

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

FINANCIAL AFFAIRS COMMITTEE MEETING

MONDAY, MARCH 18, 2019
6:00 PM
COLBY HIGH SCHOOL

AGENDA

- 1) REVIEW INVOICES AND RECIEPTS

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

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

DR. STEVEN KOLDEN, SUPERINTENDENT

REGULAR SCHOOL BOARD MEETING

Monday, March 18, 2019 – 6:30 PM

High School Distance Learning Lab – Door #2

MEETING NORMS

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

AGENDA:

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF POSTING
4. PUBLIC PARTICIPATION
5. BOARD COMMENDATIONS (If Any)
 - 5.01 River Halopka – 2019 State High School Wrestling Qualifier
 - 5.02 Girls' Basketball – 2019 Regional and Sectional Champions; 2019 State Participant
6. INFORMATION ITEMS:
 - 6.01 Correspondence (If Any)
 - 6.02 Student Board Representative Report
 - 6.03 Superintendent's Report – Steve Kolden [FALCON Alternative School, Community Donations for Girl's BB – State Trip, BOE Resolutions, Medford Legislative Meeting, Blue Ribbon Commission on School Funding, Chamber Career Showcase (March 13), Staff Survey]
 - 6.04 Strategic Planning Progress Monitoring
7. CONSENT AGENDA
 - 7.01 Minutes from the February 18, 2019 Regular Board Meeting
 - 7.02 Requests for Out-of-State Travel
 - 7.02-1 Middle School Band to Gurnee Ill., May 10 & 11, 2019
 - 7.03 Approve Board Member Attendance and Expenses for Travel Outside the District at Meetings Other Than Regular, Special or Committee Meetings
 - 7.03-1 WASB Spring Workshop – May 9, 2019 @ CESA 10
 - 7.04 Staff Resignations/Retirements/Leave Requests
 - 7.04-1 Lauren Chance, Middle School Teacher
 - 7.04-2 Jennifer Frankewicz, Lunchroom Computer
 - 7.05 Personnel – Transfers/New Hires
 - 7.05-1 Alexis Krueger, District Wide Technology Support
 - 7.05-2 Jordy Anderson, Middle School 4th & 5th Grade Special Education Teacher
 - 7.06 Awards, Donations and Gifts to the School District of Colby
8. REGULAR BUSINESS – CONSIDERATION OF:
 - 8.01 Agenda Items Moved From Consent Agenda
 - 8.02 Recommendation of Finance Committee
9. DISCUSSION INFORMATION
 - 9.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
 - 9.02 2018-19 Budget Update
 - 9.03 Discuss Administrative Procedure #830 – Use of the Pool
 - 9.04 Discuss 2018-19 School Calendar
 - 9.05 Discuss Consolidation of School Bus Routes

10. ACTION INFORMATION
 - 10.01 Agenda Items Moved from Consent Information
 - 10.02 Discuss / Approve Additional Facilities Summer 2019 Projects – IT Server Room Roof Top Unit, Wood Shop Exhaust Fan, HS High Pressure Boilers, Glycol Pump.
 - 10.03 Discuss / Approve Weight Room Equipment Purchase
 - 10.04 Discuss / Approve Gymnastics Coop
 - 10.05 Deletion of Policy #532.4 -Employee Emergency Sick Leave Pool
 - 10.06 First Reading of: Policy #345.11 – Selection of High School State Sponsored (HEAB) Scholarship and Honor Students; Policy #345.4 – Promotion/Retention of Students (Grades PreK-8); Policy #345.6 – High School Graduation; Policy #374 –Fundraising Activities
 - 10.07 First Reading Employee Handbook Part I: Section 3.03 – Attendance; Section 3.05 – Child Abuse Reporting and Threats of School Violence; Section 3.25 – Operators of District Vehicles, Mobile Equipment, and Persons Who Receive Travel Reimbursement; Section 9.09 – Accessing Employee Emergency Sick Leave Pool; Section 13.01 – Uniformed Services Leave; Section 13.03 – Notice of Uniformed Services Leave; Section 13.05 – Benefits During Uniformed Services Leave; Section 15.01 – Cafeteria Plan/Flexible Spending Account;
 - 10.08 First Reading Employee Handbook Part II: Section 4.02 – Evaluators; Section 4.03 – Evaluation Process – Conditions for All Employees; Section 6.03 – Selection for Reduction - Steps
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 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 – April 22, 2019 @ 5:30 PM
 - 13.01-2 Special Board of Education Meeting – April 22, 2019 @ 6:00 PM
 - 13.01-3 Regular Board of Education Meeting – April 22, 2019 @ 6:30 PM
 - 13.01-4 Facilities and Transportation Committee Meeting – April 1, 2019 @ 6:30 PM
 - 13.01-5 Policy and Curriculum Committee Meeting – May 13, 2019 @ 6:30 PM
 - 13.01-6 Personnel Committee Meeting – March 26, 2019 @ 6:30 PM
14. ADJOURNMENT

Donations to the Colby Girls Basketball Team for their Trip to the 2019 WIAA State Basketball Tournament

Abby County Market – subs, chips, cookies, water, Gatorade

Frese Frame Photography/Karla Frese-Klapataskas – card & gift bag of snacks

ProVision Cooperative and Board of Directors – Good Luck plant basket

Loyal Girls Basketball team and coaches – card & 15 \$6 each Subway gift cards

RCU - \$100 towards food

Colby Hornet Athletic Booster Club – each player received a State t-shirt and \$100 towards fruit/yogurt

Maximum AutoSports and Signs/Mike Jakel – Good Luck banners

Kevin Wiese – chips

Sarah Oehmichen, Ariel Oehmichen, Jess Thomsen, Brittani Mertens, Jody Underwood, Terri Vollrath, Bobbi Suckow, Colleen Seemann, Linda Filtzkowski, Debbie Klabon, Amber Voelker, Beth Krebsbach, Cary Peavey, Tracy Meyer – 4 totes for each room filled with snacks, juice and personal toiletries.

Sarah Oehmichen – ham/pickle rolls, string cheese, milk, snacks

The Hornet's Nest/Matt Oehmichen – all of his coverage before and after state

Forward Bank, Designer Advertising, Ray's Market, Benz Fitness Center, Colby Athletic Booster Club, Smith Bros. Meats, The Coffee Co-op, Maximum AutoSports & Signs, The Hornet's Nest – Personalized Rally Towels for each player and coach, 300 Rally Towels for fans and band members

Kyle and Eric Lewandowski – paid for the fee to practice at the Kress Center gym-UWGB

Monica Tesmer – setting up the Fire truck send-off and return welcome into town

Central Fire & EMS District/Drivers Brendan Tesmer, Kurt Robida, Justin Ingersol, Lorrie Kasier and Dave Benke – Fire truck/ambulance send-off and return welcome into town

Designer Advertising – for working late to get the State shirts done so quickly

Terri Vollrath, Bobbi Suckow and Cindy Pagelsdorf for donating their time to help Designer get the shirts folded and sorted

AREA BOARDS OF EDUCATION LEGISLATIVE MEETING AGENDA

Date: Monday, March 4, 2019

Time: 5:00 p.m.

Location: Medford Area Senior High – Red/White Theater

5:00 p.m.	Registration, Light Meal and Refreshments	
5:45 p.m.	Call Meeting to Order and Pledge of Allegiance	Dave Fleegel <i>Medford School Board President</i>
5:50 p.m.	Opening Comments and Introductions	Pat Sullivan <i>Medford District Administrator</i>
6:00 p.m.	Discussion Panels	Pat Sullivan <i>Medford District Administrator</i>
	1. 2019-2021 State Budget	Mike Endreas <i>Spencer District Administrator</i> Scott Winch <i>Stratford District Administrator</i>
	2. Taxpayer Transparency (putting voucher costs on local tax statements)	Steve Kolden <i>Colby Superintendent</i> Sherry Baker <i>Abbotsford District Administrator</i>
	3. School Security	Don Everhard <i>Stetsonville Elementary Principal</i> Pat Sullivan <i>Medford District Administrator</i>
	4. The challenges of providing an appropriate education to our ELL pupils	Sherry Baker <i>Abbotsford District Administrator</i>
	5. Special Education Funding – Amount of Fund 10 dollars that are transferred to Fund 27	Steve Kolden <i>Colby Superintendent</i> Jeff Albers <i>Medford Dir. of Business Services</i>
	6. School Start Date	Pat Sullivan <i>Medford District Administrator</i> Dave Fleegel <i>Medford School Board President</i>
7:45 p.m.	Questions from the audience (time permitting)	Pat Sullivan <i>Medford District Administrator</i>
8:00 p.m.	Adjourn	



Kolden, Steven <skolden@colby.k12.wi.us>

Update on Colby Staff Survey

2 messages

Cari Udermann <cudermann@schoolperceptions.com> Wed, Mar 13, 2019 at 3:47 PM
To: skolden@colby.k12.wi.us

Good afternoon Steven

Your staff survey invitation emails were sent this morning and you are up to 34 surveys, a great start. If you have staff that didn't receive a survey, email back their name/email and I will send them one ASAP.

We will send reminder emails to nonresponders on March 20th and will send a last chance reminder email to continued nonresponders on March 27th.

Please call or email with any questions,

Cari

Cari Udermann

School Perceptions

317 East Washington

Slinger, Wisconsin, 53086

(main) 262.644.4300, Ext#7008

(direct) 262.299.8145

Fax# 262.299.0333

www.schoolperceptions.com

Kolden, Steven <skolden@colby.k12.wi.us> Wed, Mar 13, 2019 at 3:48 PM
To: Cari Udermann <cudermann@schoolperceptions.com>

PERFECT.. thanks!

“Folks are usually about as happy as they make their minds up to be” — *Abraham Lincoln*

Dr. Steven E. Kolden

Superintendent, Colby School District

PO Box 139, 705 N 2nd Street (Door #19)

Colby, WI 54421

715-223-2301 office

715-223-4539 fax



Please consider the environment before printing this e-mail

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

The Regular School Board Meeting on February 18, 2019 was called to order at 6:30 PM at the Colby High School Distance Learning Lab by Board President, William Tesmer. Members present were: William Tesmer, Eric Elmhurst, Todd Schmidt, Cheryl Ploeckelman, Teri Hanson. Jennifer Lopez arrived at 6:47 PM. Jean Schmitt was absent. Also present were Superintendent Steven Kolden, Audra Brooks, and Isabelle Feiten. The meeting notice was posted according to the requirements of the open meeting law.

Kevin Spindler wanted to speak regarding upcoming requests for out of state travel.

Isabelle Feiten, Student Board Representative updated the Board on: FFA just hosted a Donkey Basketball game; Student Council recently held a fundraiser called Crush for your Crush; Educator Rising group in making progress; Girls Basketball is back to back conference champs; Recently, Colby had two speakers, one was motivational, the other was on toxic relationships; Solo and Ensemble took place last week with several entries making it to state; Forensics had their sub-district last Monday and everybody is moving on; Spanish Club just held the Polar Plunge Fundraiser at the Lions Pond.

Mr. Kolden updated the Board regarding: Upcoming Medford Legislative Session; Gymnastic Coop potential with Medford, Gilman, and Colby; CESA 10 School District Boundary Appeal Board opening; Snow Day – Make Up Requirements; OSHA Audit and Requirements; Pool Inspection & Requirements; Health Insurance Trends and Coop.

No Update on Strategic Planning Progress Monitoring

Motion by Mr. Elmhurst, seconded by Mrs. Hanson, to approve the consent agenda as presented:

Minutes from the January 21, 2019 Regular Board Meeting

8th Grade to Washington D.C – June 10-14, 2019

Middle School Choir & Show Choir travel to Gurnee, IL – May 10 & 11, 2019

Legislative Meeting in Medford, March 4 2019

Retirement of Diane Shanks, HS English

Hire of David Paul Jr., HS Evening Custodian

Hire of Ashley Dake, Accounts Payable/Special Education Secretary

Acknowledge with Gratitude the Donation of Books to Colby Elementary from Bob’s Dairy Supply, Nicolet National Bank, Abby County Market, and Smith Brothers Meats

Voice vote – motion carried.

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

Financial Report

TOTAL REVENUE – JANUARY		\$ 1,079,491.80
NICOLET NATIONAL BANK-REFERENDUM APPROVED ACCT.	NO ACTIVITY	\$ 0.00
NICOLET NATIONAL BANK-PENSION ACCT.	1050	\$ 2,873.58
NICOLET NATIONAL BANK-MANUAL CHECKS	147-159	\$ 129,284.15
FORWARD FINANCIAL BANK-MANUAL CHECKS	308-310	\$ 12,254.39
REGULAR CHECKS	32173-32191	\$ 10,988.97
DIRECT DEPOSITS	900073214-900073370	\$ 141,919.44
WIRE TRANSFERS	NO ACTIVITY	\$ 0.00
ADVANTAGE BANK-REGULAR CHECKS	76723-76854	\$ 95,302.51
TOTAL CHECKS TO BE APPROVED		\$ 392,623.04

Mrs. Hanson and Mr. Tesmer updated the Board on their attendance at WASB State Convention. Mrs. Ploeckelman discussed the Blue Ribbon Initiative.

Mr. Kolden reviewed the 2018-19 budget update.

Mr. Kolden Reviewed the Audit Report.

Mr. Kolden Reviewed the Administrative Procedure 672.

Mr. Kolden Reviewed the AGR (Achievement Gap Reduction) Report.

Motion by Mr. Schmidt, seconded by Mr. Elmhorst to approve the Facilities Committee recommendations for summer 2019 projects not to exceed estimated expenditures as presented using option 1 for the remodel in the FACE Room. Voice vote – motion carried.

Motion by Mr. Schmidt, seconded by Mrs. Ploeckelman to approve the Staff Survey Contract with School Perceptions for \$950.00 annually for 2019, 2020, and 2021. Voice vote – motion carried.

Motion by Mr. Elmhorst, seconded by Ms. Lopez to Approve the Second Reading of Revision to Handbook; Appendix Part I; Extra Duty Wage Schedule and Appendix Part VI; Teacher Substitute Pay Schedule. Roll Call Vote – Motion carried 5-0-1; Yes - Mrs. Ploeckelman, Mrs. Hanson, Mr. Elmhorst, Mrs. Lopez, Mr. Schmidt; No – None; Abstain – Mr. Tesmer

Motion by Mrs. Ploeckelman, seconded by Mrs. Lopez, to convene to closed session per Wisconsin Statute 19.85(1) 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.

11.03 Superintendent Evaluation/Goal Setting

Roll call vote – Motion carried 6-0; Yes – Mr. Tesmer, Mrs. Hanson, Mr. Elmhorst, Mrs. Lopez, Mr. Schmidt, Mrs. Ploeckelman; No – None. 7:38 PM

Motion by Mr. Elmhorst, seconded by Mrs. Ploeckelman, to move from closed session and to reconvene in open session as previously announced. Voice vote - motion carried. 8:23 PM

The Board set upcoming meeting dates.

Motion by Mr. Elmhorst, seconded by Mrs. Lopez, to adjourn the meeting. Voice vote - motion carried. Meeting adjourned at 8:25 PM.

Respectfully Submitted:

Audra Brooks, Reporting Secretary

To: Steve Kolden, District Administrator and the Colby School Board

From: Nathan Larsen, 6-12 Instrumental Music Teacher

Re: Information regarding an out-of-state trip

The Colby Middle School Band is looking for approval of an out-of-state band trip to Gurnee, Illinois. This trip would be in conjunction with the Middle School Choir Trip. The trip itinerary includes transportation, hotel accommodations, Medieval Times, Jelly Belly Factory, Six Flags Great America, and more. The most important part of the trip is our performance at the Music in the Parks Festival. This competition brings group from around the country to perform and compete. This would be a great opportunity for our students to show that even though we are a small school, we can still do big things. The dates for the Gurnee Trip are May 10-11, 2019. This is a great opportunity for the middle school band students to take pride in the program. It is difficult keeping students in the program from middle school until high school, and I believe this trip will help bridge that gap. The cost of the trip is just over \$200 per student. They have been fundraising for this trip over the past year, and whatever money they do not fundraise will come out of their pocket. The school district will not provide any funds towards this educational trip. We did this trip back in 2017 and it was a huge success. I am looking at doing it now every year with the choir, as long as Mr. Spindler will have me. It is a great way to get our students excited about band, and proud to be a part of the Colby Band Program. This is also a great way to help build a music department that can help and support each other for years to come. I would also like to request/ask at least 1 teacher/chaperones to aid with the students that will be attending the trip.

Kevin and I have planned this trip to the best of our abilities and we are still working on finalizing some details. I am eager to take students to Gurnee, Illinois to experience an awesome performance venue while representing Colby and the State of Wisconsin PRIDE. Through performance based trips students will gain great musical, social, educational, and historical experience. They will be able to carry those experiences with them for the rest of their lives.

Thank-you for your time.

2019 Spring Workshops

[Register \(log in required\)](#)



Agenda (same in all locations)

6 pm: Dinner

6:30-8:30 pm: Legal Roles and Responsibilities of School Boards

To be effective leaders, school board members must be cognizant of their legal roles and responsibilities. In this workshop, an experienced WASB school attorney will take a deeper dive into the key areas of Wisconsin law, including:

- Open meetings,
- Public records,
- Conflicts of interest, and
- A board's power and duties.

Participants will gain a greater confidence in understanding the state and federal laws that directly impact service on a school board and how the implementation of those laws influences effective board governance.

The workshops will provide a foundation for new school board members to begin learning their role and serve as a helpful refresher for experienced board members.

Presenter: WASB Staff Attorney

Registration Information

Registration Fees: \$100 per member. Includes dinner and program materials.

Register online at wasb.org.

Make checks payable to the Wisconsin Association of School Boards, Inc.

Registration Deadline: One week prior to each workshop. (End of business day on the Tuesday of the week before if the workshop is on a Tuesday; end of business day on the Wednesday of the week before if the workshop is on a Wednesday; or end of business day on the Thursday of the week before if the workshop is on a Thursday.)

No refunds will be given for cancellations received after the registration deadline for that workshop.

To cancel, call toll-free 877-705-4422.

Dates and Locations

Members are welcome to attend a workshop in any location.

Tuesday, May 7

CESA 1, N25W23131 Paul Road, Suite 100, Pewaukee, [Directions](#)

CESA 12, 618 Beaser Avenue, Ashland, [Directions](#)

Wednesday, May 8

CESA 3, 1300 Industrial Drive, Fennimore, [Directions](#)

CESA 11, 225 Ostermann Drive, Turtle Lake, [Directions](#)

Thursday, May 9

CESA 6 (Conference Center), 2300 State Road 44, Oshkosh, [Directions](#)

CESA 10, 725 W. Park Avenue, Chippewa Falls, [Directions](#)

Tuesday, May 14

CESA 4, 923 East Garland Street, West Salem, [Directions](#)

CESA 7, 595 Baeten Road, Green Bay, [Directions](#)

Wednesday, May 15

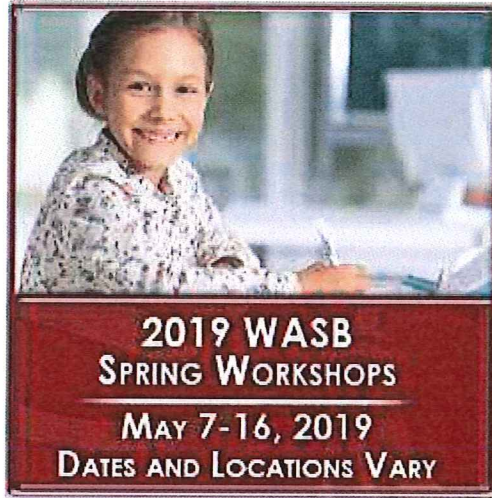
CESA 5, 626 E. Slifer Street, Portage, [Direction](#)

CESA 8, 223 W. Park Street, Gillett, [Directions](#)

Thursday, May 16

CESA 2, 1221 Innovation Drive, Suite 205, Whitewater, [Directions](#)

CESA 9, 304 Kaphaem Road, Tomahawk, [Directions](#)



Related Links

Training and Events

[Register for Upcoming Events](#)

[2019 New School Board Member Gatherings](#)

[2019 Spring Workshops](#)

[State Education Convention](#)

[Webinar Catalog](#)

[Customized Workshops](#)

[Event Recaps](#)

[Calendar of Events and Notices](#)

Lauren Chance
1221 N. 2nd Avenue #16
Wausau, WI 54401
715.571.3594
lauren.stepanik@gmail.com

March 11, 2019

Dr. Steven E. Kolden
Superintendent
Colby School District
PO Box 139, 705 N. 2nd Street
Colby, WI 54421

Dear Dr. Kolden,

Please accept my resignation from my position as a fifth grade teacher at Colby Middle School. It will be effective at the conclusion of the 2018-2019 school year.

Thank you for the support and the opportunities that you have provided me during the last three years! Teaching at Colby Middle School has been a genuine pleasure and has provided me with many valuable relationships and experiences. I have truly enjoyed my time here, and am grateful for the encouragement you have given me in pursuing my professional and personal growth objectives.

If I can be of any assistance during this transition in order to make it as smooth as possible, please let me know. I would be happy to help however I can.

Sincerely,



Lauren Chance

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

Termination of Employment

Date: February 26, 2019

To: Jennifer Frankewicz
W168 Eddy Road
Colby, WI 54421

From: Steve Kolden

I am writing to verify your **termination of employment with the District**. On December 17, 2018, the Board of Education approved your request for a leave of absence from your position effective November 30, 2018 through February 22, 2019. Due to inclement weather, the District did not have school on February 25th. On February 26, 2019, you failed to return to work from an approved leave. You verbally resigned your position with the District when I met you at Abbotsford High School at 11:00 today.

District Handbook, Part I Section 3.03, clearly defines District expectations and your responsibility as an employee of the District; *Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.*

I intend to process this as a resignation, rather than a termination of employment by the District.

Within 5 work days of receipt of this letter, you shall surrender any district keys, FOBS, staff ID's and any other property of the School District. Please do this at the District Office, 705 N 2nd Street, Colby WI 54421

If you have any specific questions about the employment portion of this matter, please do not hesitate to contact me directly.

Respectfully



Steve Kolden, Superintendent

CC: Personnel File
Laurie Hesgard, Food Service Director.
William Tesmer, School Board President

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.

