

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

FINANCIAL AFFAIRS COMMITTEE MEETING

**MONDAY, JUNE 20, 2011
7:00 PM
COLBY DISTRICT EDUCATION CENTER**

OPEN MEETING

AGENDA

- 1) Review Invoices & Receipts

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

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

STEVEN KOLDEN, SUPERINTENDENT

REGULAR SCHOOL BOARD MEETING

Monday, June 20, 2011 – 7:30 PM

Colby District Education Center

AGENDA:

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF POSTING
4. PUBLIC PARTICIPATION
5. INFORMATION ITEMS:
 - 5.01 Correspondence
 - 5.01-1 Thank You from Kalepp Family
 - 5.01-2 Thank You from Linda Kalepp
 - 5.01-3 Thank You from Stephen Linzmeier
 - 5.02 Superintendent's Report – Steve Kolden [Staff Handbook/Supreme Court Ruling; Falcon Enterprises Annual Report; Food Service Excess Cash Balance; FFA Convention; Sectional Track Meet; Board Updates]
6. CONSENT AGENDA
 - 6.01 Minutes from May 16, 2011 Regular Board Meeting
 - 6.02 Requests for Out-of-State Travel (If Any)
 - 6.03 Staff Resignations/Retirements/Leave Requests
 - 6.03-1 Kristy Frazier, ELL Coordinator
 - 6.03-2 Mary Giffin, Colby High School Math Teacher
 - 6.03-3 Sue Dix, Colby Elementary Teacher
 - 6.03-4 Gloria Josephson, Occupational Therapist
 - 6.03-5 Gary Wirkus, Colby High School Agriculture Teacher
 - 6.03-6 Jeff Sauer, Colby High School Principal
 - 6.03-7 Melissa Manor, Colby Elementary Special Education Teacher
 - 6.03-8 Other Resignations/Retirements/Leave Requests (If Any)
 - 6.04 Personnel – Transfers / New Hires
 - 6.04-1 Traci Anderson, Assistant Volleyball Coach
 - 6.04-2 Traci Anderson, Colby High School Business Education Teacher (.5 FTE)
 - 6.04-3 Jerry Cardiff, Freshman Football Coach
 - 6.04-4 Lori Neumann, Transfer to Colby Elementary Third Grade
 - 6.04-5 Gerald Fults, Colby Middle School Special Education
 - 6.04-6 Elissa Trautlein, Colby Elementary Special Education Teacher
 - 6.04-7 Other Transfers / New Hires (If Any)
7. REGULAR BUSINESS – CONSIDERATION OF:
 - 7.01 Agenda Items Moved From Consent Agenda
 - 7.02 Recommendation of Finance Committee
8. DISCUSSION INFORMATION
 - 8.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
 - 8.02 Consideration of Report of the Finance Committee
 - 8.03 Consideration of Report of the Personnel Committee
 - 8.04 Consideration of Report of the Policy Committee

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

STEVEN KOLDEN, SUPERINTENDENT

- 8.05 High School Handbook
- 8.06 High School Principal Transition
- 8.07 Administrative Procedure #682.1 - Time and Effort Reporting
- 8.08 Administrative Procedure #823.1 – Wisconsin Records Retention Schedule for School Districts
- 8.09 Administrative Procedure #833.4 – Service Animals in Schools
- 9. ACTION INFORMATION
 - 9.01 2011-12 School Calendar
 - 9.02 2011-12 Instructional Budget
 - 9.03 Ratification of 2009-11 CEA Contract (Pending Legal Opinion)
 - 9.04 WB-42 Amendment to Listing Contract
 - 9.05 CESA #6 Contract Summary
 - 9.06 Student Accident Insurance
 - 9.07 Consideration of First Reading: Policy #661 – General Fund Balance
 - 9.08 Consideration of First Reading: Policy #823.1 – Records Retention Policy
 - 9.09 Consideration of Removal: Exhibit 823.1 – Wisconsin Records Retention Schedule for School Districts
- 10. ADJOURN TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) FOR THE PURPOSES OF:
 - c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - (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:

 - 10.01 Agenda Items Moved From Consent Agenda
 - 10.02 2009-11 CEA Contract
 - 10.03 2011-12 CEA Contract Update
 - 10.04 Sale of Property
 - 10.05 Reconvene in Open Session
- 11. THE BOARD WILL RECONVENE IN OPEN SESSION IMMEDIATELY UPON COMPLETING THE CLOSED SESSION TO TAKE ACTION, IF NECESSARY, ON SELECTED MATTERS DISCUSSED IN CLOSED SESSION.
- 12. IDENTIFY ITEMS FOR NEXT AGENDA
 - 12.01 Schedule Meetings:
 - 12.01-1 Special Board of Education Meeting – June 28 @ 7:30 PM
 - 12.01-2 Finance Committee Meeting – July 18, 2011 @ 7 PM
 - 12.01-3 Regular Board of Education Meeting – July 18, 2011 @ 7:30 PM
 - 12.01-4 Facilities and Transportation Committee Meeting - ?
 - 12.01-5 Personnel Committee Meeting - ?
 - 12.01-6 Policy and Curriculum Committee Meeting – ?
- 13. ADJOURNMENT

Thank You



2216

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*I appreciate so much
the support from all
members of the district.
It was comforting to
see so many teachers,
staff, board members
and the Superintendent
at the Wake.*

*During a time like this we
realize how much our friends
mean to us...*

*We have lost someone very
special...*

*Thank you for
sharing our sorrow.*

Scott Kalepp Family

Dear members and administrators,
Just a note of thanks for making
me feel so honored on my
retirement. The party and gifts were
both delightful and joyful. To see
our whole staff, administrators and
several board members there laughing
and celebrating together was awesome!
These are moments I hope become
more numerous as the years go on.
It's the same feeling I had

when I first
and it was great
as I take my

came in 1971
to see ^{it} again
leave from teaching.

Polby has always been very good to me
and I will treasure my memories
with students and staff. As they
say you get back two-fold what you
put into things. I now know that to
be true!

Thanks again
Linda Kaleps

THANK
YOU

COLBY SCHOOL BOARD

THANK YOU FOR THE VERY NICE
RETIREMENT MOMENTS &
REMEMBRANCE. IT WILL
SOON HAVE A SPECIAL PLACE
IN THE HOUSE.

STEPHEN LINCOLN



June 8, 2011

Dear Mr. Kolden and the Colby Board of Education,

Enclosed please find our FEAHS-EC Annual Report to share at your next Board Meeting. We have done this annually to record statistics, programs, and any significant changes in our Alternative High School program.

We appreciate your faithful support in working with us to assure more students success in earning their High School Diploma. It truly is a pleasure working with the district administrators, principals and counselors in our consortium group.

Have a restful & recuperating summer!

Sincerely,

A handwritten signature in cursive script that reads "Sue A. King".

Sue A. King, FEAHS-EC - Instructor

Falcon Enterprises Alternative High School & Education Center 2010-2011 Annual Report



**ANNUAL REPORT 2010-2011
FALCON ENTERPRISES ALTERNATIVE HIGH SCHOOL –
EDUCATION CENTER**

I. General Information

Falcon Enterprises Alternative High School – Education Center
 PO Box 70 1011 E Spruce Street
 Abbotsford, WI 54405
 Phone: 715-223-0118 Fax: 715-223-0119 CESA 10
Designated Contact Person: Sue A King, Instructor

II. Program Statistics

Length of School Day	Will the Program be Continuing in '2011-2012	Number of Participating Districts
3.75hrs/ day 8-4 MW 8-8 T TH	YES	4
# of Students Enrolled Start of Year	# Entered Program During '10-11	# Students Leaving Program '10-11
20	43	4
Accomplished Objectives Remained in District	Removed and/ or participated in other Program in District	Moved
40	1	2
Dropped Out/Expelled/Suspended	Community Education Participants	Program Waiting List Maintained /Clear Application Process?
1	2 GED02 18 credit recovery	YES
Total Number of Days Students Attended Program in '10-11 Year	Total Number of Days Same Students Attended School in '09-10 Year	'10-11 Did not Attend Due to School Discipline
3728days/21 students cr=21 students@72 nights=1512 nights	3642days/21students	3
'10-'11 Did not Attend Due to Community Discipline	Number of Students Graduating from the Program	
0	12	

III. Program Signatures

Signature of District Administrator *Reed G. Wehl* Date 6-7-2011

Signature of Instructor *S. A. King* Date 6/6/2011

IV. Grade Levels

	Grade 10	Grade 11	Grade 12	Adult
Total Number of Students Served at Grade Level	4	19	16	0
Total Females Served at Grade Level	2	7	10	0
Total males Served at Grade Level	2	12	6	0

Race and Ethnicity

Native American/ Alaska Native	0	0	0	0
Asian/Pacific Islander	0	0	0	0
Black, not of Hispanic origin	0	0	0	0
Hispanic	2	4	3	0
White, not of Hispanic Origin	2	0	1	0

Students with Disabilities	0	0	0	0
Limited English Proficient	0	0	0	2

Free and Reduced Lunch	0	0	3	0
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Summer School 2010				16 total
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V. Community Impact

	Contribute Time	Contribute resources	Helped	
Local mall Businesses: Ben Franklin, Dollar General	X	x	x	
CESA 10		x		
Community Agencies: Family Planning, Marathon County Public Nurses, Healthy Birth Nurse/Marshfield, Clark County Job Service, city Chamber of Commerce	x	X	x	
County Human Services	x	x	x	
Law Enforcement	x	x	x	
NTC-ELL/CNA Programs	x	x	x	
School to Work Council Abbotsford High School	x	x	x	
Technical College NorthCentral, Midstate, Chippewa Valley	X	X	x	
Volunteer Organizations Lions Club, Chamber of Commerce, PTO, Highground Veterans Memorial	x	X	x	
Work Study Employers	X	X	x	
Abby Bank	x	X	x	
Abbotsford Education Fndtn			x	

VI. Narrative

6/2/2011

In reflecting upon our eleventh year at FEAHS, we must note significant changes as well as emphasize repeated and successful routines.

During the 2010-2011 school year, we served:

Traditional HS students=21 (11 graduates) GEDO 2=4 students (2 completed)

And Credit Recovery=21 students Totaling 42 students

Two students withdrew; 1 Junior moving to Marshfield, 1 Senior moving to Fond du Lac, and 1 18yr. old joining the workforce. One student was suspended from his home district and moved to a homebound online class. There were 5 truancies and 2 disorderly conduct tickets issued by the Abbotsford Police Department. We strongly support the city of Abbotsford's local truancy policy, as our partner districts are also able to use this in issuing truancy tickets.

Our school attendance policy is not strong enough evidently, when some parents are not able to get their teen children to school on a regular basis, nor know their whereabouts on a daily/nightly basis. The issuing of these truancy tickets mark more of an involvement with law enforcement than ever before at FEAHS. Inappropriate language and behavior, very poor attendance are legal issues for our young adults if parents, school rule, teachers and principals can't strongly enough impress on our young citizens acceptable behavior.

Consistent and expected routines: Our daily schedules of computer time, class time, and break times remained the same. The students attending here work well with routine. Individual students' behavior may be "all over the board" from day to day, but consistency in staff behavior and expectations level the atmosphere and stabilize those erratic behaviors. Course assignments and expectations, Learning Plans and consistent discipline consequences provide stability where work is rewarded through improved grades-credits-and ultimately a diploma or recovered credits.

More rewards: Fieldtrips again were offered with enriching experiences for students. September-MultiCultural Diversity Day at High Ground, October-Job Shadowing Experiences with Royal Credit Union(3 students), November=Grand Theatre, Wausau(Cyberbullying), December=Fanny Hill Dinner Theatre & UW Eau Claire Art Gallery, February fieldtrip to Camp Forest Springs cancelled due to poor attendance, April-Crystal Cave & Cady Cheese Factory, Spring Valley, May-'senior trip' for all to Minnesota Apple Valley Zoo, IMAX and Mall of America.

Students seemed to enjoy class units this year where high interest topics, new and unusual experiences are built in as goals for their attention. Units integrated with core subjects this year were:

September "America, the Story of Us"/Diversity,Personal Finance

October-"Understanding loans, credit, " Career Portfolios started

November-"Balancing Act" in good writing, Thanksgiving, Saving, Spending, "Success on Jobs" ,Human Torso, Biology, Psychology-Brain and Learning

December-Ecology of the Human Body, Holiday Journal Writing, Psychology continued, Mind and Body, Self Analysis

January-School to Work Books, Psychology Research Papers, Citizenship Tests, Martin Luther King Study, JFK Speeches, Art & Theatre, Life Steps, "Silk Road-

February-Silk Rd. Continues-Middle East and Asia study, Israel Today, World Religions/philosophy

March- Famous Women in History, "Rock the Vote" State Unit, Wisconsin Trivia

April-May Environmentalism, Earth Day: Water-Fire-Earth-Air-Spirit of Life, "Cost of Cool"-consumerism, "Hot careers", completion of Workplace Etiquette and Attitude, Rocks/Minerals, Animal Behavior Observation, Biosphere, Ecosystems, People and Environment, Career Portfolios completed.

FEAHS students' ages vary from 15-19, attend from the districts of Abbotsford, Colby, Thorp and Athens. For the most part, students have gotten along well with each other. They seem to have 'meshed' and welcomed the opportunity for new friends and a new opportunity to earn credits and a diploma.

Attendance continues to be an issue with some students, particularly if living arrangements are extenuating and maturity not evident in truly wanting their high school diploma. We have found this year in the midst of the information/technology age, that even numerous phones, and computers in households still don't work, if the people on the other end don't respond or know where their teens are. As emphasized in previous years, if this pattern has begun in elementary or middle school, the behavior changes very little in high school.

Work Study Participants: Area Farms (8), McDonalds(2), Abbyland(2), County Market (1), Daycare (1), SuperValue(1), LaGuadelupan(1), DJ business(1), Figiis(1)

Service Projects: Abby Elementary PTO Popcorn fundraisers, City of Abbotsford signs, Adopt a Highway, Mall and room Maintenance, After School Program/PE Teacher Assistant.

Staying the Course

It is important to note that 40 students reached their goal of earning credits or their high school diploma through FEAHS attendance. Responsibility and respect as well as demonstrated maturity were more evident in the least month of school than earlier months as January and February. With guidelines in place and room for understanding, as well as alternative methods of instruction and discipline, there is little question what the responsibilities are for FEAHS students.

Evaluations

Student and Parent Evaluations are handed out at the end of the year for students to anonymously put them into a jar. Findings are as follows:

STUDENTS (13 responded): Positive comments included adequate amount of computers and technology, 'its all good', strongly agree that FEAHS has helped them work towards the goal of graduation (6), teachers respectful for who you are((5), helpful in guiding you towards employment/college opportunities (6), liked the 15 hr requirement for attendance(4), easier to learn here than regular school (9), staff go out of their way to give the best education they can(7), find it easier to learn at FEAH than regular high school(5), FEAHS the right choice for them (10), recommend this program to others(9), let students work at their own pace (4)

More negative comments: not enough computers and technology (2), FEAHS has not give me more freedom than my last school(1), school has not been helpful in finding a job (2), does not let students work at own pace (1), has not helped set goals for the future (1).

PARENTS (8 responded): Positive-*Toward the end of the year, child was lessening attendance but it was due to no fault of the school, Excellent open communication, definitely a wide variety of classes, we feel it is better for students and feel that our child kept better interest in school with the 4 day week, we wish we would have known of the school earlier, application was easy enough and there were* plenty of help with any questions or problems we had, schedule was flexible and offered opportunity to work, excellent service programs, attitude towards school has improved over the year, glad we have an alternative school where there is an alternative for students who do not fit the norm of the regular schools.*

More negative: *Somewhat improved changes in home, manner, language but not too much in attitude about school, seems like no school can make our daughter improve attendance, our daughter doesn't work and needs to be in school more hours per week.*

VII Measurable Goals and Objectives

- Longitudinal Study (Appendix A)
- NovaNET Usage Reports (Appendix B)

VIII 2011-2012 Goals

Goal 1: Students will recover credits and remain on track for graduation.

Goal 2: Students will improve attendance while attending FEAHS.

Goal 3: FEAHS will attempt to form new community partnerships and expand the Job Shadowing program, service projects and work study programs.

Goal 4: Continue using semester plans of when required classes will be offered during Group Class time. This will facilitate students having difficulties with required classes in having more class time support. (ie Psychology, Personal Finance, Consumer Math, Biology, English, History, etc.)

IX Measure of Achievement

- COURSES offered: 71 online classes with course syllabus sheets containing computer lessons, tests, text and project assignments.
- *Completed* during the 2010-11 school year: _____ with 43 students including Fulltime and Credit Recovery, and Work Study and Service Learning credits
- *Graduates*: 12 traditional high school students, 2 GED Option 2 students, ___ Underclassmen, and ___ Credit Recovery students.
- Total students attending fieldtrips: _____
- *Service Project Participation*: _____
- *Work Study Sites*: 16

X Recommendations for 2011-2012

- Continuation of Open House on first day of school for parent(s) and student; policies, procedures & application explained and completed; schedule set; communication information for attendance/progress issues; acquaint each other with common goals.
- Early reminders for seniors' obligations as photos, post-high school plans and scholarship applications.
- More direct involvement with: Work Study and Service Projects; confirmed by the end of September for year-long projects and completions. *Commitment to this requirement enforced.
- Truancy and disciplinary measures taken as Handbook states regarding 1st, 2nd offense, etc. Consider local law enforcement as a community partner in enforcing improved attendance and behavior.
- Utilizing the Abbotsford School Food Service in providing the supper for the Graduation Reception, May, 2012.

STUDENT	GRADE LEVEL	ENROLL STATUS	DATE ENROLLED	WITHDRAWN DATE	2009-2010 TOTAL ABSENT	2010-2011 TOTAL ABSENT	ATTEND. % OF IMPROV.	BASIA BEGINNING READING LEVEL	BASIA ENDING READING LEVEL	PRIOR CREDITS EARNED	FEAHS CREDITS EARNED	FREE/REDUCED LUNCHES	HAS SINGLE PARENT	TEEN PARENT	Grad STATUS	Post Sec. Plan
A	12	ft	9/1/2010	5/19/2011	0	0	xx	2.9	3	9.5	15.5	x	x		x	x
B	11	cr	9/1/2010	11/11/2010	xx	xx	xx	n/a	xx	n/a	2.5				cont	
C	12	ft	9/1/2010	6/2/2011	xx	21	xx	4.5	6.2	11	4.75	xx			non com	x
D	12	ft	3/15/2011	5/16/2011	17	0	100%			22	2	x		x	x	x
E	9	cr	1/27/2011	3/1/2011	xx	xx	xx			n/a					cont	
F	12	ft	1/10/2011	2/17/2011	xx	xx		12.9	12.9	25	1.5	x	x		x	x
G	12	ft	9/1/2010	4/14/2011	4	0		10.2	12.9	14.5	6GEDO2	x	x		x	x
H	12	ft	9/1/2010	3/24/2011	0	0		12.9	12.9	15	9	x			cont	x
I	10	cr	9/1/2010	11/16/2010	xx	xx	xx				0					
J	11	cr	4/27/2011	6/2/2011	xx	xx	xx			15.5	2.5					
K	11	ft	9/1/2010	4/26/2011	n/a	45.25	0%	2.9	4.5	7.5	6	x				x
L	12	cr	1/27/2011	3/1/2011	xx	xx	xx			xx	0.5				x	
M	12	cr	9/1/10	10/7/2010	xx	xx	xx	xx	xx	n/a	0.5	x			x	
N	11	cr	2/3/11	3/29/2011	xx	xx	xx			n/a	1	x	x			
O	11	ft	9/1/10	6/2/2011	39.5	19.5	50%	5.4	7.2	9.75	3.5	x	x		cont	
P	12	cr	4/11/11	5/18/2011	xx	xx	xx				0.5				x	
Q	12	cr	9/1/2010	12/7/2010	xx	xx	xx				2.5	x				x
R	12	cr	5/5/2011	5/24/2011	0	0	xx					x				x
S	10	ft	9/1/2010	6/2/2011	xx	xx	xx	6.2	8	5.5	4	x			x	
T	11	ft	9/1/2010	6/2/2011	xx	xx	xx	5.7	9.2	10	3.5	x			cont	x
U	11	ft	1/24/2011	6/2/2011	67	3		5.9	6.2	6.5	1.5	x			cont	
V	12	ft	1/24/2011	4/13/2011	0	0		11.7	12.9	20	4.5	x			x	x
W	12	ft	1/24/2011	4/27/2011	32	0		9.9	12.9	18.5	5.5	x			x	x
X	12	ft	3/28/2011	5/17/2011	16.5	0		5.4	8	21.5	2.5				x	x
Y	11	cr	9/1/2010	10/19/2011	xx	xx	xx	xx	xx	xx	0.5		x		cont	
Z	11	ft	4/18/2011	6/2/2011	55.5	4				15.5	4		x		cont	
AA	10	cr	9/1/2010	9/23/2010	xx	xx	xx				0.5					
BB	11	cr	1/24/2011	3/17/2011	xx	xx	xx			n/a	0.5					
CC					xx	xx					0.5					
DD	11	ft	1/24/2011	6/2/2011	14	12		12.9	12.9	8	3.5	x	x			
EE	11	cr	9/1/2010	2/10/2011	xx	xx	xx	xx	xx		0.5				cont	
FF	11	ft	1/24/2011	6/2/2011	14	11		6.6	12.9	13	3	x				
GG	10	ft	9/1/2010	3/19/2011	0	0				11	1.5					
HH	12	ft	1/24/2011	5/13/2011	0	0		12.9	12.9	6.5	1+GEDO2	x	x		x	x
II	12	ft	9/1/2010	5/24/2011	18	0		3.7	5.4	15.5	8.5	x	x		x	x
JJ	12	ft	9/1/2010	11/29/2010	0	0	0%	6.8	9.2	23	2	x		x	grad	x
KK	11	cr	2/3/2011	3/24/2011	xx	xx	xx			x	0.5					
LL	11	cr	09/01/10	10/7/2010	xx	xx	xx			1.5		x			cont	
MM	12	ft	09/10/10	11/15/2010	unknown			6	xx	9	2.5		x		w/d	x
NN	9	cr	01/24/11	2/3/2011	xx	xx				xx	0					
OO	11	ft	01/24/11	6/2/2011	13	5		11.7	12.7	11.25	3		x			
PP	10	cr	09/01/10	9/23/2010	xx						0.5					
					51%		Improvement	53%		289.5	112.25					
							Improvement			Earned	Earned					
										previously	this year					

May 12, 2011

Steven Kolden, Superintendent
Colby School District
P.O. Box 139
Colby, WI 54421

Dear Steven Kolden:

As of this date, we have not received a response to our letter dated April 1, 2011, requesting a written plan for the excess cash balance as reported in your school food service financial report.

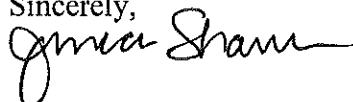
As previously noted, the following options may be used to eliminate the excess balance reported:

- Carryover of the funds to be expended in the next school year under a plan approved by Department of Public Instruction (DPI)
- Carry over the funds under a plan approved by DPI to support long range planning for the improvement of the school food service. Please note an annual report to DPI will be required as long as the excess fund balance exists
- Provide reduced eligible students with free meals
- Improve food quality or take other action designed to improve the non-profit school foodservice such as purchasing equipment or providing additional training to staff. Section 210.04(a) of the regulations prohibits school food service revenues from being utilized to purchase land or buildings or to construct buildings
- Consider starting a fresh fruit and vegetable snack program for your students.

Note that all options require that funds in the non-profit school food service account be used **only for school food service activities**. Section 210.19(a) (1) of the regulations requires that if the submitted and approved plan does not reduce the excess cash balance, DPI must adjust the rate of reimbursement to that program. A form is enclosed for you to detail your plan which must be completed and **returned no later than May 27, 2011**. If we have not received your plan by this time, your agency will go into claims withholding.

As stated in the previous correspondence, if you have any questions regarding your food service excess cash balance, please contact me by phone at (608) 266-2416 or by email at jessica.sharkus@dpi.wi.gov. If you believe the 2009-10 ending balance or expenditures are incorrect, please contact Jacque Jordee at (608) 267-9134.

Sincerely,



Jessica Sharkus, RD, CD
Assistant Director, School Nutrition Team
WI Department of Public Instruction

Fund 50 - Excess Cash/Fund Balance Expenditure Plan

Your response is required by: May 2, 2011

Please return your completed form to Jessica Sharkus, School Nutrition Team at:

Fax: 608-267-0363.

Email: jessica.sharkus@dpi.wi.gov

Name of School District or Agency: Colby School District

Agency Code: 101162

The above named school district/agency wishes to exercise the option to carry over its 2009-2010 excess cash/fund balance in the amount of **\$132,877.48** for allowable expenditures directly related to its school food service. The following plan details the items and amounts that will be obligated for expenditure during the 2010-2011 and 2011-2012 school years.

Description of Project:

Addition and upgrades of equipment in District's main kitchen

Addition of salad bar option for high school

Payments for salad bar food that exceeded anticipated budget

Time study / reallocation of positions dedicated to food service that were previously funded from Fund 10

Add two dedicated lunch room supervision positions (each 2 hours daily) at the elementary school to provide enhanced safety and support for the lunch room.

