA KIEFFER	10/17/2011	SEPTEMBER 2011	135 ABBY	0	40.50	40.50
				CHRISTIAN ACADEMY			
				MILES			
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		40.50	
61441	JENNIFER KRAUSS	10/17/2011	JOURNEY PROGRAM	MILEAGE	0	44.96	44.96
10 E 400 342 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL		44.96	
61442	KURT & HEATHER KULAS	10/17/2011	SEPTEMBER 2011	153.6 ABBY	0	46.08	46.08
				CHRISTIAN ACADEMY			
				MILES			
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		46.08	
61443	LAMBEAU TELECOM COMPANY, LLC	10/17/2011	20979035	SEPT 2011 LONG	0	154.07	154.07
				DISTANCE			
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		154.07	
61444	DANIEL MALECKI	10/17/2011	SEPTEMBER 2011	DISHWASHER 14	0	64.50	64.50
				DAYS			
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU		64.50	
61445	Vendor Continued Void	10/17/2011					0.00
61446	MARSHFIELD BOOK & STATIONARY	10/17/2011	306008	STOPLIGHT POCKET	4000101309	21.27	928.30
				CHART			
10 E 100 431 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/AUDIO-VISUAL MEDIA		21.27	
			306009	WRITE START	4000101310	78.01	
				PENCIL SET/SCHOOL			
				BUS CUTOUTS			
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		78.01	
			306010	GLAZE/PAINT PAN	4001112021	70.08	
				REFILLS			
10 E 100 411 121000 000				GENERAL FUND/ART/GENERAL SUPPLIES		70.08	
			306011	WEATHER WHEEL	4001112036	1.89	
				CHARTLET			
10 E 100 431 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/AUDIO-VISUAL MEDIA		1.89	
			306012	MATH GAME/FLASH	4001112049	29.99	
				CARDS			
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		29.99	

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10 E 800 411 120000 000			306013	ORG SHARPIES GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES	5021112029	79.69 79.69	
10 E 100 411 110000 000			306014	3/8" BLACK COMBS GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES	7001112014	20.04 20.04	
10 E 200 411 120000 000			306015	MODELING CLAY GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES	5011112042	20.14 20.14	
24 E 400 411 158100 000			306549	TIMER/TICKETS FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP	6001112002	18.95 5.28	
24 E 400 440 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		13.67	
10 E 100 411 110000 000			306576	CHART TABLETS GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES	0	27.63 27.63	
10 E 100 411 241000 000			307023	FL GREEN NEON PAPER GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES	0	20.86 20.86	
10 E 800 561 123000 000			307080	MARKER BOARD GENERAL FUND/FOREIGN LANGUAGE/EQUIPMENT REPLACED	5001112060	582.00 582.00	
10 E 400 411 222200 000			307192	CREDIT FOR LAMIN. FILM RETURNED GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES	2000101194	-42.25 -42.25	
61447 MARSHFIELD CLINIC		10/17/2011	8-008-730	PPD SKIN TESTS	0	82.40	82.40
10 E 800 310 264500 000				GENERAL FUND/STAFF HEALTH SERVICES/PERSONAL SERVICES		41.20	
50 E 800 310 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PERSONAL S		41.20	
61448 MARRIOTT HOTEL - MADISON WEST		10/17/2011	CONF #85690576	SEMINAR ROOM - STEWART "SUCCEEDING WITH ANGRY STUDENTS" 1 ROOM FOR OCTOBER 19, 2011	0	70.00	70.00
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		70.00	
61449 MARRIOTT HOTEL - MADISON WEST		10/17/2011	CONF #85696548	SEMINAR ROOM RESERVATION - STEWART (ROTH, GARCIA) "SUCCEEDING WITH ANGRY STUDENTS" 1 ROOM FOR OCTOBER 19, 2011	0	90.00	90.00
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		90.00	
61450 MENARDS		10/17/2011	74247	SWITCH/SCREWS/WIRE	5021112112	69.76	223.36

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		69.76	
			77236	PAINT	5021112112	35.96	
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		35.96	
			78216	BOLTS, FUNNELS, PLYWOOD, 4 X 8 SANDED	5021112112	117.64	
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		117.64	
61451 MEYER LUMBER SUPPLY, INC.		10/17/2011	00080 1	DOOR KEY	0	1.50	4.50
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		1.50	
			99841 1	LOCK KEYS	0	3.00	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		3.00	
61452 JERRY MICKE		10/17/2011	FOODSERVICE	12 SQUASH	0	9.00	9.00
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		9.00	
61453 MIDWAY STEEL INC		10/17/2011	87640	STEEL	5021112047	204.67	204.67
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		204.67	
61454 NASCO		10/17/2011	475623	PENNIES	4001112062	9.00	9.00
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		9.00	
61455 NASSCO INC		10/17/2011	S1526744.001	FLOOR EQUIPMENT RENTAL	0	350.00	781.28
10 E 800 571 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/EQUIPMENT RENTAL		350.00	
			S1527786.001	CAN LINERS	0	431.28	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		431.28	
61456 AMERICAN WELDING & GAS INC		10/17/2011	01434294	CARBON DIOXIDE	0	44.85	565.14
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		44.85	
			01439036	HELIUM, ACETYLENE, OXYGEN, ARGON	0	361.30	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		361.30	
			01439104	CARBON DIOXIDE - POOL	0	95.00	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		95.00	
			01454164	CYLINDER RENTALS	0	46.50	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		46.50	
			01454865	CYLINDER RENTAL - POOL	0	17.49	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		17.49	



