

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

FINANCIAL AFFAIRS COMMITTEE MEETING

MONDAY, APRIL 22, 2019
5:30 PM
COLBY HIGH SCHOOL

AGENDA

- 1) REVIEW INVOICES AND RECIEPTS

Committee Members Include: Jennifer Lopez, Chair
Eric Elmhorst
Teri Hanson

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

REGULAR SCHOOL BOARD MEETING

Monday, April 22, 2019 – 6:30 PM

High School Distance Learning Lab – Door #2

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. BOARD COMMENDATIONS
 - 5.01 Michael Decker - Selection to the 2019 Broadway Student Workshop in New York City
 - 5.02 Brezlyn Boyer - Selection for the Wisconsin School Safety Patrol trip to Washington DC
6. INFORMATION ITEMS:
 - 6.01 Correspondence
 - 6.01-1 Thank You from the McClellan Family
 - 6.01-2 Thank You from the Hennes Family
 - 6.01-3 Thank You from the Rural Arts Museum
 - 6.02 Student Board Representative Report
 - 6.03 FEAHHS (Falcon Alternative) Presentation
 - 6.04 Superintendent's Report – Steve Kolden [2020-21 School Calendars, OSHA Visit Update]
 - 6.05 Strategic Planning Progress Monitoring – Next Month
7. CONSENT AGENDA
 - 7.01 Minutes from the March 18, 2019 Regular Board Meeting
 - 7.02 Requests for Out-of-State Travel
 - 7.02-1 Show Choir to National Finals Fame Show Choir Festival, Gurnee, IL – May 4 & 5
 - 7.03 Approve Board Member Attendance and Expenses for Travel Outside the District at Meetings Other Than Regular, Special or Committee Meetings (If Any)
 - 7.04 Staff Resignations/Retirements/Leave Requests (If Any)
 - 7.05 Personnel – Transfers/New Hires
 - 7.05-1 Transfer of Ann Schmitt, Colby Elementary 5th Grade Teacher
 - 7.05-2 Transfer of Lisa Underwood, Colby Elementary 4th Grade Teacher
 - 7.06 Awards, Donations and Gifts to the School District of Colby
 - 7.06-1 Donation of Pallet of Mixed Species and Sizes from Menzner Lumber & Supply Co.
8. REGULAR BUSINESS – CONSIDERATION OF:
 - 8.01 Agenda Items Moved From Consent Agenda
 - 8.02 Recommendation of Finance Committee
9. DISCUSSION INFORMATION
 - 9.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
 - 9.02 2018-19 Budget Update
 - 9.03 School Perceptions – Staff Survey Data
 - 9.04 Review / Discuss Internal Fraud Audit Invoice
 - 9.05 Johnson & Block Letter of Engagement for Audit

10. ACTION INFORMATION

- 10.01 Agenda Items Moved from Consent Information
- 10.02 Discuss / Approve Updates to Summer 2019 Facilities Work (HS Kitchen)
- 10.03 Discuss / Approve Interview Commitments to Educators Rising Students
- 10.04 Discuss / Revise 2018-19 School Calendar – Student and Staff Days
- 10.05 Discuss / Approve the Consolidation of Two Bus Routes East of Hwy 13 / Dorchester
- 10.06 Discuss / Approve 66.0301 Agreement with Spencer for a Shared LMC Director
- 10.07 Discuss / Approve Personnel Committee Recommendation for a 2.65% CPI Pool Increase for Handbook Part II (Teachers) for 2019-20
- 10.08 Discuss / Approve Personnel Committee Recommendation for a 2.44% CPI Pool Increase for Handbook Part III (Hourly Support Staff) for 2019-20
- 10.09 Discuss / Approve Personnel Committee Recommendation for a 2.44% CPI Pool Increase for Handbook Part IV (Executive Support Staff) for 2019-20
- 10.10 Discuss / Approve Personnel Committee Recommendation for a 2.44% CPI Pool Increase for Handbook Part IV (Administration) for 2019-20
- 10.11 Discuss / Approve Personnel Committee Recommendation for Revisions and Edits to the Support Staff Alternative Compensation Plan for 2019-20 and 2020-21
- 10.12 First Reading Employee Handbook Part II, Section 1.01 – Standards for Nonrenewal of Teachers, as recommended by the Personnel Committee
- 10.13 First Reading Employee Handbook Part III, Section 1.02 – Standard for Discipline and Termination
- 10.14 First Reading Employee Appendix Part I, Extra Duty Wage Schedule, as Recommended by the Personnel Committee
- 10.15 First Reading Employee Appendix Part III – 7.01, Wage, as Recommended by the Personnel Committee
- 10.16 First Reading Employee Handbook Part III, Benefit Selection and Compensation Option, as Recommended by the Personnel Committee
- 10.17 Second Reading Deletion of Policy #532.4 -Employee Emergency Sick Leave Pool
- 10.18 Second Reading of: Policy #345.11 – Selection of High School State Sponsored (HEAB) Scholarship and Honor Students; Policy #345.4 – Promotion/Retention of Students (Grades PreK-8); Policy #345.6 – High School Graduation; Policy #374 –Fundraising Activities
- 10.19 Second Reading Employee Handbook Part I: Section 3.03 – Attendance; Section 3.05 – Child Abuse Reporting and Threats of School Violence; Section 3.25 – Operators of District Vehicles, Mobile Equipment, and Persons Who Receive Travel Reimbursement; Section 9.09 – Accessing Employee Emergency Sick Leave Pool; Section 13.01 – Uniformed Services Leave; Section 13.03 – Notice of Uniformed Services Leave; Section 13.05 – Benefits During Uniformed Services Leave; Section 15.01 – Cafeteria Plan/Flexible Spending Account;
- 10.20 Second Reading Employee Handbook Part II: Section 4.02 – Evaluators; Section 4.03 – Evaluation Process – Conditions for All Employees; Section 6.03 – Selection for Reduction - Steps

11. 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. e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board will consider:

- 11.01 Agenda Items Moved from Consent Information
- 11.02 Agenda Items Moved from Action Information
- 11.03 Superintendent Evaluation

- 11.04 Transportation Contract with Burnett Transit
- 11.05 Reconvene in Open Session
- 12. 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.
- 13. IDENTIFY ITEMS FOR NEXT AGENDA
 - 13.01 Schedule Meetings:
 - 13.01-1 Financial Affairs Committee Meeting – May 20, 2019 @ 6:00 PM
 - 13.01-2 Regular Board of Education Meeting – May 20, 2019 @ 6:30 PM
 - 13.01-3 Facilities and Transportation Committee Meeting –
 - 13.01-4 Policy and Curriculum Committee Meeting – May 13, 2019 @ 6:30 PM
 - 13.01-5 Personnel Committee Meeting –
- 14. ADJOURNMENT

Dear Colby School District & Board of
Education,
Thank you for the beautiful
"Mothers" wind chime in memory of
my mom. I love it and can't wait
to put it outside and listen to it.
Also, thank you for all the thoughts
and prayers during this difficult
time.

Love,
Tamara McClellan

With sincere gratitude
and appreciation.

Thanks for the
wind chime

Family of "Wiktze"
Hennes

DR. KOLDEN,

THANK YOU FOR ASSISTING IN
FACILITATING IN PROVIDING THE
RURAL ARTS MUSEUM WITH TWO
COMPUTERS.

ALL OUR RECORDS ARE CURRENTLY
IN HANDWRITTEN LOGS & WITH THE
COMPUTERS WE WILL BE ABLE TO
DIGITISE THIS INFORMATION & GREATLY
IMPROVE ACCESS TO OUR RECORDS,
& MANAGEMENT OF OUR INVENTORY.

Lee Kasehenishe
PRESIDENT R.A.M.

REGULAR MEETING MINUTES
 BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY
 MONDAY, MARCH 18, 2019
 COLBY DISTRICT/EDUCATION CENTER

The Regular School Board Meeting on March 18, 2019 was called to order at 6:30 PM at the Colby High School Distance Learning Lab by Board President, William Tesmer. Members present were: William Tesmer, Eric Elmhurst, Todd Schmidt, Cheryl Ploeckelman, Jean Schmitt. Teri Hanson was absent. Also present were Superintendent Steven Kolden, Audra Brooks. Isabelle Feiten was absent. The meeting notice was posted according to the requirements of the open meeting law.

Mr. Dave Ruesch, Wrestling coach, presented River Halopka with the 2019 State High School Wrestling Qualifier. Mr. Rau and Mrs. Lopez presented the Girls Basketball Team the 2019 Regional and Sectional Champions award along with the 2019 State Participant certificate.

Mr. Kolden updated the Board regarding: Falcon Alternative School; Recognition of Community Donations for Girls Basketball State Trip; BOE Resolutions; Medford Legislative Meeting; Blue Ribbon Commission on School Funding; Chamber Career Showcase; Staff Survey.

Mr. Kolden presented a Board Handout for Strategic Planning Progress Monitoring.

Motion by Mr. Elmhurst, seconded by Mrs. Lopez to approve the consent agenda as presented:
 Minutes from the February 18, 2019 Regular Board Meeting
 Middle School Band to Gurnee IL, May 10 & 11, 2019
 WASB Spring Workshop – May 9, 2019 @ CESA 10 – Mrs. Ploeckelman will be attending
 Resignation of Lauren Chance, Middle School Teacher
 Resignation of Jennifer Frankewicz, Lunchroom Computer
 Hire of Alexis Kruger, District Wide Technology Support
 Hire of Jordyn Anderson, Middle School 4th & 5th Grade Special Education Teacher
 Voice vote – motion carried

Motion by Mrs. Lopez, seconded by Mr. Elmhurst to approve the receipts and invoices as presented. Voice vote – motion carried

Financial Report

TOTAL REVENUE – FEBRUARY		\$ 1,586,107.21
NICOLET NATIONAL BANK-REFERENDUM APPROVED ACCT.	1061	\$ 7,680.00
NICOLET NATIONAL BANK-PENSION ACCT.	1051	\$ 2,939.80
NICOLET NATIONAL BANK-MANUAL CHECKS	160-172	\$ 150,643.62
FORWARD FINANCIAL BANK-MANUAL CHECKS	311-313	\$ 11,917.38
REGULAR CHECKS	32192-32234	\$ 17,957.23
DIRECT DEPOSITS	900073371-900073814	\$ 403,750.61
WIRE TRANSFERS	201800025-201800028	\$ 82,360.54
ADVANTAGE BANK-REGULAR CHECKS	76855-77006	\$ 367,464.23
TOTAL CHECKS TO BE APPROVED		\$ 1,044,713.41

Mrs. Ploeckelman updated the board on the Day at the Capital and a CESA 10 Meeting.

Mr. Kolden reviewed the 2018-19 budget update.

Mr. Kolden Reviewed the Administrative Procedure #830 – Use of the Pool.

Mr. Kolden Discussed the 2018-2019 Calendar.

Mr. Kolden and Mr. John Burnett Reviewed the possible Consolidation of School Bus Routes.

Motion by Mr. Schmidt, seconded by Mrs. Ploeckelman to approve the Additional Facilities Summer 2019 Projects – Flooring in the Tech Education Room \$8,630.00; IT Server Room Roof Top Unit \$11,927.00, Wood Shop Exhaust Fan \$2,600.00, HS High Pressure Boilers \$38,978.00, Glycol Pump \$1,400.00. Voice vote – motion carried.

Motion by Mr. Elmhorst, seconded by Mr. Schmidt to approve Weight Room Equipment Purchase Budget not to exceed \$20,700.00. Voice vote – motion carried.

Motion by Mr. Elmhorst, seconded by Mrs. Ploeckelman to approve the Gymnastics Coop. Voice vote – motion carried.

Motion by Mr. Elmhorst, seconded by Mrs. Schmidt to approve to first reading of the deletion of Policy #532.4 – Employee Emergency Sick Leave Pool. Roll Call vote – Motion carried 5-0-1; Yes – Mrs. Ploeckelman; Mrs. Schmidt; Mr. Elmhorst; Mrs. Lopez, Mr. Schmidt; No – None; Abstain – Mr. Tesmer.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst to approve the First Reading of Policy #345.11 – Selection of High School State Sponsored (HEAB) Scholarship and Honor Students; Policy #345.4 – Promotion/Retention of Students (Grades PreK-8); Policy #345.6 – High School Graduation; Policy #374 Fundraising Activities. Voice vote – motion carried.

Motion by Mrs. Ploeckelman, seconded by Mr. Elmhorst to approve the First Reading of Employee Handbook Part I; Section 3.03 – Attendance; Section 3.05 – Child Abuse Reporting and Threats of School Violence; Section 3.25 – Operators of District Vehicles, Mobile Equipment, and Persons Who Receive Travel Reimbursement; Section 9.09 – Accessing Employee Emergency Sick Leave Pool; Section 13.01 – Uniformed Services Leave; Section 13.03 – Notice of Uniformed Services Leave; Section 13.05 Benefits During Uniformed Services Leave; Section 15.01 – Cafeteria Plan/Flexible Spending Account. Roll Call vote – 5-0-1; Yes – Mrs. Schmidt, Mr. Elmhorst, Mrs. Lopez, Mr. Schmidt, Mrs. Ploeckelman; No – None; Abstain – Mr. Tesmer.

Motion by Mr. Elmhorst, seconded by Mrs. Ploeckelman to approve the First Reading Employee Handbook Part II: Section 4.02 – Evaluators; Section 4.03 – Evaluation Process – Conditions for All Employees; Section 6.03 Selection for Reduction – Steps; Voice vote – motion carried

Motion by Mr. Elmhorst, seconded by Mrs. Lopez, to adjourn the meeting. Voice vote - motion carried.
Meeting adjourned at 7:45 p.m.

Respectfully Submitted:

Audra Brooks, Reporting Secretary

OUT-OF-STATE FIELD TRIP

Teacher/Advisor: Kevin J. Sandler

Group: Coalition Show Choir, Show Band, Show Crew

Destination: Genesee Theater, Waukegan Ill., Gurnee IL * National Finals

Date of Trip: May 4 & 5, 2019 Fame Show
Choir Festival*

Purpose of Trip: FAME National Finals Show Choir Competition.

This is the Top Competition of the U.S. You have to place Top 3 at a National Fame event to be invited/make FAME Finals. This is the Top Honor in the Show Choir Sport. We are asking to spend the night at the Holiday Inn and hope to go to Medieval Times to have fun for the hard work and accomplishment of the year!

Number of Students Attending: Est. 65-70 students

Number of Adults/Chaperones: 4-6 (More parents will be there)

District Expenses: 1/3 district ; 1/3 parent organization ; 1/3 student expense

Non-District Expenses: _____

Administrative Approval: Mam Duedich 4-17-19

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.

Schmitt, Ann 5th grade classroom
 Employee's Name: Last, First Position and Building Location

FTE: 1.0 Continuing Position? Yes No

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

Administration Teacher Long Term Sub Instructional Aide Clerical Maintenance Food Service Coach
 Other: _____

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

Desired start date: Aug. 2019 Is this a support staff position? Yes No If yes, please attach work calendar.

Does this position require a substitute? Yes No Work Permit Attached (If Needed) Yes No

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

Hire Requested by:

 Immediate or Program Supervisor's Signature

 Date

Steven Kolden
 Superintendent's Signature

3-22-19
 Date

Reason for position vacancy:

Resignation

Date position was vacated:

6/2019

Number of candidate files:

Number of candidates after screening:

Number of candidates interviewed:

Person vacating position:

L. Chance

Recruitment area:

internal only

Person(s) doing screening:

Person(s) doing interviewing:

Kolden, Hagen, Medenwaldt

Candidate Biography / Resume & Application Attached

Employee needs the following:

Web Page Access Email Phone Extension
 Student Information System Lunch Account FOB/Key

OFFICE USE ONLY

SALARY: _____

CODE: _____

PAYROLL
 BOOKKEEPER
 ACCT. PAYABLE

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.

Underwood, Lisa 4th grade classroom - Elem/MS
Employee's Name: Last, First Position and Building Location

FTE: 1 Continuing Position? Yes No

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

Administration 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: _____ Is this a support staff position? Yes No If yes, please attach work calendar.

Does this position require a substitute? Yes No Work Permit Attached (If Needed) 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



Superintendent's Signature

Date

5-1-2019

Date

Reason for position vacancy:

Transfer

Date position was vacated:

June 2019

Number of candidate files:

2

Number of candidates after screening:

Number of candidates interviewed:

Person vacating position:

A. Schmitt

Recruitment area:

Internal

Person(s) doing screening:

Kolden, Hagen, Medenwaldt

Person(s) doing interviewing:

Candidate Biography / Resume & Application Attached

Employee needs the following:

Web Page Access Email Phone Extension
 Student Information System Lunch Account FOB/Key

OFFICE USE ONLY

SALARY: _____

CODE: _____

PAYROLL
 BOOKKEEPER
 ACCT. PAYABLE

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



MENZNER LUMBER & SUPPLY CO.

P.O. Box 217 • 105 Main St. • Marathon, WI 54448-0217
715/443-2354 • FAX: 715/443-3798 • In State 800/472-2910 • Out of State 800/451-3986

WEBSITE: www.menznerhardwoods.com

Date:

2-27-19

Organization Name:

Colby High School

Please accept the following material as a donation:

pallet of mixed species & sizes

Received by:

[Signature]
signature

Jim Lepitoman
Print name

Please send acknowledgement of receipt of donation for tax purposes bearing your organization letterhead to Linda Braunel via e-mail at LindaB@Menznerhardwoods.com or via mail to Menzner Lumber & Supply Co., PO Box 217, Marathon WI 54448

Wood ... America's Renewable Resource



FINANCIAL REPORT
 BOARD OF EDUCATION MEETING
 22-Apr-19

TOTAL REVENUE - MARCH \$ 2,505,595.79

NICOLET NATIONAL BANK -		
REFERENDUM APPROVED ACCOUNT	1062-1065	\$106,250.31
PENSION ACCOUNT	1052	\$4,644.59

NICOLET NATIONAL BANK -		
MANUAL CHECKS	173-190	\$210,953.88

FORWARD FINANCIAL		
MANUAL CHECKS	314-317	\$ 17,655.93
REGULAR CHECKS	32235-32269	\$ 14,599.30
DIRECT DEPOSITS	90073815 - 900074117	\$292,871.04
WIRE TRANSFERS	201800029-201800032	\$ 63,543.10

ADVANTAGE BANK-		
REGULAR CHECKS	77007-77014	\$ 6,690.32
	77015 - 77035	\$ 29,700.89
	77036	\$ 166,892.87
	77037-77055	\$ 110,383.36
	77056-77060	\$ 4,984.18
	77061-77066	\$ 1,699.71
	77067	\$ 635.50
	77068-77111	\$ 68,618.49
	77112-77130	\$ 3,799.87

TOTAL		\$ 393,405.19
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TOTAL CHECKS TO BE APPROVED \$1,103,923.34

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
ADM	ADM CASH REPORT	2018-2019	02/28/2019	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
B149	1		ADM - INEREST RECEIVED AS OF 02/28/2019		49 R 800 280 500000 606	411766	02/28/19	0.00	3,203.85

OTHER TYPE GRAND TOTAL 0.00 3,203.85

1 LINE ENTRY FOR 1 BATCH GRAND TOTALS 0.00 3,203.85

GRAND TOTAL DIFFERENCE 0.00 -3,203.85

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

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	MARCH 2019 CASH REPORT	2018-2019	03/29/2019	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
BNK2	1		STUDENT/WORK PERMITS		10 R 800 292 500000 000	411767	03/04/19	0.00	20.00
			OTHER TYPE						
BNK2	2		COLBY CHOIR		10 R 800 293 500000 000	411768	03/04/19	0.00	1,478.78
			PARENTS/FACILITY FEE	CHECK 1548					
BNK2	3		COMMUNITY ED		80 R 800 271 232200 000	411769	03/04/19	0.00	20.00
			CASH						
BNK2	4		STUDENTS/CHROMEBOOKS		10 R 800 292 295000 000	411770	03/04/19	0.00	40.00
			CASH						
BNK2	5		HOUGHLIN		27 E 800 411 215000 341	411771	03/04/19	0.00	172.70
			MIFFLIN/DUPLICATE PAYMENT	CHECK 500460590					
BNK2	6		STUDENT/CHROMEBOOK		10 R 800 292 295000 000	411772	03/04/19	0.00	20.00
			CASH						
BNK2	7		STUDENT/AGENDA PURCHASE		10 R 800 292 500000 000	411772	03/04/19	0.00	5.00
			CASH						
BNK2	8		BOBS DAIRY - DONATION		21 R 800 291 500000 941	411773	03/04/19	0.00	50.00
			CHECK 71267						
BNK2	9		BURNETT TRANSIT		10 L 000 000 811632 000	411774	03/04/19	0.00	9,896.48
			DUPLICATE PAYMENT	CHECK 65231					
BNK2	10		COURSE FEES		10 R 800 292 136000 000	411775	03/04/19	0.00	120.00
			CHECK MULTIPLE						
BNK2	11		COURSE FEE/LT SPORTS		10 R 800 292 143000 000	411775	03/04/19	0.00	360.00
			CHECK MULTIPLE						
BNK2	12		COURSE FEE/CERAMICS		10 R 800 292 121000 000	411775	03/04/19	0.00	20.00
			CHECK multiple						
BNK2	13		STUDENTS/STATE BB TICKETS		10 R 800 271 162000 000	411776	03/12/19	0.00	6,250.00
			AND BUS FEES	OTHER TYPE					
BNK2	14		SAARKKINEN/LUNCH MONEY		50 R 800 251 257220 000	411777	03/19/19	0.00	5.97
			CHECK 257187						
BNK2	15		SAAKKINEN/DAMAGED BOOKS		10 R 800 297 500000 000	411777	03/19/19	0.00	44.03
			CHECK 257187						
BNK2	16		JW DRIVING		10 R 800 293 500000 000	411778	03/19/19	0.00	420.00
			ACADEMY/FACILITY FEE	CHECK 1090					
BNK2	17		ABBOTSFORD SCHOOL		10 E 800 310 120000 388	411779	03/19/19	0.00	500.00
			DISTRICT/REIMBURSEMENT	CHECK 60169					
			FOR SHARED SPEAKER						