Maintain fund 50 carry over for anticipated ongoing employee expenses shifted from fund 10

Expenditure/Items

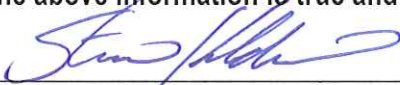
Amount

New Equipment	\$14,277
Additional food expenses for salad bar	\$8,263
Reallocation from Fund 10 to Fund 50 of .5 FTE clerical position dedicated to Food Service	\$11,666
Reallocation from Fund 10 to Fund 50 of .15 FTE payroll position (15% of total staff are Food Service)	\$6,098
Reallocation from Fund 10 to Fund 50 of .5 FTE custodial positions dedicated to Food Service work Calculated from a time study of all district custodians and the amount of time dedicated to cleaning Kitchens, lunch rooms on a daily basis and year end deep cleaning.	\$16,325
Addition of two (2) two hour positions dedicated to lunch room supervision at the elementary school	\$8,800

Total amount obligated for expenditure in 2010-2011 and 2011-2012: **\$65,429**

Estimated date when project will be completed:	Personnel costing shifts	ongoing
	New Equipment	Fall 2011

I certify that the above information is true and correct to the best of my knowledge.



Signature of Authorized Representative

May 26, 2011
Date

For DPI Use Only

Approved _____ Date _____

REGULAR MEETING MINUTES
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY
MONDAY, MAY 16, 2011
COLBY DISTRICT/EDUCATION CENTER

The Regular School Board Meeting on May 16, 2011 was called to order at 7:30 p.m. at the Colby District Education Center by Board President, William Tesmer. Members present were Eric Elmhorst, Cheryl Ploeckelman, Bill Tesmer, Ed Haas, Dennis Engel, Todd Schmidt and Emily Peissig, student board of education representative. Donna Krueger was absent. Also present were Superintendent Steven Kolden and Chris Thieme.

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

Several items of correspondence were presented including: Thank you from the Miller Family and the Rueth Family.

Emily Peissig, Student Board of Education Representative, reported on the Prom that was held in April. The Student Council members have met with the high school principal to discuss next year's activities. Hannah Woik will be the Student Council Representative to the board next year. Mr. Tesmer presented Ms. Peissig a certificate for being a student board member during the 2010-11 school year. The board members thanked her and asked that she take her name plate with her.

Mr. Kolden informed the board the 2012 Legislative Meeting is scheduled for April 16th, which is also the date of the board meeting for April, 2012. Board members discussed changing the date and agreed to hold the April, 2012 board meeting on Tuesday, April 17, 2012.

The school district has contracted with CESA 6 for a Web Development Project/Content Management System for 2011-2012. Training for staff is scheduled for next week.

Information was received announcing Colby Cheese Days to be held July 15-17, 2011 and the annual June Dairy Breakfast to be held at the Gutenberger Farm on Sunday, June 26, 2011.

The Colby Elementary students are starting a composting project in coordination with the fresh fruits and vegetables program and the garden plots. Mr. Kolden gave a summer school report on classes, teachers and number of students enrolled. He presented the CESA 10 Services Contract for signatures. The district is going to advertise for bids for a High Deductible Health Insurance Plan unless the board has any concerns.

Mr. Kolden informed the board the district is contracting with the Central Wisconsin Educational Telecommunications Network (CWETN) Distance Learning Consortium to provide access to classes, both ours and those classes from other school districts. CWETN will be the main provider of distance learning classes. A list of classes was provided to board members.

The district will purchase WASB services to produce a Personnel Handbook.

A discussion was held on Board members attendance at a Committee Meeting when the board member is not a member of the committee that is meeting. It was decided that a policy or procedure needs to be developed. WASB will be contacted for suggested procedures. It was also suggested that Committee Meeting minutes be written and distributed to board members not on the respective committee.

Motion by Mr. Engel, seconded by Mrs. Ploeckelman to approve the consent agenda with the exception of item 6.03-5 CEA Retirement Response which is moved to closed session. Items Approved:

6.01 Minutes of April 18, 2011 Regular Board Meeting and April 25, 2011, Special Board Meeting.

6.02 No requests for Out-of-State travel.

6.03-1 Resignation of Evan Krebsbach as High School Dance Coach.

6.03-2 Resignation of Kennia Martinez as M.S. ELL Teacher Assistant.

6.03-3 Resignation of Rebecca Isenberger as Kindergarten Teacher.

6.03-4 Resignation of Emily Banwell as Colby Elementary Special Education Teacher.

Motion by Mr. Engel, seconded by Mr. Schmidt, to approve the receipts and the invoices as presented.
Voice vote – Motion carried.

Financial Report	
April Receipts #389469-389524	\$ 189,120.33
Mid Wisconsin Bank Wires #1226-1244	127,543.88
Community Bank Regular Checks #28659-28701	64,223.81
Direct Deposit 9041281-9041626	273,863.43
Dorchester State Bank Checks #60520-60646	382,496.67

Mrs. Ploeckelman and Mr. Elmhurst reported on their attendance at the meeting of the Clark County School Boards. The forum focused on “Whole Grade Sharing” as a way to share programs between districts. Mr. Schmidt attended the WASB 2011 Spring Academy for new board members. Topics discussed were School Board Governance, Board and Superintendent Relationships, School Board Policy, Wisconsin School Law and the role of the Department of Public Instruction. Mr. Schmidt also received materials on the School Budget Cycle and Effective Legislative Advocacy.

The principal at the Colby High School submitted a Parking Lot Fee Proposal. Students will be required to register their vehicles and pay an annual fee of \$50.00 to use the parking lot. The potential income would be \$5,000.00 with \$500.00 expense for tags, stickers. An additional \$1,000.00 would be used for Colby High School student incentives throughout the year. Administration intends to proceed with this proposal for the 2011-2012 school year.

Board members were given an Administrative Procedure for the Refund of Activity Fees.

The NTC 66.0301 agreement for a Manufacturing Certificate Program was presented for Board Signatures.

Motion by Mrs. Ploeckelman, seconded by Mr. Engel, to short term borrow not to exceed \$1,000,000.00 from Mid Wisconsin Bank to cover current payroll and operational expense. Roll call vote – Motion carried 6-0.

Motion by Mrs. Ploeckelman, seconded by Mr. Schmidt to approve membership for the Colby High School in the WIAA for 2011-12. Voice vote – Motion carried.

Board members instructed Mr. Kolden to obtain bids for the Student Insurance for 2011-2012 as the current renewal contains a 30% increase in cost.

Mr. Kolden presented two scenarios for School District Calendar for 2011-2012. The calendar for next year needs to be decided as staff, parents, contractors and coaches are looking to schedule for next year.

Motion by Mr. Schmidt, seconded by Mr. Haas, to approve as a second reading Board Policy #341.5 – Physical Education Instruction, #345.6 –High School Graduation, #375 – Student Contests and Tournaments, Exhibit #375 District Funding of Contests & Tournaments, #451 – Student Handbooks, #453.31 – Head Lice/Nits, #453.4 – Administration of Over-the-Counter Medication and Prescription Medication to Pupils by School Personnel, Rule # 453.4 – Guidelines for Administering Medication. Voice vote – Motion carried.

Motion by Mrs. Ploeckelman, seconded by Mr. Engel, to convene in closed session per Wisconsin Statutes 19.85 (1) c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. 10.01 CEA Retirement Response; 10.02 CEA 2009-2011 Contract Update; 10.03 Potential Contract Non-Renewal; 10.04 Superintendent Evaluation. Roll call vote – Motion carried.

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

Motion by Mrs. Ploeckelman, seconded by Mr. Engel to approve Sue Dix request to retire and receive \$40.00 per unused sick day and \$2,750.00 for each year of service toward the retiree's health insurance premium under the District's health insurance plan until the retiree becomes eligible for Medicare Coverage. Roll call vote – Motion carried 5-1, No – Mr. Elmhorst.

Scheduled Board of Education Meetings:

- Facilities/Transportation Committee – June 6, 2011 –6:00 p.m. - CDEC
- Curriculum/Policy Committee – June 13, 2011 – 5:00 p.m. - CDEC
- Regular Board of Education Meeting – June 20, 2011 – 7:30 p.m. – CDEC
- Special Board of Education Meeting – June 28, 2011 – 7:30 p.m. - CDEC

Motion by Mr. Engel, seconded by Mrs. Ploeckelman, to adjourn the meeting. Voice vote - motion carried. Meeting adjourned at 10:25 p.m.

Respectfully Submitted:

Edward Haas, Clerk

Chris Thieme, Reporting Secretary

Kristine Frazier
1720 Eighth Street
Eau Claire, WI 54703
715.225.0531
Kfrazier@colby.k12.wi.us

May 18, 2011

Mr. Steven Kolden
5050 West Spence Street
PO Box 139
Colby, WI 54421

Dear Mr. Steven Kolden:

I have received the letter to rescind the Layoff Notice and offer a .5 FTE teaching position with the School District of Colby. At this time, I wish to decline the position. Due to financial obligations, I cannot afford to drop to part-time employment.

Leaving Colby will be very difficult. I am very proud of the effort the ELL students have put toward their education. I have raised the bar and they have risen to my challenge. I feel I am leaving these students in the very capable and caring hands of our staff. This community is fortunate to have a staff completely dedicated to the growth and achievement of the students.

I have learned a great deal from this teaching experience. I want to thank you for the opportunity to work in the Colby School District.

Sincerely,



Kristine Frazier

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Steven Kolden, Superintendent

April 20, 2011

NOTICE OF REINSTATEMENT

Kristine Frazier
Colby Elementary School
Colby, WI 54421

Dear Kristine:

As a result of action Monday evening, April 18, by the Board of Education, I am happy to inform you that the Board rescinded the Nonrenewal/Layoff Notice issued to you in response to uncertainty surrounding funding for the next fiscal year, and the Board hereby provides you notice of reinstatement of your employment to **.5 FTE**.

We look forward to having you continue your employment with the Colby School District for the next year and beyond. Please sign and return the declaration below by April 27, 2011 indicating your intent to continue your employment with the School District of Colby for the 2011-12 school year.

Thank you for your patience with this process. We are hopeful that you will continue your teaching career with the School District of Colby.

Sincerely,



Steven Kolden
Superintendent

c: Building Principal
Tom Buchanan, CEA President
Val Knautz, CEA Chief Negotiator

ACCEPTANCE OF POSITION

I, Kristine Frazier, having been informed of the Board of Education's action rescinding the Layoff Notice issued in March 2011, hereby accept my **.5 FTE** teaching position with the School District of Colby for the 2011-12 school year.

Signed _____ Date _____
Kristine Frazier

Please return to Kristen Seifert at the District Office by Wednesday, April 27, 2011.

To: Board of Education of the School District of Colby

From: Mary Giffin

Please accept my resignation from my position as a math teacher at Colby High School. I have enjoyed my 21 years working for the Colby School District, first as a substitute teacher, then as an aide in the special education department and, for 16 years, as a teacher at the high school. Thank you for the opportunity to work with your children.

Respectfully,

A handwritten signature in cursive script that reads "Mary Giffin". The signature is written in black ink and is positioned to the left of the typed name.

Mary Giffin

Steven Kolden

From: Suzanne Dix
Sent: Wednesday, June 01, 2011 2:45 PM
To: Steven Kolden
Subject: RE: Thursday Program

Mr. Kolden,

Based on the proposal you shared with me last Thursday morning, I will accept the offer made by the Board and tender my resignation effective the end of this school term.

Sincerely,
Suzanne Dix

From: Steven Kolden
Sent: Wednesday, June 01, 2011 8:42 AM
To: Suzanne Dix; Mary Giffin
Cc: Kristen Seifert; Val Knautz
Subject: Thursday Program

Good Morning!

Kris is working on final program for End of year celebration, including recognition of retirees.
I know you both were considering this.. **shall we include you on this list?**

NO NEED to decide now if you're not sure yet, just wanted to make sure we had the opportunity to recognize you if you have decided.
Just let us know!
Steve

*Dr. Steven E. Kolden
Superintendent, Colby School District
PO Box 139, 505 West Spence Street
Colby, WI 54421
715-223-2301 office
715-223-4539 fax*



Please consider the environment before printing this e-mail

This message, and any attachments thereto, may contain confidential and/or privileged information. If you are not the addressee or authorized to receive this for the addressee, you must not use, copy, disclose, or take any action based on this message or any information herein. If you have received this message in error, please advise the sender immediately by reply e-mail or by telephone at (715) 223-2301 and delete all copies of this message. Thank you for your cooperation.

May 30, 2011

Samantha Penry Ed.S.,NCSP
Director of Special Education
School Psychologist
Colby School District

RE: Occupational Therapy Services

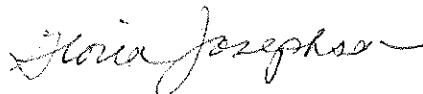
Dear Mrs. Penry,

Thank you for allowing me to work in the capacity of occupational therapist for the Colby School District. I have enjoyed working with both students and staff. One day per week at Colby has worked well for me, even though it has meant working through every lunch, before and after school. I feel I was able to meet the time requirements for student's IEPs, but the schedule did not allow for additional time in the classrooms.

Unfortunately, my schedule is not flexible enough to allow me to come more than one day per week. With the requirement of coming 2 days per week, I am not able to meet the expectations of the contract.

Thank you for all your help with students. I am confident they will do well under your direction.

Sincerely,

A handwritten signature in cursive script that reads "Gloria Josephson".

Gloria Josephson, OTR

Occupational Therapist

5862 Reynolds Ave
Dorchester, WI 54425
715-654-6603
gwirkus@colby.k12.wi.us

5-31-11

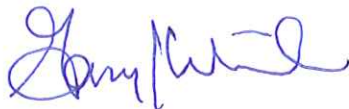
Dr. Steve Kolden
Superintendent
Colby Public Schools
PO Box 139
Colby, WI 54421

Dear Dr. Kolden and Colby Board of Education:

Please accept this letter as notification that I am leaving my teaching position with Colby Public Schools on June 30, 2011. I have decided to accept the Agriculture Education position at Mosinee High School.

If I can be of assistance during this transition, please let me know.

Sincerely,



Gary Wirkus

June 10, 2011

To: Dr. Steve Kolden
Superintendent
School District of Colby

From: Jeffrey S. Sauer

RE: Resignation from High School Principal

Dear Dr. Kolden,

It is with much regret and extreme mixed emotion that I am informing you that I will be resigning the position of Colby High School Principal effective June 30, 2011. I have greatly appreciated the honor and privilege to have served as the High school Principal for the past school year under your direction.

As you are aware, I am extremely proud of the progress made during this school year at the High School. Unfortunately, I cannot miss another year in the life of family and the constant running back and forth. I feel I did not do justice to either my family or give the fullest attention possible to the Colby community both of which I feel are extremely important.

I have learned so much from this experience, built up some great relationships that I will carry with me throughout my life, and hope that you are able to find a suitable replacement soon. I would be happy to help this person transition to my vacated position.

Thank you again for the opportunity and best wishes!

Sincerely,



Jeffrey S. Sauer

Kristen Seifert
Colby District Center
505 West Spence Street
PO Box 139
Colby, WI 54421

June 14, 2011

To Whom It May Concern,

I regret to inform you that I am resigning from my position in the School District of Colby and will not be returning to teach Special Education.

Thank you for your support and the opportunities that you have provided me with during my employment with the school. I will miss everyone that I have had the pleasure to work with.

Sincerely,

Melissa D. Manor

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.

Anderson, Traci
Employee's Name: Last, First

Asst. HS Volleyball Coach
Position and Building Location

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

- Administrator; Continuing Teacher; Emergency Teacher; Long Term Sub; Paraeducator; Spec. Ed. Asst.; Clerical;
 Maintenance; Food Service; Coach; Extracurricular Aide; P/FH Worker; Academic Support

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

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

calendar. Does this position require a substitute? Yes No

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

Hire Requested by:

Jim Hagen
Immediate or Program Supervisor's Signature

5-19-11
Date

Steven Kolden
Superintendent's Signature

5-23-11
Date

Reason for position vacancy:
JV coach took head coach

Person vacating position:
Ashley Thielman

Date position was vacated:
Winter 2011

Recruitment area:
Local/Internal

Number of candidate files:
3

Person(s) doing screening:
Jim Hagen, Ashley Thielman

Number of candidates after screening:
3

Person(s) doing interviewing:
Jim Hagen, Ashley Thielman

Number of candidates interviewed:
3

Candidate Biography / resume & application on back

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.

Anderson, Traci
Employee's Name: Last, First

MS/HS
Position and Building Location

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

Administrator; Continuing Teacher; Emergency Teacher; Long Term Sub; Paraeducator; Spec. Ed. Asst.; Clerical;
 Maintenance; Food Service; Coach; Extracurricular Aide; P/FH Worker; Academic Support

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

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

calendar. Does this position require a substitute? Yes No

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

Hire Requested by:

Jim Hagen / Jeff Sever
Immediate or Program Supervisor's Signature

6-10-11
Date

[Signature]
Superintendent's Signature

6-12-11
Date

Reason for position vacancy:

At time of hire in 2010-11, it was a 1-yr. position

Date position was vacated:

Number of candidate files:

4

Number of candidates after screening:

1

Number of candidates interviewed: 1 (Traci has a good 1st yr. of teaching, she is qualified, she has taken on other non-teaching responsibilities already)

Person vacating position:

Recruitment area:

Statewide

Person(s) doing screening:

Jim Hagen / Jeff Sever

Person(s) doing interviewing:

Jim Hagen / Jeff Sever

Candidate Biography / resume & application on back

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment
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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.

Jerry Cardiff
Employee's Name: Last, First

FROSH football coach
Position and Building Location

Continuing Position? Yes No
(IF no, Start and End Dates) June 1, 2011 through _____

Administrator; Continuing Teacher; Emergency Teacher; Long Term Sub; Paraeducator; Spec. Ed. Asst.; Clerical;
 Maintenance; Food Service; Coach; Extracurricular Aide; P/FH Worker; Academic Support

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

Desired start date: June 1, 2011 Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

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

Hire Requested by:

[Signature]
Immediate or Program Supervisor's Signature

5-20-11
Date

[Signature]
Superintendent's Signature

5-23-11
Date

Reason for position vacancy:

FROSH coach resigned

Person vacating position:

Al Zettler

Date position was vacated:

Fall 2010

Recruitment area:

Internal

Number of candidate files:

1

Person(s) doing screening:

Jim Hagen, Jeff Rosemeyer

Number of candidates after screening:

1

Person(s) doing interviewing:

Jim Hagen, Jeff Rosemeyer

Number of candidates interviewed:

1

Candidate Biography / resume & application on back

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.

Neumann, Lori
Employee's Name: Last, First

3rd grade teacher
Position and Building Location

Continuing Position? Yes No

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

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

Work schedule for hourly staff (to include scheduled lunch break) 7:45 a.m. to 4:00 p.m.

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

calendar. Does this position require a substitute? Yes No

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

Hire Requested by:

Lea Fildes
Immediate or Program Supervisor's Signature

6-6-11
Date

Superintendent's Signature

Date

Reason for position vacancy: greater # of students going from second to 3rd grade, needed to meet SAGE requirements 2011-2012

Person vacating position: new position additional SAGE #s

Date position was vacated: new position due to SAGE #s

Recruitment area: Internal

Number of candidate files: 1

Person(s) doing screening: Lea Fildes

Number of candidates after screening: 1

Person(s) doing interviewing:

Number of candidates interviewed: 0

Candidate Biography / resume & application on back

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.

Fults, Gerald

Employee's Name: Last, First

Middle School

Position and Building Location

Continuing Position? Yes No

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

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

Maintenance; Food Service; Coach; Other: _____

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

Desired start date: 2011-2012 School Year Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

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

Hire Requested by:



Immediate or Program Supervisor's Signature

5/23/2011

Date



Superintendent's Signature

5-25-11

Date

Reason for position vacancy:

Non-renewed, one year position because of resignation

Person vacating position:

Leatha Hopperdietzel

Date position was vacated:

Resignation in late March

Recruitment area: None Needed

Number of candidate files:

1

Person(s) doing screening:

Samantha Penry

Number of candidates after screening:

1

Person(s) doing interviewing:

Samantha Penry

Number of candidates interviewed:

0

Candidate Biography / resume & application on back

505 WEST SPENCE ST. • P.O. BOX 139 • COLBY, WI 54421-0139
PHONE 715.223.2301 • FAX 715.223.4539
SKOLDEN@COLBY.K12.WI.US

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Request To: Hire Transfer Expand Employment

(Please check appropriate assignment)

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

Trautlein, Elissa
Employee's Name: Last, First

Learning Disabilities Teacher, Elementary School
Position and Building Location

Continuing Position? Yes No

(If no, Start and End Dates) 2011-2012 School year through _____

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

Maintenance; Food Service; Coach; Other: _____

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

Desired start date: 2011-2012 School Year Is this a support staff position? Yes No If yes, please attach work

calendar. Does this position require a substitute? Yes No

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

Hire Requested by:

Samantha Penry
Immediate or Program Supervisor's Signature

6/14/2011
Date

S. Kolden
Superintendent's Signature

6-14-2011
Date

Reason for position vacancy:

Teacher left.

Date position was vacated:

End of 10-11 School Year

Number of candidate files:

16

Number of candidates after screening:

6

Person vacating position:

Emily Banwell

Recruitment area:

Special Educaiton

Person(s) doing screening:

Samantha Penry

Person(s) doing interviewing:

Kathy Rannow

Melissa Manor

Amy Underwood

Samantha Penry

Number of candidates interviewed:
6

Candidate Biography / resume & application on back

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

Welcome

This handbook has been prepared to help students and parents/guardians get acquainted with the rules and regulations of Colby High School. Read it carefully, and keep it to consult when there are questions about the rules and regulations that need to be followed at this school. Any questions about rules and regulations contained in this handbook, please stop by the office and talk with the principal. It is our hope that your education at Colby High School will be a pleasant and profitable experience.

MISSION OF COLBY HIGH SCHOOL:

The mission of Colby High School is to prepare our students to be life-long learners with a passion for gaining knowledge, skills, and experiences necessary to be productive community and global citizens.

This will be accomplished through the following:

WE BELIEVE:

- 1. All students have the capacity to learn and will be provided the opportunity to strive for their full potential.*
- 2. We are responsible for fostering positive and caring relationships in a safe and nurturing school environment.*

3. Education is a partnership grounded in communication and collaboration among students, teachers, administrators, parents and the community.

4. Differentiating instruction allows us to meet the individual academic needs of every student through the implementation and use of evidence-based researched best practices for teaching students.

5. We are to nurture the development of positive character traits such as respect, integrity, honesty, responsibility, a strong work ethic, and empathy.

6. Our students will be prepared to be lifelong learners with the necessary skills to be productive 21st Century citizens

I am a:

- Helping
- Others
- Reach
- Newfound
- Excellence
- Together

ACADEMIC HONESTY

Cheating is defined as taking the work, words, ideas, and/or efforts of another and presenting it as one's own or providing one's own work to be presented as another's. Cheating on any type of assignment will not be tolerated. All students involved shall not receive credit for the assessment and shall be required to complete a similar assessment.

On all offenses the teacher shall complete a behavioral referral, contact the parents, and contact the principal regarding the incident. (Refer to G-3, Discipline Infractions.)

ACCIDENTS

Every accident on school grounds or at any athletic event sponsored by the school must be reported by the student immediately to the person in charge and to any other necessary authorities.

ATTENDANCE REGULATIONS

State Law under Articles 118.15, subsections 1-5 states: *"Any person having a child who is between the ages of 6 and 18 years of age shall cause such a child to attend school regularly during the full period and hours."* It is important for all students to establish a positive attendance record. Absence from school, whether excused or unexcused, often has an adverse effect upon a student's academic progress. Each student at Colby should be in every class or study hall for which he/she is scheduled each day school is in session.

When a student must be absent for illness or other emergency reason, parents must contact the office on the day of the absence or may send

a signed note with the student on the day they return.

Students returning during the day must check in at the office and receive a pass before returning to class. Any student who abuses the expectations listed above could face disciplinary action. An 18 year old or older student will only be allowed to excuse themselves if an adult contract is on file with the principal's office.

Excused absences will be for serious illness, verified court appearance, injury, verified medical appointments, death in the family, family emergencies (explained), and school sponsored trips or when prior arrangements have been made with the principal. An excused absence allows the student to make up missed assignments and/or class time. The student assumes responsibility for requesting and completing make-up assignments.

Anticipated Absences

Students knowing that they will miss school in the future should request an "anticipated absence form" in the school office. A parental note will be required which states the reason for the anticipated absence. The student has the responsibility of clearing all assignments and obligations for each class before leaving for the requested days. If it is school related, you do not need to complete the form but work will need to be completed.

Attendance Procedures

After a student has 5 absences in a given semester, the student is required to bring verification as to why they were absent, or it is considered unexcused. A note or call from the parent/guardian after

the 5-day limit is not considered excused. The following types of absences are not counted towards the 5-day limit:

- Doctor appointment with verification
- Medical situation, i.e.: broken leg, surgery, pink eye, lice (with verification)
- Family emergency, i.e.: family funeral, car accidents, fires, broken water pipes
- Court dates (with verification)
- School activities
- Religious activities

This attendance plan does not supersede state law concerning truancy. Once a student receives two unexcused absences in a semester a letter is sent to the parent/guardian indicating a concern for truancy.

- 3rd unexcused absence: meeting will be requested in writing or phone call with the student, administration, and counselor.
- 4th unexcused absence: A meeting in writing or phone call will be requested with student, administration, and parent/guardian
- 5th unexcused absence: A truancy citation will be filed with the appropriate court system.

Absences

Students who are suspended from school will be allowed to make up major assessments impacting the student's grades according to board policy.

Unexcused Absences

For every hour of unexcused

absence, a 1-hour detention will be issued. Wisconsin Statutes (118.15) pertaining to school attendance are in effect in addition to the above items.

CHS does not have an open campus. Therefore, students will not be allowed to leave during the school day for any reason unless approved by administration.