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61457	PER MAR SECURITY SERVICES	10/17/2011	682370	REPLACEMENT FOR CHECK #61135 DATED 8/16 NEVER REC'D/// SECURITY MONITORING --- ADM BUILDING 8/1/11-8/31/11	0	49.31	97.31
10 E 900 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		49.31	
			721724	SECURITY MONITORING/ADMIN BUILDING 11/1/11 - 11/30/11	0	48.00	
10 E 900 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		48.00	
61458	PITNEY BOWES (LEASE PAYMENTS)	10/17/2011	9864647-SP11	HS RENTAL LEASE	0	668.04	803.04
10 E 800 571 263300 000				GENERAL FUND/PUBLIC INFORMATION/EQUIPMENT RENTAL		668.04	
			9864654-SP11	COLBY LEMENTARY POSTAGE MACHINE LEASE	0	135.00	
10 E 800 571 263300 000				GENERAL FUND/PUBLIC INFORMATION/EQUIPMENT RENTAL		135.00	
61459	POLK-BURNETT SECURITY SERVICES	10/17/2011	RMR789147	FIRE/SECURITY - HIGH SCHOOL	0	297.51	532.77
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		297.51	
			RMR789155	FIRE/SECURITY - ELEMENTARY SCHOOL	0	235.26	
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		235.26	
61460	PRIMETIME EVENT & RACE MANAGEM	10/17/2011	2215	CROSS COUNTRY CHIP TIMING (9/22/11), ATHLETE FEE, MILEAGE	0	609.00	609.00
10 E 800 310 162308 000				GENERAL FUND/BOYS/GIRLS XC/PERSONAL SERVICES		609.00	
61461	QUILL CORPORATION (REMITTANCE)	10/17/2011	6633220	1" BINDING COMBS	0	27.89	131.05
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		27.89	
			6755600	SMALL METAL WHISTLES	0	30.20	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		30.20	
			6944482	PAPER PUNCHES (4) & SHEARS (6)	0	56.78	
10 E 200 440 120000 000				GENERAL FUND/REGULAR CURRICULUM/NON-CAPITAL EQUIPMENT		56.78	
			6948321	SHEARS (2)	0	16.18	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 200 440 120000 000				GENERAL FUND/REGULAR CURRICULUM/NON-CAPITAL EQUIPMENT		16.18	
61462	ROCK RIDGE ORCHARD LLC	10/17/2011	0158212/13/14	APPLES	0	255.00	255.00
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		255.00	
61463	RUSSELL'S OF NEILLSVILLE	10/17/2011	302892	PAPER TOWELING	0	12.59	12.59
10 E 900 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		12.59	
61464	SKYWARD	10/17/2011	3 YEAR	GEOTRUST	0	553.00	553.00
10 E 800 480 252000 000				CERTIFICATE			
				GENERAL FUND/FISCAL/NON-INSTRUCT COMPUTER SOFTWARE		553.00	
61465	BETHANIE & DAN SCHMIDT	10/17/2011	SEPTEMBER 2011	128 ABBY	0	38.40	38.40
10 E 800 341 256730 000				CHRISTIAN ACADEMY			
				MILES			
				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		38.40	
61466	BRIANNA SCHREFFLER	10/17/2011	SEPT 2011	14 DAYS	0	63.00	63.00
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU		63.00	
61467	SCHINDLER ELEVATOR CORPORATION	10/17/2011	8103021681	NEILLSVILLE	0	305.04	305.04
10 E 900 320 254300 000				INSPECTION/SERVICE			
				10/1/11-12/31/11			
				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		305.04	
61468	SCHOLASTIC INC	10/17/2011	4271246	rBook Flex	600112091	463.25	463.25
24 E 200 439 158100 000				(Teacher's Edition)			
				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		463.25	
61469	SCHWAAB INC (REMITTANCE)	10/17/2011	2645327	4 STAMPS	0	144.46	144.46
10 E 400 411 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES		144.46	
61470	SHELburnE ADVERTISING	10/17/2011	TAMI	STAFF PARKING	0	105.00	105.00
10 E 800 411 253200 000				TAGS			
				GENERAL FUND/OPERATION-SITES/GENERAL SUPPLIES		105.00	
61471	SHOPKO	10/17/2011	1206	KITS, MAGNETS,	600112088	35.14	35.14
24 E 100 411 158100 000				TISSUE			
				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		35.14	
61472	SHOPKO	10/17/2011	6811	VELCRO, TOYS,	600112005	78.49	78.49
24 E 100 411 152000 347				ZIPLOC BAGS,			
				GAMES, CANDY			
				FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/GENERAL SU		78.49	
61473	SIMPLEXGRINNELL (REMITTANCE)	10/17/2011	66984323	SERVICE PA SYSTEM	0	724.96	724.96
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		724.96	
61474	VICTORIA STEWART	10/17/2011	WISCONSIN DAY	REIMBURSEMENT	0	67.90	67.90