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	MARCH 2019 CASH REPORT	2018-2019	03/29/2019	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK2	18		CITY OF COLBY/MOBILE HOME TAX		10 R 800 213 500000 000	411780	03/19/19	0.00	213.41
				CHECK 16338					
BNK2	19		WDLB/BROADCASTING GBB		10 R 800 271 162000 000	411781	03/19/19	0.00	50.00
				CHECK					
BNK2	20		EMC/DIVIDEND		10 R 800 971 500000 000	411782	03/19/19	0.00	7,794.00
				CHECK					
BNK2	21		CESA 10/HANDICAPPED AID		27 R 800 516 436000 019	411783	03/19/19	0.00	2,800.00
				CHECK 71236					
BNK2	22		STUDENTS/LT SPORTS		10 R 800 292 143000 000	411784	03/19/19	0.00	240.00
				OTHER TYPE					
BNK2	23		CLASS FEES		10 R 800 292 136000 000	411784	03/19/19	0.00	170.00
				OTHER TYPE					
BNK2	24		STUDENT/DAMAGED BOOK		10 R 800 297 500000 000	411785	03/19/19	0.00	10.00
				CASH					
BNK2	25		COLBY FFA ALUMNI/FACILITY FEE		10 R 800 293 500000 000	411786	03/19/19	0.00	133.75
				CHECK 1866					
BNK2	26		COMMUNITY ED/OPEN SWIM		80 R 800 271 232200 000	411787	03/19/19	0.00	40.00
				OTHER TYPE					
BNK2	27		GENERAL MILLS/REBATE		50 R 800 259 257220 000	411788	03/19/19	0.00	60.00
				CHECK 522252					
BNK2	28		J.H. LARSEN/REFUND		21 E 800 440 255100 943	411789	03/19/19	0.00	1,253.93
				CHECK 98051					
BNK2	29		WI STATE GOLF ASSN/GRANT		21 R 800 291 500000 948	411790	03/19/19	0.00	1,000.00
				CHECK 1238					
BNK2	30		STUDENTS/SPORTS FEES		10 R 800 271 162000 000	411791	03/19/19	0.00	250.00
				OTHER TYPE					
BNK2	31		WRITZ		21 R 800 291 500000 941	411792	03/27/19	0.00	100.00
				DONATION					
				CHECK 6516					
BNK2	32		NICOLET/DONATION FROM FFA - POPCORN SALE		21 R 800 291 500000 941	411793	03/27/19	0.00	114.00
				CHECK 280983					
BNK2	33		DEPT OF ADMIN - STATE CONTROLLER		10 R 800 699 500000 000	411794	03/27/19	0.00	3,376.00
				TEACH FUNDS					
				CHECK 1001325212					
BNK2	34		ELIAZER MARES/REFUND OF CLASS DISTANCE LEARNING		10 R 800 292 500000 000	411795	03/27/19	0.00	190.00
				CASH					

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	MARCH 2019 CASH REPORT	2018-2019	03/29/2019	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK2	35		JODY BLASEL/TRACTOR SAFETY	CHECK 1373	10 R 800 292 131000 000	411796	03/27/19	0.00	20.00
BNK2	36		BREWSTER/BAY	SACK LUNCHESES CHECK MULTIPLE	50 R 800 251 257220 000	411797	03/27/19	0.00	68.40
BNK2	37		TAYA TIMM/HORNETTES FEE - JE TO FUND 60	CHECK	10 R 800 292 500000 000	411798	03/27/19	0.00	62.00
BNK2	38		TAYA TIMM/CLASS DUES	CHECK	10 R 800 292 500000 000	411798	03/27/19	0.00	5.00
BNK2	39		TAYA TIMM/FOOD SERVICE PAYMENT	CHECK	50 R 800 251 257220 000	411798	03/27/19	0.00	33.00
BNK2	40		SHOWCASE PLAYERS/FACILITY FEE	CHECK 1180	10 R 800 293 500000 000	411799	03/27/19	0.00	312.50
BNK2	41		COMMUNITY UNITED PANTRY	CHECK 1114	10 R 800 293 500000 000	411800	03/27/19	0.00	75.00
BNK2	42		FACILITY FEE	CHECK 1114	50 R 800 293 500000 000	411800	03/27/19	0.00	118.75
BNK2	43		COMMUNITY MEMBERS/COMMUNITY ED	CHECK	80 R 800 271 232200 000	411801	03/27/19	0.00	10.00
BNK2	44		STUDENTS/ATHLETIC FEES	CHECK MULTIPLE	10 R 800 292 162000 000	411802	03/27/19	0.00	850.00
BNK2	45		STUDENTS/ATHLETIC FEES	CHECK	10 R 800 292 162000 000	411803	03/27/19	0.00	375.00
BNK2	46		TRACTOR CENTRAL/REIMBURSEMENT OF CREDIT	CHECK 52008	10 R 800 990 500000 000	411804	03/27/19	0.00	699.42
BNK2	47		STUDENT/HIDALGO	CASH	10 R 800 297 500000 000	411806	03/29/19	0.00	10.00
BNK2	48		STUDENTS/WORK PERMITS	CASH	10 R 800 292 500000 000	411807	03/29/19	0.00	30.00
BNK2	49		YEARBOOK PURCHASES	CHECK MULTIPLE	10 R 800 279 161000 000	411808	03/29/19	0.00	564.00
BNK2	50		WI DPI/SPED AID	EFT	27 R 800 611 150000 000	411509	03/18/19	0.00	50,098.00
BNK2	51		WI DPI/HIGH POVERTY AID	EFT	10 R 800 628 500000 000	411810	03/25/19	0.00	76,911.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	MARCH 2019 CASH REPORT	2018-2019	03/29/2019	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADD'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK2	52		WI DPI/EQUALIZATION AID		10 R 800 621 500000 000	411805	03/25/19	0.00	1,660,218.00
				EFT					
BNK2	53		WI DPI/PER PUPIL AID		10 R 800 695 500000 000	411811	03/25/19	0.00	623,916.00
				EFT					
BNK2	54		WI DPI / COMMODITIES CHARGE		50 E 800 387 257220 000	411812	03/18/19	1,807.80	0.00
				EFT					
BNK2	55		WI DPI/BREAKFAST CLAIM		50 R 800 717 257225 000	411812	03/18/19	0.00	6,425.48
				EFT					
BNK2	56		WI DPI/LUNCH CLAIM		50 R 800 717 257220 000	411812	03/18/19	0.00	25,084.82
				EFT					
BNK2	57		WI DPI/SNACK CLAIM		50 R 800 717 257250 000	411812	03/18/19	0.00	150.15
				EFT					
BN49	58		NICOLET/INTEREST		49 R 800 280 500000 606	411813	03/29/19	0.00	20.84
				OTHER TYPE					
BN46	59		NICOLET		46 R 800 280 500000 000	411814	03/29/19	0.00	0.03
				INTEREST					
				OTHER TYPE					
BN72	60		NICOLET BANK/INTEREST		72 R 800 280 420000 000	411815	03/29/19	0.00	29.45
				OTHER TYPE					
BNK3	61		NICOLET/INTEREST		39 R 800 280 281000 000	411816	03/29/19	0.00	291.34
				OTHER TYPE					
BNK2	62		NICOLET/INTEREST		10 R 800 280 500000 000	411817	03/29/19	0.00	490.60
				OTHER TYPE					
BNK2	63		STUDENTS/LUNCH MONEY		50 R 800 251 257220 000	411818	03/29/19	0.00	16,784.85
				EFT					
BNK2	64		VANCO/LUNCH MONEY		50 R 800 251 257220 000	411819	03/29/19	0.00	1,294.00
				EFT					
BNK2	65		VANCO/FEES		50 R 800 990 257220 000	411819	03/29/19	0.00	4.27
				EFT					
BNK2	66		CESA 10/DUPLICATE PAYMENT		10 E 100 386 221300 332	411820	03/29/19	0.00	100.00
				EFT					
BNK2	67		CESA 10/DUPLICATE PAYMENT		10 E 800 386 221300 381	411820	03/29/19	0.00	50.00
				EFT					
BNK0	68		ADVANTAGE COMMUNITY BANK		10 R 800 280 500000 000	411821	03/29/19	0.00	27.03
				INTEREST					
				OTHER TYPE					
BNK1	69		FORWRAD BANK/INTEREST		10 R 800 280 500000 000	411823	03/29/19	0.00	44.96
				OTHER TYPE					

<u>BANK</u>	<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION</u>	<u>ADDT'L DESCRIPTION</u>	<u>ACCOUNT</u>	<u>RECEIPT</u>	<u>ENTRY DT</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
								CASH TOTAL	0.00	325.00
								CHECK TOTAL	0.00	33,156.12
								EFT TOTAL	1,807.80	2,461,036.57
								OTHER TYPE TOTAL	0.00	7,874.25
			69 LINE ENTRIES FOR BATCH NUMBER CASH					TOTALS FOR BATCH	1,807.80	2,502,391.94
								BATCH TOTAL DIFFERENCE	0.00	-2,500,584.14
								CASH GRAND TOTAL	0.00	325.00
								CHECK GRAND TOTAL	0.00	33,156.12
								EFT GRAND TOTAL	1,807.80	2,461,036.57
								OTHER TYPE GRAND TOTAL	0.00	7,874.25
								69 LINE ENTRIES FOR 1 BATCH GRAND TOTALS	1,807.80	2,502,391.94
								GRAND TOTAL DIFFERENCE	0.00	-2,500,584.14

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

APRIL 2019 BOARD UPDATE

FORWARD FINANCIAL:

MANUAL CHECKS: 314-317 = \$17,655.93

WIRE TRANSFERS: 201800029-201800032 = \$63,543.10

DIRECT DEPOSITS: 900073815 – 900074117 = \$292,871.04

REGULAR CHECKS: 32235 – 32269 = \$14,599.30

NICOLET NATIONAL BANK:

MANUAL CHECKS: 173-190 = \$210,953.88

PENSION ACCOUNT: 1052 = \$4,644.59

CAPITAL PROJECT FUND: 1062-1065 = \$106,250.31

FORWARD FINANCIAL:

MANUAL CHECKS: \$\$17,655.93

314	GREAT WEST	M	3/1/2019	\$4,753.69
315	GREAT WEST	M	3/15/2019	\$4,977.30
316	GREAT WEST	M	3/29/2019	\$4,837.44
317	AMERICAN FUNDS SERVICE COMPANY	M	4/10/2019	\$3,087.50

WIRE TRANSFERS: \$63,543.10

201800029	WISCONSIN RETIREMENT SYSTEM	W	4/30/2019	\$21,019.56
201800030	WISCONSIN RETIREMENT SYSTEM	W	4/30/2019	\$151.96
201800031	WISCONSIN RETIREMENT SYSTEM	W	3/15/2019	\$20,933.30
201800032	WISCONSIN RETIREMENT SYSTEM	W	4/30/2019	\$21,438.28

DIRECT DEPOSITS: \$292,871.04

900073815 – 900073965 = \$151,138.93

900073966 – 900074117 = \$141,732.11

REGULAR CHECKS: \$14,599.30

32235	WI SUPPORT COLLECTIONS FUND	R	3/15/2019	\$569.07
32236	PAYROLL CHECK	R	3/29/2019	\$396.77
32237	PAYROLL CHECK	R	3/29/2019	\$416.26
32238	PAYROLL CHECK	R	3/29/2019	\$48.25
32239	PAYROLL CHECK	R	3/29/2019	\$43.86
32240	PAYROLL CHECK	R	3/29/2019	\$17.54
32241	PAYROLL CHECK	R	3/29/2019	\$24.13
32242	PAYROLL CHECK	R	3/29/2019	\$17.54
32243	PAYROLL CHECK	R	3/29/2019	\$48.25
32244	PAYROLL CHECK	R	3/29/2019	\$61.42
32245	PAYROLL CHECK	R	3/29/2019	\$35.09
32246	PAYROLL CHECK	R	3/29/2019	\$78.96
32247	PAYROLL CHECK	R	3/29/2019	\$41.68
32248	PAYROLL CHECK	R	3/29/2019	\$659.38
32249	PAYROLL CHECK	R	3/29/2019	\$111.75
32250	PAYROLL CHECK	R	3/29/2019	\$219.33
32251	PAYROLL CHECK	R	3/29/2019	\$609.62
32252	IDEA FOUNDATION OF COLBY, INC	R	3/29/2019	\$105.00
32253	WI SUPPORT COLLECTIONS FUND	R	3/29/2019	\$569.07
32254	PAYROLL CHECK	R	4/12/2019	\$504.40
32255	PAYROLL CHECK	R	4/12/2019	\$60.95
32256	PAYROLL CHECK	R	4/12/2019	\$26.32
32257	PAYROLL CHECK	R	4/12/2019	\$18.47
32258	PAYROLL CHECK	R	4/12/2019	\$17.54

32259	PAYROLL CHECK	R	4/12/2019	\$17.54
32260	PAYROLL CHECK	R	4/12/2019	\$8.77
32261	PAYROLL CHECK	R	4/12/2019	\$30.71
32262	PAYROLL CHECK	R	4/12/2019	\$8.77
32263	PAYROLL CHECK	R	4/12/2019	\$39.48
32264	PAYROLL CHECK	R	4/12/2019	\$15.36
32265	PAYROLL CHECK	R	4/12/2019	\$658.95
32266	AMERIPRISE FINANCIAL SERVICES	R	4/10/2019	\$600.00
32267	THRIVENT FINANCIAL	R	4/10/2019	\$2,887.50
32268	WEA MEMBER BENEFITS	R	4/10/2019	\$5,062.50
32269	WI SUPPORT COLLECTIONS FUND	R	4/10/2019	\$569.07

NICOLET NATIONAL BANK: \$\$210,953.88

173	EMPLOYEE BENEFITS CORPORATION	M	3/1/2019	\$1,748.77
174	WEA TRUST ADVANTAGE	M	3/1/2019	\$2,690.14
175	NICOLET NATIONAL BANK	M	3/1/2019	\$47,244.50
176	NICOLET NATIONAL BANK	M	3/1/2019	\$177.48
177	WI DEPT OF REVENUE	M	3/1/2019	\$8,775.12
178	WEA TRUST ADVANTAGE	M	3/15/2019	\$2,690.14
179	EMPLOYEE BENEFITS CORPORATION	M	3/15/2019	\$1,748.77
180	WI DEPT OF REVENUE	M	3/15/2019	\$8,916.44
181	NICOLET NATIONAL BANK	M	3/15/2019	\$47,177.50
182	EMPLOYEE BENEFITS CORPORATION	M	3/29/2019	\$101.25
183	WEA TRUST ADVANTAGE	M	3/29/2019	\$1,892.03
184	EMPLOYEE BENEFITS CORPORATION	M	3/29/2019	\$1,419.63
185	WI DEPT OF REVENUE	M	3/29/2019	\$9,838.52
186	NICOLET NATIONAL BANK	M	3/29/2019	\$50,907.31
187	EMPLOYEE BENEFITS CORPORATION	M	3/7/2019	\$6,057.65
188	EMPLOYEE BENEFITS CORPORATION	M	3/14/2019	\$3,963.62
189	EMPLOYEE BENEFITS CORPORATION	M	3/21/2019	\$8,074.53
190	EMPLOYEE BENEFITS CORPORATION	M	3/28/2019	\$7,530.48

PENSION ACCOUNT: \$4,644.59

1052	VOYA FINANCIAL	R	3/29/2019	\$4,644.59
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CAPITAL PROJECT FUND: \$\$106,250.31

1062	COMPLETE CONTROL, INC.	C	4/2/2019	\$0.00	4/2/2019
1063	COMPLETE CONTROL, INC.	R	4/2/2019	\$84,268.33	4/2/2019
1064	CHESTNUT CONSULTING LLC	R	4/12/2019	\$21,495.36	4/12/2019
1065	STRO'S PLUMBING LLC	R	4/12/2019	\$486.62	4/12/2019

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount		
77007	NANCY BECKER	03/15/2019	MILEAGE	MILEAGE REIMBURSEMENT FOR NANCY BECKER TO LIBRARY JANUARY 2019	1011819032	83.52	83.52		
10 E 400 342 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/EMPLOYEE TRAVEL & EXP.		83.52			
77008	CRC LUMBER LLC	03/15/2019	52176	LOWER POOL ROOM - DENNIS WENZEL	1011819028	41.25	26.00		
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		41.25			
10 E 800 411 254300 000				RETURN CREDIT FOR RETURN	0	-15.25	-15.25		
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		-15.25			
77009	UNEMPLOYMENT INSURANCE	03/15/2019	000009433797	Unemployment 02/01/2019 through 02/28/2019	1011819026	46.73	46.73		
10 E 800 730 270000 000				GENERAL FUND/INSURANCE/UNEMPLOYMENT COMPENSATION		46.73			
77010	KELSEY IMPLEMENT COMPANY INC	03/15/2019	134211	ELECTRIC MOTOR BEARING - DENNIS WENZEL	1011819027	20.57	20.57		
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		20.57			
77011	TP PRINTING CO INC	03/15/2019	67962	Tribune April 2019 Election	1011819029	43.50	43.50		
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		43.50			
77012	WIAA	03/15/2019	57418KM	WIAA TICKETS FOR STATE GIRLS BASKETBALL	1011819023	6,370.00	6,370.00		
10 E 400 940 162105 000				GENERAL FUND/GIRLS BASKETBALL/DUES & FEES		6,370.00			
77013	WIL-KIL PEST CONTROL CORP	03/15/2019	3576633	PEST CONTROL	1011819024	40.00	40.00		
10 E 800 310 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES		40.00			
77014	WI EDUCATION NETWORK LLC	03/15/2019	EDRISING1001021	REGISTRATION FOR 2019 STATE EDUCATORS RISING COMPETITION AND SUMMIT 3/20/19 AT UW OSHKOSH	1011819031	60.00	60.00		
10 E 400 940 161301 000				GENERAL FUND/EDUCATORS RISING/DUES & FEES		60.00			
						8	Computer	Check(s) For a Total of	6,690.32

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77015	TRISHA COLBY-SCHWANTES	03/19/2019	52832748	Books from Scholastic for Child Development days, I am not sure this is the right account	6021819089	80.00	80.00
27 E 050 411 152000 347				SPECIAL EDUC./EARLY CHILDHOOD/GENERAL SUPPLIES		80.00	
77016	COUNTY MARKET ACCOUNT #6017	03/19/2019	003001661757	BLESSINGS AND A BACKPACK	0	57.29	99.71
21 E 800 415 110000 941				SPECIAL PROJECTS/ELEMENTARY CURRICULUM/FOOD		57.29	
			005000031034	Open PO to purchase grocery/kitchen items to use during Life Skills, Math, and Reading class to meet student IEP objectives	6021819045	42.42	
27 E 400 415 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FCOD		42.42	
77017	DEMCO	03/19/2019	6568543	PO# 2001819023	0	152.03	152.03
10 E 200 411 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/GENERAL SUPPLIES		152.03	
77018	EMC INSURANCE COMPANIES	03/19/2019	D-95590045	UPDATED WORKERS COMPENSATION PLAN	0	1,630.00	1,630.00
10 E 800 713 270000 000				GENERAL FUND/INSURANCE/WORKERS COMPENSATION		1,630.00	
77019	FASTENAL COMPANY	03/19/2019	WIABB27001	MAINTENANCE SUPPLIES	1011819042	16.65	16.65
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		16.65	
77020	FOLLETT SCHOOL SOLUTIONS, INC	03/19/2019	429718	2018-2019 - CE - 439 - Reference Books	2001819019	131.24	131.24
10 E 100 439 222200 000				GENERAL FUND/IMC - INST SERVICE/OTHER MEDIA		131.24	
77021	FOLLETT SCHOOL SOLUTIONS, INC.	03/19/2019	429716	2018-2019 - CE - 432 - Follett	2001819006	737.35	737.35
10 E 100 432 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/LIBRARY BOOKS		737.35	
77022	GUMDROP BOOKS	03/19/2019	PINV120470	2018-2019 - HS - 432 - Various Vendors	2001819044	706.35	706.35
10 E 400 432 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/LIBRARY BOOKS		706.35	
77023	HARLAND CLARKE	03/19/2019	70001576770	BOX OF CHECKS FOR AUDRA	1011819044	257.30	257.30

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 411 252000 000				GENERAL FUND/FISCAL/GENERAL SUPPLIES		257.30	
77024	INDIANHEAD FOODSERVICE DISTRIB	03/19/2019	FEBRUARY 2019	FOOD AND SUPPLIES	0	10,266.20	10,266.20
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		7,681.90	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		496.25	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		1,971.55	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		53.89	
10 E 050 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		62.61	
77025	J & D SNOW REMOVAL LLC	03/19/2019	1090	SNOW REMOVAL FOR THE MONTH OF FEBRUARY 2019	1011819037	4,565.00	4,565.00
10 E 800 310 253200 000				GENERAL FUND/OPERATION-SITES/PERSONAL SERVICES		4,565.00	
77026	MARSHFIELD SENIOR HIGH SCHOOL	03/19/2019	031919	BOYS VARSITY TRACK INVITATIONAL 03/19/2019	0	125.00	250.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
			032119	GIRLS VARSITY TRACK INVITATIONAL 03/21/2019	0	125.00	
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
77027	MCGRAW HILL HOLDINGS LLC	03/19/2019	107537571001	PO# 2021819075	0	2.30	2.30
10 E 200 470 124000 000				GENERAL FUND/MATHEMATICS/TEXTBKS/WORKBKS		2.30	
77028	MCGRAW HILL CO	03/19/2019	107650668001	Additional teacher manuals for K-3 sped	6021819091	521.85	521.85
27 E 100 470 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/TEXTBKS/WORK		521.85	
77029	MENARDS	03/19/2019	70143	peroxide, fluorescent tube, aluminum mesh and screen	4011819184	27.80	27.80
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		27.80	
77030	PITNEY BOWES INC	03/19/2019	1011583934	ELEMENTARY SCHOOL POSTAGE METER	0	90.00	90.00
10 E 800 571 263300 000				GENERAL FUND/PUBLIC INFORMATION/EQUIPMENT RENTAL		90.00	
77031	GREG SKUBAL	03/19/2019	REIMBURSEMENT	SUPPLIES FROM WALMART FOR GREG SKUBAL FOR MIDDLE SCHOOL SCIENCE DEPARTMENT	1011819036	59.77	59.77
10 E 200 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		59.77	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77032	STERLING WATER INC	03/19/2019	342X07288403	COOLER MAINTENANCE/ SOLAR SALT	1011819043	28.25	124.59
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		28.25	
			342X07291001	COOLER MAINTENANCE/ SOLAR SALT	1011819043	96.34	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		96.34	
77033	LAUREEN UNDERWOOD	03/19/2019	REIMBURSEMENT	REIMBURSEMENT FOR LICENSE RENEWAL	1011819035	100.00	100.00
27 E 400 949 159100 341				SPECIAL EDUC./EEN AIDES/OTHER DUES /FEES		100.00	
77034	UW STOUT	03/19/2019	032319	GIRLS/BOYS VARSITY TRACK INVITATIONAL	0	250.00	250.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		250.00	
77035	XCEL ENERGY	03/19/2019	629722727	Adam Street Location 02/07/19-03/11/19	0	75.63	9,632.75
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		75.63	
			629912908	ELEMENTARY SCHOOL 02/09/19-03/11/19	0	1,470.44	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		1,470.44	
			629924343	BALL PARK 02/09/19-03/11/19	0	354.81	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		354.81	
			629930552	HIGH SCHOOL 02/09/19-03/11/19	0	7,688.42	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		7,688.42	
			630251815	COLBY HIGH SCHOOL 02/15/19 - 03/14/19	0	43.45	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		43.45	