DETENTION

Detention supercedes all school-sponsored activities. Detention is held from 7:05 AM-8:05 AM and from 3:35 PM - 4:35 PM on Tuesday and Thursdays. A student wishing to be excused from an assigned detention must be excused by the principal **prior to missing the detention.**

Students assigned to detention shall arrange their own transportation. If a student is absent on the scheduled detention day, the student is required to serve their detention on the next scheduled detention day. Students who miss after school detention without an excuse or other arrangements from the principal may be required to serve during the lunch period until the original detention has been served. Students who do not show up for assigned detention may be subject to suspension that may require a parent-pupil-principal conference and/or restricted from school-sponsored activities **Expectations for Detention:**

- Be prompt.
- Be prepared to work on academics.
- Utilize time constructively.
- Be cooperative.

For any time that a student does not follow the listed expectations,

he/she will be required to make up that time in detention.

SATURDAY SCHOOL

Saturday school supercedes all school-sponsored activities. Saturday school may be held from 8:30 AM - 11:30 AM once a month.

Expectations:

- Students must be prompt.
- Be prepared to work on academics.
- Utilize time constructively.
- Be cooperative
- Arrange for their transportation.

Students who do not show up for assigned Saturday school may be subject to suspension that may require a parent-pupil-principal conference and/or restricted from school-sponsored activities.

Seniors who have not completed their detentions, Saturday Schools, financial obligations, or met other expectations **will not be allowed to participate in the graduation ceremony. Participation in this ceremony is a privilege!**

BUS RIDERS RULES

Students must be on time at the designated school bus stops and must wait until the bus comes to a complete stop before attempting to enter. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the school bus.

- Listen and obey the driver's instructions the first time they state them to you.
- Be polite and courteous to your fellow passengers and the bus driver.

- Do not stand or extend your hands, arms, or head out of the windows. Do not throw any objects or debris out of the window.
- Eating or drinking of any food or beverages is not permitted on the bus.
- The rider shall pay for damage done to seats or other bus equipment.
- Students can only be picked up and dropped off at points jointly established by school authorities, parents and the bus contractor.
- Only scheduled bus riders will be allowed to ride the bus. Guests are not allowed on any regular bus routes.
- Any type of disturbance, which might interfere with the safe operation of the bus or with the comfort of passengers on the bus, cannot be allowed. Fighting and objectionable language will not be tolerated. Violators will be subject to suspension of their riding privileges.

The school schedules all buses to games or field trips and each bus is under the direction of a faculty member. All students are required to return to the school in their assigned bus unless arrangements have been made with a school administrator. Reasonable dress and conduct appropriate to the situation are expected.

Remember, the transportation to and from school is a privilege, which can be terminated (per Attorney General Opinion-Date 10/17/74). Parents will be notified if there is misconduct on the bus. If such misconduct continues, a student's privilege to ride the bus

may be suspended by school authorities and/or they may receive disciplinary action. This does not excuse a student from missing school.

DISCIPLINE

EXPECTATIONS

We believe that parents/guardians have the primary obligation for developing self-discipline, responsibility and respect for other people in their children. Children who have developed these qualities usually progress well in school. The school is also concerned with the development of attitudes, habits and behavior, and maintaining a proper climate for learning; therefore, it attempts to work cooperatively with parents in the pupil's development. When students do not follow the rules of proper conduct, the school has a responsibility to take action in the interest of those students and other students in the school. Good behavior is a shared responsibility between parents, students, and educators:

PARENTS SHOULD:

- Maintain regular communication with the school concerning their child's conduct and progress.
- Insure that their child is in daily attendance and promptly report and explain an absence or tardiness to the school.
- Assist their child in being healthy, well groomed and clean. Bring to the attention of school authorities any problem or condition which affects their child and/or other children of the school community.
- Maintain up-to-date home,

work, emergency telephone numbers and/or email address at the school.

STUDENTS SHOULD:

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate working materials.
- Refrain from profane and inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well groomed and clean.
- Be responsible for their own work.
- Abide by the rules and regulations set forth by the school and individual classroom teachers.
- Seek changes in an orderly and approved manner.

EDUCATORS SHOULD:

- Encourage parents to keep in regular communication with the school.
- Promote discipline based upon fair and impartial treatment of all students.
- Maintain an atmosphere conducive to good behavior.

DISCIPLINE POLICIES AND PROCEDURE

The classroom teacher will assume the responsibility for maintaining an effective learning environment. All teachers must apply their Classroom Discipline Plan or expectations in a manner that is both fair and consistent. The classroom Discipline Plan provides a set of clearly established and

understood rules and consequences.

A copy of this plan will be distributed to the students at the beginning of each course and a copy of each teacher's Discipline Plan will be kept on file with the principal.

Disciplinary problems that are beyond the scope of the classroom teacher's responsibility and are referred to the office and will be dealt with using the Administrative Discipline Plan at the discretion of the Administration.

**Administrative Discipline Plan:
(To serve as a guideline only)**

Step 1:

- Warning to discontinue behavior
- Revocation of privileges
- Meeting with teacher and/or Principal

Step 2:

- Parent contacted
- Detention assigned on Tuesday or Thursday 7:00-8:00 am or 3:30-4:30 pm.

Step 3:

- Additional Detentions
- Parent meeting
- Possible student contract.

Step 4:

- One day ISS or OSS suspension
- Referral to Guidance, At-Risk, etc.

Step 5:

- One to three days ISS or OSS suspension
- Parent conference required prior to return to school
- Student contract

Step 6:

- Saturday School required attendance from 8:30am -

11:30am

Step 7:

- 5-day OSS suspension from school.
- Pre-expulsion contract

Step 8:

- Recommend expulsion hearing before the school board

Provisions for the use of the Administrative Discipline Policy:

All teachers will maintain a Discipline Plan or classroom expectations within their classrooms to handle any problems that occur within the classroom. As part of this Discipline Plan each teacher will notify the parent(s) or guardian(s) when a problem exists within the classroom. Parents/guardians of students sent to the office on a discipline referral will be informed by the teacher regarding the reason for the referral or removal.

A disciplinary file will be initiated for each student referred to the administration. A record of each violation will be maintained. Parents will be notified in writing of all violations of the Administrative Discipline Policy. Administration reserves the right to exercise discretion depending upon the circumstances of the violation.

All staff shall be responsible for seeking the assistance of counselors, teachers, school psychologist, social worker and other professionals to help students correct their behavior problems.

**DISCIPLINE INFRACTIONS
AND**

CONSEQUENCES:

A. SCHOOL ATTENDANCE

A-1 Truancy/Unexcused Absence:

The act of being absent from school part or all of a school day without permission of parents or school administrators. **Step 1-4**

A-2 Leaving Campus Without a Permission: The act of being absent from school without a pass. **Step 1-4**

A-3 Tardiness: The act of reporting late for school, class or other required activities without an acceptable excuse. **Step 1-6**

B. STUDENT/STUDENT RELATIONSHIPS

B-1. Threatening or Intimidating Acts: The act of verbally or by gesture threatening the well-being, health or safety of any student on school property, or enroute to or from school. **Step 1-5**

B-2. Physical Attack: The act of physically assaulting, or in some manner attempting to injure any student on school property, or going to or from school. **Step 5-8** (police may be contacted)

B-3. Disrespect: The act of insulting, calling derogatory names, using obscenity toward, dishonoring or, in other manner, abusing verbally or in writing any member of the student body. **Step 1-4**

B-4. Shake Down: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats. **Step 5-8** (police may be contacted)

B-5. Fighting: The act of involving hostile bodily contact in or on school property, or going to or from school, including any

activity under school sponsorship. **Step 5-8** (police may be contacted)

B-6. Property Damage: **Step 1-4** (restitution required)

B-7. Theft: **Step 3-5** (restitution required and referral to police when appropriate)

B-8. Use of another student's computer login. **Step 1-5** in addition to loss of computer privileges as determined by administration.

B-9. Revealing individual network passwords. **Step 1-5** in addition to loss of computer privileges as determined by administration.

C: STUDENT/STAFF RELATIONSHIPS

C-1. Insubordination: The act of willfully failing to respond or carry out a reasonable request by authorized school personnel. **Step 1-4**

C-2. Threatening or Intimidating Acts: The act of verbally or by gesture threatening the well-being, health or safety of any member of the school staff. **Step 5-8** (police may be contacted)

C-3. Physical Attack: The act of physically assaulting any member of the school staff on school property or at any activity under school sponsorship. **Step 8** (police shall be contacted)

C-4. Disrespect: The act of insulting, calling derogatory names, dishonoring, making gestures, or in other manner abusing verbally or in writing any member of the school staff. **Step 1-4** (police may be contacted)

C-5. Disrespect for the Property of a Member of the School Staff:

C-5a. Damage. **Step 2-8** Restitution required. (Police may be contacted)

C-5b. Theft: **Step 3 - 8**

Restitution required and referral to police when appropriate.

C-6. Using Teacher Login: Step 5 and loss of computer privileges as determined by administration.

D. SCHOOL PROPERTY

D-1. Vandalism: The act of willfully destroying public property.

D-1a. Destruction. The act of rendering property unusable. **Step 4-8** (restitution required and referral to police)

D-1b. Defacing. The act of damaging property requiring cleaning or repair. **Step 4-8** (restitution required)

D-1c. Misuse of Printed Material. The act of destroying or defacing magazines, books, or other printed material. **Step 2** (restitution required)

D-1d. Misuse of Digital Material. The act of destroying, damaging or sabotaging digital material (ex. Loading computer viruses, erasing files of others, loading software, and relocating files of other). **Step 2-8** Restitution required (police may be contacted)

D-2. Theft

D-2a. Theft. Not serious enough to report to police. **Step 3** (restitution required)

D-2b. Major Theft. Considerable enough to be reported to police. **Step 5-8** (restitution required and referral to police)

D-3. Abuse of School Grounds: **Step 4-8** (restitution required and police may be contacted)

D-4. Littering: Step 1-3

D-5. Misuse of Food: Step 1-5

E. PROTECTION OF THE PUBLIC SAFETY

E-1. Detonation of Explosive Devices: Step 4-8 (referral to

police)

E-2. False Alarms:

E-2a. The act of initiating a fire alarm or initiating a warning of a fire or other catastrophe without just cause. **Step 5** (referral to police)

E-2b. Bomb Threat. Step 8 (referral to police)

E-3. Arson. The act of willfully and maliciously burning or attempting to burn any part of any building or any property of the school or of its staff and students. **Step 8** (referral to police)

E-4. Improper Use of Motor Vehicles:

E-4a. Reckless Driving. Step 1-4 (police may be contacted) Loss of privilege to use vehicle on school property

E-4b. Unauthorized Driving: The act of using a vehicle during the school day.

Step 1-4 (reported violations of automobile policies will result in the offenders not being allowed to drive an automobile on school property)

E-4c. The act of parking in an unauthorized area. **Step 1-4** (vehicle may be towed at owners expense if appropriate)

E-4d. Failure of parking permit. The act of parking in the school parking areas without proper parking permit displayed.

First offense – Warning

Second Offense - \$5 fine

Subsequent Offense – Vehicle may be towed at the owner's expense.

E-5 Possession of Weapons. The act of having possession of a weapon. Possession includes having the weapon on your person, or in a locker. **Step 8** (referral to police)

F. ALCOHOL, TOBACCO

AND DRUGS

F-1. Alcohol and Drugs or Look-alike:

F-1a. Possession: Step 5-8 (police involved and referral to Student Assistance Program)

F-1b. Selling or Transmitting: Step 8 (referral to S.A.P. for informal assessment and appropriate services and referral to the police for prosecution)

F-1c. Noticeably Under the Influence: Step 5-8 (referral to police and referral to S.A.P. for informal assessment and appropriate services)

F-1d. Observed Use: Step 5-8 (referral to police and referral to S.A.P. for informal assessment and appropriate services)

F-2 Tobacco:

F-2a. Possession and/or use. Step 1-3 The tobacco substance will be confiscated and possible referral to police for ordinance violation.

G. OTHER DISCIPLINARY INFRACTIONS

G-1. Repeated or Serious Classroom Disruption: Step - at the discretion of the administration

G-2 Disruption of Meeting or Assembly: Step - at the discretion of the administration

G-3. Cheating: The act of stealing a test, tampering with grade book, copying work, etc. **Step 1-3**

G-4. Forgery: The act, written or spoken, of misrepresenting the truth (i.e. forged passes, parent signature, false phone calls, misinformation to school personnel, etc.) **Step 1-5**

G-5. Carrying Radios, CD's, Gameboys, Tape Recorders, Electronic Devices. (Lasers,

Pagers, Cell Phones, etc.):

(Except for educational purposes) **Step 1-5** (confiscated to be returned to the student at the discretion of the administration)

G-6. Being in an Unauthorized Area: Step 1-5

G-7. Being an Accessory to a School Violation: Step (step assignment at the administrations discretion upon offense and level of involvement)

G-8. Abusive Offensive Language: The act of using such language in the presence of staff and/or students, including written or electronic notes and published material, as well as oral. **Step 1-6** (police may be contacted)

G-9. Personal Displays of Affection or Improper and/or Disruptive Behavior: Step 1-5

G-10. Inappropriate Dress and Attire:

The act of wearing clothing that is a distraction in school or detrimental to the health, safety or reputation of the student or school (i.e. sunglasses, short shorts, bare midriff, headgear, indecent style of clothes, and inappropriate T-shirts). Shoes must be worn at all times. **Step 1** (the student may be sent home and/or asked to change his or her attire)

G-11. Misuse of School Technology:

Step 1-8 and Restricted Access

H. HARASSMENT

Harassment is unwanted behavior which interferes with life. It limits and denies the rights of students to study, work, and play in the school setting. Harassment makes people feel bad. Everyone has a right to not be harassed and the Colby staff feels strongly that all students should feel safe at school.

- Sexual harassment is unwelcome behavior of a sexual nature.
- Racial harassment is unwanted comments regarding a person's ethnic make-up.
- Verbal harassment is unwanted verbal comments which make a person feel bad or unsafe.
- Physical harassment is unwanted behavior of a physical nature.
- Intimidation is unwanted threats to cause harm.

What can you do about harassment?

1. Say, "stop!"
2. Tell someone! Talk to a teacher, counselor or administrator.
3. Keep records! Record what happened: date, times, places and witnesses.

Any form of harassment is wrong and will not be tolerated at Colby. Harassment complaints are investigated and the consequences can include: **Step 1-8** (police may be contacted)

I. GANGS AND GANG-RELATED BEHAVIOR

The School District of Colby will not tolerate gang-related behavior in the school, on school property, on buses, or at school-sponsored events. Gang behavior creates an atmosphere where unlawful acts or violations of school regulations may occur. Such behavior intended to initiate, advocate or promote activities, which threaten the safety, or well-being of persons or property is harmful to the education process and school environment and interferes with the mission of the school district. A "gang" is an ongoing organized

association of three or more persons, whether formal or informal, who have a common name or common signs, colors, or symbols, and members of associates who individually or collectively engage in, or have engaged in criminal activity.

The following gang-related behaviors are prohibited in school buildings, school buses, and at school-sponsored activities.

- The presence of jewelry, accessories, chains, manner of grooming, or apparel which implies membership, affiliation or sympathy with a gang.
- Displaying gang markings or slogans on personal property or clothing.
- Uses of gang-related hand signs or signals.
- Possessing literature that indicates gang membership.
- Antisocial or criminal activities which disrupt school or school-sponsored activities.
- Initiations, hazing and intimidation.

Violation of this policy will subject students to appropriate disciplinary action which may include **Step 1-8**.

Any situation not specifically covered by the above policies will be dealt with on an individual basis and the penalty will be determined by the administration to fit the offense.

DRESS AND APPEARANCE

All students are expected to dress and groom themselves neatly in clothes that are suitable for school activities.

NOT ACCEPTABLE:

- Any clothing item that

displays and/or promotes the use of alcohol and/or tobacco products or that has sexual suggestions or references.

- Any clothing that attracts undue attention to the wearer and creates a disturbance.
- Shirts that do not cover the midriff area when a student is standing up.
- Any clothing that the administration and/or staff determine to be a disruption to the learning environment or causes students and/or staff to be uncomfortable because of the undergarments and/or body parts showing.
- Sunglasses, hats, hoods and/or headgear, which includes bandanas covering all or part of the head.
- The Principal will determine the type of attire that is acceptable.
- For health and safety reasons, backpacks, purses, tote bags, and other baggage type carrying devices are not allowed during the school day.
- Coats, jackets or other outdoor wear are not allowed during the school day.

EMERGENCY SCHOOL CLOSING

Students and parents are asked not to call the school in case of an emergency school closing. Announcements of a school closing will be placed with the five

radio stations listed:

Marshfield - WDLB - 1450 AM

Medford - WIGM - 1490 AM

Wausau - WIFC - 95.5 FM

Eau Claire - WAXX - 104.5 FM

Marshfield - WSOX - 92.1 FM

ENTERING THE SCHOOL BUILDING BEFORE AND AFTER HOURS

All students should be out of the building within thirty minutes after school is closed for the day unless they are under direct supervision of one of the faculty members.

Students should not enter the building before 7:30AM or remain in the building past 4:00PM unless under the supervision of a teacher or coach.

FACULTY PLANNING CENTER AND COPY ROOM

These areas are off limits for students. If you need a teacher, come to the main office for assistance. No students will be allowed to use the copy machine.

COUNSELING SERVICES

Counseling services are available for every student in the Colby School District. These services include assistance with education planning, interpretation of test scores, occupational information, career information, help with home, school and/or social concerns or any questions the student may feel he/she would like to discuss with the counselor. Students wishing to see a counselor should visit the office, set an appointment if possible and obtain a pass from the counselor. This must be done in advance.

HEALTH SERVICE

If a student becomes ill in school he/she should report to the main office. The teacher in charge will notify the main office via phone.

Students must not leave the class or the building without authorization (this constitutes an unexcused absence). The office will notify the parent or guardian of the illness or injury.

HONOR ROLL

Colby Schools wish to honor excellence in academic achievement. Students on nine-week honor roll for grades 9-12 will be listed in the area newspapers. To meet the requirements for the B Honor Roll, a student must have a 3.00 or better GPA with no incompletes, D'S or F's. For the A Honor Roll, a 3.66 or better with no incompletes.

Grade Point Average Conversion	
A = 4.00	C = 2.00
A- = 3.66	C- = 1.66
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.66	D- = 0.66
C+ = 2.33	F = 0.00

Academic letters will be awarded to:

- Freshmen that are on the "A" Honor Roll for the first three quarters.
- Sophomores, Juniors, and Seniors that have a cumulative GPA of 3.50 or above. GPA's will be determined at the end of the third, fifth, and seventh semester.

Any senior having a GPA of 3.6667 or above after seven semesters will be recognized for academic excellence at graduation.

IN-SCHOOL PASSES (AGENDAS)

If a student wishes to see a teacher, he/she must arrange for this in

advance. The teacher must sign the student's agenda permitting him/her to be excused from study hall or homeroom.

Teachers will not allow students to leave class without an agenda or pass or call from the main office. Failure to comply will constitute one detention session per period skipped. **All students must have their agendas to be in the hall.**

LOCKERS

All lockers are the property of the School District of Colby and are under its jurisdiction. School authorities may search student lockers and the contents within at any time. Each student at Colby is assigned an individual locker, with the opportunity to rent a school combination lock. Only school combination locks will be permitted. Once assigned a locker, students will not be allowed to switch lockers unless approved by the office.

Only school related articles may be stored in lockers. No alterations are to be made to these lockers by either pasting decals or by gluing carpeting or wood panels to them. A student will be charged a minimum of \$5.00 for any damage done to the locker.

Periodic general inspection of lockers may be conducted by school authorities for any reason, and at any time, without notice, without student consent and without a search warrant.

Do not leave items of value in your locker. The School District is not responsible for lost or stolen property.

Canine Searching

The School District of Colby is committed to maintaining schools that are drug free. Therefore, the

School District of Colby in cooperation with law enforcement, may conduct unannounced canine searches in school and the parking lot. Those who bring illicit substances to school violate the Federal Safe and Drug Free Schools Act and can expect the consequences which accrue.

LOITERING

There will be no loitering on school property, which includes the parking lot and loitering on private property adjacent to the school. Following evening school events, the building will be cleared as soon as possible.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. (The owner can claim them at the office within one week.) Keep your belongings under lock and key. The school is not responsible for lost or stolen articles.

MESSAGES

Students will be called to the phone during the regular school day **only in an emergency**. Otherwise a message will be taken and delivered to the student.

PARENT CONFERENCES

Parents are encouraged to call school (223-2338) any time they wish to make an appointment for a conference with teachers, counselors, or the principal.

PASSES

Passes will be issued if any student needs to leave school during the day. Passes will be issued only for those reasons that are considered excused. Students who are going to a medical appointment or dental appointment must bring back a slip from the doctor's office verifying the appointment. **It is important that no student ever leave the**

building without signing out in the office.

PERMISSION TO LEAVE THE SCHOOL BUILDING

Students will be given a pass to leave the building only when the school is contacted by: A written note from a parent or guardian explaining the reason for leaving the building along with the date and time or a telephone request by a parent or guardian indicating a personal emergency.

POSTERS

All posters or announcements to be displayed anywhere in the building including the bulletin boards must be approved by the principal's office.

PROGRESS REPORTS

Progress reports will be mailed only upon request. Grades are able to be checked at any time online through InfoNow. Contact the office for assistance in accessing online grades.

REHEARSALS AND PRACTICE REGULATIONS

Because of the many school activities, it becomes necessary for some practices and rehearsals to be held in the evenings. Seldom will such activities run later than 10:00 PM. With Wednesday night being family night in the community, all activities at school will close in time for students to be out of the building by 5:45PM.

RULES FOR SCHOOL DANCES/PARTIES

- The closing time for a school dances shall not be later than 12:00, midnight.
- School dances shall be properly supervised by the advisors of the organization sponsoring the dance.
- Middle School pupils will not

be allowed to attend high school dances and vice versa.

- Once students enter the dance, they are to remain in the building. Students leaving the building will not be allowed to return to the dance.
- Parents are welcome to attend dances at all times.
- No dances shall be scheduled on Wednesday or Sunday nights.
- Any non-Colby student guest must register in the main office, by the announced date to attending the dance. Non-Colby student must be a guest of a Colby student.
- Proper school dress must be worn to all school dances.

SCHOOL SPONSORED ACTIVITIES AWAY FROM SCHOOL

Students who attend any school-sponsored activity away from school are expected to travel to and from the activities with the team/club and/or coach/advisor. Participants will be allowed to return home with their parents/guardians if the parents/guardians are present and sign a written request. Any exception to this rule must be approved in advance by completing a transportation request form.

Students must obey all rules and regulations established by the school and by the activity sponsor. Failure to comply with these rules and regulations may result in the student losing his/her privilege to attend school-sponsored activities away from school.

STUDENTS DUE PROCESS POLICY

- Students will have the

opportunity to be heard and respond to the evidence or the witnesses against him/her.

- Students will have an opportunity to show that the rules or laws being applied to him/her are unreasonable, arbitrary, or discriminatory.
- Students issued a suspension from school will be given a notice of the specific charge against him/her and an opportunity to give his/her side of the story in an informal or formal procedure.

STUDENT RECORDS

According to law, parents have access to their minor child's records. Age of majority, students have access to their own records. Please contact the principal if you have questions regarding your child's records.

STUDENT VEHICLES

Safe and courteous driving is mandatory. The student who is granted the privilege of driving a car to school must understand and accept the following limitations on the privilege.

Students must register his/her vehicle and purchase a parking tag. The parking tag must be displayed at all times while the vehicle is on school property. Failure to register your vehicle or display a parking tag may result in school consequences, a fine, and/or towing of the vehicle at the owner's expense.

- The privilege of driving to school carries with it the responsibility of driving with caution and regard for life and property. The speed limit around school is 15 m.p.h. and violators will be reported to the local police.

- Students are to park their vehicles upon arrival at school in the parking lot (within the yellow lines). You are not to park on the street or behind the school building. Motorcycles are to park in the parking lot.
- Students will be permitted to use their vehicles during the school day only upon request made through the main office and with parent permission. This also applies to students working on their vehicle in the shop area.
- Violation of sensible driving restrictions will result in disciplinary action and/or loss of student parking and driving privileges.
- Exiting the south end of the parking lot is prohibited. This is an entrance only. This is a city ordinance, not a school regulation. Violators may be ticketed.

STUDENTS VISITORS

All guests and/or visitors are to get permission at the principal's office before touring the building.

If a student wishes to bring a visitor to school, the student should request a visitor's pass at least 48 hours in advance of the visit. Only high school age students who are legally excused from their school and who are personal guests of Colby students may be brought as visitors to the school. Student visitors are expected to limit their visit to one day. Visitors must follow all rules and regulations of Colby High School.

STUDY HALL PROCEDURES

- Students should bring books and other schoolwork to study

halls.

- Card playing and computer games will not be permitted at any time.
- Students on the Not Meeting Expectations list may not sign out to leave the study hall unless they have permission from the teacher whose class they are not passing.
- Students may work together only with the permission of the study hall supervisor.

TARDINESS

A little late is too late! If you arrive late to school or to class, your teacher may mark you tardy, will inform you that you are tardy, and implement their classroom tardy policy. If you have been detained in the office or by a teacher, ask for a slip by the person **who detained you** before going to your next class.

An excused tardy is one which constitutes a legitimate detainment by a teacher, by office personnel, or from home verified by a parent's call, and approved by the principal.

Students that receive 3 cumulative tardies (i.e. 3-6-9-12) during a quarter may be placed on the proper step of the discipline code.