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 200 415 120000 000				GENERAL FUND/REGULAR CURRICULUM/FOOD		67.90	
61475	SUPREME SCHOOL SUPPLY	10/17/2011	527310	PERMIT TO LEAVE BUILDING PASSES	5001112057	23.56	23.56
10 E 400 411 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES		23.56	
61476	VEOLIA ES SOLID WASTE MIDWEST,	10/17/2011	M10000625043	SEPTEMBER 2011 GARBAGE PICKUP	0	1,510.98	1,510.98
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		1,510.98	
61477	T & C WATER SYSTEMS	10/17/2011	22831	BOTTLED WATER	0	6.25	6.25
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		6.25	
61478	TARGET	10/17/2011	701-244-839	WALLET, WII ACCESSORIES, GUM, CANDY, TOOTH PASTE, KLEENEX, BIRD FOOD, BINDERS, PENCIL CASE, PUZZLES, GAMES	6001112071	241.76	241.76
24 E 400 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		241.76	
61479	TEAM DISTRIBUTING	10/17/2011	334490	HS FRONT ENTRANCE MAT	0	493.57	1,589.27
10 E 800 561 253200 000				GENERAL FUND/OPERATION-SITES/EQUIPMENT REPLACED		493.57	
			334785	CLEANING SUPPLIES	0	609.76	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		609.76	
			334785-1	FLOOR SAVER	0	324.00	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		324.00	
			334949	BRUTE CONTAINERS, WASTE BASKETS, DOLLY	0	72.00	
10 E 800 440 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/NON-CAPITAL EQUIPME		72.00	
			334949-1	WASTE BASKETS	0	89.94	
10 E 800 440 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/NON-CAPITAL EQUIPME		89.94	
61480	TEAM SPORTING GOODS INC	10/17/2011	AAF003731-AH04	BASEBALL PANTS	0	121.02	1,487.52
10 E 800 420 162204 000				GENERAL FUND/BOYS BASEBALL/APPAREL		121.02	
			AAG005536-AH10	Phy. Ed. equipment 2011-12	5021112060	1,231.05	
10 E 200 411 143000 000				GENERAL FUND/PHYSICAL EDUCATION/GENERAL SUPPLIES		777.65	
10 E 200 440 143000 000				GENERAL FUND/PHYSICAL EDUCATION/NON-CAPITAL EQUIPMENT		453.40	
			AAG005573-AH03	BASKETBALL	5021112082	92.96	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 200 411 162205 000				SCOREBOOKS, NETS, BALLS GENERAL FUND/BOYS BASKETBALL/GENERAL SUPPLIES		92.96	
			AAG006919-AH03	LIQUID BANDAGE SPRAY	5021112006	20.62	
10 E 800 411 162001 000				GENERAL FUND/ATHLETICS-GENERAL/GENERAL SUPPLIES		20.62	
			AAH050788-AH02	MESH DUFFLE BAG	0	21.87	
10 E 800 440 162204 000				GENERAL FUND/BOYS BASEBALL/NON-CAPITAL EQUIPMENT		21.87	
61481 TP PRINTING CO INC		10/17/2011	STATEMENT	LEGAL LINES, MTG NOTICES	0	439.96	439.96
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		439.96	
61482 VOELKER'S MACHINE SHOP		10/17/2011	9571	DUST MOP FRAME	0	68.00	68.00
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		68.00	
61483 WAL-MART COMMUNITY		10/17/2011	02592	CD PLAYER/BOOM BOXES (AMOUNT DUE AFTER EXCHANGES)	6001112089	14.00	179.28
24 E 200 440 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		14.00	
			07345	CD PLAYER/BOOM BOXES (6)	6001112089	165.28	
24 E 200 440 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		165.28	
61484 WE ENERGIIES		10/17/2011	NEILLSVILLE	ADMIN BLDG 9/6/11-10/5/11	0	31.33	31.33
10 E 900 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		31.33	
61485 WIAA		10/17/2011	STATE FOOTBALL	3 TICKETS	0	79.00	79.00
10 E 800 940 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/DUES & FEES		79.00	
61486 WIL-KIL PEST CONTROL		10/17/2011	1919646	HS MONTHLY PEST CONTROL	0	36.50	36.50
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		36.50	
61487 WI DEPT OF JUSTICE		10/17/2011	G2930	12 BACKGROUND SEARCHES	0	84.00	84.00
10 E 800 310 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		84.00	
61488 WISCONSIN FBLA		10/17/2011	REGISTRATION	2011 FALL LEADERSHIP LABS	0	150.00	150.00
10 E 800 940 139000 401				GENERAL FUND/OTHER VOC.EMPLOYABILITY SKILLS/DUES & FEES		150.00	
61489 WIS SCHOOL COUNSELORS ASSN		10/17/2011	PROF MEMBERSHIP	JENNIFER KRAUSS NOV. 2011 THROUGH OCT. 2012	0	50.00	50.00
10 E 400 940 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/DUES & FEES		50.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
61490	XCEL ENERGY	10/17/2011	ADAMS ST HOUSE	9/6/11 - 10/5/11	0	62.29	12,042.08
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T			62.29	
			ATHLETIC FIELD	9/6/11-10/05/11	0	480.89	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T			480.89	
			CDEC	9/6/11-10/5/11	0	229.50	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T			229.50	
			COLBY ELEMENTARY	9/6/11-10/5/11	0	1,837.08	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T			1,837.08	
			COLBY HIGH SCHOOL	9/6/11-10/05/11	0	9,432.32	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T			9,432.32	

110 Computer Check(s) For a Total of 73,129.00

## Enrolled Students in Each Building on 9/16/11

### Little Stars Pre- School

Early childhood 3 yr olds –	6
Early childhood 4 yr olds -	6
Reg. 4 yr Old -	32
Head Start 4 yr Old	34
Out of District Head Start	22
Special Services	1
	<hr/>
Total	101

### Colby Elementary School

Kindergarten	75
Grade 1	67
Grade 2	69
Grade 3	65
Grade 4	54
	<hr/>
Total	330

### Colby Middle School

Grade 5	55
Grade 6	66
Grade 7	62
Grade 8	61
	<hr/>
Total	244

### Colby High School

Grade 9	75
Grade 10	74
Grade 11	70
Grade 12	63
	<hr/>
Total	282

( Includes 1 students attending FEAHS and 1 attending Journey Program )

### Rural Virtual Academy

Grade 6	1
Grade 7	1
Grade 8	1
	<hr/>
Total	3

Total Students 960

	EL.S.	LITTLE STARS	M.S.	H.S.	TOTAL	ST. MARY
Early Childhood (4) ½ days		7			7	
Early Childhood (3) full days						
Early Childhood (3) ½ days		6			6	
4 yr. Old Program (4) ½ days		29			29	
4 yr. Old Program (4) ½ days HS		33			33	
4 yr. Old Program (3) ½ days						
4 yr. Old Program (3) ½ days HS		12 (No Count)			12	
5 yr. old Kind/EEN full days	71				71	
Grade 1 -6+ yrs. Old	61				61	15
Grade 2	63				63	10
Grade 3	61				61	13
Grade 4	50				50	9
Grade 5			51		51	13
Grade 6			64		64	8
Grade 7			59		59	12
Grade 8			58		58	9
Grade 9				73	73	
Grade 10				68	68	
Grade 11				66	66	
Grade 12				59	59	
Part-time Student						
***4 yr old program non-resident		10			10	
***Open Enrollment	22	4	11	13	50	
***Tuition Waiver	2		1	1	4	
<b>SCHOOL TOTALS</b>	<b>330</b>	<b>101</b>	<b>244</b>	<b>280</b>	<b>955</b>	<b>89</b>
Alternate School - Abby				1	1	
NTC-Spencer						
Rural Virtual Academy			3		3	
Youth Options						
Residential Treatment (Journey)				1	1	
Homebound						
**Open Enrollment	30	7	17	30	84	
**Tuition Waiver	1		2	1	4	
<b>*DISTRICT TOTALS</b>	<b>337</b>	<b>94</b>	<b>254</b>	<b>299</b>	<b>984</b>	<b>89</b>

\*= Does not include students from other districts  
 \*\*= Our students enrolled in another district.  
 \*\*\*= Other district students enrolled in our district.

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

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Dr. Steven Kolden, Superintendent

## **Employee Handbook Process**

### **Creation, Development & Approval** *Initial development of the Handbook*

- Initial Draft (Board)
- 2<sup>nd</sup> Draft (Board)
- Staff Meeting – (Share draft with Staff)
- Collect Staff Feedback / forwarded to Board for reflection
- Board Reflection & potential Revisions (Board)
- 3<sup>rd</sup> Draft (with legal review)
- Implementation Date set (Handbook is in place as policy & procedure)

### **Superintendent's Communication Council** *Ongoing*

- Communication Council is appointed by Superintendent, representing all employee groups.
- Communications Council meets on a regular basis (monthly) to discuss issues and concerns regarding the implementation of handbook procedures.
- Communications Council (through the Superintendent) may make suggestions to the Board for potential revisions to the Handbook.
- Board makes changes and Revisions to the Handbook as needed





Innovation never felt so good.™

**House of Heating, Inc.**

1602 N. Central Ave.  
Marshfield, WI 54449  
(715) 384-3163

September 30, 2011

Colby School District  
505 W. Spence St.  
P.O. Box 139  
Colby, WI 54421  
Attn: Dennis Wenzel

Re: Service Contract  
Colby School District at Sunburst Administration Building in Neillsville WI.