21 Computer Check(s) For a Total of 29,700.89

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77036	SECURITY HEALTH PLAN	03/19/2019	APRIL2019	APRIL 2019 HEALTH INSURANCE PREMIUM	0	166,892.87	166,892.87
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		121,383.56	
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		425.00	
27 L 000 000 811631 000				SPECIAL EDUC./HEALTH INSURANCE		35,013.26	
50 L 000 000 811631 000				FOOD SERVICE FUND/HEALTH INSURANCE		9,952.86	
80 L 000 000 811631 000				COMMUNITY SERVICE FUND/HEALTH INSURANCE		118.19	
				1 Computer	Check(s) For a Total of		166,892.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77037	Vendor Continued Void	03/26/2019					0.00
77038	Vendor Continued Void	03/26/2019					0.00
77039	BURNETT TRANSIT, INC.	03/26/2019	1.0	JUNIORS ACT TESTING TO LION SHELTER	0	32.31	80,246.44
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		32.31	
			129.4	STEM TO UWSP	0	390.58	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		390.58	
			136.6	BBB TO ALTOONA	0	348.55	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		348.55	
			138.7	GBB TO ALTOONA	0	366.76	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		366.76	
			148.00	SPED TO CHILDRENS MUSEUM	0	393.53	
27 E 800 341 256770 341				SPECIAL EDUC./FIELD TRIP TRANSPORTATION/PUPIL TRAVEL		393.53	
			24.0	LTCA - KG TO SPENCER	0	81.98	
10 E 800 341 256770 000				GENERAL FUND/FIELD TRIP TRANSPORTATION/PUPIL TRAVEL		81.98	
			47.8	SOLO AND ENSEMBLE TO LOYAL (2 BUSES)	0	538.16	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		538.16	
			48.7	BBB/GBB GREENWOOD HS 02/01/2019	0	191.21	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		191.21	
			48.7.	MS GBB TO GREENWOOD	0	168.38	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		168.38	
			57.0	MS GBB TO THORP	0	159.83	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		159.83	
			67.3	BBB TO GRANTON	0	191.85	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		191.85	
			6821	8TH OF 9 MONTHLY INVOICES	0	67,569.00	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		67,569.00	
			6829	SOAR TRANSPORTATION (FEBRUARY 7 DAYS)	0	571.27	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
27 E 800 341 256751 011				SPECIAL EDUC./EEN PUPIL TRANSPORTATION/PUPIL TRAVEL		571.27	
			6832	SHORT BUS ROUTE 17 DAYS - FEBRUARY	0	4,661.89	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		4,661.89	
			6832.	SHORT BUS ROUTE 17 DAYS - FEBRUARY 1523.8 MILES @.65	0	990.47	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		990.47	
			6855	BAND TO DC EVEREST/GBB SECTIONALS	0	230.17	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		230.17	
			80.2	WAUSAU EAST /FORENSICS	0	658.71	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		658.71	
			81.0	BBB NEILLSVILLE	0	253.37	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		253.37	
			82.0	BBB TO RIB LAKE	0	256.60	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		256.60	
			83.0	GBB TO DC EVEREST	0	259.55	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		259.55	
			90	MSGBB TO GILMAN	0	252.09	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		252.09	
			BOWLWINKLES	LIFETIME SPORTS TO BOWLWINKLES 22 TRIPS	0	682.00	
10 E 800 341 256720 000				GENERAL FUND/SHUTTLE SERV. TRANSPORTATION/PUPIL TRAVEL		682.00	
			SHOWCHOIR	EAU CLAIRE MEMORIAL 02/02/2019	0	998.18	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		998.18	
77040	CHARTER COMMUNICATIONS	03/26/2019	0022996031119	MONTHLY PHONE BILL 03/01/19 - 03/31/19	1011819051	148.84	148.84
10 E 800 358 295000 000				GENERAL FUND/ADMIN TECHNOLOGY SERVICES/ON-LINE COMMUNIC		148.84	
77041	CINTAS	03/26/2019	4016394976	SHOP COATS AND	1011819039	58.62	175.86

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 329 253300 000				TOWELS GENERAL FUND/OPERATION OF BUILDINGS/CLEANING SERVICES		58.62	
			4017163227	SHOP COATS AND TOWELS	1011819039	58.62	
10 E 800 329 253300 000				TOWELS GENERAL FUND/OPERATION OF BUILDINGS/CLEANING SERVICES		58.62	
			4017957701	SHOP COATS AND TOWELS 3/11/2019	1011819052	58.62	
10 E 800 329 253300 000				TOWELS 3/11/2019 GENERAL FUND/OPERATION OF BUILDINGS/CLEANING SERVICES		58.62	
77042	DELTA DENTAL OF WISCONSIN	03/26/2019	1282565	APRIL 2019 DENTAL PREMIUM	0	10,230.50	10,230.50
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		10,230.50	
77043	E.O. JOHNSON CO. INC.	03/26/2019	24394807	MONTHLY CONTRACT FOR PRINTERS/COPIERS	1011819049	2,035.13	2,035.13
10 E 800 322 295000 000				GENERAL FUND/ADMIN TECHNOLOGY SERVICES/RENT OF COMP & R		2,035.13	
77044	KALAHARI RESORT CONVENTION CTR	03/26/2019	R32LQSG22-2	KALAHARI HOTEL WASBO ACCOUNTING CONFERENCE MARCH 19-21 CONFIRMATION # 32LQSG22	1011819020	238.00	238.00
10 E 800 342 252000 000				GENERAL FUND/FISCAL/EMPLOYEE TRAVEL & EXP.		238.00	
77045	LEICHTNAM, PATRICK	03/26/2019	REIMBURSEMENT	CHAPERONE FOR STATE GIRLS HIGH SCHOOL BASKETBALL	1011819048	25.00	25.00
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		25.00	
77046	MARSHFIELD SENIOR HIGH SCHOOL	03/26/2019	040219	VARSITY/JV GIRLS TRACK RELAYS 04/02/19	0	125.00	125.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		125.00	
77047	NASSCO INC	03/26/2019	S2447315.001	SUPPLIES FOR MAINTENANCE PER DENNIS WENZEL	1011819050	2,380.02	2,380.02
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		2,380.02	
77048	Vendor Continued Void	03/26/2019					0.00
77049	Vendor Continued Void	03/26/2019					0.00
77050	RCU CARDHOLDER SERVICES	03/26/2019	AMAZON	Window Sign Holder	4011819176	21.95	2,590.90
10 E 400 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		21.95	
			AMAZON-1	BANDAIDS FROM	0	18.21	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
50 E 800 419 257220 000				AMAZON FOR FOOD SERVICE FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		18.21	
10 E 200 411 120000 000			AMAZON.	Sign Holders for August Open House GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES	2021819074	32.40	32.40
10 E 800 940 231100 000			BOARD	2019 LEGAL & HUMAN RESOURCES CONFERENCE & WORKSHOP -MEMBER FEE GENERAL FUND/BOARD OF EDUCATION/DUES & FEES	0	255.00	255.00
10 E 800 342 252000 000			CONFERENCE	KALAHARA - AUDRA BROOKS - FEDERAL FUNDING CONFERENCE GENERAL FUND/FISCAL/EMPLOYEE TRAVEL & EXP.	0	-82.00	-82.00
10 E 800 342 221300 141			CONFERENCE-1	KALAHARA - DORA WILCOX - FEDERAL FUNDING CONFERENCE GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV	0	-82.00	-82.00
10 E 400 411 126000 000			EBAY-1	SUPPLIES - T. BUCHANAN FOR SCIENCE GENERAL FUND/SCIENCE/GENERAL SUPPLIES	0	52.50	52.50
10 E 100 342 213000 000			HOTEL - GUIDANCE	HILTON HOTEL - D. SCHMIDT GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL	0	159.00	159.00
10 E 400 342 213000 000			HOTEL-JK	HILTON FOR CONFERENCE / J. KRAUSS GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL	0	179.00	179.00
10 E 800 411 231100 000			KS- ORDER	CARSON CHIME & GARDEN STAND (AMAZON) FUNERAL GENERAL FUND/BOARD OF EDUCATION/GENERAL SUPPLIES	0	78.74	78.74
10 E 800 353 263300 000			POSTAGE	CERTIFIED MAILING - USPS GENERAL FUND/PUBLIC INFORMATION/POSTAGE	0	6.85	6.85

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			RETURN	RETURN FOR CD PLAYER	0	-79.24	
27 E 800 411 156600 341			SPECIAL EDUC./SPEECH/LANGUAGE/GENERAL SUPPLIES			-79.24	
			SPED	SMEAD CASCADING WALL ORGANIZER 6 POCKETS (AMAZON)	6021819087	10.49	
27 E 800 411 156600 341			SPECIAL EDUC./SPEECH/LANGUAGE/GENERAL SUPPLIES			10.49	
			SPED - SL	SWITCH ADAPTED TOY PORTABLE CD PLAYER (AMAZON)	6021819087	83.24	
27 E 800 411 156600 341			SPECIAL EDUC./SPEECH/LANGUAGE/GENERAL SUPPLIES			83.24	
			SW - GUIDANCE	HILTON HOTEL - WOZNIAK CONFERENCE	0	352.00	
10 E 200 342 213000 000			GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL			352.00	
			TECHNOLOGY	COMPUTER FROM AMAZON FOR ALEXIS	0	539.99	
10 E 800 482 295000 000			GENERAL FUND/ADMIN TECHNOLOGY SERVICES/COMPUTERS			539.99	
			VT119053248-10006687	KALAHARI - HOTEL FOR C. PLOECKELMAN - CREDIT FOR NOT ATTENDING	0	-120.91	
10 E 800 342 231100 000			GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.			-120.91	
			VT190344098-10000903	KALAHARI - HOTEL FOR C. PLOECKELMAN	0	145.91	
10 E 800 342 231100 000			GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.			145.91	
			VT190442480	EGG DROP SUPPLIES	4011819148	44.77	
10 E 200 411 136000 000			GENERAL FUND/TECH ED/GENERAL SUPPLIES			44.77	
			WASB	WASB - DAY AT THE CAPITAL- MEMBER FEE	0	125.00	
10 E 800 940 231100 000			GENERAL FUND/BOARD OF EDUCATION/DUES & FEES			125.00	
			WECAN	WECAN SERVICES FOR YEAR	0	850.00	
10 E 800 940 232100 000			GENERAL FUND/OFFICE OF SUPERINTENDENT/DUES & FEES			850.00	
77051 UW COLLEGES		03/26/2019	500435-030619	TUITION AND FEES FOR MATTHEW STEWART ENGLISH	1011819053	297.00	297.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 387 431122 000				GENERAL FUND/TUITION DL ENGLISH/PAYMENT TO STATE		297.00	
77052 WAUSAU AWARDS		03/26/2019	ASHLEYDAKE	NAME PLATE FOR ASHLEY DAKE	1011819041	16.35	16.35
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		16.35	
77053 WAUSAU WEST HIGH SCHOOL		03/26/2019	040419	VARSITY GIRLS TRACK INVITE	0	150.00	300.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		150.00	
			040519	VARSITY BOYS TRACK INVITE	0	150.00	
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		150.00	
77054 Vendor Continued Void		03/26/2019					0.00
77055 WE ENERGIES		03/26/2019	1005-690-667	GAS SERVICE BACK LOT 2/15/19 TO 3/18/19	0	5,847.91	11,574.32
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		5,847.91	
			1006-621-899	GAS SERVICE FRONT LOT 2/14/19 TO 3/18/19	0	3,127.03	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		3,127.03	
			1085-638-312	GAS SERVICE 202 W DOLF ST 2/15/19 TO 3/18/19	0	2,026.78	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		2,026.78	
			2427-483-183	GAS SERVICE 300 W ADAMS ST 2/15/19 TO 3/18/19	0	112.90	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		112.90	
			5277-255-905	GAS SERVICE GHSE BUILDING 2/15/19 TO 3/18/19	0	449.23	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		449.23	
			8885-692-819	GAS SERVICE 703 N 2ND ST 2/14/19 TO 3/18/19	0	10.47	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		10.47	
			19	Computer	Check(s) For a Total of		110,383.36

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77056	CESA #10	03/28/2019	10585	3RD QUARTER TITLE IIA FEES	0	557.18	3,259.67
10 E 100 386 223900 365				GENERAL FUND/OTHER COORDINATION/PAYMENT TO CESA		557.18	
			10598	3RD QUARTER TITLE 1-A	0	2,702.49	
10 E 800 386 239000 141				GENERAL FUND/OTHER ADMINISTRATION/PAYMENT TO CESA		2,702.49	
77057	DESIGNER ADVERTISING	03/28/2019	52935	5 jersey softball tops, 5 softball pants	8011819042	300.00	300.00
10 E 400 420 162117 000				GENERAL FUND/GIRLS SOFTBALL/APPAREL		300.00	
77058	NCS PEARSON INC	03/28/2019	12033471	CELF-5 AND GFTA-3 FEBRUARY 2019	0	24.00	24.00
27 E 800 483 156600 341				SPECIAL EDUC./SPEECH/LANGUAGE/NONCAPITAL SOFTWARE		24.00	
77059	TBD	03/28/2019	5160	Entry Fees and Dues/FAT Timing Company	8011819013	635.50	635.50
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		635.50	
77060	VERIZON WIRELESS	03/28/2019	9826296046	02/17/19 THROUGH 03/16/19 PHONE CHARGES	0	27.08	765.01
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		27.08	
			9826296047	iPad	6021819092	209.99	
27 E 800 482 223300 341				SPECIAL EDUC./EEN DIRECTOR/COMPUTERS		209.99	
			9826296047-1	BRENDA M IPAD	0	209.99	
10 E 100 482 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/COMPUTERS		209.99	
			9826296047-2	DATA PLAN 02/17/19 THROUGH 03/16/19	0	317.95	
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		317.95	

5 Computer Check(s) For a Total of 4,984.18

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77061	CHRISTIAN BAKER	03/29/2019	REIMBURSEMENT	2/18-3/15 PAY	0	20.50	20.50
27 E 800 185 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/SALARY STUDE		20.50	
77062	DELTA DENTAL OF WISCONSIN	03/29/2019	1285912	VISION INSURANCE	0	590.14	590.14
				- APRIL 2019			
10 L 000 000 811639 000				GENERAL FUND/OTHER INSURANCE		413.12	
27 L 000 000 811639 000				SPECIAL EDUC./OTHER INSURANCE		128.52	
50 L 000 000 811639 000				FOOD SERVICE FUND/OTHER INSURANCE		48.50	
77063	MADISON NATIONAL LIFE	03/29/2019	1335966	SHORT TERM	0	253.68	253.68
				DISABILITY			
				INSURANCE - APRIL			
				2019			
10 L 000 000 811635 000				GENERAL FUND/DISABILITY		181.44	
27 L 000 000 811635 000				SPECIAL EDUC./DISABILITY		72.24	
77064	SARAH OEHMICHEN	03/29/2019	REIMBURSEMENT	Project supplies	4011819205	31.72	31.72
				for Parents &			
				Children class.			
				SHOPKO WOULD NOT			
				TAKE PO			
10 E 400 411 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/GENERAL SUPPLIES		31.72	
77065	PROVISION PARTNERS COOPERATIVE	03/29/2019	FEB2019	GAS CHARGES FEB	0	562.49	639.60
				2019			
10 E 800 342 221300 401				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		11.30	
10 E 800 348 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL		541.94	
10 E 400 348 161310 000				GENERAL FUND/FUTURE BUSINESS LEADERS OF AM./VEHICLE FUE		9.25	
				GAS-FEB2019			
				CUSTODIAL GAS	0	77.11	
				CHARGES			
10 E 800 348 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL		77.11	
77066	SHELL	03/29/2019	079387155903	GAS CHARGES	0	164.07	164.07
				FEB/MAR			
10 E 800 348 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		13.05	
10 E 800 348 161333 000				GENERAL FUND/VOC.INDUSTRIAL CLUBS OF AM./VEHICLE FUEL		29.02	
27 E 400 348 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/VEHICLE FUEL		84.45	
10 E 400 348 162105 000				GENERAL FUND/GIRLS BASKETBALL/VEHICLE FUEL		11.82	
10 E 400 348 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/VEHICLE FUEL		25.73	

6 Computer Check(s) For a Total of 1,699.71

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77067	PRIMETIME EVENT & RACE MANAGEM	04/03/2019	5160	Entry Fees and Dues/FAT Timing Company	8011819013	635.50	635.50
10 E 400 940 162319 000			GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES			635.50	
			1	Computer	Check(s) For a Total of		635.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77068	AMERICAN WELDING & GAS INC	04/04/2019	06190856	BULK CO2 HS POOL	1011819054	146.92	322.33
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		146.92	
			06214101	BULK CO2	1011819081	175.41	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		175.41	
77069	BARTELT, BENJAMIN	04/04/2019	REIMBURSEMENT	FUEL CARD WAS NOT WORKING. PAID FOR IT HIMSELF	0	15.42	15.42
10 E 400 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		15.42	
77070	BCN TELECOM, INC	04/04/2019	22710046	MARCH 2019	0	48.17	48.17
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		48.17	
77071	BOWL WINKLES	04/04/2019	BOWLING	Bowling for Lifetime Sports Classes	4011819085	2,575.00	2,575.00
10 E 400 940 143000 000				GENERAL FUND/PHYSICAL EDUCATION/DUES & FEES		2,575.00	
77072	BURNETT TRANSIT, INC.	04/04/2019	6849	FAN BUS TO RESCH CENTER STATE GBB	0	595.00	595.00
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		595.00	
77073	CENTRAL STATE SUPPLY CORPORATI	04/04/2019	0321360-IN	TOILET SENSOR AND ASSEMBLY PER DENNIS WENZEL	1011819085	483.77	1,054.07
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		483.77	
			0323128-IN	PLUMBING SUPPLIES PER DENNIS WENZEL`	1011819086	570.30	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		570.30	
77074	CESA #10	04/04/2019	10417	3RD QUARTER BILLING	0	29,834.50	29,834.50
10 E 800 386 221200 000				GENERAL FUND/CURRICULUM DEVELOPMENT/PAYMENT TO CESA		5,770.25	
10 E 800 386 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PAYMENT TO CESA		787.50	
10 E 800 386 299000 000				GENERAL FUND/OTHER SUPPORT SERVICES/PAYMENT TO CESA		547.00	
27 E 800 386 436610 019				SPECIAL EDUC./CESA HEARING SERV./PAYMENT TO CESA		3,165.21	
27 E 800 386 436670 019				SPECIAL EDUC./CESA VISION SERV./PAYMENT TO CESA		2,725.00	
27 E 800 386 218200 019				SPECIAL EDUC./PHYSICAL THERAPY/PAYMENT TO CESA		9,000.00	
10 E 800 386 219000 000				GENERAL FUND/OTHER PUPIL SERVICES/PAYMENT TO CESA		300.00	
27 E 901 386 436610 341				SPECIAL EDUC./CESA HEARING SERV./PAYMENT TO CESA		560.04	
10 E 800 386 295000 000				GENERAL FUND/ADMIN TECHNOLOGY SERVICES/PAYMENT TO CESA		3,677.25	
10 E 800 386 221500 000				GENERAL FUND/INSTRUCTION RELATED TECHNOLOGY/PAYMENT TO		3,302.25	
77075	CHARTER COMMUNICATIONS	04/04/2019	0003269032319	DISTRICT PHONE MARCH 2019	0	633.02	633.02
10 E 800 358 295000 000				GENERAL FUND/ADMIN TECHNOLOGY SERVICES/ON-LINE COMMUNIC		633.02	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
77076	CINTAS	04/04/2019	4018749917	SHOP COATS AND TOWELS	1011819058	58.62	58.62
10 E 800 329 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/CLEANING SERVICES		58.62	
77077	CITY OF COLBY	04/04/2019	000-1006-00	ELEMENTARY SCHOOL 2/15/19-3/15/19	0	506.90	2,425.70
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		506.90	
			000-1007-00	HIGH SCHOOL 2/15/19-3/15/19	0	1,446.80	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		1,446.80	
			000-1008-00	MIDDLE SCHOOL 2/15/19-3/15/19	0	397.00	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		397.00	
			000-1009-00	CONCESSION STAND 2/15/19-3/15/19	0	57.00	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		57.00	
			000-1066-00	ADAMS ST HOUSE 2/15/19-3/15/19	0	18.00	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		18.00	
77078	CNA SURETY	04/04/2019	58209428	WESTERN SURETY COMPANY 05/14/19	0	350.00	350.00
10 E 800 714 270000 000				GENERAL FUND/INSURANCE/FIDELITY BOND PREMIUMS		350.00	
77079	Vendor Continued Void	04/04/2019					0.00
77080	Vendor Continued Void	04/04/2019					0.00
77081	COMPLETE CONTROL, INC.	04/04/2019	SRVCE037114	2/5/19 & 2/28/19 SERVICE FOR AERCO BOILER-1 PER DENNIS WENZEL	1011819070	2,430.75	7,611.52
10 E 800 324 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/NON TECH REPAIRS &		2,430.75	
			SRVCE037115	2/5 & 2/28/19 SERVICE WORK ON THERMOSTAT FOR HS GIRLS LOCKER ROOM	1011819071	1,586.34	
10 E 800 324 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/NON TECH REPAIRS &		1,586.34	
			SRVCE037116	2/15/19 SERVICE FOR WATER HEATERS 1-3	1011819069	1,250.18	
10 E 800 324 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/NON TECH REPAIRS &		1,250.18	
			SRVCE037204	3/21 BELTS INSTALLED WHILE ONSITE PERFORMING	1011819079	82.49	

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10 E 800 324 254300 000				MAINTENANCE CONTRACT WORK PER DENNIS WENZEL		82.49	
			GENERAL FUND/BUILDING REPAIRS/NON TECH REPAIRS & MAINTENANCE				
			SRVCE037205	2/28 & 3/4: TEMPERATURE CONTROL ISSUE IN STEVE KOLDENS OFFICE	1011819077	792.97	
10 E 800 324 254300 000			GENERAL FUND/BUILDING REPAIRS/NON TECH REPAIRS & MAINTENANCE			792.97	
			SRVCE037206	3/13 (ERIC) BOILER #3 SERVING THE POOL AREA HAD A BAD BOILER PUMP. REPLACED WITH A NEW PUMP AND TEST RAN THE UNIT. CHECKED AMPS OF THE NEW PUMP	1011819080	1,212.62	
10 E 800 324 254300 000			GENERAL FUND/BUILDING REPAIRS/NON TECH REPAIRS & MAINTENANCE			1,212.62	
			SRVCE037207	3/13 (ERIC) AHU-1 WHICH SERVES THE POOL AREA UNDER THE TUNNEL HAD A FAILED ROOM SENSOR. REPLACED AND SET UP OINT ON DATAMATE AND TEST RAN PER DENNIS WENZEL	1011819078	256.17	
10 E 800 324 254300 000			GENERAL FUND/BUILDING REPAIRS/NON TECH REPAIRS & MAINTENANCE			256.17	
77082 DALCO		04/04/2019	3429433	CLEANING SUPPLIES PER DENNIS WENZEL	1011819064	56.36	105.82
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			56.36	
			3429751	DISINFECTANT FOR LORI KITCHEN	1011819055	49.46	
50 E 800 419 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP			49.46	
77083 DESIGNER ADVERTISING		04/04/2019	52932	CUSTODIAL SHIRTS WITH NAMES PER DENNIS WENZEL	1011819057	130.00	130.00
10 E 800 420 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/APPAREL			130.00	
77084 DRUG TEST MIDWEST, LLC		04/04/2019	21503	DRUG TESTING	0	81.00	81.00