- 3 = Warning
- 6 = 1/2 hour detention
- 9 = 1 hour detention
- 12 = 2 hours detention
- 15 = In-School suspension (does not remove previous detentions)

TELEPHONE

The telephone in the main office is for school business or emergencies only.

TEXTBOOKS

All basic texts are loaned to

students for their use during the school year. Workbooks and other supplies are paid for the students. Textbooks are to be kept clean and handled carefully. Name and grade and school should be written in the book in case they are misplaced.

Fines will be assessed to students for damaged textbooks. Any books found are to be taken to the office.

NOTICE OF NON-DISCRIMINATION

The School District of Colby does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education program or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap.

The district encourages informal resolution of complaints under the policy. If any person believes the Colby School District or any part of the school organization has failed to follow the law and the rules of s.118.13, Wis. Stats., and PI 9, WI. Admin. Code, or in some way discriminates against pupils on the bases listed above, he/she may bring or sent a complaint to the following address: Superintendent of School, 505 West Spence Street, Colby, WI 54421, telephone number 223-2301.

functions.

Student must have club stamp to attend club

TIME AND EFFORT REPORTING

In compliance to requirements by the U.S. Office of management and budgets under OMB Circular a-87, all employees charged to federal grants must maintain time and effort reporting. These federal grants include, but are not limited to, IDEA, Title, Perkins, and AEFL grants. Employees funded with federal grants must document the time they spend working on the grant's objectives to demonstrate that the amount of time budgeted and claimed is accurate.

For federal grants received through the department of public instruction, employees whose costs are claimed as 100/200 objects must maintain time and effort records.

All time and effort records will be maintained in the business office and be available for review during audits or other situations that require evidence of time funded by federal grants.

There are two types of required time and effort records: general semi-annual certifications for single cost objective employees and detailed monthly reports for multiple cost objective employees. Both reports must be signed and dated *after the fact*.

Single cost objective – a position dedicated to a single purpose, such as an employee who works only as a special education teacher. This person must complete the DISTRICT semi-annual certification form, which includes

- Employer's name
- Employee's name
- Federal program and CFDA#
- Reporting period
- Employee's position
- Single cost objective
- Signature of employee's supervisor

Multiple cost objective – an employee who works with different student populations, such as with students with disabilities for part of the time and with students without disabilities for another portion of the time. Each month, this person must complete the DISTRICT personnel activity report form, which includes

- Employer's name
- Employee's name
- Employee's position
- Federal program and CFDA#
- Reporting period
- 100% of hours worked
- Employee's signature

Time and effort records will be compared to payroll records at least quarterly by the program supervisor to ensure charges accurately reflect time spent for the objective stated. Differences between the time and effort reports and payroll records of 10% or more will be immediately reported to the head bookkeeper or district administrator. Payroll changes must be adjusted immediately to more closely reflect actual activity.

FORMS

- Semi-annual certification form; for employees working on a single cost objective
- Personnel activity report; for employees working on multiple cost objectives

COLBY SCHOOL DISTRICT SEMI-ANNUAL CERTIFICATION FORM For Employees Working On A Single Cost Objective

This is to certify that the following individuals have worked from July 1, 2010 through December 31, 2010 (fiscal year 2010-11) under the following federal program: *(check one)*

- IDEA (CFDA 84.027)
- ARRA IDEA (CFDA 84.391)
- ARRA Preschool (CFDA 84.392)
- Title IA (CFDA 84.010)
- ARRA Title IA (CFDA 84.389)
- Title IC (CFDA 84.011)
- Title IIA (CFDA 84.367)
- Title IIIA (CFDA 84.365)
- Carl Perkins (CFDA 84.048)
- Title IVB: 21 Century Learning Community Centers (CFDA 84.287)
- Other _____ (CFDA _____)

NAME OF EMPLOYEE	POSITION/SINGLE COST OBJECTIVE	SCHOOL

NAME: _____ TITLE: _____

EMPLOYEE OR
SUPERVISOR

SIGNATURE: _____ DATE: _____

*Note: An individual who has a single cost objective has a position that is dedicated to a singular purpose.

COLBY SCHOOL DISTRICT PERSONNEL ACTIVITY REPORT For Employees Working on Multiple Cost Objectives

Employee: _____ Title: _____

Reporting Period: _____ Fiscal Year: _____

Cost Objective	Program & CFDA #	Distribution of Time (%)	# of Hours

I hereby certify this report is an after-the-fact determination of the total activity and actual effort expended for the period indicated, and i have full knowledge of 100% of these activities.

Employee Signature: _____ Date: _____

This form is required by all personnel whose program is partially or fully funded by federal funds. This form is to be completed at the end of each month. Supporting documentation for the hours of each program must be kept.

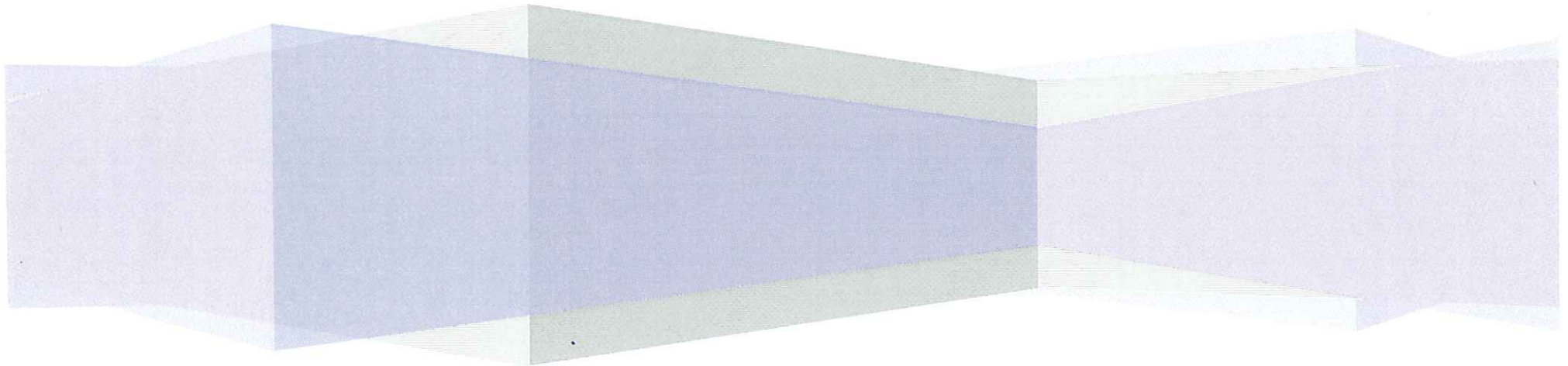
Wisconsin Records Retention Schedule for School Districts

—Covers both hard copy and electronic records—

May 2010



Wisconsin Department of Public Instruction
Tony Evers, State Superintendent
Madison, Wisconsin



Wisconsin Records Retention Schedule for School Districts

Introduction

School districts accumulate thousands of pages of records every year—records that soon become obsolete. Questions arise frequently regarding records retention, destruction, and the interpretation of statutes relating to transfer of records. In response to requests for assistance, the state superintendent has revamped this document to examine the issues of records retention and development of strategies for handling records common to all school districts. **The retention periods listed cover both hard copy and electronic records.**

Section 19.21(6) provides statutory guidance for the policy development, retention, transfer, and destruction of school district records. A school district, except a first class city school district, may provide for the destruction of obsolete school records. Prior to any such destruction, at least 60 days' notice in writing of such destruction shall be given to the Wisconsin State Historical Society, which shall preserve any records it determines to be of historical interest. The Wisconsin State Historical Society may, upon application, waive the notice. The period of time a school district record shall be kept before destruction shall be not less than the current year plus six years unless a shorter period of time is fixed by the Public Records Board under s. 16.61(3)(e) and except as provided under sub. (7). This section does not apply to pupil records under s. 118.125.

Section 19.21(6) of the Wisconsin statutes states the following:

- School districts may provide for the destruction of obsolete school records except for pupil records under s. 118.125. However, prior to any destruction, at least 60 days' written notice must be given to the Wisconsin State Historical Society. The prior notice requirement enables the preservation of school records determined by the Wisconsin State Historical Society to be of historical interest. The Wisconsin State Historical Society may waive the notice requirement.
- The period of time a school district record must be kept before destruction must not be less than seven (7) years, unless a shorter period of time is fixed by the Public Records Board.
- This Wisconsin School District Records Retention Schedule (WSDRRS) provides recommended retention periods for records common to all school districts, denotes records of historical importance, and describes a process for transfer of records to the Wisconsin State Historical Society as well as a procedure whereby the Wisconsin State Historical Society may waive the notice requirement.

School districts that adopt the WSDRRS will find the retention, destruction, and transfer of records to the Wisconsin State Historical Society more manageable.

Adoption of the WSDRRS will:

- Enable disposal of some records in less time than the seven years generally required by the statutes;
- Provide guidance regarding those school district records that should be preserved locally or are of interest to the Wisconsin State Historical Society; and
- Eliminate paperwork for both the school district and the Wisconsin State Historical Society.

District Options: The Schedule serves as a guidepost against which to check the individual needs of each school district. A school district may adopt the entire Schedule, individual sections, or a modified version. The Public Records Board along with the Wisconsin Department of Public Instruction recommends that school districts adopt the WSDRRS and submit the Notification Form to the Wisconsin State Historical Society.

Retention of records applies to both hard copy and electronic formats. Additional information about electronic records is covered in **Section 7, Electronic Records** of this document.

To Adopt the Schedule

School districts are advised to adopt the Schedule even though they may not have all the records listed in it. A school district may adopt the entire schedule, individual sections, or a modified version. A school district may develop a Schedule with different retention periods from those listed. For records to be retained less than seven years, the school district may not adopt a retention period shorter than that indicated in the Schedule without the approval of the Public Records Board. A new Schedule, or list of modifications, must be sent with the Notification Form. Specific school district records can be listed in **Section 6, Miscellaneous Records**. An adopted Schedule becomes the district's policy on record retention, destruction, and local preservation and/or transfer of records to the Wisconsin State Historical Society.

Date Adopted By School District:				
Date First Issued:			Revised Date:	
1.0 Administrative Records				
1.1.0 School Board Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.1.1	School Board Meeting Minutes and Agenda Packets ***	Permanent	X	District Administrator
1.1.2	School Board Committee Meeting Minutes	Permanent	X	District Administrator
1.1.3	Citizens Advisory Committee Meeting Minutes	3 years	X	Administrative Staff Designee
1.1.4	Management Team Meeting Minutes	3 years		District Administrator
1.1.5	Reports to the School Board	3 years	X	District Administrator
1.1.6	School Board Policies and Procedures	Until superseded	X	District Administrator
1.1.7	School Board Correspondence	3 years		District Administrator
1.1.8	Management Guidelines	Until superseded	X	District Administrator
1.1.9	Legal Opinions	7 years	X	Requester
1.1.10	Notice of Meetings	7 years		District Administrator
1.1.11	Petitions	7 years	X	District Administrator
1.1.12	Referendum Results	Permanent	X	Business Office
1.1.13	Complaints to the School Board	3 years		District Administrator
1.1.14	Newsletters/Bulletins	1 year	X	Author
1.1.15	Special Project Studies/Reports/Strategic Plans/Task Force Reports	3 years	X	Author
1.1.16	Management Correspondence/Memos	1 year, unless subject to complaint, or lawsuit, or is a record type that requires longer retention.		Author
1.1.17	Election Notices	2 years following the elections		Business Office
1.1.18	Election Petitions	2 years following the elections		Business Office
1.1.19	Election Poll Lists	2 years following the elections		Business Office
1.1.20	Election Tally	2 years following the elections		Business Office
1.1.21	Election Tally Books and Returns	2 years following the elections		Business Office
1.1.22	Election Canvassing	10 years following elections		Business Office
1.1.23	Election Registrations	2 years following voter registration		Business Office

1.0 Administrative Records				
1.2.0 Building and Grounds Record		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.2.1	School District boundaries (and Plats) (including acknowledgments of changes)	Permanent	X	Business Office
1.2.2	Architecture Building Blueprints	Life of building	X	Building & Grounds
1.2.3	Building and Site Data Books	Permanent		-----
1.2.4	Tools and Equipment Inventory	Retain until superseded		Buildings & Grounds
1.2.5	Specification	Life of building		Buildings & Grounds
1.2.6	Building Permits	6 years after acceptance		Buildings & Grounds
1.2.7	Electrical Information	Life of building		Buildings & Grounds
1.2.8	Maintenance Requests	1 year		Buildings & Grounds
1.2.9	Abstract/Deeds/Title Papers/Mortgages	Permanent		Business Office
1.2.10	Chemical Wastes Manifest (including asbestos and radon checks)	Permanent		Buildings & Grounds
1.3.0 Transportation Records				
1.3.1	Parent or Other School District Transportation Contracts	6 years		Business Office
1.3.2	Bus Transportation Contract	4 years after expiration		Business Office
1.3.3	Field Trip Permission Request	1 year		Business Office
1.3.4	Financial Statement for Out-of-District Field Trips	1 year		Business Office
1.3.5	Bus Rules/Policy	Until superseded		Business Office
1.3.6	Bus Route Listing	4 years		Business Office
1.3.7	School Bus Accident Report	7 years		
1.3.8	Pupil Transportation Report	7 years		
1.4.0 Statistical Records				
1.4.1	Wisconsin School Directory update (PI-1280) & Verification of Private Schools Within Public District (PI-1201)	1 year		District Administrator
1.4.2	Pupil Nondiscrimination and Educational Equity Report (PI-1197B)	7 years		District Administrator
1.4.3	Fall Staff Reports (PI-1202)	3 years		District Administrator
1.4.4	School District Statistical Report (PI-1203)	7 years		District Administrator

1.0 Administrative Records				
1.5.0 Program Applications/Evaluations		Retention Period*	Historical Value**	Suggested Keeper of the Records
1.5.1	ESEA Consolidated Application (PI-9550)	5 years		Instructional Services
1.5.2	ESEA Affirmation of Consultation with Private School Officials (PI-9550-AC)	7 years		Instructional Services
1.5.3	ESEA NCLB Assurances (PI-9550-Assurances)	7 years		Instructional Services
1.5.4	Title I Paraprofessional Compliance School Report Summary (PI-9550-II-BB)	7 years		Human Resources
1.5.5	Application – Alcohol/Traffic Safety Chapter 20	5 years		
1.5.6	Carl Perkins Basic Grant Application (PI-1303)	5 years		Instructional Services
1.5.7	VEERS Composite Enrollment Report (PI-1330-R)	5 years		Instructional Services
1.5.8	Vocational Student Concentrator Completer Graduate Follow-up Survey (PI-1335-VEERS)	5 years		Instructional Services
1.5.9	Summer School Program Report – ITP Summary (PI-1805)	5 years		Instructional Services
1.5.10	Title I Part C – Education of Migratory Children Local Project Application – Summer (PI-1730)	5 years		Instructional Services
1.5.11	Title I Comparability Report (PI-1753)	7 years		Instructional Services
1.5.12	Grant Application: Alcohol and Other Drug Abuse Grant (PI-1816)	5 years		Student Services
1.5.13	State AODA Grants Renewal Form (PI-1813)	5 years		Student Services
1.5.14	State AODA Grants End of Year Report	5 years		Student Services
1.5.15	Annual Report for Children at Risk Program (PI-2375) (when identified)	5 years		Student Services
1.5.16	Course Offerings Report (PI-1215)	7 years		Instructional Services

2.0 Finance Records				
2.1.0 Purchasing/Payroll Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.1.1	Purchase Requisition	1 year		Business Office
2.1.2	Purchase Orders	3 years		Business Office
2.1.3	Bids & Contracts	3 years		Business Office
2.1.4	Performance Guarantee/Warrant of Vendor	Until expiration of the warranty		Business Office
2.1.5	Vacation/Personal Leave Records	3 years from time of record creation		Human Resources
2.1.6	W-2 Forms	7 years		Business Office
2.1.7	W-4 Forms	4 years		Business Office
2.1.8	Social Security Report	7 years after retirement		Business Office
2.1.9	Retirement Reports	7 years after retirement		Business Office
2.1.10	Enrollment Cards	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.11	Disability Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.12	Life Insurance	Maintain 7 years after retirement, resignation or termination		Human Resources
2.1.13	Health/Dental Insurance	Maintain 7 years after retirement, resignation or termination.		Human Resources
2.1.14	Tax Sheltered Annuity	Maintain 7 years after retirement		Human Resources
2.1.15	United Way Contributions	1 year		Business Office
2.1.16	Union Dues	Current year		Business Office
2.1.17	Payroll Distribution Report	4 years		Business Office
2.1.18	Payroll Deduction Report	4 years		Business Office
2.1.19	Additional Pay Authorization Forms	4 years		Business Office
2.1.20	Insurance Reports and Bills	7 years after date of retirement, resignation or termination.		Human Resources
2.1.21	Absence Report/Time Sheets	7 years after date of retirement, resignation or termination		Human Resources
2.1.22	State and Federal Tax Reports	4 years		Business Office
2.1.23	Stop Payments	4 years		Business Office
2.1.24	Cancelled Payroll Checks	4 years		Business Office

2.0 Finance Records				
2.2.0 Accounting/Budget Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.1	Budget Report (PI-1504)	Permanent		Business Office
2.2.2	Annual Report (PI-1505)	Permanent		Business Office
2.2.3	Annual Report Calendar (PI-1505 Calendar)	1 year		Business Office
2.2.4	Annual Report (Aid Certification Data) (PI-1505-AC)	Permanent		Business Office
2.2.5	Special Education Fiscal Report--Annual (PI-1505-SE)	Permanent		Business Office
2.2.6	Special Education Fiscal Report Budget (PI-1505-SE Budget)	1 year		Business Office
2.2.7	Audited Annual Report (Aid Certification Data) (PI-1506-AC)	1 year		Business Office
2.2.8	Financial Audit Statement (PI-1506)	Permanent		Business Office
2.2.9	Regular Tuition Reports (PI-1514)	Permanent		Business Office
2.2.10	Summer School (PI-1804)	1 year after audit		Instructional Services
2.2.11	Annual Budget Report (DPI)	Permanent		Business Office
2.2.12	Annual Audit Reports	Permanent		Business Office
2.2.13	Disbursement and Receipt Journal	7 years		Business Office
2.2.14	General Ledger – All Funds	7 years		Business Office
2.2.15	Fund Ledger Cards	7 years		Business Office
2.2.16	Canceled General Voucher Checks	7 years		Business Office
2.2.17	Monthly Bank Statements	7 years		Business Office
2.2.18	Monthly Reconciliation Ledger	7 years		Business Office
2.2.19	Bank Deposit Receipts	7 years		Business Office
2.2.20	District Equalization Valuation Report	7 years		Business Office
2.2.21	State Aid Computation Cards (PI-1519)	7 years		Business Office
2.2.22	Tax Levy Certification (PI-401)	7 years		Business Office
2.2.23	State Aid Payment Vouchers (PI-1518)	7 years		Business Office
2.2.24	Pupil Transportation (PI-1547)	7 years		Business Office
2.2.25	Common School Fund Voucher	7 years		Business Office
2.2.26	State Superintendent Acknowledgment of District Boundary Changes	7 years		Business Office
2.2.27	Outstanding Long-Term Indebtedness Statements/Notification	Permanent		Business Office

2.0 Finance Records				
2.2.0 Accounting/Budget Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.27.1	Long-Term Bonds	Permanent		
2.2.27.2	Long-Term Notes	Permanent		
2.2.27.3	Short-Term Notes	Permanent		
2.2.27.4	Approved State Trust Fund Application	Permanent		
2.2.22.5	Land Contracts	Permanent		
2.2.27.6	Certificate of Bond Sale	Permanent		
2.2.27.7	Schedule of Bond Retirements	Permanent		
2.2.28	Canceled Bonds of Indebtedness and Interest	7 years		Business Office
2.2.29	Invoices	7 years		Business Office
2.2.30	Short-Term Contracts for Contest Officials (e.g., spelling bee, Academic Decathlon, etc.)	3 years		Athletic Director
2.2.31	Short-Term Contracts for Athletic Officials (seasonal referee, etc.)	3 years		Athletic Director
2.2.32	Insurance Policies	7 years		Business Office
2.2.33	Damage and Loss Reports	7 years		Business Office
2.2.34	Food Service Records			Food Service
2.2.34.1	Application/Agreement/Policy Statements for Food and Nutrition Programs	5 years		Food Service
2.2.34.2	Applications for Free and Reduced Price Meals	5 years		Food Service
2.2.34.3	Joint Agreement/Vendor – Management Company Verification Summary/Documentation	Current fiscal year plus 4 years		Food Service
2.2.34.4	Daily Participation Record (by building)	Current fiscal year plus 4 years		Food Service
2.2.34.5	Daily Participation Record (by district)	Current fiscal year plus 4 years		Food Service
2.2.34.6	Menus/Production Record (lunch and breakfast)	Current fiscal year plus 4 years		Food Service
2.2.34.7	Claim Worksheet for NSL,SB, SMP,WMMP, EEN (PI-1409)	Current fiscal year plus 4 years		Food Service
2.2.34.8	Donated Food Distribution Program Monthly Inventory Records	Current fiscal year plus 4 years		Food Service
2.2.34.9	A la Carte, Lunch Breakfast, ½ -Day Kindergarten	Current fiscal year plus 4 years		Food Service
2.2.34.10	Milk Program Sales Records	Current fiscal year plus 4 years		Food Service
2.2.35	Grant Applications – Successful ++	5 years		Business Office/Instr. Services
2.2.36	Grant Applications – Unsuccessful	1 year		Initiating Department
2.2.37	State Tuition Claim (PI-1524)	1 year after audit		Business Office

2.0 Finance Records				
2.2.0 Accounting/Budget Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
2.2.38	Tuition Claim for non-Residents	1 year after audit		Business Office
2.2.39	Summer School (PI-1804) (Electronic)	1 year after audit		Instructional Services
2.2.40	Notification to Exceed Revenue Limits (PI-1572-B)	Permanent		Business Office
2.2.41	Group and Foster Home FTE Log (PI-1589)	5 years		Business Office
2.2.42	Mentoring Grant for Initial Educators (PI-1640)	7 years		Instructional Services
2.2.43	Peer Review and Mentoring Grants (PI-1653)	7 years		Instructional Services
2.2.44	District Development Levels Aligned to Grades in PI 34.27.29 (PI-1675)	Permanent		Human Resources
2.2.45	National School Lunch PROV 2 Contract	4 years		Food Service
2.2.46	School Food Authority-Civil Rights Compliance Self Evaluation Form—National School Lunch (PI-1441)	4 years		Food Service
2.2.47	USDA Commodity Distribution Program Complaint Form (PI-6005)	Filed only when complaint has been received. Keep records for 4 years beyond that.		Food Services

3.0 Personnel Records				
3.1.0 Employee Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.1	Teaching Certificates (Including permits and certifications)	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.2	Transcript of College Credit	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.3	Certified Staff Certificates of Previous Experience	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.4	Evaluation Records	6 years after date of retirement, resignation, or termination		Human Resources
3.1.5	Individual Teaching Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.6	Other Individual Employment Contracts	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.7	Applications (Hired)	6 years after date of retirement, resignation, or termination		Human Resources
3.1.8	Applications (Not Hired)	3 years		Human Resources
3.1.9	Immigration and Nationalization Services INS-9 Forms	3 years from date of hire, or one year after termination, whichever is later		Human Resources
3.1.10	Staff Accident Reports	5 years after settlement		Human Resources
3.1.10.1	Injury Claims	5 years after settlement		Human Resources
3.1.10.2	Workers Compensation	5 years after settlement		Human Resources
3.1.10.3	Public Liability	5 years after settlement		Human Resources
3.1.10.4	Settlements	7 years after settlement		Human Resources
3.1.11	Medical Records	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.1	Physical Examinations	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.11.2	TB Tests	6 years after date of retirement, resignation, or termination.		Human Resources
3.1.12	Health & Dental Insurance Waivers	3 years after date of retirement, resignation or termination		Human Resources
3.1.13	Affirmative Action Files	7 years		District Administrator
3.1.14	Arbitration Decisions – Negotiator	7 years		Human Resources

3.0 Personnel Records				
3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.15	Athletic Activity Contracts	6 years after date of retirement, resignation or termination.		Human Resources
3.1.16	Classification Studies – Description of job duties of individual school district positions.	6 years from creation		Human Resources
3.1.17	Disability Insurance Claims – Claims filed by employees for disability insurance program.	6 years after final settlement of claim		Human Resources
3.1.18	Eligibility Register – List of job applicants who have qualified for positions within district.	3 years after job has been filled		Human Resources
3.1.19	Employee Deficiency/Termination Reports	6 years after retirement, resignation, or termination		Human Resources
3.1.20	Equal Employment Opportunity Reports/Summary Data Reports sent to Federal Government	3 years		Human Resources
3.1.21	Fair Labor Standards Act – Salary schedules, employee classification, compensation periods, work schedules/periods	6 years after retirement, resignation, or termination.		Human Resources
3.1.22	Grievance Files – Employee grievances and/or complaints filed under a labor agreement or personnel rules. This also relates to arbitration files and related court cases.	10 years after date of settlement.		Human Resources
3.1.23	Insurance Certificates and Policies	6 years after expiration		Human Resources
3.1.24	Insurance Premium Reports	6 years from date of creation		Human Resources
3.1.25	Insurance Working Files	6 years from date of creation		Human Resources
3.1.26	Labor Union – Contracts Contracts between school district and various labor unions including: correspondence, salary schedules, personnel policies.	Permanent		Human Resources
3.1.27	Labor Union – Disputes	Permanent		Human Resources
3.1.28	Labor Union – Negotiations Minutes	Permanent		Human Resources
3.1.29	Non-Union Salary Determination – Annual salary schedules for all non –union employees.	6 years after expiration		Human Resources
3.1.30	OSHA – Employee Accident Reports	3 years beyond date of accident		Human Resources
3.1.31	OSHA – Employee Exposure Records+++ Any information concerning employees exposed to toxic substances or harmful physical agents.	30 years after termination, resignation, or retirement		Human Resources