We have completed the 2010/2011-service contract and would like to offer you the 2011/2012 contract. The price of the new contract will remain the same.

This proposal is for a (1) year service contract offered on a quarterly basis to change the (7) disposable air filters and wash the (8) washable air filters. These filters are found in the (9) furnaces, (4) wall a/c units for apartments and (1) mini-split a/c system. Also on these visits, drains would be checked and cleaned as needed, furnaces and a/c systems would be test run and refrigerant levels gauged and checked in their appropriate seasons.

The air filters, labor and tax are included. Any parts necessary to complete a repair and the labor to do so are not included here. These parts, if necessary, the labor to make a repair or any other service calls in between these (4) quarterly visits are not included.

The quarterly cost is guaranteed for (4) visits and then would be reviewed and a new one year offer proposed.

The quarterly amount to be billed for this service is,.....\$410.00.

If this new contract is accepted the furnace visit will be in early December.

To accept this contract, please sign below.

\_\_\_\_\_  
Authorization for acceptance

  
\_\_\_\_\_  
House of Heating, Inc.

<b>DISTRICT:</b>	Colby	1162
<b>DATA AS OF 10/12/2011</b>		
<b>Line 1: 2010-2011 Base Revenue</b>	=	<b>9,172,363</b>
<b>Line 1 Amtnt May Not Exceed Line 9-Line 7B of Final 10-11 Revenue Limit.</b>		
2010-11 General Aid Certification (10-11 line 12A)	+	7,233,529
2010-11 Computer Aid Received (Src 691)	+	2,750
2010-11 Hi Pov Aid (10-11 line 12B)	+	0
2010-11 Fnd 10 Levy Cert (10-11 In 18, levy 10 Src 21)	+	1,945,501
2010-11 Fnd 38 Levy Cert (10-11 In 14B, levy 38 Src 2)	+	0
2010-11 Fnd 41 Levy Cert (10-11 In 14C, levy 41 Src 2)	+	0
2010-11 Aid Penalty for Over Levy (10-11 Results)	-	0
2010-11 Penalty for Unspent Energy Exemption	-	0
<b>2010-11 Levy for 10-11 Non-Recurring Exemptions. Enter amtnt used.</b>		
2010-11 Total Levy for All Non-Recurring Exemptions (Non-Recurring Referenda, Declining Enrollment, Line 7B Hold Harmless, Energy Efficiency)	-	9,417
<b>September &amp; Summer FTE Membership Averages</b>		
Count Ch. 220 Inter-District Resident Transfer Pupils @ 75%.		
<b>Line 2: Base Avg:(08+.4ss)+(09+.4ss)+(10+.4ss) / 3 =</b>		<b>974</b>
	<b>2008</b>	<b>2009</b>
Summer fte:	16	15
% (40,40,40)	6	6
Sept fte:	969	968
Total fte	975	974
	<b>2010</b>	<b>2011</b>
Summer fte:	15	19
% (40,40,40)	6	8
Sept fte:	968	939
Total fte	974	947
<b>Line 6: Curr Avg:(09+.4ss)+(10+.4ss)+(11+.4ss) / 3 =</b>		<b>965</b>
	<b>2009</b>	<b>2010</b>
Summer fte:	15	16
% (40,40,40)	6	6
Sept fte:	968	967
Total fte	974	973
<b>Line 10B: Declining Enrollment Exemption =</b>		<b>81,000</b>
Average FTE Loss (Line 2 - Line 6, if > 0)		9
X 1.00	=	9
<b>X (Line 5, Maximum 2011-2012 Revenue per Memb) =</b>		<b>9,000.00</b>
<b>Non-Recurring Exemption Amount:</b>		<b>81,000</b>
<b>Line 18: State Aid for Exempt Computers =</b>		<b>2,672</b>
Line 18 = A X (Line 17 / C) (to 8 decimals)		
Round to Dollar		
<b>2011 Property Values (estimate until 10/11).</b>		
A. 2011 Exempt Computer Property Valuation	Required	335,800
B. 2011 TIF-Out Tax Apportionment Equalized Valuation		298,666,139
C. 2011 TIF-Out Value plus Exempt Computers (A + B)		299,001,939
<b>Computer aid replaces a portion of proposed Fund 10 Levy</b>		
Src 691 = Computer Value X (Proposed Levy / (TIF-Out Val + Computer Value))		
<b>CELL COLOR KEY: Auto-Calc      fr Data Tab      District Entered</b>		

Districts are responsible for the integrity of the revenue limit data and computation. Data appearing in this spreadsheet reflects information