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10 E 800 310 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		81.00	
77085	FASTENAL COMPANY	04/04/2019	WIABB27302	SUPPLIES FOR FOOTBALL RAMP PER DENNIS WENZEL	1011819075	15.09	15.09
10 E 800 411 254200 000				GENERAL FUND/SITE REPAIRS/GENERAL SUPPLIES		15.09	
77086	FOLLETT SCHOOL SOLUTIONS, INC	04/04/2019	429716A	2018-2019 - CE - 432 - Follett	2001819006	416.61	890.03
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		416.61	
			429897	2018-2019 - CE - 431 - Follett	2001819004	167.04	
10 E 100 431 222200 000				GENERAL FUND/LMC - INST SERVICE/AUDIO-VISUAL MEDIA		167.04	
			429897F	2018-2019 - CE - 431 - Follett	2001819004	50.68	
10 E 100 431 222200 000				GENERAL FUND/LMC - INST SERVICE/AUDIO-VISUAL MEDIA		50.68	
			440590	2018-2019 - MS - 439 - Reference Books	2001819037	255.70	
10 E 200 439 222200 000				GENERAL FUND/LMC - INST SERVICE/OTHER MEDIA		255.70	
77087	KATRINA FRIEDLI	04/04/2019	REIMBURSEMENT	CLAY CORNER STUDIO PURCHASE	0	144.00	144.00
27 E 200 411 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/GENERAL SUPP		144.00	
77088	INDIANHEAD FOODSERVICE DISTRIB	04/04/2019	MARCH19CR	FOOD AND SUPPLIES CREDITS	0	-279.50	10,731.70
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		-279.50	
			MARCH2019	FOOD AND SUPPLIES	0	11,011.20	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		8,129.92	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		492.90	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		2,333.78	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		54.60	
77089	INSTRUMENTAL AWARDS LLC	04/04/2019	1901	SOUSA COMBINATION & GILMORE STUDENT AWARD	4011819090	127.00	127.00
10 E 400 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		127.00	
77090	IROW	04/04/2019	281037	CONFIDENTIAL SHREDDING PICKUP SERVICE 3/1/19 TO 3/31/19	1011819056	40.00	40.00
10 E 800 310 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES		40.00	
77091	JANE'S LEATHERWORKS	04/04/2019	LAPBLANKET	WEIGHTED BLANKET	1011819065	30.00	30.00

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27 E 100 411 158100 341				FOR SPEC ED PER SAM JOHNSON AND GLORIA JOSEPHSON SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/GENERAL SUPP		30.00	
77092 J H LARSON COMPANY		04/04/2019	S101962270.001	MATERIALS FOR EXIT LIGHTS PER DENNIS WENZEL	1011819062	209.65	520.85
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		209.65	
			S101963173.001	MATERIALS NEEDED FOR EXIT LIGHTS PER DENNIS WENZEL	1011819061	181.08	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		181.08	
			S101965214.001	MATERIALS NEEDED FOR REPAIRS PER DENNIS WENZEL	1011819060	130.12	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		130.12	
77093 KELSEY IMPLEMENT COMPANY INC		04/04/2019	134336	BEARING FOR THE WEIGHT ROOM STATIONARY BIKE PER DENNIS WENZEL	1011819087	16.50	16.50
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		16.50	
77094 KELLEY SUPPLY, INC.		04/04/2019	3102603	2018-2019 MS MATH: TAPE	2021819024	78.09	78.09
10 E 200 411 124000 000				GENERAL FUND/MATHEMATICS/GENERAL SUPPLIES		78.09	
77095 KOLDEN, STEVEN E		04/04/2019	REIMBURSEMENT	MARCH 2019	0	145.58	145.58
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		145.58	
77096 MADISON NATIONAL LIFE		04/04/2019	1335965	LTD - COLBY SCHOOL DISTRICT - APRIL 2019	0	1,433.60	1,433.60
10 E 800 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		14.01	
10 E 800 251 223910 000				GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR		7.26	
10 E 800 251 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION		49.94	
10 E 800 251 252000 000				GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE		23.64	
10 E 800 251 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I		70.68	
27 E 100 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		24.10	
27 E 400 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		38.57	
27 E 800 251 156600 011				SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN		31.21	
27 E 800 251 215000 011				SPECIAL EDUC./PSYCHOLOGICAL SERVICES/INCOME PROTECTION		11.56	
27 E 800 251 223300 011				SPECIAL EDUC./BEN DIRECTOR/INCOME PROTECTION INSURANCE		13.76	
50 E 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO		49.91	
27 E 200 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		25.05	
27 E 100 251 159300 011				SPECIAL EDUC./ADAPTIVE PHY ED/INCOME PROTECTION INSURAN		1.43	
10 E 050 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		10.04	

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10 E 800 251 215000 000				GENERAL FUND/PSYCHOLOGICAL SERVICES/INCOME PROTECTION I		2.20	
10 E 100 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		164.68	
10 E 100 251 110000 332				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		43.96	
10 E 200 251 120000 000				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		155.08	
10 E 200 251 141000 000				GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE		6.81	
10 E 200 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		10.22	
10 E 100 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		12.90	
10 E 200 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		10.95	
27 E 200 251 213000 011				SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		1.22	
10 E 100 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		14.18	
27 E 100 251 213000 011				SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		1.58	
10 E 200 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		15.16	
10 E 100 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		14.97	
10 E 100 251 121000 000				GENERAL FUND/ART/INCOME PROTECTION INSURANCE		15.63	
10 E 200 251 121000 000				GENERAL FUND/ART/INCOME PROTECTION INSURANCE		7.03	
10 E 400 251 124000 000				GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		25.40	
10 E 100 251 125100 000				GENERAL FUND/MUSICAL GENERAL/INCOME PROTECTION INSURANC		15.36	
10 E 200 251 125400 000				GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		6.99	
10 E 400 251 125400 000				GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		6.99	
10 E 200 251 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		5.21	
10 E 400 251 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		5.20	
10 E 400 251 126000 000				GENERAL FUND/SCIENCE/INCOME PROTECTION INSURANCE		30.84	
10 E 400 251 127000 000				GENERAL FUND/SOCIAL STUDIES/INCOME PROTECTION INSURANCE		22.93	
10 E 400 251 122000 000				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		24.07	
10 E 400 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		5.60	
10 E 100 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		2.81	
10 E 200 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		2.81	
10 E 400 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		5.24	
10 E 200 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		5.23	
10 E 100 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		29.49	
10 E 200 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		38.51	
10 E 400 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		58.66	
10 E 400 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		7.60	
10 E 200 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		3.26	
10 E 800 251 110000 341				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		7.26	
27 E 100 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		22.14	
27 E 200 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		43.51	
27 E 400 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		21.14	
10 E 400 251 141000 000				GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE		3.49	
10 E 400 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		8.99	
27 E 050 251 152000 011				SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN		16.39	
10 E 400 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		18.51	
10 E 200 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		4.21	
10 E 400 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		16.98	
27 E 200 251 159100 341				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		6.37	
27 E 400 251 213000 011				SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		1.60	
10 E 100 251 124000 000				GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		12.67	
10 E 100 251 122000 000				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		28.91	
10 E 800 251 171000 391				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		2.15	
10 E 800 251 171000 000				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		12.16	

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10 E 800 251 229000 000				GENERAL FUND/INSTRUCTIONAL STAFF SERVICES/INCOME PROTEC		4.77	
10 E 200 251 123000 000				GENERAL FUND/FOREIGN LANGUAGE/INCOME PROTECTION INSURAN		1.56	
10 E 400 251 123000 000				GENERAL FUND/FOREIGN LANGUAGE/INCOME PROTECTION INSURAN		8.85	
10 E 100 251 171000 000				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		10.04	
10 E 200 251 171000 000				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		6.11	
10 E 100 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		6.34	
10 E 200 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		8.18	
10 E 400 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		4.29	
10 E 400 251 129000 000				GENERAL FUND/OTHER REGULAR CURRICULUM/INCOME PROTECTION		7.05	
77097	MARSHFIELD BOOK & STATIONARY	04/04/2019	351709	INVENTORY SUPPLIES FOR DISTRICT	1011819019	1,828.99	2,131.09
10 E 800 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		1,828.99	
			351740	OFFICE SUPPLIES PER KRISTEN	1011819040	116.10	
10 E 800 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		116.10	
			351740-1	46X60 CHAIR MAT	1011819025	186.00	
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		186.00	
77098	MIDAMERICAN RESEARCH CHEMICAL	04/04/2019	0660340-IN	CUSTODIAL SUPPLIES PER DENNIS WENZEL	1011819063	387.30	387.30
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		387.30	
77099	PROGRESSIVE TRAVEL, INC.	04/04/2019	12035 - BAND	BAND TO STATE GBB	0	1,075.00	3,272.62
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		1,075.00	
			12037	TRACK TO UW STOUT	0	775.00	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		775.00	
			STATEGBB 12036	GBB TO STATE	0	1,422.62	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		1,422.62	
77100	RAU, RANDALL J	04/04/2019	REIMBURSEMENT	WIAA GOLD STATE QUALIFIER MEDALS GIRLS BASKETBALL	1011819072	45.37	45.37
10 E 400 411 162105 000				GENERAL FUND/GIRLS BASKETBALL/GENERAL SUPPLIES		45.37	
77101	SCHOOL DISTRICT OF NEILLSVILLE	04/04/2019	041219MS	Entry Fees and Dues/FAT Timing Company	8011819013	50.00	50.00
10 E 200 310 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/PERSONAL SERVICES		50.00	
77102	MICHAEL SIERACKI	04/04/2019	REIMBURSEMENT	DIRECT REIMBURSEMENT FOR MENARDS TORCH AND PROPANE. WOULD	0	22.38	22.38

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				NOT LET HIM USE HIS PO			
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		22.38	
77103	SKYWARD ACCOUNTING DEPT	04/04/2019	0000197570	SKYWARD TRAINING FOR ASHLEY DAKE	1011819038	600.00	600.00
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		600.00	
77104	SYSCO BARABCO LLC	04/04/2019	218036371	FOOD AND SUPPLIES	0	599.63	502.52
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		457.84	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		141.79	
			218036371CR	CREDIT FOR DAMAGED FOOD	0	-97.11	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		-97.11	
77105	TEACHERS PAY TEACHERS	04/04/2019	87496089	supplies	1021819057	40.24	40.24
10 E 100 411 122000 000				GENERAL FUND/ENGLISH/GENERAL SUPPLIES		40.24	
77106	TEAM SPORTING GOODS INC	04/04/2019	AAF011882-AC2	BASKETBALL PATCHES TO FIX DEFLATING BALLS	0	40.66	807.12
10 E 400 411 162105 000				GENERAL FUND/GIRLS BASKETBALL/GENERAL SUPPLIES		40.66	
			AAF012643	game balls, score book, fielders face mask, bats, helmets, pitching mound rubber	8011819002	766.46	
10 E 400 440 162117 000				GENERAL FUND/GIRLS SOFTBALL/NON-CAPITAL EQUIPMENT		766.46	
77107	UW STOUT	04/04/2019	040519	Entry Fees and Dues/FAT Timing Company	8011819013	210.00	210.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		210.00	
77108	WALMART BUSINESS/SYNCB	04/04/2019	FRAUD	UNDETERMINED CHARGE	0	17.18	62.74
10 E 800 990 252000 000				GENERAL FUND/FISCAL/MISC. EXPENSES		17.18	
			P9273002Q01SSTBFD	Supplies	4011819189	45.56	
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		45.56	
77109	WHSFA STATE OFFICE	04/04/2019	118795027	WHSFA Organization fee	4011819015	185.00	245.00
10 E 400 940 161339 000				GENERAL FUND/FORENSICS/DUES & FEES		185.00	
			SHIRTS	FORENSICS SHIRTS	0	60.00	
10 E 400 411 161339 000				GENERAL FUND/FORENSICS/GENERAL SUPPLIES		60.00	

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77110	WIL-KIL PEST CONTROL CORP	04/04/2019	3595181	3/22/19 COMM ERON MONTHLY	1011819083	41.50	81.50
10 E 800 310 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES		41.50	
			3596452	3/22/19 PEST CONTROL RATS/MICE	1011819082	40.00	
10 E 800 310 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES		40.00	
77111	WISCONSIN SCHOOL MUSIC ASSN.	04/04/2019	137295	WSMA Dues and Fees MS 2018	4011819094	148.00	148.00
10 E 200 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		148.00	
			44	Computer	Check(s) For a Total of		68,618.49

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77112	CINTAS	04/12/2019	4019565817	SHOP COATS AND TOWELS	1011819092	58.62	58.62
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		58.62	
77113	E.O. JOHNSON COMPANY, INC.	04/12/2019	INV526924	TONER FOR MEGHAN WALTERS	0	201.51	201.51
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		201.51	
77114	FOLLETT SCHOOL SOLUTIONS, INC	04/12/2019	429716F	2018-2019 - CE - 432 - Follett	2001819006	132.08	132.08
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		132.08	
77115	FRONTIER	04/12/2019	26215908990904145	MONTHLY LINE CHARGES MARCH 2019	0	177.26	177.26
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		177.26	
77116	JIM HAGEN	04/12/2019	REIMBURSEMENT	REIMBURSEMENT FOR HOTEL CHARGES 3/29/19-3/30/19 PER AUDRA	1011819090	139.00	139.00
10 E 800 342 162001 000				GENERAL FUND/ATHLETICS-GENERAL/EMPLOYEE TRAVEL & EXP.		139.00	
77117	MICHAEL OR SALLY JAHNKE	04/12/2019	8/22/18-3/7/19	MILEAGE FOR MICHAEL AND SALLY JAHNKE	1011819088	297.35	297.35
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIIL TRAVEL		297.35	
77118	J W PEPPER & SON INC	04/12/2019	1014683	Middle School Solo and Ensemble Music 2018	4011819093	85.99	85.99
10 E 200 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		85.99	
77119	KALAHARI RESORT CONVENTION CTR	04/12/2019	R00F73LWSMH-2	WEMTA CONFERENCE HOTEL RESERVATION: R00F73LWSMH	2001819063	338.00	338.00
10 E 400 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		338.00	
77120	Vendor Continued Void	04/12/2019					0.00
77121	MISSISSIPPI WELDERS SUPPLY CO	04/12/2019	2900970	Gas and Welding supplies through out the year for welding, Advance welding, Metals, and tank leasing	4011819129	14.48	221.02
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		14.48	
			2923866	Gas and Welding supplies through	4011819129	55.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				out the year for welding, Advance welding, Metals, and tank leasing			
10 E 800 320 254410 000				GENERAL FUND/REPAIR INSTRUCT EQUIP/PROPERTY SERVICE		55.00	
			2928069	Gas and Welding supplies through out the year for welding, Advance welding, Metals, and tank leasing	4011819129	151.54	
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		151.54	
77122	MOSINEE HIGH SCHOOL FCCLA	04/12/2019	041619	Entry Fees and Dues/FAT Timing Company	8011819013	150.00	150.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		150.00	
77123	PITNEY BOWES INC	04/12/2019	1011870683	ELEMENTARY SCHOOL POSTAGE METER	0	22.50	22.50
10 E 800 571 263300 000				GENERAL FUND/PUBLIC INFORMATION/EQUIPMENT RENTAL		22.50	
77124	SMAZAL, ROBBIE C	04/12/2019	REIMBURSEMENT	ROBBIE SMAZAL REIMBURSEMENT FOR FOOTBALL CLICK REGISTRATION PER JIM HAGAN	1011819089	75.00	75.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		75.00	
77125	STANLEY-BOYD SCHOOLS	04/12/2019	041819	Entry Fees and Dues/FAT Timing Company	8011819013	150.00	150.00
10 E 400 940 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/DUES & FEES		150.00	
77126	STEWART, MICHELE	04/12/2019	REIMBURSEMENT	Teacher pay teachers - open purchase order	1021819049	84.79	84.79
10 E 200 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		84.79	
77127	TEAM SPORTING GOODS INC	04/12/2019	AAD008677	Track and Field Equipment	8011819014	204.00	754.00
10 E 400 420 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/APPAREL		204.00	
			AAF012915	Track and Field Equipment	8011819014	550.00	
10 E 400 440 162319 000				GENERAL FUND/TRACK-BOYS/GIRLS/NON-CAPITAL EQUIPMENT		550.00	
77128	USPS	04/12/2019	2722572	EXTRA POSTAGE ACCOUNT	0	21.20	21.20

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		21.20	
77129	WAUSAU AWARDS	04/12/2019	040519	NAME PLATE HOLDER FOR ASHLEY DAKE	1011819059	15.35	15.35
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		15.35	
77130	WISCONSIN SCHOOL MUSIC ASSN.	04/12/2019	137470	2018-2019 Medals for Solo Ensemble (both District and State Festivals)	4011819144	876.20	876.20
10 E 400 411 125400 000				GENERAL FUND/VOCAL MUSIC/GENERAL SUPPLIES		876.20	
				19 Computer	Check(s) For a Total of		3,799.87

Obj	2017-18	2017-18	2017-18	2018-19	2018-19	2018-19	Encumbered Amount	Unencumbered Balance
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %		
100000	INSTRUCTION							
110000	ELEMENTARY CURRICULUM							
SALARIES	937,047.00	675,938.36	72.13	923,226.00	555,480.80	60.17	0.00	367,745.20
EMPLOYEE BENEFITS	536,795.00	374,885.21	69.84	520,325.00	313,701.82	60.29	0.00	206,623.18
PURCHASED SERVICES	0.00	0.00	0.00	0.00	525.00	0.00	0.00	-525.00
NON-CAPITAL OBJECTS	21,790.00	24,989.98	114.69	43,086.00	53,080.45	123.20	141.40	-10,135.85
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	960.00	-960.00
ELEMENTARY CURRICULUM	1,495,632.00	1,075,813.55	71.93	1,486,637.00	922,788.07	62.07	1,101.40	562,747.53
120000	REGULAR CURRICULUM							
SALARIES	1,664,057.00	1,184,788.74	71.20	1,608,102.00	1,071,334.42	66.62	0.00	536,767.58
EMPLOYEE BENEFITS	799,863.00	534,971.03	66.88	768,268.00	492,178.64	64.06	0.00	276,089.36
PURCHASED SERVICES	3,900.00	1,512.67	38.79	2,592.00	1,853.36	71.50	1,165.64	-427.00
NON-CAPITAL OBJECTS	63,779.00	69,235.68	108.56	111,657.00	95,684.65	85.70	8,787.65	7,184.70
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	4,536.00	5,142.65	113.37	5,847.00	4,168.05	71.29	1,748.63	-69.68
REGULAR CURRICULUM	2,536,135.00	1,795,650.77	70.80	2,496,466.00	1,665,219.12	66.70	11,701.92	819,544.96
130000	VOCATIONAL CURRICULUM							
SALARIES	193,372.00	134,716.92	69.67	213,180.00	140,109.69	65.72	0.00	73,070.31
EMPLOYEE BENEFITS	106,835.00	70,969.72	66.43	125,692.00	85,158.05	67.75	0.00	40,533.95
PURCHASED SERVICES	5,089.00	3,672.72	72.17	4,690.00	3,808.55	81.21	0.00	881.45
NON-CAPITAL OBJECTS	39,823.00	39,779.51	99.89	74,844.00	70,917.58	94.75	9,328.47	-5,402.05
CAPITAL OBJECTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	105.00	0.00	0.00	90.00	55.00	61.11	30.00	5.00
VOCATIONAL CURRICULUM	345,324.00	249,138.87	72.15	418,496.00	300,048.87	71.70	9,358.47	109,088.66
140000	PHYSICAL CURRICULUM							
SALARIES	159,530.00	118,485.89	74.27	164,249.00	108,255.05	65.91	0.00	55,993.95
EMPLOYEE BENEFITS	77,176.00	58,086.79	75.27	75,327.00	49,542.79	65.77	0.00	25,784.21
PURCHASED SERVICES	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
NON-CAPITAL OBJECTS	4,484.00	3,491.56	77.87	1,425.00	1,893.51	132.88	0.00	-468.51

Obj	2017-18 Original Budget	2017-18 FYTD Activity	2017-18 FYTD %	2018-19 Budget	2018-19 FYTD Activity	2018-19 FYTD %	Encumbered Amount	Unencumbered Balance
100000	INSTRUCTION							
140000	PHYSICAL CURRICULUM							
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	4,400.00	2,975.00	67.61	3,600.00	2,575.00	71.53	0.00	1,025.00
PHYSICAL CURRICULUM	245,690.00	183,039.24	74.50	244,701.00	162,266.35	66.31	0.00	82,434.65
150000	SPECIAL CURRICULUM							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPECIAL CURRICULUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160000	CO-CURRICULAR							
SALARIES	123,496.00	105,192.43	85.18	128,208.00	96,131.29	74.98	0.00	32,076.71
EMPLOYEE BENEFITS	18,941.00	12,407.51	65.51	16,344.00	11,509.32	70.42	0.00	4,834.68
PURCHASED SERVICES	36,790.00	23,705.39	64.43	38,873.00	24,643.26	63.39	9,167.50	5,062.24
NON-CAPITAL OBJECTS	35,702.00	31,570.14	88.43	34,459.00	32,056.91	93.03	2,705.39	-303.30
CAPITAL OBJECTS	22,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	20,395.00	14,481.80	71.01	19,360.00	21,092.29	108.95	6,572.00	-8,304.29
CO-CURRICULAR	257,824.00	187,357.27	72.67	237,244.00	185,433.07	78.16	18,444.89	33,366.04
170000	SPECIAL NEEDS							
SALARIES	154,820.00	123,284.16	79.63	156,507.00	98,903.08	63.19	0.00	57,603.92
EMPLOYEE BENEFITS	119,390.00	78,777.17	65.98	110,855.00	55,250.19	49.84	0.00	55,604.81
PURCHASED SERVICES	15.00	51.97	346.47	50.00	82.22	164.44	0.00	-32.22
NON-CAPITAL OBJECTS	3,943.00	1,012.82	25.69	3,853.00	1,266.08	32.86	0.00	2,586.92
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	2,000.00	2,320.00	116.00	2,320.00	1,840.00	79.31	800.00	-320.00
SPECIAL NEEDS	280,168.00	205,446.12	73.33	273,585.00	157,341.57	57.51	800.00	115,443.43
INSTRUCTION	5,160,773.00	3,696,445.82	71.63	5,157,129.00	3,393,097.05	65.79	41,406.68	1,722,625.27