3.0 Personnel Records				
3.1.0 Employee Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
3.1.32	OSHA – Employee Medical Records Any information concerning the health status of an employee which is made or maintained by a physician, nurse, or other health care personnel, or technician, including: medical and employment questionnaires or histories, medical exams, medical opinions, descriptions of treatments and prescriptions, and employee medical complaints.	30 years after termination, resignation, or retirement		Human Resources
3.1.33	Performance of Work Contracts	6 years after action completed		Human Resources
3.1.34	Personnel Files – Individual Containing applications, accident reports, citations, medical records (physical exam certificates, etc.), personal history, employee references, and letters of appointments/promotion, termination/resignation	6 years after date of retirement, resignation, or termination		Human Resources
3.1.35	Personnel files – Summer School Applications/contracts and miscellaneous correspondence for summer employment.	6 years after date of retirement, resignation, or termination		Human Resources
3.1.36	Personnel and Promotion List	6 years or until superseded		Human Resources
3.1.37	Position Recruitment File – Relating to posting, recruitment, selection, and appointment to each position.	6 years after date of recruitment		Human Resources
3.1.38	Requisition for Personnel – Request for personnel to fill job vacancies.	Retain until 6 years after job is filled or the requisition is cancelled		Human Resources
3.1.39	Substitute Teacher Reports	3 years from date of hire		Human Resources
3.1.40	Unemployment Claims/Compensation Claims for unemployment	6 years after date of claim		Business Office
3.1.41	Summons/Pleadings, Other Legal Documents	7 years		Human Resources
3.1.42	Notices of Claims	7 years		Business Office
Further Considerations				
<p>The Age Discrimination in Employment Act requires one year retention of job applications, resumes, job advertisements or notices to the public, test papers for employer—administered aptitude tests, and physical examination records</p> <p>Section 504 of the Rehabilitation Act of 1973 requires at least one-year retention of employment records (including promotions, training and accommodations made) for disabled applicants and employees.</p>				

4.0 Student Records				
4.1.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.1.1	Enrollment or Registration Forms	Date of Withdrawal plus 7 years.		
4.1.2	Home Language Reports – Civil Rights Information	1 year after student graduates or leaves school system, unless extended by consent.		Instructional Services
4.1.3	Listing of Disclosure and Transfer of Student Records	5 years after student graduates or leaves school system.		Instructional Services
4.1.4	Nonresident Pupil Attendance Application/Agreement	5 years after student graduates or leaves school system.		Business Office
4.1.5	Athletic Records—Team results, participation, contracts, transportation records, etc.	5 years after student graduates or leaves school system.		Athletic Director
4.1.6	Accident Reports—Student Originating during school year and on school buildings or grounds.	1 year after student graduates or leaves school system, unless extended by consent.		Student Services
4.1.7	Application for Driver Education Certificates (PI-1715)	1 year		Instructional Services
4.1.8	Driver Education Program Application (PI-1709)	7 years		Business Services
4.1.9	Home Based Education Application (PI-1206)	7 years		
4.1.10	January Pupil Membership Report (PI-1563) September Pupil Membership Report(PI-1563)	7 years		Business Office
4.1.11	Pupil Count Youth Challenge Academy (PI-1563 YCA)	7 years		Business Office
4.1.12	Pupil Nondiscrimination and Educational Equity Report (PI-1197-B)	7 years		Student Services
4.1.13	Five-Year School Self-Evaluation Summary for Status of Pupil-Nondiscrimination (PI-1198)	7 years		Student Services
4.1.14	Teacher Grade Books	1 year after entry of grades in cumulative record.		Student Services
4.1.15	Teacher Attendance Records	1 year after entry of grades in cumulative record.		Student Services
4.1.16	Lesson Plans	Until no longer of administrative value		

4.0 Student Records				
4.2.0 Progress Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.2.1	Student Progress Records	5 years after student graduates or leaves the school system		School Based
4.2.1.1	Middle School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.2	Scholastic School Record	5 years after student graduates or leaves the school system		School Based
4.2.1.3	Student Grades	5 years after student graduates or leaves the school system		School Based
4.2.1.4	Courses Taken	5 years after student graduates or leaves the school system		School Based
4.2.1.5	Attendance Record	5 years after student graduates or leaves the school system		School Based
4.2.1.6	Student's School Extracurricular Activities	Permanent		
4.2.1.7	Degrees/Awards	Permanent		
4.2.1.8	Report Cards	Permanent		
4.2.1.9	High School Transcripts	Permanent		
<p>Note: If copies of report cards or grade reports are the only record of grades received at the K-8 levels they must be retained for date of withdrawal of the student plus (7) years. If they are the only record of grades received at the 9-12 levels prior to the use of a standardized academic achievement record or cumulative file, they must be retained permanently.</p>				
4.2.2	Achievement and Test Results Ability Profile—Report of the results of WKCE and other standardized state and national achievement, mental abilities, and aptitude tests reported by score, percentile rank, etc.	1 year after recording of data in the academic achievement or cumulative record. Note: If testing results are not recorded on the achievement or cumulative record either manually or by affixing labels, the results must be retained permanently for grades 9-12 and until the date of withdrawal plus 7 years for all other grades.		Instructional Services

4.0 Student Records				
4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.1	<p>a. Student's Health Care Records—Accurate complete and current data base; past health history, present health status, review of systems, health practices, developmental history and status, family structure, function and health.</p> <p>b. Health Care Provider Records (Patient Health Records)</p> <p>There are no legal provisions explicitly addressing the period of time patient health care records must be maintained or when they must be destroyed. The general practice is to maintain these records as long as similar non-student records, e.g., accident reports, employee health records, are maintained, which is typically 5-7 years. The department recommends that a school district consult with their legal counsel and medical advisor to develop policies regarding the maintenance and destruction of pupil records that must be treated as patient health care records.</p>	<p>1 year after student graduates or leaves school system, unless extended by consent.</p> <p>Health care records are not considered to be behavioral records—could retain longer and may need to if relates to Medicaid funds/audit. 5-7 years</p>		Student Services
4.3.2	Emergency Cards —Card or other form of record providing information on whom to contact in the event of an emergency, accident, or illness to a student	Until superseded or until student ceases enrollment, whichever sooner.		Instructional Services
4.3.3	Exclusion and Verification Documentation —Affidavits or similar documents seeking the exclusion of students from participation in immunization or other health care programs for medical or religious reasons	If data from the verification documentation is recorded on the cumulative health card, the documentation need be retained only as long as administratively valuable.		
4.3.0 Student Health Care Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.4	Reports to Enforcement Agencies —copies of reports on child abuse or neglect, communicable disease, dog bites, drug offenses, missing children, or sexually transmitted disease submitted to the Wisconsin Department of Health and Family Services or local law enforcement and animal control agencies.	Retain for two (2) years following submission of report.		
4.3.5	Special Health Care Records —Logs or reports of medications or treatment administered to students on a group or individual basis.	Current; If in support of Medicaid claim, 5-7 years.		

4.0 Student Records				
4.3.0 Student Health Care Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.3.6	Parent's Requests and Physician's Authorization for specialized health care.	End of validity of request or authorization plus 2 years.		
4.3.7	Family Educational Rights and Privacy Act (FERPA) Access Policies	Until superseded		
4.3.8	<p>FERPA Records of Access to Information Record of each request to access to and each disclosure of personally identifiable information from the educational records of a student.</p> <p>Documentation of requests from and disclosure to the parent or eligible student, to an official of the district for what the district has determined are legitimate educational interests, to a party with written consent from the parent or eligible student, or to a party seeking directory data.</p> <p>Documentation of requests from and disclosures to any party not included in (a) above.</p> <p>Written consents from the parent or eligible student for information disclosure. <i>Retention Note: It is an exception to the retention periods given for parental and eligible student consents that if the only records covered by a consent are those associated with enrollment by a student in grades Pre-K through 8, the consents may be disposed of at the same time the records are destroyed.</i></p> <p>Written refusals from the parent or eligible student to the disclosure of directory information.</p>	<p>Retain for two (2) years</p> <p>Permanent retention (per regulation- 34 CFR 99.32(a)(2))</p> <p>From the parent: Retention until the student is 18.</p> <p>From the eligible student: retention is permanent.</p> <p>If refusals are valid as long as the student is in attendance. Retain only if of administrative valuable. If refusals must be renewed each academic year, retain until superseded or if of administrative value after date of withdrawal.</p>		
4.4.0 Student Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
4.4.0	Protest of Record Statements —Statements by parents or eligible students commenting on contested information in a student record, or stating why they disagree with a district's decision not to amend a record, or both.	Retain for as long as the record containing the contested information is maintained.		
4.4.1	Custody Documents — <i>It is an exception to the retention period given that a court order superseded by a subsequent order (e.g., a change in guardianship) need be retained only as long as administratively valuable.</i>	Until student is 18 years of age.		

4.0 Student Records				
4.4.3	Psychological Test Results, Central Office	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.4.4	Individual Student Disciplinary File	1 year after student graduates or leaves school system unless extended by consent.		
4.4.5	Student Expulsion Report	1 years after student graduates or leaves school system unless extended by consent or expunged.		District Administrator
4.4.6	Student Suspension Report	1 year after student graduates or leaves school system unless extended by consent.		
4.4.7	Assault Against Staff Report	1 year after student graduates or leaves school system unless extended by consent.		

4.0 Student Records

4.5.0 Special Education Individual Student Records—Records with all personally identifiable information redacted are not individual student records and may be maintained for program evaluation and compliance as specified in Section 5.0 of the schedule.

4.5.1	Evaluation Records	1 year after student graduates or leaves school system unless extended by consent.		Student Services
4.5.2	Individual Education Program (IEP)	1 year after student graduates or leaves school system unless extended by consent.		Student Services

Under federal law, recipients of federal funds must maintain certain records for financial or program audit purposes. These records include a child’s IEP Team evaluation reports, IEPs and placement notices. The records must be kept for the current fiscal year plus four more years.

Under the IDEA, a school district must inform the parents of a child with a disability when personally identifiable information is no longer needed to provide educational services to the child. The notice would normally be given at the time the child graduates or otherwise ceases to be enrolled in the school district. The purpose of the notice is to alert parents that certain pupil records may be needed for proof of eligibility for benefits or other purposes. The information that is no longer needed must be destroyed at the request of the parent. Otherwise, as noted above, under state law the information may be maintained for only one year after the child graduates or otherwise ceases to be enrolled, unless the parent or adult pupil specifies in writing that the records may be maintained for a longer period of time. [34 CFR. 300.373 or 300.573]

Therefore, the department recommends that when a child graduates or otherwise ceases to be enrolled, the district obtains the permission of the parent or adult pupil to maintain IEP team evaluation reports, IEPs, and placement notices for the current fiscal year plus four more years for audit purposes. If the parent requests destruction of the records or will not grant permission to maintain the records for five years, then the Office of Special Education Program (OSEP), U.S. Department of Education, recommends removing the personal identifiers from the records. Once personal identifiers are removed, the records are not pupil records and may be maintained until they are no longer needed to satisfy the federal record maintenance requirement.

5.0 Special Education Records				
5.1.0 Special Education Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.1.1	Special Education Plan/Claim (PI-2199 or equivalent)	4 years after end of project year		Student Services
5.1.2	IDEA Application/Plan (PI-2111)	4 years after end of project year		Student Services
5.1.2.1	Flow-Through Funds	4 years after end of project year		Student Services
5.1.2.2	Discretionary Funds	4 years after end of project year		Student Services
5.1.2.3	Local Educational Agency Transfer Funds	4 years after end of project year		Student Services
5.1.2.4	Preschool Entitlement Funds	4 years after end of project year		Student Services
5.1.2.5	Preschool Discretionary Funds	4 years after end of project year		Student Services
5.1.3	IDEA Federal Student Data Report (PI-2197)	4 years after end of project year		Student Services
5.1.4	Registration of Blind Students (PI-2015)	4 years after end of project year		Student Services
5.1.5	National Instructional Materials Access Center and Accessibility Standard Statement of Assurance (PI-2194)	4 years after end of project year		Student Services
5.1.5	School District Plan, Part A Exceptional Needs	4 years after end of project year		Student Services
5.2.0 Other Student Records				
5.2.1	Full-Time Open Enrollment Program Notice of Assignment and Notice of Intent to Attend (PI-9415)	5 years		Business Services
5.2.2	Nonresidential School District Approval or Denial of Open Enrollment Application (PI-9416)	5 years		Business Services
5.2.3	Resident School District Approval or Denial of Open Enrollment Application (PI-9417)	5 years		Business Services
5.2.4	Appeal of School District Denial of Open Enrollment (PI-9418)	5 years		Business Services
5.2.5	Request for Tuition Waiver Due to Move—(PI-9419-A)	5 years		Business Services
5.2.6	Request for Tuition Waiver Due to Move —(PI-9419-B)	5 years		Business Services
5.2.7	Request for Tuition Waiver Due to Move (Spanish Version) (PI-9419-B Spanish)	5 years		Business Services
5.2.8	Public School Open Enrollment Approval/Denial Summary (PI-9420)	5 years		
5.2.9	Alternative Education Program Grant Application (PI-9710)	4 years after end of project year		Student Services
5.2.10	Disproportionality Application (PI-8801)	4 years after end of project year		Student Services
5.2.11	State AODA Grants: AODA Program Interim Report (PI-7101/PI-7102)	4 years after end of project year		Student Services

4.0 Student Records				
5.1.0 Other Student Records (cont'd)		Retention Period*	Historical Value**	Suggested Keeper of the Records
5.2.12	Transfer of Service Exemption Request – Special Education (PI-5001-A)	4 years after end of project year		Student Services
5.2.13	SAGE Year End Report & Contract Update (PI-SAGE-1-EOY)	1 year		Business Services
5.2.14	SAGE State Aid Entitlement (PI-SAGE-ENT)	1 year		Business Services
5.2.15	SAGE Performance Objectives (PI-SAGE-1-O)	4 years after end of project year		Instructional Services
5.2.16	School Performance Report (PI-SPR)	15 years		Assessment & Accountability
5.2.17	High Cost Special Education Initiative Claim Form (PI-1570)	4 years after end of project year		Student Services
5.2.18	Special Education Procedural Compliance Self-Assessment Report and Corrective Action Plan (PI-3202)	4 years after end of project year		Student Services
5.2.19	Application to Offer GED Option #2 (PI-8201)	Permanent		Student Services
5.2.20	District Waiver for One percent Cap—WI Alternate Assessment (WAA) – Students with Disabilities	4 years after the end of the project		Student Services
5.2.21	Local Use Form; Homeless Student Identification (PI-Q03-8)	4 years after end of project year		Student Services
<p>Code Explanation</p> <ul style="list-style-type: none"> * Retention periods begin at the time the records are created. ** Notify the State Historical Society if record(s) will not be preserved permanently by the district. *** Includes annual and special meetings of the electors. + Only selected drawings/blueprints have historical value ++ Records must be retained for five years after completion of the activity for which the grant was used. +++ The EPA Toxic Substance Control Act requires 10 year retention for record of adverse reactions to employees' health, or health-related allegations arising from occupational exposure; five years for other allegations. # It is suggested that a copy also be routed for preservation to a local library. 				
<p>Additional/Miscellaneous Records</p> <p>School Districts may have records not on this retention schedule. Many older records do not conform to the record types listed here. To prevent the accidental destruction of historically significant records, school districts should notify the State Historical Society prior to the destruction of any record more than 50 years old, whether listed in the schedule or not.</p> <p>School district may destroy records that do not appear on this schedule any time after seven years and be in compliance with s. 19.21(6) provided that 60 days written notice is given to the State Historical Society. If the school district wishes to destroy a record before seven years have elapsed, it must obtain approval from the Public Records Board. Districts should contact the Executive Secretary of the Public Records Board for information on how to submit schedules to the Board for its review.</p>				

6.0 Miscellaneous Records

6.1.0 Miscellaneous Records		Retention Period*	Historical Value**	Suggested Keeper of the Records
6.1.1	School Newspapers	Permanent	#	
6.1.2	School Yearbooks	Permanent	#	

Notice on Personally Identifiable Data and Confidential Information

Private or confidential data on an individual shall not be created, collected, stored, used, maintained, or disseminated by the student information system in violation of federal or state law and shall not be used for any purpose other than those already stated or by agreement with companies that provide student assessment data. If the student information system manager enters into a contract with a private individual or third party to perform any of the student information system manager functions, that agreement shall require that the data be protected in the same fashion.

No private or confidential data will be released except under the following circumstances as stated in 34 CFR Part 99 Final Regulations for FERPA:

1. To teachers and officials of the district when the determination has been made that there are legitimate educational interests, under Section 99.31(a)(1).
2. To school and district personnel when a student is seeking to enroll, under Section 99.31(a)(2).
3. To comply with a subpoena or court order, under Section 99.31(a)(9).
4. To honor a request from a judicial order, or an authorized law enforcement unit, or lawfully issued subpoena, under Section 99.31(a)(9)(i). A law enforcement unit refers to all state and local prosecution authorities, all state and local law enforcement agencies, the Department of Corrections, and probation officers who are part of the Judiciary.
5. To educational officials in connection with an audit or evaluation of a federal or state supported education program, under Section 99.32(c)(3).
6. To appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals, under Section 99.36(a). In cases of health or safety emergency, the request for release must first be directed to the school district that owns the data. The student information system manager, under Section 99.36(a), may also convene a committee to evaluate the request to determine whether or not the person who would receive the information is in a position to deal with the emergency and the extent to which time is of the essence.
7. To researchers whose proposals are approved by the student information system manager, when a clear legitimate educational interest is established, provided that personally identifiable information if discovered is not disclosed to anyone other than the initiator of the request and the student information system manager. A determination of legitimate educational interest is based in part on whether sharing information on a specific person would unfavorably affect that individual's ability to learn and function in the classroom. [Section 99.31(a)(6) of FERPA]

Data will be disclosed only on the conditions that: (1) the party to whom the data are released does not disclose the information to any third party without the prior written consent of the student information system manager, the company who provided the student assessment data (if assessment data are being disclosed), or the school district that owns the data; (2) only when the data are protected in a manner that does not permit the personal identification of an individual by anyone except the party referenced in the disclosure; and (3) the data are destroyed when no longer needed for the purposes under which the disclosure was granted.

Given the complexity of the law, school districts are encouraged to seek the advice of school district legal counsel.

7.0 Electronic Records

General record schedules cover records in all media. However, Chapter 12, § Administrative Code 12, Electronic Records Management-Standards and Requirements, became effective May 1, 2001. The purpose of this rule is to ensure that public records in electronic format are preserved, maintained, and remain accessible for their designated retention period. Because of frequent technological change, including hardware and software obsolescence and media degradation, agencies must take steps to manage and protect electronic records for as long as they are needed. To meet business needs and protect the legal, financial and historical interests of internal business operations and Wisconsin citizens, agencies must prepare and execute migration plans for electronic records as necessary to prevent them from becoming inaccessible during their retention periods.

Retaining Records

Records may be delayed from destruction, but only under the following conditions:

- Records are required for an IT system, business program, performance, financial, or security forensic audit;
- Records are relevant to an actual or imminent legal proceeding; or
- A relevant public record request has been received and not completed.

Before disposing of a record, the office managing the record must determine if an audit, litigation, or public record request is pending. And notably, after a public records request has been filed, Wisconsin law forbids the destruction of any relevant record until the request is granted, or at least 60 days after the request is denied, and court orders may extend this time period. Wis. Stats. § 19.35(5). If agency staff members have questions regarding Wisconsin's Public Records Law, then the agency's legal custodian of records will provide further guidance.

Official records that are inactive, but not yet expired should be transferred to a low-cost, record storage facility, such as the State Records Center.

Confidentiality of Records

Some records series, in whole or in part, contain confidential records as related to security, and protected personal information. If in doubt as to whether or not a specific record is confidential, it is always a good idea to check with agency legal counsel. If your agency does not have a legal counsel, an Assistant Attorney General in the Department of Justice will provide advice.

Personally Identifiable Information (PII)

Some records in this schedule contain personally identifiable information as defined by Wisconsin law. Wis. Stats. § 19.62(5). Public access to and security of personally identifiable information is often restricted by law. Therefore, agencies should be aware of the requirements in Wisconsin Statutes, Chapter 19, as well as all applicable program specific laws or regulations. Such records should also be destroyed as confidential. If in doubt as to whether a specific record contains personally identifiable information, it is a good idea to check with agency legal counsel.

For Further Assistance

For assistance, please contact the following individuals:

--for general information on records management and technical assistance:

Executive Secretary, Public Records Board, 4622 University Avenue
Madison, WI 53702 (^08) 266-2996

--for information or questions about historical records:

Archives Collection Development, State Historical Society, 816 State
Street, Madison, WI 53706 (608) 262-0629

--for information on records-related requirements of the Department of Public Instruction:

Data, Forms, and Records Management Section
Department of Public Instruction, 125 South Webster Street,
Madison, WI 53702 (608) 267-9154

The Wisconsin Department of Justice provides guidance to the public on the public records law, s. 19.31-39, Wis. Stat. Inquiries may be made by calling (608) 266-3952. Guidance may also be found in the Department of Justice' Public Records Law Compliance Outline, available at <http://www.doj.state.wi.us/>.

8.0 E-Mail as Public Records

E-Mail Records

E-mail messages are public records like any other record. That is, they are public records if they are made or received by any governmental employee in connection with the transaction of public business. The local and state records management policy does not distinguish among media with regard to the definition of records. By definition, "public records" means all books, papers, maps, photographs, films, recordings, optical disks, electronically formatted documents, or other documentary materials, regardless of physical form or characteristics, made or received by any state agency or its officers or employees in connection with the transaction of public business (s. 16.61(2)(b), Wis. Stats.).

All e-mail messages, including personal communications, could be subject to investigatory review or discovery proceedings in legal actions. Some courts have set legal precedents for making use of e-mail communications as evidence. Haphazard filing procedures, incomplete recordkeeping, and the use of informal language in e-mail messages may misrepresent governmental agencies in legal proceedings. As with other records, no e-mail record may be destroyed after someone requests it until the request is granted, 60 days have elapsed following denial of the request, and litigation on the record's availability is complete and any court order has been complied with.

E-mail records also fall within the definition of "record" under the Open Records Law (s. 19.32(2), Wis. Stats.):

"Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), computer printouts and optical disks.

"Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library. (s. 19.32(2), Wis. Stats.)

Electronic mail records are subject to these law citations.

A. Archiving and Retention

Electronic mail is normally backed up to ensure system integrity and reliability, not for the sole purpose of future retrieval, although backups may at time serve the latter purpose incidentally.

Attachments (files created in other applications software) are an integral part of e-mail. For e-mail documentation to be adequate, complete, and reliable, the e-mail message, any attachments, and the transmission history (routing, date, and time) may be needed. The use of different applications software among users and senders can lead to inoperable or garbled files for the receiver. The growing use of standard software is assisting to solve this problem.

E-mail users should be aware that generally it is not possible to assure the longevity of electronic mail records for record-keeping purposes, in part because of the difficulty of guaranteeing that electronic mail can continue to be read in the face of changing formats and technologies and in part because of the changing nature of electronic mail systems. This becomes increasingly difficult as electronic mail encompasses more digital forms, such as embracing compound documents, usage of digital technology, voice recognition, audio and video media, and imaging in addition to text. Furthermore, in the absence of the use of authentication systems, it is difficult to guarantee that e-mail documents have not been altered, intentionally or inadvertently.

E-mail records that have administrative, legal, fiscal, historical, or audit significance should be saved beyond the designated system retention to either a secure network folder or a shared network file in a manner that facilitates backup and access. Staff should, on a regular basis, review e-mail and delete items that do not need to be retained. Such maintenance can reduce the burden on servers and improve the overall performance of the system yet ensure that the requirements of records management are observed. The agency E-Mail Coordinator should be available for assistance or technical advice on how to assure that needed e-mail records are preserved before the system deletion occurs.

B. Disclosure and Restricted Access without Consent

The electronic mail system is provided at government expense to conduct official governmental business. Incidental and occasional personal use is permitted, but such messages will be treated no differently from other messages. The governing agency has authority to obtain access to the contents of any employee's electronic mail files without the permission of the employee. Such circumstances include unavailability of the employee, a potential disciplinary issue, or preservation of e-mail from possible destruction.

Inspection, monitoring, or disclosure of electronic mail without the consent of the user of such e-mail will be permitted when required by and consistent with law, if there is reason to believe violations of law or policy have taken place, when performing periodic checks for excessive personal use of e-mail, and for meeting time-dependent, critical operational needs.

Electronic mail has become a preferred way of communicating for many individuals, including school board members. Because e-mail communications as described herein may constitute public records under the Public Records Law and because such e-mail must be retained pursuant to records retention requirements, school board members and school administrative staff should formulate policy and procedures to ensure that records are properly managed and preserved. School district staff and school board members must be aware that although e-mail can be an efficient and convenient means of communications, the use of e-mail creates obligations to ensure that communications are preserved for public information purposes. School board members should presume that any e-mail that they receive or send related to school district business is a record and should take steps to preserve such e-mail consistent with the guidance provided herein.

C. Definitions

Electronic Mail System/Services: Any messaging system that depends on computing facilities to create, send, forward, reply to, transmit, store, hold, copy, download, display, view, read, or print computer records for purposes of simultaneous communication across computer network systems between or among individuals or groups, that is either explicitly denoted as a system for electronic mail or is implicitly used for such purposes, including services such as electronic bulletin boards, listservs, and newsgroups.