2011-2012 Revenue Limit Worksheet		
1. 2010-11 Base Revenue (Funds 10, 38, 41)	(from left)	9,172,363
2. Base Sept Membership Avg (08+.4ss, 09+.4ss, 10+.4ss/3)	(from left)	974
3. 2010-11 Base Revenue Per Member (Ln 1 / Ln2)	(with cents)	9,417.21
4. 2011-12 Per Member Change (A+B)		-417.21
A. Allowed Per Pupil Change (Ln 3 x -0.055)		-517.95
B. Low Rev Incr ((9,000 - (3 + 4A))-4C) Not < 0		100.74
C. Low Rev Dist in CCDEB (enter adjustmnt provided by DPI)		0.00
5. 2011-12 Maximum Revenue / Memb (Ln 3 + Ln 4)	(from left)	9,000.00
6. Current Membership Avg (09+.4ss, 10+.4ss, 11+.4ss/3)	(rounded)	965
7. 2011-12 Rev Limit, No Exemptions (Ln 5 x Ln 6) + Ln 7A		8,685,000
A. Max Rev/Memb x Cur Memb Avg (Ln 5 x Ln 6)		0
B. Hold Harm Non-Recurr Exemption from 2010-11		0
8. Total Recurring Exemptions (A+B+C+D+E)	(rounded)	0
A. Prior Year Carryover		0
B. Transfer of Service (if negative, include sign)		0
C. Transfer of Territory (if negative, include sign)		0
D. Federal Impact Aid Loss (2009-10 to 2010-11)		0
E. Recurring Referenda to Exceed (If 11-12 is first year)		0
9. 2011-12 Limit with Recurring Exemptions (Ln 7 + Ln 8)		8,685,000
10. Total 2011-12 Non-Recurring Exemptions (A+B+C+D)		81,000
A. Non-Recurring Referenda, to Exceed 2011-12 Limit		0
B. Declining Enrollment Exemptn for 11-12 (from left)		81,000
C. Energy Efficiency Exemption for 11-12		0
D. Adjustment for Refunded or Rescinded Taxes, 2011-12		0
11. 2011-12 Revenue Limit With All Exemptions (Ln 9 + Ln 10)		8,766,000
12. Total Aid to be Used in Computation (12A + 12B)		6,871,015
A. JULY 1 Estimated 2011-12 General Aid Available 10/15		6,803,238
B. Est. State Aid to High Poverty Districts (not all dists)		67,777
<b>REMEMBER TO USE OCT 15 CERT WHEN SETTING THE LEVY.</b>		
<b>13. Allowable Limited Revenue: (Line 11 - Line 12)</b>		<b>1,894,985</b>
(10, 38, 41 Levies + Src 691. Src 691 is DOR Computer Aid.)		
<b>14. Total Limited Revenue To Be Used (A+B+C)</b>	<b>Not &gt; line 13</b>	<b>1,894,985</b>
<b>Entries Required Below: Amnts Needed by Purpose and Fund:</b>		
A. Gen Operations: Fnd 10 including Src 211 & Src 691	1,894,985	(Proposed Fund 10)
B. Non-Referendum Debt (inside limit) Fnd 38 Src 210		(to Budget Rpt)
C. Capital Exp, Annual Meeting Approved: Fnd 41 Src 210		(to Budget Rpt)
<b>15. Total Revenue from Other Levies</b>	<b>(A+B+C+D):</b>	<b>523,000</b>
A. Referendum Apprvd Debt (Non Fund 38 Debt-Src 210)	513,000	
B. Community Services (Fnd 80 Src 210)	10,000	(to Budget Rpt)
C. Prior Year Levy Chargeback (Src 212)		(to Budget Rpt)
D. Other Levy Revenue - Milwaukee & Kenosha Only		(to Budget Rpt)
<b>16. Total Estimated Low Revenue Ceiling Aid (Ln 16B x Ln 6)</b>		<b>38,600</b>
A. Addl. Low Revenue Ceiling per Member Levied (max \$100)	100.00	
B. Low Revenue Ceiling Aid per Member (Ln 16A x 40%, max \$40)	40.00	
<b>17. Total Levy + Src 691, "Proposed Levy" (Ln 14 + Ln 15 - Ln 16)</b>		<b>2,379,385</b>
18. Est Src 691 (Comp Aid) Based on Ln 17 & Values Entered	(to Budget Rpt)	2,672
<b>19. Fnd 10 Src 211 (Ln 14A-Ln 16-Ln 18), 2011-12 Budget</b>		<b>1,853,713</b>
Line 19 (not 14A) is the Fund 10 Levy certified by the Board.		
<b>20. Total Fall, 2011 All Fund Tax Levy (14B + 14C + 15 + 19)</b>		<b>2,376,713</b>
Line 20 is the total levy to be apportioned in the PI-401.		Levy Rate = 0.00795776

## OPEN ENROLLMENT POLICY

The School District of Colby will accept/enroll non-resident students into its schools and programs on a full-time or part-time basis according to the following procedure and criteria and all applicable state law and DPI administrative rules. In addition, the Board will allow the transfer of resident students, under conditions and limitations set forth below, to other school district, in accordance with this policy and applicable law and regulation. In this policy, a resident student is defined as a student who lives in the Colby School District and a non-resident student is defined as a student who lives outside of the boundaries of the Colby School District.

### **APPLICATION ACCEPTANCE/REJECTION CRITERIA FOR NON-RESIDENT STUDENTS SEEKING ENROLLMENT IN COLBY SCHOOLS ON A FULL-TIME OR PART-TIME BASIS**

The Board will make its decision to accept or reject each application for enrollment based on:

- a. Preference given to full-time non-resident students already attending schools in the district and reserving space for their siblings.
- b. The timely submittal of the required application. Applications for full-time enrollment must be submitted on DPI forms between the first Monday of February and the third Friday following the first Monday of February. Applications for part-time open enrollment must be submitted on DPI forms not later than six weeks prior to the date the course(s) requested is scheduled to convene. Untimely applications will not be processed, nor will the review process be delayed by failure to submit supporting documentation.
- c. For full time applicants availability of space in the schools, programs, classes, or grades, including class size, student/teacher ratios, and enrollment projections. The Board will give preference in attendance in a course to resident students over non-resident student applications for part-time enrollment.
- d. Whether the full-time student applicant has been expelled by any school district during the current school year or preceding two school years for specified conduct or whether disciplinary procedures are pending on specific conduct. Such conduct includes endangering the health, safety or property of others, conveying or causing to be conveyed a "bomb" threat involving school property, and possessing a dangerous weapon while at school or under the supervision of a school authority. The Board may deny the enrollment of a non-resident student after initial acceptance of the student if any of the above disciplinary actions occur after acceptance and prior to the beginning of the school year in which the student first enrolls in the district.
- e. Whether or not the applicant for part-time open enrollment meets the established prerequisite requirements of the particular course(s) applied for.
- f. Whether the special education program(s) or related services described in the full-time applicant's IEP are available in the district or whether there is space available in the special education program identified in the student's IEP, including any class size limits, student-teacher ratios, or enrollment projections established by the Board. If a non-resident full-time applicant's IEP changes after the student begins attending the district and the special education program or services required by that IEP are not available in the district or there is no space available in the special education program identified in the IEP, the district may require the non-resident to return to his/her resident school district which will be responsible for providing the educational program of the student.
- g. Whether the non-resident student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with EEN.

- h. Whether the student has been reported or identified as having possible EEN but not yet been evaluated by a multidisciplinary team or IEP team in the student's resident district.
- i. Whether the student's resident school district offers the same type of pre-kindergarten, kindergarten or early childhood program the student applicant is seeking enrollment in.
- j. Whether the district has determined that the student was habitually truant from the District during any semester of attendance at the District in the current or previous school year. If this determination has been made, the District may prohibit the student from attending school in the district under the full-time public school open enrollment program in the succeeding semester or school year.

The Board will assign students accepted under the open enrollment program to a school or program within the district. The Board will give preference in attendance at a school, program, class, or grade to resident students who live outside the school's attendance area.