Obj	2017-18 Original Budget	2017-18 FYTD Activity	2017-18 FYTD %	2018-19 Budget	2018-19 FYTD Activity	2018-19 FYTD %	Encumbered Amount	Unencumbered Balance
200000	SUPPORT SERVICES							
210000	PUPIL SERVICES							
SALARIES	156,335.00	115,789.55	74.07	172,306.00	116,339.08	67.52	0.00	55,966.92
EMPLOYEE BENEFITS	87,884.00	57,411.03	65.33	103,874.00	62,941.91	60.59	0.00	40,932.09
PURCHASED SERVICES	9,323.00	7,116.40	76.33	9,265.00	6,521.27	70.39	2,325.00	418.73
NON-CAPITAL OBJECTS	3,295.00	3,620.42	109.88	16,103.00	2,242.64	13.93	4,428.60	9,431.76
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	140.00	140.00	100.00	140.00	210.00	150.00	0.00	-70.00
PUPIL SERVICES	256,977.00	184,077.40	71.63	301,688.00	188,254.90	62.40	6,753.60	106,679.50
220000	INSTRUCTIONAL STAFF SERVICES							
SALARIES	194,984.00	135,040.57	69.26	189,680.00	128,587.34	67.79	0.00	61,092.66
EMPLOYEE BENEFITS	113,674.00	74,502.08	65.54	122,776.00	86,112.73	70.14	0.00	36,663.27
PURCHASED SERVICES	45,692.00	48,970.90	107.18	53,879.00	46,280.85	85.90	6,008.73	1,589.42
NON-CAPITAL OBJECTS	57,844.00	56,047.51	96.89	117,573.00	104,623.59	88.99	16,208.81	-3,259.40
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,063.00	725.83	68.28	1,157.00	414.00	35.78	102.27	640.73
INSTRUCTIONAL STAFF SERVI	413,257.00	315,286.89	76.29	485,065.00	366,018.51	75.46	22,319.81	96,726.68
230000	GENERAL ADMINISTRATION							
SALARIES	141,000.00	118,057.04	83.73	187,369.00	144,813.32	77.29	0.00	42,555.68
EMPLOYEE BENEFITS	53,359.00	42,426.68	79.51	64,739.00	52,705.01	81.41	0.00	12,033.99
PURCHASED SERVICES	55,840.00	40,627.58	72.76	50,914.00	31,289.64	61.46	0.00	19,624.36
NON-CAPITAL OBJECTS	9,698.00	3,933.14	40.56	9,150.00	4,602.85	50.30	0.00	4,547.15
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	8,500.00	6,650.78	78.24	10,500.00	9,877.82	94.07	0.00	622.18
GENERAL ADMINISTRATION	268,397.00	211,695.22	78.87	322,672.00	243,288.64	75.40	0.00	79,383.36
240000	BUILDING ADMINISTRATION							
SALARIES	361,390.00	298,208.58	82.52	404,003.00	319,022.64	78.97	0.00	84,980.36
EMPLOYEE BENEFITS	202,515.00	158,918.98	78.47	235,134.00	177,166.49	75.35	0.00	57,967.51
PURCHASED SERVICES	0.00	0.00	0.00	800.00	499.00	62.38	800.00	-499.00
NON-CAPITAL OBJECTS	7,310.00	4,523.71	61.88	5,800.00	2,784.65	48.01	4,757.83	-1,742.48

Obj	2017-18 Original Budget	2017-18 FYTD Activity	2017-18 FYTD %	2018-19 Budget	2018-19 FYTD Activity	2018-19 FYTD %	Encumbered Amount	Unencumbered Balance
200000	SUPPORT SERVICES							
240000	BUILDING ADMINISTRATION							
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,265.00	0.00	0.00	1,315.00	1,445.00	109.89	0.00	-130.00
BUILDING ADMINISTRATION	572,480.00	461,651.27	80.64	647,052.00	500,917.78	77.42	5,557.83	140,576.39
250000	BUSINESS ADMINISTRATION							
SALARIES	444,395.00	358,809.52	80.74	452,280.00	345,888.40	76.48	0.00	106,391.60
EMPLOYEE BENEFITS	255,636.00	179,046.36	70.04	281,666.00	188,961.93	67.09	0.00	92,704.07
PURCHASED SERVICES	1,066,333.00	949,893.00	89.08	1,105,970.00	893,823.48	80.82	1,109.00	211,037.52
NON-CAPITAL OBJECTS	113,244.00	117,043.36	103.36	130,075.00	80,687.80	62.03	0.00	49,387.20
CAPITAL OBJECTS	0.00	0.00	0.00	51,000.00	49,879.00	97.80	0.00	1,121.00
INSURANCE & JUDGMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,500.00	732.60	48.84	1,500.00	2,550.20	170.01	0.00	-1,050.20
BUSINESS ADMINISTRATION	1,881,108.00	1,605,524.84	85.35	2,022,491.00	1,561,790.81	77.22	1,109.00	459,591.19
260000	CENTRAL SERVICES							
SALARIES	17,650.00	11,087.90	62.82	0.00	12.39	0.00	0.00	-12.39
EMPLOYEE BENEFITS	18,953.00	5,267.87	27.79	0.00	151.66	0.00	0.00	-151.66
PURCHASED SERVICES	202,500.00	141,661.12	69.96	32,000.00	20,615.72	64.42	175.00	11,209.28
NON-CAPITAL OBJECTS	117,050.00	86,862.67	74.21	0.00	461.79	0.00	0.00	-461.79
CAPITAL OBJECTS	16,000.00	778.25	4.86	1,000.00	408.50	40.85	0.00	591.50
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CENTRAL SERVICES	372,153.00	245,657.81	66.01	33,000.00	21,650.06	65.61	175.00	11,174.94
270000	INSURANCE							
INSURANCE & JUDGMENTS	126,506.00	123,126.00	97.33	122,244.00	120,901.32	98.90	0.00	1,342.68
INSURANCE	126,506.00	123,126.00	97.33	122,244.00	120,901.32	98.90	0.00	1,342.68

Obj	2017-18		2017-18		2018-19		2018-19		Encumbered Amount	Unencumbered Balance
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %				
200000	SUPPORT SERVICES									
280000	DEBT SERVICE									
DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290000	OTHER SUPPORT SERVICES									
SALARIES	0.00	0.00	0.00	18,796.00	13,653.47	72.64	0.00	0.00	5,142.53	
EMPLOYEE BENEFITS	175,000.00	167,153.64	95.52	192,183.00	186,462.00	97.02	0.00	0.00	5,721.00	
PURCHASED SERVICES	2,593.00	1,847.04	71.23	210,758.00	142,117.77	67.43	0.00	0.00	68,640.23	
NON-CAPITAL OBJECTS	0.00	0.00	0.00	3,500.00	3,617.54	103.36	2,162.24	0.00	-2,279.78	
CAPITAL OBJECTS	0.00	0.00	0.00	8,400.00	9,240.00	110.00	0.00	0.00	-840.00	
OTHER SUPPORT SERVICES	177,593.00	169,000.68	95.16	433,637.00	355,090.78	81.89	2,162.24	0.00	76,383.98	
SUPPORT SERVICES	4,068,471.00	3,316,020.11	81.51	4,367,849.00	3,357,912.80	76.88	38,077.48	0.00	971,858.72	
400000	NON-PROGRAM TRANSACTIONS									
410000	INTERFUND OPERATING TRANSFERS									
OPERATING TRANSFERS-OUT	1,125,767.00	5,748.30	0.51	1,113,656.00	0.00	0.00	0.00	0.00	1,113,656.00	
INTERFUND OPERATING TRANS	1,125,767.00	5,748.30	0.51	1,113,656.00	0.00	0.00	0.00	0.00	1,113,656.00	
430000	GEN. TUITION PAYMENTS									
PURCHASED SERVICES	1,092,954.00	26,823.28	2.45	1,480,041.00	16,503.32	1.12	0.00	0.00	1,463,537.68	
NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
GEN. TUITION PAYMENTS	1,092,954.00	26,823.28	2.45	1,480,041.00	16,503.32	1.12	0.00	0.00	1,463,537.68	
490000	NON-PROGRAM TRANSACTIONS									
OTHER OBJECTS	0.00	1,225.13	0.00	1,325.00	1,372.29	103.57	0.00	0.00	-47.29	
NON-PROGRAM TRANSACTIONS	0.00	1,225.13	0.00	1,325.00	1,372.29	103.57	0.00	0.00	-47.29	
NON-PROGRAM TRANSACTIONS	2,218,721.00	33,796.71	1.52	2,595,022.00	17,875.61	0.69	0.00	0.00	2,577,146.39	

	2017-18	2017-18	2017-18	2018-19	2018-19	2018-19	Encumbered	Unencumbered
<u>Obj</u>	<u>Original Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Budget</u>	<u>FYTD Activity</u>	<u>FYTD %</u>	<u>Amount</u>	<u>Balance</u>
Grand Expense Totals	11,447,965.00	7,046,262.64	61.55	12,120,000.00	6,768,885.46	55.85	79,484.16	5,271,630.38

Number of Accounts: 3838

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

Colby School District: 2019 Staff Survey - Data Compared to Sim

School	Colby School District	Teachers (n)	Comparison
Colby School District	Health/Stress management/Wellness	3.39 (41)	3.44
Colby School District	Workload	3.27 (44)	3.41
Colby School District	Control over your work environment	3.44 (43)	3.81
Colby School District	Affirmation	3.04 (42)	3.24
Colby School District	Equipped	3.36 (42)	3.57
Colby School District	Collaboration/Teamwork	3.48 (44)	3.84
Colby School District	Trust in building leadership	3.09 (41)	3.63
Colby School District	Culture of educational excellence	2.97 (45)	3.6
Colby School District	Public/Parent support/trust	3.52 (37)	3.78
Colby School District	Planning/Improvement process	2.65 (45)	3.19
Colby School District	Trust in District leadership	3.49 (33)	3.7
Colby School District	Communications	3.41 (44)	3.6
Colby School District	Retention	3.62 (44)	3.87
School	Colby Elementary School	Teachers (n)	Comparison
Colby Elementary School	Health/Stress management/Wellness	3.40 (15)	3.47
Colby Elementary School	Workload	3.45 (16)	3.38
Colby Elementary School	Control over your work environment	3.34 (16)	3.74
Colby Elementary School	Affirmation	2.92 (15)	3.19
Colby Elementary School	Equipped	3.32 (15)	3.53
Colby Elementary School	Collaboration/Teamwork	3.73 (16)	3.86
Colby Elementary School	Trust in building leadership	2.26 (15)	3.54
Colby Elementary School	Culture of educational excellence	3.03 (16)	3.57
Colby Elementary School	Public/Parent support/trust	3.74 (14)	3.76
Colby Elementary School	Planning/Improvement process	2.55 (16)	3.15
Colby Elementary School	Trust in District leadership	3.82 (11)	3.65
Colby Elementary School	Communications	3.34 (16)	3.56
Colby Elementary School	Retention	3.79 (16)	3.79
School	Colby Middle School	Teachers (n)	Comparison
Colby Middle School	Health/Stress management/Wellness	3.42 (14)	3.42
Colby Middle School	Workload	3.38 (14)	3.51
Colby Middle School	Control over your work environment	3.73 (14)	3.87
Colby Middle School	Affirmation	3.23 (14)	3.3
Colby Middle School	Equipped	3.64 (14)	3.65
Colby Middle School	Collaboration/Teamwork	3.75 (14)	3.86
Colby Middle School	Trust in building leadership	4.20 (14)	3.84
Colby Middle School	Culture of educational excellence	3.01 (15)	3.66
Colby Middle School	Public/Parent support/trust	3.56 (13)	3.91
Colby Middle School	Planning/Improvement process	3.02 (15)	3.24
Colby Middle School	Trust in District leadership	3.61 (13)	3.87
Colby Middle School	Communications	3.84 (14)	3.7
Colby Middle School	Retention	3.85 (14)	3.92
School	Colby High School	Teachers (n)	Comparison
Colby High School	Health/Stress management/Wellness	3.36 (13)	3.43
Colby High School	Workload	2.97 (14)	3.41
Colby High School	Control over your work environment	3.22 (14)	3.88

Colby High School	Affirmation	2.96 (13)	3.22
Colby High School	Equipped	3.07 (13)	3.53
Colby High School	Collaboration/Teamwork	2.87 (14)	3.79
Colby High School	Trust in building leadership	2.72 (12)	3.72
Colby High School	Culture of educational excellence	2.85 (14)	3.65
Colby High School	Public/Parent support/trust	3.16 (10)	3.7
Colby High School	Planning/Improvement process	2.39 (14)	3.15
Colby High School	Trust in District leadership	2.99 (11)	3.65
Colby High School	Communications	3.05 (14)	3.52
Colby High School	Retention	3.16 (14)	3.84
School	District Office	Teachers (n)	Comparison
District Office	Health/Stress management/Wellness	N/A	N/A
District Office	Workload	N/A	N/A
District Office	Control over your work environment	N/A	N/A
District Office	Affirmation	N/A	N/A
District Office	Equipped	N/A	N/A
District Office	Collaboration/Teamwork	N/A	N/A
District Office	Trust in building leadership	N/A	N/A
District Office	Culture of educational excellence	N/A	N/A
District Office	Public/Parent support/trust	N/A	N/A
District Office	Planning/Improvement process	N/A	N/A
District Office	Trust in District leadership	N/A	N/A
District Office	Communications	N/A	N/A
District Office	Retention	N/A	N/A
School	District-wide	Teachers (n)	Comparison
District-wide	Health/Stress management/Wellness	N/A	N/A
District-wide	Workload	N/A	N/A
District-wide	Control over your work environment	N/A	N/A
District-wide	Affirmation	N/A	N/A
District-wide	Equipped	N/A	N/A
District-wide	Collaboration/Teamwork	N/A	N/A
District-wide	Trust in building leadership	N/A	N/A
District-wide	Culture of educational excellence	N/A	N/A
District-wide	Public/Parent support/trust	N/A	N/A
District-wide	Planning/Improvement process	N/A	N/A
District-wide	Trust in District leadership	N/A	N/A
District-wide	Communications	N/A	N/A
District-wide	Retention	N/A	N/A

Difference	Ed. Specialist (n)	Comparison	Difference	Aide (n)	Comparison	Difference	Support (n)
-0.04	3.66 (17)	3.59	0.07	3.75 (18)	3.8	-0.05	3.75 (13)
-0.14	3.50 (17)	3.53	-0.03	3.71 (19)	3.98	-0.27	3.55 (15)
-0.37	3.57 (17)	3.93	-0.36	3.56 (19)	3.63	-0.06	3.72 (13)
-0.2	3.37 (17)	3.43	-0.06	3.45 (19)	3.34	0.11	3.37 (13)
-0.22	3.55 (17)	3.75	-0.21	3.35 (19)	3.57	-0.22	3.81 (13)
-0.36	3.62 (17)	3.87	-0.26	3.50 (19)	3.72	-0.22	3.42 (13)
-0.53	3.46 (17)	3.69	-0.23	3.62 (18)	3.59	0.03	3.69 (12)
-0.62	3.24 (17)	3.58	-0.35	3.35 (19)	3.71	-0.36	N/A
-0.25	3.67 (17)	3.93	-0.27	3.53 (18)	3.8	-0.27	3.85 (12)
-0.54	3.16 (16)	3.36	-0.19	2.98 (19)	3.49	-0.5	3.80 (14)
-0.21	3.76 (16)	3.83	-0.07	3.45 (16)	3.74	-0.29	3.71 (13)
-0.19	3.36 (17)	3.65	-0.3	3.44 (19)	3.5	-0.06	3.35 (13)
-0.25	3.84 (17)	3.95	-0.11	3.70 (19)	3.93	-0.23	3.81 (14)
Difference	Ed. Specialist (n)	Comparison	Difference	Aide (n)	Comparison	Difference	Support (n)
-0.07	3.71 (8)	3.54	0.17	3.63 (5)	3.85	-0.22	3.42 (3)
0.07	3.59 (8)	3.42	0.18	3.95 (5)	4.04	-0.09	2.25 (3)
-0.39	3.88 (8)	3.89	-0.02	3.64 (5)	3.65	-0.02	3.08 (3)
-0.27	3.81 (8)	3.36	0.45	3.69 (5)	3.43	0.26	2.83 (3)
-0.21	3.94 (8)	3.66	0.28	3.94 (5)	3.63	0.31	3.00 (3)
-0.12	3.75 (8)	3.88	-0.13	3.55 (5)	3.76	-0.21	3.00 (3)
-1.27	3.59 (8)	3.58	0.02	3.38 (5)	3.55	-0.17	3.25 (3)
-0.54	3.25 (8)	3.57	-0.32	3.45 (5)	3.68	-0.23	N/A
-0.01	3.93 (8)	3.93	0	3.80 (5)	3.72	0.08	3.17 (3)
-0.61	3.28 (8)	3.23	0.05	2.83 (5)	3.47	-0.64	3.83 (3)
0.17	3.86 (7)	3.84	0.02	3.61 (5)	3.66	-0.05	3.08 (3)
-0.22	3.75 (8)	3.63	0.12	3.55 (5)	3.47	0.08	2.58 (3)
0	3.98 (8)	3.9	0.07	3.79 (5)	3.97	-0.18	2.87 (3)
Difference	Ed. Specialist (n)	Comparison	Difference	Aide (n)	Comparison	Difference	Support (n)
0	3.42 (3)	3.52	-0.11	3.83 (9)	3.89	-0.06	N/A
-0.13	3.08 (3)	3.57	-0.49	3.81 (9)	3.91	-0.1	N/A
-0.14	3.33 (3)	3.88	-0.55	3.75 (9)	3.59	0.16	N/A
-0.07	2.33 (3)	3.39	-1.06	3.45 (9)	3.41	0.04	N/A
0	3.00 (3)	3.74	-0.74	3.07 (9)	3.7	-0.63	N/A
-0.11	3.58 (3)	3.87	-0.29	3.78 (9)	3.68	0.1	N/A
0.36	3.71 (3)	4.01	-0.3	3.81 (9)	3.76	0.05	N/A
-0.65	2.83 (3)	3.69	-0.86	3.25 (9)	3.83	-0.59	N/A
-0.36	2.79 (3)	4.01	-1.22	3.39 (8)	4	-0.61	N/A
-0.22	2.58 (3)	3.49	-0.91	2.98 (9)	3.47	-0.49	N/A
-0.25	3.33 (3)	3.85	-0.52	3.51 (7)	3.87	-0.36	N/A
0.14	2.21 (3)	3.73	-1.52	3.61 (9)	3.58	0.03	N/A
-0.07	3.67 (3)	4.01	-0.34	3.90 (9)	4	-0.11	N/A
Difference	Ed. Specialist (n)	Comparison	Difference	Aide (n)	Comparison	Difference	Support (n)
-0.07	3.65 (5)	3.67	-0.02	3.77 (4)	3.76	0.01	3.89 (7)
-0.45	3.50 (5)	3.75	-0.25	3.50 (4)	3.91	-0.41	3.75 (9)
-0.66	3.15 (5)	4.01	-0.86	3.42 (4)	3.52	-0.1	3.72 (7)

Comparison	Difference	All Staff (n)	Comparison	Difference
3.75	0	3.61 (100)	3.57	0.03
3.82	-0.26	3.54 (109)	3.61	-0.07
3.74	-0.02	3.60 (103)	3.83	-0.23
3.48	-0.12	3.30 (101)	3.36	-0.05
3.82	0	3.49 (102)	3.67	-0.18
3.69	-0.27	3.59 (106)	3.84	-0.25
3.68	0.02	3.37 (97)	3.65	-0.29
N/A	N/A	3.09 (81)	3.62	-0.52
3.84	0	3.66 (92)	3.85	-0.19
3.41	0.39	3.01 (105)	3.32	-0.31
3.69	0.03	3.62 (86)	3.77	-0.15
3.47	-0.12	3.43 (106)	3.61	-0.18
3.94	-0.14	3.77 (107)	3.94	-0.17
Comparison	Difference	All Staff (n)	Comparison	Difference
3.8	-0.39	3.51 (32)	3.58	-0.07
3.89	-1.64	3.47 (35)	3.58	-0.11
3.85	-0.77	3.52 (34)	3.81	-0.29
3.54	-0.7	3.30 (32)	3.33	-0.03
3.88	-0.88	3.54 (32)	3.63	-0.09
3.76	-0.76	3.67 (34)	3.88	-0.21
3.66	-0.41	2.96 (31)	3.56	-0.6
N/A	N/A	3.16 (29)	3.61	-0.45
4.06	-0.89	3.76 (31)	3.85	-0.09
3.43	0.4	2.93 (34)	3.23	-0.3
3.97	-0.89	3.71 (26)	3.71	0
3.69	-1.1	3.42 (35)	3.6	-0.18
4.03	-1.16	3.76 (35)	3.86	-0.1
Comparison	Difference	All Staff (n)	Comparison	Difference
N/A	N/A	3.64 (31)	3.53	0.11
N/A	N/A	3.63 (31)	3.62	0
N/A	N/A	3.83 (30)	3.84	-0.01
N/A	N/A	3.36 (30)	3.33	0.03
N/A	N/A	3.49 (30)	3.66	-0.17
N/A	N/A	3.85 (31)	3.82	0.03
N/A	N/A	4.02 (29)	3.84	0.18
N/A	N/A	3.08 (27)	3.66	-0.58
N/A	N/A	3.51 (28)	3.88	-0.37
N/A	N/A	3.06 (30)	3.31	-0.25
N/A	N/A	3.63 (26)	3.82	-0.19
N/A	N/A	3.69 (31)	3.64	0.05
N/A	N/A	3.95 (30)	3.96	0
Comparison	Difference	All Staff (n)	Comparison	Difference
3.71	0.18	3.55 (32)	3.54	0
3.81	-0.05	3.37 (35)	3.58	-0.21
3.55	0.17	3.34 (32)	3.83	-0.5

3.32	-0.17	3.10 (32)	3.3	-0.19
3.66	0.4	3.33 (32)	3.62	-0.28
3.54	-0.19	3.17 (33)	3.77	-0.6
3.46	0.43	3.15 (30)	3.68	-0.53
N/A	N/A	2.98 (23)	3.67	-0.69
3.79	0.4	3.52 (28)	3.77	-0.24
3.22	0.59	2.92 (34)	3.24	-0.33
3.67	0.35	3.40 (28)	3.73	-0.33
3.2	0.12	3.14 (33)	3.52	-0.37
3.81	0.13	3.52 (34)	3.9	-0.38
Comparison	Difference	All Staff (n)	Comparison	Difference
N/A	N/A	4.17 (3)	N/A	N/A
N/A	N/A	4.50 (3)	N/A	N/A
N/A	N/A	4.58 (3)	N/A	N/A
N/A	N/A	4.42 (3)	N/A	N/A
N/A	N/A	4.50 (3)	N/A	N/A
N/A	N/A	4.25 (3)	N/A	N/A
N/A	N/A	4.00 (3)	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	4.58 (3)	N/A	N/A
N/A	N/A	3.83 (3)	N/A	N/A
N/A	N/A	4.50 (3)	N/A	N/A
N/A	N/A	4.50 (3)	N/A	N/A
N/A	N/A	4.87 (3)	N/A	N/A
Comparison	Difference	All Staff (n)	Comparison	Difference
N/A	N/A	4.13 (5)	N/A	N/A
N/A	N/A	4.06 (5)	N/A	N/A
N/A	N/A	3.80 (5)	N/A	N/A
N/A	N/A	3.45 (5)	N/A	N/A
N/A	N/A	3.38 (5)	N/A	N/A
N/A	N/A	3.68 (5)	N/A	N/A
N/A	N/A	2.80 (5)	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	3.91 (5)	N/A	N/A
N/A	N/A	3.33 (5)	N/A	N/A
N/A	N/A	3.69 (4)	N/A	N/A
N/A	N/A	3.13 (5)	N/A	N/A
N/A	N/A	3.78 (5)	N/A	N/A



JOHNSON BLOCK

CPAs

Colby School District
705 N. 2nd Street
P.O. Box 139
Colby, WI 54421

Date: 4/8/2019
Invoice Number: 461060
Client: 1578.

PLEASE ENTER AMOUNT PAID

\$

PLEASE DETACH HERE AND RETURN THIS PORTION WITH CHECK

DATE	DESCRIPTION	AMOUNT
	For professional services rendered for the period ending 3/22/2019	
	Colby School District 705 N. 2nd Street P.O. Box 139 Colby, WI 54421	Invoice Number: 461060 Client: 1578.
	Agreed upon procedures engagement for the analysis of credit card charges.	\$9,400.00
		Invoice Total: \$9,400.00 Prior Balance: \$0.00 Current Amount Due: <u>\$9,400.00</u>

Payment Terms: Net 30 days. Unpaid balances 30 days or more after the original invoice date are subject to a late payment of 1.5% per month (18% annually).