E-Mail Record/E-Mail: Any or several electronic computer records or messages created, sent, forwarded, replied to, transmitted, stored, held, copied, downloaded, displayed, viewed, read, or printed by one or several e-mail systems or services. This definition applies equally to contents of such records and to transactional information associated with such records, such as headers, summaries, addresses, and addressees.

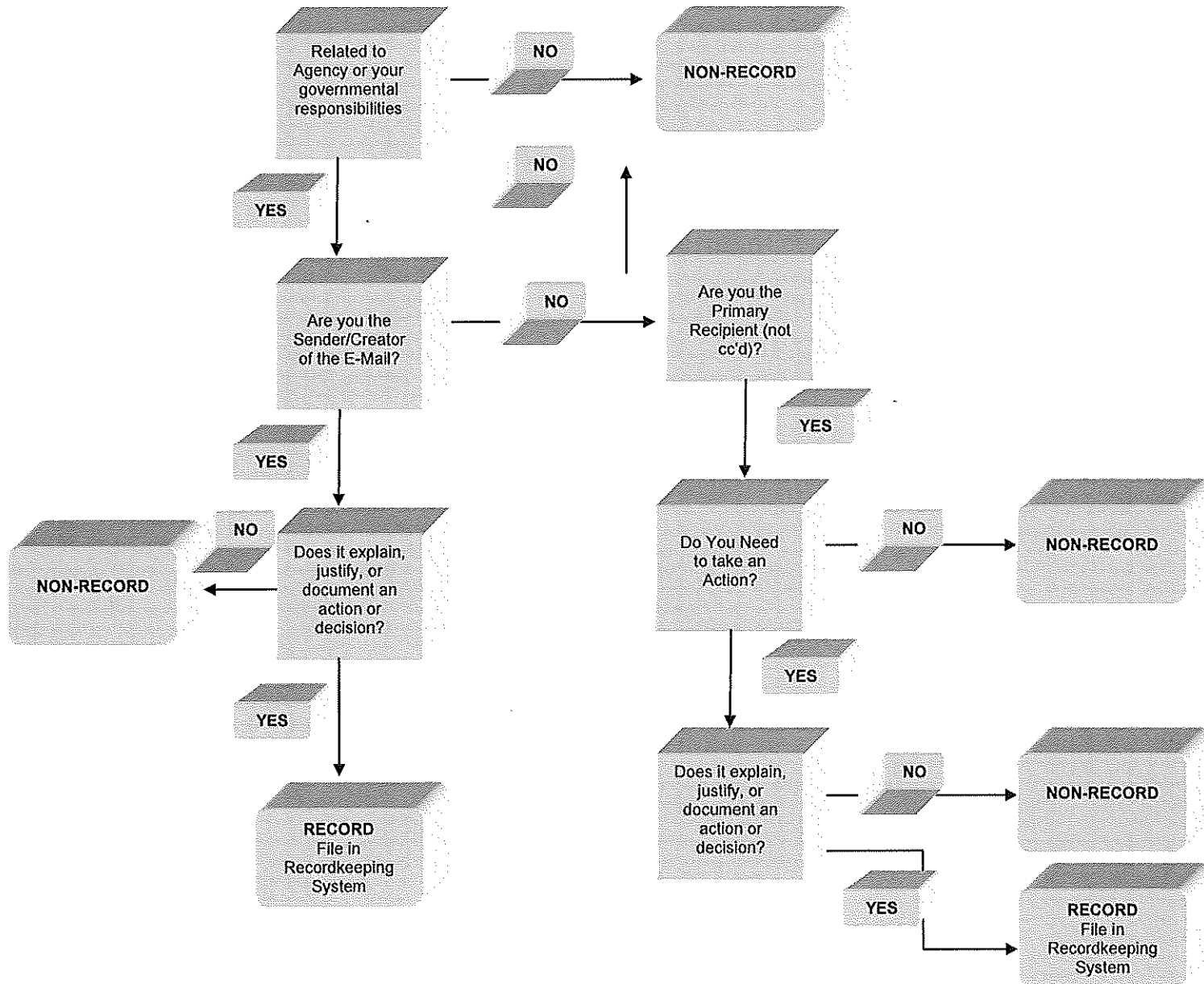
Possession of E-Mail: An individual is in "possession" of an e-mail record, whether the original record or a copy or a modification of the original record, when that individual has effective control over the location of its storage. Thus, an e-mail record that resides on a computer server awaiting download to an addressee is deemed, for purposes of this policy, to be in the possession of that addressee.

Holder of an E-mail Record: An e-mail user who is in possession of a particular e-mail record, regardless of whether that e-mail user is the original creator or a recipient of the contents of the record.

Open Records: For many years Wisconsin has had a strong emphasis on openness in government in general and on public access to governmental records in particular. This has been expressed in statutory form as a presumption of a public right of access to governmental records. The Open Records Law (s.19.32, Wis. Stats.) states that since "representative government is dependent upon an informed electorate...all persons are entitled to the greatest possible information regarding the affairs of government." There is a presumption of public access. However, the law recognizes the need for some records to be exempted from disclosure by more specific state and federal law and case law principles, such as the "balancing test": whether the public interest is best served by disclosure or nondisclosure. State and federal confidentiality laws that are more specific than the Open Records Law will usually take precedence.

E-Mail as a Public Record Flowchart

How to decide if an e-mail is a public record.



9.0 The Education Department's General Administrative Regulations (EDGAR)

EDGAR consolidated into a single document uniform requirements for the administration of U.S. Department of Education grants. The administrative regulations provide specific provisions for retention of federal program records. EDGAR provides for a five year retention period. If any litigation, claim, negotiation, audit or other action involving the records has commenced before the end of the five year period, the records must be retained until completion of the action and resolution of all issues or until the end of the **five year period**, whichever is later.

The following is a listing of federal educational programs covered by these EDGAR provisions:

No Child Left Behind Act of 2001—ESEA Reauthorization**Title I Improving the Academic Achievement of the Disadvantaged**

- Part A Basic Programs
- Part B Student Reading Skills Improvement Grants
 - Subpart 1 Reading First
 - Subpart 2 Early Reading First
 - Subpart 3 Even Start
- Part C Migrant Education
- Part D Neglected and Delinquent or At Risk
- Part F Comprehensive School Reform
- Part G Advanced Placement
- Part H School Dropout Prevention

Title II Teachers

- Part A Teacher and Principal Training and Recruiting Fund
- Part B Math and Science Partnerships
- Part C Innovation for Teacher Quality
- Part D Enhancing Education through Technology

Title III English Language Acquisition, Language Enhancement, and Academic Achievement Act**Title IV 21st Century Schools**

- Part A Safe and Drug Free Schools and Communities
- Part B 21st Century Community Learning Centers
- Part C Environmental Tobacco Smoke

Title V Promoting Informed Parental Choice and Innovative Programs

- Part A Innovative Programs
- Part B Public Charter Schools
- Part C Voluntary Public School Choice

Title VI Flexibility and Accountability

- Part A Improving Academic Achievement
- Part B Rural Education Initiative

Title VII Native Americans and Alaskan Education Program

- Part A Indian Education
- Part B Native Hawaiian Education
- Part C Alaska Native Education

Title VIII Impact Aid**Title IX General Provisions**

- Parts A through F—Definitions, flexibility, Consolidation, Waivers, Uniform Provisions

Title X, Part C Education of Homeless Children and Youth

Carl Perkins Vocational Education Act
Individuals with Disabilities Education Act (IDEA)—Part B
IDEA Preschool Grant

State Grants also hold the five year retention period. State Grants to Local Education Agencies (LEAs) include:

- P-5 Program
- Head Start Program
- Alternative Education Grants
- AODA Prevention/Intervention Grants
- Grants to Mentors
- Peer Review and Mentoring
- Talented and Gifted Program Grants
- Advanced Placement Grants
- English for Southeast Asian
- STEM Grants
- Grants for Nurses
- Consolidation Grants

SERVICE ANIMALS IN SCHOOLS

The School District of Colby acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a "service animal" in its school buildings, in classrooms, and at school functions, as required by the Americans with Disabilities Act, 28 CFR Part 35, subject to the following:

1. All requests for an individual with a disability to be accompanied by a service animal must be addressed in writing to the Superintendent of Schools at [505 West Spence St. Colby, WI 54421], and must contain required documentation of vaccinations. This written request must be delivered to the Superintendent of Schools' Office at least 10 business days prior to bringing the service animal to school or a school function.
2. Owners of a service dog must provide annual proof of the following vaccinations pursuant to Wisconsin Stat. 95.21(2)(a) and 95.21(2)(f): Rabies. Vaccinations for DHLPPC (Distemper, Hepatitis, Leptospirosis, Parainfluenza, Parvovirus, Corona virus) and Bordetella are highly recommended by the Wisconsin State Veterinarian's Office.
3. The Wisconsin State Veterinarian's Office highly recommends that owners of service miniature horses provide annual proof of the following vaccinations: Equine Infectious Anemia (Coggins Test), Rabies, Tetanus, Encephalomyelitis, Rhinoneumonitis, Influenza, and Strangles.
4. Owners of a service dog must provide annual proof of licensing as required by the local municipality where the dog resides, as well as proof of licensing with the City of Colby.
5. Owner of service animals must provide proof of insurance against liability for any actions, accident, or property damage caused by the service animal.
6. Owners of a service dog shall remain liable for damage or injury caused by the dog pursuant to Wisconsin Stat. 174.01(1)(a).
7. All service dogs must be spayed or neutered.
8. All service animals must be treated for, and kept free of, fleas and ticks.
9. All service animals must be kept clean and groomed to avoid shedding and dander.
10. Owners of service animals are liable for any harm or injury caused by the animal to other students, staff, visitors, and/or property.
11. The animal must be "required" for the individual with disability.
12. The animal must be "individually trained" to do work or a task for the individual with a disability.
13. Special Provisions/Miniature Horses: Requests to permit a miniature horse to accompany a student or adult with a disability in school buildings, in classroom, or at school functions, will be handled on a case-by-case basis, considering:
 - a. The type, size, and weight of the miniature horse and whether the facility can accommodate these features.
 - b. Whether the handler has sufficient control of the miniature horse.
 - c. Whether the miniature horse is housebroken.
 - d. Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

14. Removal of a Service Animal: A school administrator may ask an individual with a disability or his parents to remove a service animal from a school building, a classroom, or from a school function if any one of the following circumstances occurs:
 - a. The animal is out of control and the animal's handler does not take effective action to control it.
 - b. The animal is not housebroken
 - c. The animal's presence would "fundamentally alter" the nature of the service, program, or activity.
15. A service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control.
16. The school system is not responsible for the care or supervision of a service animal, including walking the animal or responding to the animal's needs to relieve itself.
17. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal.
18. Students with service animals are expected to care and supervise their animal. In the case of a young child or a student with disabilities who is unable to care for or supervise his service animal, the parent is responsible for providing care and supervision of the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.

2011-12 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	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5 ^H	6	7	8	9	10	11	12	13 ^{PT}	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24 ^{NT}	25 ^{NT}	26	19	20	21	22	23	24	25	26	27	28
29	30 ^{IN}	31 ^{IN}			26	27	28	29	30	31				

November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4 ^{Q1}				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20 ^{Q2}
21	22	23 ^{IN}	24	25	19	20	21	22	23	23	24	25	26	27 ^{IN}
28	29	30			26	27	28	29	30	30	31			

February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3				1	2	2	3	4	5 ^{MU}	6
6	7	8	9	10	5	6	7	8 ^{PT}	9	9	10 ^{MU}	11	12	13
13	14	15	16	17	12	13	14	15	16	16	17	18	19	20
20	21	22	23	24	19	20	21	22	23	23	24	25	26	27
27	28	29			26	27	28 ^{Q3}	29	30	30				

May				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28 ^H	29	30	31	

June				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September 1, 2011 Students' First Day of School
 [] No School for Students
 (Q – November 4, January 20, March 28, and June 6)..... 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. 13th and March 8th for P/T Conferences & June 6th
 May 25, 2012 Graduation
 June 6, 2012 Students' Last Day of School

Student Instructional Days (45 + 45 + 45 + 45).....180
 Parent/Teacher Conferences –
 Oct. 13th and March 8th from 1:00 to 4:00 and 5:00 to 8:45.....2.0
 Inservice (August 30, 31, Nov. 23, and Jan. 27).....4.0
 Teacher Holidays2.0
Total188

No School for Students
 Sept. 5
 Oct. 14
 Nov. 23, 24, 25
 Dec. 23, 26, 27, 28, 29, 30
 Jan. 2 & 27
 Feb. 17
 April 5, 6, 9, 10
 May 28

Parent Teacher Conferences
 Oct. 13th from 1:00 to 4:00 and 5:00 to 8:45
 March 8th 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 April 10, 2011
 The third (3) would be made up on April 5, 2011

2011-12 Colby School District Calendar

Staff Detailed Calendar

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

November					December					January				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4 ^{Q1}				1	2	2	3	4	5	6
7 ¹	8	9	10	11	5 ¹	6	7	8	9	9 ⁴	10	11	12	13
14 ²	15	16	17	18	12 ²	13	14	15	16	16 ¹	17	18	19	20 ^{Q2}
21 ³	22	23 ^{IN}	24	25	19 ³	20	21	22	23	23 ²	24	25	26	27 ^{IN}
28 ⁴	29	30			26	27	28	29	30	30 ³	31			

February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3				1	2	2 ⁴	3	4	5 ^{MU}	6
6 ⁴	7	8	9	10	5 ⁴	6	7	8 ^{PT}	9	9	10 ^{MU}	11	12	13
13 ¹	14	15	16	17	12 ¹	13	14	15	16	16 ¹	17	18	19	20
20 ²	21	22	23	24	19 ²	20	21	22	23	23 ²	24	25	26	27
27 ³	28	29			26 ³	27	28 ^{Q3}	29	30	30 ³				

May				
M	T	W	T	F
	1	2	3	4
7 ⁴	8	9	10	11
14 ¹	15	16	17	18
21 ²	22	23	24	25
28 ^H	29	30	31	

June				
M	T	W	T	F
				1
4 ³	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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CEA Staff Addendum to Calendar

ARTICLE VIII - TEACHING YEAR

8.01. Definition of Teaching year. The regular teaching year shall encompass one hundred eighty-eight (188) contract days. The contract days shall consist of the following:

180 days in the classroom with students
5 in-service days
2 holidays
1 convention day
188

~~See Modifications – Memorandum of Understanding Regarding Article 8.01 (Calendar).~~

The first emergency closing day will be given off to teachers. An emergency closing day occurs when school is closed as the result of snow or other severe weather condition, or for other reasons beyond the control of the School Board, such as heating equipment failure. The remaining emergency closing days are to be made up at the discretion of the Board. regarding the type of day, i.e., student contact, in-service, etc.

8.02. The calendar will be as provided in Appendix "C."

NOTES:

Teacher Work day;

Mondays – 7:15 to 3:45 (late student start, 1 hour late)
Tuesday through Friday – 8:00 to 3:45

Inservice Dates;

August 30th and 31st – TWO days, 1.5 district directed, .5 classroom prep.

November 23rd and January 27th – each is .5 district directed, .5 compensation time for required meetings scheduled outside the traditional work day (IEP's, emergency staff meetings, etc).

Conferences; 2 contract days for compensation for evenings of Oct. 13th and March 8th

MONDAY Meetings: 7:15 to 9:00 AM

Week 1 **District** – Curriculum Council meetings at CDEC
Week 2 **Building** Directed
Week 3 **District** – Department and Grade Level Meeting
Week 4 **Building** Directed

DATA AS OF 6/8/11, 12:08 PM

Line 1: 2010-2011 Base Revenue	=	9,172,363
Line 1 Amtnt May Not Exceed Line 9-Line 7B of Final 10-11 Revenue Limit.		
2010-11 General Aid Certification (10-11 line 12A)	+	7,233,529
2010-11 Computer Aid Received (Src 691)	+	2,750
2010-11 Hi Pov Aid (10-11 line 12B)	+	0
2010-11 Fnd 10 Levy Cert (10-11 In 18, levy 10 Src 21)	+	1,945,501
2010-11 Fnd 38 Levy Cert (10-11 In 14B, levy 38 Src 2)	+	0
2010-11 Fnd 41 Levy Cert (10-11 In 14C, levy 41 Src 2)	+	0
2010-11 Aid Penalty for Over Levy (10-11 Results)	-	0
2010-11 Penalty for Unspent Energy Exemption	-	0
2010-11 Levy for 10-11 Non-Recurring Exemptions. Enter amtnt used.		
2010-11 Total Levy for All Non-Recurring Exemptions (Non-Recurring Referenda, Declining Enrollment, Line 7B Hold Harmless, Energy Efficiency)	-	9,417

September & Summer FTE Membership Averages

Count Ch. 220 Inter-District Resident Transfer Pupils @ 75%.

Line 2: Base Avg: (08+.4ss)+(09+.4ss)+(10+.4ss) / 3 = 974

	2008	2009	2010
Summer fte:	16	15	16
% (40,40,40)	6	6	6
Sept fte:	969	968	967
Total fte	975	974	973

Line 6: Curr Avg: (09+.4ss)+(10+.4ss)+(11+.4ss) / 3 = 961

	2009	2010	2011
Summer fte:	15	16	16
% (40,40,40)	6	6	6
Sept fte:	968	967	930
Total fte	974	973	936

Line 10B: Declining Enrollment Exemption = 117,000

Average FTE Loss (Line 2 - Line 6, if > 0) X 1.00 = 13
 X (Line 5, Maximum 2011-2012 Revenue per Memb) = 9,000.00
 Non-Recurring Exemption Amount: 117,000

Line 17: State Aid for Exempt Computers = 2,994

Line 17 = A X (Line 16 / C) (to 8 decimals)

2011 Property Values (estimate until 10/11).		
A. 2011 Exempt Computer Property Valuation	Required	343,000
B. 2011 TIF-Out Tax Apportionment Equalized Valuation		305,876,067
C. 2011 TIF-Out Value plus Exempt Computers (A + B)		306,219,067

Computer aid replaces a portion of proposed Fund 10 Levy
 Src 691 = Computer Value X (Proposed Levy / (TIF-Out Val + Computer Value))

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

1. 2010-11 Base Revenue (Funds 10, 38, 41)	(from left)	9,172,363
2. Base Sept Membership Avg (08+.4ss, 09+.4ss, 10+.4ss/3)	(from left)	974
3. 2010-11 Base Revenue Per Member (Ln 1 / Ln2)	(with cents)	9,417.21
4. 2011-12 Per Member Change (A+B)		-417.21
A. Allowed Per Pupil Change (Ln 3 x -0.055)		-517.95
B. Low Rev Incr ((9,000 - (3 + 4A))-4C) Not < 0		100.74
C. Low Rev, Dist in CCDEB (Enter DPI Adjustment)		0:00
5. 2011-12 Maximum Revenue / Memb (Ln 3 + Ln 4)		9,000.00
6. Current Membership Avg (09+.4ss, 10+.4ss, 11+.4ss/3)	(from left)	961
7. 2011-12 Rev Limit, No Exemptions (Ln 5 x Ln 6)	(rounded)	8,649,000
A. 2011-12 Max Rev/Memb x Cur Memb Avg (Ln 5 x Ln 6)		8,649,000
8. Total Recurring Exemptions (A+B+C+D+E)	(rounded)	0
A. Prior Year Carryover		0
B. Transfer of Service (if negative, include sign)		0
C. Transfer of Territory (if negative, include sign)		0
D. Federal Impact Aid Loss (2009-10 to 2010-11)		0
E. Recurring Referenda to Exceed (If 11-12 is first year)		0
9. 2011-12 Limit with Recurring Exemptions (Ln 7 + Ln 8)		8,649,000
10. Total 2011-12 Non-Recurring Exemptions (A+B+C+D)		117,000
A. Non-Recurring Referenda, to Exceed 2011-12 Limit		0
B. Declining Enrollment Exemptn for 11-12 (from left)		117,000
C. Energy Efficiency Exemption for 11-12		0
D. Adjustment for Refunded or Rescinded Taxes, 2011-12		0
11. 2011-12 Revenue Limit With All Exemptions (Ln 9 + Ln 10)		8,766,000
12. Total Aid to be Used in Computation (12A + 12B)		6,625,913
A. District-Estimated 2011-12 General Aid		6,625,913
B. State Aid to High Poverty Districts (not all dists)		0

Remember to estimate a General Aid amount for 2011-12.

13. Allowable Limited Revenue: (Line 11 - Line 12) 2,140,087
 (10, 38, 41 Levies + Src 691. Src 691 is DOR Computer Aid.)

14. Total Limited Revenue To Be Used (A+B+C) Not > line 13 2,140,087

Entries Required Below: Amnts Needed by Purpose and Fund:		
A. Gen Operations: Fnd 10 including Src 211 & Src 691	2,140,087	(Proposed Fund 10)
B. Non-Referendum Debt (inside limit) Fnd 38 Src 210	0	(to Budget Rpt)
C. Capital Exp, Annual Meeting Approved: Fnd 41 Src 210	0	(to Budget Rpt)
15. Total Revenue from Other Levies (A+B+C+D):	533,000	
A. Referendum Apprvd Debt (Non Fund 38 Debt-Src 210)	513,000	
B. Community Services (Fnd 80 Src 210)	20,000	(to Budget Rpt)
C. Prior Year Levy Chargeback (Src 212)	0	(to Budget Rpt)
D. Other Levy Revenue - Milwaukee & Kenosha Only	0	(to Budget Rpt)
16. Total Levy + Src 691, "Proposed Levy" (Ln 14 + Ln 15)	2,994	(to Budget Rpt)
17. Est Src 691 (Comp Aid) Based on Ln 16 & Values Entered	38,440	
18. Total Low Revenue Ceiling Aid (Ln 18A x Ln 6)	40,000	
A. Low Revenue Ceiling Aid per Member (max \$40 per mem)	1,000,000	
B. Addtl. Low Revenue Ceiling per Member Levied (max \$100)		
19. Fnd 10 Src 211 (Ln 14A-Ln 17-Ln 18), 2011-12 Budget	2,098,653	(to Budget Rpt)

Line 19 (not 14A) is the Fund 10 Levy certified by the Board. 2,631,653

20. Total Fall, 2011 All Fund Tax Levv (14B + 14C + 15 + 19) Levy Rate = 0.00860366

21. Fund 30 Src 210 (38 + Non-38) (Ln 14B + Ln 15A) 513,000 (to Budget Rpt)

2011-2012 INSTRUCTIONAL BUDGET SUMMARY

<u>FUND 10 GENERAL FUND - 2010-2011 BUDGET/ 2011-2012 BUDGET/ DOLLAR CHANGE</u>			
LITTLE STARS PREK	\$ 34,750.00	\$ 34,550.00	\$ - 200.00
ELEMENTARY	82,052.00		
Moved to another function	<u>-7,000.00</u>	64,525.00	- 10,527.00
	75,052.00		
MIDDLE SCHOOL	38,807.00	33,269.00	- 5,538.00
HIGH SCHOOL	131,348.00		
Moved to another function	<u>-15,000.00</u>	108,043.00	- 8,305.00
	116,348.00		
ATHLETICS (includes salaries)	133,612.00	134,887.00	+ 1,275.00
SPEC. AREAS G/T	2,747.00	3,382.00	+ 635.00
PUPIL SERVICES	8,460.00	5,969.00	- 2,491.00
LIBRARY/MEDIA	57,675.00	55,283.00	- 2,392.00
DIST. WIDE TECH EDUC	268,697.00	151,808.00	- 116,889.00
Includes Salaries			
TUITION (HSED, Falcon Enterprises, Distance Learning, Youth Options)	(96,300.00)		
	<u>(\$832,448.00)</u>		
TOTALS	\$736,148.00	\$591,716.00	- \$ 144,432.00

These budgets include expenditures in the areas of instructional personal services, materials, supplies, books, software and equipment. Salaries and fringe benefits are not included in the above figures except for athletics and district technology. Also not included are staff development, student bus travel and operation, maintenance of instructional equipment, buildings and sites.