### **STUDENT OPTIONS FOR PART-TIME ENROLLMENT**

Part-time enrollment options are available only to resident and non-resident high school students. Non-resident high school students, resident private school students and resident students enrolled in home-based private educational programs may be allowed to enroll in up to two (2) courses in any nonresident district. The District may reject the application of a resident EEN student for part-time enrollment in a non-resident district's course(s) if the course(s) requested conflicts with the EEN student's IEP. The Board may reject the application of a resident student for enrollment in a non-resident course if the cost of the course would impose an undue financial burden on the Board.

Students wishing to enroll as a part-time open enrollment student must apply no later than six (6) weeks prior to the scheduled start of the course. Prior to the start of the course, the parent or guardian of the student must notify the school district of the accepted student's intent to attend the course.

If either the non-resident or resident school district rejects an application, the student's parent or guardian may appeal the decision to the DPI within 30 days.

### **REAPPLICATION REQUIREMENTS FOR NON-RESIDENT STUDENTS ENROLLED IN COLBY SCHOOLS**

The Board may require non-resident students already accepted for enrollment to reapply not more than one time, either before the student enters the middle school grades or before entering the high school.

### **RESIDENT STUDENT TRANSFER LIMITATIONS**

The Board will limit the number of resident students attending school in another district to three percent of the Board's projected enrollment in 1998-99, four percent in 1999-2000, five percent in 2000-01, six percent in 2001-02, seven percent in 2002-03, eight percent in 2003-4, nine percent in 2004-05, and ten percent in 2005-06 and each school year thereafter.

If more resident students apply for transfer than the maximums indicated above, the Board will determine, on a random basis, which students will be allowed to attend other public school districts. Preferences will be given in such situations to students who are already attending school in the district to which they are applying and to the siblings of such students.

The Board may deny attendance in another school district if costs of special education services required in the student's IEP would place an undue financial burden on the Board. If a resident student's IEP changes after the student begins attending a non-resident school district and the costs of the special education program or

services provided by the IEP would place an undue financial burden on the Board, the Board may withdraw its approval of the student's attendance in the nonresident district.

A resident student who moves out of the school district during the school year will be allowed to complete the school year at the school the student was attending without payment of tuition by completing a tuition waiver application. If the student wishes to attend the school district in the following year, the student must apply for enrollment under the open enrollment procedures.

### **TRANSPORTATION ARRANGEMENTS**

The parents or guardians of students attending non-resident school districts are responsible for student transportation to and from the school or program in the non-resident school district. If the student has EEN and transportation is required in the student's IEP, the non-resident school district is responsible for the student's transportation in accordance with state statutes.

### **RIGHTS AND RESPONSIBILITIES OF NON-RESIDENT STUDENTS**

A non-resident student attending Colby Schools has all the rights, privileges, and responsibilities of resident students and is subject to the same rules and regulations that apply to resident students. Eligibility for participation in inter-scholastic sports is determined according to WIAA rules and regulations.

### **NOTIFICATION OF ACCEPTANCE OR DENIAL OF APPLICATION**

The Board will provide timely notification, as required by law and as applicable, to non-resident school districts, resident and non-resident students and/or their parents or guardians, when it accepts or denies a request for enrollment or transfer, either part-time or full-time. Where an application is denied by the Board, the notice will include reasons for the denial.

### **WAITING LIST**

The District will use the received date on the application as a guideline for the acceptance and rejection criteria for the applications on the waiting list. The District will provide written notice of the students' acceptance or rejection from the waiting list. The parent must notify the district within 10 calendar days from the date the notice was mailed whether the student will or will not be attending.

LEGAL REFERENCE: Wisconsin Stats. 118.13, 118.51, 118.52, 121.54(10),  
121.58(2)(a), Chapter 115, Sub-chapter V

## **TRANSPORTATION OF OPEN ENROLLMENT STUDENTS**

### **Background**

Parents are responsible for the transportation of open enrolled students to their school. A change in Wisconsin Statutes (2005 Wisconsin Act 68) grants school boards the authority to transport nonresident open enrollment students to or from a location within the boundaries of the school district in which the student resides as long as they have the approval of the school board of the district in which the student resides. Parents whose children are open enrolled to the Colby School District currently provide transportation to the school or to the nearest point where transportation is provided by the Colby School District.

### **Decisions Concerning Transportation of Open Enrolled Students**

The Board recognizes that students enrolled in the Colby School District already may be transported through a neighboring district to attend school, that the District has in the past sponsored a shared bus with a neighboring school district, and that students who open enroll to the Colby School District bring significant state aid to assist the District's finances. Therefore, the Board authorizes its Superintendent to analyze each request for transportation and to approve the transportation of students who reside along a bus route already operated by the District; the Superintendent may authorize a bus to deviate one mile into another District's boundary to obtain a non-resident student who is open enrolled in the Colby School District, if an agreement can be forged with the other District to approve the incursion in accordance with Wisconsin Statute 121.54 (10). Further, the Colby Board of Education authorizes the Superintendent to grant approval to requests from neighboring school districts for this same transportation consideration when that district has granted the Colby District the opportunity to transport students one mile within their territory.

The decision to extend transportation to an open enrolled student will be made on an individual basis, with greater consideration being granted to situations where more than one child will be transported and where a bus route would not have to be inordinately reconfigured. **The decision of the Superintendent is final and not appealable.**

LEGAL REFERENCE: Wisconsin Stats. 118.51 (4)(a), 121.54(10)

## **STUDENT SUSPENSION AND EXPULSION**

### **STUDENT SUSPENSION**

The district administrator or any principal or teacher designated by him/her shall have the power to suspend a student for not more than five school days. Except as otherwise specifically provided by law, a student may be suspended for up to 15 school days, or up to ten days if the student has a disability, when an expulsion hearing is pending. The student will be suspended if it is determined that he/she is guilty of noncompliance with the school rule or of the conduct charged, and that his/her suspension is reasonably justified.

A student may be suspended for:

1. A violation of school or Board of Education rules;
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. Conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others;
4. Conduct while not at school or under supervision of a school authority that endangers the property, health or safety of others at school or under supervision of a school authority or endangers the property, health or safety of any employee or Board of Education member of the school district in which the student is enrolled.
5. A student shall be suspended for possession and/or use of any firearm on Colby School District property, school, buses, or at any school related event; or conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.




