

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

FINANCIAL AFFAIRS COMMITTEE MEETING

MONDAY, NOVEMBER 17, 2014
7:00 PM
COLBY DISTRICT EDUCATION CENTER

OPEN MEETING

AGENDA

- 1) Review Invoices & Receipts

Committee Members Include: Donna Krueger, Chair
Deb Koncel
Seth Pinter

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

STEVEN KOLDEN, SUPERINTENDENT

REGULAR SCHOOL BOARD MEETING

Monday, November 17, 2014 – 7:30 PM

Colby District Education Center

MEETING NORMS

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

AGENDA:

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF POSTING
4. PUBLIC PARTICIPATION
5. BOARD COMMENDATIONS
 - 5.01 Boys Cross Country
6. INFORMATION ITEMS:
 - 6.01 Correspondence
 - 6.01-1 Thank You from Lea Fildes Family
 - 6.01-2 Thank You from Rural Arts Museum
 - 6.02 Student Board Representative Report
 - 6.03 Superintendent's Report – Steve Kolden [American Education Week; Audit Update; WASB School Perceptions Survey; Travel to WASB Convention in January; Revisions to Hours/Schedules for Part III Employee; Staff Book Studies]
 - 6.04 Strategic Planning Progress Monitoring – Facilities & Operations
7. CONSENT AGENDA
 - 7.01 Minutes from the October 27, 2014 Regular Board Meeting
 - 7.02 Requests for Out-of-State Travel (If Any)
 - 7.03 Approve Board Member Attendance at Meetings Other Than Regular, Special or Committee Meetings
 - 7.03-1 WASB State Convention, Milwaukee – January 20-23, 2015
 - 7.03-2 Others (If Any)
 - 7.04 Approve Board Member Expenses for Travel Outside the District
 - 7.04-1 WASB State Convention, Milwaukee – January 20-23, 2015
 - 7.04-2 Others (If Any)
 - 7.05 Staff Resignations/Retirements/Leave Requests
 - 7.05-1 Doug Empey, Girls C-team Basketball Coach
 - 7.06 Personnel – Transfers / New Hires
 - 7.06-1 Stacy Hoernke, Girls C-team Basketball Coach
8. REGULAR BUSINESS – CONSIDERATION OF:
 - 8.01 Agenda Items Moved From Consent Agenda
 - 8.02 Recommendation of Finance Committee
9. DISCUSSION INFORMATION
 - 9.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
 - 9.02 Community Concern Regarding Employment Decision

- 9.03 2014-15 Budget Update
- 9.04 District's Web Calendar
- 9.05 School Lunch Fees for Ala Carte
- 9.06 WIAA Coop for Girls Swim
- 9.07 Pupil Count History
- 9.08 Administrative Procedure #345.4 – Promotion to 9th Grade

10. ACTION INFORMATION

- 10.01 Employee Handbook Part I Updates
- 10.02 Employee Handbook Part II Updates
- 10.03 Employee Handbook Part III Updates
- 10.04 Employee Handbook Part IV Updates
- 10.05 Employee Handbook Appendix Updates
- 10.06 First Reading Exhibit(3) #363.1-Social Networking Site Request Form; Rule(2) #363.1-Social Networking; Policy #665-Grant Proposals and Applications
- 10.07 2015-16 School Calendar
- 10.08 Approve Owners Rep Contract with ICS Consulting
- 10.09 Approve Additional ELL Support Position FTE at Colby High School

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

- c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Board will consider:
 - 11.01 Agenda Items Moved From Consent Information
 - 11.02 Agenda Items Moved From Action Information
 - 11.03 Administrative Contract Language Updates
 - 11.04 Executive Support Staff Letter of Appointment Language Updates
 - 11.05 Reconvene in Open Session

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

13. IDENTIFY ITEMS FOR NEXT AGENDA

- 13.01 Schedule Meetings:
 - 13.01-1 Financial Affairs Committee Meeting – December 15, 2014 @ 7:00 PM
 - 13.01-2 Regular Board of Education Meeting – December 15, 2014 @ 7:30 PM
 - 13.01-3 Personnel Committee Meeting – November 26, 2014 @ 12:00 PM
 - 13.01-4 Facilities and Transportation Committee Meeting – ?
 - 13.01-5 Policy and Curriculum Committee Meeting – ?

14. ADJOURNMENT

THANKS FOR THE BEAUTIFUL
FLOWERS. THE TRIPLE
BROMELIAD WAS BEAUTIFUL
AND A GENEROUS OFFERING
TOWARDS THE AMBIANCE OF
LEA'S FINAL EVENT. WE ARE
ALSO VERY THANKFUL THAT
MORE THAN ONE PERSON WAS
ALLOWED TO ATTEND THE FUNERAL
ON A WORK DAY. WE APPRECIATE
BEING IN THE COLBY DISTRICT AND
SHARING WITH OTHERS IN THE
COMMUNITY

The family of

thanks you for your
kind expression of
sympathy
Jany Fedos
Larssa Fildes

DEAR DR. KOLDEN,

ON BEHALF OF THE RURAL ARTS MUSEUM, I WISH TO THANK YOU FOR THE DONATION OF THE 1890S AFRICAN RELIEF MAP. IT WILL MAKE A NICE ADDITION TO OUR RURAL SCHOOLHOUSE EXHIBIT. AS A FORMER SOCIAL STUDIES TEACHER, I TRULY APPRECIATE THE VALUE OF THIS GIFT. JUST LOOKING AT THIS MAP AND SEEING THAT PART OF THE WORLD A 125 YEARS AGO IS A HISTORY LESSON IN ITSELF. AGAIN, THANK YOU.

Jee Kachunsha

Operationalizing a Strategic Plan

Once the six strategies have been approved, the real work begins. Many plans fail not because staff and board members did not want to work on the plan, but because the strategic plan did not become a part of the school district culture and operational process. In other words, success of a strategic plan is based on overcoming empathy, inertia to do nothing and the atrophy of action. It is hard work keeping a strategic plan in front of the staff, school board and community. **The success of this endeavor is based on the leadership of the Board of Education and the Superintendent to operationalize this plan.**

The effects of atrophy can be minimized by creating an accountability process. This process includes:

- Monitoring cycles
- Timely reporting of progress
- Identification of roles and responsibilities
- Implementation of action plans
- Evaluation or measurement of success
- Adjustment of action plans
- Annual review and establishing of yearly goals

The process described above is called Plan-Do-Study-Act and was developed and promoted by the American Society for Quality. This organization is very heavily connected to business and industry and is a leader in developing systems that aid in producing high quality and effective management practices.

Monitoring Cycle

May 2014 – Superintendent Report; to the Board of Education

June 2014 – Collaboration and Cooperation; Report to the Board of Education

July 2014 – Superintendent Report; to the Board of Education

August 2014 – Superintendent Report; to the Board of Education (Facilities was scheduled for August)

September 2014 – Teaching and Learning; Report to the Board of Education

October 2014 – Technology: Report to the Board of Education

November 2014 – Facilities and Operations; Report to the Board of Education

January 2015 - Workforce Development: Report to the Board of Education

February 2015 – Stakeholder Satisfaction: Report to the Board of Education

February, 2015 –

ANNUAL Community Summative Review of Action Plans and Accomplishments

REGULAR MEETING MINUTES
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY
MONDAY, OCTOBER 27, 2014
COLBY DISTRICT/EDUCATION CENTER

The Regular School Board Meeting on October 27, 2014 was called to order at 7:30 PM at the Colby District Education Center by Board President, William Tesmer. Members present were, William Tesmer, Deb Koncel, Lavinia Bonacker, Seth Pinter, Eric Elmhorst, Donna Krueger. Absent were Cheryl Ploeckelman and Student Board Representative, Kennedy Kramas. Also present were Superintendent Steven Kolden and Kristen Seifert.

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

Mrs. Brenda Medenwalt and Ms. Carrie Fuchs were present to represent the Colby Elementary and receive a Board Commendation for being recognized as a Title 1 School of Recognition.

Mr. Kolden reported: the Third Friday Enrollment Count; estimated state aide; 2015 WASB State Board Convention; the high school technology education department received another donation which the department used to purchase additional dies for the new machine; the Cross Country team qualified for the state tournament.

Mr. Kolden and Mr. Meddaugh updated the Board on the Strategic Planning Progress Monitoring and the status of the technology stakeholder group. A smart goal worksheet containing four goals was distributed and reviewed.

Motion by Mrs. Krueger, seconded by Mrs. Koncel to approve the Consent Agenda as presented:

Minutes from the September 22, 2014 Regular Board Meeting.

FFA to National FFA Convention in Louisville, KY on Oct. 28-Nov. 2, 2014.

FFA to World's Toughest Rodeo in St. Paul, MN on January 31, 2015.

Board members, Cheryl Ploeckelman and Deb Koncel, attendance and expenses at the WASB Legislative Advocacy Conference on November 8, 2014 in Stevens Point.

Board member, Cheryl Ploeckelman, attendance and expenses at the Wisconsin Rural Schools Alliance Conference on November 12-13, 2014 in Stevens Point.

Resignation of Craig Cahoon, Colby Middle School Track Coach.

Resignation of Craig Cahoon, Colby Middle School Assistant Football Coach.

Hire of Hugh Feirer, Colby Elementary Custodian.

Voice vote – motion carried.

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

Mrs. Bonacker updated the Board on her attendance at the Economics Wisconsin conference and stated it was a very informative conference.

Mr. Kolden reviewed the 2014-15 preliminary budget.

Mr. Kolden reviewed the Neillsville property. After this year the District should start to show a positive dollar impact from the property.

Motion by Mr. Elmhorst, seconded by Mrs. Krueger to accept the bid from SJS for snow removal for the 2014-15 school year. Voice vote – motion carried.

Motion by Mrs. Krueger, seconded by Mr. Elmhorst be it resolved that the School District of Colby is exercising its taxing authority under s. 121.91 (4) (o), Wis. Stats., to exceed the revenue limit on a non-recurring basis by an amount the district will spend on new energy efficiency measures and renewable energy products for the 2014-15 school year. The amount to be levied and expended is \$150,000.00 for either a project or a debt payment. The board has identified the following required performance indicators that will measure the energy savings and/or energy cost avoidance in an amount equal to the exemption request and will include a timeline. Reduce the energy and operational expenses (attributable to

improvements) from 2014-15 and beyond. Reduced amount of energy required and/or utilized on an ongoing basis. An evaluation of the energy performance indicators will be included as an addendum in the required 2014-2015 school year published budget summary document per s. 65.90 Wis/ Stats., and in the school district's newsletter or in the published minutes of the school board meeting. Voice vote – motion carried.

Motion by Mrs. Krueger, seconded by Mrs. Bonacker to establish a district all property tax levy for 2014-15 at \$2,919,409.00 with a mill rate of 9.27. Roll call vote – Motion carried 6-0; Yes- Mr. Elmhorst, Mrs. Krueger, Mr. Pinter, Mrs. Koncel, Mr. Tesmer, Mrs. Bonacker; No-None; Abstain-None.

Motion by Mrs. Krueger, seconded by Mrs. Bonacker to approve a Fund 10 tax levy of \$2,435,598.00 and a Fund 80 Tax levy of \$10,000 and a referendum approved tax levy of \$473,650.00. Roll call vote – Motion carried 6-0; Yes- Mr. Elmhorst, Mrs. Krueger, Mr. Pinter, Mrs. Koncel, Mr. Tesmer, Mrs. Bonacker; No-None; Abstain-None.

Motion by Mrs. Krueger, seconded by Mrs. Bonacker to impose a 1.0% total pool increase for the CEA to be divided equally based on FTE (\$149 per FTE). In addition to this amount, each teacher earning less than \$35,000 would receive an additional \$351 (to bring their increase to \$500), and each teacher earning less than \$42,500 would receive an additional \$151 (to bring their increase to \$300). This total calculates to a percentage pool increase of 1.23%. Roll call vote – Motion failed 3-3; Yes-Mrs. Krueger, Mrs. Koncel, Mrs. Bonacker; No-Mr. Elmhorst, Mr. Tesmer, Mr. Pinter; Abstain-None.

Motion by Mr. Elmhorst, seconded by Mrs. Krueger to approve up to \$22,000 for the purchase of a new vehicle and allow the Superintendent and Director of Buildings and Grounds to select the vehicle with the best value for the District. Voice vote – motion carried.

Motion by Mrs. Krueger, seconded by Mr. Elmhorst, to convene in closed session per Wisconsin Statutes 19.85 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.

11.01 Agenda Items Moved From Consent Agenda

11.02 Agenda Items Moved from Action Information

11.03 Superintendent Evaluation

Roll call vote – Motion carried 6-0; Yes – Mr. Pinter, Mrs. Koncel, Mrs. Bonacker, Mr. Tesmer, Mr. Elmhorst, Mrs. Krueger; No- None; Abstain-None.

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

Scheduled Board of Education Meetings:

Policy and Curriculum Committee Meeting – October 29, 2014 @ 7:30 PM

Financial Affairs Committee Meeting – November 17, 2014 @ 7:00 PM

Regular Board of Education Meeting – November 17, 2014 @ 7:30 PM

Personnel Committee Meeting – November 10, 2014 @ 10:30 AM

Facilities and Transportation Committee Meeting – November 14, 2014 @ 7:30 PM

Motion by Mrs. Krueger, seconded by Mr. Elmhorst, to adjourn the meeting. Voice vote - motion carried. Meeting adjourned.

Respectfully Submitted:

Eric Elmhorst, Clerk

Kristen Seifert, Reporting Secretary



**Colby
School
District**

Seifert, Kristen <kseifert@colby.k12.wi.us>

Fwd: Basketball

1 message

Hagen, Jim <jhagen@colby.k12.wi.us>
To: Kristen Seifert <kseifert@colby.k12.wi.us>

Fri, Oct 31, 2014 at 8:46 AM

Kristen,
Please put Doug Empey's resignation on the November school board agenda.
Thanks,
Jim Hagen

----- Forwarded message -----

From: **Doug Empey** <dougempey@gmail.com>
Date: Fri, Oct 31, 2014 at 8:40 AM
Subject: Basketball
To: Jim Hagen <jhagen@colby.k12.wi.us>

Hi Jim , Doug Empey here I am resigning from coaching. What to thank you for the opportunity to coach. I talk to Randy about it already.

--

Jim Hagen
Colby Middle School Principal/Activities Director
Assistant Varsity Football Coach
(715)-223-8869 ext. 4225

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.

Hoernke, Stacy

Employee's Name: Last, First

C-team girls basketball

Position and Building Location

Continuing Position? Yes No

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

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

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

Desired start date: Nov. 10, 2014 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

11-7-14

Date

[Signature]

Superintendent's Signature

11-12-2014

Date

Reason for position vacancy:

Resignation

Person vacating position:

Doug Empey

Date position was vacated:

Nov. 2014

Recruitment area:

Internal / Website

Number of candidate files:

1

Person(s) doing screening:

Randy Rau, Jim Hagen

Number of candidates after screening:

1

Person(s) doing interviewing:

Randy Rau, Jim Hagen

Number of candidates interviewed:

1

Candidate Biography / Resume & Application Attached

**FINANCIAL REPORT
BOARD OF EDUCATION MEETING
NOVEMBER 17, 2014**

TOTAL REVENUE -
October \$ 41,305.52

NICOLET NATIONAL BANK -
BANK WIRES - FEDERAL w/SS 1757-1772 \$ 206,447.70

FORWARD FINANCIAL
MANUAL CHECK 155 \$ 42,376.76
REGULAR CHECKS 30780-30847 \$ 37,189.54
DIRECT DEPOSITS 9055739-9055896 \$ 127,828.49
9055897-9056068 \$ 138,293.83
9056069-9056232 \$ 134,747.30

ADVANTAGE BANK-
REGULAR CHECKS 67859-67882 \$ 3,861.28
67883-67897 \$ 13,362.54
67898-67990 \$ 304,202.04

TOTAL CHECKS TO BE APPROVED \$ 1,008,309.48

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	REVENUE OCTOBER 2014	2014-2015	10/31/2014	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
BNK2	1		SCHOOL DISTRICT OF EDGAR	CC INVITE	10 R 800 271 162000 000	953562	10/13/14	0.00	130.00
BNK2	2		DIX TRUST	HEALTH INSURANCE	10 E 800 241 291000 000	953563	10/13/14	0.00	563.76
BNK2	3		C HUEBNER	HEALTH INSURANCE	10 E 800 241 291000 000	953564	10/29/14	0.00	42.37
BNK2	4		M. KUTZKE	HEALTH INSURANCE	10 E 800 241 291000 000	953565	10/29/14	0.00	223.84
BNK2	5		INSTITUTIONAL PURCHASING SERVICES, INC.	REBATE	50 R 800 259 257220 000	953566	10/13/14	0.00	20.18
BNK2	6		ECONOMICS WISCONSIN		10 R 800 299 500000 000	953567	10/13/14	0.00	400.00
BNK2	7		R. MAUKSTAD	LIQUIDATED DAMAGES	10 R 800 990 500000 000	953568	10/14/14	0.00	500.00
BNK5	8		STUDENTS	LIFETIME SPORTS	10 R 800 292 143000 000	953569	10/08/14	0.00	30.00
BNK2	9		FRONTIER	REFUND AND ERATE	10 R 800 971 500000 000	953570	10/13/14	0.00	690.16
BNK2	10		FRONTIER	REFUND AND ERATE	10 R 800 971 500000 000	953571	10/14/14	0.00	1,660.69
BNK5	11		STUDENTS	YEARBOOKS	10 R 800 279 161000 000	953572	10/07/14	0.00	141.00
BNK2	12		CLARK CO DAYCARE	RENT	10 R 900 293 500000 000	953573	10/14/14	0.00	1,050.00
BNK2	13		UW STEVENS POINT	STIPEND - ENERGY ED	10 R 800 299 500000 000	953574	10/14/14	0.00	300.00
BNK2	14		CLINTONVILLE PUBLIC SCHOOL	SWIM MEET	10 R 800 271 162000 000	953575	10/14/14	0.00	125.00
BNK5	15		L. STEEN	TO PAY BANK CHARGE	10 E 800 940 252000 000	953576	10/10/14	0.00	5.00
BNK2	16		WI DPI	CASH REWARD FOR TIT	10 R 800 291 500000 000	953577	10/14/14	0.00	500.00
BNK2	17		BLOOME	JURY DUTY REIMBURSE	10 R 800 990 500000 000	953578	10/17/14	0.00	11.00
BNK5	18		STUDENTS	LIFETIME SPORTS	10 R 800 292 143000 000	953579	10/16/14	0.00	90.00
BNK5	19		STUDENTS	MS BB FEES	10 R 800 292 162000 000	953580	10/16/14	0.00	200.00
BNK5	20		STUDENT	CHROMEBOOK	10 R 800 292 266000 000	953581	10/20/14	0.00	20.00
BNK5	21		STUDENTS	FEES CHARGED TO HEL	10 R 800 292 163314 000	953582	10/20/14	0.00	2,140.00
BNK2	22		VERIZON	REFUND	10 R 800 971 500000 000	953583	10/22/14	0.00	303.24
BNK2	23		CITY OF COLBY	MOBILE HOME TAXES	10 R 800 213 500000 000	953584	10/22/14	0.00	207.97
BNK2	24		A. SCHULTZ	COBRA HEALTH INSURA	10 L 000 000 811631 000	953585	10/23/14	0.00	860.55
BNK2	25		A. SCHULTZ	COBRA DENTAL INSURA	10 L 000 000 811632 000	953585	10/23/14	0.00	31.33
BNK2	26		SCHOOL DISTRICT OF ATHENS	CC INVITE	10 R 800 271 162000 000	953586	10/24/14	0.00	130.00
BNK5	27		STUDENT	FEE FOR WELDING	10 R 800 292 136000 000	953587	10/23/14	0.00	10.00
BNK5	28		STUDENTS	MS BB	10 R 800 292 162000 000	953588	10/23/14	0.00	150.00
BNK5	29		STUDENTS	MS BB	10 R 800 292 162000 000	953589	10/23/14	0.00	150.00
BNK2	30		WESTERN WI CARES	RENT - NEILLSVILLE	10 R 900 293 500000 000	953590	10/27/14	0.00	3,691.16
BNK5	31		STUDENTS	STEM WORKSHOP	10 R 800 292 500000 000	953591	10/24/14	0.00	135.00
BNK2	32		DIX TRUST	HEALTH INSURANCE	10 E 800 241 291000 000	953592	10/21/14	0.00	375.84
BNK2	33		NICOLET NATIONAL BANK	INTEREST PER BANK S	10 R 800 280 500000 000	953593	10/31/14	0.00	206.99
BNK2	34		GEMINI CARES	RENT - NEILLSVILLE	10 R 900 293 500000 000	953594	10/01/14	0.00	350.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
CASH	REVENUE OCTOBER 2014	2014-2015	10/31/2014	Batch Entry	Batch