March 26, 2019

Steve Kolden, Administrator
School District of Colby
705 N. 2nd Street
P.O. Box 139
Colby, WI 54421-0139

Dear Mr. Kolden:

Enclosed is an engagement letter for the fiscal year ending June 30, 2019. Please review the letter and return to us when signed.

Feel free to call should there be questions.

Sincerely,

A handwritten signature in black ink that reads "Carrie Leonard".

Carrie Leonard, CPA

Enclosure



March 26, 2019

To the Board of Education and District Administrator
School District of Colby
705 N. 2nd Street
P.O. Box 139
Colby, WI 54421-0139

We are pleased to confirm our understanding of the services we are to provide the School District of Colby for the year ended June 30, 2019. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the School District of Colby as of and for the year ended June 30, 2019. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the School District of Colby's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the School District of Colby's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Budgetary Information
2. Schedule of Changes in the District's Total OPEB Liability and Related Ratios
3. Wisconsin Retirement System Schedules

We have also been engaged to report on supplementary information other than RSI that accompanies the School District of Colby's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

1. Combining and Individual Fund Financial Statements
2. Schedules of Awards

School District of Colby

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Reports

The auditor shall submit to the District's school board the following reports, with copies of each for transmittal to the Department of Public Instruction and other agencies as required:

- a) Auditor's report on the District's financial statements prepared according to Generally Accepted Accounting Principles as promulgated by the Governmental Accounting Standards Board, as of, and for the year ended June 30, 2019, with supplemental information as required by the Department of Public Instruction or requested by the District.
- b) Financial audit statement for the year ended June 30, 2019, as required by the Department of Public Instruction.
- c) Management letter, commenting on material weaknesses in internal control and identifying possible noncompliance with finance-related legal provisions with appropriate recommendations.
- d) Federal program audit reports and schedules, as required.
- e) State program audit reports and schedules, as required.
- f) Membership audit report, as required by the Department of Public Instruction.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and State Single Audit Guidelines.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and State Single Audit Guidelines report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and State Single Audit Guidelines. Both reports will state that the report is not suitable for any other purpose.

School District of Colby

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Audit Objectives (Continued)

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; the provisions of the Uniform Guidance; and State Single Audit Guidelines, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance and State Single Audit Guidelines, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of the School District of Colby. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement. The District recognizes it has the responsibility to correct any deficiency which results in a modification or disclaimer of opinion.

Audit Procedures – General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Audit Procedures – General (Continued)

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedules of expenditures of federal and state awards; federal and state awards programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures – Internal Controls

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and State Single Audit Guidelines, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal or state award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and State Single Audit Guidelines.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, the Uniform Guidance, and State Single Audit Guidelines.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the School District of Colby's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Audit Procedures – Compliance (Continued)

The Uniform Guidance and State Single Audit Guidelines requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal and state statutes, regulations, and the terms and conditions of federal and state awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* and State Single Audit Guidelines for the types of compliance requirements that could have a direct and material effect of each of the School District of Colby's major programs. The purpose of those procedures will be to express an opinion on the School District of Colby's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and State Single Audit Guidelines.

Other Services

We will also assist in preparing the financial statements, schedules of expenditures of federal and state awards, and related notes of the School District of Colby in conformity with U.S. generally accepted accounting principles, the Uniform Guidance, and State Single Audit Guidelines, based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedules of expenditures of federal and state awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal and state awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedules of expenditures of federal and state awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal and state statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, and State Single Audit Guidelines, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Management Responsibilities (Continued)

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance and the State Single Audit Guidelines, it is management's responsibility to evaluate and monitor noncompliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal and state awards received and understanding and complying with the compliance requirements and for the preparation of the schedules of expenditures of federal and state awards (including notes and noncash assistance received) in conformity with the Uniform Guidance and the State Single Audit Guidelines. You agree to include our report on the schedules of expenditures of federal and state awards in any document that contains and indicates that we have reported on the schedules of expenditures of federal and state awards. You also agree to include the audited financial statements with any presentation of the schedules of expenditures of federal and state awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedules of expenditures of federal and state awards in accordance with the Uniform Guidance and the State Single Audit Guidelines; (2) you believe the schedules of expenditures of federal and state awards, including their form and content, are stated fairly in accordance with the Uniform Guidance and the State Single Audit Guidelines; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedules of expenditures of federal and state awards.

Management Responsibilities (Continued)

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You agree to assume all management responsibilities relating to the financial statements, schedules of expenditures of federal and state awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedules of expenditures of federal and state awards, and related notes and that you have reviewed and approved the financial statements, schedules of expenditures of federal and state awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. It is our understanding that the individual assigned this responsibility is the District Administrator.

Engagement Administration, Fees and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

Engagement Administration, Fees and Other (Continued)

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Johnson Block & Company, Inc. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Department of Public Instruction or U.S. Department of Education, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Johnson Block & Company, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by the Department of Public Instruction or U.S. Department of Education. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation. The auditor shall notify the Board of Education of any such inquiries or requests and of the auditor's reply thereto.

Carrie Leonard is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

The auditor proposes the not-to-exceed fee for the audit and reports will range from \$7,600 - \$8,600 plus out-of-pocket costs (such as report production, word processing, postage, travel, copies, telephone, etc.). If a single audit report is required, the fee will range from \$1,500 - \$2,300. Accounting services necessary to comply with GASB 34 reporting requirements will be billed at our standard hourly rates. We estimate these charges will range from \$1,275 - \$1,950 for your school district. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit, the difficulty of the assignment and the amount of risk and responsibility involved. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.



School District of Colby
Page 9

Engagement Administration, Fees and Other (Continued)

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Fees for implementation of any new GASB Standards will be billed at our standard hourly rates.

Fees for assistance with DPI specific audit requests including annual report reconciliation, Form 1506 attestation and transportation compliance, GASB 68 reporting requirement, as well as any other additional services and compliance with changes in auditing standards will also be billed at our regular hourly rates.

Nonattest and Other Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services including, but not limited to, preparing drafts of your financial statements and proposing general, adjusting, or correcting journal entries to your financial statements. We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide. In connection with our performance of any nonattest services, you agree that you will:

- Continue to make all management decisions and perform all management functions including approving all journal entries and general ledger classifications when they are submitted to you.
- Designate employee(s) with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- Evaluate the adequacy and results of the nonattest services we perform.
- Accept responsibility for the results of our nonattest services.
- Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

We appreciate the opportunity to be of service to the School District of Colby and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the letter and return it to us.

Very truly yours,

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.

RESPONSE: This letter correctly sets forth the understanding of the School District of Colby.

By: _____
School District Administrator

By: _____
School District Clerk

Date: _____



**EDUCATORS
RISING**

A Division of
PDK
INTERNATIONAL



Colby Schools Educators Rising Team

invites you to join us for an informational meeting about the

Educational Rising Program

on

Wednesday, May 8th at 6:00 p.m.

at the

Colby District Education Center.

Hope to see you there!

Kris, Michele, & Steve

Pizza, soda, and dessert be served.

Please R.S.V.P! Via e-mail!

2018-19 Colby School District Calendar

August					September					October				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3 ^H	4	5	6	7	1	2	3	4	5
6	7	8	9	10	10	11	12	13	14	8	9	10	11 ^{PT}	12
13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
20 ^{NT}	21 ^{NT}	22 ^{IN}	23 ^{IN}	24	24	25	26	27	28	22	23	24	25	26
27	28	29	30	31						29	30	31		

November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2 ^Q	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17 ^Q	18 ^{IN}
19	20	21 ^{IN}	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	31					28	29	30	31	

February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1					1	1	2	3	4	5
4	5	6	7	8 ^{MU}	4	5	6	7 ^{PT}	8	8	9	10	11	12
11	12	13	14	15	11	12	13	14	15	15	16	17	18 ^{MU}	19
18	19	20	21	22	18	19	20	21	22	22	23	24	25	26
25	26	27	28		25	26	27 ^Q	28	29	29	30			

May					June				
M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7
6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	24	25	26	27	28
27 ^H	28	29	30	31					

September 4, 2018 Students' First Day of School
 █ No School for Students
 November 2, January 17, March 27, June 6⁷ End of Quarter/Semester
 IN Inservice for Teachers
 NT New Teacher Inservice Day
 MU Weather Make Up Day
Late Start schedule for EACH Monday – 1 hour late for students.
 EARLY dismissal (12:30) on Oct. 11th and March 7th for P/T Conferences & June 6th June 7th
 May 24, 2019 Graduation
 June 6, 2019 June 7, 2019 Students' Last Day of School

Student Instructional Days 180
 Parent/Teacher Conferences –
 Oct. 11th and March 7th from 1:00 to 4:00 and 5:00 to 8:45.....2.0
 Inservice (August 22, 23, Nov. 21, and Jan. 18).....4.0
 Teacher Holidays2.0
Total188

No School for Students
 Sept. 3
 Oct. 12
 Nov. 21, 22, 23
 Dec. 24, 25, 26, 27, 28
 Jan. 1, 18
 Feb. 8
 March 8
 April 18, 19, 22
 May 27

Parent Teacher Conferences
 Oct. 11th from 1:00 to 4:00 and 5:00 to 8:45
 March 7th from 1:00 to 4:00 and 5:00 to 8:45

Snow / Inclement Weather or Health Related Cancellation
 The first (1) day lost to such would not be rescheduled.
 The second (2) would be made up on February 8, 2019
 The third (3) would be made up on April 18, 2019

Board Approval on November 20, 2017 – REVISED April 22, 2019

April 23, 2019

Greetings from Burnett Transit,

In the end of February we sent you a letter which explained that the Colby School Board was considering the consolidation of the two school bus routes operating east of Dorchester. The school bus route consolidation was discussed at the March school board meeting and again at the recent school board meeting that took place on Monday, April 22. At this recent meeting the school board approved the school bus route consolidation. The purpose of this letter is to give you the necessary information as we now prepare to implement the consolidated route.

Below is the information for your family regarding the new school bus route:

Start Date of the new route: Monday, May 6, 2019

Driver Name: Clarice Zenner

Bus Number: 7

Animal on the bus: Bear

A.M. Arrival Time at your home: _____ *

P.M. Arrival Time at your home: _____ *

*Please note that we have done our best to estimate these times. For the first week, students should be prepared to board the bus at least five minutes prior to the time that is shown. Once the first week of the new route is completed, the a.m. arrival times should be established. The p.m. times fluctuate more than the a.m. times because there is far more variation of students who don't ride in the p.m.

In the event that your student misses the bus (we understand that these things happen and we want to accommodate you should this occur), please immediately contact our office at 1-800-231-4391. You are welcome to meet the bus before it finishes the route and heads to Colby. The best place to meet the bus is at the intersection of County Highway A and Meyer Drive. (Meyer Drive is the very short street that leads to Meyer Lumber/Hardware Store that is east of Highway 13 just off of County Highway A.) The bus will go past that intersection at approximately 7:50 a.m. When you contact our office, we will call Clarice (the bus driver) to notify her that you will be parked on Meyer Drive waiting for the bus.

If you have any questions or concerns please contact our office. We want this transition to be as smooth as possible. Thanks in advance for your cooperation. We are very appreciative.

Regards,
The Burnett Transit Staff

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

**SHARED LMC DIRECTOR
66.0301 AGREEMENT
Between
THE SCHOOL DISTRICTS OF SPENCER AND COLBY
2019-2020 SCHOOL YEAR**

Pursuant to Wisconsin Statutes 66.0301, 120.25 and Department of Public Instruction Chapter PI14.02, the School Districts of Spencer and Colby agree to form a consortium to provide Library / Media Specialist services for staff and students in the Spencer and Colby School Districts.

PROGRAM DESCRIPTION - PI-14.02(b): The School District of Colby will hire Nancy Becker, a DPI licensed LMC specialist and sub-contract that instructor's services to the School District of Spencer for 20% of her contract time during the school year and additional summer hours as needed. The School District of Colby will coordinate the scheduling of shared services with Ms. Becker and the Spencer School District administrator.

FISCAL AGENT – PI 14.02 (c) 1,2,3: The School District of Colby will be the fiscal agent and the instructor will operate in accordance with that district's operational policies, salary schedule, supervision and staff development. The School District of Colby will account for all employment responsibilities (teacher retirement, worker's compensation, and unemployment Insurance). As fiscal agent, The School District of Colby will establish and maintain records in accordance with the uniform accounting system prescribed by the Department of Public Instruction under §115.28 (13); file all required financial reports with the Department of Public Instruction.

BUDGET RECONCILIATION PI 14.02 (f) (h): Prorated costs to each participating school district will be based on Ms. Becker's 2018-19 contract and will be subject to change when her 2019-20 salary and benefits are determined. Based on a 20% contract the School district of Spencer would pay \$10,533 for salary and \$6,192 on benefits for a total cost of \$16,725 Summer hours will be negotiated and will be billed, according to time sheets, monthly to the Spencer School District. The School District of Colby will prepare a preliminary budget for the LMC specialist's costs and invoice 50% in January and 50% in May with actual and final reconciliation prior to June 30, 2020. In this way the proration of costs will be made on a basis which is fair and equitable to each participant.

The Spencer School district will be billed for travel and mileage between the Districts on an actual basis and reconciled on the final billing.

PROGRAM CONTACTS: Mr. Michael Endreas, Superintendent – Spencer School District, and Mr. Steven Kolden, Superintendent – Colby School District will be the instructor’s direct supervisors as well as the responsible contact person for this instructional position in their respective districts.

ACCOUNTABILITY REPORTING: The instructor will be accountable to instructional program outcomes and the operational rules for each respective school system in which she instructs.

66.0301 AGREEMENT REVIEW AND RENEWAL:
This agreement will be reviewed and may be renewed annually.

SIGNED:

SPENCER

COLBY

President, Board of Education

President, Board of Education

Clerk, Board of Education

Clerk, Board of Education

Superintendent

Superintendent

Date

Date

SCHOOL DISTRICT OF COLBY
EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Support Staff
Alternative
Compensation
Model

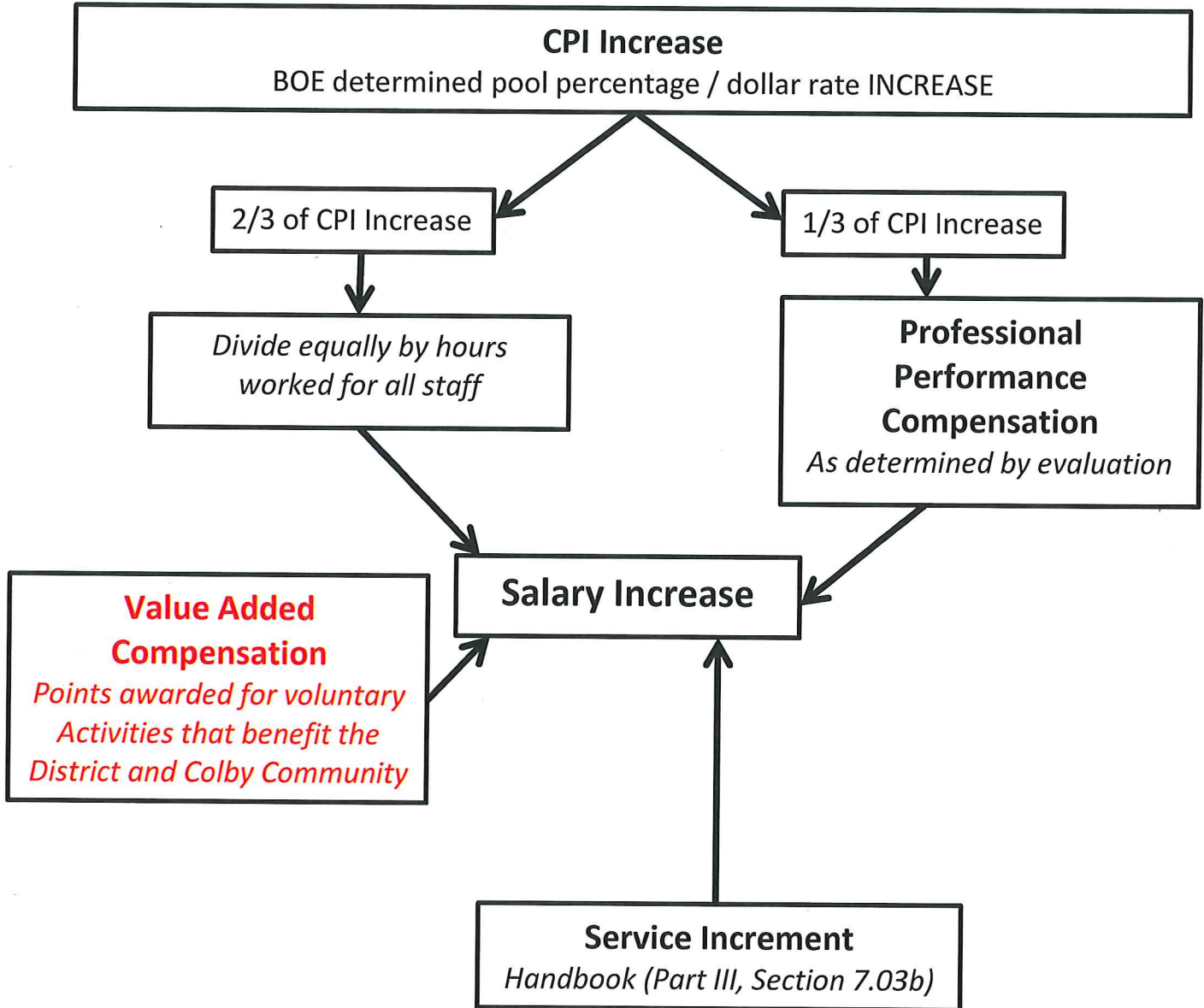
DRAFT for

2019-20 *paperwork submitted 2019, paid in 2019-20*

2020-21 *paperwork submitted 2020, paid in 2020-21*

Colby School District

Support Staff Alternative Compensation Model



Phase 1 – Board of Education determines an increase for all hourly employees based upon a CPI percentage. This generates a “pool” of dollars for wage increases.

Phase 2 – This pool is divided into 2/3 and 1/3. 2/3 are divided equally amount all hourly employees. 1/3 is used for performance increases on an annual basis based upon supervisor recommendations and superintendent approval.

Phase 3 – Additional raises are added;

- ***Service Increment - Handbook (Part III, Section 7.03b)***

NOTE: Salary increases in Phases 2 and 3 remain in salary and determine new annual salary for individuals.

Phase 4 – District adds (\$8,500) specific dollar amount to Value Added Compensation

Phase 5 – Distribution of Value Added Compensation is based dividing the total points earned by all staff into the dollar allocation. Value Added compensation is paid in lump sum amounts. 1/2 in December and 1/2 in June

NOTE: Salary increases in Phases 4 & 5 are ***single year only*** and must be earned annually. These dollars are NOT part of annual salary for individuals.

Request for Value Added Compensation

Asset & Skill Options	Potential Points	70
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<i>Description</i>		Points
Spanish Proficiency		25
CPR / First Aid Certification		20
EMT Certification		25
Skill Development	<i>10 pts. per hour up to</i>	100

Must be pre-approved using Additional Training Record Form
 Additional Training Record Form MUST be attached to this request

Community Engagement Options	Potential Points	55
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<i>Description</i>		Points
Participation in District Community Service Events		
<i>1 pt. per hour</i>	<i>up to</i>	25
Membership in District Community Service Organizations		5
District Residence (legal)		15
Volunteer Youth Leadership (District Students)		10

Work Engagement Options	Potential Points	120
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<i>Description</i>		Points
Volunteer Student supervision at district events		
<i>1 pt. per hour</i>	<i>up to</i>	25
Community Education Instructor		
<i>Paid position</i>		5
<i>Volunteer position</i>		15
District Level Committee Work		10
Certified Trainer - provided Staff Development		10
District Strategic Planning Committee		15
Non-Compensated student academic support (outside of the school day)		
<i>1 pt. per hour</i>	<i>up to</i>	25

ADDITIONAL options to earn points	Potential Points	TBD
--	-------------------------	------------

Determined with Written Contract for points

- *Specific SMART goals,*
- *Identification of goal attainment*
- *Agreement on point value*

Attach Contract

Total Value Added Points Requested

Must be received at CDEC by June 15th

Must be signed on the back page

Signatures and acknowledgements

PRINTED Name

Staff Signature

Date

I understand and acknowledge that this request is a portion of my payroll and employment records with the District. I further understand that any falsification of these records may be considered fraud and grounds for discipline, up to and including termination.

Supervisor Signature

Date

SuperintendentSignature

Date

Total Points Credited _____

THIS form (after approval) will be scanned and emailed to each individual prior to July 30th
Individuals should contact the District Office if they do not have confirmation by July 30th

Dollar values "per point" will be calculated after July 30th, employees will be notified prior to
September 1st of the value per point.

SECTION 1. DISCIPLINE, TERMINATION AND NONRENEWAL

1.01 Standard for Nonrenewal for Teachers

- A. **Probationary Employee:** A probationary teacher may be non-renewed during their probationary period for any reason, and such nonrenewal will not be subject to the grievance provisions of this *Handbook* or in Part I, Section 5 unless such non-renewal is due to the employee's failure to meet the District's performance expectations. All other nonrenewals shall be exclusively subject to the provisions of section 118.22, Wis. Stats.
- B. **Non-Probationary Employee:** After completing the probationary period, the following procedure for nonrenewal applies:
1. A non-probationary teacher who has not been placed on a plan of assistance under the District's evaluation procedures for all or part of three (3) consecutive semesters may only be non-renewed for just cause.
 2. A non-probationary teacher who has been placed on a plan of assistance under the District's evaluation procedures for all or part of three (3) or more consecutive semesters may be non-renewed for reasons that are not arbitrary or capricious.
- C. All teachers new to the District who possess a Tier I or Tier II license under Chapter PI 34 of the Wisconsin Administrative Code at the time of hire shall serve a three (3) year probationary period.

~~Teachers employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.22, Wis. Stats. No teacher shall be non-renewed for arbitrary or capricious reasons. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats. and is not covered by the grievance procedure under this *Handbook*.~~

1.02 Standard for Discipline and Termination

The school board has the authority to dismiss a teacher before the expiration of the teacher's contract for "good and sufficient cause". "Good and sufficient cause" is defined as: "Any inexcusable substantial violation by an employee of instructions, or neglect of duty of a substantial character, or any misconduct inconsistent with the employment relationship and which might injuriously affect the district, regardless of any express agreement on the subject, constitutes good ground for discharging the employee."

1.03 Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

1.04 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

SECTION 1. DISCIPLINE AND DISCHARGE

1.01 Length of Probationary Period

Length of Probationary Period: All newly hired employees shall be on probation for a period of one calendar year.

1.02 Standard for Discipline and Termination

- A. Probationary Employee: Probationary employees may be disciplined or terminated from employment by the District in its sole discretion. Such discipline or termination shall not be subject to the grievance procedure provisions of this [Handbook Part I Section 5.04](#).
- B. Non-Probationary Employee: A non-probationary employee may be disciplined or terminated for reasons that are not arbitrary or capricious. Such discipline or termination shall be subject to the grievance procedure provisions of this [Handbook Part I Section 5.04](#).