A student's suspension from school constitutes an imposed absence by the district. Therefore, a suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension. Procedures for make-up of missed work while a student is suspended are the same as provided for a student with an unexcused absence (any absence not in accordance with legally defined "good cause" reasons for missing school). See attendance policy 431.

Prior to the suspension, the student shall be advised of the reason for the proposed suspension. The parent or guardian of a suspended minor student shall be given prompt notice of the suspension and the reason for the suspension.

The suspended student or the student's parent or guardian may, within 5 school days, following the commencement of the suspension, have a conference with the district administrator or his/her designee (someone other than administrator or teacher in the suspended student's school building). If the district administrator or his/her designee finds the student was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school records shall be expunged.

### **STUDENT EXPULSION**

The Board of Education may expel a student from school when it finds:

-  The student guilty of repeated refusal or neglect to obey school rules or regulations;
-  That a student knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
-  That the student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others; or



- ✎ That a student while not at school or under the supervision of a school authority, engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or Board of Education member of the school district in which the student is enrolled.
- ✎ If a student is at least 16 years old and the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an education atmosphere at school or at any activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under 120.13 (1)(c)(1), Wisconsin Statutes; and is satisfied the interest of the school demands the student's expulsion.

Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property. ~~Students shall be expelled for not less than one year for possession of a firearm.~~

No school board is required to enroll a pupil during the term of his/her expulsion from another school district.

### **SUSPENSION AND EXPULSION OF STUDENTS WITH A DISABILITY**

Students with a disability are expected to abide by the district's student rules. However, consideration is given to a student's disability relative to the behavior in question.

#### **Suspension**

The district administrator or any principal may suspend a student with a disability for not more than five days for noncompliance with rules governing student conduct in accordance with s.120.13(1), Wis.Stats. An IEP meeting is convened by the student's IEP manager, including the parents of the student, within five days following commencement of the suspension to consider whether the conduct is attributable to the disability and, if so, whether a change in educational programming may be warranted.

#### **Expulsion**

As decided by the U.S. Supreme Court, a student with a disability may not be expelled from school if the conduct in question can be shown to have a relationship to his/her disability. Prior to any expulsion hearing, a student with a disability is evaluated by an IEP Team to determine if there is a relationship between the child's behavior in question and his/her disability. Based on the Supreme Court decision which permits up to 10 days of suspension for a handicapped child and the provision of Wisconsin Stats., which provides the option of an immediate change of placement by the school board if the health or safety of the child or others is threatened which supersedes the limit of five days under s.120.13 (1)(b), Wis. Stats., the district may then suspend the pupil without expulsion, for up to 10 days, if the health or safety of the pupil or others in the school is threatened. During that 10 days, the district will meet with the child's parents to review and revise, if necessary, the child's IEP and consider alternative placements. Also, a hearing officer may order removal to an alternative setting for 45 days where the district demonstrates by substantial evidence that maintaining the student's current placement is substantially likely to result in injury to the student or others. All appropriate interim settings must provide for certain services and modifications, including services and modifications to address the problem behavior and to allow participation in the general curriculum.

In any case, the district will not cease providing a free appropriate public education to any child with EEN.

LEGAL REFERENCE: Wisconsin Stats. 120.13(1)

**SCHOOL DISTRICT OF COLBY**

**VOLUNTEER**

**INFORMATION**

**HANDBOOK**

WELCOME!

Volunteers serve a vital role in the School District of Colby. All of us appreciate the sharing of time and talent that occurs whenever a volunteer assists in our schools. Your action as a volunteer exemplifies at least three tenets within the Mission of the School District of Colby (page 2):

- Express care for the community as productive local, state, national and world citizens.
- Actively collaborate with others toward common goals.
- Generate personal commitment for service to ideas and to other people.

In this way you as a volunteer are teaching our children by your actions, and we very much appreciate your willingness to donate your services to our children. You are making a huge difference assisting us to meet the needs of our country's greatest resource for a better future—our students.

Thank you.

Sincerely,



Steven Kolden  
Superintendent

~~The mission of the School District of Colby is~~

# ~~L\*E\*A\*R\*N\*I\*N\*G~~

~~So that students:~~

Develop ~~L~~iteracy and communication skills for lifelong personal growth.

~~E~~xpress care for the community as productive local, state, national and world citizens.

~~A~~ctively collaborate with others toward common goals.

~~R~~ealize the joy and power of creative expression.

~~N~~urture tolerance and appreciation of diversity in being fair-minded toward other persons and cultures.

Exhibit ~~I~~ntegrity in all personal and interpersonal decisions.

Synthesize ~~N~~ew knowledge and data and utilize technologies for effective problem solving.

~~G~~enerate personal commitment for service to ideals and other people.

## **MISSION STATEMENT FOR SCHOOL VOLUNTEERS**

*The School District of Colby encourages volunteers in all areas of instruction, because community and parental involvement augments learning opportunities for students and promotes their academic achievement. The District recognizes that volunteers positively influence the learning of our students; that volunteers exemplify an inherent recognition of the value and importance of securing an education; and that volunteers underscore the unlimited opportunities that life has to offer while bestowing to students a greater sense of their community. The District appreciates the commitment of time, talent, and perspective that each volunteer provides.*

## WELCOME!

Thank you for offering to volunteer services to the School District of Colby and welcome to our schools! We are pleased that you have chosen to become a partner in the education of our children...one of the most rewarding jobs that can be found! It has been stated that "It takes a village to educate a child." Your willingness to assist makes that thought come true! When students, families and communities work together to support learning, everyone benefits:

- Students perform better in school and in life
- Parents become empowered
- Teachers know they are not isolated in promoting learning
- Schools become well-rounded
- Communities grow stronger

## Our Commitment to You!

As volunteers, you can expect:

- To be treated with care and respect...like a colleague.
- An attempt to assign volunteers to positions that match their abilities and preferences. If for some reason the volunteer assignment is not what you expected (or you are not comfortable with it) please contact the principal to modify your duties. Please be aware ...if you are a parent, it is not always possible to work in your child's classroom, or for your child's teacher.
- To be provided with the information you need to know about our schools, policies, personnel and programs.
- To know the purpose of your job and what that entails, and to be offered training.
- To be able to ask questions and offer comments and suggestions about your volunteer experience.
- To be recognized and appreciated for your valuable time.

## Your Commitment to Us!

As volunteers, we expect you to offer support and service at the direction of the school staff. You can accomplish this by:

- Being punctual and responsible in fulfilling duties and commitments and in notifying the school of any absence.
- **Maintaining Confidentiality.** Consider all information heard directly or indirectly while on duty to be confidential. If you are concerned about something have seen or heard while volunteering, please talk to the teacher or principal.
- Attending orientation and training sessions related to responsibilities as offered.
- Conducting yourself with dignity, courtesy and consideration.
- Becoming familiar and following school and classroom policies and practices. If you are uncertain about a policy or procedure...be sure to ask your coordinating staff member.

## **Routine Procedures / Policies**

### **Background Check and Necessary Forms**

Because the safety and well-being of students, staff and volunteers of the School District of Colby is paramount, the District will conduct criminal background checks on all volunteers who will be working directly with and/or who have access to students. Additionally, volunteers are required to file a Volunteer Enrollment Form, which includes emergency contact information and provides liability insurance to the volunteer.

### **Sign-in Procedure**

All volunteers must **sign in and out** each time they work at a school. There is an area in each school office designated for this purpose. For security reasons and in case of an emergency, it is important for administration to know who is in the school and why. This also allows schools to track numbers of hours contributed by volunteers. In addition, a record of each volunteer's hours enables the school to evaluate its volunteer program and to recognize volunteers for their contribution of time. ID tags are required of all volunteers.

### **Absences**

If you have an emergency or are sick and cannot make your scheduled time, please call the school or coordinating staff member and leave a message as early as possible. On a side note, the school staff understands and appreciates your staying home to take care of yourself if you are not feeling well.

### **Emergency Drills**

Volunteers are required to participate in emergency drills (fire, tornado, chemical spill, bomb threat, building evacuation and lock-down). If you are unsure of your role or have other questions, please see your principal or coordinating staff member for a copy of the school's procedure.

### **Snow Days/School Cancellation**

If school is cancelled or students are released early because of snow or another unanticipated situation, announcements will be aired on local TV and radio stations. When school is closed for any reason, all volunteer assignments are cancelled.

### **Accidents – Students and Volunteers**

*If an accident happens to a Student:* Please report all accidents and apparent illnesses to the student's classroom teacher or to the school office immediately.

*If a Volunteer has an accident:* Please report any accident or injury you might sustain while volunteering to the coordinating teacher or school principal.

### **Mandatory Reporting – Suspected Child Abuse**

If you suspect a child of being abused (physical, sexual, emotional and neglect), please bring the issue to the coordinating staff member as soon as possible. Together, the volunteer and staff member can discuss concerns with the building principal and file the mandatory report.

**Dress Code**

Volunteers should wear comfortable clothing that is neat and clean. Clothing which depicts tobacco products, alcoholic beverages, drugs, or has sexual suggestions on it are not acceptable.

**Harassment / Discrimination**

The School District of Colby is committed to providing a safe environment free of harassment and discrimination for students, employees and volunteers. Any volunteer who feels that he/she has been a witness to or the subject of discrimination, and/or sexual harassment, should report the incident to the building principal immediately without fear of reprisal. If the problem originates with the principal, please contact the District Superintendent.

**Student Discipline**

Volunteers who work with students are expected to maintain firm, but kind control of the students, and to refer any serious problems or concerns to the coordinating staff member. Try to observe and accommodate the style of discipline in which the staff member operates.

**Substance Abuse**

Volunteers on duty or directly responsible for students ~~should~~ **shall** not consume alcohol, interact with students while under the influence of alcohol, report for volunteer duty while under the influence of alcohol, use illegal substances, gamble, use profanity or use tobacco products in the presence of students. Please remember that it is unlawful to smoke on any school grounds.

**Hot Lunch**

~~Volunteers may purchase school hot lunch at the adult price when they are working at the school. Check with the school office for menu and price information.~~



## **SCHOOL DIRECTORY**

### **HIGH SCHOOL**

#### **Colby High School**

705 N. Second Street  
Colby, WI 54421-0110  
Phone: 223.2338  
Marcia Diedrich, Principal

### **MIDDLE SCHOOL**

#### **Colby Middle School**

703 N. Second Street  
Colby, WI 54421-0110  
Phone: 223.8869  
Jim Hagen, Principal

### **ELEMENTARY SCHOOLS**

#### **Colby Elementary School**

202 W. Dolf Street  
Colby, WI 54421-0080  
Phone: 223.3939  
Steve Kolden, Principal

#### **Little Stars Preschool**

705 N. Second Street  
Colby, WI 54421  
Samantha Penry, Director

### **DISTRICT OFFICE**

#### **Colby District Education Center**

505 W. Spence Street  
Colby, WI 54421-0139  
Phone: 223.2301  
Steve Kolden, Superintendent







## WEAPONS ON SCHOOL PREMISES

No person shall possess, use or store a weapon on school property, on school buses or at any school-related event. (This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.)

The building principal may allow weapons in the building for purposes of demonstration, ~~or~~ educational presentations **or other legitimate purpose**. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of **a responsible person as designated by** the principal except during the actual demonstration or presentation.

A weapon is any object that by its design and/or use can cause bodily injury or property damage. This includes, but is not limited to guns, including BB and pellet firing guns, knives, razors, karate sticks, num-chucks, metal knuckles, chains and similar items. A weapon is also defined as any facsimile firearm such as a toy, starter pistol or other object that can be perceived as an actual firearm.

Any student violating this policy shall be subject to penalties outlined in state law and suspended and/or expelled from school. Parents/guardians ~~and law enforcement officials~~ will be notified in all cases. Weapons will be confiscated by the District.

With specific regard to the Gun Free Schools Act, possession of any "gun" that meets the criteria of the Gun Free Schools Act, within 1000 feet of school building will result in:

1. Immediate suspension from school;
2. ~~Expulsion~~ **Discipline** proceedings beginning at once, consistent **with state law and** school district policy;
3. Special procedures may be required for students with disabilities pursuant to state law and school district special education policies.

Employees violating this policy shall be disciplined in accordance with employee policies and ~~agreement and referred to law enforcement officials for prosecution~~ **Handbook procedures**.

Any other person violating this policy ~~shall~~ **may** be referred to law enforcement officials for ~~prosecution~~ **investigation**.

Law enforcement officers shall be summoned to the schools in a situation involving a weapon which presents an immediate threat to safety. If the situation does not allow an opportunity to contact law enforcement officials immediately, school staff and administration shall attempt to diffuse and control the situation until law enforcement officials can be summoned.

LEGAL REFERENCE: Wisconsin Stats. 941.235, 941.299, 948.60, 948.605, 948.61,  
Gun Free Schools Act of 1994, **2011 Wisconsin Act 35**

CROSS REFERENCE: Policy #447.2 – Student Suspension/Expulsion