6/7/11

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
10						GENERAL FUND						
10	E	050	2--	110000		EMPLOYEE BENEFITS	2,647.15	4,146.40	4,500.00	2,719.00	3,500.00	
10	E	050	3--	110000		PURCHASED SERVICES	0.00	21,628.25	25,050.00	18,835.36	23,050.00	ICAA Teacher
10	E	050	4--	110000		NON-CAPITAL OBJECTS	8,157.10	7,069.42	5,200.00	616.57	8,000.00	
10	E	050	---	110000		ELEMENTARY CURRICULUM	10,804.25	32,844.07	34,750.00	22,170.93	34,550.00	
10	-	---	---	---		GENERAL FUND	10,804.25	32,844.07	34,750.00	22,170.93	34,550.00	
24						FEDERAL HANDICAPPED PROJECTS						
24	E	050	3--	152000		PURCHASED SERVICES	0.00	144.50	100.00	0.00	0.00	
24	E	050	4--	152000		NON-CAPITAL OBJECTS	10,640.79	10,248.22	13,303.00	9,544.39	3,569.00	
24	E	050	5--	152000		CAPITAL OBJECTS	6,980.80	2,085.00	0.00	0.00	0.00	
24	E	050	9--	152000		OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
24	E	050	---	152000		EARLY CHILDHOOD	17,621.59	12,477.72	13,403.00	9,544.39	3,569.00	
24	-	---	---	---		FEDERAL HANDICAPPED PROJECTS	17,621.59	12,477.72	13,403.00	9,544.39	3,569.00	
Grand Expense Totals							28,425.84	45,321.79	48,153.00	31,715.32	38,119.00	

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

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
110000 ELEMENTARY CURRICULUM												
10	E	---	2--	110000	---	EMPLOYEE BENEFITS	1,479.00	2,784.50	3,000.00	2,766.50	3,200.00	
10	E	---	3--	110000	---	PURCHASED SERVICES	1,028.80	3,758.13	2,300.00	5,918.35	2,300.00	
10	E	---	4--	110000	---	NON-CAPITAL OBJECTS	69,815.20	51,577.56	60,528.00	33,318.58	56,200.00	
10	E	---	5--	110000	---	CAPITAL OBJECTS	6,440.10	10,786.71	11,314.00	3,754.61	0.00	
10	E	---	9--	110000	---	OTHER OBJECTS	60.00	0.00	250.00	0.00	0.00	
10	E	---	---	110000	---	ELEMENTARY CURRICULUM	78,823.10	68,906.90	77,392.00	45,758.04	61,700.00	
121000 ART												
10	E	---	4--	121000	---	NON-CAPITAL OBJECTS	1,184.31	1,441.43	1,377.00	1,265.79	1,575.00	
10	E	---	---	121000	---	ART	1,184.31	1,441.43	1,377.00	1,265.79	1,575.00	
125400 VOCAL MUSIC												
10	E	---	4--	125400	---	NON-CAPITAL OBJECTS	969.74	1,269.21	981.00	830.13	850.00	
10	E	---	5--	125400	---	CAPITAL OBJECTS	0.00	0.00	2,000.00	1,921.00	0.00	
10	E	---	---	125400	---	VOCAL MUSIC	969.74	1,269.21	2,981.00	2,751.13	850.00	
143000 PHYSICAL EDUCATION												
10	E	---	4--	143000	---	NON-CAPITAL OBJECTS	633.32	208.24	302.00	298.75	400.00	
10	E	---	---	143000	---	PHYSICAL EDUCATION	633.32	208.24	302.00	298.75	400.00	
Grand Expense Totals							81,610.47	71,825.78	82,052.00	50,073.71	64,525.00	

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

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
120000						REGULAR CURRICULUM						
120000						REGULAR CURRICULUM						
10	E	---	3--	120000	---	PURCHASED SERVICES	0.00	0.00	0.00	600.00	1,600.00	
10	E	---	4--	120000	---	NON-CAPITAL OBJECTS	3,546.51	5,426.30	5,847.00	3,807.39	7,370.00	
10	E	---	5--	120000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	120000	---	REGULAR CURRICULUM	3,546.51	5,426.30	5,847.00	4,407.39	8,970.00	
121000						ART						
10	E	---	4--	121000	---	NON-CAPITAL OBJECTS	1,484.94	1,129.72	4,205.00	3,543.68	3,583.00	
10	E	---	5--	121000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	121000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	121000	---	ART	1,484.94	1,129.72	4,205.00	3,543.68	3,583.00	
122000						ENGLISH						
10	E	---	3--	122000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	122000	---	NON-CAPITAL OBJECTS	1,511.86	1,341.31	1,558.00	1,508.54	842.00	
10	E	---	5--	122000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	122000	---	OTHER OBJECTS	0.00	0.00	0.00	99.00	100.00	
10	E	---	---	122000	---	ENGLISH	1,511.86	1,341.31	1,558.00	1,607.54	942.00	
123000						FOREIGN LANGUAGE						
10	E	---	4--	123000	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	5--	123000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	123000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	123000	---	FOREIGN LANGUAGE	0.00	0.00	0.00	0.00	0.00	
124000						MATHEMATICS						
10	E	---	4--	124000	---	NON-CAPITAL OBJECTS	1,138.28	489.54	492.00	386.59	5,251.00	
10	E	---	5--	124000	---	CAPITAL OBJECTS	0.00	0.00	2,000.00	2,000.00	0.00	
10	E	---	9--	124000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	124000	---	MATHEMATICS	1,138.28	489.54	2,492.00	2,386.59	5,251.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES	
120000 REGULAR CURRICULUM													
125400 VOCAL MUSIC													
10	E	---	3--	125400	---	PURCHASED SERVICES	150.00	0.00	250.00	200.00	250.00		
10	E	---	4--	125400	---	NON-CAPITAL OBJECTS	810.80	819.71	1,900.00	1,250.18	1,225.00		
10	E	---	5--	125400	---	CAPITAL OBJECTS	850.00	0.00	0.00	0.00	0.00		
10	E	---	9--	125400	---	OTHER OBJECTS	0.00	466.00	600.00	607.00	750.00		
10	E	---	---	125400	---	VOCAL MUSIC	1,810.80	1,285.71	2,750.00	2,057.18	2,225.00		
125500 INSTRUMENTAL MUSIC													
10	E	---	3--	125500	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	125500	---	NON-CAPITAL OBJECTS	269.70	1,861.95	986.00	1,354.59	1,386.00		
10	E	---	5--	125500	---	CAPITAL OBJECTS	415.00	849.00	2,072.00	0.00	1,000.00		
10	E	---	9--	125500	---	OTHER OBJECTS	21.00	188.75	325.00	242.59	270.00		
10	E	---	---	125500	---	INSTRUMENTAL MUSIC	705.70	2,899.70	3,383.00	1,597.18	2,656.00		
126000 SCIENCE													
10	E	---	3--	126000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	126000	---	NON-CAPITAL OBJECTS	1,361.61	1,235.13	884.00	627.69	1,075.00		
10	E	---	5--	126000	---	CAPITAL OBJECTS	0.00	0.00	2,000.00	2,000.00	0.00		
10	E	---	9--	126000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	126000	---	SCIENCE	1,361.61	1,235.13	2,884.00	2,627.69	1,075.00		
127000 SOCIAL STUDIES													
10	E	---	3--	127000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	127000	---	NON-CAPITAL OBJECTS	1,293.64	748.96	8,471.00	7,686.82	1,605.00		
10	E	---	5--	127000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	9--	127000	---	OTHER OBJECTS	394.00	369.00	289.00	379.00	0.00		
10	E	---	---	127000	---	SOCIAL STUDIES	1,687.64	1,117.96	8,760.00	8,065.82	1,605.00		
10	E	---	---	12----	---	REGULAR CURRICULUM	13,247.34	14,925.37	31,879.00	26,293.07	26,307.00		

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
130000						VOCATIONAL CURRICULUM						
131000						AGRICULTURE						
10	E	---	3--	131000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	131000	---	NON-CAPITAL OBJECTS	444.41	327.40	550.00	280.92	400.00	
10	E	---	5--	131000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	131000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	131000	---	AGRICULTURE	444.41	327.40	550.00	280.92	400.00	
132000						BUSINESS EDUCATION						
10	E	---	4--	132000	---	NON-CAPITAL OBJECTS	0.00	0.00	3,555.00	2,917.14	672.00	
10	E	---	5--	132000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	132000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	132000	---	BUSINESS EDUCATION	0.00	0.00	3,555.00	2,917.14	672.00	
135000						FAMILY & CONSUMER EC						
10	E	---	4--	135000	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	135000	---	FAMILY & CONSUMER EC	0.00	0.00	0.00	0.00	0.00	
136000						TECH ED						
10	E	---	3--	136000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	136000	---	NON-CAPITAL OBJECTS	1,309.21	629.17	0.00	0.00	1,155.00	
10	E	---	9--	136000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	136000	---	TECH ED	1,309.21	629.17	0.00	0.00	1,155.00	
10	E	---	---	13-----	---	VOCATIONAL CURRICULUM	1,753.62	956.57	4,105.00	3,198.06	2,227.00	
140000						PHYSICAL CURRICULUM						
141000						HEALTH						
10	E	---	3--	141000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	141000	---	NON-CAPITAL OBJECTS	2,130.74	644.25	2,059.00	1,913.01	0.00	
10	E	---	5--	141000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	1,680.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES	
140000 PHYSICAL CURRICULUM													
141000 HEALTH													
10	E	---	---	141000	---	HEALTH	2,130.74	644.25	2,059.00	1,913.01	1,680.00		
143000 PHYSICAL EDUCATION													
10	E	---	3--	143000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	143000	---	NON-CAPITAL OBJECTS	1,415.11	982.77	764.00	763.00	1,235.00		
10	E	---	5--	143000	---	CAPITAL OBJECTS	844.94	893.73	0.00	0.00	1,820.00		
10	E	---	9--	143000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	143000	---	PHYSICAL EDUCATION	2,260.05	1,876.50	764.00	763.00	3,055.00		
10	E	---	---	14----	---	PHYSICAL CURRICULUM	4,390.79	2,520.75	2,823.00	2,676.01	4,735.00		
160000 CO-CURRICULAR													
161322 JR.HIGH NAT'L HONOR SOCIETY													
10	E	---	4--	161322	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	9--	161322	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	161322	---	JR.HIGH NAT'L HONOR SOCIETY	0.00	0.00	0.00	0.00	0.00		
161338 YEARBOOK/ANNUAL STAFF													
10	E	---	4--	161338	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	161338	---	YEARBOOK/ANNUAL STAFF	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	16----	---	CO-CURRICULAR	0.00	0.00	0.00	0.00	0.00		
Grand Expense Totals							19,391.75	18,402.69	38,807.00	32,167.14	33,269.00		

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

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
120000						REGULAR CURRICULUM						
120000						REGULAR CURRICULUM						
10	E	---	3--	120000	---	PURCHASED SERVICES	1,045.00	3,639.16	3,100.00	2,550.00	1,800.00	
10	E	---	4--	120000	---	NON-CAPITAL OBJECTS	19,083.02	20,853.40	27,963.00	27,642.02	17,750.00	
10	E	---	5--	120000	---	CAPITAL OBJECTS	14,748.55	20,954.10	15,000.00	0.00	7,400.00	
10	E	---	9--	120000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	120000	---	REGULAR CURRICULUM	34,876.57	45,446.66	46,063.00	30,192.02	26,950.00	
121000						ART						
10	E	---	3--	121000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	121000	---	NON-CAPITAL OBJECTS	2,013.52	3,959.82	1,909.00	1,793.75	2,530.00	
10	E	---	5--	121000	---	CAPITAL OBJECTS	4,880.00	0.00	0.00	0.00	0.00	
10	E	---	9--	121000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	121000	---	ART	6,893.52	3,959.82	1,909.00	1,793.75	2,530.00	
122000						ENGLISH						
10	E	---	3--	122000	---	PURCHASED SERVICES	1,499.50	1,810.20	1,800.00	1,217.60	1,140.00	
10	E	---	4--	122000	---	NON-CAPITAL OBJECTS	4,656.16	1,995.76	7,205.00	4,133.38	3,132.00	
10	E	---	5--	122000	---	CAPITAL OBJECTS	0.00	1,452.97	672.00	0.00	0.00	
10	E	---	9--	122000	---	OTHER OBJECTS	200.00	286.50	185.00	150.00	185.00	
10	E	---	---	122000	---	ENGLISH	6,355.66	5,545.43	9,862.00	5,500.98	4,457.00	
123000						FOREIGN LANGUAGE						
10	E	---	3--	123000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	123000	---	NON-CAPITAL OBJECTS	2,274.00	1,120.70	1,891.00	1,872.62	3,185.00	
10	E	---	5--	123000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	123000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	123000	---	FOREIGN LANGUAGE	2,274.00	1,120.70	1,891.00	1,872.62	3,185.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES	
120000 REGULAR CURRICULUM													
124000 MATHEMATICS													
10	E	---	3--	124000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	124000	---	NON-CAPITAL OBJECTS	1,418.32	1,280.09	2,574.00	1,371.90	2,798.00		
10	E	---	5--	124000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	2,000.00		
10	E	---	9--	124000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	124000	---	MATHEMATICS	1,418.32	1,280.09	2,574.00	1,371.90	4,798.00		
125400 VOCAL MUSIC													
10	E	---	3--	125400	---	PURCHASED SERVICES	429.80	400.00	220.00	1,418.66	450.00		
10	E	---	4--	125400	---	NON-CAPITAL OBJECTS	1,146.43	944.16	2,704.00	893.32	2,250.00		
10	E	---	5--	125400	---	CAPITAL OBJECTS	1,499.00	0.00	399.00	0.00	400.00		
10	E	---	9--	125400	---	OTHER OBJECTS	1,489.00	2,323.25	1,650.00	1,879.50	1,650.00		
10	E	---	---	125400	---	VOCAL MUSIC	4,564.23	3,667.41	4,973.00	4,191.48	4,750.00		
125500 INSTRUMENTAL MUSIC													
10	E	---	3--	125500	---	PURCHASED SERVICES	29.70	217.50	300.00	0.00	250.00		
10	E	---	4--	125500	---	NON-CAPITAL OBJECTS	1,336.08	2,138.62	1,432.00	1,032.73	1,345.00		
10	E	---	5--	125500	---	CAPITAL OBJECTS	924.99	396.00	1,448.00	435.00	800.00		
10	E	---	9--	125500	---	OTHER OBJECTS	435.00	309.50	500.00	235.25	400.00		
10	E	---	---	125500	---	INSTRUMENTAL MUSIC	2,725.77	3,061.62	3,680.00	1,702.98	2,795.00		
126000 SCIENCE													
10	E	---	3--	126000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	126000	---	NON-CAPITAL OBJECTS	8,346.61	5,413.58	5,183.00	4,473.99	5,037.00		
10	E	---	5--	126000	---	CAPITAL OBJECTS	0.00	0.00	465.00	316.87	1,900.00		
10	E	---	9--	126000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	126000	---	SCIENCE	8,346.61	5,413.58	5,648.00	4,790.86	6,937.00		

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
120000						REGULAR CURRICULUM						
127000						SOCIAL STUDIES						
10	E	---	3--	127000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	127000	---	NON-CAPITAL OBJECTS	7,024.38	7,290.55	908.00	1,541.01	1,395.00	
10	E	---	5--	127000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	127000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	127000	---	SOCIAL STUDIES	7,024.38	7,290.55	908.00	1,541.01	1,395.00	
10	E	---	---	127000	---	REGULAR CURRICULUM	74,479.06	76,785.86	77,508.00	52,957.60	57,797.00	
130000						VOCATIONAL CURRICULUM						
131000						AGRICULTURE						
10	E	---	3--	131000	---	PURCHASED SERVICES	459.41	425.75	769.00	325.00	769.00	
10	E	---	4--	131000	---	NON-CAPITAL OBJECTS	6,653.91	6,967.83	9,424.00	7,827.47	6,731.00	
10	E	---	5--	131000	---	CAPITAL OBJECTS	0.00	1,486.78	0.00	0.00	0.00	
10	E	---	9--	131000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	---	131000	---	AGRICULTURE	7,113.32	8,880.36	10,193.00	8,152.47	7,500.00	
132000						BUSINESS EDUCATION						
10	E	---	3--	132000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	3,115.00	
10	E	---	4--	132000	---	NON-CAPITAL OBJECTS	990.05	1,823.16	2,000.00	2,037.57	3,355.00	
10	E	---	5--	132000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	132000	---	OTHER OBJECTS	60.00	0.00	0.00	0.00	0.00	
10	E	---	---	132000	---	BUSINESS EDUCATION	1,050.05	1,823.16	2,000.00	2,037.57	6,470.00	
135000						FAMILY & CONSUMER EC						
10	E	---	3--	135000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	---	4--	135000	---	NON-CAPITAL OBJECTS	3,523.38	3,253.22	4,285.00	2,944.18	3,298.00	
10	E	---	5--	135000	---	CAPITAL OBJECTS	3,904.00	0.00	0.00	0.00	0.00	
10	E	---	9--	135000	---	OTHER OBJECTS	64.00	0.00	0.00	0.00	0.00	
10	E	---	---	135000	---	FAMILY & CONSUMER EC	7,491.38	3,253.22	4,285.00	2,944.18	3,298.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES	
130000 VOCATIONAL CURRICULUM													
136000 TECH ED													
10	E	---	3--	136000	---	PURCHASED SERVICES	0.00	160.00	240.00	2,009.17	0.00		
10	E	---	4--	136000	---	NON-CAPITAL OBJECTS	12,019.26	17,411.69	15,164.00	10,481.49	12,795.00		
10	E	---	5--	136000	---	CAPITAL OBJECTS	12,539.51	7,242.32	5,112.00	4,074.44	1,400.00		
10	E	---	9--	136000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	136000	---	TECH ED	24,558.77	24,814.01	20,516.00	16,565.10	14,195.00		
139000 OTHER VOC.EMPLOYABILITY SKILLS													
10	E	---	3--	139000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	139000	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	5--	139000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	139000	---	OTHER VOC.EMPLOYABILITY SKILLS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	13-----	---	VOCATIONAL CURRICULUM	40,213.52	38,770.75	36,994.00	29,699.32	31,463.00		
140000 PHYSICAL CURRICULUM													
141000 HEALTH													
10	E	---	3--	141000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	141000	---	NON-CAPITAL OBJECTS	260.30	267.10	593.00	867.93	500.00		
10	E	---	5--	141000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	9--	141000	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	141000	---	HEALTH	260.30	267.10	593.00	867.93	500.00		
143000 PHYSICAL EDUCATION													
10	E	---	3--	143000	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	143000	---	NON-CAPITAL OBJECTS	1,954.35	1,924.99	787.00	786.75	745.00		
10	E	---	5--	143000	---	CAPITAL OBJECTS	1,127.95	0.00	0.00	0.00	1,000.00		
10	E	---	9--	143000	---	OTHER OBJECTS	3,420.00	2,992.50	3,213.00	2,356.50	3,215.00		
10	E	---	---	143000	---	PHYSICAL EDUCATION	6,502.30	4,917.49	4,000.00	3,143.25	4,960.00		

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012	NOTES
							FY Activity	FY ACTIVITY	Original Budget	FY Activity	BUDGET	
140000						PHYSICAL CURRICULUM						
145000						DRIVER EDUCATION						
10	E	---	5--	145000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	---	145000	---	DRIVER EDUCATION	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	---	14-----	---	PHYSICAL CURRICULUM	6,762.60	5,184.59	4,593.00	4,011.18	5,460.00	_____
160000						CO-CURRICULAR						
161306						DRAMA CLUB - MASQUERS						
10	E	---	3--	161306	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	4--	161306	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	5--	161306	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	9--	161306	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	---	161306	---	DRAMA CLUB - MASQUERS	0.00	0.00	0.00	0.00	0.00	_____
161310						FUTURE BUSINESS LEADERS OF AM.						
10	E	---	3--	161310	---	PURCHASED SERVICES	0.00	50.75	400.00	30.01	100.00	_____
10	E	---	4--	161310	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	5--	161310	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	9--	161310	---	OTHER OBJECTS	736.00	0.00	500.00	275.00	500.00	_____
10	E	---	---	161310	---	FUTURE BUSINESS LEADERS OF AM.	736.00	50.75	900.00	305.01	600.00	_____
161311						FUTURE FARMERS OF AMERICA						
10	E	---	3--	161311	---	PURCHASED SERVICES	1,606.86	4,702.21	1,300.00	4,282.31	3,350.00	_____
10	E	---	4--	161311	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	_____
10	E	---	5--	161311	---	CAPITAL OBJECTS	321.80	0.00	0.00	247.75	0.00	_____
10	E	---	9--	161311	---	OTHER OBJECTS	4,554.73	2,541.46	2,488.00	1,643.90	888.00	_____
10	E	---	---	161311	---	FUTURE FARMERS OF AMERICA	6,483.39	7,243.67	3,788.00	6,173.96	4,238.00	_____

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES	
160000 CO-CURRICULAR													
161312 FCCLA													
10	E	---	3--	161312	---	PURCHASED SERVICES	1,386.49	822.90	570.00	435.61	530.00		
10	E	---	4--	161312	---	NON-CAPITAL OBJECTS	0.00	54.20	0.00	0.00	0.00		
10	E	---	9--	161312	---	OTHER OBJECTS	1,241.10	3,091.07	1,300.00	937.00	950.00		
10	E	---	---	161312	---	FCCLA	2,627.59	3,968.17	1,870.00	1,372.61	1,480.00		
161320 MATHEMATICS LEAGUE													
10	E	---	3--	161320	---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00		
10	E	---	4--	161320	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	9--	161320	---	OTHER OBJECTS	75.00	75.00	75.00	75.00	90.00		
10	E	---	---	161320	---	MATHEMATICS LEAGUE	75.00	75.00	75.00	75.00	90.00		
161333 VOC.INDUSTRIAL CLUBS OF AM.													
10	E	---	3--	161333	---	PURCHASED SERVICES	508.93	1,181.96	420.00	546.00	1,910.00		
10	E	---	4--	161333	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	9--	161333	---	OTHER OBJECTS	1,436.00	1,665.00	2,500.00	1,484.00	1,500.00		
10	E	---	---	161333	---	VOC.INDUSTRIAL CLUBS OF AM.	1,944.93	2,846.96	2,920.00	2,030.00	3,410.00		
161337 STUDENT NEWSPAPER													
10	E	---	9--	161337	---	OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00		
10	E	---	---	161337	---	STUDENT NEWSPAPER	0.00	0.00	0.00	0.00	0.00		
161338 YEARBOOK/ANNUAL STAFF													
10	E	---	4--	161338	---	NON-CAPITAL OBJECTS	0.00	0.00	100.00	1,195.01	1,200.00		
10	E	---	---	161338	---	YEARBOOK/ANNUAL STAFF	0.00	0.00	100.00	1,195.01	1,200.00		

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
160000						CO-CURRICULAR						
161339						FORENSICS						
10	E	---	3--	161339	---	PURCHASED SERVICES	355.00	465.00	600.00	986.74	1,425.00	
10	E	---	4--	161339	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	5--	161339	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	161339	---	OTHER OBJECTS	302.00	1,096.50	2,000.00	602.00	880.00	
10	E	---	---	161339	---	FORENSICS	657.00	1,561.50	2,600.00	1,588.74	2,305.00	
10	E	---	---	16----	---	CO-CURRICULAR	12,523.91	15,746.05	12,253.00	12,740.33	13,323.00	
Grand Expense Totals							133,979.09	136,487.25	131,348.00	99,408.43	108,043.00	

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

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
200 MIDDLE SCHOOL												
10	E	200	1--	162105		SALARIES	2,410.64	2,782.97	2,570.00	3,137.47	2,570.00	
10	E	200	2--	162105		EMPLOYEE BENEFITS	342.87	376.33	368.00	574.64	357.00	
10	E	200	3--	162105		PURCHASED SERVICES	685.20	887.00	890.00	447.00	890.00	
10	E	200	4--	162105		NON-CAPITAL OBJECTS	73.90	71.68	90.00	88.28	140.00	
10	E	200	5--	162105		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	9--	162105		OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	---	162105		GIRLS BASKETBALL	3,512.61	4,117.98	3,918.00	4,247.39	3,957.00	
10	E	200	1--	162121		SALARIES	2,926.78	2,542.53	2,540.00	2,657.70	2,540.00	
10	E	200	2--	162121		EMPLOYEE BENEFITS	525.23	454.57	474.00	673.38	474.00	
10	E	200	3--	162121		PURCHASED SERVICES	539.15	593.85	600.00	538.55	600.00	
10	E	200	4--	162121		NON-CAPITAL OBJECTS	25.37	714.00	1,089.00	358.70	50.00	
10	E	200	5--	162121		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	9--	162121		OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	---	162121		GIRLS VOLLEYBALL	4,016.53	4,304.95	4,703.00	4,228.33	3,664.00	
10	E	200	1--	162124		SALARIES	1,801.38	1,775.26	1,800.00	1,761.38	1,780.00	
10	E	200	2--	162124		EMPLOYEE BENEFITS	143.33	145.19	141.00	143.67	145.00	
10	E	200	3--	162124		PURCHASED SERVICES	689.84	400.40	450.00	410.00	400.00	
10	E	200	4--	162124		NON-CAPITAL OBJECTS	776.15	842.35	1,283.00	1,480.95	1,105.00	
10	E	200	9--	162124		OTHER OBJECTS	75.00	75.00	100.00	0.00	125.00	
10	E	200	---	162124		GIRLS SWIMMING	3,485.70	3,238.20	3,774.00	3,796.00	3,555.00	
10	E	200	1--	162205		SALARIES	2,173.60	2,620.18	2,260.00	2,365.91	2,455.00	
10	E	200	2--	162205		EMPLOYEE BENEFITS	421.65	347.34	361.00	327.87	347.00	
10	E	200	3--	162205		PURCHASED SERVICES	790.80	757.70	860.00	607.40	800.00	
10	E	200	4--	162205		NON-CAPITAL OBJECTS	15.25	369.60	129.00	128.80	93.00	
10	E	200	5--	162205		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	9--	162205		OTHER OBJECTS	0.00	100.00	100.00	0.00	100.00	
10	E	200	---	162205		BOYS BASKETBALL	3,401.30	4,194.82	3,710.00	3,429.98	3,795.00	
10	E	200	1--	162210		SALARIES	3,853.04	3,821.54	3,350.00	3,577.04	3,600.00	
10	E	200	2--	162210		EMPLOYEE BENEFITS	745.98	681.93	625.00	659.82	664.00	
10	E	200	3--	162210		PURCHASED SERVICES	582.20	408.60	410.00	407.20	450.00	
10	E	200	4--	162210		NON-CAPITAL OBJECTS	1,108.96	288.96	246.00	245.28	3,290.00	
10	E	200	5--	162210		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	---	162210		FOOTBALL	6,290.18	5,201.03	4,631.00	4,889.34	8,004.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012	NOTES
							FY Activity	FY ACTIVITY	Original Budget	FY Activity	BUDGET	
200 MIDDLE SCHOOL												
10	E	200	1--	162222		SALARIES	0.00	0.00	0.00	0.00	0.00	
10	E	200	2--	162222		EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	
10	E	200	3--	162222		PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	200	4--	162222		NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	5--	162222		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	9--	162222		OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	---	162222		WRESTLING	0.00	0.00	0.00	0.00	0.00	
10	E	200	1--	162308		SALARIES	1,315.84	1,235.84	1,260.00	1,235.84	1,260.00	
10	E	200	2--	162308		EMPLOYEE BENEFITS	100.66	94.54	96.00	193.41	195.00	
10	E	200	3--	162308		PURCHASED SERVICES	0.00	0.00	100.00	0.00	100.00	
10	E	200	4--	162308		NON-CAPITAL OBJECTS	0.00	0.00	150.00	0.00	100.00	
10	E	200	5--	162308		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	9--	162308		OTHER OBJECTS	35.00	0.00	100.00	35.00	100.00	
10	E	200	---	162308		BOYS/GIRLS XC	1,451.50	1,330.38	1,706.00	1,464.25	1,755.00	
10	E	200	1--	162319		SALARIES	4,275.70	4,041.70	2,125.00	330.75	2,250.00	
10	E	200	2--	162319		EMPLOYEE BENEFITS	757.74	751.36	400.00	47.83	400.00	
10	E	200	3--	162319		PURCHASED SERVICES	120.00	0.00	120.00	966.30	120.00	
10	E	200	4--	162319		NON-CAPITAL OBJECTS	0.00	496.72	150.00	132.00	40.00	
10	E	200	5--	162319		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	9--	162319		OTHER OBJECTS	80.00	80.00	100.00	0.00	100.00	
10	E	200	---	162319		TRACK-BOYS/GIRLS	5,233.44	5,369.78	2,895.00	1,476.88	2,910.00	
10	E	200	---	-----		MIDDLE SCHOOL	27,391.26	27,757.14	25,337.00	23,532.17	27,640.00	
800 DISTRICT WIDE												
10	E	800	1--	162001		SALARIES	0.00	240.00	0.00	0.00	0.00	
10	E	800	2--	162001		EMPLOYEE BENEFITS	0.00	44.52	0.00	0.00	0.00	
10	E	800	3--	162001		PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	
10	E	800	4--	162001		NON-CAPITAL OBJECTS	900.31	1,057.95	1,054.00	1,097.88	1,975.00	
10	E	800	5--	162001		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162001		OTHER OBJECTS	0.00	1,825.00	1,900.00	1,975.00	1,975.00	
10	E	800	---	162001		ATHLETICS-GENERAL	900.31	3,167.47	2,954.00	3,072.88	3,950.00	
10	E	800	1--	162105		SALARIES	4,498.18	4,471.69	4,205.00	4,019.82	4,475.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009	2009-2010	2010-2011	2010-2011	2011-2012	NOTES
							FY Activity	FY ACTIVITY	Original Budget	FY Activity	BUDGET	
800 DISTRICT WIDE												
10	E	800	2--	162105		EMPLOYEE BENEFITS	569.32	558.53	603.00	363.02	580.00	
10	E	800	3--	162105		PURCHASED SERVICES	2,649.60	2,221.40	2,300.00	3,375.62	2,350.00	
10	E	800	4--	162105		NON-CAPITAL OBJECTS	2,303.73	1,230.91	1,175.00	1,239.34	660.00	
10	E	800	5--	162105		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162105		OTHER OBJECTS	160.42	95.00	100.00	35.00	0.00	
10	E	800	---	162105		GIRLS BASKETBALL	10,181.25	8,577.53	8,383.00	9,032.80	8,065.00	
10	E	800	1--	162107		SALARIES	849.64	849.64	850.00	849.64	850.00	
10	E	800	2--	162107		EMPLOYEE BENEFITS	65.00	65.00	66.00	65.00	66.00	
10	E	800	3--	162107		PURCHASED SERVICES	766.40	1,654.34	1,140.00	729.48	150.00	
10	E	800	4--	162107		NON-CAPITAL OBJECTS	2,154.91	252.00	265.00	123.03	200.00	
10	E	800	5--	162107		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162107		OTHER OBJECTS	707.00	240.00	925.00	140.00	900.00	
10	E	800	---	162107		DANCE TEAM	4,542.95	3,060.98	3,246.00	1,907.15	2,166.00	
10	E	800	1--	162117		SALARIES	3,426.74	3,609.47	3,610.00	3,609.47	3,610.00	
10	E	800	2--	162117		EMPLOYEE BENEFITS	461.96	276.13	277.00	276.13	277.00	
10	E	800	3--	162117		PURCHASED SERVICES	2,036.56	1,230.24	1,600.00	0.00	1,600.00	
10	E	800	4--	162117		NON-CAPITAL OBJECTS	1,598.35	1,198.52	1,429.00	1,124.92	2,085.00	
10	E	800	5--	162117		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162117		OTHER OBJECTS	160.42	0.00	0.00	0.00	0.00	
10	E	800	---	162117		GIRLS SOFTBALL	7,684.03	6,314.36	6,916.00	5,010.52	7,572.00	
10	E	800	1--	162121		SALARIES	5,685.43	5,905.93	5,591.00	6,329.07	5,725.00	
10	E	800	2--	162121		EMPLOYEE BENEFITS	481.88	485.58	494.00	353.01	525.00	
10	E	800	3--	162121		PURCHASED SERVICES	1,996.91	1,739.75	1,800.00	2,143.75	2,000.00	
10	E	800	4--	162121		NON-CAPITAL OBJECTS	970.64	839.89	1,450.00	1,380.89	1,450.00	
10	E	800	5--	162121		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162121		OTHER OBJECTS	945.42	620.00	650.00	625.00	700.00	
10	E	800	---	162121		GIRLS VOLLEYBALL	10,080.28	9,591.15	9,985.00	10,831.72	10,400.00	
10	E	800	1--	162124		SALARIES	6,168.62	6,062.92	5,960.00	5,786.72	5,800.00	
10	E	800	2--	162124		EMPLOYEE BENEFITS	943.08	910.22	984.00	968.85	990.00	
10	E	800	3--	162124		PURCHASED SERVICES	1,562.39	848.29	900.00	749.61	650.00	
10	E	800	4--	162124		NON-CAPITAL OBJECTS	1,330.17	2,056.49	2,505.00	2,247.98	1,961.00	
10	E	800	5--	162124		CAPITAL OBJECTS	3,207.95	825.00	0.00	0.00	0.00	
10	E	800	9--	162124		OTHER OBJECTS	390.42	300.00	250.00	330.00	330.00	
10	E	800	---	162124		GIRLS SWIMMING	13,602.63	11,002.92	10,599.00	10,083.16	9,731.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
800 DISTRICT WIDE												
10	E	800	1--	162204		SALARIES	3,835.41	3,566.57	3,570.00	0.00	3,570.00	
10	E	800	2--	162204		EMPLOYEE BENEFITS	688.05	659.59	669.00	0.00	675.00	
10	E	800	3--	162204		PURCHASED SERVICES	1,789.24	1,638.40	1,800.00	0.00	1,700.00	
10	E	800	4--	162204		NON-CAPITAL OBJECTS	1,463.90	1,341.85	2,462.00	2,141.04	2,203.00	
10	E	800	5--	162204		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162204		OTHER OBJECTS	160.42	0.00	0.00	0.00	0.00	
10	E	800	---	162204		BOYS BASEBALL	7,937.02	7,206.41	8,501.00	2,141.04	8,148.00	
10	E	800	1--	162205		SALARIES	6,665.73	6,596.48	6,565.00	6,398.48	6,200.00	
10	E	800	2--	162205		EMPLOYEE BENEFITS	625.89	582.31	655.00	569.78	505.00	
10	E	800	3--	162205		PURCHASED SERVICES	3,646.00	3,392.00	3,500.00	3,148.20	3,600.00	
10	E	800	4--	162205		NON-CAPITAL OBJECTS	2,077.74	1,029.85	1,253.00	1,318.48	2,552.00	
10	E	800	5--	162205		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162205		OTHER OBJECTS	160.42	60.00	0.00	0.00	0.00	
10	E	800	---	162205		BOYS BASKETBALL	13,175.78	11,660.64	11,973.00	11,434.94	12,857.00	
10	E	800	1--	162210		SALARIES	11,188.07	10,683.12	10,620.00	10,963.58	10,757.00	
10	E	800	2--	162210		EMPLOYEE BENEFITS	1,477.11	1,332.56	1,673.00	1,410.70	1,350.00	
10	E	800	3--	162210		PURCHASED SERVICES	4,926.62	4,824.50	4,875.00	6,981.21	4,660.00	
10	E	800	4--	162210		NON-CAPITAL OBJECTS	4,472.72	6,117.51	7,364.00	7,546.95	3,735.00	
10	E	800	5--	162210		CAPITAL OBJECTS	399.65	1,500.00	0.00	0.00	0.00	
10	E	800	9--	162210		OTHER OBJECTS	2,152.80	0.00	0.00	0.00	0.00	
10	E	800	---	162210		FOOTBALL	24,616.97	24,457.69	24,532.00	26,902.44	20,502.00	
10	E	800	1--	162212		SALARIES	2,083.98	1,815.14	1,816.00	0.00	1,816.00	
10	E	800	2--	162212		EMPLOYEE BENEFITS	373.93	138.86	140.00	0.00	140.00	
10	E	800	3--	162212		PURCHASED SERVICES	210.97	291.53	200.00	111.66	200.00	
10	E	800	4--	162212		NON-CAPITAL OBJECTS	14.71	134.84	400.00	0.00	400.00	
10	E	800	5--	162212		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162212		OTHER OBJECTS	277.44	495.00	800.00	0.00	700.00	
10	E	800	---	162212		BOYS GOLF	2,961.03	2,875.37	3,356.00	111.66	3,256.00	
10	E	800	1--	162308		SALARIES	2,146.51	2,050.01	2,160.00	1,853.76	1,855.00	
10	E	800	2--	162308		EMPLOYEE BENEFITS	175.64	162.68	178.00	141.81	145.00	
10	E	800	3--	162308		PURCHASED SERVICES	947.08	1,003.50	1,100.00	800.00	900.00	
10	E	800	4--	162308		NON-CAPITAL OBJECTS	787.25	1,297.11	270.00	1,038.02	540.00	
10	E	800	5--	162308		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162308		OTHER OBJECTS	890.82	550.00	600.00	920.00	800.00	

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
800						DISTRICT WIDE						
10	E	800	---	162308		BOYS/GIRLS XC	4,947.30	5,063.30	4,308.00	4,753.59	4,240.00	
10	E	800	1--	162319		SALARIES	5,056.97	5,088.47	7,192.00	148.50	7,190.00	
10	E	800	2--	162319		EMPLOYEE BENEFITS	754.84	820.47	1,080.00	21.04	1,165.00	
10	E	800	3--	162319		PURCHASED SERVICES	3,881.40	2,709.76	3,150.00	2,572.85	3,150.00	
10	E	800	4--	162319		NON-CAPITAL OBJECTS	1,282.09	519.91	900.00	699.55	3,655.00	
10	E	800	5--	162319		CAPITAL OBJECTS	4,750.00	0.00	0.00	0.00	0.00	
10	E	800	9--	162319		OTHER OBJECTS	1,314.87	1,220.00	1,200.00	660.00	1,200.00	
10	E	800	---	162319		TRACK-BOYS/GIRLS	17,040.17	10,358.61	13,522.00	4,101.94	16,360.00	
10	E	800	---	-----		DISTRICT WIDE	117,669.72	103,336.43	108,275.00	89,383.84	107,247.00	
Grand Expense Totals							145,060.98	131,093.57	133,612.00	112,916.01	134,887.00	

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

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
172000 GIFTED/TALENTED												
10	E	---	1--	172000	---	SALARIES	0.00	0.00	0.00	0.00	0.00	
10	E	---	2--	172000	---	EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	
10	E	---	3--	172000	---	PURCHASED SERVICES	0.00	0.00	100.00	49.39	100.00	
10	E	---	4--	172000	---	NON-CAPITAL OBJECTS	601.34	0.00	1,000.00	502.95	1,100.00	
10	E	---	5--	172000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	---	9--	172000	---	OTHER OBJECTS	957.10	791.10	1,000.00	795.00	1,500.00	
10	E	---	---	172000	---	GIFTED/TALENTED	1,558.44	791.10	2,100.00	1,347.34	2,700.00	
173000 HOMEBOUND NON EEN												
10	E	---	1--	173000	---	SALARIES	100.00	525.00	200.00	0.00	200.00	
10	E	---	2--	173000	---	EMPLOYEE BENEFITS	19.34	94.76	42.00	0.00	42.00	
10	E	---	3--	173000	---	PURCHASED SERVICES	39.78	0.00	100.00	0.00	100.00	
10	E	---	---	173000	---	HOMEBOUND NON EEN	159.12	619.76	342.00	0.00	342.00	
174000 SCHOOL AGE PARENT PROG.												
10	E	---	1--	174000	---	SALARIES	0.00	0.00	200.00	0.00	200.00	
10	E	---	2--	174000	---	EMPLOYEE BENEFITS	0.00	0.00	40.00	0.00	40.00	
10	E	---	3--	174000	---	PURCHASED SERVICES	0.00	0.00	65.00	0.00	100.00	
10	E	---	---	174000	---	SCHOOL AGE PARENT PROG.	0.00	0.00	305.00	0.00	340.00	
179000 OTHER SPECIAL NEEDS												
10	E	---	1--	179000	---	SALARIES	0.00	22,598.07	23,891.00	22,866.50	0.00	
10	E	---	2--	179000	---	EMPLOYEE BENEFITS	0.00	16,126.34	17,567.00	17,230.23	0.00	
10	E	---	---	179000	---	OTHER SPECIAL NEEDS	0.00	38,724.41	41,458.00	40,096.73	0.00	
Grand Expense Totals							1,717.56	40,135.27	44,205.00	41,444.07	3,382.00	

*Intervention
Teacher .5
IOEA Funded*

*41,458.00
2,747.00*

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

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
100 ELEMENTARY												
10	E	100	3--	213000		PURCHASED SERVICES	866.98	291.71	500.00	362.07	500.00	
10	E	100	4--	213000		NON-CAPITAL OBJECTS	970.61	748.56	610.00	750.05	129.00	
10	E	100	5--	213000		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	100	9--	213000		OTHER OBJECTS	40.00	40.00	40.00	40.00	40.00	
10	E	100	---	-----		ELEMENTARY	1,877.59	1,080.27	1,150.00	1,152.12	669.00	
200 MIDDLE SCHOOL												
10	E	200	3--	213000		PURCHASED SERVICES	1,118.25	79.93	500.00	290.65	500.00	
10	E	200	4--	213000		NON-CAPITAL OBJECTS	3,014.55	1,162.47	2,983.00	2,332.25	1,350.00	
10	E	200	5--	213000		CAPITAL OBJECTS	0.00	0.00	348.00	363.00	0.00	
10	E	200	9--	213000		OTHER OBJECTS	40.00	40.00	200.00	40.00	40.00	
10	E	200	---	-----		MIDDLE SCHOOL	4,172.80	1,282.40	4,031.00	3,025.90	1,890.00	
400 HIGH SCHOOL												
10	E	400	3--	213000		PURCHASED SERVICES	2,589.12	264.00	500.00	265.17	500.00	
10	E	400	4--	213000		NON-CAPITAL OBJECTS	2,494.59	2,417.25	2,629.00	2,019.74	2,860.00	
10	E	400	5--	213000		CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	400	9--	213000		OTHER OBJECTS	430.00	259.00	150.00	-30.00	50.00	
10	E	400	---	-----		HIGH SCHOOL	5,513.71	2,940.25	3,279.00	2,254.91	3,410.00	
Grand Expense Totals							11,564.10	5,302.92	8,460.00	6,432.93	5,969.00	

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

Fd	T	Loc	Obj	Func	Prj	Obj	2008-2009 FY Activity	2009-2010 FY ACTIVITY	2010-2011 Original Budget	2010-2011 FY Activity	2011-2012 BUDGET	NOTES
100 ELEMENTARY												
10	E	100	3--	222200		PURCHASED SERVICES	0.00	13.40	0.00	0.00	0.00	
10	E	100	4--	222200		NON-CAPITAL OBJECTS	14,460.98	15,230.30	12,837.00	13,489.72	13,550.00	
10	E	100	5--	222200		CAPITAL OBJECTS	0.00	995.56	1,452.00	0.00	1,500.00	
10	E	100	9--	222200		OTHER OBJECTS	0.00	77.00	175.00	195.00	195.00	
10	E	100	---	-----		ELEMENTARY	14,460.98	16,316.26	14,464.00	13,684.72	15,245.00	
200 MIDDLE SCHOOL												
10	E	200	3--	222200		PURCHASED SERVICES	0.00	13.71	0.00	0.00	0.00	
10	E	200	4--	222200		NON-CAPITAL OBJECTS	14,652.57	14,363.08	15,634.00	13,818.10	16,323.00	
10	E	200	5--	222200		CAPITAL OBJECTS	2,576.72	2,081.00	2,600.00	0.00	1,500.00	
10	E	200	9--	222200		OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	
10	E	200	---	-----		MIDDLE SCHOOL	17,229.29	16,457.79	18,234.00	13,818.10	17,823.00	
400 HIGH SCHOOL												
10	E	400	3--	222200		PURCHASED SERVICES	464.41	329.39	515.00	440.20	500.00	
10	E	400	4--	222200		NON-CAPITAL OBJECTS	16,493.15	16,687.26	16,502.00	18,067.15	16,640.00	
10	E	400	5--	222200		CAPITAL OBJECTS	2,776.58	1,904.76	4,300.00	479.98	1,300.00	
10	E	400	9--	222200		OTHER OBJECTS	225.00	50.00	50.00	60.00	60.00	
10	E	400	---	-----		HIGH SCHOOL	19,959.14	18,971.41	21,367.00	19,047.33	18,500.00	
800 DISTRICT WIDE												
10	E	800	3--	222300		PURCHASED SERVICES	3,502.00	3,607.00	3,610.00	3,607.00	3,715.00	
10	E	800	---	-----		DISTRICT WIDE	3,502.00	3,607.00	3,610.00	3,607.00	3,715.00	
Grand Expense Totals							55,151.41	55,352.46	57,675.00	50,157.15	55,283.00	

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

WB-42 AMENDMENT TO LISTING CONTRACT

1 It is agreed that the Listing Contract dated April 21, 2009, between the undersigned,
2 for sale of the property known as (Street Address/Description) 1115 W. 4th Street Riverview School
3 in the city of Neillsville, County of
4 Clark, Wisconsin is amended as follows:

5 The list price is changed from \$ _____ to \$ _____.

6 The expiration date of the contract is changed from midnight April 28, 2011 to
7 midnight May 24, 2011.

8 The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list
9 price: _____

10 _____

11 Other: _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____

18 _____

19 _____

20 _____

21 _____

22 _____

23 ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

24 **CAUTION: Agents (salespersons) for Broker (firm) do not have the authority to enter into a mutual**
25 **agreement to terminate a listing contract, amend the commission amount or shorten the term of a**
26 **listing contract, without the written consent of the Agent(s)' supervising broker.**

27 Mike Krohn Coldwell Banker Brenizer

28 Broker/Firm ▲

29

(x) _____

Seller's Signature ▲

Date ▲

Print name ▶ Steven Kolden, Colby District

30 (x) _____

31 By ▲

Date ▲

32 Print name ▶ Mike Krohn

(x) _____

Seller's Signature ▲

Date ▲

Print name ▶

WB-42 AMENDMENT TO LISTING CONTRACT

1 It is agreed that the Listing Contract dated April 21, 2009, between the undersigned,
2 for sale of the property known as (Street Address/Description) 1209 W. 4th Street
3 in the city of Neillsville, County of
4 Clark, Wisconsin is amended as follows:

5 The list price is changed from \$ _____ to \$ _____.

6 The expiration date of the contract is changed from midnight April 21, 2011 to
7 midnight May 24, 2011.

8 The following items are (added to)(deleted from) STRIKE ONE the list of property to be included in the list
9 price: _____

10 _____

11 Other: _____

12 _____

13 _____

14 _____

15 _____

16 _____

17 _____

18 _____

19 _____

20 _____

21 _____

22 _____

23 ALL OTHER TERMS OF THIS CONTRACT AND ANY PRIOR AMENDMENTS REMAIN UNCHANGED.

24 **CAUTION: Agents (salespersons) for Broker (firm) do not have the authority to enter into a mutual**
25 **agreement to terminate a listing contract, amend the commission amount or shorten the term of a**
26 **listing contract, without the written consent of the Agent(s)' supervising broker.**

27 Mike Krohn Coldwell Banker Brenizer
28 Broker/Firm ▲
29

(x) _____
Seller's Signature ▲ Date ▲
Print name ▶ Steven Kolden, Colby District

30 (x) _____
31 By ▲ Date ▲
32 Print name ▶ Mike Krohn

(x) _____
Seller's Signature ▲ Date ▲
Print name ▶



Cooperative Educational Service Agency 6

Joan Wade, Administrator
P.O. Box 2568 • Oshkosh, WI 54903-2568 • Located at 2300 State Rd. 44
(920) 233-CESA • Fax: (920) 424-3478
www.cesa6.org

Serving the School Districts of

Appleton
Beaver Dam
Berlin
Campbellsport
Dodgeland
Fond du Lac
Freedom
Green Lake
Hartford UHS
-Hartford
-Erin
-Friess Lake
-Herman
-Neosho
-Richfield 1
-Rubicon
Horicon
Hortonville
Hustisford
Kaukauna
Kewaskum
Kimberly
Little Chute
Lomira
Manawa
Markesan
Mayville
Menasha
Neenah
New London
North Fond du Lac
Oakfield
Omro
Oshkosh
Ripon
Rosendale-Brandon
Shiocton
Slinger
Waupun
West Bend
Weyauwega-Fremont
Winneconne

May 19, 2011

Steve Kolden, Administrator
Colby
PO Box 139
Colby, WI 54421-0139

Dear Steve Kolden:

We are honored that you have chosen CESA 6 to inspire student learning through our innovative and cost-effective educational services. Our vision is to become the educational catalyst for an ever-changing world. We look forward to working with you to develop the products and services that can solve even the toughest educational challenge.

Enclosed please find two copies of your contract for the 2011-2012 school year between CESA 6 and your school district for services and personnel. The contract has attachments in the form of Contract Summaries detailing services and costs. Please obtain the appropriate board signatures and return both copies of the contract to the CESA 6 office by June 30, 2011. Once our Board of Control ratifies the contract, one copy will be returned to you.

If you have any concerns now or during the course of the year relative to contracted personnel or services please feel free to contact me at the CESA 6 office 920-236-0512 or:

Cheryl Malaha, Executive Director of Instructional Support Services - 920-236-0558
Dave Van Spankeren, Executive Director of Finance and Operations – 920-236-0518
Keith Fuchs, Executive Director of Direct Student Services – 920-236-0514
Jeff Hinds, Executive Director of Community Services – 920-450-2040
Dan Hanrahan, Executive Director of Information Technology – 920-236-0550

We appreciate your business and desire to provide you the solutions you value.

Sincerely,

Joan Wade, Ed.D.
Agency Administrator

JW/amk

**CESA 6 Services
CONTRACT SUMMARY**

Colby

Budget Year 2012

ESEA	# of payments	Gross Cost
Title I	1	
AODA Network	1	
Subtotal		\$.00
Technology	# of payments	Gross Cost
CMS4Schools	1	\$2,000.00
Link4Learning/4Schools	1	
LessonPlanner4Schools	1	
Curriculum4Schools	1	
LDAP Authentication	1	
LDAP Integration	1	
Subtotal		\$2,000.00
Grant Writing	# of payments	Gross Cost
Grant Writing Consortium (4.3% fee on all obtained grants)	1	
Grant Evaluation	1	.00
Subtotal		\$.00
Instructional Services	# of payments	Gross Cost
Learning & Assessment Center	1	
LVEC	1	
Teaching Points	1	
Subtotal		\$.00
Agency	# of payments	Gross Cost
Communications Consortium	1	
Fallen Timbers Environmental Center <small>Fee subject to change based on Council recommendation</small>	10	
Subtotal		\$.00
Contract Total		\$2,000.00

GENERAL FUND BALANCE

The general fund balance is the amount by which assets exceed liabilities. The Board believes there is a need to maintain an operating fund balance to:

1. Provide for an adequate cash flow.
2. To serve as a safeguard against emergency expenditures and/or unrealized revenues.
3. To generate sufficient interest income from investments to offset the interest expense from temporary borrowing for cash flow needs.
4. To cover operating costs until the deferred tax revenue is received in August.
5. To give the district the best possible bond rating, which allows for the lowest interest rate available.

With this in mind, the Board will maintain a Non-G.A.A.P. fund balance of at least 18%, but less than 23% of budgeted expenditures. To provide the best fiscal management of the fund balance, it will be required that appropriation for expenditures from the reserve will require a 2/3 majority vote of the full Board.

Committed funds are used first, followed by assigned and then unassigned amounts.

Annually, the Board of Education will review the fund balance to determine the allocation between non-spendable, restricted, committed, assigned, and unassigned fund balance accounts. The Business Manager is delegated authority to assign fund balance as directed by the Board of Education.

RECORDS RETENTION POLICY

School Districts accumulate thousands of pages of records every year-records that soon become obsolete. The School board adopts and follows the Wisconsin District Records Retention Schedule (WSDRRS). The WSDRRS provides for retention periods for records common to all school districts. This improves the school district's record management. The WSDRRS shall be utilized by administration.

LEGAL REFERENCE: Wisconsin Stats. 19.21(6)

CROSS REFERENCE: Administrative Procedure #823.1 – Wisconsin Records Retention Schedule for School Districts