1.03 Benefits during Probation

Except as expressed herein, all provisions of this Agreement shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, no accrued sick leave, vacation, or other benefits shall be due him or her. Employees eligible to receive insurance benefits shall receive initial coverage in accordance with the waiting periods, if any, contained in paid coverages without regard for the probationary period.

1.04 Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting shall be delayed until appropriate representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

1.05 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

SECTION 2. HOURS OF WORK AND WORK SCHEDULE

2.01 Letter of Appointment

Each employee shall be issued an annual letter of appointment that shall be consistent with, but subservient to, this *Handbook* and board policy, before the last student contact day of the school year. The letter of appointment shall identify the employee, the position(s) that the employee is employed for, the length of the work year, the length of the work day, and the pay rate for the position. Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full reduction in force. In the case of a change of assignment the employee shall be provided with at least 10 calendar days' notice of the change of assignment, if practicable, as determined by the administration.

COLBY SCHOOL DISTRICT

Extra Duty Wage Schedule

Carl Perkins Staff Coordinator	\$ 450.00
Chemical Hygiene Coordinator	\$ 652.80
Steering Committee - Elementary, MS, HS	\$ 489.60
Substitute Caller Grades K-4	\$1,575.00
Substitute Caller Grades 5-12	\$2,100.00
Sustainability Coordinator	\$ 652.80
Teacher Mentors	\$ 510.00
Wellness Coordinator	\$ 652.80
Instructional Technology District Coordinator	\$2,500.00
Instructional Technology High School, Middle School, or Elementary Support	\$1,500.00
After School Study Club Coordinator	\$1,000.00
Teacher Overload Assignment	\$1,000/semester
Curriculum Study	\$ 12.50 per hour
Summer School	\$ 24.00 per hour
ESEA Grant Planning and Writing	1% of Allocation
Fiscal Grant Management	1% of Allocation
IEP Translation	Regular Rate of Pay w/OT as applicable (Hourly Staff)
Weight Room Supervision	\$24.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Detention	\$24.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
LEA Rep. for IEP Meetings	\$24.00 per hour (Certified Staff) AND Approval of SPED Director
Study Team	\$24.00 per hour (Certified Staff) Regular Rate of Pay w/OT as applicable (Hourly Staff)
Translation for PT Conferences	\$11.00 per hour (Sub Rate)
Event Supervisor (Crowd Control)	\$ 36.00 per event
Ticket Takers, Ticket Sellers, Timers, Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	\$ 27.00 per event
Athletic Announcer/Media Specialist	\$750.00
Chaperones (for any approved bus trip at a time other than during regular school hours)	\$ 20.00 per trip for 0 – 60 miles \$ 25.00 per trip for over 60 miles \$ 50.00 for any overnight trip**
** Does not apply to advisors/coaches already compensated through extra-curricular Letters of Appointment.	

Wage Schedule

NON-EXEMPT(HOURLY) STAFF NOVICE PAY/ BASE PAY

Novice pay is the starting hourly rate. After six months of employment and a performance evaluation by the immediate supervisor indicating knowledge of tasks, training opportunities, and performance satisfaction, a recommendation can be made for a raise to base pay.

Reduced Benefit option allows an employee to voluntarily elect to receive a higher wage in lieu of reduced benefits as identified in Handbook, Part III

Benefit Opt Out option allows employees to voluntarily elect to receive a higher wage in lieu of benefits as identified in Handbook, Part III

Employee Group	Novice Pay	Base Pay	Reduced Benefit Option	Benefit Opt Out
Maintenance	\$15.00	\$15.25	\$18.25	\$22.25
Custodians	\$12.00	\$12.25	\$15.25	\$19.25
Housekeeping	\$10.00	\$10.25	\$13.25	\$17.25
Food Service – Cooks	\$10.10	\$10.35	\$14.50	\$19.25
Food Service – Computer/Server	\$9.25	\$9.50	\$13.75	\$18.00
Instructional Aides	\$10.10	\$10.35	\$14.50	\$19.25
Media Aides	\$10.20	\$10.45	\$14.60	\$19.35
Secretaries	\$10.20	\$10.45	\$14.60	\$19.00

EMPLOYEE EMERGENCY SICK LEAVE POOL

Background

Several employees have expressed concern over the years about how to assist those employees who incur major health problems. Frequently these employees exhaust available sick leave before long-term disability thresholds are activated (60 days). Compassion toward coworkers stricken by such circumstances prompted the request to design a mechanism to establish an emergency sick leave pool to assist in such cases. Discussions with the Colby Education Association, Colby Board of Education Personnel Committee and representative administrators and support staff have developed the following proposal.

Establishing the Emergency Sick Leave Pool

Annually by October 1 Employees of the School District of Colby may designate that a contribution of from one or five sick days from any employee's personal sick leave account may be allocated to the District's Emergency Sick Leave Pool. By this donation, the employee relinquishes any and all subsequent claims to the sick days being designated to the District Emergency Sick Leave Pool. All employees are eligible to donate days to the Emergency Sick Leave Pool and all employees will be eligible to access sick days from the Emergency Sick Leave Pool whenever they may qualify.

All employee contributors will sign a statement stipulating their voluntary contribution of one to five days to the Emergency Sick Leave Pool for the designated school year, and acknowledging that each day contributed is surrendered with full knowledge of the post-retirement benefit value and impact.

The days contributed to the pool will remain available for employees' emergency use and the pool of unused sick days available for emergency use by employees will be carried to the subsequent year. If, upon evaluation and recommendation by the Emergency Sick Leave Pool Review Committee, the number of sick days available within the pool is deemed adequate for the school year, the Superintendent may declare a moratorium on contributions to the sick leave pool until such time as the unused sick days are depleted and a new contribution period is warranted.

The District's Administrative Assistant – Payroll maintains all employees' sick leave records and will also manage record keeping for the District's Emergency Sick Leave Pool. Annually by October 1, the Administrative Assistant-Payroll will report the number of accumulated days in the Emergency Sick Leave Pool to the District Comptroller.

If, during the course of the school year the Emergency Sick Leave Pool is depleted [no additional sick days are available for employees' emergency use], the Superintendent may declare a two-week period whereby employees who desire to contribute to the pool again may certify one additional day as a contribution to the Emergency Sick Leave Pool for the current school year.

Accessing Sick Days from the Emergency Sick Leave Pool

When an employee is diagnosed with an illness or undergoes any accident, operation, or emergency circumstance for which sick leave would apply (excluding child rearing leave, unless other extenuating medical conditions are present) and for which the employee would be necessarily away from job tasks for ten days or more, the employee [or his designee] may make application for emergency sick leave days to the Superintendent who will forward this request to a meeting of the Emergency Sick Leave Pool Review Committee.

The person requesting days from the Emergency Sick Leave Pool must stipulate that all other leaves—personal leave, applicable emergency leave, and sick leave—will have been exhausted by the date for which the emergency sick leave pool days are requested.

Emergency Sick Leave Pool Review Committee

The Committee will consist of three members, including one representative from the Colby Education Association appointed by the organization's President, one support staff member appointed by the Superintendent, one principal appointed by the Superintendent, and the School District Comptroller, who will chair the Review Committee's deliberations.

The Emergency Sick Leave Pool Review Committee may allocate days from the Emergency Sick Leave Pool as requested by the employee until the employee qualifies for the District's long-term disability insurance.

The Review Committee will oversee all allocations of sick days from the Emergency Sick Leave Pool.

Appeal of Decisions Made by the Sick Leave Pool Review Committee

Appeals to decisions of the Emergency Sick Leave Pool Review Committee may be made only to the Board of Education's Personnel Committee in accordance with the District's normal due process timelines.

CROSS REFERENCE: Policy #532.3 – Leaves and Absences
Employee Handbook Part I, Section 9.09

SELECTION OF HIGH SCHOOL STATE SPONSORED (HEAB) SCHOLARSHIP AND HONOR STUDENTS

The student having the highest GPA (grade point average) at the end of the seventh semester in high school will be selected to qualify as a scholarship recipient. The student must:

- a. Be enrolled as a full-time student through seven semesters.
- b. Attended Colby High School as a full-time student for four semesters (mid-point of sophomore year to mid-point of senior year).

In cases where there is a tie, based upon the highest cumulative G.P.A. at the end of the seventh semester, the following tiebreaker criteria will be used:

- a. The highest American College Test ACT composite score will determine the recipient. The ACT score must be on file in the student services office by February 1st. The other student(s) tied with the highest G.P.A but not having the highest ACT composite score, will be designated runners up for consideration if for any reason the qualifier does not or cannot accept.
- b. If two or more students remain tied with the highest ACT composite score, additional tiebreakers will be applied. The additional tiebreakers shall be, in order:
 1. The student who has the greatest number of combined Advanced Placement (AP) and post-secondary level courses scheduled throughout the student's four years of high school. If the course(s) are scheduled during the eighth semester, the classes(s) may not be dropped (unless a withdraw/fail is applied) once the HEAB Award has been named.
 2. The student who has the highest G.P.A. in Advanced Placement (AP) and post-secondary level courses.
 3. The student who has the greatest number of dual credit technical college level courses scheduled throughout the student's four years of high school. If the course(s) are scheduled during the eighth semester, the classes(s) may not be dropped (unless a withdraw/fail is applied) once the HEAB Award has been named.
 4. The student who has the greatest number of credits earned following the seventh semester.
 5. In the event that a tie still exists after steps 1, 2, 3 and 4, a draw from a new deck of cards shall be used to determine the winner. The highest draw, with 2 being the lowest and ace being the highest shall be declared the winner. Consecutive draws may be conducted until a winner is declared. The student whose last name is first alphabetically, will draw first. The Superintendent shall supervise the draw of the cards. Parents/Guardians of the students tied for the "Academic Excellence in High Education" will be invited to attend the card draw.

HONOR STUDENTS

Colby High School will designate graduates with 3.6667 cumulative GPA as honor students.

G.P.A.

A G.P.A. is determined for full-time students by using their accumulated points from grades received (A=4, B=3, C=2, D=1, F=0), and dividing the total points by the number of credits taken. Rank in the class then evolves as students graduation class is compared to one another in a descending rank. GPA is used only to designate honor students for graduation and the HEAB scholarship recipient. Visiting students who are part of foreign exchange program, although they may meet the GPA, are not included in class rank. Pluses and minus are used and calculated in G.P.A.

~~Beginning with the graduating class of 2019, a weighted grading system shall be implemented.~~ A weighted grading system is utilized. Any course that earns post-secondary credit will be designated as weighted. These are: any Advanced Placement (AP) course, any university or technical college course and any dual credit course. Students shall receive one additional grade point for these courses, specifically (A=5, B=4, C=3, D=2, F=0). Courses will not be weighted if taken by correspondence, independent study, on-line or as a summer enrichment course, unless prior approval is granted by the department involved and the principal.

GRADUATION CEREMONY PARTICIPATION

Graduating seniors must have satisfactorily completed all obligations (fines, fees, assessments, assignments, tests, detentions, etc.) to be eligible to participate in the Commencement ceremony. Students' participation in graduation exercises is optional. All graduating seniors are encouraged to participate in the commencement ceremony because it marks an important accomplishment in their lives. Since participation is optional, student that do participate are expected to conduct themselves in an orderly manner. The CHS administration will prepare and distribute regulations pertaining to commencement participation consistent with this policy.

To maintain the dignity and decorum of the graduation ceremony, only those students appropriately dressed for the occasion shall be permitted to participate. Students participating the graduation exercises must wear the cap and gown selected for the year. Students are required to pay a fee for the cap and gown. Since Commencement is a school-sponsored activity, all school rules of behavior apply. Anyone misbehaving during the exercises will be asked to leave.

LEGAL REFERENCE: Wisconsin Stats. 39.41
Wisconsin Administrative Code - PI 9.03(1), HEA 9

PROMOTION/RETENTION OF STUDENTS (GRADES PreK - 8)

The School District of Colby believes that all children should be placed at the grade level which they are best adjusted academically, socially and emotionally. The educational program shall provide for the continuous progress of students from grade to grade, with the child spending one year in each grade. Retention is having a child spend a second year in the same grade.

Retention will only occur under the following circumstances:

- 1) All other means of insuring progress by the student have been exhausted, those means include child study team, consultations, tutoring, differentiating the curriculum, and psychological testing.
- 2) Parents/Guardians will be contacted by the classroom teacher when it is apparent that their child is having problems in school. Areas of concern will be discussed and the child's progress will be monitored and reported to the parents/guardians. At least two meetings will be held with the parents/guardians of the child before the end of the third quarter. The school principal and the teacher (s) must be present at the meetings.
- 3) The school principal must make a recommendation to retain a student to the district administrator. The district administrator will determine if a student is retained. In making the determination the district administrator shall review the steps taken during the consideration of retention. If parents disagree with retaining the student, they may appeal to the Board of Education.

In order to be promoted from 4th to 5th grade or from 8th to 9th grade, students must meet established policy requirements in Administrative Procedure 345.4.

LEGAL REFERENCE: Wisconsin Stats. 118.14, 118.145, 118.33(6)

PROMOTION/RETENTION OF STUDENTS (GRADES PreK-8)

Promotion to 5th grade (from 4th) and to 9th grade (from 8th) are handled by the building administrators in the following manner:

Promotion to 5th grade: Decisions are based on a child study team recommendation, referral to the elementary principal and then a referral to the Superintendent.

Child Study Team Criteria:

- Knowledge of English Language
- Physical size
- Student's age
- Sex of the student
- Current grade placement
- Previous grade retention
- Immature behaviors
- Emotional Problems
- Attendance History
- Experiential Background
- Siblings
- Parents
- Parental School Participation
- Transiency
- Academic Achievement
- Student's attitude about school
- Student's attitude about potential retention (need parent request)
- Student's motivation to Complete School tasks
- History of Learning Disabilities
- Estimate of Intelligence

Promotion to 9th grade: Decisions are based on GPA and teacher recommendation, referral to the middle school principal and then a referral to the Superintendent.

- In order to be promoted to high school, all 8th grade students must have a cumulative grade point average of 2.0 for their 8th grade year. This will be earned through the grades students receive in ALL classes throughout the school year.
- If students do not meet the GPA requirement, teachers can recommend students be advanced by taking into consideration the following things: students working on IEP goals (Special Education students only), ACCESS test scoring (ELL students only), attendance, student effort, improvement throughout the course of the year,

and/or state test scores.

- If a student transfers from another school district, the grades earned at their previous school will be used to determine promotion.
- If students fail to receive the GPA requirement and do not receive a teacher recommendation, then the student will be required to attend a specific summer school class for remediation. This class runs longer than the typical 2-week summer school course and will require parent transportation.

HIGH SCHOOL GRADUATION

1. The School District of Colby establishes 24 credits for graduation from Colby High School. To be eligible for graduation, a student must meet the following requirements for credit and any other existing local requirements:

CREDITS

English/Language Arts: English 9,10,11, and one of the following courses: Great Novels, English Literature, Contemporary Literature, Short Stories Credits ... 4.0 Credits

Mathematics: 3.0 Credits

Science: 3.0 Credits

Social Studies: Citizenship, World History, US History, and one of the following courses: Psychology, Street Law, Current Affairs, Economics..... 3.0 Credits

Physical Education: 1.5 Credits

Health Education (Grade 10 Requirement):..... 0.5 Credits

Personal Finance: 0.5 Credits*

* Credit may be earned through interdisciplinary coursework

Additional Electives: 8.5 Credits

Total Credits Needed for Graduation: 24.0 Credits

2. The 24 credits required for graduation may be attained through enrollment in an alternative high school program.
3. A student may qualify for an equivalency diploma issued by the State of Wisconsin High School Equivalency Diploma (HSED) in accordance with Statute 118.33 (1) (d). In this case the Board will also provide the qualifying student a Colby High School Equivalency Diploma and will count the student as a graduate on all state/national reports.
4. Community Service / Service Learning Hours – Students earning service learning and community service as approved by high school administration will have “distinguished service” recognition on the diplomas and noted on their transcripts. All hours will be transcribed, yet a minimum of 80 hours are required for this designation. are;
 - Class of 2013 — 20 hours
 - Class of 2014 — 40 hours
 - Class of 2015 — 60 hours
 - Class of 2016 and beyond 80 hours
5. Participation in commencement exercises (graduation ceremony) is a privilege granted to seniors in good standing at Colby HS. The high school handbook will define “seniors in good standing” for the purposes of this policy.

APPROVED: 08/19/02

REVISED: 05/16/11

REVISED: 11/18/13

6. Graduation requirements shall be modified by the high school principal upon recommendations of the individual education program (IEP) team for students with exceptional educational needs, student assistance team (SAT) and/or virtual education review team for regular education students. Youth options courses cannot be substituted for required core graduation credits. Virtual education credits must be approved by the high school principal. Subject to evaluation by the high school principal, transfer credits from other high schools, vocational-technical colleges and accredited correspondence schools may be applied to meeting requirements. The high school principal is authorized to grant up to three credits in appropriate subject areas for experience gained as a foreign exchange student. At the discretion of the high school principal, specific course requirements may be waived or modified, but the total credit requirements shall be met.

LEGAL REFERENCE: Wisconsin Stats. 118.33; 115.29; Wisconsin Administrative Code PI 18

CROSS REFERENCE: Policy #342.4 – At Risk Policy

STUDENT FUNDRAISING ACTIVITIES

The School District of Colby recognizes the need for student solicitation and fundraising activities to support student clubs, organizations and class functions. The School District of Colby strongly encourages student fundraising via community service projects. Likewise, the Board of Education strongly discourages the use of instructional time for any fund raising effort.

The following criteria are established in regard to student fundraising.

- 1) Clubs and organizations that require fundraising activities for membership must give students the option of contributing a higher dues fee in lieu of fundraising.
- 2) No child below the seventh grade or under the age of 12 may conduct "door to door" solicitation.
- 3) Each club, organization or class is limited to one "door to door" fundraiser each calendar year.
- 4) When conducting "door to door" solicitations, students must clearly identify themselves, the club organization, the class they represent and for what purpose(s) they are conducting the fundraiser.
- 5) All fundraisers, including online fundraising and solicitations (DonorsChoose, GoFundMe, AdoptAClassroom, etc.) must be approved in advance in writing by the building principal. Building principals shall establish accounting procedures to appropriately deposit funds.
- 6) The District shall keep a calendar of "door to door" fundraisers and communicate the scheduling of "door to door" fundraisers with other community youth groups.
- 7) This policy shall be communicated to all staff, coaches and advisors annually.

Definition of "door to door" fundraisers:

A fundraiser conducted by students that solicit funds from people via canvassing homes in neighborhoods and/or the community. Said canvassing is conducted from house to house.

"Door to door" fundraising does not mean:

- 1) In school sales
- 2) Solicitation of funds from family members
- 3) Solicitation of funds from large congregations of people

All employees have a duty to report incidents of alleged harassment or bullying to their immediate supervisor or designated equal employment officer. Employees who fail to report incidents of alleged harassment or bullying may be subject to disciplinary action, up to and including dismissal. In addition, supervisory employees who fail to respond to harassment or bullying complaints or to act on their knowledge of violation of this policy will likewise be subject to disciplinary action, up to and including dismissal.

This policy and its accompanying procedures shall be published annually and distributed to all staff. District staff will be required to sign an acknowledgment of receipt of the policy and procedure on an annual basis. Training shall be conducted annually on this policy for all staff in the District.

SECTION 3. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

3.01 District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional and courteous attitude toward other employees, parents, and students. The District expects employees to comply with all applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

The District expects employees to comply with the standards of conduct set out in Board policies, this *Handbook*, administrative regulations, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees. Violation of any policies, regulations and guidelines may result in disciplinary action, including termination of employment.

The following delineation of employment practices is for informational purposes and is not intended to be an exhaustive list of all employment expectations that may be found in other applicable Board policies, work rules, job descriptions, terms of this *Handbook* and legal obligations.

3.02 Accident/Incident Reports

All accidents/incidents occurring on District property, school buses or during the course of school-sponsored activities, including field trips and other away events, are to be reported to the building principal/immediate supervisor immediately. Reports should cover property damage as well as personal injury. A completed accident report form must be submitted to the supervisor within twenty-four (24) hours or the next scheduled District workday, as appropriate. In the event of a work-related accident or injury, please see the Worker's Compensation section of this *Handbook* on page 48.

3.03 Attendance

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

Employees who are unable to report to work shall follow the applicable procedures for reporting his/her absence. Any time spent not working during an employee's scheduled day must be accounted for in Employee Access using the appropriate designated options. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

Employees who fail to provide adequate notice of tardiness using the notification procedures outlined above, and incur instances of unexcused tardiness as a result, will be subject to discipline up to and including discharge. "Tardiness" is defined as failing to report to work at the scheduled start time of an employee's shift or workday, including failing to

report back to work on time after a scheduled lunch or break period, without having preapproval to report late from an immediate supervisor. Tardiness may also include any instances where an employee has punched in at the start of his or her scheduled shift or workday, but who is not prepared to actually begin working at that time. An employee who incurs 2 unexcused instances of tardiness without providing adequate notice to the district in any 120 day period may be terminated for excessive tardiness.

Employees who fail to provide adequate notice of absences using the notification procedures outlined above, and incur unexcused absences as a result, will be subject to discipline up to and including discharge. Absence is defined as failing to report to work for a scheduled shift or workday without having secured preapproved leave. An employee who incurs 2 or more unexcused absences without providing adequate notice to the district in any 120-day period may be terminated for excessive absenteeism.

The District reserves the right to waive enforcement of these rules in very limited circumstances as may be necessary to provide a reasonable accommodation for a qualified individual with a disability under the Americans with Disabilities Act.

***Special attendance provisions for employees who are volunteer fire fighters, emergency medical services practitioners, emergency medical responders, or ambulance drivers:**

In the following paragraphs, “emergency” is defined as “a fire, hazardous substance release, medical condition, or any other situation that poses a clear and immediate danger to life or health or a significant loss of property.”

Notwithstanding the District’s normal attendance and absence reporting requirements as identified above, the District will permit an employee who is a volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation to be late for or absent from work without pay if (a) the lateness or absence is due to the employee responding to an emergency that begins before the employee is required to report to work, and (b) the employee complies with the following requirements:

1. Within 30 days of becoming a member of volunteer fire department or fire company or becoming affiliated with an ambulance service provider, the employee must submit to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider that notifies the District that the employee is a volunteer fire fighter, emergency medical services practitioner, emergency medical responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation.
2. When dispatched to an emergency, the employee must make every effort to notify the District that he/she may be late for or absent from work due to the employee’s response to an emergency.
3. If an employee is late for or absent from work due to his/her response to an emergency, he/she must, upon request, provide a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider which certifies (a) that the employee was responding to an emergency during the time period that the employee was late for or absent from work and (b) the date and time of the response to the emergency.

If an employee is absent from work pursuant to these provisions, the employee may substitute accrued, paid leave time (e.g., sick/personal leave) to cover a period of absence due to the employee’s response to an emergency.

3.04 Bulletin Boards

The Employer shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator will be provided a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

District policy and applicable law. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator will be provided a copy of all posted material at the time of the posting. The District Administrator and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion.