Krueger, Alexis District Wide - Tech Support
Employee's Name: Last, First Position and Building Location

FTE: .4 FTE Continuing Position? Yes No

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

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

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

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

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

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

Hire Requested by:

Immediate or Program Supervisor's Signature

Date

Steven Kolden
Superintendent's Signature

2-25-2019
Date

Reason for position vacancy:

Contract transition with Chestnut Consulting

Date position was vacated:

3/1/2019

Number of candidate files:

1

Number of candidates after screening:

1

Number of candidates interviewed:

1

Person vacating position:

Contracted

Recruitment area:

Local

Person(s) doing screening:

Kolden

Person(s) doing interviewing:

Kolden

Candidate Biography / Resume & Application Attached

Employee needs the following:

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

OFFICE USE ONLY

SALARY: _____

CODE: _____

PAYROLL
 BOOKKEEPER
 ACCT. PAYABLE

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

SCHOOL DISTRICT OF COLBY EDUCATION CENTER

Dr. Steven Kolden, Superintendent

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

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

Anderson, Jordyn 4th & 5th Grade Special Education Teacher - MS
Employee's Name: Last, First Position and Building Location

FTE: 1.0 Continuing Position? Yes No

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

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

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

Desired start date: 8/2019 Is this a support staff position? Yes No If yes, please attach work calendar.

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

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

Hire Requested by:

Jason Penry
Immediate or Program Supervisor's Signature

3/13/2019
Date

Steven Kolden
Superintendent's Signature

3-14-2019
Date

Reason for position vacancy:

Resignation

Date position was vacated:

6/30/2019

Number of candidate files:

7

Number of candidates after screening:

2

Number of candidates interviewed:

2

Person vacating position:

Kaytrina Friedli

Recruitment area:

WECAN

Person(s) doing screening:

J. Penry, A. Guden, J. Pipkorn, M. Healy, L. Knief

Person(s) doing interviewing:

J. Penry, A. Guden, J. Pipkorn, M. Healy

Candidate Biography / Resume & Application Attached

Employee needs the following:

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

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

OFFICE USE ONLY

SALARY: _____

CODE: _____

PAYROLL
 BOOKKEEPER
 ACCT. PAYABLE

**FINANCIAL REPORT
BOARD OF EDUCATION MEETING
18-Mar-19**

TOTAL REVENUE -
FEBRUARY \$ 1,586,107.21

NICOLET NATIONAL BANK -
REFERENDUM APPROVED ACCOUNT 1061 \$7,680.00
PENSION ACCOUNT 1051 \$2,939.80

NICOLET NATIONAL BANK -
MANUAL CHECKS 160-172 \$150,643.62

FORWARD FINANCIAL
MANUAL CHECKS 311-313 \$ 11,917.38
REGULAR CHECKS 32192-32234 \$ 17,957.23
DIRECT DEPOSITS 900073371-900073814 \$403,750.61
WIRE TRANSFERS 201800025-201800028 \$ 82,360.54

ADVANTAGE BANK-
REGULAR CHECKS 76855-76866 \$ 1,793.84
76867 - 76869 \$ 12,105.70
76870-76895 VOID
76896-76919 \$ 94,971.43
76920-76945 \$ 213,449.12
76946-76950 \$ 4,022.03
76951-76957 \$ 9,610.68
76958 \$ 386.86
76959-76985 \$ 22,548.04
76986 \$ 161.09
76987-77006 \$ 8,415.44
TOTAL \$ 367,464.23

TOTAL CHECKS TO BE APPROVED \$1,044,713.41

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
ADM	ADM CASH REPORT	2018-2019	01/31/2019	Batch Entry	Batch

<u>BANK</u>	<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/REFERENCE</u>	<u>ADD'L DSC/PAY TYPE</u>	<u>ACCOUNT/QUICK KEY</u>	<u>RECEIPT#</u>	<u>ENTRY DT</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
BN49	1		ADM - INTEREST PER STATEMENT		49 R 800 280 500000 606 OTHER TYPE	411752	01/31/19	0.00	3,425.71

OTHER TYPE GRAND TOTAL 0.00 3,425.71

1 LINE ENTRY FOR 1 BATCH GRAND TOTALS 0.00 3,425.71

GRAND TOTAL DIFFERENCE 0.00 -3,425.71

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

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

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
BNK2	1		COMMUNITY MEMBERS	COMMUNITY ED	80 R 800 271 232200 000	411709	02/01/19	0.00	2,740.00
			CHECK MULTIPLE						
BNK2	2		ABBY-COLBY CHAMBER	MILK WITH SANTA	50 R 800 259 257250 000	411710	02/01/19	0.00	14.70
			CHECK 2160						
BNK2	3		STUDENT/CHROMEBOOK		10 R 800 292 295000 000	411696	02/01/19	0.00	280.00
			REPLACEMENT	CASH					
BNK2	4		SALE OF NON CAP		10 R 800 264 500000 000	411714	02/15/19	0.00	10.00
				CASH					
BNK2	5		COMMUNITY EDUCATION		80 R 800 271 232200 000	411715	02/15/19	0.00	5.00
			ADMISSIONS	CASH					
BNK2	6		TOWN OF GREEN GROVE	TAXEX	10 R 800 211 500000 000	411716	02/15/19	0.00	52,242.96
				CHECK 13244					
BNK2	7		UWSP	REIMBURSEMENT FOR S	10 R 800 990 500000 000	411717	02/15/19	0.00	63.94
				CHECK 767605					
BNK2	8		WI DPI/PRIVATE SCHOOL		10 R 901 751 500000 141	411715	02/19/19	0.00	3,674.47
			CLAIM	EFT					
BNK2	9		WI DPI/SPED AID		27 R 800 611 150000 000	411719	02/15/19	0.00	50,098.00
				EFT					
BNK2	10		WI DPI/AGR		10 R 800 650 500000 332	411720	02/19/19	0.00	138,388.00
				EFT					
BNK2	11		WI DPI/TITLE 1 CLAIM -		10 R 800 751 500000 141	411721	02/04/19	0.00	40,727.77
			2ND QUARTER	EFT					
BNK2	12		WI DPI	TITLE 2 CLAIM	10 R 800 730 500000 365	411722	02/04/19	0.00	12,720.94
				EFT					
BNK2	13		WI DPI/SPED PRIVATE		27 R 901 730 150000 341	411723	02/11/19	0.00	5,168.28
			SCHOOL PORTION OF CLAIM	EFT					
BNK2	14		WI DPI/FEDERAL FLOW		27 R 800 730 150000 341	411724	02/11/19	0.00	46,637.06
			THROUGH CLAIM	EFT					
BNK3	15		TOWN OF HULL/TAXES		39 R 800 211 500000 000	411725	02/15/19	0.00	206,900.10
				CHECK 13608					
BNK2	16		VILLAGE OF		39 R 800 211 500000 000	411726	02/15/19	0.00	115,053.22
			DORCHESTER/TAXES	CHECK 10488					
BNK2	17		UNDERWOOD/WOOD PROJECT		10 R 800 264 136000 000	411727	02/15/19	0.00	45.00
			PURCHASE	CHECK 3523					
BNK2	18		COLBY BOOSTER		10 R 800 293 500000 000	411728	02/15/19	0.00	221.25
			CLUB/FACILITY FEE	CHECK 5431					

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

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK2	19		KELLOGGS/REBATE		50 R 800 259 257220 000	411729	02/15/19	0.00	10.00
				CHECK 46974					
BNK2	20		CITY OF COLBY/MOBILE HOME TAX		10 R 800 213 500000 000	411730	02/15/19	0.00	246.15
				CHECK 16288					
BNK2	21		FFA ALUMNI/DONATION		21 R 800 291 500000 941	411731	02/15/19	0.00	292.00
				CHECK 1858					
BNK2	22		SPENCER PUBLIC SCHOOLS/66.0301 PAYMENT		10 R 800 349 222000 000	411732	02/15/19	0.00	8,298.30
				CHECK 78547					
BNK2	23		WI DPI/SNACK CLAIM		50 R 800 717 257250 000	411733	02/11/19	0.00	123.76
				EFT					
BNK2	24		WI DPI/LUNCH CLAIM		50 R 800 717 257220 000	411734	02/11/19	0.00	22,387.26
				EFT					
BNK2	25		WI DPI/BREAKFAST CLAIM		50 R 800 717 257225 000	411734	02/11/19	0.00	5,854.37
				EFT					
BNK2	26		WI DPI/COMMODITY CHARGE		50 E 800 387 257220 000	41175	02/11/19	1,391.12	0.00
				EFT					
BNK2	27		WI DOJ/ROUND 2 CLAIM		10 R 800 699 500000 610	411735	02/06/19	0.00	23,941.00
				EFT					
BNK3	28		TOWN OF COLBY/TAXES		39 R 800 211 500000 000	411737	02/21/19	0.00	69,046.73
				CHECK 10615					
BNK2	29		TOWN OF COLBY/TAXES		10 R 800 211 500000 000	411737	02/21/19	0.00	76,193.49
				CHECK 10615					
BNK2	30		KARL/AGENDA		10 R 800 292 500000 000	411738	02/21/19	0.00	5.00
				CASH					
BNK2	31		CABRENA/LOCK FEE		10 R 800 292 500000 000	411739	02/21/19	0.00	5.00
				CASH					
BNK2	32		FROEBA/ATHLETIC FEE		10 R 800 292 162000 000	411740	02/21/19	0.00	25.00
				CASH					
BNK2	33		TOWNSHIP OF UNITY/TAXES		10 R 800 211 500000 000	411741	02/21/19	0.00	108,598.97
				CHECK 7466					
BNK2	34		TOWN OF HOLTON/TAXES		10 R 800 211 500000 000	411742	02/21/19	0.00	110,973.82
				CHECK 1616					
BNK2	35		TOWN OF MAYVILLE/TAXES		10 R 800 211 500000 000	411743	02/21/19	0.00	108,124.58
				CHECK 0978					
BNK2	36		TOWN OF FRANKFORT/TAXES		10 R 800 211 500000 000	411744	02/21/19	0.00	58,979.09
				CHECK 18913					

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

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED									
BNK2	37		TOWN OF BRIGHTON/TAXES		10 R 800 211 500000 000	411745	02/21/19	0.00	65,752.66
				CHECK 12324					
BNK2	38		CITY OF COLBY		10 R 800 211 500000 000	411746	02/21/19	0.00	168,537.99
				CHECK 16316					
BNK2	39		CITY OF ABBOTSFORD/TAXES		10 R 800 211 500000 000	411747	02/21/19	0.00	8,878.06
				CHECK 30167					
BNK2	40		VILLAGE OF UNITY/TAXES		10 R 800 211 500000 000	411748	02/21/19	0.00	11,170.86
				CHECK 16832					
BNK2	41		VILLAGE OF UNITY/TAXES		10 R 800 211 500000 000	411749	02/21/19	0.00	26,349.96
				CHECK					
BNK2	42	CESA 10		HANDICAPPED AID	27 R 800 516 436000 019	411750	02/21/19	0.00	8,402.00
				CHECK 71185					
BNK2	43		GENERAL MILLS/REBATE		50 R 800 259 257220 000	411651	02/21/19	0.00	62.50
				CHECK					
BNK2	44		ADMISSIONS		10 R 800 271 162000 000	411753	02/27/19	0.00	1,718.00
				CASH					
BNK2	45		ADMISSIONS		10 R 800 271 162000 000	411754	02/27/19	0.00	2,313.00
				CASH					
BNK2	46		ADMISSIONS		10 R 800 271 162000 000	411755	02/27/19	0.00	2,432.00
				CASH					
BN49	47		NICOLET NATIONAL BANK/INTEREST		49 R 800 280 500000 606	411756	02/28/19	0.00	22.92
				OTHER TYPE					
BN46	48		NICOLET NATIONAL BANK/INTEREST		46 R 800 280 500000 000	411757	02/28/19	0.00	0.03
				OTHER TYPE					
BN72	49		NICOLET NATIONAL BANK/INTEREST		72 R 800 280 420000 000	411758	02/28/19	0.00	30.22
				OTHER TYPE					
BNK3	50		NICOLET NATIONAL BANK/INTEREST		39 R 800 280 281000 000	411759	02/28/19	0.00	577.54
				OTHER TYPE					
BNK8	51		NICOLET NATIONAL BANK / INTEREST		10 R 800 280 500000 000	411760	02/28/19	0.00	0.01
				OTHER TYPE					
BNK2	52		NICOLET NATIONAL BANK/INTEREST		10 R 800 280 500000 000	411761	02/28/19	0.00	373.63
				OTHER TYPE					
BNK2	53		STUDENTS/LUNCH MONEY		50 R 800 251 257220 000	411762	02/28/19	0.00	18,354.00
				OTHER TYPE					
BNK2	54		VANCO/LUNCH MONEY		50 R 800 251 257220 000	411763	02/28/19	0.00	944.00
				EFT					

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

BANK	LINE	NAME/PROJ	DESCRIPTION/REFERENCE	ADDT'L DSC/PAY TYPE	ACCOUNT/QUICK KEY	RECEIPT#	ENTRY DT	DEBIT AMOUNT	CREDIT AMOUNT	
. . . CONTINUED										
BNK2	55		VANCO/FEES COLLECTED		50 R 800 990 257220 000	411763	02/28/19	0.00	3.95	
				EFT						
BNK1	56		FORWARD BANK/INTEREST		10 R 800 280 500000 000	411764	02/28/19	0.00	39.91	
				OTHER TYPE						
BNK0	57		ACB		10 R 800 280 500000 000	411765	02/28/19	0.00	14.17	
				INTEREST						
				OTHER TYPE						
								CASH TOTAL	0.00	6,793.00
								CHECK TOTAL	0.00	1,207,198.33
								EFT TOTAL	1,391.12	350,668.86
								OTHER TYPE TOTAL	0.00	19,412.43
57 LINE ENTRIES FOR BATCH NUMBER FEBCASH								TOTALS FOR BATCH	1,391.12	1,584,072.62
								BATCH TOTAL DIFFERENCE	0.00	-1,582,681.50
								CASH GRAND TOTAL	0.00	6,793.00
								CHECK GRAND TOTAL	0.00	1,207,198.33
								EFT GRAND TOTAL	1,391.12	350,668.86
								OTHER TYPE GRAND TOTAL	0.00	19,412.43
57 LINE ENTRIES FOR 1 BATCH								GRAND TOTALS	1,391.12	1,584,072.62
								GRAND TOTAL DIFFERENCE	0.00	-1,582,681.50

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

MARCH 2019 BOARD REPORT

FORWARD FINANCIAL:

MANUAL CHECKS: 311 – 313 = \$11,917.38

WIRE TRANSFERS: 201800025-201800028 = \$82,360.54

DIRECT DEPOSITS: 900073371 – 900073814 = \$403,750.61

REGULAR CHECKS: 32192 – 32234 = \$17,957.23

NICOLET NATIONAL BANK:

MANUAL CHECKS: 160-172 = \$150,643.62

PENSION ACCOUNT: 1051 = \$2,939.80

CAPTIAL PROJECT FUND: 1061 = \$7,680.00

FORWARD FINANCIAL:

MANUAL CHECKS: \$11,917.38

311	GREAT WEST	M	2/1/2019	\$5,266.79
312	GREAT WEST	M	2/15/2019	\$4,125.59
313	AMERICAN FUNDS SERVICE COMPANY	M	2/1/2019	\$2,525.00

WIRE TRANSFERS: \$82,360.54

201800025	WISCONSIN RETIREMENT SYSTEM	W	2/28/2019	\$20,863.65
201800026	WISCONSIN RETIREMENT SYSTEM	W	2/28/2019	\$20,284.36
201800027	WISCONSIN RETIREMENT SYSTEM	W	3/29/2019	\$20,732.61
201800028	WISCONSIN RETIREMENT SYSTEM	W	2/15/2019	\$20,479.92

DIRECT DEPOSITS: \$403,750.61

900073371 – 900073514 = \$125,094.32
 900073515 – 900073665 = \$140,361.60
 900073666 – 900073667 = \$995.28
 900073668 – 900073814 = \$137,299.41

REGULAR CHECKS: \$17,957.23

32192	PAYROLL CHECK	R	2/15/2019	\$1,410.10
32193	PAYROLL CHECK	R	2/15/2019	\$362.60
32194	PAYROLL CHECK	R	2/15/2019	\$17.54
32195	PAYROLL CHECK	R	2/15/2019	\$8.77
32196	PAYROLL CHECK	R	2/15/2019	\$30.71
32197	PAYROLL CHECK	R	2/15/2019	\$17.54
32198	PAYROLL CHECK	R	2/15/2019	\$39.48
32199	PAYROLL CHECK	R	2/15/2019	\$26.32
32200	PAYROLL CHECK	R	2/15/2019	\$175.50
32201	PAYROLL CHECK	R	2/15/2019	\$418.88
32202	AMERIPRISE FINANCIAL SERVICES	R	2/15/2019	\$600.00
32203	IDEA FOUNDATION OF COLBY, INC	R	2/15/2019	\$70.00
32204	THRIVENT FINANCIAL	R	2/15/2019	\$2,325.00
32205	WEA MEMBER BENEFITS	R	2/15/2019	\$3,375.00
32206	WI SUPPORT COLLECTIONS FUND	R	2/15/2019	\$569.07
32207	PAYROLL CHECK	R	3/1/2019	\$497.08
32208	PAYROLL CHECK	R	3/1/2019	\$8.77
32209	PAYROLL CHECK	R	3/1/2019	\$17.54
32210	PAYROLL CHECK	R	3/1/2019	\$8.77
32211	PAYROLL CHECK	R	3/1/2019	\$65.80
32212	PAYROLL CHECK	R	3/1/2019	\$35.09
32213	PAYROLL CHECK	R	3/1/2019	\$43.86

32214	PAYROLL CHECK	R	3/1/2019	\$35.09
32215	PAYROLL CHECK	R	3/1/2019	\$753.58
32216	PAYROLL CHECK	R	3/1/2019	\$73.65
32217	PAYROLL CHECK	R	3/1/2019	\$706.48
32218	PAYROLL CHECK	R	3/1/2019	\$404.60
32219	PAYROLL CHECK	R	3/1/2019	\$246.78
32220	PAYROLL CHECK	R	3/1/2019	\$539.34
32221	WI SUPPORT COLLECTIONS FUND	R	3/1/2019	\$569.07
32222	PAYROLL CHECK	R	3/15/2019	\$742.75
32223	PAYROLL CHECK	R	3/15/2019	\$552.49
32224	PAYROLL CHECK	R	3/15/2019	\$381.85
32225	PAYROLL CHECK	R	3/15/2019	\$17.54
32226	PAYROLL CHECK	R	3/15/2019	\$1,232.35
32227	PAYROLL CHECK	R	3/15/2019	\$8.77
32228	PAYROLL CHECK	R	3/15/2019	\$65.80
32229	PAYROLL CHECK	R	3/15/2019	\$35.09
32230	PAYROLL CHECK	R	3/15/2019	\$43.86
32231	PAYROLL CHECK	R	3/15/2019	\$52.64
32232	PAYROLL CHECK	R	3/15/2019	\$355.51
32233	PAYROLL CHECK	R	3/15/2019	\$410.96
32234	PAYROLL CHECK	R	3/15/2019	\$605.61

NICOLET NATIONAL BANK:

MANUAL CHECKS: \$150,643.62

160	EMPLOYEE BENEFITS CORPORATION	M	2/1/2019	\$1,748.77
161	EMPLOYEE BENEFITS CORPORATION	M	2/15/2019	\$1,748.77
162	NICOLET NATIONAL BANK	M	2/1/2019	\$47,751.65
163	NICOLET NATIONAL BANK	M	2/15/2019	\$43,230.50
164	EMPLOYEE BENEFITS CORPORATION	M	2/28/2019	\$101.25
165	WEA TRUST ADVANTAGE	M	2/1/2019	\$2,690.14
166	WEA TRUST ADVANTAGE	M	2/15/2019	\$2,690.14
167	WI DEPT OF REVENUE	M	2/1/2019	\$8,960.40
168	WI DEPT OF REVENUE	M	2/15/2019	\$8,198.21
169	EMPLOYEE BENEFITS CORPORATION	M	2/7/2019	\$5,420.80
170	EMPLOYEE BENEFITS CORPORATION	M	2/14/2019	\$9,971.01
171	EMPLOYEE BENEFITS CORPORATION	M	2/21/2019	\$5,349.74
172	EMPLOYEE BENEFITS CORPORATION	M	2/28/2019	\$12,782.24

PENSION ACCOUNT: \$2,939.80

1051	VOYA FINANCIAL	R	2/15/2019	\$2,939.80
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CAPITAL PROJECT FUND: \$7,680.00

1061	COMPLETE CONTROL, INC.	R	2/14/2019	\$7,680.00
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Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76855	AARON CHRIST	02/14/2019	OFFICIAL	BBB VARSITY GAME	0	90.00	90.00
				02/14/2019			
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
76856	TIMOTHY JON BUSHMAN	02/14/2019	OFFICIAL	C TEAM BBB	0	56.00	56.00
				OFFICIAL			
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		56.00	
76857	COUNTY MARKET ACCOUNT #6017	02/14/2019	JAN2019	BLESSINGS IN A	0	62.84	62.84
				BACKPACK CHARGE			
21 E 800 415 110000 941				SPECIAL PROJECTS/ELEMENTARY CURRICULUM/FOOD		62.84	
76858	NATHAN HAGER	02/14/2019	OFFICIAL	BBB VARSITY	0	90.00	90.00
				OFFICIAL			
				02/15/2019			
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
76859	FRED HANCOCK	02/14/2019	OFFICIAL	BBB VARSITY	0	90.00	90.00
				OFFICIAL			
				02/15/2019			
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
76860	PAUL KNETTER	02/14/2019	OFFICIAL	C TEAM BBB	0	47.00	47.00
				OFFICIAL			
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		47.00	
76861	MATT GUSE	02/14/2019	OFFICIAL	BBB VARSITY	0	90.00	90.00
				OFFICIAL			
				02/14/2019			
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
76862	MEGAN HECKEL	02/14/2019	201901	SPEAKER	0	1,000.00	1,000.00
10 E 800 310 120000 388				GENERAL FUND/REGULAR CURRICULUM/PERSONAL SERVICES		1,000.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76863	CHARLES MILLIREN	02/14/2019	OFFICIAL	C TEAM BBB OFFICIAL	0	48.00	48.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		48.00	
76864	DALE POCERNICH	02/14/2019	OFFICIAL	BBB VARSITY GAME 02/14/2019	0	90.00	90.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
76865	CHARLES RILEY	02/14/2019	OFFICIAL	BBB VARSITY OFFICIAL 02/15/2019	0	90.00	90.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
76866	SAM ZIER	02/14/2019	OFFICIAL	C TEAM BBB OFFICIAL	0	40.00	40.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		40.00	
			12	Computer	Check(s) For a Total of		1,793.84

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76867	HAYES, SAMUEL	02/18/2019	OFFICIAL	MS GBB OFFICIAL 02/18/2019	0	55.00	55.00
10 E 200 310 162105 000			GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES			55.00	
76868	INDIANHEAD FOODSERVICE DISTRIB	02/18/2019	JANUARY 2019	FOOD AND SUPPLIES	0	12,105.70	12,105.70
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			8,827.05	
50 E 800 419 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP			297.88	
50 E 800 415 257225 000			FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD			2,923.73	
50 E 800 419 257225 000			FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES			57.04	
76869	PAUL KNETTER	02/18/2019	OFFICIAL	MS GBB OFFICIAL 02/19/2019	0	62.00	62.00
10 E 200 310 162105 000			GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES			62.00	
				3 Computer	Check(s) For a Total of		12,222.70

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76896	ADOBE SYSTEMS INCORPORATED	02/22/2019	1274224	Renewal of Adobe License VIP Number: B4D957A092236878E4 8A Anniversay Date: Feb 19, 2019 VIP Select Level District 4	1011819016	2,496.00	2,496.00
10 E 800 362 295000 000			GENERAL FUND/ADMIN TECHNOLOGY SERVICES/SOFTWARE AS A SE			2,496.00	
76897	ADVANCED DISPOSAL	02/22/2019	M1000039286	TRASH AND RECYLING	0	832.89	832.89
10 E 800 310 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES			832.89	
76898	ALICE TRAINING INSTITUTE LLC	02/22/2019	38778	20 LICENSES	0	139.99	139.99
10 E 800 480 295000 000			GENERAL FUND/ADMIN TECHNOLOGY SERVICES/SUPPLIES - TECHN			139.99	
76899	Vendor Continued Void	02/22/2019					0.00
76900	BURNETT TRANSIT, INC.	02/22/2019	101.9	BAND /CHOIR TO GREENWOOD	0	429.50	88,288.77
10 E 800 341 256742 000			GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE			429.50	
10 E 800 341 256743 000			103 GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL	GBB TO GRANTON	0	279.39	279.39
10 E 800 341 256770 000			113.3 GENERAL FUND/FIELD TRIP TRANSPORTATION/PUPIL TRAVEL	7TH AND 8TH GRADE TO BRUCE MOUND	0	994.41	994.41
10 E 800 341 256770 000			1270852 GENERAL FUND/DENTAL INS.	DENTAL PREMIUM - MARCH 2019	0	9,896.48	9,896.48
10 E 800 341 256770 000			2.6 GENERAL FUND/FIELD TRIP TRANSPORTATION/PUPIL TRAVEL	6TH GRADE TRACS TO BOWL WINKLES	0	72.62	72.62
10 E 800 341 256743 000			25.0 GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL	BBB TP SPENCER	0	126.59	126.59
10 E 800 341 256742 000			3.0 GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE	7TH AND 8TH GRADE TO UWSP DREYFUS CENTER	0	87.74	87.74
10 E 800 341 256743 000			32.5 GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL	GBB TO OWEN WITHEE	0	144.36	144.36
10 E 800 341 256743 000			35.2 GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL	GBB TO OWEN	0	136.71	136.71

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				WITHEE			
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		136.71	
			35.2-	BBB TO OWEN	0	151.10	
				WITHEE			
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		151.10	
			46.8	LIFE SKILLS TO MARSHFIELD	0	195.09	
27 E 800 341 256770 341				SPECIAL EDUC./FIELD TRIP TRANSPORTATION/PUPIL TRAVEL		195.09	
			65.7	BBB TO AUBURNDALE	0	257.19	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		257.19	
			6504	SHORT BUS ROUTE 17 DAYS	0	4,661.89	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		4,661.89	
			6504.1	SHORT BUS 1522.40 MILES @.65	0	989.56	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		989.56	
			6789	7TH OF 9 REGULAR INVOICES	0	67,569.00	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		67,569.00	
			6793	SOAR TRANSPORTATION 8 DAYS	0	652.88	
27 E 800 341 256751 011				SPECIAL EDUC./EEN PUPIL TRANSPORTATION/PUPIL TRAVEL		652.88	
			83.0	GBB TO NEILLSVILLE	0	254.00	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		254.00	
				LIFETIME SPORTS LIFETIME SPORTS TO BOWLWINKLES 8	0	248.00	
10 E 800 341 256720 000				GENERAL FUND/SHUTTLE SERV. TRANSPORTATION/PUPIL TRAVEL		248.00	
				SHOWCHOIR SHOW CHOIR TO ALTOONA /LOCOPALOOZA SHOW CHOIR FESTIVAL	0	1,142.26	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		1,142.26	
76901 MIKE BUTTKE		02/22/2019	OFFICIAL	VARSITY BBB 02/26/2019	0	90.00	90.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		90.00	
76902 ROBERT LEE CEBULA		02/22/2019	OFFICIAL	VARSITY GBB	0	65.00	65.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				OFFICIAL 02/23/2019			
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		65.00	
76903	CHRISTINA WILUND	02/22/2019	REIMBURSEMENT	MILEAGE 63 MILES @.32	0	20.16	20.16
27 E 800 341 256730 341				SPECIAL EDUC./PARENT TRANSPORTATION/PUPIL TRAVEL		20.16	
76904	CINTAS	02/22/2019	4015690726	SHOP COATS AND TOWELS	0	58.62	58.62
10 E 800 329 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/CLEANING SERVICES		58.62	
76905	DELTA DENTAL OF WISCONSIN	02/22/2019	1274224	VISION PREMIUM - MARCH 2019	0	563.82	563.82
10 L 000 000 811639 000				GENERAL FUND/OTHER INSURANCE		394.75	
27 L 000 000 811639 000				SPECIAL EDUC./OTHER INSURANCE		123.75	
50 L 000 000 811639 000				FOOD SERVICE FUND/OTHER INSURANCE		45.32	
76906	MARK D DERFUS	02/22/2019	OFFICIAL	VARSIY OFFICIAL 02-22-2019	0	72.50	72.50
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		72.50	
76907	MICHAEL ENDREAS	02/22/2019	OFFICIAL	VARSIY GBB OFFICIAL 02/22/2019	0	72.50	72.50
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		72.50	
76908	ROSS HACKBARTH	02/22/2019	OFFICIAL	VARSIY BBB 02-26-2019	0	65.00	65.00
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		65.00	
76909	JUSTIN HAUPT	02/22/2019	OFFICIAL	VARSIY GBB OFFICIAL 02/23/2019	0	65.00	65.00
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		65.00	
76910	INSTITUTE FOR CAREER RESEARCH	02/22/2019	1373	2018-2019 - HS - 439 - Career Monographs Client Number: 1373	2001819055	372.50	372.50
10 E 400 439 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/OTHER MEDIA		372.50	
76911	MICHAEL TODD KLEIN	02/22/2019	OFFICIAL	VARSIY GBB 02/22/2019	0	72.50	72.50
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		72.50	
76912	KURT OR HEATHER KULAS	02/22/2019	MILEAGE	JANUARY 2019 MILEAGE 108 MILES @.32	0	34.56	34.56
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		34.56	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76913	MEDFORD AREA SR HS	02/22/2019	BUS	SHARED BUS /MATH LEAGUE IN STEVENS POINT	0	193.92	193.92
10 E 800 341 256742 000			GENERAL FUND/CO-CURRICULAR	PUPIL TRANSPORTA/PUPIL TRAVE		193.92	
76914	MEYER LUMBER SUPPLY, INC.	02/22/2019	90560	CREDIT HEX BUSH AND COPPER PIPE	0	-25.74	14.22
10 E 800 411 254300 000			GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES			-25.74	
10 E 800 411 254300 000			90709	FIP DROP ELBOW	0	39.96	
10 E 800 411 254300 000			GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES			39.96	
76915	NASSCO INC	02/22/2019	S2406226.002	DISPOSABLE LATE GLOVES	0	51.43	523.03
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			51.43	
10 E 800 411 253300 000			s2434184.001	CLEANING SUPPLIES	0	471.60	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			471.60	
76916	PISORS, HOLLY	02/22/2019	ACCOMPANIST	DISTRICT SOLO AND ENSEMBLE @ LOYAL	4011819142	675.00	675.00
10 E 400 310 125400 000			GENERAL FUND/VOCAL MUSIC/PERSONAL SERVICES			675.00	
76917	PROVISION PARTNERS COOPERATIVE	02/22/2019	1573	CUSTOMER: 139889	0	73.25	73.25
10 E 800 348 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL			73.25	
76918	MARK SKIBBA	02/22/2019	OFFICIAL	VARSITY GBB OFFICIAL 02/23/2019	0	117.20	117.20
10 E 400 310 162105 000			GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES			117.20	
76919	DAVID VAARA	02/22/2019	OFFICIAL	VARSITY BBB 02/26/2019	0	65.00	65.00
10 E 400 310 162205 000			GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES			65.00	
24 Computer Check(s) For a Total of							94,971.43

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76920	AMERICAN WELDING & GAS INC	02/26/2019	04844603-00	account: BJ837	0	222.90	795.26
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/GENERAL SUPPLIES		222.90	
			06104319	CYLINDER RENTAL -	4011819109	439.79	
10 E 400 411 136000 000			GENERAL FUND/TECH ED/GENERAL SUPPLIES	HS		439.79	
			06104618	CYLINDER RENTAL -	0	57.57	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/GENERAL SUPPLIES		57.57	
			06138047	account: BJ837	0	75.00	
10 E 800 310 254300 000			GENERAL FUND/BUILDING REPAIRS/PERSONAL SERVICES	/service call		75.00	
76921	MARLENE ROBINSON BEDNAR	02/26/2019	JANUARY	PUPIL HEALTH	0	168.00	168.00
10 E 800 310 214000 000			GENERAL FUND/PUPIL HEALTH SERVICES/PERSONAL SERVICES	SERVICES - 6 HRS @ \$28.00		168.00	
76922	CESA #10	02/26/2019	10524	SS STANDARDS	0	150.00	464.24
10 E 100 386 221300 332			GENERAL FUND/INST. STAFF SERV. - TRAINING/PAYMENT TO CE	WORKSHOP/BOOR & SCHROEDER - CIHLAR		100.00	
10 E 800 386 221300 381			GENERAL FUND/INST. STAFF SERV. - TRAINING/PAYMENT TO CE			50.00	
			9832	TITLE IV-A ANNUAL	0	314.24	
10 E 800 386 223900 381			GENERAL FUND/OTHER COORDINATION/PAYMENT TO CESA	CHARGE		314.24	
76923	CHARTER COMMUNICATIONS	02/26/2019	0022996021119	ACCOUNT: 8245 11	0	148.84	148.84
10 E 800 358 295000 000			GENERAL FUND/ADMIN TECHNOLOGY SERVICES/ON-LINE COMMUNIC	795 0022996		148.84	
76924	CITY OF COLBY	02/26/2019	TAX	UNCOLLECTED NET	0	46.84	46.84
10 E 800 972 492000 000			GENERAL FUND/ADJUSTMENTS & REFUNDS/NON-AID-TAX REFUND	PERSONAL PROPERTY TAXES 2017		46.84	
76925	DELTA DENTAL OF WISCONSIN	02/26/2019	1270852	DENTAL PREMIUM	0	9,896.48	9,896.48
10 L 000 000 811632 000			GENERAL FUND/DENTAL INS.	MARCH 2019		9,896.48	
76926	EMC INSURANCE COMPANIES	02/26/2019	d-95250010	WC PREMIUM DUE	0	1,620.00	1,620.00
10 E 800 713 270000 000			GENERAL FUND/INSURANCE/WORKERS COMPENSATION	FOR 17-18		1,620.00	
76927	E.O. JOHNSON CO. INC.	02/26/2019	24187300	CONTRACT AND	0	4,911.00	4,911.00
				COPIES			

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 411 258400 000				GENERAL FUND/COPYING/DUPLICATING/GENERAL SUPPLIES		2,300.70	
27 E 800 411 223300 341				SPECIAL EDUC./EEN DIRECTOR/GENERAL SUPPLIES		402.62	
27 E 400 411 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/GENERAL SUPP		172.55	
10 E 800 362 295000 000				GENERAL FUND/ADMIN TECHNOLOGY SERVICES/SOFTWARE AS A SE		2,035.13	
76928	FOLLETT SCHOOL SOLUTIONS, INC	02/26/2019	402995F	2018-2019 - CE - 432 - Follett	2001819006	996.47	996.47
10 E 100 432 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/LIBRARY BOOKS		996.47	
76929	FOLLETT SCHOOL SOLUTIONS, INC	02/26/2019	402871F	2018-2019 - CE - 439 - Reference Books	2001819019	38.55	38.55
10 E 100 439 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/OTHER MEDIA		38.55	
76930	IROW	02/26/2019	280602	CONFIDENTIAL SHREDDING	0	40.00	40.00
10 E 800 310 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES		40.00	
76931	J W PEPPER & SON INC	02/26/2019	MUSIC	High School Solo and Ensemble Music 2019 ACCOUNT: 00783722 INVOICE: 07A54143 & 07A55303	4011819088	51.74	51.74
10 E 400 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		51.74	
76932	MISSISSIPPI WELDERS SUPPLY CO	02/26/2019	2897840	Gas and Welding supplies through out the year for welding, Advance welding, Metals, and tank leasing	4011819129	635.44	774.74
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		635.44	
			2900969	Gas and Welding supplies through out the year for welding, Advance welding, Metals, and tank leasing	4011819129	139.30	
10 E 400 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		139.30	
76933	NASSCO INC	02/26/2019	s2437166.001	CLEANING SUPPLIES	0	1,095.08	1,095.08
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		1,095.08	
76934	NORTHCENTRAL TECHNICAL COLLEGE	02/26/2019	180013432	OSHA 10 & HRT FIRST AID/CPR/AED FOR LOGAN HAWKEY	0	195.00	195.00
10 E 800 389 431134 000				GENERAL FUND/TUITION DL HEALTH OCCUP./PAYMENT TO WTCS		195.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76935	POMP'S TIRE SERVICE, INC.	02/26/2019	350037410	TURF TIRE FOR JOHN DEERE F1145	0	40.84	40.84
10 E 800 324 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/NON TECH REPAIRS & MA		40.84	
76936	PROVISION PARTNERS COOPERATIVE	02/26/2019	449822	GAS CHARGES	0	49.64	49.64
10 E 800 348 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		31.50	
27 E 400 348 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/VEHICLE FUEL		18.14	
76937	SECURITY HEALTH PLAN	02/26/2019	MARCH2019	MARCH 2019 HEALTH INSURANCE PREMIUM	0	167,290.88	167,290.88
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		122,365.74	
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		420.75	
27 L 000 000 811631 000				SPECIAL EDUC./HEALTH INSURANCE		34,433.34	
50 L 000 000 811631 000				FOOD SERVICE FUND/HEALTH INSURANCE		9,952.86	
80 L 000 000 811631 000				COMMUNITY SERVICE FUND/HEALTH INSURANCE		118.19	
76938	SHELL	02/26/2019	79387155902	GAS CHARGES FOR ACCOUNT: 079 387 155	0	179.39	179.39
10 E 800 348 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		10.23	
10 E 800 348 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL		9.81	
10 E 800 348 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		66.01	
27 E 400 348 158100 341				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/VEHICLE FUEL		53.92	
10 E 200 342 221300 141				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		14.53	
10 E 400 348 162205 000				GENERAL FUND/BOYS BASKETBALL/VEHICLE FUEL		10.70	
10 E 400 348 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/VEHICLE FUEL		14.19	
76939	STERLING WATER INC	02/26/2019	342-99596694-8	SOLAR SALT	0	85.70	101.15
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		85.70	
			342X07150702	WATER	0	15.45	
10 E 800 415 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/FOOD		15.45	
76940	STEPHANIE SZYBOWICZ	02/26/2019	REIMBURSEMENT	SPED PROGRAM AID LICENSE REIMBURSEMENT	0	100.00	100.00
27 E 400 949 159100 341				SPECIAL EDUC./EEN AIDES/OTHER DUES /FEES		100.00	
76941	TEAM SPORTING GOODS INC	02/26/2019	AAC052371	DUPLICATE PAYMENT	0	-40.99	363.51
10 E 400 411 162117 000				GENERAL FUND/GIRLS SOFTBALL/GENERAL SUPPLIES		-40.99	
			AAF012338	game balls, score book, fielders face mask, helmets, pitching mound rubber	8011819002	404.50	
10 E 400 411 162117 000				GENERAL FUND/GIRLS SOFTBALL/GENERAL SUPPLIES		230.07	
10 E 400 440 162117 000				GENERAL FUND/GIRLS SOFTBALL/NON-CAPITAL EQUIPMENT		174.43	
76942	VERIZON WIRELESS	02/26/2019	9824316382	ACCOUNT:	0	23.17	319.62

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				287205598-0001			
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		23.17	
			9824316383	ACCOUNT:	0	296.45	
				287205598-00002			
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		296.45	
76943 WE ENERGIIES		02/26/2019	1005-690-667	705 N 2ND ST LOT BACK 01-17-2019 THROUGH 02/15/2019	0	6,829.36	13,178.29
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		6,829.36	
			1006-621-899	705 N 2ND ST LOT FRNT 01/16/2019 THOROUGH 02/14/2019	0	3,402.39	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		3,402.39	
			1085-638-312	202 W DOLF ST - 01/17/2019 THROUGH 02/15/2019	0	2,225.43	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		2,225.43	
			2427-483-183	ADAMS ST 01/17/2019 THROUGH 02/15/2019	0	133.17	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		133.17	
			5277-255-905	GREENHOUSE - 01/17/2019 THROUGH 02/15/2019	0	577.62	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		577.62	
			8885-692-819	703 N 2ND ST	0	10.32	
10 E 800 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		10.32	
76944 WELD RILEY, S.C.		02/26/2019	23637	CLIENT: 26080.0000 SERVICES	0	759.00	759.00
10 E 800 310 231500 000				GENERAL FUND/BOARD OF ED. LEGAL/PERSONAL SERVICES		759.00	
76945 XCEL ENERGY		02/26/2019	625846293	ADAMS STREET 01/09/2019 THROUGH 02/07/2019	0	90.57	9,824.56
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		90.57	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			626013498	ELEMENTARY SCHOOL - 01/09/2019 THROUGH 02/09/2019	0	1,473.03	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/ELECTRICITY OTHER T		1,473.03	
			626029324	BALL PARK 01/09/2019 THROUGH 02/09/2019	0	383.34	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/ELECTRICITY OTHER T		383.34	
			626140557	HIGH SCHOOL 01/09/2019 THROUGH 02/09/2019	0	7,835.26	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/ELECTRICITY OTHER T		7,835.26	
			626767357	HS ACCT 52-4958984-2	0	42.36	
10 E 800 336 253300 000			GENERAL FUND/OPERATION OF	BUILDINGS/ELECTRICITY OTHER T		42.36	
			26	Computer	Check(s) For a Total of		213,449.12

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76946	MIKE BUTTKE	02/27/2019	OFFICIAL	VARSITY BBB	0	124.40	124.40
				02/26/2019			
10 E 400 310 162205 000				GENERAL FUND/BOYS BASKETBALL/PERSONAL SERVICES		124.40	
76947	CHRISTINA WILUND	02/27/2019	MILEAGE	63 MILES @.32	0	20.16	20.16
27 E 800 341 256730 341				SPECIAL EDUC./PARENT TRANSPORTATION/PUPIL TRAVEL		20.16	
76948	MADISON NATIONAL LIFE	02/27/2019	1332211	ACCT:	0	253.68	253.68
				1000002100000			
				COLBY STD PREMIUM			
10 L 000 000 811635 000				GENERAL FUND/DISABILITY		181.44	
27 L 000 000 811635 000				SPECIAL EDUC./DISABILITY		72.24	
76949	JASON PENRY	02/27/2019	MILEAGE	76.8 MILES	0	42.95	42.95
27 E 800 342 223300 341				SPECIAL EDUC./EEN DIRECTOR/EMPLOYEE TRAVEL & EXP.		42.95	
76950	WIAA	02/27/2019	PLAYOFF	GBB PLAYOFF GAME	0	1,311.41	3,580.84
				02-22-2019			
10 E 400 940 162105 000				GENERAL FUND/GIRLS BASKETBALL/DUES & FEES		1,311.41	
				PLAYOFF-2	0	1,365.00	
				GBB PLAYOFF GAME			
				02-23-2019			
10 E 400 940 162105 000				GENERAL FUND/GIRLS BASKETBALL/DUES & FEES		1,365.00	
				PLAYOFF-BBB	0	904.43	
				BBB PLAYOFF GAME			
				02/26/2019			
10 E 400 940 162205 000				GENERAL FUND/BOYS BASKETBALL/DUES & FEES		904.43	
			5	Computer	Check(s) For a Total of		4,022.03

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76951	CHRISTIAN BAKER 27 E 800 185 158100 341	03/01/2019	HOURS	16.75 HOURS SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/SALARY STUDE	0	16.75 16.75	16.75
76952	CENTRAL STATES SWIM CLINIC 10 E 800 310 221300 916	03/01/2019	REGISTRATION	REGISTRATION FEE FOR MONICA TESMER & JESSICA SWEDA 2019 CENTRAL STATE SWIM CLINIC GENERAL FUND/INST. STAFF SERV. - TRAINING/PERSONAL SERV	0	360.00 360.00	360.00
76953	HEARTLAND NAPA 10 E 800 411 253300 000 10 E 800 411 254500 000	03/01/2019	167177	STATEMENT AS OF 01-31-2019 GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES GENERAL FUND/MAINTENANCE-VEHICLES/GENERAL SUPPLIES	0	36.96 5.82 31.14	36.96
76954	BAILEY KRAUSE 10 E 400 310 161339 000	03/01/2019	JUDGE	FORENSICS JUDGE GENERAL FUND/FORENSICS/PERSONAL SERVICES	0	100.00 100.00	100.00
76955	MADISON NATIONAL LIFE 10 E 800 251 222000 000 10 E 800 251 223910 000 10 E 800 251 232100 000 10 E 800 251 252000 000 10 E 800 251 253300 000 27 E 100 251 158100 011 27 E 400 251 158100 011 27 E 800 251 156600 011 27 E 800 251 215000 011 27 E 800 251 223300 011 50 E 800 251 257220 000 27 E 200 251 158100 011 27 E 100 251 159300 011 10 E 800 251 215000 000 10 E 100 251 110000 000 10 E 100 251 110000 332 10 E 200 251 120000 000 10 E 200 251 141000 000 10 E 200 251 143000 000 10 E 100 251 143000 000 10 E 200 251 213000 000 27 E 200 251 213000 011 10 E 100 251 213000 000 27 E 100 251 213000 011 10 E 200 251 122000 141 10 E 100 251 122000 141 27 E 800 251 223300 341 10 E 100 251 121000 000 10 E 200 251 121000 000	03/01/2019	1332210	account: 10000210000000 LTD PREMIUM GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN SPECIAL EDUC./PSYCHOLOGICAL SERVICES/INCOME PROTECTION SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE SPECIAL EDUC./ADAPTIVE PHY ED/INCOME PROTECTION INSURAN GENERAL FUND/PSYCHOLOGICAL SERVICES/INCOME PROTECTION I GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE SPECIAL EDUC./EEN DIRECTOR/INCOME PROTECTION INSURANCE GENERAL FUND/ART/INCOME PROTECTION INSURANCE GENERAL FUND/ART/INCOME PROTECTION INSURANCE	0	1,404.97 20.35 7.26 49.94 18.69 79.37 24.10 38.57 31.21 11.56 13.76 52.91 25.05 1.43 2.20 164.68 43.96 155.08 6.81 10.22 12.90 10.95 1.22 14.18 1.58 15.16 14.97 -2.97 15.63 7.04	1,404.97

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 400 251 121000 000				GENERAL FUND/ART/INCOME PROTECTION INSURANCE		7.03	
10 E 400 251 124000 000				GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		25.40	
10 E 100 251 125100 000				GENERAL FUND/MUSICAL GENERAL/INCOME PROTECTION INSURANC		15.36	
10 E 200 251 125400 000				GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		6.99	
10 E 400 251 125400 000				GENERAL FUND/VOCAL MUSIC/INCOME PROTECTION INSURANCE		6.99	
10 E 200 251 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		5.21	
10 E 400 251 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/INCOME PROTECTION INSUR		5.20	
10 E 400 251 126000 000				GENERAL FUND/SCIENCE/INCOME PROTECTION INSURANCE		30.84	
10 E 400 251 127000 000				GENERAL FUND/SOCIAL STUDIES/INCOME PROTECTION INSURANCE		22.93	
10 E 400 251 122000 000				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		24.07	
10 E 400 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		5.60	
10 E 100 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		2.81	
10 E 200 251 132000 000				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		2.81	
10 E 400 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		5.24	
10 E 200 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		5.23	
10 E 100 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		29.49	
10 E 200 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		38.51	
10 E 400 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		31.24	
10 E 400 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		7.60	
10 E 200 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		3.26	
10 E 800 251 110000 341				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		7.26	
27 E 100 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		22.14	
27 E 200 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		43.51	
27 E 400 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		21.14	
10 E 400 251 141000 000				GENERAL FUND/HEALTH/INCOME PROTECTION INSURANCE		3.49	
10 E 400 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		8.99	
27 E 050 251 152000 011				SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN		16.39	
10 E 400 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		18.51	
10 E 200 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		4.21	
10 E 400 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		16.98	
27 E 200 251 159100 341				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		6.37	
27 E 400 251 213000 011				SPECIAL EDUC./PUPIL SERVICES - GUIDANCE/INCOME PROTECTI		1.60	
10 E 100 251 124000 000				GENERAL FUND/MATHEMATICS/INCOME PROTECTION INSURANCE		12.67	
10 E 100 251 122000 000				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		28.91	
10 E 800 251 171000 391				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		2.15	
10 E 800 251 171000 000				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		12.16	
10 E 800 251 229000 000				GENERAL FUND/INSTRUCTIONAL STAFF SERVICES/INCOME PROTEC		4.77	
10 E 200 251 123000 000				GENERAL FUND/FOREIGN LANGUAGE/INCOME PROTECTION INSURAN		1.56	
10 E 400 251 123000 000				GENERAL FUND/FOREIGN LANGUAGE/INCOME PROTECTION INSURAN		8.85	
10 E 100 251 171000 000				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		10.04	
10 E 200 251 171000 000				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/INCOME PROT		6.11	
10 E 200 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		8.18	
10 E 400 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		4.29	
10 E 400 251 129000 000				GENERAL FUND/OTHER REGULAR CURRICULUM/INCOME PROTECTION		7.05	
10 E 800 251 295000 000				GENERAL FUND/ADMIN TECHNOLOGY SERVICES/INCOME PROTECTIO		-1.98	
76956	U.S.POSTAL SERVICE (POSTAGE-BY 03/01/2019 HOURS			POSTAGE PREPAID	0	7,500.00	7,500.00
				ACCOUNT:			
				25529496			
10 E 800 353 263300 000				GENERAL FUND/PUBLIC INFORMATION/POSTAGE		7,500.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76957	DISTRICT 5 FORENSICS	03/01/2019	REGISTRATION	2019 DISTRICT REGISTRATION - COLBY SCHOOL DISTRICT	4011819017	192.00	192.00
10 E 400 940 161339 000			GENERAL FUND/FORENSICS/DUES & FEES			192.00	
				7 Computer	Check(s) For a Total of		9,610.68

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76958	KOLDEN, STEVEN E	03/07/2019	REIMBURSEMENT.	MILEAGE 667 @.58	0	386.86	386.86
10 E 800 342 232100 000			GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &			386.86	
			1	Computer	Check(s) For a Total of		386.86

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76959	ABBY COUNTY MARKET 27 E 400 415 158100 341	03/07/2019	9892	FOOD SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/FOOD	0	85.25 85.25	85.25
76960	WESLEY BAKER 27 E 800 185 158100 341	03/07/2019	FEBRUARY	12.35 HOURS WORKED AT NAPA AUTO PARTS SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/SALARY STUDE	0	12.35 12.35	12.35
76961	CESA #5 10 E 800 362 295000 000 50 E 800 362 295000 000	03/07/2019	1901551	INFINITE CAMPUS SUPPORT/ REGULAR SUPPORT/FOOD SERVICE SUPPORT/CAMPUS ACADEMY GENERAL FUND/ADMIN TECHNOLOGY SERVICES/SOFTWARE AS A SE FOOD SERVICE FUND/ADMIN TECHNOLOGY SERVICES/SOFTWARE AS	0	3,496.00 2,800.00 696.00	3,496.00
76962	CHESTNUT CONSULTING LLC 10 E 800 360 295000 000	03/07/2019	MSP-4710	TECHNOLOGY CONTRACT GENERAL FUND/ADMIN TECHNOLOGY SERVICES/DATA PROCESSING-	0	3,909.00 3,909.00	3,909.00
76963	CITY OF COLBY 10 E 800 337 253300 000	03/07/2019	ADAMS ST	01/15/2019 THROUGH 02/15/2019 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE CONCESSION STAND 01/15/2019 THROUGH 02/15/2019 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	18.00 18.00 57.00 57.00	2,095.50
	10 E 800 337 253300 000			ELEMENTARY WATER & SEWER 000-1006-00 01/15/19 THROUGH 02/15/2019 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	459.80 459.80	
	10 E 800 337 253300 000			HIGH SCHOOL 01/15/2019 THROUGH 02/15/2019 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	1,210.80 1,210.80	
	10 E 800 337 253300 000			MIDDLE SCHOOL 01/15/2019 THROUGH 02/15/2019 GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE	0	349.90 349.90	
76964	COMPLETE CONTROL, INC.	03/07/2019	JC7871	DOOR PROP ALARMS - FINAL BILLING - SAFETY GRANT	0	4,334.80	9,299.50

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				ROUND 1			
10 E 800 310 253700 610				GENERAL FUND/SECURITY SERVICE/PERSONAL SERVICES		4,334.80	
			JC7872	CCTV CAMERAS - SAFETY GRANT	0	4,964.70	
				FOUND 2			
10 E 800 310 253700 610				GENERAL FUND/SECURITY SERVICE/PERSONAL SERVICES		4,964.70	
76965	COUNTY MARKET - F&CE ACCT 8007	03/07/2019	8007	PURCHASES FOR FAMILY AND CONSUMER ED / FEBRUARY 2019	4011819036	280.23	280.23
10 E 400 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		280.23	
76966	EQUAL RIGHTS DIVISION	03/07/2019	WORKPERMITS	WORK PERMITS (2)	0	15.00	15.00
10 E 800 940 239000 000				GENERAL FUND/OTHER ADMINISTRATION/DUES & FEES		15.00	
76967	FOURMENS FARM HOME - COLBY	03/07/2019	3-100943	KITCHEN / BULBS	0	18.98	58.19
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		18.98	
			3-110097	CUSTODIAL SUPPLIES/COUPLING/ ADAPTER/ 2 CYCLE OIL 6 PK	0	9.53	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		9.53	
			3-110848	KITCHEN SERVING CART REPAIR SUPPLIES	0	11.99	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		11.99	
			3-112341	HARDWARE SUPPLIES / BOLTS, WASHING, NUTS, COUPLING	0	17.69	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		17.69	
76968	JANE FRICKE THIEME	03/07/2019	MILEAGE	FEBRUARY 2019 MILEAGE 196 MILES	0	113.68	113.68
27 E 800 342 159100 341				SPECIAL EDUC./EEN AIDES/EMPLOYEE TRAVEL & EXP.		113.68	
76969	DIANE HANSON	03/07/2019	MILEAGE	FEBRUARY 2019 MILEAGE 60 MILES	0	34.80	34.80
27 E 800 342 159100 341				SPECIAL EDUC./EEN AIDES/EMPLOYEE TRAVEL & EXP.		34.80	
76970	LAURIE HESGARD	03/07/2019	REIMBURSEMENT	FOOD AND SUPPLIES	0	10.29	10.29
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		5.25	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		5.04	
76971	J W PEPPER & SON INC	03/07/2019	07a66033	FIX YOU EPRINT ACCOUNT 783722	4011819088	22.00	22.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 400 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		22.00	
76972 PAUL KNETTER		03/07/2019	CLOCK	11 GAMES	0	297.00	297.00
10 E 400 310 162105 000				GENERAL FUND/GIRLS BASKETBALL/PERSONAL SERVICES		297.00	
76973 LEAH GROHOLSKI		03/07/2019	REFUND	LUNCH MONEY	0	28.75	28.75
				REFUND			
50 R 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/PUPILS		28.75	
76974 Vendor Continued Void		03/07/2019					0.00
76975 MCGRAW HILL CO		03/07/2019	107537571002	Glencoe Math, Course 3, Volume 2, Spanish Student Edition Grade Levels: 8 Copyright: 2015 Publication Date: July 22, 2014 MHID: 0076778231 ISBN 13: 9780076778232	2021819076	20.65	41.30
10 E 200 470 124000 000				GENERAL FUND/MATHEMATICS/TEXTBKS/WORKBKS		20.65	
			107537571022	Glencoe Math, Course 2, Volume 2, Spanish Student Edition Grade Levels: 7 By McGraw-Hill Education Copyright: 2015 Publication Date: July 17, 2014 MHID: 0021448892 ISBN 13: 9780021448890	2021819075	20.65	
10 E 200 470 124000 000				GENERAL FUND/MATHEMATICS/TEXTBKS/WORKBKS		20.65	
76976 EMILY MUELLER		03/07/2019	JUDGE	FORENSICS JUDGE 02-11-19	0	75.00	75.00
10 E 400 310 161339 000				GENERAL FUND/FORENSICS/PERSONAL SERVICES		75.00	
76977 NASSCO INC		03/07/2019	S2437166.002	CAN LINERS	0	385.08	385.08
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		385.08	
76978 PERMA-BOUND		03/07/2019	1811244-01	2018-2019 - CE - 432 - Follett	2001819006	289.15	289.15
10 E 100 432 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/LIBRARY BOOKS		289.15	
76979 PIZZA HUT		03/07/2019	ELL	FOOD FOR ELL	0	31.77	31.77

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 415 171000 391				GENERAL FUND/CULTURAL/SOCIALLY DISADVANTAGE/FOOD		31.77	
76980	SYSKO BARABOO LLC	03/07/2019	118960983	RUBBER GLOVE	0	26.35	26.35
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		26.35	
76981	TP PRINTING CO INC	03/07/2019	104633	COLBY HORNETS/EMPLOYMENT ADS	0	861.00	861.00
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		726.00	
10 E 400 354 132000 000				GENERAL FUND/BUSINESS EDUCATION/PRINTING & BINDING		135.00	
76982	WAL-MART COMMUNITY	03/07/2019	CHARGE	Consumables for experiments and activities such as eggs, vinegar, supplies	2021819037	72.76	72.76
10 E 200 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		72.76	
76983	WARD'S NATURAL SCIENCE EST INC	03/07/2019	8085305793	TEST PAPERS, LIVE MATERIALS, PRESERVED SPECIMANS, TUBING, MICROSCOPE COVERS, SLIDES	4011819052	27.24	27.24
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		27.24	
76984	WISCONSIN LIBRARY SERVICES INC	03/07/2019	489418	SCHOLASTIC BUNDLES ES & MS SERVICE FEE	2001819016	836.85	836.85
10 E 100 435 222200 000				GENERAL FUND/LMC - INST SERVICE/PROGRAMMED COMPUTER SOF		418.43	
10 E 200 435 222200 000				GENERAL FUND/LMC - INST SERVICE/PROGRAMMED COMPUTER SOF		418.42	
76985	WISCONSIN SCHOOL MUSIC ASSN.	03/07/2019	136081	CONCERT FEE CLASS B - BAND	4011819090	77.00	144.00
10 E 400 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		77.00	
			136089	CONCERT FEE CLASS C/MS - BAND	4011819094	67.00	
10 E 200 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		67.00	
27 Computer						Check(s) For a Total of	22,548.04

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76986	DEMCO	03/12/2019	6560970	2018-2019 - CE/MS/HS - 411 - Demco	2001819003	161.09	161.09
10 E 100 411 222200 000			GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES			161.09	
			1	Computer		Check(s) For a Total of	161.09

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
76987	ABBOTSFORD APPLIANCE CENTER 50 E 800 419 257220 000	03/12/2019	7193	KITCHEN BULB FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP	0	1.50 1.50	1.50
76988	ADVANCED DISPOSAL 10 E 800 310 253300 000	03/12/2019	M10000942141	GARBAGE RECYCLING & TRASH GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES	0	832.89 832.89	832.89
76989	AMERICAN WELDING & GAS INC 10 E 800 411 253300 000	03/12/2019	06144663	CARBOX DIOXIDE GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES	0	386.51 386.51	847.31
			06172924	CYLINDER RENTAL GENERAL FUND/TECH ED/GENERAL SUPPLIES	0	399.77 399.77	
			06173222	CYLINDER - POOL GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES	0	53.43 53.43	
			06180953	LATE FEE GENERAL FUND/FISCAL/DUES & FEES	0	6.60 6.60	
			06181096	LATE FEE FOR AMERICAN WELDING GENERAL FUND/FISCAL/DUES & FEES	0	1.00 1.00	
76990	BCN TELECOM, INC 10 E 800 355 263300 000	03/12/2019	22690033	ACCOUNT: PW004389 GENERAL FUND/PUBLIC INFORMATION/TELEPHONE	0	50.26 50.26	50.26
76991	BILL'S SERVICE CENTER 10 E 800 411 254200 000	03/12/2019	274774	SCRAPER GENERAL FUND/SITE REPAIRS/GENERAL SUPPLIES	0	24.94 24.94	24.94
76992	CHARTER COMMUNICATIONS 10 E 800 358 295000 000	03/12/2019	3269022319	ACCOUNT: 8245 11 795 0003269 GENERAL FUND/ADMIN TECHNOLOGY SERVICES/ON-LINE COMMUNIC	0	45.10 45.10	45.10
76993	DEAN FOODS OF WISCONSIN 50 E 800 415 257220 000	03/12/2019	MILK	FEBRUARY 2019 MILK FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD	0	3,243.15 3,243.15	3,243.15
76994	DRUG TEST MIDWEST, LLC 10 E 800 310 232100 000	03/12/2019	21456	BACKGROUND CHECKS GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES	0	27.00 27.00	27.00
76995	FASTENAL COMPANY 10 E 800 411 254300 000	03/12/2019	WIABB26372	JOBR LNG DRL/JOBR LNG DRL GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES	0	7.88 7.88	79.56
			WIABB26522	1/4X1 HWH TAPCON/1/4X1 3/4 TAPCON GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES	0	37.53 37.53	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			WIABB26571	FRAMING SQ/JB WELD/HSS BOTTOM TAP	0	34.15	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		34.15	
76996	FOLLETT SCHOOL SOLUTIONS, INC	03/12/2019	421054F	2018-2019 - HS - 432 - Follett EZ Titles	2001819043	1,246.40	1,246.40
10 E 400 432 222000 031				GENERAL FUND/EDUCATIONAL MEDIA/LIBRARY BOOKS		1,246.40	
76997	FRONTIER	03/12/2019	LINE CHARGES	ACCOUNT: 262-159-0899-09041 4.5	0	340.96	340.96
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		340.96	
76998	HEARTLAND COOPERATIVE	03/12/2019	292038	VINYL FUEL TUBING	0	28.36	110.36
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		28.36	
			292175	BATTERY CABLE	0	11.96	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		11.96	
			294786	WORK LIGHT	0	69.48	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		69.48	
			9022829	FINANCE CHARGE	0	0.56	
10 E 800 940 252000 000				GENERAL FUND/FISCAL/DUES & FEES		0.56	
76999	J H LARSON COMPANY	03/12/2019	S101927857.003	PLUMBING PARTS (MS URINALS)	0	559.58	838.01
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		559.58	
			S101937909.001	HS GYM LIGHT SWITCHES	0	206.20	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		206.20	
			S101946181.001	MS BLEACHERS	0	37.88	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		37.88	
			S101946864.001	MS BLEACHERS	0	34.35	
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		34.35	
77000	KURT OR HEATHER KULAS	03/12/2019	MILEAGE	FEBRUARY MILEAGE 90 MILES @.32	0	28.80	28.80
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		28.80	
77001	RIESTERER & SCHNELL INC	03/12/2019	1491621	V BELT	0	43.86	43.86
10 E 800 411 254300 000				GENERAL FUND/BUILDING REPAIRS/GENERAL SUPPLIES		43.86	
77002	SECURITY HEALTH PLAN	03/12/2019	4660	COBRA ADMINISTRATION -	0	181.80	181.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				FEBRUARY 2019			
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		181.80	
77003 SUPER DUPER		03/12/2019	2414563A	STICKERS, BOARD GAME, LESSONS	6021819088	113.80	113.80
27 E 800 411 156600 341				SPECIAL EDUC./SPEECH/LANGUAGE/GENERAL SUPPLIES		113.80	
77004 WARD'S NATURAL SCIENCE EST INC		03/12/2019	8085385191	closterium littorale/live oedogonium foveolatum, live scendedesmus	4011819052	71.40	71.40
10 E 400 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		71.40	
77005 WIL-KIL PEST CONTROL CORP		03/12/2019	3575373	PEST CONTROL	0	41.50	41.50
10 E 800 310 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PERSONAL SERVICES		41.50	
77006 WISCONSIN LIFT TRUCK CORP.		03/12/2019	221934007	INSPECTION & ADJUST VALVE FOR LIFTING	0	246.84	246.84
10 E 800 310 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/PERSONAL SERVICES		246.84	
			20	Computer	Check(s) For a Total of		8,415.44

Obj	2017-18		2017-18		2018-19		Encumbered Amount	Unencumbered Balance
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %		
100000	INSTRUCTION							
110000	ELEMENTARY CURRICULUM							
SALARIES	937,047.00	604,674.31	64.53	923,226.00	491,236.98	53.21	0.00	431,989.02
EMPLOYEE BENEFITS	536,795.00	323,211.25	60.21	520,325.00	286,106.83	54.99	0.00	234,218.17
PURCHASED SERVICES	0.00	0.00	0.00	0.00	525.00	0.00	0.00	-525.00
NON-CAPITAL OBJECTS	21,790.00	24,977.23	114.63	43,086.00	53,017.84	123.05	685.40	-10,617.24
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	960.00	-960.00
ELEMENTARY CURRICULUM	1,495,632.00	952,862.79	63.71	1,486,637.00	830,886.65	55.89	1,645.40	654,104.95
120000	REGULAR CURRICULUM							
SALARIES	1,664,057.00	1,061,337.09	63.78	1,608,102.00	941,659.62	58.56	0.00	666,442.38
EMPLOYEE BENEFITS	799,863.00	474,542.21	59.33	768,268.00	443,247.29	57.69	0.00	325,020.71
PURCHASED SERVICES	3,900.00	1,512.67	38.79	2,592.00	2,353.36	90.79	1,165.64	-927.00
NON-CAPITAL OBJECTS	63,779.00	69,123.08	108.38	111,657.00	92,309.59	82.67	11,414.64	7,932.77
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	4,536.00	4,330.65	95.47	5,847.00	3,893.05	66.58	1,883.63	70.32
REGULAR CURRICULUM	2,536,135.00	1,610,845.70	63.52	2,496,466.00	1,483,462.91	59.42	14,463.91	998,539.18
130000	VOCATIONAL CURRICULUM							
SALARIES	193,372.00	120,006.50	62.06	213,180.00	124,005.13	58.17	0.00	89,174.87
EMPLOYEE BENEFITS	106,835.00	60,488.19	56.62	125,692.00	77,192.76	61.41	0.00	48,499.24
PURCHASED SERVICES	5,089.00	3,537.72	69.52	4,690.00	3,808.55	81.21	0.00	881.45
NON-CAPITAL OBJECTS	39,823.00	36,785.87	92.37	74,844.00	70,414.94	94.08	9,571.12	-5,142.06
CAPITAL OBJECTS	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	105.00	0.00	0.00	90.00	55.00	61.11	30.00	5.00
VOCATIONAL CURRICULUM	345,324.00	220,818.28	63.95	418,496.00	275,476.38	65.83	9,601.12	133,418.50
140000	PHYSICAL CURRICULUM							
SALARIES	159,530.00	106,903.43	67.01	164,249.00	95,917.73	58.40	0.00	68,331.27
EMPLOYEE BENEFITS	77,176.00	52,066.11	67.46	75,327.00	43,881.30	58.25	0.00	31,445.70
PURCHASED SERVICES	100.00	0.00	0.00	100.00	0.00	0.00	0.00	100.00
NON-CAPITAL OBJECTS	4,484.00	3,491.56	77.87	1,425.00	1,893.51	132.88	0.00	-468.51

Obj	2017-18	2017-18	2017-18	2018-19	2018-19	2018-19	Encumbered	Unencumbered
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %	Amount	Balance
100000	INSTRUCTION							
140000	PHYSICAL CURRICULUM							
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	4,400.00	2,975.00	67.61	3,600.00	0.00	0.00	3,600.00	0.00
PHYSICAL CURRICULUM	245,690.00	165,436.10	67.34	244,701.00	141,692.54	57.90	3,600.00	99,408.46
150000	SPECIAL CURRICULUM							
SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SPECIAL CURRICULUM	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
160000	CO-CURRICULAR							
SALARIES	123,496.00	92,423.72	74.84	128,208.00	88,089.83	68.71	0.00	40,118.17
EMPLOYEE BENEFITS	18,941.00	10,852.27	57.30	16,344.00	10,510.63	64.31	0.00	5,833.37
PURCHASED SERVICES	36,790.00	21,419.31	58.22	38,873.00	24,278.44	62.46	12,917.50	1,677.06
NON-CAPITAL OBJECTS	35,702.00	26,713.77	74.82	34,459.00	28,961.92	84.05	7,151.29	-1,654.21
CAPITAL OBJECTS	22,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	20,395.00	13,493.80	66.16	19,360.00	12,406.79	64.08	7,657.00	-703.79
CO-CURRICULAR	257,824.00	164,902.87	63.96	237,244.00	164,247.61	69.23	27,725.79	45,270.60
170000	SPECIAL NEEDS							
SALARIES	154,820.00	111,143.76	71.79	156,507.00	88,977.90	56.85	0.00	67,529.10
EMPLOYEE BENEFITS	119,390.00	68,953.43	57.75	110,855.00	48,256.37	43.53	0.00	62,598.63
PURCHASED SERVICES	15.00	38.92	259.47	50.00	82.22	164.44	0.00	-32.22
NON-CAPITAL OBJECTS	3,943.00	1,012.82	25.69	3,853.00	1,266.08	32.86	0.00	2,586.92
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	2,000.00	2,320.00	116.00	2,320.00	1,840.00	79.31	800.00	-320.00
SPECIAL NEEDS	280,168.00	183,468.93	65.49	273,585.00	140,422.57	51.33	800.00	132,362.43
INSTRUCTION	5,160,773.00	3,298,334.67	63.91	5,157,129.00	3,036,188.66	58.87	57,836.22	2,063,104.12

Obj	2017-18 Original Budget	2017-18 FYTD Activity	2017-18 FYTD %	2018-19 Budget	2018-19 FYTD Activity	2018-19 FYTD %	Encumbered Amount	Unencumbered Balance
200000	SUPPORT SERVICES							
210000	PUPIL SERVICES							
SALARIES	156,335.00	103,439.68	66.17	172,306.00	103,708.77	60.19	0.00	68,597.23
EMPLOYEE BENEFITS	87,884.00	51,108.22	58.15	103,874.00	57,538.67	55.39	0.00	46,335.33
PURCHASED SERVICES	9,323.00	6,680.80	71.66	9,265.00	5,531.27	59.70	2,300.00	1,433.73
NON-CAPITAL OBJECTS	3,295.00	3,617.57	109.79	16,103.00	1,922.51	11.94	4,365.01	9,815.48
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	140.00	140.00	100.00	140.00	210.00	150.00	0.00	-70.00
PUPIL SERVICES	256,977.00	164,986.27	64.20	301,688.00	168,911.22	55.99	6,665.01	126,111.77
220000	INSTRUCTIONAL STAFF SERVICES							
SALARIES	194,984.00	121,937.47	62.54	189,680.00	113,970.87	60.09	0.00	75,709.13
EMPLOYEE BENEFITS	113,674.00	66,259.91	58.29	122,776.00	77,585.79	63.19	0.00	45,190.21
PURCHASED SERVICES	45,692.00	42,016.55	91.96	53,879.00	36,421.88	67.60	994.73	16,462.39
NON-CAPITAL OBJECTS	57,844.00	53,352.41	92.23	117,573.00	101,874.51	86.65	17,230.92	-1,532.43
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,063.00	542.00	50.99	1,157.00	414.00	35.78	102.27	640.73
INSTRUCTIONAL STAFF SERVI	413,257.00	284,108.34	68.75	485,065.00	330,267.05	68.09	18,327.92	136,470.03
230000	GENERAL ADMINISTRATION							
SALARIES	141,000.00	107,706.40	76.39	187,369.00	128,957.78	68.83	0.00	58,411.22
EMPLOYEE BENEFITS	53,359.00	36,569.70	68.54	64,739.00	47,330.69	73.11	0.00	17,408.31
PURCHASED SERVICES	55,840.00	40,277.58	72.13	50,914.00	28,335.57	55.65	0.00	22,578.43
NON-CAPITAL OBJECTS	9,698.00	3,779.09	38.97	9,150.00	4,006.41	43.79	186.00	4,957.59
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	8,500.00	6,550.96	77.07	10,500.00	8,647.82	82.36	0.00	1,852.18
GENERAL ADMINISTRATION	268,397.00	194,883.73	72.61	322,672.00	217,278.27	67.34	186.00	105,207.73
240000	BUILDING ADMINISTRATION							
SALARIES	361,390.00	270,841.34	74.94	404,003.00	286,837.37	71.00	0.00	117,165.63
EMPLOYEE BENEFITS	202,515.00	141,975.59	70.11	235,134.00	156,764.06	66.67	0.00	78,369.94
PURCHASED SERVICES	0.00	0.00	0.00	800.00	499.00	62.38	800.00	-499.00
NON-CAPITAL OBJECTS	7,310.00	3,583.28	49.02	5,800.00	2,519.76	43.44	4,713.84	-1,433.60

Obj	2017-18		2017-18		2018-19		Encumbered Amount	Unencumbered Balance
	Original Budget	FYTD Activity	FYTD %	Budget	FYTD Activity	FYTD %		
200000	SUPPORT SERVICES							
240000	BUILDING ADMINISTRATION							
CAPITAL OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,265.00	0.00	0.00	1,315.00	1,445.00	109.89	0.00	-130.00
BUILDING ADMINISTRATION	572,480.00	416,400.21	72.74	647,052.00	448,065.19	69.25	5,513.84	193,472.97
250000	BUSINESS ADMINISTRATION							
SALARIES	444,395.00	328,144.75	73.84	452,280.00	314,833.70	69.61	0.00	137,446.30
EMPLOYEE BENEFITS	255,636.00	159,980.02	62.58	281,666.00	176,090.49	62.52	0.00	105,575.51
PURCHASED SERVICES	1,066,333.00	850,046.17	79.72	1,105,970.00	771,427.80	69.75	1,402.00	333,140.20
NON-CAPITAL OBJECTS	113,244.00	105,393.26	93.07	130,075.00	75,063.87	57.71	0.00	55,011.13
CAPITAL OBJECTS	0.00	0.00	0.00	51,000.00	49,879.00	97.80	0.00	1,121.00
INSURANCE & JUDGMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
OTHER OBJECTS	1,500.00	732.60	48.84	1,500.00	2,491.36	166.09	0.00	-991.36
BUSINESS ADMINISTRATION	1,881,108.00	1,444,296.80	76.78	2,022,491.00	1,389,786.22	68.72	1,402.00	631,302.78
260000	CENTRAL SERVICES							
SALARIES	17,650.00	9,945.26	56.35	0.00	12.39	0.00	0.00	-12.39
EMPLOYEE BENEFITS	18,953.00	4,698.86	24.79	0.00	151.66	0.00	0.00	-151.66
PURCHASED SERVICES	202,500.00	131,336.87	64.86	32,000.00	19,973.71	62.42	0.00	12,026.29
NON-CAPITAL OBJECTS	117,050.00	83,017.81	70.93	0.00	461.79	0.00	0.00	-461.79
CAPITAL OBJECTS	16,000.00	778.25	4.86	1,000.00	296.00	29.60	0.00	704.00
OTHER OBJECTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
CENTRAL SERVICES	372,153.00	229,777.05	61.74	33,000.00	20,895.55	63.32	0.00	12,104.45
270000	INSURANCE							
INSURANCE & JUDGMENTS	126,506.00	122,776.00	97.05	122,244.00	118,874.59	97.24	0.00	3,369.41
INSURANCE	126,506.00	122,776.00	97.05	122,244.00	118,874.59	97.24	0.00	3,369.41

Obj	2017-18 Original Budget	2017-18 FYTD Activity	2017-18 FYTD %	2018-19 Budget	2018-19 FYTD Activity	2018-19 FYTD %	Encumbered Amount	Unencumbered Balance
200000	SUPPORT SERVICES							
280000	DEBT SERVICE							
DEBT RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
290000	OTHER SUPPORT SERVICES							
SALARIES	0.00	0.00	0.00	18,796.00	10,136.79	53.93	0.00	8,659.21
EMPLOYEE BENEFITS	175,000.00	167,153.64	95.52	192,183.00	186,150.74	96.86	0.00	6,032.26
PURCHASED SERVICES	2,593.00	1,847.04	71.23	210,758.00	135,076.53	64.09	0.00	75,681.47
NON-CAPITAL OBJECTS	0.00	0.00	0.00	3,500.00	3,077.55	87.93	0.00	422.45
CAPITAL OBJECTS	0.00	0.00	0.00	8,400.00	9,240.00	110.00	0.00	-840.00
OTHER SUPPORT SERVICES	177,593.00	169,000.68	95.16	433,637.00	343,681.61	79.26	0.00	89,955.39
SUPPORT SERVICES	4,068,471.00	3,026,229.08	74.38	4,367,849.00	3,037,759.70	69.55	32,094.77	1,297,994.53
400000	NON-PROGRAM TRANSACTIONS							
410000	INTERFUND OPERATING TRANSFERS							
OPERATING TRANSFERS-OUT	1,125,767.00	5,748.30	0.51	1,113,656.00	0.00	0.00	0.00	1,113,656.00
INTERFUND OPERATING TRANS	1,125,767.00	5,748.30	0.51	1,113,656.00	0.00	0.00	0.00	1,113,656.00
430000	GEN. TUITION PAYMENTS							
PURCHASED SERVICES	1,092,954.00	26,823.28	2.45	1,480,041.00	16,206.32	1.09	0.00	1,463,834.68
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	0.00	0.00	0.00	0.00	0.00
GEN. TUITION PAYMENTS	1,092,954.00	26,823.28	2.45	1,480,041.00	16,206.32	1.09	0.00	1,463,834.68
490000	NON-PROGRAM TRANSACTIONS							
OTHER OBJECTS	0.00	1,225.13	0.00	1,325.00	1,372.29	103.57	0.00	-47.29
NON-PROGRAM TRANSACTIONS	0.00	1,225.13	0.00	1,325.00	1,372.29	103.57	0.00	-47.29
NON-PROGRAM TRANSACTIONS	2,218,721.00	33,796.71	1.52	2,595,022.00	17,578.61	0.68	0.00	2,577,443.39

<u>Obj</u>	<u>2017-18</u> <u>Original Budget</u>	<u>2017-18</u> <u>FYTD Activity</u>	<u>2017-18</u> <u>FYTD %</u>	<u>2018-19</u> <u>Budget</u>	<u>2018-19</u> <u>FYTD Activity</u>	<u>2018-19</u> <u>FYTD %</u>	<u>Encumbered</u> <u>Amount</u>	<u>Unencumbered</u> <u>Balance</u>
Grand Expense Totals	11,447,965.00	6,358,360.46	55.54	12,120,000.00	6,091,526.97	50.26	89,930.99	5,938,542.04

Number of Accounts: 3816

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

USE OF HIGH SCHOOL SWIMMING POOL BY SCHOOL SPONSORED GROUPS

The Colby High School swimming pool may be used by students and district employees in a safe and orderly manner. Any person/group wishing to use the pool must get prior approval from using the Use of School Facilities Form (BOE Exhibit 830).

For clarification of use by Group I as identified in BOE Policy 830;

1. A supervisor (district employee) must be present.
2. The supervisor must have a current Life Guard certification or Water Safety Instructor certification on file with the School District of Colby. If the group does not have an adult with Life Guard certification or Water Safety Instructor certification, arrangements must be made to have an individual with these qualifications on site during any pool use.
3. A minimum of one (1) additional life guard must be present. The number of guards required is determined by group size, age and swimming ability.
4. At least one individual in the group must be trained in the proper use and operation of the pool cover.
5. Proper swim clothing is required.
6. Posted Pool rules and regulations must be followed at all times.
7. Swimmers will return equipment to its proper location. The adult supervisor is to assure this is completed.
8. All persons who use the pool are responsible for its proper use and can be denied same.
9. Each piece of equipment in the pool has a designated purpose. It is not to be used in any non-intended manner.
10. Equipment is not to be removed from the pool for any purpose. (Unless approved in advance and in compliance with BOE Policy 742)

Facilities - Summer 2019

Project	Referendum	Funding Source		
		Fund 49	Fund 46	Fund 10
	Fund 49	Neillsville		Regular Budget Exp.
BUDGET Available	\$1,457,963.55	\$670,722.01	\$458,454.94	
			Available 5/9/2020	
Theatre				
	Seating			
	Light / Sound Room			<i>Recommend Summer 2020</i>
Tech Ed Room Upgrades				
	Ceiling	\$3,500.00		
	Walls			\$0.00
	Flooring	\$8,630.00		
FACE Room Upgrades				
	Equipment	\$63,920.00		
	Flooring	\$5,370.00		
	Elec. / Plumbing	\$47,731.56		
	Remodel (cabinets) Opt. 1	\$21,647.00		
	Remodel (cabinets) Opt. 2	\$0.00		
Carpet in HS				
	Office, LMC, Health, FPC, Guid.	\$20,682.00		
	Changes in 102 - TO 8th Science	\$0.00		
	Changes in 409 - TO HS SPED	\$0.00		

DISTRICT -

Pool Surge Tank Ventilation	\$14,690.00
IT (Server Room) Roof Top Unit	\$11,927.00
Wood Shop - Exhaust Fan	\$2,600.00
High Pressure Boilers (Water Heaters)	\$38,978.00
Glycol Pump	\$1,400.00

Kitchen

Infrastructure Upgrade	\$170,000.00
Combi Oven	\$20,075.00
Braising Pan	\$14,450.00
Convection Steamer	\$13,455.00
Potential Plumbing Issues	\$0.00
Flooring Replacement	\$0.00

Carpet in MS

Room 115	\$3,026.00
Rooms 116/117	\$5,313.00

Replace School Vehicle

\$23,000.00

BOE Request for Weight Room Equipment

\$20,700.00

Fund Totals **\$467,394.56**



640 25th Ave. North
Wisconsin Rapids WI 54495
(715) 887.4400
Fax (715) 887.3330

804 North 4th Avenue
Edgar, WI 54426
(715) 301.1670
Fax (715) 352.2370

425 Holton Avenue
Sparta, WI 54656

Colby School District
98505 West Spence St.
Colby Wi. 54421
Attn: Steve Kolden

Revision: 1
Date: 3-13-2019
Proposal Number: 1927026

Project: **High School Boiler Replacement**

Architect: CCI

Engineer: CCI

Proposal: Proposal is to provide labor and material to replace the leaking Bradford White water boiler serving the high school. Replacement unit to be the same BTU capacity and storage as existing unit. Start up and operational check out included.

Base Bid \$15,231.00

This proposal is conditioned on acceptance of the attached Terms and Conditions of Sale, which are incorporated into this agreement by reference in full upon written acceptance by Buyer.

Proposal Accepted:
Complete Control, Inc. is authorized to proceed.

Proposal Submitted:
Complete Control, Inc.

Buyer _____

Seller Complete Control Inc.

By _____

By Tom Schafer

Title _____

Title Account Manager

Date _____

Date 3/13/2019

This proposal may be withdrawn by Complete Control Inc. if not accepted within (30) days

Complete Control, Inc.

STANDARD TERMS AND CONDITIONS OF SALE

All products and services of Complete Control, Inc. ("Complete Control") are furnished to the buyer ("Buyer") only on the terms and conditions stated in this document and in the applicable Complete Control proposal to the exclusion of any terms and conditions submitted by Buyer in any purchase order or other order documentation, preprinted or otherwise, except as to the identification and quantity of such products and/or services. Complete Control's performance of any contract is expressly conditioned on Buyer's agreement to these terms and conditions of sale, and in the absence of such agreement shall be for Buyer's convenience only, shall not create any contractual obligation, and shall not be construed as acceptance by Complete Control of any of Buyer's terms and conditions printed or stated in its orders. Buyer's signed acceptance of a proposal or submission of a signed purchase order for any products or services of Complete Control shall be deemed acceptance of these standard terms and conditions in their entirety and without alteration or supplementation. These terms and conditions may **not** be altered, supplemented, or amended by the use of any other document(s), and any additional or different terms and conditions contained in any purchase order or other document of Buyer will be null and void.

- 1. Proposal and Prices.** Complete Control's proposal(s) for any identified temperature control materials or software and any related and incidental installation or maintenance services ("Products") are firm for the period, and expire on the date, set forth in the proposal. All typographical or clerical errors are subject to correction. The prices quoted are net F.O.B. from Complete Control's headquarters, Port Edwards, Wisconsin. Unless expressly indicated otherwise on Complete Control's proposal, the price does not include and Buyer shall be responsible for any and all taxes and duties incurred on the Products and taxes may be added to the proposal to be paid by Buyer.
- 2. Payment Terms, Security Interest and Lien Rights Notice.** Complete Control reserves the right to invoice Buyer monthly as the work progresses, for all Products delivered to the job site or to an off-site facility of Buyer and for all work performed on-site and off-site. Engineering, drafting and other mobilization costs incurred prior to installation shall be included in Complete Control's initial invoice and be equal to twenty-five percent (25%) of the contract price. Invoices are due upon receipt by Buyer. If Buyer becomes overdue on any progress payment, Complete Control shall be entitled to suspend or work or terminate the agreement, and shall be entitled to interest at the annual rate of 18% or the maximum otherwise permitted by the State of Wisconsin, whichever is larger, in addition to any and all other remedies available under this agreement.

If requested, Buyer shall furnish Complete Control with all information, including financial statements, necessary to make a proper credit appraisal. Refusal to do so shall be grounds for termination of this agreement.

As required by the Wisconsin construction lien law, Complete Control also hereby notifies Buyer that persons or companies furnishing labor or materials for the construction on Buyer's land may have lien rights on Buyer's land and buildings if not paid. Those entitled to lien rights, in addition to Complete Control, are those who contract directly with the Buyer or those who give the Buyer notice within 60 days after they first furnish labor and materials for the construction. Accordingly, Buyer probably will receive notices from those who furnish labor and materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Complete Control agrees to cooperate with the Buyer and the Buyer's lender, if any, to see that all lien claimants are duly paid.

- 3. Software License.** In the event software is included within the Products provided, Complete Control grants to Buyer a nonexclusive and nontransferable license to use the Software, but only to the extent allowed under and subject to the licensing terms of the original software manufacture.
- 4. Warranty.** (a) Product Warranty. For a period of 12 months from the date of installation of the Products, Complete Control warrants that the Products will be free from defects in material and workmanship. If such defects are revealed within the 12 month period and brought by Buyer to the attention of Complete Control, Complete Control will repair or replace the Products at its cost.

This Product Warranty is subject to the following conditions: the Products (i) if not installed by Complete Control, are to be installed in accordance with all Complete Control's and the original manufacturer's instructions; (ii) is to be operated only by personnel duly trained in the proper operation of the Products; (iii) is to be operated according to all operation manuals provided with the Products; and (iv) is to be

maintained in strict compliance with all recommended and scheduled maintenance instructions provided with the Products.

(b) Exclusions. Warranty coverage does not include any defect or performance deficiency which is the direct or indirect result of (i) accident, abuse or misuse; (ii) operation of the Products outside of specified environmental, electrical, or performance requirements, conditions, capabilities, or standards; (iii) power fluctuation or failure; (iv) vandalism or any other damage or alteration of the Products by the persons other than Complete Control employees; (v) combination of incompatible products; (vi) fires, floods, decomposition by chemical or galvanic action and other natural causes; or (vii) damage, neglect, alteration, or any impairment of the Products resulting from (a) causes or conditions not associated with ordinary storage, handling, installation, maintenance, service, or use, or (b) maintenance or service by any party other than Complete Control and its authorized personnel, (c) any acts, omissions, causes, or events beyond the control of Complete Control. Complete Control retains the right to seek reimbursement under any warranty issued of the original manufacturer of any Product subject to a warranty claim. In addition, alteration or removal of any serial number, identification mark or patent marking voids Complete Control's warranty.

(c) Disclaimer.

THE WARRANTIES SET FORTH ABOVE ARE EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY, NONINFRINGEMENT, OR FITNESS FOR PARTICULAR PURPOSE. COMPLETE CONTROL NEITHER ASSUMES (NOR HAS AUTHORIZED ANY PERSON TO ASSUME FOR IT) ANY OTHER WARRANTY IN CONNECTION WITH THE PRODUCTS. CUSTOMER'S SOLE REMEDIES FOR BREACH OF SUCH WARRANTIES ARE SET FORTH IN THIS WARRANTY, AND SUCH REMEDIES ARE SUBJECT TO THE TERMS AND LIMITATIONS OF SECTION 5, BELOW.

5. Damages and Liability.

COMPLETE CONTROL'S TOTAL LIABILITY IN DAMAGES OR OTHERWISE FOR ANY CLAIM ARISING FROM OR IN CONNECTION WITH THE PRODUCTS OR ANY SERVICES PROVIDED BY COMPLETE CONTROL IN CONNECTION THEREWITH SHALL NOT EXCEED THE PAYMENT, IF ANY, RECEIVED BY COMPLETE CONTROL FOR SUCH PRODUCTS OR SERVICES. IN NO EVENT SHALL COMPLETE CONTROL BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO ANY LOSS OF USE, LOST REVENUES, LOST PROFITS, DAMAGE TO ASSOCIATED PRODUCTS OR FACILITIES, COSTS OF REPLACEMENT POWER, COSTS ASSOCIATED WITH DOWNTIME, AND ANY SIMILAR OR DISSIMILAR DAMAGES, EXPENSES, OR LOSSES, AND REGARDLESS OF HOWEVER CAUSED, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY. It is expressly recognized and agreed by the parties that the predominant purpose of this agreement is the provision of goods. Liability to third parties for bodily injury or death resulting from Complete Control's performance or Products shall not be affected by the limitations set forth above in this Section 5 and shall be determined in accordance with Section 6, below, in proportion to Complete Control's relative fault under applicable law.

6. Indemnity. With respect to bodily injury to or death of third parties, Buyer shall be responsible for all liability for damages arising from or in any way related to the use or operation of any Products by Buyer, its employees, agents, and other non-Complete Control personnel. Notwithstanding the foregoing and notwithstanding any fault or neglect attributable to Complete Control, Complete Control shall have no responsibility whatsoever for, and Buyer shall indemnify, defend, and hold Complete Control

harmless from, any and all damages or injury that arises from or relates to any use, operation, or service of any Products contrary to written warning or instructions given by Complete Control with respect to such Products, including but not limited to unauthorized use and/or modification of any Products or components thereof.

- 7. Cancellation Before Full Performance.** If the Buyer cancels this contract before complete performance, the Buyer shall pay to Complete Control, as liquidated damages, in lieu of any and all other remedies, (a) 25% of the full contract price for engineering, drafting and mobilization costs, and if Complete Control has commenced post-mobilization work, that percentage of the full contract price as is equal to the percentage of such work then completed and in place at the time of cancellation, and (b) the costs which the Complete Control shall have incurred at the time of such cancellation by reason of its having ordered materials and supplies required to effect its performance under this agreement, provided that no payment for such costs shall be required until such time as such materials and supplies in question shall have been delivered to the jobsite or to such alternative site as the Buyer may reasonably direct.
- 8. Changes.** Without nullifying this agreement, the Buyer may make reasonable changes adding to the scope of the work performed or Products provided under this agreement (an "extra"). Buyer's authorization for an extra may be oral or in writing. Absent a contemporaneous agreement on the price of such extra at the time of authorization, through such authorization, Buyer commits to compensate Complete Control for the reasonable cost of such extra, plus a reasonable markup for Complete Control's general conditions and overhead. Complete Control's proposals are based on straight-time labor, and any request by Buyer for overtime work shall also constitute an extra.
- 9. Limitation of Claims.** No claims, regardless of form, arising out of or in connection with the Products or services provided by Complete Control may be brought against Complete Control more than one year after the earlier of the date on which the cause of action accrued or the date on which Complete Control's performance with respect to such Products or services was completed or terminated.
- 10. Dispute Resolution and Fee Shifting.** Buyer agrees that in the event of a dispute between the Buyer and Complete Control in any way arising from this agreement or either parties' performance there under, that at Complete Control's option and request the parties shall submit said dispute to binding arbitration in Madison, Wisconsin. The arbitrator shall have at least 10 years of experience mediating and arbitrating construction disputes and shall be selected by mutual agreement of the Buyer and Complete Control. If the parties can not come to a mutual agreement on an arbitrator the arbitrator shall be appointed by application to a circuit court judge for Dane County. The binding arbitration shall be conducted in accordance with the Wisconsin Rules for Arbitration of Construction Disputes. In the event Complete Control prevails, in whole or in part, in the arbitration with the Buyer, the Buyer shall be required by the arbitration award to reimburse Complete Control for all of Complete Control's costs and expenses, including attorneys fees, incurred by Complete Control in connection with any and all disputes between Complete Control and Buyer in any way arising from this subcontract or the parties' performance there under.
- 11. Governing Law, Compliance with Laws.** These terms and conditions shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- 12. Miscellaneous.** (a) Performance. Complete Control shall not be liable for any loss, damage, delay or other default in delivery or performance that is due to unforeseen circumstances, or to causes beyond its control, including without limitation, strike, lockout, riot, war, civil unrest, fire, flood, and other similar and dissimilar natural causes, act of God, acts of third parties, sabotage, vandalism, embargoes, labor disputes, unforeseen delays in obtaining any permits or licenses, or other delays caused by government action or inaction or contractors or subcontractors (other than those contractors or subcontractors under the control of Complete Control), acts of civil or military authorities, and any other cause or condition beyond Complete Control's reasonable control. Provided any such delay or default is neither material nor indefinite, the time for Complete Control's performance shall be extended for a commercially reasonable period of time and thereafter Buyer shall accept performance hereunder. In the event of delay occasioned in

whole or in part by factors under the control of the Buyer, Complete Control shall be entitled both to an extension of time to perform as well as compensation as an extra.

(b) Default. Buyer's failure to either make any payment when due or comply with any other material term or condition of these terms and conditions shall constitute default. If Buyer has not cured the default within 30 days after Complete Control gives written notice of such default, Complete Control may, in addition to any other rights and remedies provided herein or under law, terminate the agreement between itself and Buyer and terminate its obligations to perform thereunder by giving Buyer written notice to take effect upon receipt. In such event, and in addition to any other damages provided herein or allowed under applicable law, Complete Control shall recover all costs, expenses, and attorney fees incurred in connection with such default and termination.

(c) Changes. Prior to delivery, Complete Control may change the construction, design or configuration of the Products without notice to Buyer as long as the general function of the Products is not thereby altered. If, prior to delivery, the general function of the Products will be altered by a change in construction, design, or configuration then Complete Control shall notify Buyer, and Buyer shall then have the option to terminate the agreement between itself and Complete Control for such Products and recover any and all monies paid to Complete Control thereunder.

(d) Assignment. Neither party may assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other party, such consent not to be unreasonably withheld. Notwithstanding the foregoing, Complete Control may, without the prior approval of Buyer, assign its rights and obligations hereunder to a surviving corporation in the event of a merger or consolidation between Complete Control and the surviving corporation or to an entity that acquires substantially all the assets of Complete Control relating to the subject matter hereof; provided that the surviving corporation or an entity that acquires substantially all the assets of Complete Control shall assume all the duties, liabilities and obligations of Complete Control hereunder.

(e) Waiver. The failure of Buyer or Complete Control at any time to require the performance of any obligation will not affect the right to require such performance at any time thereafter. The waiver of any remedy with respect to any default will not be taken as a waiver of any remedy for any succeeding default. Unless otherwise provided herein, no limitation or restriction on the remedies available to either party is intended by these terms and conditions.

(f) Invalidity and Interpretation. The invalidity or unenforceability of any provision hereof, whether in whole or in part, for any reason, will not affect the remaining provisions, and all terms and conditions will be construed in all respects as if any such invalid or unenforceable provision(s) were omitted. Course of dealing, course of performance, course of conduct, prior dealings, usage of trade, community standards, industry standards, and customary practice or interpretation in matters involving the sale, delivery, installation, use, or service of the Products and services provided hereunder or similar or dissimilar Products, goods, or services shall not serve as references in interpreting the terms and conditions hereof.

(g) Entire Agreement. These terms and conditions together with the applicable proposal(s) for Products and any related documents expressly agreed to in writing by the parties contain the complete and exclusive statement of the terms of agreement of the parties with respect to the subject matter hereof and supersede all prior understandings, representations, and warranties, written or oral.

(h) Survival. The provisions of, and respective obligations of the parties under, Sections 2, and 5 through 12, inclusive, shall survive any termination this agreement with respect to the Products or services of Complete Control.

(i) Conflicts. In the event of any ambiguity or conflict between or among these terms and conditions, Complete Control's proposal(s) for the Product(s), and any other agreement or writing signed by Complete Control, the express terms of the proposal, and if there are no such terms with respect to the subject matter in question, these Standard Terms and Conditions shall govern and control. In no event, however, shall any additional, differing, conflicting, supplemental or other terms and conditions stated in any purchase order, acknowledgment, contract or other document issued by Buyer have any effect or bind Complete Control unless such terms are specifically accepted in writing by the President of Complete Control.



640 25th Ave. North
Wisconsin Rapids WI 54495
(715) 887.4400
Fax (715) 887.3330

804 North 4th Avenue
Edgar, WI 54426
(715) 301.1670
Fax (715) 352.2370

425 Holton Avenue
Sparta, WI 54656

Colby School District
98505 West Spence St.
Colby Wi. 54421
Attn: Steve Kolden

Revision: 1
Date: 3-13-2019
Proposal Number: 1927026

Project: **High School Boiler Replacements**

Architect: CCI

Engineer: CCI

Proposal: Proposal is to provide labor and material to replace the three Bradford White water boiler serving the high school. Replacement unit to be the same BTU capacity and storage as existing unit. Start up and operational check out included. Saving of \$6,715 compared to doing them individually.

Base Bid \$38,978.00

This proposal is conditioned on acceptance of the attached Terms and Conditions of Sale, which are incorporated into this agreement by reference in full upon written acceptance by Buyer.

Proposal Accepted:
Complete Control, Inc. is authorized to proceed.

Proposal Submitted:
Complete Control, Inc.

Buyer _____

Seller Complete Control Inc.

By _____

By Tom Schafer

Title _____

Title Account Manager

Date _____

Date 3/13/2019

This proposal may be withdrawn by Complete Control Inc. if not accepted within (30) days

Complete Control, Inc.

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1. **Proposal and Prices.** Complete Control's proposal(s) for any identified temperature control materials or software and any related and incidental installation or maintenance services ("Products") are firm for the period, and expire on the date, set forth in the proposal. All typographical or clerical errors are subject to correction. The prices quoted are net F.O.B. from Complete Control's headquarters, Port Edwards, Wisconsin. Unless expressly indicated otherwise on Complete Control's proposal, the price does not include and Buyer shall be responsible for any and all taxes and duties incurred on the Products and taxes may be added to the proposal to be paid by Buyer.
2. **Payment Terms, Security Interest and Lien Rights Notice.** Complete Control reserves the right to invoice Buyer monthly as the work progresses, for all Products delivered to the job site or to an off-site facility of Buyer and for all work performed on-site and off-site. Engineering, drafting and other mobilization costs incurred prior to installation shall be included in Complete Control's initial invoice and be equal to twenty-five percent (25%) of the contract price. Invoices are due upon receipt by Buyer. If Buyer becomes overdue on any progress payment, Complete Control shall be entitled to suspend or work or terminate the agreement, and shall be entitled to interest at the annual rate of 18% or the maximum otherwise permitted by the State of Wisconsin, whichever is larger, in addition to any and all other remedies available under this agreement.

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3. **Software License.** In the event software is included within the Products provided, Complete Control grants to Buyer a nonexclusive and nontransferable license to use the Software, but only to the extent allowed under and subject to the licensing terms of the original software manufacture.
4. **Warranty.** (a) Product Warranty. For a period of 12 months from the date of installation of the Products, Complete Control warrants that the Products will be free from defects in material and workmanship. If such defects are revealed within the 12 month period and brought by Buyer to the attention of Complete Control, Complete Control will repair or replace the Products at its cost.

This Product Warranty is subject to the following conditions: the Products (i) if not installed by Complete Control, are to be installed in accordance with all Complete Control's and the original manufacturer's instructions; (ii) is to be operated only by personnel duly trained in the proper operation of the Products; (iii) is to be operated according to all operation manuals provided with the Products; and (iv) is to be

maintained in strict compliance with all recommended and scheduled maintenance instructions provided with the Products.

(b) Exclusions. Warranty coverage does not include any defect or performance deficiency which is the direct or indirect result of (i) accident, abuse or misuse; (ii) operation of the Products outside of specified environmental, electrical, or performance requirements, conditions, capabilities, or standards; (iii) power fluctuation or failure; (iv) vandalism or any other damage or alteration of the Products by the persons other than Complete Control employees; (v) combination of incompatible products; (vi) fires, floods, decomposition by chemical or galvanic action and other natural causes; or (vii) damage, neglect, alteration, or any impairment of the Products resulting from (a) causes or conditions not associated with ordinary storage, handling, installation, maintenance, service, or use, or (b) maintenance or service by any party other than Complete Control and its authorized personnel, (c) any acts, omissions, causes, or events beyond the control of Complete Control. Complete Control retains the right to seek reimbursement under any warranty issued of the original manufacturer of any Product subject to a warranty claim. In addition, alteration or removal of any serial number, identification mark or patent marking voids Complete Control's warranty.

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6. **Indemnity.** With respect to bodily injury to or death of third parties, Buyer shall be responsible for all liability for damages arising from or in any way related to the use or operation of any Products by Buyer, its employees, agents, and other non-Complete Control personnel. Notwithstanding the foregoing and notwithstanding any fault or neglect attributable to Complete Control, Complete Control shall have no responsibility whatsoever for, and Buyer shall indemnify, defend, and hold Complete Control

harmless from, any and all damages or injury that arises from or relates to any use, operation, or service of any Products contrary to written warning or instructions given by Complete Control with respect to such Products, including but not limited to unauthorized use and/or modification of any Products or components thereof.

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- 9. Limitation of Claims.** No claims, regardless of form, arising out of or in connection with the Products or services provided by Complete Control may be brought against Complete Control more than one year after the earlier of the date on which the cause of action accrued or the date on which Complete Control's performance with respect to such Products or services was completed or terminated.
- 10. Dispute Resolution and Fee Shifting.** Buyer agrees that in the event of a dispute between the Buyer and Complete Control in any way arising from this agreement or either parties' performance there under, that at Complete Control's option and request the parties shall submit said dispute to binding arbitration in Madison, Wisconsin. The arbitrator shall have at least 10 years of experience mediating and arbitrating construction disputes and shall be selected by mutual agreement of the Buyer and Complete Control. If the parties can not come to a mutual agreement on an arbitrator the arbitrator shall be appointed by application to a circuit court judge for Dane County. The binding arbitration shall be conducted in accordance with the Wisconsin Rules for Arbitration of Construction Disputes. In the event Complete Control prevails, in whole or in part, in the arbitration with the Buyer, the Buyer shall be required by the arbitration award to reimburse Complete Control for all of Complete Control's costs and expenses, including attorneys fees, incurred by Complete Control in connection with any and all disputes between Complete Control and Buyer in any way arising from this subcontract or the parties' performance there under.
- 11. Governing Law, Compliance with Laws.** These terms and conditions shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- 12. Miscellaneous.** (a) Performance. Complete Control shall not be liable for any loss, damage, delay or other default in delivery or performance that is due to unforeseen circumstances, or to causes beyond its control, including without limitation, strike, lockout, riot, war, civil unrest, fire, flood, and other similar and dissimilar natural causes, act of God, acts of third parties, sabotage, vandalism, embargoes, labor disputes, unforeseen delays in obtaining any permits or licenses, or other delays caused by government action or inaction or contractors or subcontractors (other than those contractors or subcontractors under the control of Complete Control), acts of civil or military authorities, and any other cause or condition beyond Complete Control's reasonable control. Provided any such delay or default is neither material nor indefinite, the time for Complete Control's performance shall be extended for a commercially reasonable period of time and thereafter Buyer shall accept performance hereunder. In the event of delay occasioned in

whole or in part by factors under the control of the Buyer, Complete Control shall be entitled both to an extension of time to perform as well as compensation as an extra.

(b) Default. Buyer's failure to either make any payment when due or comply with any other material term or condition of these terms and conditions shall constitute default. If Buyer has not cured the default within 30 days after Complete Control gives written notice of such default, Complete Control may, in addition to any other rights and remedies provided herein or under law, terminate the agreement between itself and Buyer and terminate its obligations to perform thereunder by giving Buyer written notice to take effect upon receipt. In such event, and in addition to any other damages provided herein or allowed under applicable law, Complete Control shall recover all costs, expenses, and attorney fees incurred in connection with such default and termination.

(c) Changes. Prior to delivery, Complete Control may change the construction, design or configuration of the Products without notice to Buyer as long as the general function of the Products is not thereby altered. If, prior to delivery, the general function of the Products will be altered by a change in construction, design, or configuration then Complete Control shall notify Buyer, and Buyer shall then have the option to terminate the agreement between itself and Complete Control for such Products and recover any and all monies paid to Complete Control thereunder.

(d) Assignment. Neither party may assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other party, such consent not to be unreasonably withheld. Notwithstanding the foregoing, Complete Control may, without the prior approval of Buyer, assign its rights and obligations hereunder to a surviving corporation in the event of a merger or consolidation between Complete Control and the surviving corporation or to an entity that acquires substantially all the assets of Complete Control relating to the subject matter hereof; provided that the surviving corporation or an entity that acquires substantially all the assets of Complete Control shall assume all the duties, liabilities and obligations of Complete Control hereunder.

(e) Waiver. The failure of Buyer or Complete Control at any time to require the performance of any obligation will not affect the right to require such performance at any time thereafter. The waiver of any remedy with respect to any default will not be taken as a waiver of any remedy for any succeeding default. Unless otherwise provided herein, no limitation or restriction on the remedies available to either party is intended by these terms and conditions.

(f) Invalidity and Interpretation. The invalidity or unenforceability of any provision hereof, whether in whole or in part, for any reason, will not affect the remaining provisions, and all terms and conditions will be construed in all respects as if any such invalid or unenforceable provision(s) were omitted. Course of dealing, course of performance, course of conduct, prior dealings, usage of trade, community standards, industry standards, and customary practice or interpretation in matters involving the sale, delivery, installation, use, or service of the Products and services provided hereunder or similar or dissimilar Products, goods, or services shall not serve as references in interpreting the terms and conditions hereof.

(g) Entire Agreement. These terms and conditions together with the applicable proposal(s) for Products and any related documents expressly agreed to in writing by the parties contain the complete and exclusive statement of the terms of agreement of the parties with respect to the subject matter hereof and supersede all prior understandings, representations, and warranties, written or oral.

(h) Survival. The provisions of, and respective obligations of the parties under, Sections 2, and 5 through 12, inclusive, shall survive any termination this agreement with respect to the Products or services of Complete Control.

(i) Conflicts. In the event of any ambiguity or conflict between or among these terms and conditions, Complete Control's proposal(s) for the Product(s), and any other agreement or writing signed by Complete Control, the express terms of the proposal, and if there are no such terms with respect to the subject matter in question, these Standard Terms and Conditions shall govern and control. In no event, however, shall any additional, differing, conflicting, supplemental or other terms and conditions stated in any purchase order, acknowledgment, contract or other document issued by Buyer have any effect or bind Complete Control unless such terms are specifically accepted in writing by the President of Complete Control.



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425 Holton Avenue
Sparta, WI 54656

Colby School District
98505 West Spence St.
Colby Wi. 54421
Attn: Steve Kolden

Revision: 1
Date: 3-13-2019
Proposal Number: 1927027

Project: **IT Rooftop Unit Replacement**

Architect: CCI

Engineer: CCI

Proposal: Proposal is to provide labor and material to replace the existing RTU serving the IT server room. New unit will have economizer for using outside air to cool when available. This would replace an R-22 refrigerant unit with 410-A.
Crane lift included.
Temp sensor tied into BAS system to notify if temperature is out of range.
Exclusions: line voltage work.

Base Bid \$11,927.00

This proposal is conditioned on acceptance of the attached Terms and Conditions of Sale, which are incorporated into this agreement by reference in full upon written acceptance by Buyer.

Proposal Accepted:
Complete Control, Inc. is authorized to proceed.

Proposal Submitted:
Complete Control, Inc.

Buyer _____

Seller Complete Control Inc.

By _____

By Tom Schafer

Title _____

Title Account Manager

Date _____

Date 3/13/2019

This proposal may be withdrawn by Complete Control Inc. if not accepted within (30) days

Complete Control, Inc.

STANDARD TERMS AND CONDITIONS OF SALE

All products and services of Complete Control, Inc. ("Complete Control") are furnished to the buyer ("Buyer") only on the terms and conditions stated in this document and in the applicable Complete Control proposal to the exclusion of any terms and conditions submitted by Buyer in any purchase order or other order documentation, preprinted or otherwise, except as to the identification and quantity of such products and/or services. Complete Control's performance of any contract is expressly conditioned on Buyer's agreement to these terms and conditions of sale, and in the absence of such agreement shall be for Buyer's convenience only, shall not create any contractual obligation, and shall not be construed as acceptance by Complete Control of any of Buyer's terms and conditions printed or stated in its orders. Buyer's signed acceptance of a proposal or submission of a signed purchase order for any products or services of Complete Control shall be deemed acceptance of these standard terms and conditions in their entirety and without alteration or supplementation. These terms and conditions may **not** be altered, supplemented, or amended by the use of any other document(s), and any additional or different terms and conditions contained in any purchase order or other document of Buyer will be null and void.

- 1. Proposal and Prices.** Complete Control's proposal(s) for any identified temperature control materials or software and any related and incidental installation or maintenance services ("Products") are firm for the period, and expire on the date, set forth in the proposal. All typographical or clerical errors are subject to correction. The prices quoted are net F.O.B. from Complete Control's headquarters, Port Edwards, Wisconsin. Unless expressly indicated otherwise on Complete Control's proposal, the price does not include and Buyer shall be responsible for any and all taxes and duties incurred on the Products and taxes may be added to the proposal to be paid by Buyer.
- 2. Payment Terms, Security Interest and Lien Rights Notice.** Complete Control reserves the right to invoice Buyer monthly as the work progresses, for all Products delivered to the job site or to an off-site facility of Buyer and for all work performed on-site and off-site. Engineering, drafting and other mobilization costs incurred prior to installation shall be included in Complete Control's initial invoice and be equal to twenty-five percent (25%) of the contract price. Invoices are due upon receipt by Buyer. If Buyer becomes overdue on any progress payment, Complete Control shall be entitled to suspend or work or terminate the agreement, and shall be entitled to interest at the annual rate of 18% or the maximum otherwise permitted by the State of Wisconsin, whichever is larger, in addition to any and all other remedies available under this agreement.

If requested, Buyer shall furnish Complete Control with all information, including financial statements, necessary to make a proper credit appraisal. Refusal to do so shall be grounds for termination of this agreement.

As required by the Wisconsin construction lien law, Complete Control also hereby notifies Buyer that persons or companies furnishing labor or materials for the construction on Buyer's land may have lien rights on Buyer's land and buildings if not paid. Those entitled to lien rights, in addition to Complete Control, are those who contract directly with the Buyer or those who give the Buyer notice within 60 days after they first furnish labor and materials for the construction. Accordingly, Buyer probably will receive notices from those who furnish labor and materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Complete Control agrees to cooperate with the Buyer and the Buyer's lender, if any, to see that all lien claimants are duly paid.

- 3. Software License.** In the event software is included within the Products provided, Complete Control grants to Buyer a nonexclusive and nontransferable license to use the Software, but only to the extent allowed under and subject to the licensing terms of the original software manufacture.
- 4. Warranty.** (a) **Product Warranty.** For a period of 12 months from the date of installation of the Products, Complete Control warrants that the Products will be free from defects in material and workmanship. If such defects are revealed within the 12 month period and brought by Buyer to the attention of Complete Control, Complete Control will repair or replace the Products at its cost.

This Product Warranty is subject to the following conditions: the Products (i) if not installed by Complete Control, are to be installed in accordance with all Complete Control's and the original manufacturer's instructions; (ii) is to be operated only by personnel duly trained in the proper operation of the Products; (iii) is to be operated according to all operation manuals provided with the Products; and (iv) is to be

maintained in strict compliance with all recommended and scheduled maintenance instructions provided with the Products.

(b) **Exclusions.** Warranty coverage does not include any defect or performance deficiency which is the direct or indirect result of (i) accident, abuse or misuse; (ii) operation of the Products outside of specified environmental, electrical, or performance requirements, conditions, capabilities, or standards; (iii) power fluctuation or failure; (iv) vandalism or any other damage or alteration of the Products by the persons other than Complete Control employees; (v) combination of incompatible products; (vi) fires, floods, decomposition by chemical or galvanic action and other natural causes; or (vii) damage, neglect, alteration, or any impairment of the Products resulting from (a) causes or conditions not associated with ordinary storage, handling, installation, maintenance, service, or use, or (b) maintenance or service by any party other than Complete Control and its authorized personnel, (c) any acts, omissions, causes, or events beyond the control of Complete Control. Complete Control retains the right to seek reimbursement under any warranty issued of the original manufacturer of any Product subject to a warranty claim. In addition, alteration or removal of any serial number, identification mark or patent marking voids Complete Control's warranty.

(c) **Disclaimer.**

THE WARRANTIES SET FORTH ABOVE ARE EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY, NONINFRINGEMENT, OR FITNESS FOR PARTICULAR PURPOSE. COMPLETE CONTROL NEITHER ASSUMES (NOR HAS AUTHORIZED ANY PERSON TO ASSUME FOR IT) ANY OTHER WARRANTY IN CONNECTION WITH THE PRODUCTS. CUSTOMER'S SOLE REMEDIES FOR BREACH OF SUCH WARRANTIES ARE SET FORTH IN THIS WARRANTY, AND SUCH REMEDIES ARE SUBJECT TO THE TERMS AND LIMITATIONS OF SECTION 5, BELOW.

5. Damages and Liability.

COMPLETE CONTROL'S TOTAL LIABILITY IN DAMAGES OR OTHERWISE FOR ANY CLAIM ARISING FROM OR IN CONNECTION WITH THE PRODUCTS OR ANY SERVICES PROVIDED BY COMPLETE CONTROL IN CONNECTION THEREWITH SHALL NOT EXCEED THE PAYMENT, IF ANY, RECEIVED BY COMPLETE CONTROL FOR SUCH PRODUCTS OR SERVICES. IN NO EVENT SHALL COMPLETE CONTROL BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO ANY LOSS OF USE, LOST REVENUES, LOST PROFITS, DAMAGE TO ASSOCIATED PRODUCTS OR FACILITIES, COSTS OF REPLACEMENT POWER, COSTS ASSOCIATED WITH DOWNTIME, AND ANY SIMILAR OR DISSIMILAR DAMAGES, EXPENSES, OR LOSSES, AND REGARDLESS OF HOWEVER CAUSED, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY. It is expressly recognized and agreed by the parties that the predominant purpose of this agreement is the provision of goods. Liability to third parties for bodily injury or death resulting from Complete Control's performance or Products shall not be affected by the limitations set forth above in this Section 5 and shall be determined in accordance with Section 6, below, in proportion to Complete Control's relative fault under applicable law.

6. Indemnity. With respect to bodily injury to or death of third parties, Buyer shall be responsible for all liability for damages arising from or in any way related to the use or operation of any Products by Buyer, its employees, agents, and other non-Complete Control personnel. Notwithstanding the foregoing and notwithstanding any fault or neglect attributable to Complete Control, Complete Control shall have no responsibility whatsoever for, and Buyer shall indemnify, defend, and hold Complete Control

harmless from, any and all damages or injury that arises from or relates to any use, operation, or service of any Products contrary to written warning or instructions given by Complete Control with respect to such Products, including but not limited to unauthorized use and/or modification of any Products or components thereof.

7. **Cancellation Before Full Performance.** If the Buyer cancels this contract before complete performance, the Buyer shall pay to Complete Control, as liquidated damages, in lieu of any and all other remedies, (a) 25% of the full contract price for engineering, drafting and mobilization costs, and if Complete Control has commenced post-mobilization work, that percentage of the full contract price as is equal to the percentage of such work then completed and in place at the time of cancellation, and (b) the costs which the Complete Control shall have incurred at the time of such cancellation by reason of its having ordered materials and supplies required to effect its performance under this agreement, provided that no payment for such costs shall be required until such time as such materials and supplies in question shall have been delivered to the jobsite or to such alternative site as the Buyer may reasonably direct.
8. **Changes.** Without nullifying this agreement, the Buyer may make reasonable changes adding to the scope of the work performed or Products provided under this agreement (an "extra"). Buyer's authorization for an extra may be oral or in writing. Absent a contemporaneous agreement on the price of such extra at the time of authorization, through such authorization, Buyer commits to compensate Complete Control for the reasonable cost of such extra, plus a reasonable markup for Complete Control's general conditions and overhead. Complete Control's proposals are based on straight-time labor, and any request by Buyer for overtime work shall also constitute an extra.
9. **Limitation of Claims.** No claims, regardless of form, arising out of or in connection with the Products or services provided by Complete Control may be brought against Complete Control more than one year after the earlier of the date on which the cause of action accrued or the date on which Complete Control's performance with respect to such Products or services was completed or terminated.
10. **Dispute Resolution and Fee Shifting.** Buyer agrees that in the event of a dispute between the Buyer and Complete Control in any way arising from this agreement or either parties' performance there under, that at Complete Control's option and request the parties shall submit said dispute to binding arbitration in Madison, Wisconsin. The arbitrator shall have at least 10 years of experience mediating and arbitrating construction disputes and shall be selected by mutual agreement of the Buyer and Complete Control. If the parties can not come to a mutual agreement on an arbitrator the arbitrator shall be appointed by application to a circuit court judge for Dane County. The binding arbitration shall be conducted in accordance with the Wisconsin Rules for Arbitration of Construction Disputes. In the event Complete Control prevails, in whole or in part, in the arbitration with the Buyer, the Buyer shall be required by the arbitration award to reimburse Complete Control for all of Complete Control's costs and expenses, including attorneys fees, incurred by Complete Control in connection with any and all disputes between Complete Control and Buyer in any way arising from this subcontract or the parties' performance there under.
11. **Governing Law, Compliance with Laws.** These terms and conditions shall be governed by and construed in accordance with the laws of the State of Wisconsin.
12. **Miscellaneous.** (a) **Performance.** Complete Control shall not be liable for any loss, damage, delay or other default in delivery or performance that is due to unforeseen circumstances, or to causes beyond its control, including without limitation, strike, lockout, riot, war, civil unrest, fire, flood, and other similar and dissimilar natural causes, act of God, acts of third parties, sabotage, vandalism, embargoes, labor disputes, unforeseen delays in obtaining any permits or licenses, or other delays caused by government action or inaction or contractors or subcontractors (other than those contractors or subcontractors under the control of Complete Control), acts of civil or military authorities, and any other cause or condition beyond Complete Control's reasonable control. Provided any such delay or default is neither material nor indefinite, the time for Complete Control's performance shall be extended for a commercially reasonable period of time and thereafter Buyer shall accept performance hereunder. In the event of delay occasioned in

whole or in part by factors under the control of the Buyer, Complete Control shall be entitled both to an extension of time to perform as well as compensation as an extra.

(b) **Default.** Buyer's failure to either make any payment when due or comply with any other material term or condition of these terms and conditions shall constitute default. If Buyer has not cured the default within 30 days after Complete Control gives written notice of such default, Complete Control may, in addition to any other rights and remedies provided herein or under law, terminate the agreement between itself and Buyer and terminate its obligations to perform thereunder by giving Buyer written notice to take effect upon receipt. In such event, and in addition to any other damages provided herein or allowed under applicable law, Complete Control shall recover all costs, expenses, and attorney fees incurred in connection with such default and termination.

(c) **Changes.** Prior to delivery, Complete Control may change the construction, design or configuration of the Products without notice to Buyer as long as the general function of the Products is not thereby altered. If, prior to delivery, the general function of the Products will be altered by a change in construction, design, or configuration then Complete Control shall notify Buyer, and Buyer shall then have the option to terminate the agreement between itself and Complete Control for such Products and recover any and all monies paid to Complete Control thereunder.

(d) **Assignment.** Neither party may assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other party, such consent not to be unreasonably withheld. Notwithstanding the foregoing, Complete Control may, without the prior approval of Buyer, assign its rights and obligations hereunder to a surviving corporation in the event of a merger or consolidation between Complete Control and the surviving corporation or to an entity that acquires substantially all the assets of Complete Control relating to the subject matter hereof; provided that the surviving corporation or an entity that acquires substantially all the assets of Complete Control shall assume all the duties, liabilities and obligations of Complete Control hereunder.

(e) **Waiver.** The failure of Buyer or Complete Control at any time to require the performance of any obligation will not affect the right to require such performance at any time thereafter. The waiver of any remedy with respect to any default will not be taken as a waiver of any remedy for any succeeding default. Unless otherwise provided herein, no limitation or restriction on the remedies available to either party is intended by these terms and conditions.

(f) **Invalidity and Interpretation.** The invalidity or unenforceability of any provision hereof, whether in whole or in part, for any reason, will not affect the remaining provisions, and all terms and conditions will be construed in all respects as if any such invalid or unenforceable provision(s) were omitted. Course of dealing, course of performance, course of conduct, prior dealings, usage of trade, community standards, industry standards, and customary practice or interpretation in matters involving the sale, delivery, installation, use, or service of the Products and services provided hereunder or similar or dissimilar Products, goods, or services shall not serve as references in interpreting the terms and conditions hereof.

(g) **Entire Agreement.** These terms and conditions together with the applicable proposal(s) for Products and any related documents expressly agreed to in writing by the parties contain the complete and exclusive statement of the terms of agreement of the parties with respect to the subject matter hereof and supersede all prior understandings, representations, and warranties, written or oral.

(h) **Survival.** The provisions of, and respective obligations of the parties under, Sections 2, and 5 through 12, inclusive, shall survive any termination this agreement with respect to the Products or services of Complete Control.

(i) **Conflicts.** In the event of any ambiguity or conflict between or among these terms and conditions, Complete Control's proposal(s) for the Product(s), and any other agreement or writing signed by Complete Control, the express terms of the proposal, and if there are no such terms with respect to the subject matter in question, these Standard Terms and Conditions shall govern and control. In no event, however, shall any additional, differing, conflicting, supplemental or other terms and conditions stated in any purchase order, acknowledgment, contract or other document issued by Buyer have any effect or bind Complete Control unless such terms are specifically accepted in writing by the President of Complete Control.



640 25th Ave. North
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(715) 887.4400
Fax (715) 887.3330

804 North 4th Avenue
Edgar, WI 54426
(715) 301.1670
Fax (715) 352.2370

425 Holton Avenue
Sparta, WI 54656

Colby School District
98505 West Spence St.
Colby Wi. 54421
Attn: Steve Kolden

Revision: 1
Date: 3-13-2019
Proposal Number: 1927028

Project: **Wood Shop Exhaust Fan Replacement**

Architect: CCI

Engineer: CCI

Proposal: Proposal is to provide labor and material to replace the existing exhaust Fan serving the wood shop.
New back draft damper included.
Exclusions: line voltage work.

Base Bid \$2,600.00

This proposal is conditioned on acceptance of the attached Terms and Conditions of Sale, which are incorporated into this agreement by reference in full upon written acceptance by Buyer.

Proposal Accepted:
Complete Control, Inc. is authorized to proceed.

Proposal Submitted:
Complete Control, Inc.

Buyer	_____	Seller	Complete Control Inc. _____
By	_____	By	Tom Schafer _____
Title	_____	Title	Account Manager _____
Date	_____	Date	3/13/2019 _____

This proposal may be withdrawn by Complete Control Inc. if not accepted within (30) days

Complete Control, Inc.

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maintained in strict compliance with all recommended and scheduled maintenance instructions provided with the Products.

(b) **Exclusions.** Warranty coverage does not include any defect or performance deficiency which is the direct or indirect result of (i) accident, abuse or misuse; (ii) operation of the Products outside of specified environmental, electrical, or performance requirements, conditions, capabilities, or standards; (iii) power fluctuation or failure; (iv) vandalism or any other damage or alteration of the Products by the persons other than Complete Control employees; (v) combination of incompatible products; (vi) fires, floods, decomposition by chemical or galvanic action and other natural causes; or (vii) damage, neglect, alteration, or any impairment of the Products resulting from (a) causes or conditions not associated with ordinary storage, handling, installation, maintenance, service, or use, or (b) maintenance or service by any party other than Complete Control and its authorized personnel, (c) any acts, omissions, causes, or events beyond the control of Complete Control. Complete Control retains the right to seek reimbursement under any warranty issued of the original manufacturer of any Product subject to a warranty claim. In addition, alteration or removal of any serial number, identification mark or patent marking voids Complete Control's warranty.

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harmless from, any and all damages or injury that arises from or relates to any use, operation, or service of any Products contrary to written warning or instructions given by Complete Control with respect to such Products, including but not limited to unauthorized use and/or modification of any Products or components thereof.

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- 9. Limitation of Claims.** No claims, regardless of form, arising out of or in connection with the Products or services provided by Complete Control may be brought against Complete Control more than one year after the earlier of the date on which the cause of action accrued or the date on which Complete Control's performance with respect to such Products or services was completed or terminated.
- 10. Dispute Resolution and Fee Shifting.** Buyer agrees that in the event of a dispute between the Buyer and Complete Control in any way arising from this agreement or either parties' performance there under, that at Complete Control's option and request the parties shall submit said dispute to binding arbitration in Madison, Wisconsin. The arbitrator shall have at least 10 years of experience mediating and arbitrating construction disputes and shall be selected by mutual agreement of the Buyer and Complete Control. If the parties can not come to a mutual agreement on an arbitrator the arbitrator shall be appointed by application to a circuit court judge for Dane County. The binding arbitration shall be conducted in accordance with the Wisconsin Rules for Arbitration of Construction Disputes. In the event Complete Control prevails, in whole or in part, in the arbitration with the Buyer, the Buyer shall be required by the arbitration award to reimburse Complete Control for all of Complete Control's costs and expenses, including attorneys fees, incurred by Complete Control in connection with any and all disputes between Complete Control and Buyer in any way arising from this subcontract or the parties' performance there under.
- 11. Governing Law, Compliance with Laws.** These terms and conditions shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- 12. Miscellaneous.** (a) **Performance.** Complete Control shall not be liable for any loss, damage, delay or other default in delivery or performance that is due to unforeseen circumstances, or to causes beyond its control, including without limitation, strike, lockout, riot, war, civil unrest, fire, flood, and other similar and dissimilar natural causes, act of God, acts of third parties, sabotage, vandalism, embargoes, labor disputes, unforeseen delays in obtaining any permits or licenses, or other delays caused by government action or inaction or contractors or subcontractors (other than those contractors or subcontractors under the control of Complete Control), acts of civil or military authorities, and any other cause or condition beyond Complete Control's reasonable control. Provided any such delay or default is neither material nor indefinite, the time for Complete Control's performance shall be extended for a commercially reasonable period of time and thereafter Buyer shall accept performance hereunder. In the event of delay occasioned in

whole or in part by factors under the control of the Buyer, Complete Control shall be entitled both to an extension of time to perform as well as compensation as an extra.

(b) **Default.** Buyer's failure to either make any payment when due or comply with any other material term or condition of these terms and conditions shall constitute default. If Buyer has not cured the default within 30 days after Complete Control gives written notice of such default, Complete Control may, in addition to any other rights and remedies provided herein or under law, terminate the agreement between itself and Buyer and terminate its obligations to perform thereunder by giving Buyer written notice to take effect upon receipt. In such event, and in addition to any other damages provided herein or allowed under applicable law, Complete Control shall recover all costs, expenses, and attorney fees incurred in connection with such default and termination.

(c) **Changes.** Prior to delivery, Complete Control may change the construction, design or configuration of the Products without notice to Buyer as long as the general function of the Products is not thereby altered. If, prior to delivery, the general function of the Products will be altered by a change in construction, design, or configuration then Complete Control shall notify Buyer, and Buyer shall then have the option to terminate the agreement between itself and Complete Control for such Products and recover any and all monies paid to Complete Control thereunder.

(d) **Assignment.** Neither party may assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other party, such consent not to be unreasonably withheld. Notwithstanding the foregoing, Complete Control may, without the prior approval of Buyer, assign its rights and obligations hereunder to a surviving corporation in the event of a merger or consolidation between Complete Control and the surviving corporation or to an entity that acquires substantially all the assets of Complete Control relating to the subject matter hereof; provided that the surviving corporation or an entity that acquires substantially all the assets of Complete Control shall assume all the duties, liabilities and obligations of Complete Control hereunder.

(e) **Waiver.** The failure of Buyer or Complete Control at any time to require the performance of any obligation will not affect the right to require such performance at any time thereafter. The waiver of any remedy with respect to any default will not be taken as a waiver of any remedy for any succeeding default. Unless otherwise provided herein, no limitation or restriction on the remedies available to either party is intended by these terms and conditions.

(f) **Invalidity and Interpretation.** The invalidity or unenforceability of any provision hereof, whether in whole or in part, for any reason, will not affect the remaining provisions, and all terms and conditions will be construed in all respects as if any such invalid or unenforceable provision(s) were omitted. Course of dealing, course of performance, course of conduct, prior dealings, usage of trade, community standards, industry standards, and customary practice or interpretation in matters involving the sale, delivery, installation, use, or service of the Products and services provided hereunder or similar or dissimilar Products, goods, or services shall not serve as references in interpreting the terms and conditions hereof.

(g) **Entire Agreement.** These terms and conditions together with the applicable proposal(s) for Products and any related documents expressly agreed to in writing by the parties contain the complete and exclusive statement of the terms of agreement of the parties with respect to the subject matter hereof and supersede all prior understandings, representations, and warranties, written or oral.

(h) **Survival.** The provisions of, and respective obligations of the parties under, Sections 2, and 5 through 12, inclusive, shall survive any termination this agreement with respect to the Products or services of Complete Control.

(i) **Conflicts.** In the event of any ambiguity or conflict between or among these terms and conditions, Complete Control's proposal(s) for the Product(s), and any other agreement or writing signed by Complete Control, the express terms of the proposal, and if there are no such terms with respect to the subject matter in question, these Standard Terms and Conditions shall govern and control. In no event, however, shall any additional, differing, conflicting, supplemental or other terms and conditions stated in any purchase order, acknowledgment, contract or other document issued by Buyer have any effect or bind Complete Control unless such terms are specifically accepted in writing by the President of Complete Control.



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425 Holton Avenue
Sparta, WI 54656

Colby School District
98505 West Spence St.
Colby Wi. 54421
Attn: Steve Kolden

Revision: 1
Date: 3-13-2019
Proposal Number: 1927029

Project: **Boiler Glycol Pump**

Architect: CCI

Engineer: CCI

Proposal: Proposal is to provide labor and material to install a glycol pump and pressure switch to maintain proper level and pressure on the heating loop.
Exclusions: line voltage work.

Base Bid \$1,400.00

This proposal is conditioned on acceptance of the attached Terms and Conditions of Sale, which are incorporated into this agreement by reference in full upon written acceptance by Buyer.

Proposal Accepted:
Complete Control, Inc. is authorized to proceed.

Proposal Submitted:
Complete Control, Inc.

Buyer _____

Seller Complete Control Inc.

By _____

By Tom Schafer

Title _____

Title Account Manager

Date _____

Date 3/13/2019

This proposal may be withdrawn by Complete Control Inc. if not accepted within (30) days

Complete Control, Inc.

STANDARD TERMS AND CONDITIONS OF SALE

All products and services of Complete Control, Inc. ("Complete Control") are furnished to the buyer ("Buyer") only on the terms and conditions stated in this document and in the applicable Complete Control proposal to the exclusion of any terms and conditions submitted by Buyer in any purchase order or other order documentation, preprinted or otherwise, except as to the identification and quantity of such products and/or services. Complete Control's performance of any contract is expressly conditioned on Buyer's agreement to these terms and conditions of sale, and in the absence of such agreement shall be for Buyer's convenience only, shall not create any contractual obligation, and shall not be construed as acceptance by Complete Control of any of Buyer's terms and conditions printed or stated in its orders. Buyer's signed acceptance of a proposal or submission of a signed purchase order for any products or services of Complete Control shall be deemed acceptance of these standard terms and conditions in their entirety and without alteration or supplementation. These terms and conditions may **not** be altered, supplemented, or amended by the use of any other document(s), and any additional or different terms and conditions contained in any purchase order or other document of Buyer will be null and void.

- 1. Proposal and Prices.** Complete Control's proposal(s) for any identified temperature control materials or software and any related and incidental installation or maintenance services ("Products") are firm for the period, and expire on the date, set forth in the proposal. All typographical or clerical errors are subject to correction. The prices quoted are net F.O.B. from Complete Control's headquarters, Port Edwards, Wisconsin. Unless expressly indicated otherwise on Complete Control's proposal, the price does not include and Buyer shall be responsible for any and all taxes and duties incurred on the Products and taxes may be added to the proposal to be paid by Buyer.
- 2. Payment Terms, Security Interest and Lien Rights Notice.** Complete Control reserves the right to invoice Buyer monthly as the work progresses, for all Products delivered to the job site or to an off-site facility of Buyer and for all work performed on-site and off-site. Engineering, drafting and other mobilization costs incurred prior to installation shall be included in Complete Control's initial invoice and be equal to twenty-five percent (25%) of the contract price. Invoices are due upon receipt by Buyer. If Buyer becomes overdue on any progress payment, Complete Control shall be entitled to suspend or work or terminate the agreement, and shall be entitled to interest at the annual rate of 18% or the maximum otherwise permitted by the State of Wisconsin, whichever is larger, in addition to any and all other remedies available under this agreement.

If requested, Buyer shall furnish Complete Control with all information, including financial statements, necessary to make a proper credit appraisal. Refusal to do so shall be grounds for termination of this agreement.

As required by the Wisconsin construction lien law, Complete Control also hereby notifies Buyer that persons or companies furnishing labor or materials for the construction on Buyer's land may have lien rights on Buyer's land and buildings if not paid. Those entitled to lien rights, in addition to Complete Control, are those who contract directly with the Buyer or those who give the Buyer notice within 60 days after they first furnish labor and materials for the construction. Accordingly, Buyer probably will receive notices from those who furnish labor and materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Complete Control agrees to cooperate with the Buyer and the Buyer's lender, if any, to see that all lien claimants are duly paid.

- 3. Software License.** In the event software is included within the Products provided, Complete Control grants to Buyer a nonexclusive and nontransferable license to use the Software, but only to the extent allowed under and subject to the licensing terms of the original software manufacture.
- 4. Warranty.** (a) **Product Warranty.** For a period of 12 months from the date of installation of the Products, Complete Control warrants that the Products will be free from defects in material and workmanship. If such defects are revealed within the 12 month period and brought by Buyer to the attention of Complete Control, Complete Control will repair or replace the Products at its cost.

This Product Warranty is subject to the following conditions: the Products (i) if not installed by Complete Control, are to be installed in accordance with all Complete Control's and the original manufacturer's instructions; (ii) is to be operated only by personnel duly trained in the proper operation of the Products; (iii) is to be operated according to all operation manuals provided with the Products; and (iv) is to be

maintained in strict compliance with all recommended and scheduled maintenance instructions provided with the Products.

(b) **Exclusions.** Warranty coverage does not include any defect or performance deficiency which is the direct or indirect result of (i) accident, abuse or misuse; (ii) operation of the Products outside of specified environmental, electrical, or performance requirements, conditions, capabilities, or standards; (iii) power fluctuation or failure; (iv) vandalism or any other damage or alteration of the Products by the persons other than Complete Control employees; (v) combination of incompatible products; (vi) fires, floods, decomposition by chemical or galvanic action and other natural causes; or (vii) damage, neglect, alteration, or any impairment of the Products resulting from (a) causes or conditions not associated with ordinary storage, handling, installation, maintenance, service, or use, or (b) maintenance or service by any party other than Complete Control and its authorized personnel, (c) any acts, omissions, causes, or events beyond the control of Complete Control. Complete Control retains the right to seek reimbursement under any warranty issued of the original manufacturer of any Product subject to a warranty claim. In addition, alteration or removal of any serial number, identification mark or patent marking voids Complete Control's warranty.

(c) **Disclaimer.**

THE WARRANTIES SET FORTH ABOVE ARE EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY, NONINFRINGEMENT, OR FITNESS FOR PARTICULAR PURPOSE. COMPLETE CONTROL NEITHER ASSUMES (NOR HAS AUTHORIZED ANY PERSON TO ASSUME FOR IT) ANY OTHER WARRANTY IN CONNECTION WITH THE PRODUCTS. CUSTOMER'S SOLE REMEDIES FOR BREACH OF SUCH WARRANTIES ARE SET FORTH IN THIS WARRANTY, AND SUCH REMEDIES ARE SUBJECT TO THE TERMS AND LIMITATIONS OF SECTION 5, BELOW.

5. Damages and Liability.

COMPLETE CONTROL'S TOTAL LIABILITY IN DAMAGES OR OTHERWISE FOR ANY CLAIM ARISING FROM OR IN CONNECTION WITH THE PRODUCTS OR ANY SERVICES PROVIDED BY COMPLETE CONTROL IN CONNECTION THEREWITH SHALL NOT EXCEED THE PAYMENT, IF ANY, RECEIVED BY COMPLETE CONTROL FOR SUCH PRODUCTS OR SERVICES. IN NO EVENT SHALL COMPLETE CONTROL BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO ANY LOSS OF USE, LOST REVENUES, LOST PROFITS, DAMAGE TO ASSOCIATED PRODUCTS OR FACILITIES, COSTS OF REPLACEMENT POWER, COSTS ASSOCIATED WITH DOWNTIME, AND ANY SIMILAR OR DISSIMILAR DAMAGES, EXPENSES, OR LOSSES, AND REGARDLESS OF HOWEVER CAUSED, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY. It is expressly recognized and agreed by the parties that the predominant purpose of this agreement is the provision of goods. Liability to third parties for bodily injury or death resulting from Complete Control's performance or Products shall not be affected by the limitations set forth above in this Section 5 and shall be determined in accordance with Section 6, below, in proportion to Complete Control's relative fault under applicable law.

6. Indemnity. With respect to bodily injury to or death of third parties, Buyer shall be responsible for all liability for damages arising from or in any way related to the use or operation of any Products by Buyer, its employees, agents, and other non-Complete Control personnel. Notwithstanding the foregoing and notwithstanding any fault or neglect attributable to Complete Control, Complete Control shall have no responsibility whatsoever for, and Buyer shall indemnify, defend, and hold Complete Control

harmless from, any and all damages or injury that arises from or relates to any use, operation, or service of any Products contrary to written warning or instructions given by Complete Control with respect to such Products, including but not limited to unauthorized use and/or modification of any Products or components thereof.

- 7. Cancellation Before Full Performance.** If the Buyer cancels this contract before complete performance, the Buyer shall pay to Complete Control, as liquidated damages, in lieu of any and all other remedies, (a) 25% of the full contract price for engineering, drafting and mobilization costs, and if Complete Control has commenced post-mobilization work, that percentage of the full contract price as is equal to the percentage of such work then completed and in place at the time of cancellation, and (b) the costs which the Complete Control shall have incurred at the time of such cancellation by reason of its having ordered materials and supplies required to effect its performance under this agreement, provided that no payment for such costs shall be required until such time as such materials and supplies in question shall have been delivered to the jobsite or to such alternative site as the Buyer may reasonably direct.
- 8. Changes.** Without nullifying this agreement, the Buyer may make reasonable changes adding to the scope of the work performed or Products provided under this agreement (an "extra"). Buyer's authorization for an extra may be oral or in writing. Absent a contemporaneous agreement on the price of such extra at the time of authorization, through such authorization, Buyer commits to compensate Complete Control for the reasonable cost of such extra, plus a reasonable markup for Complete Control's general conditions and overhead. Complete Control's proposals are based on straight-time labor, and any request by Buyer for overtime work shall also constitute an extra.
- 9. Limitation of Claims.** No claims, regardless of form, arising out of or in connection with the Products or services provided by Complete Control may be brought against Complete Control more than one year after the earlier of the date on which the cause of action accrued or the date on which Complete Control's performance with respect to such Products or services was completed or terminated.
- 10. Dispute Resolution and Fee Shifting.** Buyer agrees that in the event of a dispute between the Buyer and Complete Control in any way arising from this agreement or either parties' performance there under, that at Complete Control's option and request the parties shall submit said dispute to binding arbitration in Madison, Wisconsin. The arbitrator shall have at least 10 years of experience mediating and arbitrating construction disputes and shall be selected by mutual agreement of the Buyer and Complete Control. If the parties can not come to a mutual agreement on an arbitrator the arbitrator shall be appointed by application to a circuit court judge for Dane County. The binding arbitration shall be conducted in accordance with the Wisconsin Rules for Arbitration of Construction Disputes. In the event Complete Control prevails, in whole or in part, in the arbitration with the Buyer, the Buyer shall be required by the arbitration award to reimburse Complete Control for all of Complete Control's costs and expenses, including attorneys fees, incurred by Complete Control in connection with any and all disputes between Complete Control and Buyer in any way arising from this subcontract or the parties' performance there under.
- 11. Governing Law, Compliance with Laws.** These terms and conditions shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- 12. Miscellaneous.** (a) Performance. Complete Control shall not be liable for any loss, damage, delay or other default in delivery or performance that is due to unforeseen circumstances, or to causes beyond its control, including without limitation, strike, lockout, riot, war, civil unrest, fire, flood, and other similar and dissimilar natural causes, act of God, acts of third parties, sabotage, vandalism, embargoes, labor disputes, unforeseen delays in obtaining any permits or licenses, or other delays caused by government action or inaction or contractors or subcontractors (other than those contractors or subcontractors under the control of Complete Control), acts of civil or military authorities, and any other cause or condition beyond Complete Control's reasonable control. Provided any such delay or default is neither material nor indefinite, the time for Complete Control's performance shall be extended for a commercially reasonable period of time and thereafter Buyer shall accept performance hereunder. In the event of delay occasioned in

whole or in part by factors under the control of the Buyer, Complete Control shall be entitled both to an extension of time to perform as well as compensation as an extra.

(b) Default. Buyer's failure to either make any payment when due or comply with any other material term or condition of these terms and conditions shall constitute default. If Buyer has not cured the default within 30 days after Complete Control gives written notice of such default, Complete Control may, in addition to any other rights and remedies provided herein or under law, terminate the agreement between itself and Buyer and terminate its obligations to perform thereunder by giving Buyer written notice to take effect upon receipt. In such event, and in addition to any other damages provided herein or allowed under applicable law, Complete Control shall recover all costs, expenses, and attorney fees incurred in connection with such default and termination.

(c) Changes. Prior to delivery, Complete Control may change the construction, design or configuration of the Products without notice to Buyer as long as the general function of the Products is not thereby altered. If, prior to delivery, the general function of the Products will be altered by a change in construction, design, or configuration then Complete Control shall notify Buyer, and Buyer shall then have the option to terminate the agreement between itself and Complete Control for such Products and recover any and all monies paid to Complete Control thereunder.

(d) Assignment. Neither party may assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other party, such consent not to be unreasonably withheld. Notwithstanding the foregoing, Complete Control may, without the prior approval of Buyer, assign its rights and obligations hereunder to a surviving corporation in the event of a merger or consolidation between Complete Control and the surviving corporation or to an entity that acquires substantially all the assets of Complete Control relating to the subject matter hereof; provided that the surviving corporation or an entity that acquires substantially all the assets of Complete Control shall assume all the duties, liabilities and obligations of Complete Control hereunder.

(e) Waiver. The failure of Buyer or Complete Control at any time to require the performance of any obligation will not affect the right to require such performance at any time thereafter. The waiver of any remedy with respect to any default will not be taken as a waiver of any remedy for any succeeding default. Unless otherwise provided herein, no limitation or restriction on the remedies available to either party is intended by these terms and conditions.

(f) Invalidity and Interpretation. The invalidity or unenforceability of any provision hereof, whether in whole or in part, for any reason, will not affect the remaining provisions, and all terms and conditions will be construed in all respects as if any such invalid or unenforceable provision(s) were omitted. Course of dealing, course of performance, course of conduct, prior dealings, usage of trade, community standards, industry standards, and customary practice or interpretation in matters involving the sale, delivery, installation, use, or service of the Products and services provided hereunder or similar or dissimilar Products, goods, or services shall not serve as references in interpreting the terms and conditions hereof.

(g) Entire Agreement. These terms and conditions together with the applicable proposal(s) for Products and any related documents expressly agreed to in writing by the parties contain the complete and exclusive statement of the terms of agreement of the parties with respect to the subject matter hereof and supersede all prior understandings, representations, and warranties, written or oral.

(h) Survival. The provisions of, and respective obligations of the parties under, Sections 2, and 5 through 12, inclusive, shall survive any termination this agreement with respect to the Products or services of Complete Control.

(i) Conflicts. In the event of any ambiguity or conflict between or among these terms and conditions, Complete Control's proposal(s) for the Product(s), and any other agreement or writing signed by Complete Control, the express terms of the proposal, and if there are no such terms with respect to the subject matter in question, these Standard Terms and Conditions shall govern and control. In no event, however, shall any additional, differing, conflicting, supplemental or other terms and conditions stated in any purchase order, acknowledgment, contract or other document issued by Buyer have any effect or bind Complete Control unless such terms are specifically accepted in writing by the President of Complete Control.

Wisconsin Interscholastic Athletic Association

Email: Dorothy Sankey dsankey@wiaawi.org

APPLICATION FOR NEW COOPERATIVE TEAM SPONSORSHIP

Section 11 of Article VI - The Board of Control has authority to approve cooperative team sponsorship (one team in a given sport involving two or more member schools) under the following conditions:

- The schools involved must be in the same geographical area.
- The agreement for a cooperative team must specify two school years, but that agreement may be terminated by the Board of Control for documented extenuating circumstances.
- Applications for initial approval, or renewal of approval of a cooperative team, must include a completed and signed cooperative team request form, reflecting:
 - Approval of involved schools.
 - Approval of involved board(s) of education or governing body.
 - Approval of conference in which the cooperative team will participate
 - The program will adhere to a 'no-cut' policy.Note: Board of Control and conference approval is not required for non-varsity cooperative teams.
- Total enrollment of schools involved in a cooperative team will determine classification of competition in WIAA tournament series.
- Requests, for approval or dissolution, must meet the following deadline dates to be considered for the subsequent school year:
- To "Opt Up" a division for WIAA tournament series, schools must submit an Application for A Higher Divisional Placement in the WIAA Tournament Series. <https://www.wiaawi.org/Portals/0/PDF/Forms/Opt%20Up%20One%20Division.pdf>

Fall Sports – February 1, 2019

Winter Sports – April 1, 2019

Spring Sports – June 1, 2019

1. We are applying for a new cooperative agreement in Gymnastics for the school years of 2019-20 and 2020-2021.
(one sport per application) _____ boys girls

NOTE 1: For Football - please note 11-player or 8-player football.

NOTE 2: GYMNASTICS - GIRLS HOCKEY – BOYS HOCKEY 2019-20 (circle one) co-op application is due annually.

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

LIST ALL SCHOOLS INVOLVED IN CO-OP

Colby

Gilman

Medford

3. By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our 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 Schools in Co-op

Colby

Gilman

Medford

Signature of Board of Education
or Governing Body President

Signature of District Administrator

Pat Sullivan

Name of Conference

GNC

Signature of Authorized Person
Indicating Conference Approval

Conference Position

Commissioner

NOTE: If at any time your co-op is discontinued or not renewed, BOTH (ALL) SCHOOLS MUST RE-APPLY FOR TOURNAMENT ELIGIBILITY for the following season by the appropriate deadlines Fall Sports - February 1, Winter Sports - April 1, Spring Sports - June 1.

<https://www.wiaawi.org/Portals/0/PDF/Forms/Tournament%20Participation%2019-20.pdf>

4. Our request for cooperative sponsorship is based on the following reasons:

Youth girls participating in club gymnastics in Medford and next year will be in high school and want to compete in WIAA gymnastics - Colby + Gilman do not offer gymnastics

5. The number of students participating at each school involved in this sport has been and is projected as follows:

SCHOOLS IN CO-OP	2-YEARS AGO 2016-17	LAST YEAR 2017-18	THIS YEAR 2018-19	NEXT YEAR 2019-20
<i>Medford</i>	<i>13</i>	<i>14</i>	<i>8</i>	<i>9</i>
<i>Colby</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>4</i>
<i>Gilman</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>1</i>

6. We have reviewed and considered the following items: (indicate yes or no)

SCHOOL *Medford*

- Development of lead-up programs
- Attempt to create interest in our own program
- Attempt to solve existing problems in our own program
- We have agreed to application of academic code in the co-op
- We have agreed to application of athletic code in the co-op
- Realization that incoming athletes may displace some of our school's youngsters from starting positions
- Liability insurance coverage
- Coaching salaries
- Contest expenses
- Uniform expenses
- Transportation expenses
- Emergency medical treatment

SCHOOL *Colby + Gilman*

- N/A* Development of lead-up programs
- N/A* Attempt to create interest in our own program
- N/A* Attempt to solve existing problems in our own program
- We have agreed to application of academic code in the co-op
- We have agreed to application of athletic code in the co-op
- N/A* Realization that incoming athletes may displace some of our school's youngsters from starting positions
- Liability insurance coverage
- Coaching salaries
- Contest expenses
- Uniform expenses
- Transportation expenses
- Emergency medical treatment

7. The school districts involved in this cooperative program are sharing costs as follows:

Students/Families from Colby + Gilman will provide their own transportation to Medford. Medford will ~~share~~ total the coaches salaries, transportation, rental, and officials cost and divide by number of athletes not to exceed \$600/student.

Date submitted to WIAA _____

You may check the Board of Control action status March 8, 2019, April 23, 2019, July 1, 2019
Login to wiaawi.org – schools/sch directory/schools/manage sch/school name/sports teams/season/click co-op app

OFFICIAL ACTION OF WIAA BOARD OF CONTROL

The above request for cooperative team sponsorship is hereby granted, and must continue, for the school years indicated above. Application must be made again in the event any or all schools are interested in continuing agreement beyond the school year(s) indicated.

David J. Anderson, WIAA Executive Director

EMPLOYEE EMERGENCY SICK LEAVE POOL

Background

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

Establishing the Emergency Sick Leave Pool

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

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

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

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

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

Accessing Sick Days from the Emergency Sick Leave Pool

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

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

Emergency Sick Leave Pool Review Committee

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

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

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

Appeal of Decisions Made by the Sick Leave Pool Review Committee

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

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

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

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

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

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

a. The highest American College Test ACT composite score will determine the recipient. The ACT score must be on file in the student services office by February 1st. The other student(s) tied with the highest G.P.A but not having the highest ACT composite score, will be designated runners up for consideration if for any reason the qualifier does not or cannot accept.

b. If two or more students remain tied with the highest ACT composite score, additional tiebreakers will be applied. The additional tiebreakers shall be, in order:

1. The student who has the greatest number of combined Advanced Placement (AP) and post-secondary level courses scheduled throughout the student's four years of high school. If the course(s) are scheduled during the eighth semester, the classes(s) may not be dropped (unless a withdraw/fail is applied) once the HEAB Award has been named.

2. The student who has the highest G.P.A. in Advanced Placement (AP) and post-secondary level courses.

3. The student who has the greatest number of dual credit technical college level courses scheduled throughout the student's four years of high school. If the course(s) are scheduled during the eighth semester, the classes(s) may not be dropped (unless a withdraw/fail is applied) once the HEAB Award has been named.

4. The student who has the greatest number of credits earned following the seventh semester.

5. In the event that a tie still exists after steps 1, 2, 3 and 4, a draw from a new deck of cards shall be used to determine the winner. The highest draw, with 2 being the lowest and ace being the highest shall be declared the winner. Consecutive draws may be conducted until a winner is declared. The student whose last name is first alphabetically, will draw first. The Superintendent shall supervise the draw of the cards.

Parents/Guardians of the students tied for the "Academic Excellence in High Education" will be invited to attend the card draw.

HONOR STUDENTS

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

G.P.A.

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

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

GRADUATION CEREMONY PARTICIPATION

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

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

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

PROMOTION/RETENTION OF STUDENTS (GRADES PreK - 8)

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

Retention will only occur under the following circumstances:

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

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

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

PROMOTION/RETENTION OF STUDENTS (GRADES PreK-8)

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

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

Child Study Team Criteria:

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

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

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

and/or state test scores.

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

HIGH SCHOOL GRADUATION

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

CREDITS

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

Mathematics: 3.0 Credits

Science: 3.0 Credits

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

Physical Education: 1.5 Credits

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

Personal Finance: 0.5 Credits*

* Credit may be earned through interdisciplinary coursework

Additional Electives: 8.5 Credits

Total Credits Needed for Graduation: 24.0 Credits

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

APPROVED: 08/19/02

REVISED: 05/16/11

REVISED: 11/18/13

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

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

CROSS REFERENCE: Policy #342.4 – At Risk Policy

STUDENT FUNDRAISING ACTIVITIES

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

The following criteria are established in regard to student fundraising.

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

Definition of "door to door" fundraisers:

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

"Door to door" fundraising does not mean:

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

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

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

SECTION 3. GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

3.01 District Expectations

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

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

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

3.02 Accident/Incident Reports

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

3.03 Attendance

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

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

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

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

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

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

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

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

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

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

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

3.04 Bulletin Boards

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

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

3.05 Child Abuse Reporting and Threats of School Violence Reporting

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

Threats of School Violence Reporting

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

3.06 Communications

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

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

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

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

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

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

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

9.05 Sick Leave and Long-term Disability

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

9.06 Reporting Procedure - Doctor's Certificate

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

9.07 Holidays during Sick Leave

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

9.08 Sick Leave Listing

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

9.09 Accessing Employee Emergency Sick Leave Pool

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

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

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

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

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

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

SECTION 12. PERSONAL LEAVE

12.01 Personal Days Provided

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

12.02 Supplemental Personal Leave

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

12.03 Reasons for Personal Leave

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

12.04 Personal Leave Day Restrictions

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

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

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

12.06 Part-time Employees

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

12.07 Personal Leave Increments

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

SECTION 13. UNIFORMED SERVICES LEAVE

13.01 Uniformed Services Leave of Absence

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

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

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

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

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

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

13.02 Seniority/Length of Service during Uniformed Services Leave

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

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

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

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

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

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

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

13.04 Returning to Work after a Uniformed Services Leave

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

required and determined by applicable law.

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

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

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

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

13.05 Benefits during Uniformed Services Leave

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

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

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

SECTION 14. UNPAID LEAVES OF ABSENCE

14.01 Medical Leave

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

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

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

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

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

SECTION 15. BENEFITS APPLICABLE TO ALL EMPLOYEES

15.01 Cafeteria Plan/Flexible Spending Account

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

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

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

15.02 Health/Dental Insurance

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

4.02 Evaluators

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

4.03 Evaluation Process – Conditions for All Employees

A. Basic Requirements

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

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

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

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

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

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

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

the premium.

SECTION 6. REDUCTION IN FORCE, POSITIONS & HOURS

6.01 Reasons for Reduction in Force

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

6.02 Notice of Reduction

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

6.03 Selection for Reduction – Steps

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

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