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DESCRIPTION	ACCOUNT	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK0	35		ADVANTAGE COMMUNITY BANK	INTEREST PER BANK S	10 R 800 280 500000 000	953595	10/31/14	0.00	14.90
BNK5	36		STUDENTS	MILK MONEY	50 R 800 251 257250 000	953596	10/31/14	0.00	506.00
BNK5	37		STUDENTS	LUNCH MONEY	50 R 800 251 257220 000	953597	10/31/14	0.00	21,734.30
BNK5	38		NICOLET NATIONAL BANK	INTEREST	10 R 800 280 500000 000	953598	10/31/14	0.00	6.17
BNK3	39		NICOLET NATIONAL BANK	INTEREST	39 R 800 280 281000 000	953599	10/31/14	0.00	8.13
BN72	40		NICOLET NATIONAL BANK	INTEREST	72 R 800 280 420000 000	953600	10/31/14	0.00	5.94
BNK5	41		STUDENTS	ATHLETIC FEES/MS BB	10 R 800 292 162000 000	953601	10/30/14	0.00	500.00
BNK2	42		COMMUNITY MEMBERS	ADULT EDUCATION	80 R 800 271 232200 000	953601	10/22/14	0.00	3,085.00
42 LINE ENTRIES FOR BATCH NUMBER CASH						TOTALS FOR BATCH		0.00	41,305.52
						BATCH TOTAL DIFFERENCE		0.00	-41,305.52
42 LINE ENTRIES FOR 1 BATCH						GRAND TOTALS		0.00	41,305.52
						GRAND TOTAL DIFFERENCE		0.00	-41,305.52

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

CHECKS PROCESSED - NICOLET NATIONAL BANK / FORWARD FINANCIAL BANK

1757	Employee Benefits Corp - Flex	1,676.50	10/03/14 Payroll
1758	Nicolet National Bank (FED/FICA Withheld)	46,422.82	10/03/14 Payroll
1759	WEA Trust Advantage	1,675.00	10/03/14 Payroll
1760	WI Dept. of Revenue (State Tax Withheld)	7,824.54	10/03/14 Payroll
1761	Employee Benefits Corp - Flex	1,676.50	10/17/14 Payroll
1762	Nicolet National Bank (FED/FICA Withheld)	49,467.63	10/17/14 Payroll
1763	WEA Trust Advantage	1,445.32	10/17/14 Payroll
1764	WI Dept. of Revenue (State Tax Withheld)	8,294.50	10/17/14 Payroll
1765	Employee Benefits Corp - HRA	14,489.23	HRA Deductibles
1766	Employee Benefits Corp - HRA	8,473.92	HRA Deductibles
1767	Employee Benefits Corp - HRA	5,202.02	HRA Deductibles
1768	Employee Benefits Corp - FLEX & HRA	575.25	Admin. Fees
1769	Employee Benefits Corp - Flex	1,676.50	10/31/14 Payroll
1770	Nicolet National Bank (FED/FICA Withheld)	47,717.15	10/31/14 Payroll
1771	WEA Trust Advantage	1,675.37	10/31/14 Payroll
1772	WI Dept. of Revenue (State Tax Withheld)	8,155.45	10/31/14 Payroll
155	Wisconsin Retirement System	42,376.76	Sept Contributions
30780-30794	PAYROLL REGULAR CHECKS	2,406.42	10/03/14 Payroll
30795	Ameriprise Financial Services	900.00	Aug Contributions
30796	American Funds Service	1,600.00	Aug Contributions
30797	AXA Equitable	800.00	Aug Contributions
30798	Security Benefit Life - VAA	100.00	Aug Contributions
30799	Thrivent Financial Lutherans	35.00	Aug Contributions
30800	Verisight Trust Company	2,893.81	Aug Contributions
30801	Ameriprise Financial Services	900.00	Sept Contributions
30802	American Funds Service	2,100.00	Sept Contributions
30803	AXA Equitable	800.00	Sept Contributions
30804	Thrivent Financial Lutherans	35.00	Sept Contributions
30805	Verisight Trust Company	2,161.66	Sept Contributions
30806	AFLAC	628.56	Oct Premiums
30807	Great West	3,501.78	Oct Contributions
30808-30824	PAYROLL REGULAR CHECKS	3,087.18	10/17/14 Payroll
330825	Great West	3,597.39	Oct Contributions
30826-30843	PAYROLL REGULAR CHECKS	1,953.13	10/31/14 Payroll
30844	AFLAC	628.56	Oct Premiums
30845	Colby Public School Pension Plan	5,550.46	Oct Contributions
30846	Great West	3,414.59	Oct Contributions
30847	IDEA Foundation of Colby, Inc.	96.00	Oct Contributions
9055739-9055896	PAYROLL DIRECT DEPOSIT	127,828.49	10/03/14 Payroll
9055897-9056068	PAYROLL DIRECT DEPOSIT	138,293.83	10/17/14 Payroll
9056069-9056232	PAYROLL DIRECT DEPOSIT	134,747.30	10/31/14 Payroll
	Total	686,883.62	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67859	PAIGE BRUESEWITZ	10/30/2014	VOLLEYBALL WORKER	JV CLOCK 9/16/14, C-TEAM BOOK 10/9/14, JV CLOCK 10/14/14	0	30.00	30.00
10 E 400 310 162121 000			GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES			30.00	
67860	TORI CARR	10/30/2014	VOLLEYBALL WORKER	JV CLOCK 9/4/14, C-TEAM BOOK 9/25/14, JV BOOK 10/9/14	0	30.00	30.00
10 E 400 310 162121 000			GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES			30.00	
67861	COLBY FIRE DEPARTMENT	10/30/2014	AMBULANCE STANDBY	FOOTBALL GAMES	0	900.00	900.00
10 E 400 310 162210 000			GENERAL FUND/FOOTBALL/PERSONAL SERVICES			900.00	
67862	STEPHANIE DECAIRE	10/30/2014	VOLLEYBALL WORKER	JV BOOK 9/4/14, C-TEAM BOOK 9/16/14	0	20.00	20.00
10 E 400 310 162121 000			GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES			20.00	
67863	HANNAH GURTNER	10/30/2014	VOLLEYBALL WORKER	C-TEAM CLOCK 9/4/14, JV CLOCK 10/2/14, C-TEAM CLOCK 10/14/14	0	30.00	30.00
10 E 400 310 162121 000			GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES			30.00	
67864	JORDYN HALOPKA	10/30/2014	VOLLEYBALL WORKER	C-TEAM BOOK 9/4/14, JV BOOK 10/2/14, C-TEAM BOOK 10/14/14	0	30.00	30.00
10 E 400 310 162121 000			GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES			30.00	
67865	SAMANTHA HAYES	10/30/2014	VOLLEYBALL WORKER	JV BOOK 9/25/14, C-TEAM BOOK 10/2/14	0	20.00	20.00
10 E 400 310 162121 000			GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES			20.00	
67866	JENNA JICINSKY	10/30/2014	VOLLEYBALL WORKER	JV BOOK 9/16/14, C-TEAM CLOCK 10/9/14, JV BOOK 10/14/14	0	30.00	30.00
10 E 400 310 162121 000			GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES			30.00	
67867	MICHAEL JOHNSON	10/30/2014	MEDICAL	9/12/14 & 9/26/14	0	479.02	479.02
10 E 800 241 291000 000			GENERAL FUND/EARLY RETIREMENT/MEDICAL			479.02	
67868	KLINGBEIL	10/30/2014	38513	SOD CUTTER RENTED	0	55.00	55.00
21 E 800 571 253000 930			SPECIAL PROJECTS/OPERATION/EQUIPMENT RENTAL			55.00	
67869	RACHEL LINDBERG	10/30/2014	VOLLEYBALL WORKER	JV CLOCK 9/25/14,	0	30.00	30.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 400 310 162121 000				C-TEAM CLOCK 10/2/14, JV CLOCK 10/9/14 GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES		30.00	
67870	JAYME OR KIM MARTEN	10/30/2014	AUG & SEPT 2014	MILES TO ABBY CHRISTIAN ACADEMY	0	122.76	122.76
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		122.76	
67871	NORTHERN MUSIC SERVICE, LLC	10/30/2014	7740	MS MUSIC	5021415066	56.95	56.95
10 E 200 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		56.95	
67872	JILL PUGH	10/30/2014	NOV 20, 2014	COMMUNITY OUTING for WOLF & PUGH EEN CLASSES (TOUR BLACK RIVER INDUSTRY, THE SOAR PROGRAM, EAT AT HAPPY JOE'S AND BOWL AT THE SPORT'S PAGE)	6001415059	54.00	54.00
27 E 400 415 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD		54.00	
67873	QUILL CORPORATION	10/30/2014	7075364	HANGING FILE FOLDERS, INDEX CARDS	0	218.65	880.06
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		218.65	
10 E 800 411 253300 000			7104832	BANDAIDS	0	32.97	
				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		32.97	
10 E 100 411 110000 000			7114558	HIGHLIGHTERS	0	51.92	
				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		51.92	
10 E 100 411 110000 000			7127214	FILE FOLDER LABELS	0	13.74	
				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		13.74	
10 E 100 411 110000 000			7151023	FILE JACKETS	0	149.95	
				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		149.95	
10 E 100 411 110000 000			7179662	NAME BADGES	0	22.14	
				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		22.14	
10 E 100 411 110000 000			7198475	STICKY NOTES, STIKKICLIPS	0	96.70	
				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		96.70	
10 E 100 411 110000 000			7199418	STAPLES, STAPLERS	0	75.72	
				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		35.76	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 100 440 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/NON-CAPITAL EQUIPMEN		39.96	
			7199572	PENCILS, PENS, SHARPIES	0	176.30	
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		176.30	
			7203996	3 X 3 POP UP NOTES	0	41.97	
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		41.97	
67874 STACY REIS		10/30/2014	VOLLEYBALL WORKER	C-TEAM CLOCK 9/16/14 & 9/25/14	0	20.00	20.00
10 E 400 310 162121 000				GENERAL FUND/GIRLS VOLLEYBALL/PERSONAL SERVICES		20.00	
67875 RMM SOLUTIONS INC		10/30/2014	38169	PROFESSIONAL SERVICES	0	160.00	160.00
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		160.00	
67876 JEAN ROSEMEYER		10/30/2014	REIMBURSEMENT	WISCONSIN MEDICAL SOCIETY GARDEN GRANT - MATERIALS	0	588.18	588.18
21 E 800 411 253000 930				SPECIAL PROJECTS/OPERATION/GENERAL SUPPLIES		588.18	
67877 SCHOLASTIC		10/30/2014	M5507839	SCHOLASTIC ART	0	21.95	21.95
10 E 400 411 121000 000				GENERAL FUND/ART/GENERAL SUPPLIES		21.95	
67878 SCHOOL DISTRICT OF OWEN WITHEE		10/30/2014	FESTIVAL FEES	SPRING 2014	0	32.06	32.06
10 E 400 940 125400 000				GENERAL FUND/VOCAL MUSIC/DUES & FEES		16.03	
10 E 400 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		16.03	
67879 JUDY SWEDA		10/30/2014	TIMER	HS SWIM MEET 10/9/14	0	18.00	18.00
10 E 400 310 162124 000				GENERAL FUND/GIRLS SWIMMING/PERSONAL SERVICES		18.00	
67880 TDS TELECOM		10/30/2014	10/22/14-11/21/14	NEILLSVILLE	0	108.30	108.30
10 E 900 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		108.30	
67881 WILLETT, DEAN A		10/30/2014	REIMBURSEMENT	WORK SHOES	0	100.00	100.00
10 E 800 420 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/APPAREL		100.00	
67882 SAM ZIER		10/30/2014	OFFICIAL	MS BOYS BASKETBALL 11/6/14	0	45.00	45.00
10 E 200 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		45.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67883	NANCY BECKER	11/04/2014	OCTOBER 2014	MILEAGE TO SPENCER	0	53.76	53.76
10 E 400 342 222200 000				GENERAL FUND/LMC - INST SERVICE/EMPLOYEE TRAVEL & EXP.		53.76	
67884	BOB'S DAIRY SUPPLY INC	11/04/2014	0074468-IN	MILK COOLER REPAIRED	0	609.10	609.10
50 E 800 320 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PROPERTY S		609.10	
67885	CTL COMPANY, INC.	11/04/2014	205571	WIPERS, NAPKINS	0	261.15	261.15
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		261.15	
67886	E.O. JOHNSON COMPANY, INC.	11/04/2014	ARIN412564	TONER	0	105.70	105.70
10 E 800 413 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/COMPUTER SUPPLIE		105.70	
67887	GENERAL PARTS LLC	11/04/2014	5577700	BLOGETCO UNIT NOT WORKING - REPAIRED	0	431.25	431.25
50 E 800 320 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PROPERTY S		431.25	
67888	DIANE HANSON	11/04/2014	10/6/14-10/31/14	15 TRIPS - RIDE BUS WITH STUDENTS	0	109.20	109.20
27 E 800 342 256751 341				SPECIAL EDUC./EEN PUPIL TRANSPORTATION/EMPLOYEE TRAVEL		109.20	
67889	MARY JEAN HORNICK	11/04/2014	10/1/14-10/28/14	9 TRIPS - RIDE BUS W/STUDENTS	0	75.60	75.60
27 E 800 342 256751 341				SPECIAL EDUC./EEN PUPIL TRANSPORTATION/EMPLOYEE TRAVEL		75.60	
67890	KOLDEN, STEVEN E	11/04/2014	OCTOBER 2014	MILEAGE	0	216.16	216.16
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		216.16	
67891	PENRY, SAMANTHA R	11/04/2014	MILEAGE	RSN MEETINGS 9/26/14 & 10/24/14	0	134.40	134.40
27 E 800 342 223300 341				SPECIAL EDUC./EEN DIRECTOR/EMPLOYEE TRAVEL & EXP.		134.40	
67892	REINHART FOODSERVICE	11/04/2014	OCTOBER 2014	FOOD & SUPPLIES	0	2,818.90	2,818.90
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		2,499.53	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		123.68	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		195.69	
67893	U.W. STEVENS POINT CONTINUING	11/04/2014	REGISTRATION	STEM FOR BOYS	0	270.00	270.00
10 E 800 940 172000 000				GENERAL FUND/GIFTED/TALENTED/DUES & FEES		270.00	
67894	VANGUARD COMPUTERS INC	11/04/2014	40540	HP ELITEBOOKS +	1011415027	6,450.90	6,450.90
10 E 100 551 222200 000				GENERAL FUND/LMC - INST SERVICE/EQUIPMENT ADDITION		1,791.92	
10 E 200 551 222200 000				GENERAL FUND/LMC - INST SERVICE/EQUIPMENT ADDITION		1,791.92	
10 E 400 551 222200 000				GENERAL FUND/LMC - INST SERVICE/EQUIPMENT ADDITION		1,791.93	
27 E 800 551 218100 341				SPECIAL EDUC./OCCUPATIONAL THERAPY/EQUIPMENT ADDITION		1,075.13	
67895	WEA INSURANCE	11/04/2014	298536	NOVEMBER	0	1,726.42	1,726.42

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
DISABILITY INSURANCE							
10 E 800 251 120000 000				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		25.76	
10 E 800 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		43.30	
10 E 800 251 223910 000				GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR		7.59	
10 E 800 251 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION		38.42	
10 E 800 251 252000 000				GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE		38.37	
10 E 800 251 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I		83.20	
27 E 100 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		71.86	
27 E 400 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		48.71	
27 E 800 251 156600 011				SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN		69.27	
27 E 800 251 215000 011				SPECIAL EDUC./PSYCHOLOGICAL SERVICES/INCOME PROTECTION		17.70	
27 E 800 251 223300 011				SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE		18.31	
50 E 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO		37.66	
27 E 200 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		28.89	
10 E 800 251 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/INCOME PROTECTIO		12.92	
10 E 800 251 110000 391				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		0.77	
10 E 050 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		60.08	
10 E 800 251 215000 000				GENERAL FUND/PSYCHOLOGICAL SERVICES/INCOME PROTECTION I		3.37	
10 E 100 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		212.90	
10 E 100 251 110000 332				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		68.26	
10 E 100 251 110000 365				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		8.28	
10 E 200 251 120000 000				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		159.29	
10 E 200 251 141000 000				GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE		7.78	
10 E 200 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		11.68	
10 E 100 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		15.92	
10 E 100 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		15.86	
27 E 100 251 213000 011				SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		1.76	
10 E 200 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		18.93	
10 E 100 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		28.27	
10 E 901 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		6.75	
10 E 100 251 124000 141				GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		9.04	
27 E 800 251 266000 341				SPECIAL EDUC./TECHNOLOGY COORD/PROJECTS/INCOME PROTECTI		1.44	
27 E 800 251 223300 341				SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE		3.71	
10 E 100 251 121000 000				GENERAL FUND/ART/INCOME PROTECTION INSURANCE		18.40	
10 E 200 251 121000 000				GENERAL FUND/ART/INCOME PROTECTION INSURANCE		8.74	
10 E 400 251 121000 000				GENERAL FUND/ART/INCOME PROTECTION INSURANCE		8.74	
10 E 400 251 124000 000				GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		38.68	
10 E 100 251 125100 000				GENERAL FUND/MUSICAL GENERAL/INCOME PROTECTION INSURANC		14.44	
10 E 200 251 125400 000				GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		7.94	
10 E 400 251 125400 000				GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		7.94	
10 E 200 251 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		18.71	
10 E 400 251 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		18.71	
10 E 400 251 126000 000				GENERAL FUND/SCIENCE/INCOME PROTECTION INSURANCE		31.65	
10 E 400 251 127000 000				GENERAL FUND/SOCIAL STUDIES/INCOME PROTECTION INSURANCE		23.74	
10 E 400 251 122000 000				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		32.94	
10 E 800 251 123000 000				GENERAL FUND/FOREIGN LANGUAGE/INCOME PROTECTION INSURAN		18.03	
10 E 400 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		2.81	
10 E 100 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		1.40	
10 E 200 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		1.40	

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10 E 400 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		9.02	
10 E 200 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		2.25	
10 E 100 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		22.00	
10 E 200 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		38.71	
10 E 400 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		32.06	
10 E 400 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		9.43	
10 E 200 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		9.43	
10 E 800 251 110000 341				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		6.81	
27 E 050 251 159100 341				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		2.98	
27 E 100 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		21.07	
27 E 200 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		27.70	
27 E 400 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		20.48	
10 E 400 251 141000 000				GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE		3.52	
10 E 400 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		9.04	
27 E 050 251 152000 011				SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN		48.15	
10 E 400 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		19.51	
10 E 200 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		4.51	
10 E 400 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		8.49	
27 E 400 251 213000 011				SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		0.94	
67896 WIS SCHOOL COUNSELORS ASSN		11/04/2014	DONNA SCHMIDT	PROFESSIONAL	0	50.00	50.00
				MEMBERSHIP			
10 E 100 940 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/DUES & FEES		50.00	
67897 WIS SCHOOL COUNSELORS ASSN		11/04/2014	JENNIFER KRAUSS	PROFESSIONAL	0	50.00	50.00
				MEMBERSHIP			
10 E 400 940 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/DUES & FEES		50.00	
				15 Computer	Check(s) For a Total of		13,362.54

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67898	ADVANCED DISPOSAL	11/17/2014	M10000767450	OCTOBER 2014	0	672.75	672.75
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		672.75	
67899	AMERICAN WELDING & GAS INC	11/17/2014	02968334	CYLINDER RENTAL	0	28.90	63.07
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		28.90	
			02968802	CYLINDER RENTAL/POOL	0	34.17	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		34.17	
67900	WESLEY BAKER	11/17/2014	OCTOBER 2014		0	95.00	95.00
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU		95.00	
67901	BATTERIES PLUS+	11/17/2014	069-269008	BATTERY FOR JOHN DEERE	0	64.99	64.99
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		64.99	
67902	BAUMANN, AMANDA A	11/17/2014	MILEAGE	PTP MEETINGS, B-3 MEETING, CPI TRAINING	0	204.74	204.74
27 E 800 342 221300 341				SPECIAL EDUC./INST. STAFF SERV. - TRAINING/EMPLOYEE TRA		204.74	
67903	MARLENE BEDNAR	11/17/2014	OCTOBER 2014	MEDICAL 11.5 HOURS	0	299.00	299.00
10 E 800 310 214000 000				GENERAL FUND/PUPIL HEALTH SERVICES/PERSONAL SERVICES		299.00	
67904	BOOK LOOK	11/17/2014	6126	46 BOOKS	3001415015	307.29	360.28
10 E 800 439 223910 000				GENERAL FUND/READING SPECIALIST/OTHER MEDIA		307.29	
			6217	NEXT STEP IN GUIDED READING BOOK W/DVD (2)	3001415018	52.99	
10 E 100 432 122000 141				GENERAL FUND/ENGLISH/LIBRARY BOOKS		52.99	
67905	MARIE BRAATZ	11/17/2014	MEDICAL		0	134.46	134.46
10 E 800 241 291000 000				GENERAL FUND/EARLY RETIREMENT/MEDICAL		134.46	
67906	Vendor Continued Void	11/17/2014					0.00
67907	Vendor Continued Void	11/17/2014					0.00
67908	BURNETT TRANSIT, INC.	11/17/2014	-- ST - 59.6 MI	MS CROSS COUNTRY to ATHENS	0	186.26	79,150.60
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		186.26	
			-- ST - 108.6 MI	MS FOOTBALL to NEILLSVILLE	0	273.33	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		273.33	
			-- ST - 54.3 MI	VOLLEYBALL to THORP	0	170.17	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		170.17	

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			15 ST - 71 MI	HS VOLLEYBALL to LOYAL	0	260.31	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		260.31	
			15 ST - 89.4 MI	VOLLEYBALL to STANLEY-BOYD	0	233.33	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		233.33	
			16 ST - 48.8 MI	MS CROSS COUNTRY to GREENWOOD	0	157.92	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		157.92	
			20 ST - 71 MI	C-TEAM FOOTBALL to STANLEY-BOYD	0	191.91	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		191.91	
			20 ST - 73.75 MI	HS EEN to WAUSAU	0	184.08	
27 E 800 341 256770 341			SPECIAL EDUC./FIELD TRIP	TRANSPORTATION/PUPIL TRAVEL		184.08	
			25 ST - 107.9 MI	MS SWIM to WAUSAU	0	365.65	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		365.65	
			25 ST - 140.9 MI	HS SWIM to WITTENBERG-BIRNAMW OOD	0	414.04	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		414.04	
			25 ST - 143 MI	HS CROSS COUNTRY to WISCONSIN RAPIDS	0	405.09	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		405.09	
			25 ST - 157 MI	JV FOOTBALL to OSSEO-FAIRCHILD	0	373.33	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		373.33	
			25 ST - 171.8 MI	HS CROSS COUNTRY to EAU CLAIRE	0	454.62	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		454.62	
			25 ST - 178.1 MI	HS SWIM to TOMAHAWK	0	430.84	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		430.84	
			25 ST - 181 MI	HS CROSS COUNTRY to BLACK RIVER FALLS	0	478.82	
10 E 800 341 256743 000			GENERAL FUND/ATHLETIC	PUPIL TRANSPORTATION/PUPIL TRAVEL		478.82	
			25 ST - 181.1 MI	HS CROSS COUNTRY	0	445.49	

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				to BLACK RIVER FALLS			
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		445.49	
			25 ST - 182.6 MI	HS SWIM to ANTIGO	0	445.28	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		445.28	
			28 ST - 70.1 MI	MS VOLLEYBALL to STANLEY-BOYD	0	200.13	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		200.13	
			4775	10 REGULAR ROUTES	0	65,255.60	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		65,255.60	
			4790	SHORT BUS ROUTE - OCTOBER 2014	0	4,502.41	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		4,502.41	
			4790.	SHORT BUS ROUTE - 1502 MILES	0	931.24	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		931.24	
			4790..	SHORT BUS ROUTE - NOON 762 MILES	0	1,310.64	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		1,310.64	
			50 ST - 157 MI	HS FOOTBALL to OSSEO-FAIRCHILD	0	412.42	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		412.42	
			50 ST - 97.8 MI	HS FOOTBALL to NEILLSVILLE	0	281.28	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		281.28	
			8 ST - 79 MI	ELEM EEN to RIB MOUNTAIN	0	228.01	
27 E 800 341 256770 341				SPECIAL EDUC./FIELD TRIP TRANSPORTATION/PUPIL TRAVEL		228.01	
			82 ST - 194 MI	GRADE 5 to NEILLSVILLE	0	558.40	
10 E 800 341 256770 000				GENERAL FUND/FIELD TRIP TRANSPORTATION/PUPIL TRAVEL		558.40	
67909 BUSHMAN, RICHARD		11/17/2014	L-183609	COTTAGE CHEESE	0	236.50	505.50
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		236.50	
			L-243235	MILK	0	15.00	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		15.00	
			L-243256	COTTAGE CHEESE	0	236.50	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		236.50	

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50 E 800 415 257220 000			L-252268	MILK	0	17.50	
				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		17.50	
67910	CENTURIES ON MAIN LLC	11/17/2014	1943	PLANT - FIELDS	0	75.00	75.00
				FUNERAL			
10 E 800 411 231100 000				GENERAL FUND/BOARD OF EDUCATION/GENERAL SUPPLIES		75.00	
67911	CESA #10	11/17/2014	3519	PORTABLE CD	1011415013	69.99	69.99
				PLAYER			
10 E 400 411 124000 000				GENERAL FUND/MATHEMATICS/GENERAL SUPPLIES		69.99	
67912	CHARTER COMMUNICATIONS	11/17/2014	11/1/14-11/30/14	OPTICAL ETHR	0	660.67	660.67
				INTRA			
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		660.67	
67913	CHULA VISTA RESORT	11/17/2014	CONFIRMATION #D72813	1 ROOM FOR	0	140.00	140.00
				DECEMBER 10 & 11, 2014 for CHRISTINE WRIGHT/ "BUILDING THE HEARTS OF SUCCESSFUL SCHOOLS"			
10 E 400 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		140.00	
67914	CITY OF COLBY	11/17/2014	ADAMS ST HOUSE	9/17/14-10/16/14	0	18.00	3,004.65
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		18.00	
				CD/EC			
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	47.10	
				CONCESSION STAND			
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	66.90	
				ELEMENTARY SCHOOL			
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	675.80	
				HIGH SCHOOL			
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	1,815.55	
				MIDDLE SCHOOL			
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	381.30	
67915	COLBY CHRYSLER CENTER LLC	11/17/2014	45159	SERVICE 2005	0	1,179.55	1,701.20
				CHRYSLER T&C			
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		1,179.55	
				45667			
				2003 DODGE	0	521.65	
				CARAVAN SERVICED			
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		521.65	

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67916	COMPLETE CONTROL, INC.	11/17/2014	SRVCE025861	WATER HEATER REPAIRS, STAT REPLACED	0	3,164.05	4,331.42
10 E 800 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			3,164.05	
			SRVCE025862	SERVICE REZNOR UNIT	0	572.83	
10 E 800 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			572.83	
			SRVCE025863	TESTED FOR STATE CERTIFICATION	0	546.20	
10 E 800 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			546.20	
			SRVCE025864	T STAT TUBING KIT	0	48.34	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			48.34	
67917	COUNTY MARKET ACCOUNT #6017	11/17/2014	3782	SUGAR, FLOUR, BEEF STICKS, CHEEZ-IT, CRACKERS, K-AID	6001415067	38.56	77.49
27 E 400 415 158100 341			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD			38.56	
			8072	GRAPES, POTATOES, MILK, EGGS, YOGURT, BREAD, BACON	6001415078	23.68	
27 E 400 415 158100 341			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD			23.68	
			OCTOBER 2014	MILK, MACARONI, SPAGHETTI	1011415010	15.25	
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			15.25	
67918	COUNTY MARKET - F&CE ACCT 8007	11/17/2014	OCTOBER 2014	Food/Supplies for 14-15 school year	5021415052	370.48	370.48
10 E 400 415 135000 000			GENERAL FUND/FAMILY & CONSUMER EC/FOOD			370.48	
67919	D & A AUTOMOTIVE INC	11/17/2014	36918	2004 FORD FREESTAR REPAIR	0	3,113.49	3,113.49
10 E 800 320 254500 000			GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE			3,113.49	
67920	DALCO	11/17/2014	2798656	DEGREASER, FLOOR CARE - AMOUNT REMAINING	0	6.08	144.78
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			6.08	
			2804165	BOWL CLEANER, RESTROOM CARE	0	138.70	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			138.70	
67921	DEAN FOODS OF WISCONSIN	11/17/2014	OCTOBER 2014	MILK	0	6,731.80	6,731.80

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50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		6,731.80	
67922 DECKER AUTOMOTIVE LLC		11/17/2014	20929	VAN OIL CHANGE	0	33.24	33.24
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		33.24	
67923 KONNOR DENZINE		11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	
67924 NOLAN DERRICO		11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	
67925 DEPT OF WORKFORCE DEVELOPMENT		11/17/2014	OCTOBER 2014	UNEMPLOYMENT	0	248.91	248.91
10 E 800 730 270000 000				GENERAL FUND/INSURANCE/UNEMPLOYMENT COMPENSATION		248.91	
67926 DOUBLE TREE BLOOMINGTON		11/17/2014	CONF #82120143	3 ROOMS FOR DECEMBER 8, 2014 'DIFFICULT STUDENTS' SEMINAR DORA WILCOX, MELISSA WAVRUNEK, DONNA SCHMIDT	0	527.97	527.97
10 E 100 342 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL		175.99	
10 E 200 342 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL		175.99	
10 E 100 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		175.99	
67927 FBLA PBL INC		11/17/2014	311562	NATIONAL MEMBERSHIP DUES	0	88.00	88.00
10 E 800 940 161310 000				GENERAL FUND/FUTURE BUSINESS LEADERS OF AM./DUES & FEES		88.00	
67928 G&K SERVICES INC		11/17/2014	1016157386	SHOP COATS & TOWELS	0	63.49	126.98
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		63.49	
			1016164414	SHOP COATS & TOWELS	0	63.49	
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		63.49	
67929 HARMONY COUNTRY CO-OP		11/17/2014	OCTOBER2014	OCTOBER 2014 GAS CHARGES	0	646.39	646.39
10 E 800 342 252000 000				GENERAL FUND/FISCAL/EMPLOYEE TRAVEL & EXP.		77.07	
10 E 800 348 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL		315.26	
10 E 800 348 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/VEHICLE FUEL		54.22	
27 E 800 348 138200 341				SPECIAL EDUC./VOC ED EEN/VEHICLE FUEL		124.17	
10 E 400 348 162210 000				GENERAL FUND/FOOTBALL/VEHICLE FUEL		31.00	
10 E 400 348 162308 000				GENERAL FUND/BOYS/GIRLS XC/VEHICLE FUEL		44.67	
67930 QUINTIN HOLTZ		11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	
67931 HOUGHTON MIFFLIN HARCOURT PUBL		11/17/2014	950978362	BDI- complete	6001415074	167.50	167.50

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Record Forms							
27 E 050 411 152000 341				SPECIAL EDUC./EARLY CHILDHOOD/GENERAL SUPPLIES		167.50	
67932	INDIANHEAD FOODSERVICE DISTRIB	11/17/2014	OCTOBER 2014	FOOD & SUPPLIES	0	10,149.26	10,149.26
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		7,299.90	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		232.96	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		2,510.30	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		106.10	
67933	INDIANHEAD FOODSERVICE DISTRIB	11/17/2014	OCTOBER 2014	FOOD	0	97.50	97.50
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		97.50	
67934	JAKEL PLUMBING	11/17/2014	13725	REPAIRED BACFLOW PREVENTER VALVE (FOR IRRIGATION SYSTEM) STATE OF WI TESTING FEE, ADMINISTRATIVE FEE, BACKFLOW FEE	0	638.00	638.00
10 E 800 310 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PERSONAL SERVICES		0.00	
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		638.00	
67935	J H LARSON COMPANY	11/17/2014	S100772209.001	AUTO URINAL FLUSH	0	308.01	736.76
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		308.01	
			S100780648.001	BATTERIES, BALLAST, CONNECTORS	0	428.75	
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		428.75	
67936	JOHNSON BLOCK & COMPANY INC	11/17/2014	417505	PROFESSIONAL SERVICES: AUDIT	0	1,473.00	1,473.00
10 E 800 310 231700 000				GENERAL FUND/BOARD OF ED. AUDIT/PERSONAL SERVICES		1,473.00	
67937	MATHEW KARL	11/17/2014	FOOTBALL	2 GAMES	0	20.00	20.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		20.00	
67938	DENNIS OR RHONDA KIEFFER	11/17/2014	OCTOBER 2014	MILES TO ABBY CHRISTIAN ACADEMY	0	66.96	66.96
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		66.96	
67939	KONCEL, DEBRA J	11/17/2014	MILEAGE	WASB CONFERENCE	0	86.24	86.24
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		86.24	
67940	KURT OR HEATHER KULAS	11/17/2014	OCTOBER 2014	MILES TO ABBY CHRISTIAN ACADEMY	0	33.48	33.48
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		33.48	
67941	LAMP RECYCLERS INC	11/17/2014	74309	FLUORESCENT TUBES	0	218.63	218.63
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		218.63	

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67942	DYLAN LEFFEL	11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000			GENERAL FUND/FOOTBALL/PERSONAL SERVICES			10.00	
67943	LIBRARIAN'S CHOICE	11/17/2014	1258215	MS LIBRARY BOOKS (10)	2001415037	128.94	128.94
10 E 200 432 222200 000			GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS			128.94	
67944	RYAN LYNN	11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000			GENERAL FUND/FOOTBALL/PERSONAL SERVICES			10.00	
67945	MARSHFIELD BOOK & STATIONARY	11/17/2014	329153	BUBBLE MAILERS, CONSTRUCTION PAPER	5021415025	30.06	578.06
10 E 800 411 120000 000			GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES			30.06	
			329196	HYPR YELLOW COPY PAPER	1011415021	136.04	
10 E 100 411 110000 000			GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES			136.04	
			329229	SALMON COPY PAPER	0	201.78	
10 E 100 411 110000 000			GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES			201.78	
			329371	POSTER BOARD	0	98.76	
10 E 100 411 110000 000			GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES			98.76	
			329373	POTTERY WHEEL ON/OFF SWITCH	0	51.00	
10 E 800 320 254410 000			GENERAL FUND/REPAIR INSTRUCT EQUIP/PROPERTY SERVICE			51.00	
			329380	CARD STOCK	0	60.42	
10 E 800 411 223910 000			GENERAL FUND/READING SPECIALIST/GENERAL SUPPLIES			60.42	
67946	LYNNE MASLOWSKI	11/17/2014	INSTRUCTOR	NONVIOLENT CRISI PREVENTION	0	900.00	900.00
27 E 800 310 221300 341			SPECIAL EDUC./INST. STAFF SERV. - TRAINING/PERSONAL SER			900.00	
67947	ZACK MEYER	11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000			GENERAL FUND/FOOTBALL/PERSONAL SERVICES			10.00	
67948	JACOB MILLER	11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000			GENERAL FUND/FOOTBALL/PERSONAL SERVICES			10.00	
67949	MOORE MEDICAL LLC	11/17/2014	98355297I	GAUZE PADS	1011415026	27.06	189.82
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			27.06	
			98404147I	BANDAIDS, GLOVES, MEDICAINE SWABS	1011415030	110.19	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			110.19	
			98414191I	2" x 4" BANDAIDS	1011415031	52.57	

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10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		52.57	
67950	ADAM MUNDT	11/17/2014	FOOTBALL	2 GAMES	0	20.00	20.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		20.00	
67951	NASSCO INC	11/17/2014	S1840293.001	CAN LINERS, TOWELING, BATH TISSUE, GLOVES, ICE MELT	0	1,478.30	1,478.30
10 E 800 411 253200 000				GENERAL FUND/OPERATION-SITES/GENERAL SUPPLIES		351.33	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		1,126.97	
67952	NATIONAL HISTORY BEE	11/17/2014	REGISTRATION	2014-2015 NATIONAL HISTORY BEE	0	150.00	150.00
10 E 200 940 127000 000				GENERAL FUND/SOCIAL STUDIES/DUES & FEES		150.00	
67953	SARAH OEHMICHEN	11/17/2014	REIMBURSEMENT	GROCERIES	0	19.55	19.55
10 E 400 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		19.55	
67954	LOGAN PEISSIG	11/17/2014	FOOTBALL	4 GAMES	0	40.00	40.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		40.00	
67955	ALEX PEPLINSKI	11/17/2014	OCTOBER 2014		0	97.50	97.50
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU		97.50	
67956	AUSTIN PEPLINSKI	11/17/2014	OCTOBER 2014		0	112.01	112.01
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU		112.01	
67957	PER MAR SECURITY SERVICES CORP	11/17/2014	1252298	SECURITY MONITORING/SERVICE S 12/1/14-12/31/14	0	53.46	53.46
10 E 900 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		53.46	
67958	PROGRESSIVE TRAVEL, INC.	11/17/2014	6745	CROSS COUNTRY TO FALCON HEIGHTS MN	0	200.00	200.00
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		200.00	
67959	PROGRESSIVE TRAVEL, INC.	11/17/2014	6774	COLBY FOOTBALL TO BONDUEL HS	0	539.47	539.47
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		539.47	
67960	QUILL CORPORATION	11/17/2014	7267078	STIKKICLIPS	0	29.94	452.18
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		29.94	
			7321868	BLACK, GREEN RED EXPO MARKERS	0	120.00	
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		120.00	

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10 E 100 411 110000 000			7327822	BLUE EXPO MARKERS GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES	0	22.00 22.00	
10 E 100 411 110000 000			7359997	BIC CORRECTION TAPE, SCOTCH TAPE GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES	0	163.33 163.33	
10 E 100 411 110000 000			7394876	D BATTERIES GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES	0	44.97 44.97	
10 E 800 411 232100 000			7559810	RECEIPT BOOKS GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES	0	71.94 71.94	
67961 TY RAATZ 10 E 400 310 162210 000		11/17/2014	FOOTBALL	1 GAME GENERAL FUND/FOOTBALL/PERSONAL SERVICES	0	10.00 10.00	10.00
67962 Vendor Continued Void		11/17/2014					0.00
67963 RCU CARDHOLDER SERVICES		11/17/2014	24055234275286522100	2014-2015 ANNUAL MEMBERSHIP - SEIFERT WI ASSOC OF SCHOOL PERSONNEL ADMINISTRATORS GENERAL FUND/OFFICE OF SUPERINTENDENT/DUES & FEES	0	150.00 150.00	1,891.24
10 E 800 940 232100 000			24492154273849343836	PENCIL SHARPENERS GENERAL FUND/OPERATION OF BUILDINGS/NON-CAPITAL EQUIPME	0	161.91 161.91	
10 E 800 440 253300 000			24492154287849650674	SPIN DISC SPECIAL EDUC./EARLY CHILDHOOD/NON-CAPITAL EQUIPMENT	6001415075	177.95 177.95	
27 E 050 440 152000 341			24692164274000029373	iPAD Shockwave cases GENERAL FUND/TECHNOLOGY COORD/PROJECTS/NON-CAPITAL EQUI	0	104.39 104.39	
10 E 800 440 266000 000			24692164280000823536	DESKTOP MEMORY GENERAL FUND/TECHNOLOGY COORD/PROJECTS/NON-CAPITAL EQUI	0	60.98 60.98	
10 E 800 410 120000 850			24692164281000012201	SADD GRANT - GUM GENERAL FUND/REGULAR CURRICULUM/SUPPLIES AND MATERIALS	0	46.06 46.06	
10 E 800 561 266000 000			24692164281000188652	COMPAQ DESKTOPS (2) GENERAL FUND/TECHNOLOGY COORD/PROJECTS/EQUIPMENT REPLAC	0	334.98 334.98	
10 E 800 431 120000 000			24692164282000509154	AUDIO CD GENERAL FUND/REGULAR CURRICULUM/AUDIO-VISUAL MEDIA	0	33.04 33.04	
			24692164290000342819	iPad Shockwave cases	0	130.81	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 440 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/NON-CAPITAL EQUI		130.81	
			24692164294000968213	CHROMEBOOK ADAPTERS	0	48.44	
10 E 800 440 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/NON-CAPITAL EQUI		48.44	
			24692164300000704908	BATTERIES	0	4.48	
10 E 800 411 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/GENERAL SUPPLIES		4.48	
			24717054301123019960	CONFERENCE REGISTRATION - C. WRIGHT	0	100.00	
10 E 400 310 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/PERSONAL SERV		100.00	
			24755424272152728290	WASDA CONFERENCE ROOM - KOLDEN	0	378.00	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		378.00	
			24906414283010826701	WI BB YEARBOOK	0	30.00	
10 E 400 439 162205 000				GENERAL FUND/BOYS BASKETBALL/OTHER MEDIA		30.00	
			24906414298011163341	SURVEY MONKEY	0	250.00	
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		250.00	
			74733094273207107700	MS SWIMSUITS RETURNED	0	-119.80	
10 E 200 420 162124 000				GENERAL FUND/GIRLS SWIMMING/APPAREL		-119.80	
67964 RIESTERER & SCHNELL INC		11/17/2014	740072	FILTER, OIL	0	66.62	132.38
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		66.62	
			740396	OIL	0	48.24	
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		48.24	
			740748	OIL FILTER	0	17.52	
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		17.52	
67965 RMM SOLUTIONS INC		11/17/2014	38421	PROFESSIONAL SERVICES	0	240.00	240.00
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		240.00	
67966 ROCK RIDGE ORCHARD LLC		11/17/2014	499386	APPLES	0	67.00	134.00
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		67.00	
			499391	APPLES	0	67.00	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		67.00	
67967 CODY RODMAN		11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67968	KYLE ROTH	11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	
67969	RUDER WARE, L.L.S.C.	11/17/2014	191716	PROFESSIONAL SERVICES THROUGH 9/30/14	0	92.50	92.50
10 E 800 310 231500 000				GENERAL FUND/BOARD OF ED. LEGAL/PERSONAL SERVICES		92.50	
67970	BRIANNA SCHREFFLER	11/17/2014	OCTOBER 2014		0	75.50	75.50
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/SALARY STU		75.50	
67971	MEDFORD AREA PUBLIC SCHOOL DIS	11/17/2014	2014/15	RVA EDUCATIONAL SERVICES - FALL BILLING	0	5,100.00	5,100.00
10 E 800 382 431100 000				GENERAL FUND/TUITION RURAL VIRTUAL ACADEMY/INTERDISTRIC		5,100.00	
67972	SECURITY HEALTH PLAN	11/17/2014	DECEMBER2014	DECEMBER 2014 HEALTH INSURANCE	0	160,262.78	160,262.78
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		100,134.05	
10 E 800 241 291000 000				GENERAL FUND/EARLY RETIREMENT/MEDICAL		15,517.61	
27 L 000 000 811631 000				SPECIAL EDUC./HEALTH INSURANCE		31,220.91	
50 L 000 000 811631 000				FOOD SERVICE FUND/HEALTH INSURANCE		13,390.21	
67973	SHOPKO STORES OPER CO	11/17/2014	7974	SHARPENER, FOLDERS, BINDERS	6001415068	13.27	13.27
27 E 100 411 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/GENERAL SUPP		13.27	
67974	SKYWARD ACCOUNTING DEPT	11/17/2014	168404	SSL CERTIFICATE - 3 YR	2011415011	560.50	560.50
10 E 800 480 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/NON-INSTRUCT COM		560.50	
67975	MCCOY SOPPA	11/17/2014	FOOTBALL	4 GAMES	0	40.00	40.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		40.00	
67976	SOUNDWORKS SYSTEMS INC	11/17/2014	45709	LAMPS	0	82.50	269.77
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		82.50	
			45724	LAMPS	0	187.27	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		187.27	
67977	TREVOR STUTTGEN	11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	
67978	KODY SWATZINA	11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	
67979	SYSCO BARABOO LLC	11/17/2014	OCTOBER 2014	FOOD & SUPPLIES	0	6,894.43	6,894.43
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		6,018.51	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		367.06	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		508.86	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
67980	T & C WATER SYSTEMS	11/17/2014	26200	BOTTLED WATER	0	18.75	18.75
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		18.75	
67981	TEAM SPORTING GOODS INC	11/17/2014	AAH057500-AG07	CROSS COUNTRY UNIFORM JACKETS	5021415014	380.00	3,651.04
10 E 400 420 162308 000				GENERAL FUND/BOYS/GIRLS XC/APPAREL		380.00	
			AAH057910-AG06	BALLS, WATER BOTTLES, SCOREBOOKS, SLIPP NOTT REFILL, DVD-R, WHISTLES, BASKETBALL NET	8001415006	521.53	
10 E 400 411 162105 000				GENERAL FUND/GIRLS BASKETBALL/GENERAL SUPPLIES		521.53	
			AAH058100-AG04	UNIFORM SHORTS - DK GREEN	8001415007	168.00	
10 E 400 420 162205 000				GENERAL FUND/BOYS BASKETBALL/APPAREL		168.00	
			AAH058101-AG04	UNIFORM SHORTS - WHITE	8001415007	168.00	
10 E 400 420 162205 000				GENERAL FUND/BOYS BASKETBALL/APPAREL		168.00	
			AAM003035-AG10	BASKETBALLS, VOLLEYBALLS, WHISTLES, TUFF BALLS CHARTS, BAGS, DISCS, BALL CAGE	5021415024	2,413.51	
10 E 200 411 143000 000				GENERAL FUND/PHYSICAL EDUCATION/GENERAL SUPPLIES		1,360.58	
10 E 200 431 143000 000				GENERAL FUND/PHYSICAL EDUCATION/AUDIO-VISUAL MEDIA		46.05	
10 E 200 440 143000 000				GENERAL FUND/PHYSICAL EDUCATION/NON-CAPITAL EQUIPMENT		1,006.88	
67982	TP PRINTING CO INC	11/17/2014	2477	SUBSCRIPTION RENEWAL - 1 YEAR	0	36.00	36.00
10 E 800 433 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/NEWSPAPERS		36.00	
67983	TP PRINTING CO INC	11/17/2014	OCTOBER 2014	SNOW REMOVAL AD, HORNET HIGHLIGHTS	0	330.50	330.50
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		175.50	
10 E 400 354 132000 000				GENERAL FUND/BUSINESS EDUCATION/PRINTING & BINDING		155.00	
67984	WEA INSURANCE	11/17/2014	324648	DECEMBER DISABILITY INSURANCE	0	1,599.58	1,599.58
10 E 800 251 120000 000				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		25.79	
10 E 800 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		37.11	
10 E 800 251 223910 000				GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR		7.59	
10 E 800 251 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION		38.42	
10 E 800 251 252000 000				GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE		38.37	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E	800 251 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I		83.20	
27 E	100 251 158100 011			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		44.26	
27 E	400 251 158100 011			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		48.71	
27 E	800 251 156600 011			SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN		35.51	
27 E	800 251 215000 011			SPECIAL EDUC./PSYCHOLOGICAL SERVICES/INCOME PROTECTION		17.70	
27 E	800 251 223300 011			SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE		18.31	
50 E	800 251 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO		48.14	
27 E	200 251 158100 011			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		28.89	
10 E	800 251 266000 000			GENERAL FUND/TECHNOLOGY COORD/PROJECTS/INCOME PROTECTIO		12.92	
10 E	800 251 110000 391			GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		0.77	
10 E	050 251 110000 000			GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		43.14	
10 E	800 251 215000 000			GENERAL FUND/PSYCHOLOGICAL SERVICES/INCOME PROTECTION I		3.37	
10 E	100 251 110000 000			GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		212.90	
10 E	100 251 110000 332			GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		68.26	
10 E	100 251 110000 365			GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		8.28	
10 E	200 251 120000 000			GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		164.65	
10 E	200 251 141000 000			GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE		7.78	
10 E	200 251 143000 000			GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		11.68	
10 E	100 251 143000 000			GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		15.92	
10 E	100 251 213000 000			GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		15.86	
27 E	100 251 213000 011			SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		1.76	
10 E	200 251 122000 141			GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		18.93	
10 E	100 251 122000 141			GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		28.27	
10 E	901 251 122000 141			GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		6.75	
10 E	100 251 124000 141			GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		9.04	
27 E	800 251 266000 341			SPECIAL EDUC./TECHNOLOGY COORD/PROJECTS/INCOME PROTECTI		1.44	
27 E	800 251 223300 341			SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE		3.71	
10 E	100 251 121000 000			GENERAL FUND/ART/INCOME PROTECTION INSURANCE		18.40	
10 E	200 251 121000 000			GENERAL FUND/ART/INCOME PROTECTION INSURANCE		8.74	
10 E	400 251 121000 000			GENERAL FUND/ART/INCOME PROTECTION INSURANCE		8.74	
10 E	400 251 124000 000			GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		38.68	
10 E	100 251 125100 000			GENERAL FUND/MUSICAL GENERAL/INCOME PROTECTION INSURANC		14.44	
10 E	200 251 125400 000			GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		7.94	
10 E	400 251 125400 000			GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		7.94	
10 E	200 251 125500 000			GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		6.24	
10 E	400 251 125500 000			GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		6.24	
10 E	400 251 126000 000			GENERAL FUND/SCIENCE/INCOME PROTECTION INSURANCE		31.65	
10 E	400 251 127000 000			GENERAL FUND/SOCIAL STUDIES/INCOME PROTECTION INSURANCE		23.74	
10 E	400 251 122000 000			GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		32.94	
10 E	800 251 123000 000			GENERAL FUND/FOREIGN LANGUAGE/INCOME PROTECTION INSURAN		18.03	
10 E	400 251 132000 000			GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		2.81	
10 E	100 251 132000 000			GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		1.40	
10 E	200 251 132000 000			GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		1.40	
10 E	400 251 131000 000			GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		9.02	
10 E	200 251 131000 000			GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		2.25	
10 E	100 251 241000 000			GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		22.00	
10 E	200 251 241000 000			GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		38.71	
10 E	400 251 241000 000			GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		32.06	
10 E	400 251 135000 000			GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		3.14	
10 E	200 251 135000 000			GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		3.14	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 251 110000 341				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		6.81	
27 E 050 251 159100 341				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		5.56	
27 E 100 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		21.07	
27 E 200 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		31.68	
27 E 400 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		20.48	
10 E 400 251 141000 000				GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE		3.50	
10 E 400 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSURAN		9.04	
27 E 050 251 152000 011				SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN		20.91	
10 E 400 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		19.51	
10 E 200 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		4.51	
10 E 400 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		8.49	
27 E 400 251 213000 011				SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		0.94	
67985 WE ENGERGIES		11/17/2014	NEILLSVILLE	10/7/14-11/5/14	0	118.92	118.92
10 E 900 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		118.92	
67986 NICK WEILER		11/17/2014	FOOTBALL	1 GAME	0	10.00	10.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		10.00	
67987 WIL-KIL PEST CONTROL CORP		11/17/2014	2565418	HIGH SCHOOL PEST CONTROL	0	38.00	38.00
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		38.00	
67988 TREVOR WILDE		11/17/2014	FOOTBALL	3 GAMES	0	30.00	30.00
10 E 400 310 162210 000				GENERAL FUND/FOOTBALL/PERSONAL SERVICES		30.00	
67989 WI DEPT OF JUSTICE		11/17/2014	G2930	5 BACKGROUND SEARCHES	0	35.00	35.00
10 E 800 310 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		35.00	
67990 XCEL ENERGY		11/17/2014	ADAMS ST HOUSE	10/6/14-11/4/14	0	46.78	218.41
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		46.78	
				CD/EC	0	171.63	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		171.63	
				93 Computer		Check(s) For a Total of	304,202.04

Obj	2013-14 Original Budget	2013-14 FYTD Activity	2013-14 FYTD %	2014-15 Budget	2014-15 FYTD Activity	2014-15 FYTD %	Encumbered Amount	Unencumbered Balance
100000	INSTRUCTION							
110000	ELEMENTARY CURRICULUM							
SALARIES	1,060,463.00	356,354.08	33.60	1,085,883.00	277,379.04	25.54	0.00	808,503.96
EMPLOYEE BENEFITS	600,170.00	170,423.43	28.40	660,166.00	168,467.73	25.52	0.00	491,698.27
PURCHASED SERVICES	2,300.00	960.00	41.74	1,800.00	300.00	16.67	0.00	1,500.00
NON-CAPITAL OBJECTS	45,060.00	27,119.56	60.19	39,211.00	30,866.42	78.72	99.84	8,244.74
CAPITAL OBJECTS	0.00	0.00	0.00	1,150.00	0.00	0.00	0.00	1,150.00
OTHER OBJECTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ELEMENTARY CURRICULUM	1,708,493.00	554,857.07	32.48	1,788,210.00	477,013.19	26.68	99.84	1,311,096.97
120000	REGULAR CURRICULUM							
SALARIES	1,410,781.00	452,753.26	32.09	1,453,702.00	385,662.00	26.53	0.00	1,068,040.00
EMPLOYEE BENEFITS	734,087.00	206,143.21	28.08	760,794.00	195,289.82	25.67	0.00	565,504.18
PURCHASED SERVICES	5,140.00	4,290.00	83.46	6,540.00	3,100.00	47.40	0.00	3,440.00
NON-CAPITAL OBJECTS	65,425.00	35,738.75	54.63	74,935.00	36,945.29	49.30	1,064.98	36,924.73
CAPITAL OBJECTS	14,269.00	2,190.15	15.35	3,256.00	476.00	14.62	0.00	2,780.00
OTHER OBJECTS	4,385.00	720.00	16.42	4,160.00	727.06	17.48	630.00	2,802.94
REGULAR CURRICULUM	2,234,087.00	701,835.37	31.41	2,303,387.00	622,200.17	27.01	1,694.98	1,679,491.85
130000	VOCATIONAL CURRICULUM							
SALARIES	173,220.00	58,412.76	33.72	178,470.00	48,889.59	27.39	0.00	129,580.41
EMPLOYEE BENEFITS	99,802.00	21,139.20	21.18	109,063.00	32,502.96	29.80	0.00	76,560.04
PURCHASED SERVICES	4,050.00	518.52	12.80	4,400.00	3,017.35	68.58	0.00	1,382.65
NON-CAPITAL OBJECTS	22,280.00	8,934.45	40.10	11,006.00	4,895.20	44.48	3,335.53	2,775.27
CAPITAL OBJECTS	0.00	0.00	0.00	9,882.00	10,893.72	110.24	0.00	-1,011.72
OTHER OBJECTS	0.00	120.00	0.00	120.00	0.00	0.00	0.00	120.00
VOCATIONAL CURRICULUM	299,352.00	89,124.93	29.77	312,941.00	100,198.82	32.02	3,335.53	209,406.65
140000	PHYSICAL CURRICULUM							
SALARIES	136,307.00	40,858.25	29.98	138,194.00	35,947.98	26.01	0.00	102,246.02
EMPLOYEE BENEFITS	84,933.00	16,901.21	19.90	74,263.00	19,700.36	26.53	0.00	54,562.64
PURCHASED SERVICES	700.00	0.00	0.00	400.00	0.00	0.00	0.00	400.00
NON-CAPITAL OBJECTS	5,515.00	3,575.00	64.82	5,570.00	5,139.31	92.27	120.00	310.69

Obj	2013-14 Original Budget	2013-14 FYTD Activity	2013-14 FYTD %	2014-15 Budget	2014-15 FYTD Activity	2014-15 FYTD %	Encumbered Amount	Unencumbered Balance
100000	INSTRUCTION							
140000	PHYSICAL CURRICULUM							
CAPITAL OBJECTS	480.00	398.46	83.01	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	3,375.00	0.00	0.00	3,600.00	0.00	0.00	0.00	3,600.00
PHYSICAL CURRICULUM	231,310.00	61,732.92	26.69	222,027.00	60,787.65	27.38	120.00	161,119.35
150000	SPECIAL CURRICULUM							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPECIAL CURRICULUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160000	CO-CURRICULAR							
SALARIES	102,749.00	53,666.32	52.23	117,324.00	53,376.92	45.50	0.00	63,947.08
EMPLOYEE BENEFITS	11,901.00	6,521.50	54.80	13,980.00	6,723.48	48.09	0.00	7,256.52
PURCHASED SERVICES	33,520.00	12,997.43	38.78	38,345.00	8,994.78	23.46	0.00	29,350.22
NON-CAPITAL OBJECTS	25,530.00	16,779.43	65.72	28,405.00	13,825.14	48.67	7,293.64	7,286.22
CAPITAL OBJECTS	2,750.00	2,750.00	100.00	645.00	0.00	0.00	644.00	1.00
OTHER OBJECTS	11,340.00	5,011.00	44.19	13,121.00	5,878.00	44.80	0.00	7,243.00
CO-CURRICULAR	187,790.00	97,725.68	52.04	211,820.00	88,798.32	41.92	7,937.64	115,084.04
170000	SPECIAL NEEDS							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-CAPITAL OBJECTS	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,500.00	300.00	20.00	1,500.00	270.00	18.00	0.00	1,230.00
SPECIAL NEEDS	2,000.00	300.00	15.00	1,500.00	270.00	18.00	0.00	1,230.00
INSTRUCTION	4,663,032.00	1,505,575.97	32.29	4,839,885.00	1,349,268.15	27.88	13,187.99	3,477,428.86

Obj	2013-14 Original Budget	2013-14 FYTD Activity	2013-14 FYTD %	2014-15 Budget	2014-15 FYTD Activity	2014-15 FYTD %	Encumbered Amount	Unencumbered Balance
200000	SUPPORT SERVICES							
210000	PUPIL SERVICES							
SALARIES	126,725.00	42,735.78	33.72	144,560.00	41,501.90	28.71	0.00	103,058.10
EMPLOYEE BENEFITS	80,338.00	23,821.04	29.65	89,882.00	23,809.00	26.49	0.00	66,073.00
PURCHASED SERVICES	3,865.00	910.56	23.56	5,895.00	1,873.98	31.79	0.00	4,021.02
NON-CAPITAL OBJECTS	5,105.00	3,585.37	70.23	3,825.00	891.53	23.31	0.00	2,933.47
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	170.00	0.00	0.00	110.00	100.00	90.91	0.00	10.00
PUPIL SERVICES	216,203.00	71,052.75	32.86	244,272.00	68,176.41	27.91	0.00	176,095.59
220000	INSTRUCTIONAL STAFF SERVICES							
SALARIES	178,526.00	67,189.59	37.64	174,617.00	52,303.67	29.95	0.00	122,313.33
EMPLOYEE BENEFITS	109,549.00	31,853.69	29.08	115,318.00	27,069.38	23.47	0.00	88,248.62
PURCHASED SERVICES	59,557.00	25,645.21	43.06	51,714.00	16,506.91	31.92	0.00	35,207.09
NON-CAPITAL OBJECTS	54,377.00	17,563.09	32.30	64,813.00	17,767.22	27.41	2,333.16	44,712.62
CAPITAL OBJECTS	4,500.00	-225.18	-5.00	4,930.00	5,767.77	116.99	0.00	-837.77
OTHER OBJECTS	1,480.00	408.00	27.57	1,110.00	259.00	23.33	0.00	851.00
INSTRUCTIONAL STAFF SERVI	407,989.00	142,434.40	34.91	412,502.00	119,673.95	29.01	2,333.16	290,494.89
230000	GENERAL ADMINISTRATION							
SALARIES	121,988.00	50,662.22	41.53	124,680.00	47,047.68	37.73	0.00	77,632.32
EMPLOYEE BENEFITS	64,989.00	21,609.46	33.25	54,329.00	23,111.25	42.54	0.00	31,217.75
PURCHASED SERVICES	64,230.00	12,678.80	19.74	49,738.00	16,139.49	32.45	0.00	33,598.51
NON-CAPITAL OBJECTS	7,075.00	1,988.90	28.11	6,765.00	3,880.06	57.35	0.00	2,884.94
CAPITAL OBJECTS	2,820.00	0.00	0.00	2,820.00	0.00	0.00	0.00	2,820.00
OTHER OBJECTS	6,500.00	5,678.30	87.36	8,304.00	6,214.00	74.83	0.00	2,090.00
GENERAL ADMINISTRATION	267,602.00	92,617.68	34.61	246,636.00	96,392.48	39.08	0.00	150,243.52
240000	BUILDING ADMINISTRATION							
SALARIES	336,885.00	136,937.03	40.65	341,618.00	125,623.38	36.77	0.00	215,994.62
EMPLOYEE BENEFITS	210,901.00	61,501.72	29.16	195,245.00	57,432.47	29.42	0.00	137,812.53
PURCHASED SERVICES	8,400.00	198.00	2.36	1,300.00	421.00	32.38	0.00	879.00
NON-CAPITAL OBJECTS	8,460.00	1,588.82	18.78	9,535.00	719.22	7.54	975.75	7,840.03

Obj	2013-14	2013-14	2013-14	2014-15	2014-15	2014-15	Encumbered	Unencumbered
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %	Amount	Balance
200000	SUPPORT SERVICES							
240000	BUILDING ADMINISTRATION							
CAPITAL OBJECTS	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,350.00	415.00	30.74	1,500.00	0.00	0.00	0.00	1,500.00
BUILDING ADMINISTRATION	566,746.00	200,640.57	35.40	549,198.00	184,196.07	33.54	975.75	364,026.18
250000	BUSINESS ADMINISTRATION							
SALARIES	413,847.00	184,826.98	44.66	429,125.00	162,681.58	37.91	0.00	266,443.42
EMPLOYEE BENEFITS	271,788.00	97,768.30	35.97	290,694.00	101,121.20	34.79	0.00	189,572.80
PURCHASED SERVICES	1,068,363.00	382,457.76	35.80	1,242,843.00	395,075.93	31.79	0.00	847,767.07
NON-CAPITAL OBJECTS	97,700.00	46,237.75	47.33	99,250.00	39,709.35	40.01	56.50	59,484.15
CAPITAL OBJECTS	27,500.00	11,404.21	41.47	50,200.00	5,970.57	11.89	0.00	44,229.43
INSURANCE & JUDGMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	2,900.00	549.00	18.93	2,400.00	70.00	2.92	0.00	2,330.00
BUSINESS ADMINISTRATION	1,882,098.00	723,244.00	38.43	2,114,512.00	704,628.63	33.32	56.50	1,409,826.87
260000	CENTRAL SERVICES							
SALARIES	44,000.00	16,706.71	37.97	42,670.00	15,682.52	36.75	0.00	26,987.48
EMPLOYEE BENEFITS	32,347.00	11,501.72	35.56	31,119.00	11,551.02	37.12	0.00	19,567.98
PURCHASED SERVICES	150,500.00	105,026.35	69.78	103,818.00	26,417.98	25.45	1,280.00	76,120.02
NON-CAPITAL OBJECTS	19,800.00	6,910.14	34.90	19,800.00	4,696.81	23.72	6,569.34	8,533.85
CAPITAL OBJECTS	107,500.00	2,296.99	2.14	55,250.00	9,301.28	16.83	7,342.34	38,606.38
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CENTRAL SERVICES	354,147.00	142,441.91	40.22	252,657.00	67,649.61	26.78	15,191.68	169,815.71
270000	INSURANCE							
INSURANCE & JUDGMENTS	105,988.00	102,251.47	96.47	125,127.00	108,766.33	86.92	0.00	16,360.67
INSURANCE	105,988.00	102,251.47	96.47	125,127.00	108,766.33	86.92	0.00	16,360.67

Obj	2013-14 Original Budget	2013-14 FYTD Activity	2013-14 FYTD %	2014-15 Budget	2014-15 FYTD Activity	2014-15 FYTD %	Encumbered Amount	Unencumbered Balance
200000	SUPPORT SERVICES							
280000	DEBT SERVICE							
DEBT RETIREMENT	21,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
DEBT SERVICE	21,500.00	0.00	0.00	1,500.00	0.00	0.00	0.00	1,500.00
290000	OTHER SUPPORT SERVICES							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS	209,500.00	49,966.59	23.85	185,000.00	63,575.21	34.36	0.00	121,424.79
PURCHASED SERVICES	2,196.00	1,756.80	80.00	2,196.00	547.00	24.91	0.00	1,649.00
OTHER SUPPORT SERVICES	211,696.00	51,723.39	24.43	187,196.00	64,122.21	34.25	0.00	123,073.79
SUPPORT SERVICES	4,033,969.00	1,526,406.17	37.84	4,133,600.00	1,413,605.69	34.20	18,557.09	2,701,437.22
400000	NON-PROGRAM TRANSACTIONS							
410000	INTERFUND OPERATING TRANSFERS							
OPERATING TRANSFERS-OUT	1,044,572.00	0.00	0.00	1,128,547.00	0.00	0.00	0.00	1,128,547.00
INTERFUND OPERATING TRANS	1,044,572.00	0.00	0.00	1,128,547.00	0.00	0.00	0.00	1,128,547.00
430000	GEN. TUITION PAYMENTS							
PURCHASED SERVICES	854,534.00	11,587.00	1.36	915,655.00	5,100.00	0.56	0.00	910,555.00
NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	0.00	0.00	0.00	225.00	0.00	0.00	0.00	225.00
GEN. TUITION PAYMENTS	854,534.00	11,587.00	1.36	915,880.00	5,100.00	0.56	0.00	910,780.00
490000	NON-PROGRAM TRANSACTIONS							
OTHER OBJECTS	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-PROGRAM TRANSACTIONS	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-PROGRAM TRANSACTIONS	1,902,606.00	11,587.00	0.61	2,044,427.00	5,100.00	0.25	0.00	2,039,327.00

Obj	2013-14 Original Budget	2013-14 FYTD Activity	2013-14 FYTD %	2014-15 Budget	2014-15 FYTD Activity	2014-15 FYTD %	Encumbered Amount	Unencumbered Balance
Grand Expense Totals	10,599,607.00	3,043,569.14	28.71	11,017,912.00	2,767,973.84	25.12	31,745.08	8,218,193.08

Number of Accounts: 3159

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

Wisconsin Interscholastic Athletic Association
5516 Vern Holmes Drive
Stevens Point, WI 54482-8833
Phone (715) 344-8580 Fax (715) 344-4241

APPLICATION FOR COOPERATIVE TEAM RENEWAL

FALL SPORTS - February 2, 2015 WINTER SPORTS - April 1, 2015 SPRING/SUMMER SPORTS - June 1, 2015

1. We are applying to renew our cooperative agreement in Swimming for the school years of 2015-16 and 2016-17.
(sport)
 boys girls boys & girls (check one)

2. Contact School (WIAA contact, where materials are sent, etc.) Colby High School

LIST ALL SCHOOLS INVOLVED IN CO-OP

<u>Abbotsford</u>	
<u>Colby</u>	

3. With the signatures below, we agree to continue this co-op agreement for another two years based on the stipulations of the initial co-op agreement drafted between all involved schools. All schools involved in this agreement have been contacted and agree to continue the agreement for another two years. We guarantee a no-cut policy, where any interested students will have an opportunity to participate in the requested co-op.

We further confirm that all school districts will provide the same level of institutional oversight to this program as to other sports sponsored by their district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

List Contact School	Signature of Board of Education or Governing Body President of Contact School	Signature of District Administrator of Contact School
<u>Colby High School</u>		
Name of Conference	Signature of Authorized Person Indicating Conference Approval	Conference Position
<u>GNC</u>		

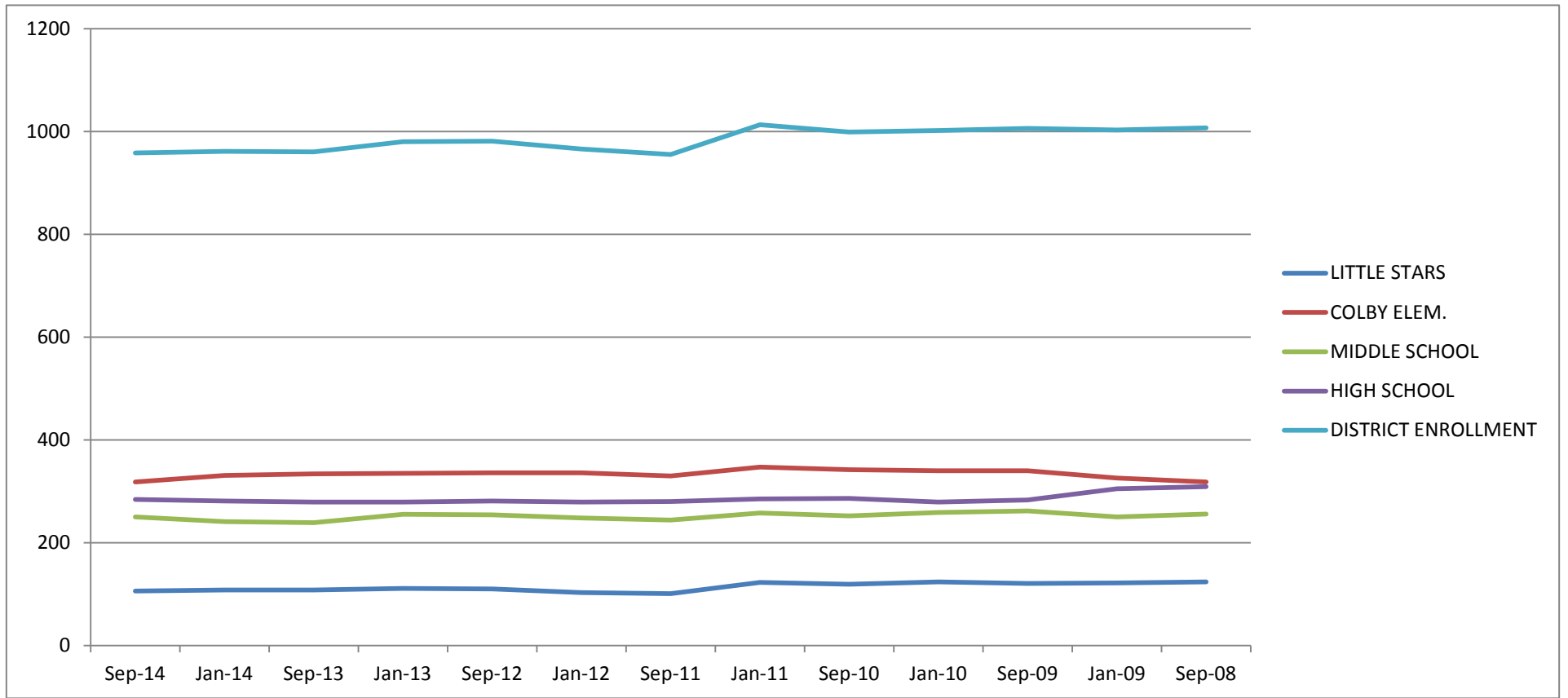
OFFICIAL ACTION OF WIAA BOARD OF CONTROL

The above request for cooperative team sponsorship is hereby granted. The request covers the school years of 2015-16 and 2016-17. The cooperative team sponsorship herein indicated must continue both years. Application must be made again in the event any or all schools are interested in continuing agreement beyond school years indicated.

David Anderson, Executive Director

COLBY SCHOOL DISTRICT PUPIL COUNT HISTORY

	Sep-14	Jan-14	Sep-13	Jan-13	Sep-12	Jan-12	Sep-11	Jan-11	Sep-10	Jan-10	Sep-09	Jan-09	Sep-08	Jan-08
LITTLE STARS	106	108	108	111	110	103	101	123	119	124	121	122	124	85
COLBY ELEM.	318	331	334	335	336	336	330	347	342	340	340	326	318	304
MIDDLE SCHOOL	250	241	239	255	254	248	244	258	252	259	262	250	256	254
HIGH SCHOOL	284	281	279	279	281	279	280	285	286	279	283	305	309	331
DISTRICT ENROLLMENT	958	961	960	980	981	966	955	1013	999	1002	1006	1003	1007	974

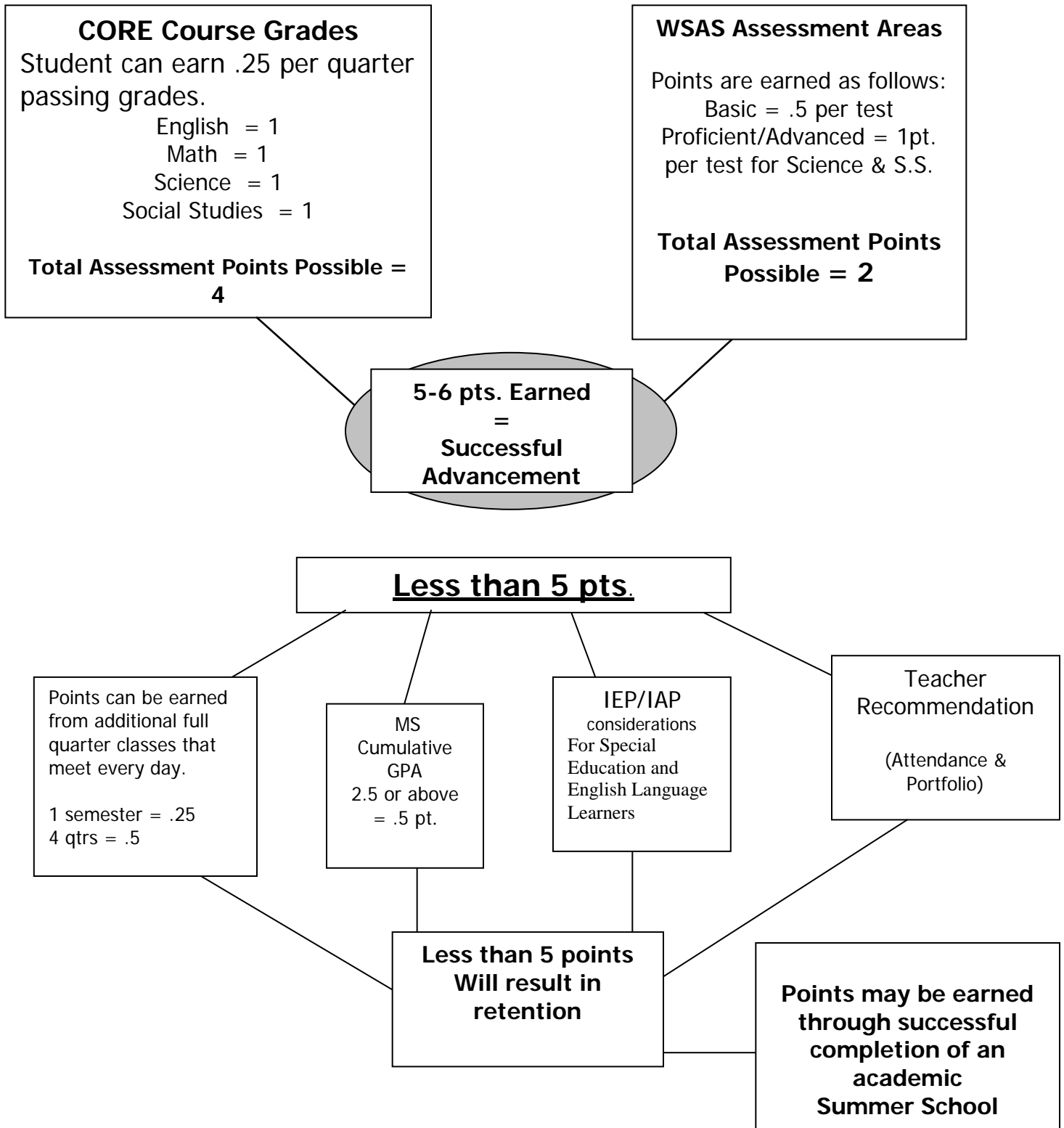


Colby School District Promotion Policy Gr. 8

Revised Fall 2014

The following flow chart has been designed to show the process for advancement from grade 8 to grade 9 in the Colby School District.

This version will be used ONLY if the student results from the Smarter Balanced Assessment (SBA) are not reported on or before May 15th.

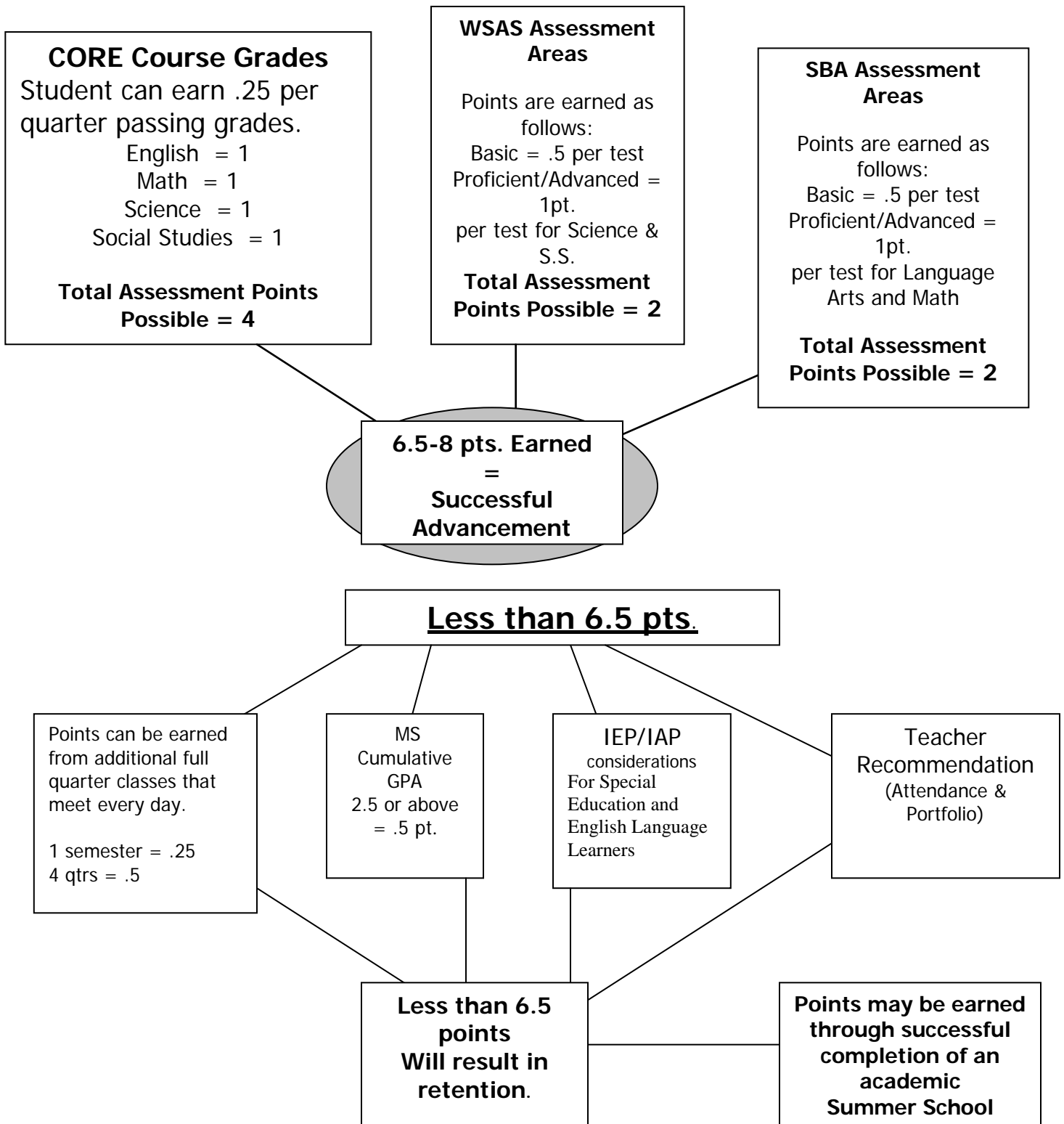


Colby School District Promotion Policy Gr. 8

Revised Fall 2014

The following flow chart has been designed to show the process for advancement from grade 8 to grade 9 in the Colby School District.

This version will be used ONLY if student results from the Smarter Balanced Assessment (SBA) are received by the district on or before May 15th.



SECTION 1. PREAMBLE AND DEFINITIONS

1.01 About this Handbook

- A. Employees Covered: This *Handbook* is provided as a reference document for the Colby School District's (hereinafter referred to as "District") employees.
- B. Disclaimer: The contents of this *Handbook* are presented as a matter of information only. The plans, policies and procedures described are not conditions of employment. The District reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time with or without notice. The language which appears in this *Handbook* is not intended to create, nor is it to be construed to constitute, a contract between the District and any one or all of its employees or a guarantee of continued employment. Notwithstanding any provisions of this *Handbook*, employment may be terminated at any time, with or without cause, except as explicitly provided for in any other pertinent section of this *Handbook* or individual contract.

In case of a direct conflict between this *Handbook*, rules, regulations or policies of the Board and any specific provisions of an individual contract or collective bargaining agreement, the individual contract or collective bargaining agreement shall control.

This *Employee Handbook* is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, this *Handbook* should not be considered all inclusive. Copies of Board Policies and Administrative Procedures are available in each administrative office to all personnel and are on the Colby School District website. It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Colby School Board.

1.02 Definitions

- A. Administrative Employees: Administrative Employees are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.
- B. Casual Employees: Casual Employees are defined as persons who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.
- C. Discipline: Specifically excludes oral and written reprimands, performance improvement plans, notice of expectations, required counseling, transfers/reassignments, and paid administrative leaves. Would include unpaid suspensions, disciplinary demotion and other disciplinary action impacting pay/wage. In addition, an employee who is involuntarily transferred or demoted due to poor performance and suffers a loss of wages, hours or other fringe benefit as a result of such transfer or demotion may also contest the transfer or demotion as discipline.
- D. Regular Employees: Regular Employees are defined as employees whom the District considers continuously employed, working either a fiscal or school year, until the District, at its discretion, changes the status of the employee.
 - 1. Regular Full-time Employee: Regular full-time employees are defined as one who works 35 or more hours per week for a school year (180 days) or more per year.
 - 2. Regular Part-time Employee: Regular part-time employees are defined as one who works a school year or more, but less than 35 hours per week, or less than 180 days.
 - 3. Exclusions: A regular full-time or regular part-time employee does not include casual, substitute or temporary employees as defined in this Section.
- E. Seasonal Employees: Seasonal employees are those employees who are hired for a specific period of time usually related to the seasonal needs of the District.
 - 1. If seasonal employment is available, the District may offer seasonal employment to the applicable qualified regular school year employees. The District is free to use outside providers to perform such work.

2. The terms and conditions of employment for seasonal session shall be established by the District at the time of hire. Unless specifically set forth by the District at the time of hire, work performed by a regular employee during a seasonal session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.
 3. Seasonal employees performing non-exempt duties shall be paid in accordance with the Seasonal Employee Wage Schedule [[Appendix Part I - 1.02E\(3\)](#)].
- F. **Substitute Employees:** Substitute Employees are defined as persons non-exempt staff without individual contracts under section 118.21 or section 118.24, Wis. Stats., hired to replace a regular employee during the regular employee's leave of absence.
- G. **Short Term Substitute Teacher:** Short Term Substitute means a substitute employee employed pursuant to a contract under sections 118.21 or 118.24, Wis. Stats., for no more than 20 consecutive days in the same teaching assignment.
- H. **Long Term Substitute Teacher:** Long term substitute means a substitute employee employed pursuant to a contract under section 118.21 or 118.24, Wis. Stats., for more than 20 consecutive days in the same teaching assignment.
- I. **Supervisor:** The District will identify the individual employee's supervisor on the employee's job description.
- J. **Teacher:** Teachers are defined as persons hired under a contract pursuant to § 118.22, Wis. Stats.
- K. **Temporary:** Temporary Employees are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.
- L. **Termination:** Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include voluntary retirement, voluntary resignation or a nonrenewal of contract under § 118.22, Wis. Stats, § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.

1.03 General Personnel Policies

This *Employment Handbook* is subservient to, and does not supersede the provisions set forth in District policies ([Chapter 500 - Personnel](#)).

SECTION 2. EMPLOYMENT LAW

2.01 Employment of Minors

No one under eighteen (18) years of age will be employed without providing proper proof of his or her age. Minors will be employed only in accordance with state and federal laws and District policies.

2.02 Equal Opportunity

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political or religious affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law, or according to District policy.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities.

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District Policy [Policy #511](#) and [Rule #511](#).

2.03 Equal Opportunity Complaints

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the District.

2.04 Fair Labor Standards Act and Wisconsin Administrative Code DWD 274.08

Certain types of workers of public employers in Wisconsin are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA] as authorized by Wisconsin Administrative Code DWD 274.08. For non-exempt employees, issues concerning overtime, compensatory time off and minimum wage are found in [Appendix Part I - 2.04A](#). Notification of rights under the FLSA is set forth in the employment poster section in [Appendix Part I - 2.04B](#).

2.05 Family and Medical Leave Act

- A. **Notification of Benefits and Leave Rights:** Since the District has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the *Handbook* as required by federal law. The District shall post the text of the notice contained in the following link in the appendix and in a conspicuous place where notices to employees and applicants are customarily placed: <http://www.dol.gov/whd/regs/compliance/posters/fmla.htm>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). The notice is posted at the Colby District Education Center.
- B. **Eligibility Notice.** When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee, within five business days, of the employee's eligibility to take FMLA leave, absent extenuating circumstances. 29 C.F.R. § 825.300(b).
- C. **Rights and Responsibilities Notice.** The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at <http://www.dol.gov/whd/forms/WH-381.pdf>.
- E. **Designation Notice.** The District shall "inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA." U.S. DEP'T OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at <http://www.dol.gov/whd/forms/WH-382.pdf>. See 29 C.F.R. § 825.300(d).

2.06 Immigration Law Compliance

The District is committed to employing only United States citizens and aliens who are authorized to work in the United States. Therefore, in accordance with the Immigration Reform and Control Act of 1986, employees must complete an I-9 form before commencing work and at other times prescribed by applicable law or District policy.

<http://www.uscis.gov/files/form/i-9.pdf>

2.07 Harassment and Bullying

- A. **Policy Statement:** The District is committed to providing fair and equal employment opportunities and to providing a professional work and student learning environment free of all forms of harassment and bullying.
- B. **Harassment:** The District shall not tolerate harassment based on any personal characteristic described above in section 2.02. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers,

vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

1. Unwelcome sexual advances, comments or innuendos;
2. Physical or verbal abuse;
3. Jokes, insults or slurs based on any personal characteristic (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*);
4. Taunting based on any personal characteristic described above in section 2.02; and/or
5. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

C. **Bullying:** Bullying is defined as systematic or repeated infliction (or attempted or threatened infliction) of physical harm or psychological/emotional distress on one or more students, staff, or other persons. It involves purposeful or intentional written, spoken, nonverbal, or physical behavior, including but not limited to any threatening, intimidating, insulting, degrading, or dehumanizing conduct, gesture, or communication that has the effect of doing any of the following:

1. Substantially interfering with any employee's work or a student's education;
2. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
3. Endangering the health, safety, or property of the target(s) of the behavior;
4. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program; or
5. Substantially disrupting the orderly operation of the school.

"Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media (e.g., Twitter™ or Facebook™). Cyber-bullying is prohibited and treated the same as all other types of bullying.

Bullying is deliberate/purposeful conduct, but intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner in which his/her conduct would be likely to be perceived by the target(s) of the conduct).

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying; facilitating bullying conduct by others; etc.).

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment. Further, it shall be a goal of the District's workplace and educational programs to help staff, students and others recognize and acknowledge that even one-time instances of, for example, name calling, negative teasing, put-downs, or excluding others (when inclusion was readily possible) are inappropriate and problematic for a number of reasons.

D. **Employee Responsibility:** All employees are responsible for ensuring that harassment and bullying do not occur. The District intends to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures (Board Policy #512). All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no

retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

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

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

The District is committed to providing fair and equal employment opportunities and to providing a professional work environment free of all forms of harassment and bullying. The District shall not tolerate harassment based on any personal characteristic described above in section 2.02. Harassment and other unacceptable activities that could alter conditions of employment, or form a basis for personnel decisions, or interfere with an employee's work performance are specifically prohibited. Sexual harassment, whether committed by supervisory or non-supervisory personnel, is unlawful and also specifically prohibited. In addition, the District shall not tolerate acts of non-employees (volunteers, vendors, visitors, etc.) that have the effect of harassing District employees in the workplace. Harassment can occur as a result of a single incident or a pattern of behavior where the purpose or effect of such behavior is to create an intimidating, hostile or offensive working environment. Harassment encompasses a broad range of physical and verbal behavior that can include, but is not limited to, the following:

- C. Unwelcome sexual advances, comments or innuendos;
- D. Physical or verbal abuse;
- E. Jokes, insults or slurs based on any personal characteristic described above in section 2.02 (*Such comments are unacceptable whether or not the individual within the protected class is present in the workplace to overhear them and whether or not a member of a class professes to tolerate such remarks*);
- F. Taunting based on personal characteristics described above in section 2.02; and/or
- G. Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

"Bullying" includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing, name-calling, put-downs, threatening looks, false rumors, false accusations, retaliation for reporting harassment or bullying, and similar activities.

All employees are responsible for ensuring that harassment and bullying do not occur. It is the intent of the District to comply with both the letter and spirit of the law in making certain that harassment and bullying do not exist in its policies, regulations and operations. Anyone who believes that he or she has been the subject of harassment or bullying or has knowledge of violations of this policy shall report the matter in accordance with established complaint procedures ([Board Policy #512](#)). All reports regarding employee harassment or bullying shall be taken seriously, treated fairly and promptly and thoroughly investigated. Individual privacy shall be protected to the extent possible. There shall be no retaliation against any person who files a complaint under this policy. The District shall take appropriate and necessary action to eliminate employee harassment and bullying. Actions that are determined to be harassment or bullying shall be subject to disciplinary action, up to and including dismissal.

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

neglect of the child will occur, shall report as provided for below in section B. At all times, school employees shall make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay is not in the best interests of the child and is not consistent with District policy.

- B. A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.
- C. District employees, including administrators, may not attempt to delay, modify, or prevent any report of suspected or threatened child abuse or neglect. School personnel are not responsible for investigating child abuse or neglect reports or for proving that abuse or neglect has occurred or will occur. Investigating child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

3.06 Communications

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

A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the Board, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time. The District may through such review of email logs and/or messages inadvertently obtain access information for an employee's personal internet account through the use of an electronic device or program that monitors the District's network or through an electronic communications device supplied or paid for in whole or in part by the employer. If such personal internet access information is obtained by the District, the District shall not use that access information to access the employee's personal internet account unless permitted by law.
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum or District administration. External electronic storage devices are subject to monitoring if used with District resources.

B. User Responsibilities: Network/internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the network/internet:

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or

the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

- J. **Personal Electronic Devices:** The District permits staff to use personal technology devices in support of teaching and learning and to access the District's Wireless Public Network when doing so. Personal devices include laptop computers, portable digital assistants (PDAs), cell phones, smart phones, iPods/MP3 players, wireless devices, digital cameras, e-readers, storage devices, or other electronics that may be carried on a person. Staff may use personal devices provided such use does not interfere with educational or employment responsibilities, hinder, disrupt or consume an unreasonable amount of network or staff resources, or violate board policy, administrative rules, state law or federal law. An employee using a personal device shall take adequate measures to ensure the confidentiality and proper maintenance of all pupil record information. The District is not liable for the loss, damage or misuse of any personal device including while on District property or while attending school-sponsored activities.

3.07 Confidentiality

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board Policy (Policy #347). The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

3.08 Conflict of Interest

A conflict of interest is defined as any judgment, action or relationship that may benefit an employee or another party the employee is affiliated with because of the employee's position with the District. Employees are asked to avoid outside activity that may compete or be in conflict with the best interests of the District. Employees must disclose to their immediate supervisor information of any transaction that may be considered a conflict of interest as soon as they know the facts. No employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.

3.09 Contracts and Conflict of Interest

No employee may negotiate or bid for, or enter into a contract in which the employee has a private pecuniary interest, direct or indirect, if at the same time the employee is authorized or required by law to participate in the employee's capacity as an employee in the making of that contract or to perform in regard to that contract some official function requiring the exercise of discretion on the employee's part. No employee may, in the employee's capacity as an employee, participate in the making of a contract in which the employee has a private pecuniary interest, direct or indirect, or performs in regard to that contract some function requiring the exercise of discretion on the employee's part. *See Wis. Stats. § 946.13(1)(a) and (b).*

3.10 Copyright

A variety of machines and equipment for reproducing materials to assist staff in carrying out their educational assignments are available to staff in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video or computer-programmed materials, is a serious offense against federal law, a violation of Board policy and contrary to ethical standards required of staff. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as "fair use" under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media. Questions regarding copyright shall be directed to the LMC Director and referenced in [Board Policy #771.1](#).

3.11 Criminal Background Checks

Every applicant for a District position is All applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- A. Has been convicted of a misdemeanor or felony in this state or any other state or country; ~~and~~
- B. Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination. ~~Knowingly~~

~~falsifying information shall be sufficient grounds for termination of employment.~~

- C. ~~Has any pending criminal charges filed against him or her.~~
- D. Additionally, all persons applying for any position shall ~~may~~ be required to:
 - 1. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and
 - 2. Supply a fingerprint sample and submit to criminal history records checks as requested to be conducted by the District Administrator or designee.
- E. Employment ~~may~~ ~~will~~ be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. ~~Knowingly falsifying information shall be sufficient grounds to withdraw an offer of employment or to terminate employment from the District.~~

3.12 Criminal Background Checks/Charges/Convictions for Active Employees - Obligation to Report Criminal Record

All District employees shall notify his/her immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or
- E. a misdemeanor which violates the public trust.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees.

An arrest or indictment shall not be an automatic basis for an adverse employment action. However, if the offense giving rise to the arrest or indictment is substantially related to the circumstances of the employee's job, and if the arrest or indictment relates to a pending criminal charge, the District may suspend the employee. Arrests or indictments for which criminal charges were dismissed shall not be the basis for adverse employment actions.

Conviction of a crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature and gravity of the offense or conduct;
- B. the time that has passed since the offense, conduct and/or completion of the sentence;
- C. the nature of the position to which the employee is assigned; and
- D. (for-non-felonious crimes only) the relationship between the offense and the position to which the employee is assigned.

Nothing herein shall prohibit the District from placing an employee on administrative leave based upon an arrest, indictment or conviction.

3.13 District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft.

Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion.

3.14 Drug-, Alcohol-, and Tobacco-Free Workplace

The District seeks to provide a safe drug-free workplace for all of its employees.

- A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. Tobacco Products: Employees shall not use tobacco and nicotine products except for nicotine products used as part of a smoking cessation program as defined below on District premises, in District vehicles, nor in the presence of students at school or school-related activities except as provided for below. (Board Policy #522.1) Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. §120.12(20), Wis. Stats.
A "tobacco product" includes, for example, chewing tobacco, cigars, and snuff. A "nicotine product" means any product that contains nicotine and is not a tobacco product, a cigarette, or a product that has been approved by the U.S. Food and Drug Administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purchase (i.e., nicotine gum, nicotine skin patches). Nicotine products covered by this prohibition might include, for example, electronic cigarettes (e-cigarettes) with nicotine, nicotine vaporizers, and nicotine lollipops.
- C. Drug-Free Awareness Program: The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. (Board Policy #522.1) and 41 U.S.C. § 702(a) (1).
- E. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable suspicion cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- E. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.
- F. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate

re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

3.24 Nepotism

- A. Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District. However, to avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.
- B. Definition: For the purposes of this *Handbook*, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or co-dependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.
- C. Employee Reporting Requirements: Should a District employee be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person related to him or her by affinity or consanguinity, as defined above, the employee shall refrain from participating in such decision and shall instead delegate his or her decision making authority regarding that person to the District Administrator or his or her designee. Should the District Administrator be called upon to participate in a decision to hire, retain, promote, evaluate or determine the salary of a person related to him or her by affinity or consanguinity as defined above, he or she shall refrain from participating in such decision and shall instead delegate his or her decision making authority in regard to the employment status of that person (i.e., decision to hire, retain, promote, evaluate, etc.) to another employee of the District.

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

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement may be requested to undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, trenchers, and golf carts. Mileage reimbursement amounts are set forth in [Part I, Section 7.01](#). It is expected that employees drive a school vehicle when applicable, and all planned mileage reimbursements should be preapproved by administration.
- B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.
- C. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. See WIS. STAT. § 121.52(2).
- D. Personal Transportation Utilized for School Use

****Employee Transportation of Students in Personal Vehicles is Strongly Discouraged****

1. Car Insurance

Editor's Note: § 121.555(2)(a) requires insurance coverage with at least \$10,000 in property damage coverage, \$25,000 in bodily injury coverage for each person and \$50,000 total limit for each accident. The minimum insurance requirements specified below exceed the minimum required by state law. Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit (CSL) liability, \$250,000/\$500,000 bodily injury and \$100,000 property damage. A minimum of private car transportation will be utilized.

Employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. . *See Wis. Stats. § 121.555.*

2. Operator Requirements. Employees who transport students in a motor vehicle transporting 9 or less passengers in addition to the operator or who transport students in a motor vehicle described in § 121.555(1)(b) shall be subject to the following operator requirements:
 - a. The operator shall possess a valid operator's license from Wisconsin or any state other than Wisconsin and includes the District of Columbia, the commonwealth of Puerto Rico and any territory or possession of the United States, any federal military installation located within the territorial boundaries of Wisconsin and any province of the Dominion of Canada.
 - b. The operator shall be at least 18 years of age.
 - c. The operator shall have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. *[Editor's Note: § 121.555 (2)(cm) allows a school board to waive this operator requirement for operators who pass a special driving examination conducted by the Department of Transportation.]*
 - d. The operator shall submit at least once every three years a statement from his or her health care provider stating that the operator is not afflicted with or suffering from any mental or physical disability or disease such as to prevent the operator from exercising reasonable control over a motor vehicle.
3. Personal Vehicle Reimbursement

Damage to personal vehicles while used as authorized above for transporting students for school activities may be reimbursed by the District, in its discretion, provided the District's maximum reimbursement shall not exceed the deductible amount to a maximum deductible amount of five hundred dollars (\$500.00). No such reimbursement shall be provided where the employee is found to be liable in any degree for the damage to the personal vehicle.
4. All transportation will be done in accordance with Board policy.

3.26 Outside Employment

Outside employment is regarded as employment for compensation that is not within the duties and responsibilities of the employee's regular position with the school system. Personnel shall not be prohibited from holding employment outside the District as long as such employment does not interfere with assigned school duties as determined by the District. The School Board expects employees to devote maximum effort to the position in which employed. An employee will not perform any duties related to an outside job during regular working hours or for professional employees during the additional time that the responsibilities of the District's position require; nor will an employee use any District facilities, equipment or materials in performing outside work. When the periods of work are such that certain evenings, days or vacation periods are duty free, the employee may use such off-duty time for the purposes of non-school employment.

3.27 Personal Appearance/Staff Dress Code

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene. Remember, to our students, parents and the public, employees represent the District.

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere.

3.28 Personal Property

- A. Liability: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to

safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property.

- B. Search of Personal Effects [Please see 3.29 of the *Handbook* for information on the Search of District Property]: Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

3.29 Work Spaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for under Section 3.28, Subsection B of this *Handbook*.

3.30 Personnel Files

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part thereto may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of any documents contained in the personnel file except those delineated in § 103.13(6), Wisconsin Statutes, upon payment of the actual cost for making such a copy.

If the request to review personnel records is pursuant to an active grievance filed by that employee, the District will provide copies of the records to the employee, at the employee's expense, and the employee and his or her representative may examine the copies outside of the presence of the administrator/records custodian.

After reviewing his or her personnel records, the employee has the right to request that records he or she believes to be inaccurate or obsolete be removed from his or her file. If the District denies the request, the employee has the right to file a written rebuttal statement and have that rebuttal attached to the disputed record. If the District intends to release the disputed record to a third party, the District must also release the attached employee rebuttal statement to the third party. § 103.13(4) Wis. Stats.

3.31 Personnel – Student Relations

All District personnel will recognize and respect the rights of students, as established by local, state, and federal law. Employees shall, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Further, employees shall refrain from engaging in any actions or conduct of a sexual nature (verbal or physical) directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees shall not use profane or obscene language or gestures in the workplace.

3.32 Physical Examination

- A. Examination: Upon initial employment and thereafter, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes and District Board Policy #523.1. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.
- B. Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee and/or the ability of the employee to perform essential functions of the job with or without reasonable accommodation, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to

h. Staff may use incidental, minor or reasonable physical contact designed to maintain order and control.

B. Staff is prohibited from conducting a strip search of any student.

C. Seclusion and Physical Restraint of Students

1. Staff is prohibited from using seclusion as a means to discipline students or control student conduct except where authorized in advance by the administration and then only in a manner consistent with state law (§ 118.305 Wis. Stat.). “Seclusion” means the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.
2. Staff is prohibited from using physical restraint as a means to discipline students or control student conduct except where authorized in advance by the administration or in the case of an emergency as described below and then only in a manner consistent with state law (§ 118.305 Wis. Stat.). “Physical restraint” means a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head.
 - a. Except as is provided in subsection b, below, no employee may use physical restraint unless that employee has received training in the use of physical restraint as required by state law (§ 118.305(6) Wis. Stat.).
 - b. Staff who has not received training in the use of physical restraint may use physical restraint on a student at school only in an emergency and only if staff trained in the use of physical restraint under is not immediately available due to the unforeseen nature of the emergency.
3. Nothing in this section prohibits staff from doing any of the following at school if the student is not confined to an area from which he or she is physically prevented from leaving:
 - a. Directing a student who is disruptive to temporarily separate him or herself from the general activity in the classroom to allow the student to regain behavioral control and staff to maintain or regain classroom order.
 - b. Directing a student to temporarily remain in the classroom to complete tasks while other students participate in activities outside the classroom.
 - c. Briefly touching or holding a student’s hand, arm, shoulder, or back to calm, comfort, or redirect the student.

3.47 Residency

While the school board encourages all District employees to reside within the District in order to strengthen the ties between the school district and the communities it serves, school district applicants and employees are not required to live within the District.

SECTION 4. MANAGEMENT RIGHTS

4.01 Delineation of Rights

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;

for which the employee would be necessarily away from job tasks for ten days or more, the employee [or his designee] may make application for emergency sick days to the Superintendent who will forward this request to a meeting of the Emergency Sick Leave Pool Review Committee.

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

The committee will consist of three members, including one representative from the Colby Education Association appointed by the organization's president, one support staff member appointed by the superintendent, one principal appointed by the superintendent, and the school district comptroller, who will chair the review committee's deliberations.

The emergency sick leave pool review committee may allocate days from the emergency sick leave pool as requested by the employee until the employee qualifies for the district's long-term disability insurance.

The review committee will oversee all allocations of sick days from the emergency sick leave pool.

SECTION 10. JURY DUTY LEAVES

10.01 Jury Duty Leave

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

10.02 Employee Notice

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

10.03 Payment for Time Out on Jury Duty

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received from serving on the jury to the District Administrator and/or his/her designee and will be docked that amount (less any travel expenses received) on the next payroll **or employee will directly reimburse the District.** The employee will not suffer any loss of benefits that would be accrued during this time (i.e. sick leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from sick leave or vacation time the employee has earned or will earn in the future.

SECTION 11. BEREAVEMENT LEAVE

11.01 Bereavement/Funeral Leave for a Death in the Immediate Family

In the event of death in an employee's immediate family, the employee shall be allowed per occurrence up to 3 day(s) off work with pay (if the employee has sick leave available). Such days shall be deducted from the employee's accumulated sick leave or, if no sick leave is available, taken without pay. Immediate family includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse.

11.02 Bereavement/Funeral Leave for a Death of an Individual Outside of the Immediate Family

Employees shall be granted up to 1 day with pay (if the employee has sick leave available) per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall be deducted from the employee's accumulated sick leave or, if no sick leave is available, taken without pay.

SECTION 13. UNIFORMED SERVICES LEAVE

13.01 Uniformed Services Leave of Absence

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

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

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

13.02 Seniority/Length of Service during Uniformed Services Leave

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

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

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

13.03 Request for Uniformed Services Leave

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

SECTION 14. UNPAID LEAVES OF ABSENCE

14.01 Medical Leave

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the date that other available leave (FMLA, accumulated sick leave, etc.) would be exhausted. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion. Generally, an employee seeking unpaid leave will be required to fully exhaust any available and accrued paid leave that is available for the purpose. The request must be accompanied by a physician's statement attesting to the medical condition(s), work limitations, and anticipated duration of the leave. The District reserves the right to request interim statements from the physician. The unpaid medical leave of absence shall not exceed one (1) calendar year from the date the employee last performed work for the District. ~~unless the employee is eligible for long-term disability benefits as provided for under [Part I, Section 15.05](#). If the employee is eligible for long-term disability benefits at the time any request for unpaid medical leave is being evaluated, the District shall grant an unpaid medical leave due to disability for up to a total leave period of twenty-four (24) months.~~ Unpaid

PROFESSIONAL/EXEMPT NON-SUPERVISORY EMPLOYEES (SALARIED)

LETTER OF APPOINTMENT


School District of Colby, Colby, WI

It is hereby agreed, by and between the Board of Education of the School District of Colby, Wisconsin, hereinafter referred to as the "Board", and «First_Name» «Last_Name», an «Position» legally qualified to practice in the State of Wisconsin, hereinafter referred to as the "Teacher".

1. That said Teacher shall teach in the School District of Colby «FTE» FTE for «DaysYear» contract days during the **2014-15** school year for the sum of \$«Salary», subject to the deductions required by law, payable in bi-weekly installments beginning with the pay period ending August 22, 2014, providing that any pay will be withheld until all reports required by the Board, Superintendent of Schools, and other administrative personnel have been properly made and delivered when required.
2. That said Teacher possesses proper certification to teach from the State Department of Public Instruction and said certificate or license shall be recorded in the office of the Superintendent of Schools.
3. That said Teacher shall teach in such school building or buildings, and such classes, and at such times as the Board shall direct, beginning on or about **August 27, 2014**.
4. It is further agreed, that said Teacher, shall be entitled to benefits and leave as identified in the Employee Handbook (prorated based on FTE).
5. It is further agreed, that said Teacher, when first employed and thereafter according to Board Policy, is required to submit a report of medical examination on forms furnished by the Board. This examination is to be paid for by the District and is to include those medical provisions as required by state law.
6. That said Teacher enters this contract subject to the laws of the State of Wisconsin and the rules and regulations of the pertinent State agencies, and subject to all the rules and regulations of the Board now in force or such as may hereafter be adopted, including the directions of the Superintendent of Schools and Principal of the building in which the Teacher is rendering his or her service, and said Teacher agrees to abide by the same.
7. That said Teacher enters into this contract with the full purpose and intent of teaching whatever classes may be assigned, including services as class officer, faculty counselor, hall duty, playground duty and any special duty in training or disciplining students which may be necessary for the welfare of the school, and said Teacher agrees to faithfully perform such duties.
8. It is further agreed, that in the event of destruction by fire or other means beyond the control of the parties hereto, of the school building in which the Teacher shall be employed, or in the event of the permanent inability of the Teacher to perform the service herein specified, this contract shall be deemed terminated on that day, and the Teacher shall be paid and receive, in full settlement of all claims hereunder, the proportionate part of the contract salary earned, plus accrued sick pay if applicable, provided that nothing shall be construed to require payment to be made for temporary loss of time by the Teacher, except holidays, provided by the statutes, or by the rules or order of the Board of Education.
9. It is further agreed, if this contract is breached during the term hereof, liquidated damages will be assessed to the offending party in the amount of \$1,000. If the contract is breached prior to the start of the school year the following amounts will be assessed: \$500 if notice is effective on or after July 1; \$750 if notice is effective on or after August 1 following the signing of the contract. Necessary attorney fees and court costs will also be borne by the offending party except that the Board may waive such forfeiture at its discretion.
10. It is further agreed, the teacher must submit his or her resignation and amount of liquidated damages in accordance with the preceding provisions. The Board, at its discretion, may thereafter accept the teacher's resignation and liquidated damages and release him or her from the teaching contract. The Board retains the right to refrain from releasing the teacher from his/her contract until a suitable replacement has been hired.
11. This contract is subject to amendment by a subsequent collective bargaining agreement or board approved handbook procedures.

Please sign and return one copy of this contract by **September 26, 2014**.

Dated this 17th day of September 2014.

By , Clerk
Board of Education, School District of Colby

I, the undersigned Teacher, represent to the School Board that I am not now under a contract of employment with another school district for any period covered by this contract. I hereby accept the provisions as set forth in this contract.

«First_Name» «Last_Name»

Date

Address

deductions to the [payroll department](#). Employees who have had improper deductions made from their compensation will be promptly reimbursed. See 29 CFR §541.603(d).

2.03 Administratively Called Meetings

- A. Staff Meetings: Teachers are required to attend all mandatory administratively called staff meetings. The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.
- B. Other Administratively Called Meetings: The notification and duration provisions of the previous paragraphs do not include nor shall they apply to meetings of individual educational plans teams, the preparation of individual education plans, parent-teacher conferences, department meetings or activities of similar nature, which are normally conducted at other times. Teachers are required to attend such events regardless of the date, time or duration of said meetings. Teachers who are required to attend other administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

2.04 Attendance at School Events

Teachers are required to attend all mandatory administratively required school events. These events, though not limited by enumeration, may be an open house, music program, art show and/or other District or building events that occur after the normal workday. Whenever possible, teachers shall be given no less than thirty (30) calendar days notice of such events. Teachers who have a co-curricular conflict or have pre-approved coursework to attend may be excused at the discretion of the District Administrator and/or his/her designee. Such conflict should be communicated to the applicable administrator as soon as possible before the date of the school event.

2.05 Consultation with Parents

Each teacher shall consult with parents so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent/teacher conferences.

2.06 Flexible Scheduling during Workweek

An employee may request a change in his/her weekly work schedule. The request for a change in the employee's weekly work schedule shall be made at least one (1) week in advance of the proposed change, unless circumstances allow for a shorter notice period. The request shall be filed with the employee's immediate supervisor. The immediate supervisor shall have the authority to grant or deny the employee's request in his/her sole discretion. The scheduling of hours of work under the flexible work schedule is at the sole discretion of the immediate supervisor. The agreement to allow an employee to have a flexible work schedule shall not, in and of itself, result in the employee being eligible for overtime or flexible professional hours.

2.07 Emergency School Closures

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District ~~will~~ **shall**, at a minimum make up all ~~days~~ hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (~~days and hours~~) of the State of Wisconsin. Teachers shall not receive additional compensation in the event the District requires such day(s)/time to be made up with or without pupils.

4.02 Evaluators

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

4.03 Evaluation Process – Conditions for All Employees

A. Basic Requirements

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

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

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

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

- C. Copy of Evaluation Procedures: A copy of the evaluation forms are available in the Administrative Procedures Manual #538 or on the website at www.colby.k12.wi.us.
- D. Initial Educator Professional Development Plan: The individual teacher who holds an Initial Educator License is responsible for developing a Professional Development Plan (PDP). The PDP must demonstrate increased proficiency and professional development based on the Wisconsin Educator Standards. The Initial Educator is also responsible for initiating an annual review of the PDP by the Initial Educator's Review Team (IERT) that is convened by the Initial Educator.
1. Mentor for Initial Educator and a teacher new to the District (who holds a current Wisconsin teaching license)
 - a. An initial educator will be provided a qualified mentor by the District. Any continuing teacher interested in being considered for serving as a mentor must submit a letter indicating interest by April 1 of each year. When mentors are selected by the District, volunteers will be considered first. If the District deems that a suitable match cannot be made from the list of volunteers, the District may contract other continuing teachers who are qualified mentors. The District reserves

according to the procedures set forth above may, at its discretion, transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer. An employee who is involuntarily transferred and wishes to remain in a current available position, may request a conference before the Board of Education. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline under Section 1.02.

5.02 Employee Resignations

- A. The teacher's individual contract, shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:
1. The teacher must give the District notice that they intend on severing their contract with the District. Whenever possible, the teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.
 2. It is agreed that liquidated damages are due to the District with the sixty (60) calendar day notice of resignation as follows:
 - a. Five hundred dollars (\$500.00) if the employee's resignation is effective on or after July 1st, but before August 1st.
 - b. Seven hundred and fifty dollars (\$750.00) if the employee's resignation is effective on or after August 1st, but before the start of the school year.
 - c. One thousand dollars (\$1,000.00) if the employee's resignation is effective on or after the start of the school year.
 3. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 15th, or whose resignation is tendered and effective after the end of the school year, but before July 1st.
 4. The employee may choose to have liquidated damages deducted from the employee's last paycheck(s) or the employee shall submit a check for the liquidated damages amount at the time of resignation.
- B. The Board in its discretion may waive the liquidated damages for the following reasons:
1. Employment transfer of spouse;
 2. Illness of employee;
 3. Other reasons as determined by the School Board.
- In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.
- C. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.
- D. Process for Resignation and Submission of Liquidated Damages
1. The teacher must submit his or her resignation and amount of liquidated damages in accordance with the preceding provisions.
 2. The Board, at its discretion, may thereafter accept the teacher's resignation and liquidated damages and release him or her from the teaching contract.
 3. The Board retains the right to refrain from releasing the teacher from his/her contract until a suitable replacement has been hired.

In the event said teacher breaches this contract by termination of services during the term hereof, the Board may, at its option, demand to recover from the teacher such amount of liquidated damages as set forth above; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the District is not the exclusive remedy or right of the Board, but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the said teacher.

3.10 Other Employment during Layoff

No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.

SECTION 4. ASSIGNMENTS, VACANCIES AND TRANSFERS

4.01 Determination of Assignment

Employees will be assigned or transferred by the District Administrator of the District and/or his/her designee.

4.02 Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally simultaneously for a minimum of 5 working days, unless exigent circumstances as determined by the District require a shorter posting period. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. Vacancies will be posted on the [District's website](#). The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, the rate of pay for the position, and the qualifications required for the position.

4.03 Interviews

An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position, and, if qualified, may be awarded the position.

4.04 Selection Process

In the event two or more equally qualified District employees apply for a position, the most senior applicant will be selected.

4.05 District Ability to Select the Most Qualified Applicant

The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position.

4.06 District Ability to Determine Job Description

The District retains the right to determine the job descriptions needed for any vacant position.

4.07 Trial Period

A District employee who is selected for a vacancy, pursuant to sections 4.03 through 4.06 above, will serve a trial period in the new position. The trial period will be for 30 working days. Prior to the expiration of the trial period, either the employee or employer may declare the trial period unsatisfactory and the employee shall return to his/her former position. The decision to return the employee to his/her position is not subject to the grievance procedure.

4.08 Involuntary Transfers

When the District determines that an involuntary transfer of an employee is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above in sections 4.02 through 4.06, the District reserves the right to transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator which will include the reasons for the

transfer. An employee who is involuntarily transferred and suffers a loss of wages, hours or other fringe benefit as a result of such transfer may contest the transfer as discipline.

SECTION 5. PAID VACATION

5.01 Notice

Each employee shall be notified of their total number of vacation days by July 15th of each year.

5.02 Calendar Year (two hundred and sixty (260) scheduled work days) Full-Time and Part-Time Employees

Paid vacation is a day off with pay for the number of hours the employee normally works. Paid Vacation will be provided to Calendar Year Full-time and Calendar Year Part-time employees according to the following schedule:

Number of Years Worked	Vacation Days Earned
After one (1) year of service	5 days
After two (2) years of service	10 days
After seven (7) years of service	14 days
After twelve (12) years of service	18 days
After fifteen (15) years of service	20 days
Every Year in addition to fifteen (15)	½ day per year up to 25 days

“Years of Service” as set forth in this Article refers to years of service in the District in a position that is eligible for vacation under Part III. Eligible employees in the District shall receive the preceding vacation depending on years of service as measured each July 1st. For calculation purposes initial date of hire is considered year one. For new employees, vacation is prorated based on date of hire. For part-time employees, vacation pay shall be pro-rated based on the average number of hours worked per week during the previous year.

5.03 Scheduling of Vacation

Vacation time may be taken in full blocks, or in shorter blocks not less than one hour as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave, however, vacation time requested with less than five (5) working days notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives.

5.04 Payment upon Termination/Transfer to a Position Not Eligible for Vacation

Any employee who terminates his or her employment for any reason, other than discharge, or any employee who transfers to a position that is not eligible for vacation, shall be entitled to the vacation pay remaining in his or her accumulation, as well as a pro-rated amount of the vacation that the employee would have received upon his or her next anniversary. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

5.05 Holidays during Vacation

Should a paid holiday fall during an employee's vacation period the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

additional day of vacation in lieu of such holiday.

SECTION 8. HOLIDAYS

8.01 Holidays Defined

A paid holiday is a day off with pay for the number of hours the employee normally works. Paid holidays will be provided to full-time and part-time employees according to the following schedule:

A. Employees working a full calendar year (260 work days)

January 1	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Good Friday	December 24
July 4	December 25
Labor Day	December 31

8.02 Holidays Falling on Weekends

If any of the holidays listed above, fall on a Saturday, the preceding workday shall be observed as the holiday. If any of the above named holidays falls on a Sunday, the following workday shall be observed as the holiday. If January 1st falls on a Sunday and school is scheduled to begin on the following Monday, the preceding Thursday shall be observed as the December 31st holiday and the preceding Friday shall be observed as the January 1st Holiday. If December 24 and December 31 fall on a Sunday, the preceding Friday shall be declared the holiday.

8.03 Retirement Contributions

Exempt Executive and supervisory employees who have worked over 1,000 hours in one fiscal year for the District are eligible to participate in the Colby School District Employee Pension Plan or Wisconsin Deferred Compensation Program, non-instructional employees, to which the employee contributes 4% and the District contributes 8% of the employee's annual salary.

Specialists who work 440 hours in one fiscal year for the District are eligible to participate in the Wisconsin Retirement System (WRS); any specialists hired after July 1, 2011 must work 880 hours in one fiscal year. The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution.

SECTION 9. POST-EMPLOYMENT BENEFITS

9.01 Voluntary Early Retirement Benefit Program

A. **Eligibility**

Employees will be eligible for the early retirement benefit provided for in this Article if they declare, in writing, to the Board of Education, their retirement intentions **no less than 90 days prior to the anticipated retirement date.** ~~prior to February 1 of the calendar year in which they intend to retire from an employer contributing to the Wisconsin Retirement System.~~

B. **Application and Limitation**

Application for participation in the early retirement benefit provided for in this Article must be made by the employee in writing and submitted to the School Board no less than 90 days prior to the anticipated retirement date. ~~on or before February 1st of the last school year prior to retirement from an employer contributing to the Wisconsin Retirement System.~~ No more than three (3) employees shall be eligible to begin participation in the early retirement benefits provided for in this Article in the same year unless the School Board, at its sole discretion, approves a higher number. In the event there are more applicants than are eligible to participate, the most senior applicants, based on Colby School

Colby School District experience, will be selected. If seniority is equal, the selection will be based on the order of receipt of the application.

C. Early Retirement Benefit Health Insurance

Upon retirement, for an eligible employee whose application has been approved, the District will credit up to three thousand dollars for each year of service (\$3,000 x years of service at the Colby School District) to serve as a credit for the retiree for use in the payment of the premium for health insurance / medical expenses through the District until the employee becomes entitled to Medicare.

- 1) Effective with the 2011-12 school year, each qualifying employee shall have \$3,000, or such amount as proportional to the employment status of the employee pursuant to his/her letter of appointment, designated in an HRA (Health Retirement Account) to be used for health insurance benefits upon retirement. The HRA may be funded or unfunded as determined by the District unless otherwise required by law.
- 2) The HRA benefit shall accrue to the employee (subject to the terms of this provision) at the completion of the employee's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in the employee's letter of appointment with the District.
- 3) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living through the eligibility period reflected in this benefit offering had the employee survived.
- 4) There is no cash equivalency benefit available under this provision for the retiree or any surviving spouse.

D. Payment of Benefit

- 1) Upon Board approval of the retirement date, a monthly benefit is determined by dividing the total benefit credit by the number of months until the employee becomes entitled to Medicare eligibility.
- 2) Retired employees may use the HRA credit to receive reimbursement for qualifying health insurance through the District or to receive reimbursement of qualifying health insurance / medical expenses from a third party vendor selected by the district.
- 3) Retired employees who return to work in any position which offers health insurance shall have their benefit suspended until they no longer work in a position that is eligible for health insurance, subject to the terms for participation eligibility. Upon termination of any health insurance qualifying post retirement employment, monthly benefits with the Colby School District will be recalculated as described in 1) above Part II, Section 8, D(1).
- 4) ~~Any retiree who fails to provide notice to the District as provided in Part II, Section B within twelve (12) months of their retirement, shall forfeit this benefit.~~
- 5) The District reserves the right to modify this benefit offering at any time or cease it in its entirety including for retirees in pay status. Decisions made by the District in the interpretation and operation of this benefit offering shall be in its sole discretion and are final and binding. In the event of any review of a decision by a court of law, the reviewing tribunal shall give deference to the District's decision, confirming such decision, unless it is shown that the District acted in an arbitrary and capricious manner. The decision of the District on all issues under this offering shall be final.

COLBY SCHOOL DISTRICT

Extra Duty Wage Schedule

Carl Perkins Staff Coordinator	\$ 450.00
Chemical Hygiene Coordinator	\$ 652.80
Coursework Completion System District Coordinator	\$1,200.00
Little Stars Preschool Center Lead	\$3,500.00
Steering Committee - Elementary, MS, HS	\$ 489.60
Student Information System District Coordinator	\$1,600.00
Substitute Caller Grades K-4	\$1,575.00
Substitute Caller Grades 5-12	\$2,100.00
Sustainability Coordinator	\$ 652.80
Teacher Mentors	\$ 510.00
Wellness Coordinator	\$ 652.80
WSLS/ISES District Coordinator	\$1,200.00

Teacher Overload Assignment	\$1,000/semester
Curriculum Study	\$ 12.50 per hour
Homebound Instruction	\$ 12.50 per hour
Summer School	\$ 24.00 per hour
Teacher Substituting in a Class	\$7.50 FOR 1-30 minutes \$15.00 for 31-60 minutes
Volunteer Assignment During Lunch Period	\$ 15.00 per hour
Event Supervisor (Crowd Control)	\$ 9.00 per hour
Ticket Takers, Ticket Sellers, Timers	\$ 9.00 per hour
Scorekeepers, Yard Keepers, Down Keepers (per athletic event)	

Chaperones	\$ 20.00 per trip for 0 – 60 miles
(for any approved bus trip at a time other than during regular school hours)	\$ 25.00 per trip for over 60 miles \$ 50.00 for any overnight trip**

**** Does not apply to advisors/coaches already compensated through extra-curricular Letters of Appointment.**

COLBY SCHOOL DISTRICT Seasonal Employee Wage Schedule

	First Season of Employment	Third Season of Employment	Fifth Season of Employment	Seventh Season of Employment
Custodial	\$8.95/Hour	\$9.20/Hour	\$9.45/Hour	\$9.70/Hour
Lifeguard*	\$9.50/Hour	\$10.00/Hour	\$10.50/Hour	\$11.00/Hour
Summer Recreation Community Ed.** Licensed Teacher Non-Licensed	\$24/Hour \$14-20/Hour	\$25/Hour \$15-21/Hour	\$26/Hour \$16-22/Hour	\$27/Hour \$17-23/Hour

* Lifeguards must hold proper certification and be eligible for a work permit.

Selection and scheduling of lifeguards shall be based on a priority order utilizing the following criteria (similar to Part III, Section 3.03 (C) 2d).

1. Date of hire.
2. When date of hire is the same, the lifeguard with greater certifications.
3. When hire date and certifications are the equal, the lifeguard with the greatest length of service.

** Wage Based on **required** Education/Licensure in content instructing. Wage may be adjusted to align with class enrollment.

SOCIAL NETWORKING SITE REQUEST FORM

Requester's Name: _____

Name of School Organization/Class/Team site will be used for:

Type of Social Network Site Requesting: _____
(Facebook, Blogs, Twitter...)

Intent/Purpose of Site: _____

By signing this request you are agreeing to follow all rules and regulations set forth in Board Policy Rule(2) 363.1 Social Networking on the World Wide Web and all other Colby School District Policies and Rules. Submit this form to your Supervisor and the Technology Coordinator for consideration.

Requester Signature _____ Date _____

Date Supervisor and Technology Coordinator met with Requester _____

_____ Site Approval _____ Site Denied

Supervisor Signature _____ Date _____ Technology Coordinator Signature _____ Date _____

APPROVED:

SOCIAL NETWORKING

The following guidelines are meant to provide Colby School District instructors with standards by which to conduct proper electronic communication involving staff and students. Various forms of electronic communication, such as social networking and text messages, can provide a unique means of communication and education of 21st century skills, but it must not be allowed to create unintended and improper communication between teacher and students.

It is the Colby School District's intention to actively communicate with our community through social media/networking to build relationships with families.

There are three major types of communication governed by this document: text or instant messaging, private social networking, and school sponsored social networking.

Text or Instant Messaging- Defined as any technology by which direct, one to one, text or picture messaging can be achieved over a phone network, private network (Bluetooth, Wi-Fi, etc.), or the internet. This form may or may not be bundled with other forms of social networking, but if bundled, both functions are to be handled as one even if the teacher does not intend to use the messaging function.

Private Social Networking- Defined as any technology by which large numbers of individuals create personal profiles and contact lists of other individuals, companies, and organizations based on personal interests, family relationships, random contact, or commercial gain (ex. MySpace, Facebook, Google services, Yahoo services, YouTube, etc.). Such accounts belong to the individual teacher or student and exist outside a school context.

School Sponsored Social Networking- Defined as social networking used in the context of the school district's educational mission. Such networking is expressly disclosed to the building principal and the technology coordinator, clearly defined in its scope of activities to be conducted, and with all account detail on file with the building for audit. The intent is that the network will be open only to staff involved in the educational function, but may include outside persons (parents, volunteers, outside experts) if their participation is a benefit to the project.

Staff wishing to establish a School Sponsored Social Network Site must complete the Social Networking Proposal Request Form and submit it to their building principal and technology coordinator. The site must hold a direct educational value to the sponsoring Colby School District grade level, department or activity. The teacher/coach/advisor will become the site coordinator and must be able to provide account details to the building principal or technology coordinator upon request. The site coordinator will be solely responsible for adding participants to the social network site and will be responsible for educating the student participants on appropriate use of the site. The site coordinator must obtain signed notification from the parent, confirming the parents' acknowledgement of the communication.

Online forums, including social networking websites (such as MySpace, Facebook, Twitter LinkedIn, etc.), personal websites, online discussion/chat rooms, and web logs, have become popular tools for communication among students, staff and parents. While the use of these online forums has many advantages, such use can also create potential liability for the District. As a result, the District has

developed certain rules regarding employee use of online forums; as such use pertains to the school community, in order to protect the interests of the students, the parents, the District, and its personnel.

- Communication between teachers and students must only take place with full disclosure to protect the student, the teacher and the district. Full disclosure is defined as all details and intentions of the social networking site made available.
 - Exceptions of the full disclosure to school officials include the following:
 - Family relationships – there is a direct family relationship (ex. Teacher is the parent, step parent, aunt/uncle, grandparent).
 - Outside organization – the teacher has involvement thru some non-school or volunteer organization (ex. Church youth group, youth sports association, outside employment, etc.)

In these cases, the Colby School District staff member does not need to inform the building principal or the technology coordinator of the electronic communication, but does encourage staff to take into account public perception and their role as a public employee.

- The use of online social networking sites such as chat rooms; wikis, blogs, forums and other Web 2.0 tools will be allowed only in controlled, staff-supervised settings, and for valid school-related purposes.
- Users must comply with the district's Internet Safety and Acceptable Use policy and rules as well as any other relevant policies and rules during such use.
- Teachers may find educational ways to integrate the use of Web tools such as online collaboration tools, blogs, wikis, podcasts, videocasts and social networking sites like Facebook.
- If any staff member fails to use social media/networking appropriately their right to utilize the tools will be removed and the administration of the media site will be delegated to another staff member or the site will be eliminated.

CROSS REF.: Policy #823-Public Records Policy
Policy #771.1-Copyright Compliance
Policy #363.1 Rule-Acceptable Use Policy - Students

GRANT PROPOSALS AND APPLICATIONS

FUNDING PROPOSALS AND APPLICATIONS

The District Administrator will inform the Board of proposals for special grants for approval by the Board before any action is taken that may commit the district to the proposal for any local funding.

The Board clerk is authorized to sign grant applications/proposals with the understanding these proposals will be presented to the Board of Education at its next regular Board of Education meeting for approval.

The District Administrator, and/or Board clerk, is authorized to sign all reports on funded projects.

Individuals, both district employees and community members, may be compensated (in compliance with specific grant regulations) up to 5% of the total grant for successfully completed grants. All agreements for compensation for grant writing must be agreed upon, in writing, prior to grant submission.

2015-16 Colby School District Calendar

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

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

February					March					April				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5		1	2	3 ^{PT}	4					1 ^O
8	9	10	11	12 ^{MU}	7	8	9	10	11	4	5	6	7	8
15	16	17	18	19	14	15	16	17	18	11	12	13	14	15
22	23	24	25	26	21	22	23	24 ^{MU}	25	18	19	20	21	22
29					28	29	30	31		25	26	27	28	29

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

September 1, 2015 Students' First Day of School
 █ No School for Students
 November 3, January 21, April 1, June 3 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. 15th and March 5th for P/T Conferences & June 3rd
 May 27, 2016 Graduation
 June 3, 2016 Students' Last Day of School

Student Instructional Days 180
 Parent/Teacher Conferences –
 Oct. 15th and March 3rd from 1:00 to 4:00 and 5:00 to 8:45 2.0
 Inservice (August 26, 27, Nov. 25, and Jan. 22) 4.0
 Teacher Holidays 2.0
Total 188

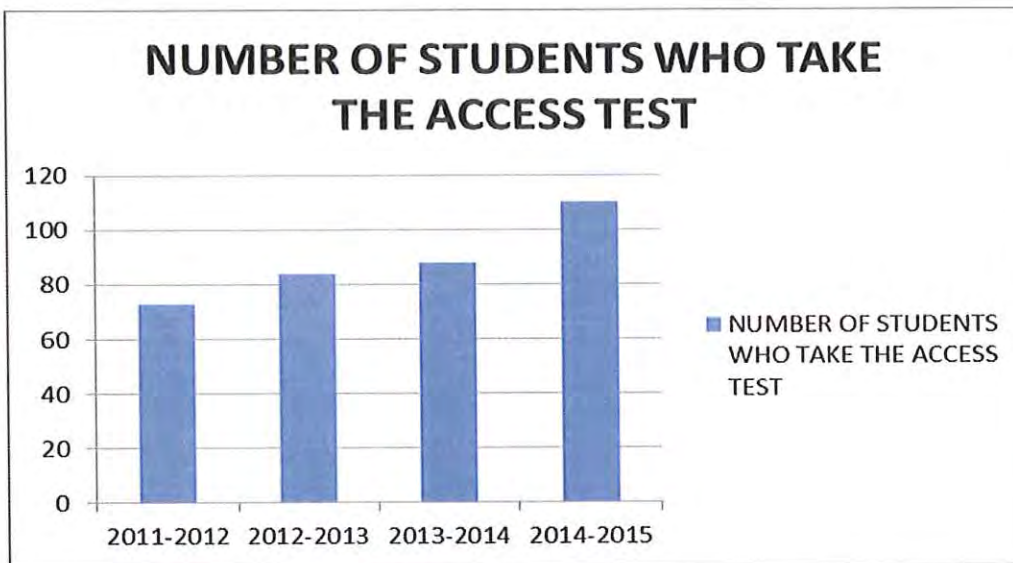
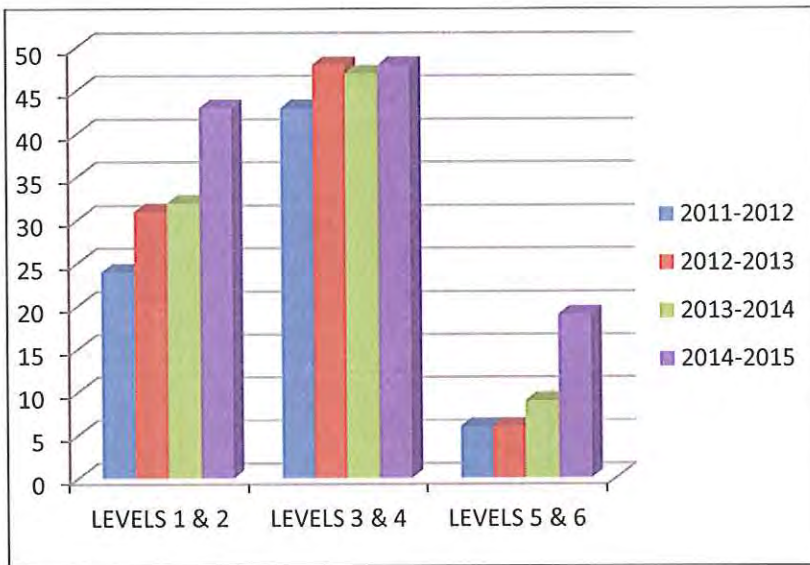
No School for Students
 Sept. 7
 Oct. 16
 Nov. 25, 26, 27
 Dec. 24, 25, 26, 29, 30, 31
 Jan. 1 & 22
 Feb. 12
 March 4, 24, 25 & 28
 May 30

Parent Teacher Conferences
 Oct. 15th from 1:00 to 4:00 and 5:00 to 8:45
 March 3rd from 1:00 to 4:00 and 5:00 to 8:45

Snow / Inclement Weather or Health Related Cancellation
 The first (1) day lost to such would not be rescheduled.
 The second (2) would be made up on February 12, 2016
 The third (3) would be made up on March 24, 2016

DATA OF ENGLISH LANGUAGE LEARNERS (ELL)

YEAR	LEVELS 1 & 2	LEVELS 3 & 4	LEVELS 5 & 6
2011-2012	24	43	6
2012-2013	31	48	6
2013-2014	32	47	9
2014-2015	43	48	19



*****Students automatically exit the program with a score of 6**