3.05 Child Abuse Reporting and Threats of School Violence Reporting

- A. Except as provided under Wisconsin Statute §48.981, sub. (2m), any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in section B. At all times, school employees shall make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay is not in the best interests of the child and is not consistent with District policy.
- B. A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.
- C. District employees, including administrators, may not attempt to delay, modify, or prevent any report of suspected or threatened child abuse or neglect. School personnel are not responsible for investigating child abuse or neglect reports or for proving that abuse or neglect has occurred or will occur. Investigating child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

Threats of School Violence Reporting

- A. Any school employee who believes in good faith that there is a serious and imminent threat to the health or safety of any student, any school employee, or the public, based on a threat that has been made by an individual seen in the course of the employee's professional duties regarding violence in or targeted at a school, shall report the threat as required by state law and this handbook provision. In particular:
 1. The facts and circumstance contributing to the belief that there is such a serious and imminent threat shall be reported immediately, by telephone or personally, directly to a law enforcement agency.
 2. The person making the report to law enforcement shall also immediately inform the Building Principal and/or District Administrator of the nature of the threat and circumstances. Such notice to a responsible administrator or supervisor in the District does not have to be given prior to contacting a law enforcement agency.
- B. The administration shall promptly evaluate and process known threats of school-related violence according to the District's school safety plan and under any other established procedures for responding to safety emergencies.
- C. The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a report of threatened school violence in good faith under this handbook provision. School employees may be subject to District disciplinary action, as well as penalties under state law, for failure to report such threats.

3.06 Communications

District employees are expected to abide by the following rules when using information technology communication resources.

- A. Electronic Communications:
 1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be

instead delegate his or her decision making authority regarding that person to the District Administrator or his or her designee. Should the District Administrator be called upon to participate in a decision to hire, retain, promote, evaluate or determine the salary of a person related to him or her by affinity or consanguinity as defined above, he or she shall refrain from participating in such decision and shall instead delegate his or her decision making authority in regard to the employment status of that person (i.e., decision to hire, retain, promote, evaluate, etc.) to another employee of the District.

3.25 Operators of District Vehicles, Mobile Equipment and Persons Who Receive Travel Reimbursement

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement may be requested to undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, trenchers, and golf carts. Mileage reimbursement amounts are set forth in [Part I, Section 7.01](#). It is expected that employees drive a school vehicle when applicable, and all planned mileage reimbursements should be preapproved by administration.
- B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.
- C. Drivers:
1. All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *See* WIS. STAT. § 121.52(2).
 2. All drivers shall submit at least once every three years a statement from his or her health care provider stating that the operator is not afflicted with or suffering from any mental or physical disability or disease such as to prevent the operator from exercising reasonable control over a motor vehicle.
 3. All drivers shall submit or allow at least once every three years a driver's license record check.
 4. All drivers shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs (Part I, Section 3.14). Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property
- D. Personal Transportation Utilized for School Use
Employee Transportation of Students in Personal Vehicles is Strongly Discouraged
1. Car Insurance
Editor's Note: § 121.555(2)(a) requires insurance coverage with at least \$10,000 in property damage coverage, \$25,000 in bodily injury coverage for each person and \$50,000 total limit for each accident. The minimum insurance requirements specified below exceed the minimum required by state law. Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit (CSL) liability or \$250,000/\$500,000 bodily injury and \$100,000 property damage. This form of alternative transportation will be utilized only as a last resort and employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. *See Wis. Stats. § 121.555.*
 2. Operator Requirements. Employees who transport students in a motor vehicle transporting 9 or less

retirement pay provision. No severance pay will be made to any employee dismissed with discipline.

- C. **Buy-Back:** At the end of each year, persons with more than one hundred (100) maximum cumulative days of sick leave and those with a grandfathered total greater than one hundred (100), will be paid for those days at the rate of twenty-five (\$25) per day for full days.

9.05 Sick Leave and Long-term Disability

In the event an employee becomes eligible for benefits under the District's long term disability insurance program, the employee will no longer receive paid sick leave.

9.06 Reporting Procedure - Doctor's Certificate

If at all possible, each employee shall be required to inform his/her supervisor prior to his/her normal daily starting time of his/her need to be absent for one of the reasons stated in 9.02 above. Whenever the supervisor deems such verification appropriate, the employee may be required to furnish the District with a certificate of illness signed by either a licensed physician or a nurse practitioner. Such certificate should include a statement releasing the employee to return to work and a statement as to whether any limitations or restrictions are placed upon the work which may be performed. Nothing in this section shall be interpreted as limiting the District's ability to discipline or discharge employees for excessive absenteeism.

9.07 Holidays during Sick Leave

In the event that a paid holiday falls within a period when an employee is on accumulated sick leave, it shall be charged as a paid holiday and not deducted from the employee's earned sick leave.

9.08 Sick Leave Listing

Each employee will be provided access to a current summary listing of his/her sick leave usage during the previous employment year.

9.09 Accessing Employee Emergency Sick Leave Pool

Annually by May 1 employees of the School District of Colby may designate that a contribution of from one to five sick days from any employee's personal sick leave account may be allocated to the District's Emergency Sick Leave Pool. By this donation, the employee relinquishes any and all subsequent claims to the sick days being designated to the District Emergency Sick Leave Pool and all employees will be eligible to access sick days from the Emergency Sick Leave Pool whenever they may qualify. as found in [Board Policy #532.4](#).

All employee contributors will sign a statement stipulating their voluntary contribution of one to five days to the Emergency Sick Leave Pool for the designated school year, and acknowledging that each day contributed is surrendered with full knowledge of the post-retirement benefit value and impact.

The days contributed to the pool will remain available for employees' emergency use and the pool of unused sick days available for emergency use by employees will be carried to the subsequent year. If, upon evaluation and recommendation of the Emergency Sick Leave Pool Review Committee, the number of sick leave days within the pool is deemed adequate for the school year, the Superintendent may declare a moratorium on contributions to the sick leave pool until such time as the unused sick days are depleted and a new contribution period is warranted.

The District's Administrative Assistant – Payroll maintains all employees' sick leave records and will also manage recordkeeping for the District's Emergency Sick Leave Pool. Annually by October 1, the Administrative Assistant-Payroll will report the number of accumulated days in the Emergency Sick Leave Pool to the District Bookkeeper.

If during the course of the school year, the Emergency Sick Leave Pool is depleted [no additional sick days are available for employees' emergency use], the Superintendent may declare a two-week period whereby employees who desire to contribute to the pool again may certify one to five additional days as a contribution to the Emergency Sick Leave Pool for the current school year.

When an employee is diagnosed with an illness or undergoes any accident, operation, or emergency circumstance for which sick leave would apply (excluding child rearing leave, unless other extenuating medical conditions are present) and for which the employee would be necessarily away from job tasks for ten days or more, the employee [or his designee] may make application for emergency sick days to the Superintendent who will forward this request to a meeting of the

SECTION 12. PERSONAL LEAVE

12.01 Personal Days Provided

- A. Calendar Year Employees*: Employees shall be entitled to up to 2 days of personal leave each employment year. Such days shall be deducted from the employee's accumulated sick leave.
 - B. School Year Employees: Employees shall be entitled to up to 2 days of personal leave each employment year. Such days shall be deducted from the employee's accumulated sick leave.
- * Personal day benefit does not apply to employees covered under Part IV – Executive Support Staff.

12.02 Supplemental Personal Leave

An employee who has exceeded the maximum accumulation of sick days as defined in Part I, Section 9.03 and who is entitled to sick leave buy back (Part I, Section 9.04c) may request in writing to the District Administrator supplemental personal leave. If approved by the District Administrator, an employee may exchange four (4) unused sick days for one (1) personal day in lieu of the buyback option identified in Part I, Section 9.04c. Employees are required to use their current personal days prior to this request and these days may not be banked for future use. The intent of this provision is to provide additional flexibility to staff while not incurring an additional expense for the district.

12.03 Reasons for Personal Leave

Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday. Hourly staff covered under Part III of the Handbook may utilize personal leave for days when school is cancelled.

12.04 Personal Leave Day Restrictions

The personal leave day will not be granted during the first or last week of a semester, on a parent-teacher conference day or on an in-service day. Personal leave during these periods may be approved for personal business that cannot be rescheduled for a different time at the discretion of the District Administrator or his/her designee. In addition, personal leave shall not be used to attend Association membership meetings or legislative rallies, to engage in job actions such as picketing or demonstrating, or to participate in activities designed to embarrass or discredit the District.

12.05 Approval of Personal Leave and the Total Number of Employees on Personal Leave

- A. The request to the Administrator shall be made as far in advance as possible, normally not less than five (5) days. Emergencies may delay the submitting of the request until the employee returns to work.
- B. The Administrator has the right to approve or disapprove all requests.
- C. No more than three (3) employees covered under Part II of the handbook and no more than two (2) employees covered under Part III of the handbook per building may take personal leave on any given day when school is in session, unless the District Administrator or his/her designee grants approval to exceed the five (5) total employee limit per building.

12.06 Part-time Employees

Part-time employees will receive personal leave on a pro-rated basis based upon the number of hours they are scheduled to work. The pro-rated amount shall be based on the assumption that a full-time employee works 2,080 hours per year.

12.07 Personal Leave Increments

Personal leave may be allowed in increments of one-half day.

SECTION 13. UNIFORMED SERVICES LEAVE

13.01 Uniformed Services Leave of Absence

The following paragraphs implement certain aspects of the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). While USERRA applies to most types of service within the "uniformed services," these provisions are not intended to diminish any additional rights and benefits provided by other state and federal laws. Further, in limited situations where USERRA may not be applicable (e.g., for certain state call-ups of the National

Guard), other laws and/or District policies may apply and provide an employee different rights and benefits.

Employees performing duty, whether on a voluntary or involuntary basis, in a uniformed service shall be granted a leave of absence without pay in accordance with the provisions of federal law, state law, and this *Handbook*.

The “uniformed services” consist of the following [20 CFR § 1002.5(o)]:

- A. Army, Navy, Marine Corps, Air Force and Coast Guard
- B. Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve
- C. Army National Guard and Air National Guard
- D. Commissioned Corps of the Public Health Service
- E. Any other category of persons designated by the President in time of war or emergency

National Guard service under authority of state law (i.e., certain state call-ups) and service performed in the Commissioned Corps of the National Oceanic and Atmospheric Administration (NOAA), the Civil Air Patrol, and the Coast Guard Auxiliary are not protected by USERRA. If an employee notifies the District of a need for leave under these non-USERRA scenarios, the District will apply the relevant provisions of federal or state law (e.g., within Chapter 321 of the state statutes) or District policy.

13.02 Seniority/Length of Service during Uniformed Services Leave

Employees shall continue to accrue length of service for wage/salary increments, if applicable, and all other purposes where length of service is a factor. The employee's absence shall not be construed as a break in service for any purpose.

Reemployment rights extend to persons who have been absent from a position of employment because of “service in the uniformed services.” “Service in the uniformed services” means the performance of duty on a voluntary or involuntary basis in a uniformed service, including:

- A. Active duty and active duty for training
- B. Initial active duty for training
- C. Inactive duty training
- D. Full-time National Guard duty
- E. Absence from work for an examination to determine a person’s fitness for any of the above types of duty
- F. Funeral honors duty performed by National Guard or Reserve members
- G. Duty performed by intermittent employees of the National Disaster Medical System (NDMS), which is part of the Department of Health and Human Services, when activated for a public health emergency, and approved training to prepare for such service (added by Pub. L. 107-188, June 2002). *See* 42 U.S.C. § 300hh-11(d).

13.03 Notice of Uniformed Services Leave ~~Request for Uniformed Services Leave~~

With limited exceptions, the employee, or an appropriate officer of the uniformed service in which his or her service is to be performed, must notify the district that the employee intends to leave the employment position to perform service in the uniformed services. The notice may be given either verbally or in writing and shall be submitted to the District Administrator or his/her designee.

The employee is required to give the notice of service in advance unless giving such notice is (1) prevented by military necessity, or (2) otherwise impossible or unreasonable under the circumstances. An employee is expected to provide the notice as far in advance as is reasonable under the circumstances. When it is feasible to give 30-days’ advance notice prior to leaving employment, the district will consider at least 30-days’ notice to be reasonable. Whenever possible, the request should be accompanied by a copy of the employee’s military orders.

~~When time permits, the request for a reserve military leave should be as far in advance as possible so the employer can adequately plan for the absence. Whenever possible, the request should be accompanied by a copy of the reservist’s military orders. The request shall be submitted to the District Administrator or his/her designee.~~

13.04 Returning to Work after a Uniformed Services Leave

Employees on Uniformed Services Leave will be promptly reinstated to their former position or a similar position having

required and determined by applicable law.

To be eligible for reemployment in this section, all of the following requirements typically apply:

- A. The employer received advanced notice of the leave as required by section 13.03 of this handbook and by applicable federal law;
- B. Subject to limited exceptions specified in federal law, the employee has no more than five years of cumulative uniformed service away from the district;
- C. The employee must not have received a disqualifying discharge or other-than-honorable separation from service. If requested by the district in connection with a period of service exceeding 30 days, the employee must provide the district with documentation that establishes the employee's entitlement to reemployment (provided such documentation is readily available); and
- D. The employee must return to work or apply for reemployment:
 1. For leaves of 1 to 30 days, return to work no later than the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, after allowance for safe travel home from the military duty location and an 8-hour rest period.
 2. For leaves of 31 to 180 days, the employee must apply for reemployment (written or verbal) with the district no later than 14 days after the completion of service. If it is impossible or unreasonable for the employee to apply within 14 days through no fault of his or her own, he or she must submit the application no later than the next full calendar day after it becomes possible to do so.
 3. For leaves of more than 180 days, the employee must apply for reemployment (written or verbal) no later than 90 days after completion of service.
 4. The reporting or application deadlines are extended for up to two years for employees who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

The employee's reemployment rights are not automatically forfeited if he or she fails to report to work or to apply for reemployment within the required time limits. In such cases, the employee will be subject to the district's rules governing unexcused absences. Employees on Uniformed Services Leave will be promptly reinstated to their former position or a similar position having equivalent compensation and other terms and conditions of employment if:

- ~~E. The employer received advanced notice of the leave as required by section 13.03 of this handbook;~~
- ~~F. The employee has no more than five years of cumulative uniformed service away from the district;~~
- ~~G. The employee must not have received a disqualifying discharge or other than honorable separation from service; and~~
- ~~H. The employee must return to work or apply for reemployment:
 1. For leaves of 1 to 30 days, no later than the beginning of the first regularly scheduled work period that begins on the next calendar day following completion of service, after allowance for safe travel home from the military duty location and an 8-hour rest period.
 2. For leaves of 31 to 180 days, no later than 14 days after the completion of service.
 3. For leaves of more than 180 days, no later than 90 days after completion of service.
 4. The reporting or application deadlines are extended for up to two years for employees who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.
 5. The employee's reemployment rights are not automatically forfeited if he or she fails to report to work or to apply for reemployment within the required time limits. In such cases, the employee will be subject to the District's rules governing unexcused absences.~~

13.05 Benefits during Uniformed Services Leave

- A. Health Benefits: Employees with coverage under the district health benefit plan on a uniformed service leave of absence of 30 days or less will continue to receive health benefits with the employee contributing no more

than he or she would have paid if still employed. For leaves exceeding 30 days, employees with coverage under the district health benefit plan may elect to continue coverage for up to 24 months. Employees electing to continue coverage will be required to pay 102% of the cost of the health benefit plan. Employees returning from leave who did not continue their health benefits or who took leave for more than 24 months will be reinstated in the health benefit plan upon reemployment, generally without any waiting periods or exclusions except for any service-related illnesses or injuries. ~~reinstated in the health benefit plan.~~

- B. Wisconsin Retirement System: Employees may receive service credit and Wisconsin Retirement System (WRS) contributions related to uniformed services leave when an employee leaves a WRS-covered position with the district for active military duty and returns to the district within a specific time frame specified in section 13.04 of this handbook.
1. Upon reemployment, the employee is responsible for paying any missed WRS Employee-Required Contributions (EERC). The employee has the choice to make all, some, or none of the make-up EERC related to the military leave. The district will submit WRS Employer-Required Contributions (ERRC) to match the EERC the employee chooses to make. The district will also fund any additional obligations, including interest that would have accrued on the ERRC and EERC, once those contributions are remitted. USERRA allows for make-up EERC to the WRS to be made beginning with the date of reemployment and ending on the earlier of three times the period of military service or five years, provided the employee continues to be employed by the district. The required WRS contributions are based on the earnings the employee would have made had the employee not been absent from work to fulfill obligations in the uniformed services.

SECTION 14. UNPAID LEAVES OF ABSENCE

14.01 Medical Leave

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the date that other available leave (FMLA, accumulated sick leave, etc.) would be exhausted. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. Generally, an employee seeking unpaid leave will be required to fully exhaust any available and accrued paid leave that is available for the purpose. The request must be accompanied by a physician's statement attesting to the medical condition(s), work limitations, and anticipated duration of the leave. The District reserves the right to request interim statements from the physician. The unpaid medical leave of absence shall not exceed one (1) calendar year from the date the employee last performed work for the District. Unpaid leave may be granted in shorter increments than the above-state maximum total lengths, and then reviewed as necessary for a possible extension. The above-stated maximum total unpaid leave periods may be extended, if necessary, to comply with state and/or federal law.
- B. Benefits During Leave:
1. Length of service and other benefits shall not accrue during such leave.
 2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid leave.
- C. Placement upon Return from Leave: The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice, he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless

absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal and/or layoff, whichever is applicable.

- E. Interaction with family and medical leave provisions: The term (i.e. length) of any approved unpaid child-rearing leave shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the Federal Family and Medical Leave Act.

14.03 Unpaid Leave of Absence – For Other than Medical and Child Rearing Reasons

- A. Application Procedures: All requests for other unpaid leave of absence, other than emergencies, must be submitted to the District at least 30 days prior to the anticipated beginning of the leave. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. Requests for more than 30 days will require Board of Education approval. The unpaid leave of absence shall not exceed one (1) calendar year. Generally, an employee seeking unpaid leave will be required to fully exhaust any available and accrued paid leave that is available for the purpose.
- B. Benefits During Leave:
1. Length of service and other benefits shall not accrue during such leave.
 2. The employee may continue health insurance during the leave of absence by remitting the full premium amounts to the District. The continuation of health insurance at the employee's expense is contingent upon the health insurance carrier allowing such a benefit. If the premium is not received by the due date established by the District, the employee's insurance coverage shall be terminated.
 3. During the unpaid leave, the employee shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.
- C. Placement upon Return from Leave: The employee shall notify the District Administrator or his/her designee of the employee's intent to return to work at least forty-five (45) days prior to the expiration of the leave. If the employee does not provide such notice he/she will be deemed to have resigned from his/her position with the District as of the expiration date of the leave. Upon return from any leave of absence, the employee may be returned to his or her former position, if available. If the former position is not available as determined by the District, the employee shall be returned to a position equivalent in terms of percentage of contract unless the employee's percentage of contract was reduced or increased due to nonrenewal or reduction in force, whichever is applicable.

SECTION 15. BENEFITS APPLICABLE TO ALL EMPLOYEES

15.01 Cafeteria Plan/Flexible Spending Account

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

- A. Payment of insurance premium amounts (IRC § 106);
 - B. Permitted medical expenses not covered by the insurance plan (IRC § 105) to the maximum permitted per calendar year until August 31, 2012, and
 - C. Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.
- Effective **Annually** January 1 2018: an employee may designate, under the flexible reimbursement plan/cafeteria plan, the maximum amount of ~~two thousand six hundred fifty dollars (\$2,650)~~ of eligible health and dental care expenses not covered by the insurance plan (IRS Code § 105, § 125) per plan year.

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

15.02 Health/Dental Insurance

The Board of education shall provide health insurance and may provide dental insurance to eligible employees. The

4.02 Evaluators

Every teacher in the District will be supervised and evaluated by an administrator and/or his/her designee. The administrator will be certified by the DPI. The administrator may be a District employee or a non-District employee who is **qualified to perform such evaluations**. ~~a certified administrator. Prior to the first student contact day, the District will provide the employees with their placement within the supervision and evaluation rotation cycle. The District may modify this list at any time during the contract year. The employees affected by the change will be notified in writing of any changes in the evaluation list.~~

4.03 Evaluation Process – Conditions for All Employees

A. Basic Requirements

1. A new employee shall be formally evaluated at least two time(s) during the first year of employment. The first evaluation shall consist of a pre-conference, observation and post-conference. The first two evaluations must be completed prior to February 15.
2. A continuing employee shall be formally evaluated every school year, every second school year, or every third school year at the discretion of the District.
3. All required observations must be completed by May 31st.
4. All formal observations will be followed by a conference with the administrator. This conference will take place as soon as practical following the actual observation.
5. Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.

- B. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document within ten (10) school days. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received. Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content. The following statement shall be part of the instrument:

"The signatures do not indicate agreement or disagreement but merely certify that the observation and conference as noted were held and that the opportunity was available for attaching written clarification/objections at the time of signing."

The response must be initialed by the **evaluator** ~~supervisor~~. The preceding process and documentation may be accomplished through an electronic process.

- C. Copy of Evaluation Procedures: A copy of the evaluation forms are available **upon request** in the Administrative Procedures Manual #538 or on the website at www.colby.k12.wi.us.

- D. Initial Educator Professional Development Plan: The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.

1. Mentor for Initial Educator and a teacher new to the District (who holds a current Wisconsin teaching license)
 - a. An initial educator will be provided a qualified mentor by the District. Any continuing teacher interested in being considered for serving as a mentor must submit a letter indicating interest by April 1 of each year. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may

the premium.

SECTION 6. REDUCTION IN FORCE, POSITIONS & HOURS

6.01 Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions or the number of hours in any position, the provisions set forth in this section shall apply.

6.02 Notice of Reduction

The District will provide notice of nonrenewal in accordance with the timelines set forth in § 118.22, Wis. Stats. The nonrenewal notice shall specify the effective date of the nonrenewal and the right to a private conference under § 118.22, Wis. Stats.

6.03 Selection for Reduction – Steps

In the implementation of staff reductions under this section, individual employees shall be selected for full or partial reduction in force in accordance with the following steps:

- A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing a reduction in staff.
- B. Step Two - Volunteers: Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section must put his/her request in writing. Volunteers will be considered for non-renewal first. The District will provide the volunteer(s) with a nonrenewal notice if selected. Volunteers will be accepted by the District only if, in the District's opinion, the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District-directed nonrenewal under this section of the *Handbook*. ~~Volunteers will be non-renewed first. The District will provide the volunteer(s) with a nonrenewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed nonrenewal under this section of the *Handbook*.~~
- C. Step Three - Selection For Reduction: The District shall select the employee in the affected grade level, department/certification area for nonrenewal.
 1. Grade Levels/ Departments/certification area for the purpose of this section shall be defined as:
 - a. Elementary (K-5) - Teachers from all buildings will be considered, not just the building in which the nonrenewal is necessary.
 - b. Middle and High School (6-12) - Teachers will be considered for nonrenewal from with the department (see definition c. below) in which the nonrenewal is deemed necessary. All teachers who teach two or more periods within that department will be considered for nonrenewal.
 - c. Departments: The term "department" shall mean the subject area in which the teacher taught during the current school year. Examples of departments are math, English, history, science, etc. By enumeration no restriction is placed on the number or types of departments. The number and type of departments is at the discretion of the Board.
 2. The District shall utilize the following criteria in order of application for determining the employee for nonrenewal: