

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

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DR. STEVEN KOLDEN, SUPERINTENDENT

## FINANCIAL AFFAIRS COMMITTEE MEETING

**MONDAY, FEBRUARY 20, 2012  
7:00 PM  
COLBY DISTRICT EDUCATION CENTER**

OPEN MEETING

### AGENDA

- 1) Review Invoices & Receipts

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

# SCHOOL DISTRICT OF COLBY EDUCATION CENTER

STEVEN KOLDEN, SUPERINTENDENT

## REGULAR SCHOOL BOARD MEETING

Monday, February 20, 2012 – 7:30 PM

Colby District Education Center

### MEETING NORMS

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

### AGENDA:

1. CALL TO ORDER / ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. NOTICE OF POSTING
4. PUBLIC PARTICIPATION
5. FFA PRESENTATION
  - Speech
  - Program Update
6. BOARD COMMENDATIONS
7. INFORMATION ITEMS:
  - 7.01 Correspondence
    - 7.01-1 Thank You From Chamber Board
  - 7.02 Student Representative's Report
  - 7.03 Superintendent's Report – Steve Kolden [Packer Play 60 Challenge; DPI SSIS Plans; SAGE 2012-13; January Pupil Count; NSBA; National School Breakfast Week March 5-9; Legislative Meeting]
8. CONSENT AGENDA
  - 8.01 Minutes from January 9 Special Board Meeting and January 16, 2012 Regular Board Meeting
  - 8.02 Requests for Out-of-State Travel
    - 8.02-1 Colby Middle School Trip to Washington, D.C.
    - 8.02-2 Fourth Grade Trip to Minnesota Zoo
    - 8.02-3 Spanish Club to St. Paul, MN
    - 8.02-4 Other Requests (If Any)
  - 8.03 Approve Board Member Attendance at Meetings Other Than Regular, Special or Committee Meetings
    - 8.03-1 Sustainability Committee Meeting
  - 8.04 Approve Board Member Expenses for Travel Outside the District
    - 8.04-1 WASB School Finance Seminar – March 3
    - 8.04-2 WASB Legal and HR Conference – March 16
  - 8.05 Staff Resignations/Retirements/Leave Requests
    - 8.05-1 Linnea Bertram Resignation, Speech/Language Pathologist
    - 8.05-2 Daena Garcia Resignation, EEL Aide
    - 8.05-3 Candice Huebner Retirement, Speech/Language Pathologist
    - 8.05-4 Other Resignations/Retirements/Leave Requests
  - 8.06 Personnel – Transfers / New Hires
    - 8.06-1 Theresa Ibarra, Little Stars Paraprofessional

9. REGULAR BUSINESS – CONSIDERATION OF:
  - 9.01 Agenda Items Moved From Consent Agenda
  - 9.02 Recommendation of Finance Committee
10. DISCUSSION INFORMATION
  - 10.01 Consideration of Reports of Board Members' Attendance at Seminars and Workshops
  - 10.02 Application of Handbook Part II, Section 8
  - 10.03 School Calendar Survey
  - 10.04 2012-13 Budget
11. ACTION INFORMATION
  - 11.01 Approval of Part I of Employee Handbook
  - 11.02 Approve Revisions to Technology Specialist Position
  - 11.03 Approve Addition of Spanish Club Advisor per Handbook Part VI
  - 11.04 Approve Johnson and Block as Auditors
12. CONVENE TO CLOSED SESSION PER WISCONSIN STATUTES 19.85 (1) FOR THE PURPOSES OF:
  - c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.  
The Board will consider:
    - 12.01 Agenda Items Moved From Consent Agenda
    - 12.02 Superintendent Position Evaluation
    - 12.03 Reconvene in Open Session
13. 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.
14. IDENTIFY ITEMS FOR NEXT AGENDA
  - 14.01 Schedule Meetings:
    - 14.01-1 Finance Committee Meeting – March 19, 2012 @ 7 PM
    - 14.01-2 Regular Board of Education Meeting – March 19, 2012 @ 7:30 PM
    - 14.01-3 Facilities and Transportation Committee Meeting – February 21, 2012 @ 5:30 PM
    - 14.01-4 Personnel Committee Meeting - ?
    - 14.01-5 Policy and Curriculum Committee Meeting – February 22, 2012 @ 6:30 PM
15. ADJOURNMENT

School district of Colby

Dear Steven,

We wish to thank you for your 2012 chamber membership and support. We look forward to continuing our work with you and the Colby School District, in our mission to promote and sustain a strong business community.

Regards,  
ACA Chamber Board  
of Directors & Staff



13-TIME WORLD CHAMPIONS  
SUPER BOWL CHAMPIONS I, II, XXXI, XLV

# NEWS RELEASE

JASON WAHLERS / DIRECTOR OF PUBLIC RELATIONS  
AARON POPKEY / ASST. DIRECTOR OF PUBLIC RELATIONS-CORPORATE COMMUNICATIONS  
SARAH QUICK / ASSISTANT DIRECTOR OF PUBLIC RELATIONS  
TOM FANNING / COMMUNICATIONS MANAGER  
JONATHAN BUTNICK / PUBLIC RELATIONS COORDINATOR

Feb. 3, 2012

## FOR IMMEDIATE RELEASE ##

## 10 WISCONSIN SCHOOLS READYING FOR PACKERS' 'PLAY 60 CHALLENGE'

### *More Than 2,800 Students To Participate Feb. 6 Through March 4*

The "Play 60 Challenge," a physical fitness program from the Green Bay Packers, American Heart Association, Bellin Health and WPS Health Insurance, gets under way Feb. 6 at 10 schools in Wisconsin.

More than 2,800 students in grades five through eight are using this week to prepare for the event, a 28-day program that challenges them to get active and play for at least 60 minutes each day, with the activities able to be broken up and performed either in or out of school.

The students will track their daily totals on classroom scoreboards, and at the end of the program, the school with the highest cumulative participation time per student will receive a trip to Lambeau Field, including a stadium tour, Packers Hall of Fame passes, a chance to meet a Packers player and a \$700 gift certificate from U.S. Games. The schools that place second, third, and fourth will receive U.S. Game gift certificates of \$600, \$500, and \$400, respectively, which can be redeemed for gym equipment.

"Good physical activity habits developed by these students will serve them well throughout their lives," said Cathy Dworak, Packers manager of community outreach & player/alumni relations. "This program offers a fun way to track their progress and enjoy some friendly competition with other schools. We are looking forward to hearing from them over the next six weeks."

Participating schools received teacher guides and student planners, as well as a Play 60 Challenge drawstring backpack.

The Wisconsin schools participating are Bay View Middle School, Green Bay; Clinton Middle School, Clinton; Colby Middle School, Colby; Dodgeland Middle School, Juneau; Durand Jr. High, Durand; Lineville Intermediate School, Green Bay; Peshtigo Middle School, Peshtigo; Urban Middle School, Sheboygan; Valders Middle School, Valders; Wrightstown Middle School, Wrightstown.

More information on the "Play 60 Challenge" can be found online at <http://www.packers.com/community/community-programs/play-60-challenge.html>. The students' totals will be updated regularly as well.

The program supports the NFL's Play 60 program, a youth health and fitness campaign focused on making the next generation of kids the most active and healthy by encouraging them to be active for at least 60 minutes a day. More than 165 Wisconsin schools have participated in Play 60 programs since 2007.

# # #

**Media Contact:**

Aaron Popkey  
Green Bay Packers  
920/569-7211  
[popkeya@packers.com](mailto:popkeya@packers.com)



## Steven Kolden

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**From:** Thompson, Michael DPI [Michael.Thompson@dpi.wi.gov]  
**Sent:** Wednesday, January 18, 2012 2:56 PM  
**To:** Parman, Mary Jo DPI  
**Subject:** Update: Statewide Student Information System

**Importance:** High

Dear District Administrator,

To keep you informed and up to date about the statewide student information system (SSIS) project, we will be providing periodic messages to all districts administrators. We encourage you to share the information with others in your district who may benefit from the updates. We also plan to maintain a DPI web page at <http://dpi.wi.gov/ssis> where information is shared about the project. We encourage you to check it often.

You are probably aware that the Wisconsin Act 32, the biennial budget bill, was passed by the legislature and signed by the Governor in July. In Act 32 was a provision to implement a statewide student information system in all Wisconsin school districts within five years. The law provided funding to help with costs to migrate districts to the new system. A committee has been created, comprised mainly of school district staff, to go through the procurement process under the guidance of the Department of Administration. The timeline for their work is as follows:

- March - Request for Proposals (RFP) released to vendors
- Spring/Summer 2012 - Product evaluation
- 4th Quarter of Calendar Year 2012 - Contract awarded and signed
- Early 2013 - First districts implemented

We strongly encourage you to reference the project web page <http://dpi.wi.gov/ssis>. There you will find an overview of the SSIS, the original report to the legislature, the enabling legislation, and a frequently asked questions (FAQ) documents. We will also be providing regular written updates on the site.


If you have any other questions, feel free to contact Lisa jo VonAllmen at 608-267-9222 or via e-mail at [Lisajo.vonallmen@dpi.wi.gov](mailto:Lisajo.vonallmen@dpi.wi.gov).

Thank you.

Michael J. Thompson, PhD  
Deputy State Superintendent  
Wisconsin Department of Public Instruction  
125 South Webster Street  
P.O. Box 7841  
Madison, WI 53707-7841

*Date:* January 2012

*To:* District Administrator and Elementary School Principal

*From:* Lynette Russell, PhD, Assistant State Superintendent   
Division for Student and School Success

*Subject:* Student Achievement Guarantee in Education (SAGE) New Law

On December 15, 2011, Governor Scott Walker signed into law changes to the SAGE program that impact class size ratio requirements for grades 2-3 in SAGE schools. The new law allows a school board to utilize flexibility in implementing the SAGE class size ratios of 18:1 or 30:2 in grades 2-3. SAGE schools must continue to adhere to the 18:1 or 30:2 class size ratios in kindergarten and first grades. Specifically, districts and schools:

- May choose to participate in implementing the SAGE class size ratios of 18:1 or 30:2 in either grades 2, 3, both, or neither on an annual basis; and
- Only receive aid for a grade level if all classrooms/sections at that grade level adhere to the 18:1 or 30:2 class size ratios.

For a more detailed discussion on this new flexibility, please view the five-minute audio PowerPoint available at: <http://www.dpi.wi.gov/sage/faq.html>.

As with previous legislation, the Department of Public Instruction may not waive any requirements of the SAGE program in grades K-1. Please note that failure to comply with the 18:1 or 30:2 class size requirements in grades K-1 may result in the termination of a school's SAGE contract.

We thank you for your continued interest in and support of the SAGE program. If you have any questions or concerns, please do not hesitate to contact Chelssee De Barra at (608) 266-2489 or [chelssee.debarra@dpi.wi.gov](mailto:chelssee.debarra@dpi.wi.gov), or Beth McClure at (608) 261-6324 or [elizabeth.mcclure@dpi.wi.gov](mailto:elizabeth.mcclure@dpi.wi.gov).

LR:slr

c: Mike Thompson, PhD, Deputy State Superintendent  
Chelssee De Barra, SAGE Education Consultant  
Beth McClure, SAGE Education Consultant

## Elementary Class Planning for 2012-13

	1/13/2012	Anticipated 2012-13	Avg. Size		2011-12	2012-13
Kindergarten	76	70	17.5 (4)		5	4
Grade 1	71	65	16.25 (4)		4	4
Grade 2	67	71	17.75 (4)		4	4
Grade 3	66	67	16.75 (4)	22.33 (3)	4	4
Grade 4	56	66	22 (3)	33 (2)	2	3
					19	19

*NEW Law allows SAGE to be optional at 2nd and 3rd grades*

SAGE COUNTS @ 2nd	41	x	2,000	\$82,000
SAGE COUNTS @ 3rd	38	x	2,000	\$76,000

SAGE requirement                      18/1              30/2



	EL.S.	LITTLE STARS	M.S.	H.S.	TOTAL	ST. MARY
Early Childhood (4) ½ days		7			7	
Early Childhood (3) full days						
Early Childhood (3) ½ days		9			9	
4 yr. Old Program (4) ½ days		28			28	
4 yr. Old Program (4) ½ days HS		31			31	
4 yr. Old Program (3) ½ days						
4 yr. Old Program (3) ½ days HS		13 (No Count)			13	
5 yr. old Kind/EEN full days	73				73	
Grade 1 -6+ yrs. Old	66				66	15
Grade 2	62				62	10
Grade 3	64				64	12
Grade 4	53				53	9
Grade 5			55		55	13
Grade 6			66		66	8
Grade 7			60		60	12
Grade 8			57		57	9
Grade 9				75	75	
Grade 10				69	69	
Grade 11				62	62	
Grade 12				60	60	
Part-time Student						
***4 yr old program non-resident		12			12	
***Open Enrollment	18	3	10	13	44	
***Tuition Waiver						
SCHOOL TOTALS	336	103	248	279	966	88
Alternate School - Abby				2	2	
NTC-Spencer				1	1	
Rural Virtual Academy			3		3	
Youth Options						
Residential Treatment (Journey)						
**Open Enrollment	31	7	18	26	82	
**Tuition Waiver	1		1	1	3	
*DISTRICT TOTALS	350	95	260	296	1001	88

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

-13 (non-een Preschoolers)  
 988 Reported to State

**Enrolled Students in Each Building on 1/13/12**

*Dr. Kolden*

Little Stars Pre- School

Early childhood 3 yr olds –	8
Early childhood 4 yr olds -	6
Reg. 4 yr Old -	31
Head Start 4 yr Old	31
Out of District Head Start	25
Special Services	2
	<hr/>
Total	103

Colby High School

Grade 9	76
Grade 10	74
Grade 11	68
Grade 12	<hr/> 64
Total	282

( Includes 2 students attending FEABS and 1 attending NTC-HSED and 1 homebound )

Colby Elementary School

Kindergarten	76
Grade 1	71
Grade 2	67
Grade 3	66
Grade 4	<hr/> 56
Total	336

Rural Virtual Academy

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

Total Students                      972

Colby Middle School

Grade 5	58
Grade 6	68
Grade 7	62
Grade 8	<hr/> 60
Total	248

## Steven Kolden

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**From:** Hart, Laurie [LHart@nsba.org]  
**Sent:** Thursday, January 26, 2012 3:54 PM  
**To:** Steven Kolden  
**Subject:** National School Boards Association  
**Attachments:** NA Benefits\_ March\_2011.pdf; 25% LH Enrollment Form 2011.docx

It was nice meeting you at the Wisconsin Association of School Boards Conference. As we discussed, I would like to invite Colby to join the National Affiliate Program of NSBA.

The benefits of being a National Affiliate are a "Two Way" path. We provide professional development and information that helps school board members make the important decisions that confront them daily. In turn, board members become part of the National Affiliate Network that lets their voices be heard on Capitol Hill and in the Department of Education. IN TODAY'S CLIMATE OF DWINDLING BUDGETS AND FEDERAL REGULATION, NO DISTRICT CAN AFFORD NOT TO BE A NATIONAL AFFILIATE.

Benefits of National Affiliation are:

20% discount to Annual Conference (this year in Boston) and discounts to other workshops and conferences throughout the year.

Free subscription to American School Board Journal for all board members and senior administrators. This is a savings of \$57 per year per subscription.

Free subscription to School Board News for each mentioned above.

- Free district participation in our Webinar Series (at least 1 per month )
- Free subscription to GrantsQuest ( a district grant notification service)-- also deep discounts for their other services.
- District induction into the National Affiliate Advocacy Network (NAAN)
- Free Library service

Protecting funding, fighting unfunded mandates, fighting for legislation that makes sense, and protecting school districts from onerous requirements are just as critical as the state issues you are facing. NSBA represents you on all these fronts. NSBA and the National Affiliate program also represent your positions beyond the scope of education policy to include labor issues, tax policy, environmental policy and health and safety to name a few. LAST WEEK THE NSBA LOBBYISTS WERE SUCCESSFUL IN SEEKING AMENDMENTS TO IMPROVE THE ESEA DRAFT BILL. THIS IS THE VOICE OF LOCAL SCHOOL DISTRICTS BEING HEARD.

Not only do we lobby on each district's behalf for every available federal dollar, but we also are working diligently to protect school boards themselves. There are many forces that are trying to trivialize school boards and in many cases, do away with them completely. NSBA is working to protect boards from this attack—our aim is to keep education where it belongs- with local school board control.

We are your Association working the halls of the Capital in DC, working hard to protect your public schools. If you do not help us help you, WHO WILL? It is more important than ever in this time of tumultuous change to support NSBA's advocacy efforts through the National Affiliate Program.

An enrollment form offering a 25% introductory discount and a benefits sheet is attached. Please let me know if you have any questions. I look forward to Colby's participation.

*Laurie*

Laurie Hart

NSBA Development Manager

Phone # 847-831-5380

[www.nsba.org](http://www.nsba.org)

***A better tomorrow starts today!***

**Attend NSBA's 2012 Annual Conference in Boston, April 21-23.**

**[www.nsba.org/conference](http://www.nsba.org/conference)**



# National Affiliate Enrollment Form

**SPECIAL 25% INTRODUCTORY OFFER**

**YES!** My district is a member of our state school boards association and will enroll NSBA as a National Affiliate district at 25% off the regular first year's fee.

From: Name \_\_\_\_\_ Title \_\_\_\_\_

District Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please contact \_\_\_\_\_ at our district office to complete our membership services delivery records.

## NATIONAL AFFILIATE PROGRAM ENROLLMENT 25% Introductory Offer

Enrollment	Annual Fee	Introductory Savings	You Pay
<input type="checkbox"/> Less than 250 students	\$950	\$238	\$713
<input type="checkbox"/> 251-999 students	\$1,650	\$413	\$1,238
<input type="checkbox"/> 1,000-2,499 students	\$2,875	\$719	\$2,156
<input type="checkbox"/> 2,500-7,499 students	\$4,525	\$1,131	\$3,394
<input type="checkbox"/> 7,500-14,999 students	\$5,750	\$1,438	\$4,313
<input type="checkbox"/> 15,000 or more students	\$9,300	\$2,325	\$6,975
<input type="checkbox"/> Council of Urban Boards Education	\$14,000	\$3,500	\$10,500
<input type="checkbox"/> CUBE Small Enrollment	\$8,900	\$2,225	\$6,675
<input type="checkbox"/> Service Agencies	\$2,700	\$675	\$2,025

Your district's annual enrollment fee: \$ \_\_\_\_\_

YOUR INTRODUCTORY SAVINGS (25%) (—) \$ \_\_\_\_\_

Your district's first year fee: \$ \_\_\_\_\_

This offer cannot be used in conjunction with any other offer. Introductory offer applies only to districts not currently enrolled in the NSBA National Affiliate Program.

### ATTENTION

#### Urban Districts With 15,000 or More Students

Your district is eligible to join NSBA's Council of Urban Boards of Education (CUBE), a special component of the National Affiliate Program, serving the unique needs of urban school districts. As a CUBE member, your district will receive many important additional benefits including strong federal advocacy on behalf of 6 million students in urban public schools.

Regular annual fee for CUBE enrollment: \$14,000  
**INTRODUCTORY 25% DISCOUNTED FEE \$ 10,500**

### DISTRICT INFORMATION:

District name \_\_\_\_\_

District telephone (\_\_\_\_) \_\_\_\_\_

District fax (\_\_\_\_) \_\_\_\_\_

District e-mail \_\_\_\_\_

District enrollment \_\_\_\_\_

Month of board elections \_\_\_\_\_

Please complete the information below and return to NSBA with a check or purchase order for the first year's fees:

**PAYMENT:** Please check your payment method option below:

My check is enclosed, made payable to NSBA.

Please invoice my district.

Purchase Order #: \_\_\_\_\_

Attention: \_\_\_\_\_

Charge my:  VISA  AMEX  MASTERCARD

Credit Card #: \_\_\_\_\_

Expiration date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Cardholder's name \_\_\_\_\_

Signature \_\_\_\_\_

Cardholder's phone \_\_\_\_\_



Return payment by mail to:  
National School Boards Association (NSBA)  
PO Box 1807  
Merrifield, VA 22116-8007



Fax back with your purchase order number to:  
703-548-5560. Attention: Sally Beavers.  
This option is not available if payment is by check.

Direct questions about National Affiliate benefits to Laurie Hart at (703) 838-6790 or e-mail at lhart@nsba.org



NSBA's National Affiliate Program provides unique opportunities for local school boards across the nation. The National Affiliate program is a partnership that works with and through your state school boards association.

### **ADVOCACY to ENGAGE**

The advocacy provided by NSBA benefits local school boards by representing their interests in Washington and on the national stage. It empowers school boards to be active in the pursuit of federal funds and to be proactive with their districts in both legislation and legal decisions.

- Advocacy staff of ten full time analysts and lobbyists - Monitoring, informing, and advocating for increased federal funding and improvements to national education legislation on behalf of your district and the school boards across the country
- Legislative analysis – Clear and concise updates and analysis on federal legislation and its impacts on your local school district
- Grass roots legislative alerts – Targeted alerts and updates that equip your board members to participate in national grassroots legislative campaigns.
- Legal Advocacy staff of four attorneys – Monitoring and submitting opinions on federal court cases that have implications for your local school board
- Dissemination of important information about school boards to the press helps to build local school board credibility and increases public awareness of the school board role.
- Media Outreach represents the voice of school boards in major media outlets.

### **PROFESSIONAL DEVELOPMENT to LEAD**

The professional development provided by the National Affiliate program benefits local boards by providing you with the information you need to be a more effective board member. Many of the professional development activities can be done online without having to travel.

- Webinars that are free to National Affiliates providing information on important issues that local school boards are facing every day such as school improvement, curriculum, 21<sup>st</sup> Century skills and Cyberbullying. Webinars are available to National affiliates live or after the live event, on our website.
- On-line Learning opportunities.
- Special lounge at the Annual Conference exclusive for National Affiliates. Programming on timely topics is provided throughout the conference along with networking activities. Many of these activities are also recorded.
- The Council for Urban Boards of Education (CUBE) provides a way for diverse school districts to network, get information, and advocate on critical issues. This can help your district stay informed and be “at the table” when federal legislation is being formed.



## **PUBLICATIONS to LEARN**

Publications and information are provided to local school board members so that you are up to date on issues and therefore, can make informed decisions, do your job more effectively and efficiently. These publications are provided free of charge to National Affiliates.

- American School Board Journal
- School Board News Weekly and Daily
- Leadership Insider
- Urban Advocate
- Legislative and Legal updates sent via email weekly and on an as needed basis
- Special publications on key education issues

## **MONEY RESOURCES to BUILD**

In these hard economic times for school districts, the National Affiliate Program is working to make sure school districts have more avenues for money resources. This is a benefit for both local school boards and the students.

- **Grants Quest** As a benefit of your district's participation in NSBA's National Affiliate Program, your district will receive complimentary access to the GrantWatch Report, a comprehensive guide to the latest education funding opportunities. The Grant Navigator column, included in each issue, is full of grant-writing tips written by seasoned professionals to help your district reach your grant winning goals. Published bi-monthly on the 1st and 15th of each month.
- **Asking Matters** Provides the tools you need to approach corporations, foundations and individuals in your community and ask them to support local public education:
  - Learn how to ask step-by-step through on-line Asking Guides
  - Rate and keep track of prospects using downloadable forms
  - Sign-up for special Asking Matters webinars
  - Keep focused on fundraising through monthly e-newsletters and weekly Monday Morning Minutes
- **Advocacy for Funding** NSBA's lobbyists are advocating for more funding for IDEA and the ESEA reauthorization and have been successful in getting the Education Jobs Bill passed saving 168,000 teaching jobs, Economic Stimulus money for schools and Medicaid money for schools.
- **Discounts on meetings, the annual conference, NSBA publications and a 50% discount on the Technology Learning Network**

*National Affiliates ... modeling the KEY WORK of school boards to engage their communities and improve student achievement through effective governance.*

*For more information contact the National Affiliate program at: 866-699-NSBA (6722) or email [NAinfo@nsba.org](mailto:NAinfo@nsba.org)*



*Date:* January 2012  
*To:* School District Administrators  
*From:* Tony Evers, State Superintendent  
*Subject:* National School Breakfast Week – March 5-9, 2012

I am pleased to present the enclosed proclamation recognizing March 5-9, 2012, as School Breakfast Week. This proclamation recognizes the significant contributions of school nutrition staff and the importance of a nutritious, well-balanced school breakfast to the health, well-being, and education of children.

The proclamation may be used in conjunction with other activities to promote School Breakfast Week and can be accessed at the Department of Public Instruction website at <http://dpi.wi.gov/fns/sbp1.html>. You may also visit the School Nutrition Association's website at <http://www.schoolnutrition.org/nsbw/> to learn more about how to celebrate.

TE: sec

Enclosure



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

# *A Proclamation*

*Whereas* For more than 30 years, the School Breakfast Program has contributed to the health and educational development of our state's children by making nutritious breakfasts available in Wisconsin schools; and

*Whereas* The School Breakfast Program plays an important role in promoting healthy eating habits of children and combating childhood hunger; and

*Whereas* Recent studies indicate that students who eat breakfast have improved mathematics grades and reading scores, enhanced classroom attentiveness, reduced absenteeism and tardy rates, fewer nurses' visits, and improved psychosocial behaviors; and

*Whereas* School breakfast programs can significantly enhance the students' learning environment, allowing children to concentrate on graduating with the skills and knowledge they need to be successful in the workplace or with further studies, a primary goal of Every Child a Graduate; and

*Whereas* An increasing number of schools are offering the school breakfast program as a means of better meeting community needs; and

*Whereas* During School Breakfast Week, we pay tribute to the many concerned individuals involved in this program, including state officials, school food and nutrition service professionals, school administrators, teachers, parents, local civic leaders, and many volunteers;

*Therefore, be it resolved that* I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim March 5-9, 2012, as

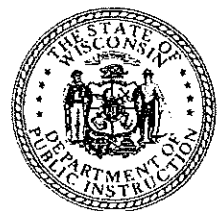
## **SCHOOL BREAKFAST WEEK**

IN THE STATE OF WISCONSIN, AND I COMMEND THIS OBSERVATION TO ALL CITIZENS.



A handwritten signature in black ink that reads "Tony Evers".

State Superintendent of Public Instruction



**Steven Kolden**

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**From:** Jennifer Kuenne [kuennje@medford.k12.wi.us]  
**Sent:** Monday, February 13, 2012 1:24 PM  
**To:** Legislative Meeting Administrators; Legislative Organizations  
**Subject:** Legislative Meeting

Good Afternoon,

On November 3, 2011, I sent you an email to "save the date" for our Annual Legislative Meeting. Now that spring is around the corner, I would like to start planning the meeting, etc. Please let me know if you are able to attend our Legislative Meeting on:

Date: Monday, April 16, 2012

Time: 6 p.m.

Location: Medford Area Senior High, 1015 West Broadway, Medford

A light meal will be provided.

Please RSVP at your earliest convenience, but no later than Wednesday, April 4, 2012. Please provide me a list of names of all attendees and their title/position.

Hope to see you on April 16.

--

Jennifer Kuenne  
Administrative Assistant  
Medford Area Public School District  
124 West State Street  
Medford, WI 54451  
715-748-4620 ext. 522  
[kuennje@medford.k12.wi.us](mailto:kuennje@medford.k12.wi.us)

SPECIAL MEETING MINUTES  
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY  
MONDAY, JANUARY 9, 2012  
COLBY DISTRICT/EDUCATION CENTER

The Special School Board Meeting on January 9, 2012, was called to order at 6:30 p.m. in the Colby District Education Center by Board President William Tesmer. Members present were Cheryl Ploeckelman, William Tesmer, Edward Haas, Todd Schmidt, Donna Kruger and Dennis Engel. Eric Elmhurst was absent. Also present were Superintendent Steven Kolden and Kristen Seifert.

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

The Board reviewed and made edits to the second draft of the Employee Handbook.

Motion by Mr. Schmidt, seconded by Mr. Engel, to adjourn the meeting. Voice vote - Motion carried. Meeting adjourned at 9:25 p.m.

Respectfully Submitted:

Edward Haas, Clerk

Kristen Seifert, Reporting Secretary

REGULAR MEETING MINUTES  
BOARD OF EDUCATION – SCHOOL DISTRICT OF COLBY  
MONDAY, JANUARY 16, 2012  
COLBY DISTRICT/EDUCATION CENTER

The Regular School Board Meeting on January 16, 2012, was called to order at 7:30 p.m. in the Colby District Education Center by Board President William Tesmer. Members present were Donna Krueger, Cheryl Ploeckelman, Edward Haas, Eric Elmhorst, Todd Schmidt, William Tesmer, Dennis Engel and student board member Hanah Woik. Also present were Superintendent Steven Kolden and Chris Thieme.

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

In correspondence a Thank You note was received from the Feind family.

Hanah Woik, Student Board Member, reported the Students Against Destructive Decisions (SADD) hosted Grim Reaper Day. There were speakers from law enforcement, drug recovery services and the student body. The Student Council sponsored a successful blood drive on January 11<sup>th</sup>. Winter sports are in full swing. Semester final tests are being given this week.

Mr. Kolden thanked the board for their time and effort in developing the Employee Handbook. CESA has received approval of the Foster Grandparent Grant which funds the Foster Grandparent Program at the Colby Elementary. The Clark County Schools Initiative through the Clark County Economic Development group is funding billboards to be placed within the county promoting all schools in Clark County.

Motion by Ms. Krueger, seconded by Mr. Elmhorst, to approve the consent agenda items as presented:

- Minutes of December 19, 2011, Regular School Board Meeting.
- Out-of-State travel for the FFA to travel to Minneapolis/St.Paul, MN
- Board member attendance at Clark County School Boards meeting in Greenwood
- Payment of expenses for the school boards meeting in Greenwood
- Resignation of Bridget Kaiser, H.S. Family and Consumer Science
- Resignation of Shawna Lawcewicz, Little Stars Paraprofessional
- Extend hours by 30 minutes for Daniella Schauer, Food Service employee

Voice vote – Motion carried.

Motion by Mr. Engel, seconded by Mr. Schmidt to approve the Receipts and Invoices for payment as presented. Voice vote - Motion carried.

December Receipts #489445-489485	\$ 1,718,188.71
Mid Wisconsin Bank Wires 1321-1331	174,736.48
Community Bank Regular Checks #28967-29019	27,361.74
Direct Deposit #9043937-9044449	392,118.10
Dorchester State Bank Checks #61852-62006	545,574.29
Mid Wisconsin Bk-Renovation Fd Ck#1056-1058	5,836.40

Also distributed to board members was a Budget and Expenditure Report as of January 16, 2012.

Mr. Schmidt and Mr. Elmhorst attended the Clark County School Boards meeting. Mr. Schmidt provided a framework of the discussions held at the last 2-3 meetings. Some of the cost sharing ideas are not allowable under State Statutes. The group will continue to meet and perhaps concentrate on one or two small objectives.

Motion by Ms. Ploeckelman, seconded by Mr. Elmhorst to authorize Ms. Krueger, WASB Representative to the Annual Convention, to vote her conscience on the WASB Resolutions presented. Voice vote – Motion Carried.

Board members reviewed the October 17, 2011, Regular Meeting Minutes for a motion that was omitted. Motion by Mr. Engel, seconded by Ms. Krueger to amend the October 17, 2011 minutes by adding this

motion: Motion by Ms. Ploeckelman to allow the Board President to approve board member attendance at and payment of expenses for meetings that do not have time to go before the whole board at a meeting for approval. Motion failed for lack of a second. Voice vote to add this motion to the October 17, 2011, Regular Meeting Minutes – Motion carried.

Motion by Mr. Engel, seconded by Mr. Schmidt to approve the CESA #10 Services contract for 2012-2013 as presented. Voice vote – Motion carried.

Motion by Mr. Engel, seconded by Ms. Krueger to approve Part II – Section 8 (Post Employment Benefits) of the Employee Handbook effective January 23, 2012. Roll call vote-Motion carried: 6-0-1 abstain – Ms. Ploeckelman.

Motion by Ms. Ploeckelman, seconded by Ms. Krueger, to convene in closed session per Wisconsin Statutes 19.85 c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; 11.02 Administrative Contracts – 2012-2013-2014. Roll call vote – Motion carried 7-0.

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

Motion by Mr. Haas, seconded by Mr. Engel, to renew administrative contracts for 2012-2013 and 2013-2014 for Mr. Kolden, Ms. Diedrich, Mr. Hagen and Ms. Penry as discussed. Roll call vote: Yes – Mr. Haas, Mr. Engel, Ms. Krueger, Mr. Schmidt, Mr. Tesmer, No – Mr. Elmhorst, Ms..Ploeckelman. Motion carried 5-2-0.

Scheduled Meetings:

Personnel Committee Meeting – February 6, 2012 – 5:15 p.m. – CDEC

Finance Committee Meeting – February 20, 2012 – 7:00 p.m. - CDEC

Regular Board of Education – February 20, 2012 – 7:30 p.m. CDEC

Motion by Engel, seconded by Mr. Elmhorst, to adjourn the meeting. Voice vote - Motion carried.  
Meeting adjourned at 9:15 p.m.

Respectfully Submitted:

Edward Haas, Clerk

Chris Thieme, Reporting Secretary

January 17, 2012

Colby School Board and Mr. Kolden,

Colby Middle School and St. Mary's Catholic School is asking permission to go on the Gettysburg/Washington DC trip for 8<sup>th</sup> grade students. Chaperones this year will be Jim Hagen, Bryon Graun and Lisa Kirker. A basis itinerary is attached of the trip.

**Gettysburg/Washington DC Trip Itinerary  
June 11 - 15, 2012**

**Monday, June 11<sup>th</sup>:**

1. Students should arrive at Middle School no later than 9:30am for bag checks/collect meal money
2. Coach bus arriving about 10:00am
3. Drive all day and thru the night (rest stops and food breaks along the way).

**Tuesday, June 12<sup>th</sup>:**

1. Gettysburg (watch a film, view Cyclorama, Battlefield Tour)
2. National Air and Space Museum/Smithsonian (IMAX, view exhibits)
3. Motel to shower, change, etc
4. National Museum of Natural History (view exhibits)
5. Evening Illumination Tour (Lincoln Memorial, Vietnam Memorial, Jefferson Memorial, Korean Memorial, FDR Memorial, World War II Memorial, Iwo Jima Memorial, etc)

**Wednesday, June 13<sup>th</sup>:**

1. Take Metro ride to US Capitol Tour
2. National Archives (view Declaration of Independence, Bill of Rights, etc)
3. Washington Monument (view of the entire city from the top)
4. Mount Vernon (The home of George Washington and his plantation)
5. Buggy's Pizza (meal included)
6. Potomac River Cruise (Alexandria to Georgetown and back)

**Thursday, June 14<sup>th</sup>:**

1. Arlington Cemetery (Tomb of Unknown Soldier, Kennedy gravesite, etc)
2. Ford's Theatre (listen to Ranger talk about the assassination of President Lincoln)
3. Hard Rock Café (meal included)
4. National Cathedral Tour (world's 6<sup>th</sup> largest church/2<sup>nd</sup> largest in United States)
5. Washington DC Tour of various historic locations
6. Group photo in front of the White House
7. Kennedy Center (Shear Madness)
8. Depart Washington DC and travel thru the night

**Friday, June 15<sup>th</sup>:**

1. Return to Colby around 1pm (students will call ahead of time for exact return time)

Dr. Kolden



**MINNESOTA ZOO**

Changing how you see the world

## Welcome to the Animal Explorers Overnight!!

We are very excited about the upcoming AEO season. We are dedicated to making your visit a unique and fun educational experience.

- **Logistics Information-NEW!**
  - Please read through this important information. The Zoo has undergone some exciting changes this past year.
- **The AEO agreement.** *enclosed*
  - Your agreement will be ~~coming in the mail~~. Please look it over, sign a copy, and return it with your deposit. Please keep the other copy for your records
- **A sample timeline of the evening's events.**
- **Chaperone letter**
  - Please duplicate this and give it to your chaperones prior to the AEO.
  - It describes their responsibilities during the AEO program.
- **AEO highlights**
  - It provides information on what is included in the program.
  - It also offers a recommended list of items to bring on the AEO as well as items that are discouraged.
- **Timber Lodge Traders Gift Shop**
  - An exclusive time set aside to allow only your group time to browse and perhaps purchase educational and memento items.
  - Please be sure to let your chaperones know about this opportunity.
  - Look for this as a separate attachment to the email.
- **Overnight Parking**
  - If you or any of your chaperones are driving to the Zoo and keeping your car in our parking lot overnight, we ask that all park in the same area.

The AEO programs begin at 4:30 p.m. and end at 8:00 a.m. the next morning. Enhance your overnight experience by coming early and/or staying later the next day and/or choosing an IMAX movie. Please contact our school scheduler at 952-431-9218 and/or IMAX at 952-997-9701 for more details.

Please read all of this information carefully. If you have any questions or concerns, feel free to call us at (952) 431-9218.

Thank you for choosing our overnight program, we are looking forward to seeing old friends and making new ones. If there is anything we can do to help you, please call us.

Sincerely,

Gina Goralski  
AEO Coordinator  
(952) 431-9260



**MINNESOTA ZOO**  
Changing how you see the world

## IMPORTANT LOGISTICS INFORMATION

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There have been many exciting things that have happened at the Zoo. We opened the Target Learning Center, home to the enormously popular *KAYTEE World of Birds* free flight show. The 3M *Penguins of the African Coast* featuring black footed penguins and the Cargill Environmental Education Center featuring new classroom facilities opened. Last, you will enter the Zoo through our newly designed South Entrance.

- **Drop off and Pick up**
  - Buses can drop off and/or pick up students along the curb that leads to the South Entrance (*there is a buffalo statue greeting you*). The group then walks down the lower walkway to the entrance of the Zoo.
- **Parking**
  - If the bus is staying or adult chaperones are driving separately, please continue to park in the Gibbon lot. If you or anyone within your group is staying through the night, please see the Overnight Parking sheet included in this packet.
- **Entrance to the Zoo**
  - Our main entrance has shifted back to the lower walkway and is now the new South Entrance. There you will be greeted by staff. If arriving before 4:00pm, please let Guest Services know you are arriving for an overnight and they will radio education staff to greet you and show you where to place your items.
- **Overnight program**
  - The program's logistics have changed slightly due to the renovation of our Coral Reef exhibit. The dive show will be replaced by touring the aquarium fish holding areas with the aquarist until the reef renovation is complete. You will still experience the same great overnight content as previous years.
- **Sleeping areas**
  - This has not changed. Everyone sleeps in Discovery Bay. Boys will be in one area and the girls will be in another. Please feel free to contact us with any questions or concerns.

For more information regarding current news, visit our website  
[http://www.mnzo.org/planVisit/planVisit\\_planDay.asp](http://www.mnzo.org/planVisit/planVisit_planDay.asp)





# Animals Explorers Overnight Agreement

Please review the terms of this agreement.

Your reserved AEO dates is: **Wednesday May 16, 2012**

## Program:

- Start time: 4:30pm/ End time: 8:00am
- Welcome to explore the Zoo before or after the program. Please inform us of your plans.
- The Minnesota Zoo opens at 9:00am and closes at 4:00pm, you are responsible for keeping your students in the designated area(s) during the transition times of the open/closing of the Zoo and the program start/ end times.

*(the designated areas vary with season and activity at the Zoo. Please check with the overnight instructor for details)*

## Cost:

- All fees covered from Land O Lakes grant.

## Chaperones:

- **Minimum of three (3) chaperones.**  
**Teachers are considered chaperones.**
- At least one teacher from the attending school must be present for the duration of the program.

## Cancellations:

- Cancellations due to MN Zoo decisions and/or severe weather are rare but occasionally could happen. We will try to find our utmost to find an alternate date.

**RETURN THIS SIGNED FORM AND RETURN VIA FAX (952-997-4838)**

Lead Educator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Participating School \_\_\_\_\_

## Steven Kolden

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**From:** Steven Kolden  
**Sent:** Friday, February 03, 2012 1:40 PM  
**To:** Cathy Lau

THANKS

-----Original Message-----

**From:** Cathy Lau  
**Sent:** Friday, February 03, 2012 1:05 PM  
**To:** Steven Kolden  
**Subject:** RE: SB 2 and non-rewal notices

Dr. Kolden,

Here's the information for the field trip:

Festival of Nations, St. Paul, MN

Date: Thursday, May 3, 2012

trip would be paid for by students and Spanish dept money We would travel by bus with at least one other chaperone in addition to myself

If you think it would be helpful for me to be there to talk about that trip and / or the Spanish Club advisor position, I would be happy to come. My preference would be to speak as early as possible as per the agenda.

Thank you!

Cathy Lau  
Spanish, Colby MS / HS

## School Finance Seminar:

The WASB/WASBO 2012 School Finance Seminar will provide school board members with the finance information needed to govern their districts effectively and efficiently. Learn about the state's school funding system, key deadlines in the district budgeting cycle and relevant statutory changes. The seminar will also feature a session on how to build trust with the community around finance and other issues. The WASB and the Wisconsin Association of School Business Officials (WASBO) co-sponsor the School Finance Seminar.

### Registration Information

The registration fee is **\$105** per participant, which includes the program, reference materials, coffee break and lunch.

**Deadline for registration:**  
Friday, February 24, 2012

No refunds will be given unless cancellation is received at the WASB Madison office by Friday, February 24, 2012. To cancel, please call 608-257-2622 or toll-free 877-705-4422.

### Hotel Information

**Holiday Inn Hotel & Convention Center**  
1001 Amber Ave.  
Stevens Point, WI 54482

**Hotel Rate:**  
Single – \$70.00  
Double – \$97.00  
Suite – \$149.00+  
Call 715-344-0200 and mention the **School Finance Seminar** to receive the conference rate.

**Cut-off Date for Hotel Rooms:**  
Friday, February 10, 2012

**Hotel Cancellation:**  
Cancel more than 72 hours prior to arrival - \$25; less than 72 hours prior to arrival-no refund.

**Directions:**  
Take Hwy. 39 into Stevens Point. Exit 158 onto Hwy. 10, head east approx. 3/4 mile. Turn left on Brilowski Rd. Take first right onto Woodland St. Then first right onto Amber Ave. Hotel will be on the right.

## Schedule At-A-Glance

**SATURDAY - March 3, 2012 –**



### Track 1 –

**8-10am**

#### Investing in Wisconsin Public Schools

*Dan Romano, Edventures; Scot Ecker, Muskego-Norway School District; Bob Avery, Wisconsin Department of Public Instruction School Finance Team; David Carlson, WASB Organizational Consulting; Kit Dailey, Eppstein Uhen Architects and Wisconsin School Public Relations Association*

**10:10-**

**11:10am**

#### Fiscal Year At-A-Glance

*Bob Borch, PMA Financial Network, Inc.; Bob Avery, Wisconsin Department of Public Instruction School Finance Team*

**11:20am-**

**12:25pm**

#### School District Issues Pertaining to Act 10

*Craig Hubbell, WASB Staff Counsel*

### Track 2 –

**9-10am**

#### The School District Fiscal Audit

*Brian Kahl, Wisconsin Department of Public Instruction*

**10:10-**

**11:10am**

#### The School District Budget Cycle

*David Carlson, WASB Organizational Consulting*

**11:20am-**

**12:25pm**

#### Referenda - The When, Why and How

*Michele Wiberg, PMA Financial Network, Inc.; Bob Borch, PMA Financial Network, Inc.*

### Afternoon –

**1:10-**

**3:30pm**

#### Perspectives on Wisconsin School Finance - Yesterday, Today and Tomorrow

*Bob Lang, Legislative Fiscal Bureau along with representatives from: WASB; School Administrators Alliance; Department of Public Instruction; Fair Aid Coalition; WI Association for Equity in Funding; WI Alliance for Excellent Schools; School Finance Network*

**3:40-**

**4:30pm**

#### Building Trust in Your Community Around School Issues

*Deb Gurke, WASB Governance and Leadership Development; Kit Dailey, Eppstein Uhen Architects and Wisconsin School Public Relations Association*

## About the Conference

School boards continue to experience significant change and uncertainty in 2012. Many boards have implemented employee handbooks to replace collective bargaining agreements. Others have extended contracts through June 30 and will need to have handbooks in place to replace those contracts when they expire. Boards are exploring new systems for teacher compensation, looking for alternatives to seniority in hiring, transfers and layoffs. Statutory grievance processes and employee complaint procedures are replacing contractual grievance arbitration.

This seminar will cover a broad range of topics, with one track of sessions focused on employment law and the other on school and government law topics. Employment law topics include the basics of bargaining under Act 10, alternative teacher compensation systems, staff hiring, transfers, layoffs, grievance processes, and employee complaints. The school and government law track will cover the open meetings law, pupil records, conflicts of interest and a new law update covering new legislation in 2011 and other legal developments of interest to the school community.

## Registration

The registration fee is \$105 per participant. Registration includes all materials, continental breakfast and lunch. **The deadline to register is one week before event.** Refunds will be given for cancellations received by that time. To cancel, call toll-free 877.705.4422.

## Locations

**Madison** – Crowne Plaza – 4402 East Washington Ave, Madison WI – 888-233-9527. **Hotel Rates:** \$102 - Single/Double. **Cut-off Date for Hotel Rooms:** Feb. 13, 2012

**Green Bay** – Hyatt KI Convention Center – 333 Main St., Green Bay WI – 920-432-4555. **Hotel Rates:** \$109 - Single/Double; \$129 Triple; \$149 Quad. **Cut-off Date for Hotel Rooms:** Feb. 17, 2012

**Eau Claire** – Conference will take place at Florian Gardens, 2340 Lorch Ave., Eau Claire WI. 715-832-8836. **HOTEL** – Metropolis Resort - 5150 Fairview Dr., Eau Claire, WI 888-861-6001. **Hotel Rates:** \$70 - Single/Double. **Cut-off Date for Hotel Rooms:** Feb. 14, 2012

For all hotels, when making reservations, identify yourself as a member of the Wisconsin Association of School Boards group to get the special group rates.

Maps and driving directions available at [wasb.org](http://wasb.org).

## Schedule At-A-Glance

### Track 1 - Employment Law

- 9am-12noon** **Alternative Teacher Compensation Systems**  
Barry Forbes - Co-director of WASB  
Legal Services
- Hiring, Transfers and Layoffs**  
Bob Butler - Co-director of WASB  
Legal Services
- 12noon-1pm** **Lunch**
- 1-3pm** **Basics of Bargaining under Act 10**  
Ben Richter - WASB Legal Services  
Staff Counsel
- Grievance Process and Handling Employee Complaints**  
Craig Hubbell - WASB Legal Services  
Staff Counsel



### Track 2 - School Law

- 9am-12noon** **Open meeting Law**  
Ben Richter - WASB Legal Services  
Staff Counsel
- Pupil Records**  
Craig Hubbell - WASB Legal Services  
Staff Counsel
- 12noon-1pm** **Lunch**
- 1-3pm** **New Law Update**  
Bob Butler - Co-director of WASB  
Legal Services
- Conflicts of Interest and Incompatibility of Office and Position**  
Barry Forbes - Co-director of WASB  
Legal Services

Linnea Bertram  
S2934 Sun Ridge Drive  
Spencer, WI 54479  
[linneabertram@yahoo.com](mailto:linneabertram@yahoo.com)

February 9, 2012

Dr. Steven Kolden  
Superintendent  
Colby Public Schools  
P.O. Box 139  
Colby, WI 54421

Dear Dr. Kolden and Colby Board of Education:

Please accept this letter as notification that I am leaving my position, as speech-language pathologist, with the Colby School District, following the completion of my duties for the 2011-2012 school calendar year. My family will be moving to the Madison area, due to my husband's employment relocation. It is an exciting opportunity, but it is mixed with emotion. I love my job and this community greatly. Thank you for letting me serve the children and families of the Colby School District for the past six years!

Sincerely,

A handwritten signature in cursive script that reads "Linnea Bertram". The signature is written in black ink and is positioned above the printed name.

Linnea Bertram

February 10, 2012

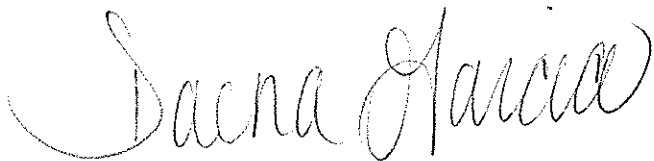
Dear Mr. Hagen,

I would like to inform you, that I am resigning from my position as an ELL Aide. My last day will be February 24, 2012.

This was not an easy decision to make. I want to thank you for the opportunities for professional and personal development that have been provided to me during my employment here. I can consider everyone I have met here to be friends of mine, I will miss you all. My career has taken a different direction and I feel it's time to move on to new opportunities and challenges.

I wish everyone the best.

Sincerely,

A handwritten signature in cursive script that reads "Daena Garcia". The signature is written in dark ink and is positioned below the word "Sincerely,".

Daena Garcia

January 31, 2012

Mr. Steven Kolden, Superintendent  
Colby School District  
Colby, Wisconsin 54421

Dear Mr. Kolden and the Colby Board of Education,

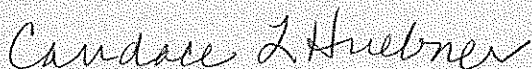
After 29 years of employment in the Colby School District, I am applying for an early retirement date in January 2013, at the end of the first semester of the 2012-13 school year.

I request the post-employment benefits listed in Section 8 of the Colby School District Employee Handbook, including \$88,500.00 (\$3,000.00 x 29.5 years of service to the Colby School District) in a HRA. I request that I remain on the Colby School District health insurance plan at that time.

I also request compensation, at the rate included in the Employee Handbook, for all of my accrued unused sick leave. If possible, I'd prefer to receive the dollar value of my accrued sick leave added to the HRA.

Thank you for your consideration.

Sincerely,



Candace L. Huebner

# 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.

Ibarra, Theresa  
Employee's Name: Last, First

Little Stars Preschool  
Position and Building Location

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) 7:30 \_\_\_\_\_ a.m. to 12:00 \_\_\_\_\_ p.m.

Desired start date: 2/6/12 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:

Samantha Penry  
Immediate or Program Supervisor's Signature

2/2/12  
Date

Steven Kolden  
Superintendent's Signature

2-6-12  
Date

Reason for position vacancy:

Resignation

Date position was vacated:

1/20/12

Number of candidate files:

8

Number of candidates after screening:

4

Number of candidates interviewed:

4

Person vacating position:

Shawna Lawcewicz

Recruitment area:

Aide Little Stars Preschool

Person(s) doing screening:

Samantha Penry, Jamie Ludwig, Cindy Guillen

Person(s) doing interviewing:

Samantha Penry, Cindy Guillen

Candidate Biography / Resume & Application Attached

Candidate needs the following:

Web Page Access  Email  Phone Extension



**FINANCIAL REPORT  
BOARD OF EDUCATION MEETING  
FEBRUARY 20, 2012**

**TOTAL REVENUE -**  
JANUARY **\$853,021.76**

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**MID.WISCONSIN BANK -**  
BANK WIRES - FEDERAL w/SS 1332-1339 **\$ 109,036.86**

**COMMUNITY BANK OF CENTRAL WISCONSIN -**  
REGULAR CHECKS 29020-29049 **\$ 12,677.14**  
DIRECT DEPOSIT 900044605-900044764 **\$ 237,528.70**

**ADVANTAGE COMMUNITY BANK -**  
REGULAR CHECKS 62007-62011 **\$ 2,157.80**  
62012-62035 **\$ 22,510.23**  
62036-62044 **\$ 7,502.71**  
62045-62160 **\$ 361,857.81**

**TOTAL CHECKS TO BE APPROVED** **\$ 753,271.25**

**JANUARY 2012  
RECEIPTS**

489486	Jordan Wolff	\$	370.00	Extra Yearbooks
489487	Student	\$	40.00	Band Fees
489488	Mary Kutzke	\$	33.26	February Health
489489	City of Colby	\$	284.56	December Mobile Home Tax
489490	William Perkins	\$	300.00	January Neillsville Rent
489491	Indianhead Community Action Agency	\$	6,548.00	September - October Headstart Meals
489492	Western Wisconsin Cares	\$	2,775.00	January Neillsville Rent
489493	Helping Hands Recycling	\$	50.00	Electronics Picked Up
489494	Colby Elementary PTC	\$	51.00	Apple Juice
489495	Sheboygan Resort/Blue Harbor	\$	12.99	Refund (Traci Anderson)
489496	Cambria Suites	\$	150.00	Refund FFA Overpayment
489497	Houghton Mifflin Co	\$	1,260.80	Returned Spanish Books
489498	Town of Unity	\$	56,439.34	January Tax Levy
489499	Town of Green Grove	\$	13,400.22	January Tax Levy
489500	Town of Mayville	\$	41,512.48	January Tax Levy
489501	Town of Frankfort	\$	41,349.96	January Tax Levy
489502	ConAgra	\$	105.00	Fall rebates/Foodservice
489503	Town of Colby	\$	64,488.43	January Tax Levy
489504	Village of Unity - Marathon	\$	17,563.13	January Tax Levy
489505	Village of Unity - Clark	\$	7,625.77	January Tax Levy
489506	Village of Dorchester	\$	62,396.07	January Tax Levy
489507	City of Colby	\$	107,799.35	January Tax Levy
489508	City of Abbotsford - Marathon	\$	4,840.90	January Tax Levy
489509	Town of Hull	\$	76,925.57	January Tax Levy
489510	Town of Holton	\$	51,557.24	January Tax Levy
489511	Student	\$	25.00	Parking Fee
489512	Student	\$	25.00	Parking Fee
489513	Students	\$	100.00	Athletic Fees
489514	Students	\$	810.00	MS Girls BB Athletic Fees
489515	Vlasta Blaha	\$	77.81	February Health Insurance
489516	Nancy Marcott	\$	280.92	December - February Insurance
489517	Town of Brighton	\$	30,453.48	January Tax Levy
489518	Western Wisconsin Cares	\$	2,640.00	January - December Apartment Rent
489519	Gemini Cares	\$	350.00	January Payment
489520	Rande Short	\$	200.00	Neillsville Apartment Rent
489521	State of Wisconsin DOA	\$	28,692.09	Educ Jobs Fund
489522	Kelloggs Food	\$	9.00	Rebate
489523	IPS Dividends	\$	7.92	Rebate on Food
489524	Colby Choir Parents	\$	1,651.37	Food & Labor Show Choir Competition
489525	Student	\$	5.00	Lost PE Lock
489526	State of WI DPI	\$	50,313.00	Special Education Aid
489527	State of WI DPI	\$	24,007.28	Food Service Aid
489528	State of WI DPI	\$	35,538.08	IDEA Flow Through Special Education
489529	State of WI DPI	\$	581.74	IDEA Preschool
489530	State of WI DPI	\$	49,812.50	Transportation Aid
489531	State of WI DPI	\$	40,298.78	IDEA Flow Through Special Education
489532	State of WI DPI	\$	3,058.35	IDEA Preschool Special Education
489533	Mid Wisconsin Bank	\$	533.72	NOW & MMD January Interest

JANUARY 2012  
RECEIPTS

489534	Mid Wisconsin Bank	\$	2.98	Renovation January Interest
489535	Mid Wisconsin Bank	\$	1.39	Debt Service January Interest
489536	Advantage Community Bank	\$	20.18	January Interest
489537	Students	\$	25,647.10	January Food Service Revenue
	Total	\$	853,021.76	

## CHECKS PROCESSED – MID WISCONSIN BANK/COMMUNITY BANK

1332	Employee Benefits Corp	2,984.23	1-13-12 Payroll
1333	Mid WI Bank (FED/FICA Withheld)	38,246.01	1-13-12 Payroll
1334	WEA Trust Advantage	2,012.80	1-13-12 Payroll
1335	WI Dept of Revenue (State Tax Withheld)	8,773.78	1-13-12 Payroll
1336	Employee Benefits Corp.	2,646.74	1-27-12 Payroll
1337	Mid WI Bank (FED/FICA Withheld)	42,649.63	1-27-12 Payroll
1338	WEA Trust Advantage	1,998.13	1-27-12 Payroll
1339	WI Dept of Revenue (State Tax Withheld)	9,725.54	1-27-12 Payroll
29020-29028	PAYROLL REGULAR CHECKS	703.33	1-13-12 Payroll
29029-29042	PAYROLL REGULAR CHECKS	2,146.38	1-27-12 Payroll
29043	Great West	2,150.83	Jan Contributions
29044	Messerli & Kramer PA	109.76	Garnishment
29045	AFLAC	538.38	Jan Contributions
29046	Colby Schools Pension	3,688.39	Jan Contributions
29047	Great West	3,051.92	Jan Contributions
29048	IDEA Foundation	70.00	Jan Contributions
29049	Messerli & Kramer PA	218.15	Garnishment
900044450-900044604	PAYROLL DIRECT DEPOSIT	111,849.64	1-13-12 Payroll
900044605-900044764	PAYROLL DIRECT DEPOSIT	125,679.06	1-27-12 Payroll
TOTAL		359,242.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62007	CHAMBER OF COMMERCE	01/17/2012	2012 CHAMBER	ASSOCIATE MEMBERSHIP	0	100.00	100.00
10 E 800 940 231100 000			GENERAL FUND/BOARD OF EDUCATION/DUES & FEES			100.00	
62008	COUNTY MARKET - F&CE ACCT 8007	01/17/2012	0036	CHEESE, TACO SEASONING, TORTILLA, SHELLS, GROUND BEEF, TOMATOES	5001112045	56.54	128.28
10 E 800 415 135000 000			GENERAL FUND/FAMILY & CONSUMER EC/FOOD			56.54	
			4368	SOUR CREAM, SOUPD, DORITOS, ELBOW MACARONI, ROUND ROUND	5001112045	50.35	
10 E 800 415 135000 000			GENERAL FUND/FAMILY & CONSUMER EC/FOOD			50.35	
			6017	BUTTER, EGGS, FLOUR, P-SUGAR, VEG SHORTENING, G-SUGAR	5001112045	21.39	
10 E 800 415 135000 000			GENERAL FUND/FAMILY & CONSUMER EC/FOOD			21.39	
62009	PAUL KNAUTZ	01/17/2012	OCT-DEC.	MEDICAL COSTS	0	546.92	546.92
10 E 800 241 291000 000			GENERAL FUND/EARLY RETIREMENT/MEDICAL			546.92	
62010	PERSONNEL CONCEPTS	01/17/2012	9316615339	COMPLIANCE POSTERS	0	1,238.60	1,238.60
10 E 800 411 232100 000			GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES			1,238.60	
62011	WIAA	01/17/2012	2 tickets	STATE BOYS BB TRNMNT	0	144.00	144.00
10 E 800 940 221300 916			GENERAL FUND/INST. STAFF SERV. - TRAINING/DUES & FEES			144.00	
			5	Computer		Check(s) For a Total of	2,157.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62012	DOUGLAS BAUER	01/26/2012	REFUND PRKG FEE	EARLY GRAD	0	25.00	25.00
10 R 800 292 253200 000			GENERAL FUND/OPERATION-SITES/STUDENT FEES			25.00	
62013	BILL'S TIRE & SERVICE	01/26/2012	22703	TIRES, STEMS, MOUNT	0	187.40	187.40
10 E 800 320 254490 000			GENERAL FUND/REPAIR OTHER EQUIP/PROPERTY SERVICE			187.40	
62014	CAROLINA BIOLOGICAL SUPPLY CO.	01/26/2012	47909397 RI	PETRIFILM AEROBIC COUNT PLATES & PATRIFILM YEAST AND MOLD COUNT PLATES	5001112065	164.99	164.99
10 E 800 411 126000 000			GENERAL FUND/SCIENCE/GENERAL SUPPLIES			164.99	
62015	COUNTY MARKET - ACTIVITY ACCT	01/26/2012	3821	"EXPANDING HORIZONS" (french toast, syrup, supplies)	0	33.04	33.04
10 E 200 415 120000 000			GENERAL FUND/REGULAR CURRICULUM/FOOD			33.04	
62016	FRONTIER	01/26/2012	1/16/12-2/15/12	CD/EC	0	119.77	119.77
10 E 800 355 263300 000			GENERAL FUND/PUBLIC INFORMATION/TELEPHONE			119.77	
62017	GRANT HARDER	01/26/2012	SEPT - DEC	NEILLSV CARETAKER	0	300.00	300.00
10 E 900 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			300.00	
62018	MICHAEL HEINDL	01/26/2012	REFUND PRKG FEE	EARLY GRAD	0	25.00	25.00
10 R 800 292 253200 000			GENERAL FUND/OPERATION-SITES/STUDENT FEES			25.00	
62019	PAUL KNAUTZ	01/26/2012	MEDICAL EXPENSE		0	78.66	78.66
10 E 800 241 291000 000			GENERAL FUND/EARLY RETIREMENT/MEDICAL			78.66	
62020	LAU, CATHERINE T	01/26/2012	REIMBURSEMENT	SPANISH CLASSROOM SUPPLIES	0	157.66	157.66
10 E 800 411 123000 000			GENERAL FUND/FOREIGN LANGUAGE/GENERAL SUPPLIES			157.66	
62021	STEVEN MACSWAIN	01/26/2012	MEDICAL EXPENSE		0	156.32	156.32
10 E 800 241 291000 000			GENERAL FUND/EARLY RETIREMENT/MEDICAL			156.32	
62022	NEFF COMPANY	01/26/2012	001982611	48 PLAQUE-AWARD-SCREE NED	0	536.76	536.76
10 E 800 411 162001 000			GENERAL FUND/ATHLETICS-GENERAL/GENERAL SUPPLIES			536.76	
62023	POLK-BURNETT SECURITY SERVICES	01/26/2012	SV118611	LABOR/TRIP CHARGE	0	219.00	219.00
10 E 800 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			219.00	
62024	QUILL CORPORATION (REMITTANCE)	01/26/2012	9350678	ASST FILE FOLDERS	0	39.93	39.93
10 E 800 411 232100 000			GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES			39.93	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62025	JAMES RAU	01/26/2012	REIMBURSEMENT	WORK SHOES	0	100.00	100.00
10 E 800 420 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/APPAREL			100.00	
62026	RMM SOLUTIONS	01/26/2012	12251	HP 8100 Elite Small Form Factor PC	5021112159	625.45	625.45
24 E 200 561 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			625.45	
62027	RONDORF, RANDI R	01/26/2012	REIMBURSEMENT	MISC INCENTIVES & SUPPLIES	0	62.36	62.36
24 E 100 411 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			62.36	
62028	TODD SCHMIDT	01/26/2012	MILEAGE	CLARK CO BOARDS	0	17.76	17.76
10 E 800 342 231100 000			GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.			17.76	
62029	JAMIE STEEN	01/26/2012	SNO REMOVAL	12/4-1/2/12	0	766.25	766.25
10 E 800 320 253200 000			GENERAL FUND/OPERATION-SITES/PROPERTY SERVICE			766.25	
62030	STRO'S PLUMBING LLC	01/26/2012	5601	AUGER OUT SEWER IN BATHROOM BY GYMNASIUM	0	343.94	343.94
10 E 800 320 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE			343.94	
62031	SUBWAY	01/26/2012	LUNCH	CHILD DEV DAYS	0	72.00	72.00
24 E 100 411 152000 347			FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/GENERAL SU			72.00	
62032	SUPREME SCHOOL SUPPLY	01/26/2012	00529888	WHITE ADMIT SLIPS	5001112067	32.62	32.62
10 E 400 411 241000 000			GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES			32.62	
62033	TDS TELECOM (REMITTANCE)	01/26/2012	NEILLSVILLE	SECURITY/ELEVATOR	0	98.63	98.63
10 E 900 355 263300 000			GENERAL FUND/PUBLIC INFORMATION/TELEPHONE			98.63	
62034	WEA INSURANCE	01/26/2012	DECEMBER	DISABILITY	0	1,648.44	7,712.58
10 E 800 251 120000 000			GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR			378.23	
10 E 800 251 122000 141			GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE			61.46	
10 E 800 251 143000 000			GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR			46.35	
10 E 800 251 213000 000			GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO			45.73	
10 E 800 251 222000 000			GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA			41.13	
10 E 800 251 223910 000			GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR			15.18	
10 E 800 251 232100 000			GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION			41.75	
10 E 800 251 241000 000			GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU			117.04	
10 E 800 251 252000 000			GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE			28.43	
10 E 800 251 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I			94.89	
24 E 800 251 159100 000			FEDERAL HANDICAPPED PROJECTS/EEN AIDES/INCOME PROTECTIO			13.71	
27 E 100 251 152000 011			SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN			16.88	
27 E 100 251 158100 011			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE			43.75	
27 E 400 251 158100 011			SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE			48.71	
27 E 800 251 156600 011			SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN			34.87	
27 E 800 251 159100 011			SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE			64.60	
27 E 800 251 215000 011			SPECIAL EDUC./PSYCHOLOGICAL SERVICES/INCOME PROTECTION			15.38	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
50 E 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO		40.37	
27 E 200 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		47.02	
10 E 800 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		11.27	
10 E 800 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		12.28	
10 E 800 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		24.02	
27 E 100 251 159300 011				SPECIAL EDUC./ADAPTIVE PHY ED/INCOME PROTECTION INSURAN		1.59	
10 E 800 251 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/INCOME PROTECTIO		9.20	
24 E 800 251 179000 000				FEDERAL HANDICAPPED PROJECTS/OTHER SPECIAL NEEDS/INCOME		6.81	
10 E 050 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		18.77	
10 E 800 251 215000 000				GENERAL FUND/PSYCHOLOGICAL SERVICES/INCOME PROTECTION I		2.93	
10 E 100 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		274.41	
10 E 100 251 110000 332				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		52.53	
10 E 100 251 110000 365				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		11.64	
10 E 800 251 132000 595				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		5.61	
10 E 800 251 120000 595				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		21.90	
				DECEMBER. DENTAL	0	6,064.14	
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		6,064.14	
62035 XCEL ENERGY		01/26/2012	AUTO PROTECT LIGHTS	12/15/11-1/14/12	0	41.12	10,635.11
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		41.12	
				ELEMENTARY SCHOOL	12/6/11-1/9/12	0	1,785.49
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		1,785.49	
				HIGH SCHOOL	12/6/11-1/9/12	0	8,808.50
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		8,808.50	
			24	Computer	Check(s) For a Total of		22,510.23



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62036	CHARTER BUSINESS	02/03/2012	02/01/12-02/29/12	ADAMS ST HOUSE	0	6.31	6.31
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		6.31	
62037	CITY OF COLBY	02/03/2012	12/14/11-1/17/12	CDEC	0	79.30	2,948.45
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		79.30	
			12/15/11---1/17/12	COLBY ELEMENTARY SCHOOL	0	569.70	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		569.70	
			12/15/11--1/17/12	COLBY HIGH SCHOOL	0	1,874.55	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		1,874.55	
			12/15/11-1/17/12	COLBY MIDDLE SCHOOL	0	349.90	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		349.90	
			12/15/11-1/17/12	CONCESSION STAND	0	57.00	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		57.00	
			12/15/11--1/17/12	ADAMS ST HOUSE	0	18.00	
10 E 800 337 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/WATER SERVICE		18.00	
62038	COUNTY MARKET - ACTIVITY ACCT	02/03/2012	2413	"EXPANDING HORIZONS"	0	29.46	29.46
10 E 200 415 120000 000				GENERAL FUND/REGULAR CURRICULUM/FOOD		29.46	
62039	STEVEN MACSWAIN	02/03/2012	HEALTH DEDUCT	MEDICAL COST	0	1,551.56	1,551.56
10 E 800 241 291000 000				GENERAL FUND/EARLY RETIREMENT/MEDICAL		1,551.56	
62040	BERNA MELLENTHIN	02/03/2012	MEDICAL EXPENSE	INS.FOR RETIRED	0	357.20	357.20
10 E 800 241 291000 000				GENERAL FUND/EARLY RETIREMENT/MEDICAL		357.20	
62041	RIESTERER & SCHNELL INC	02/03/2012	316438	JOHN DEERE SNOWBLOWER PARTS	0	11.07	11.07
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		11.07	
62042	VEOLIA ES SOLID WASTE MIDWEST,	02/03/2012	JANUARY 2012	GARBAGE REMOVAL	0	1,629.85	1,629.85
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		1,629.85	
62043	WI EDUC.MEDIA & TECHNOLOGY ASS	02/03/2012	PREPAID	WEMTA CONF REGISTRATION & MEMBERSHIP	0	205.00	205.00
10 E 400 342 222200 000				GENERAL FUND/LMC - INST SERVICE/EMPLOYEE TRAVEL & EXP.		145.00	
10 E 400 940 222200 000				GENERAL FUND/LMC - INST SERVICE/DUES & FEES		60.00	
62044	XCEL ENERGY	02/03/2012	12/16/11-1/18/12	NEILLSVILLE ADMIN BLDG	0	687.68	763.81
10 E 900 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		687.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 336 253300 000		12/6/11-1/9/12		ATHLETIC FIELD	0	76.13	
				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		76.13	
				9 Computer	Check(s) For a Total of		7,502.71

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62045 A	TO Z TOWN AND COUNTRY LLC	02/16/2012	431921	Supplies needed throughout the year: HOSE, POWER BLOCK, PLUGS	5021112059	33.33	140.56
10 E 800 411 136000 000			GENERAL FUND/TECH ED/GENERAL SUPPLIES			33.33	
			432036	SWITCH PLATE, UNIVERSAL FLAPPER	0	4.65	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			4.65	
			432266	WALL CLOCK, ELECTRICAL TAPE, DUCT TAPE	0	22.37	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			22.37	
			433095	HACKSAW BLADES	0	10.96	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			10.96	
			433826	A/C CORD, OUTLET, HEAT CABLE	0	45.97	
10 E 800 411 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES			45.97	
			433840	ICE MELT	0	6.19	
10 E 800 411 253200 000			GENERAL FUND/OPERATION-SITES/GENERAL SUPPLIES			6.19	
			433906	MISC BUILDERS	0	4.71	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			4.71	
			435085	MISC BUILDERS, TAP, DRILL BIT	0	12.38	
10 E 800 411 254300 000			GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES			12.38	
62046	AMERIPRISE FINANCIAL SERVICES	02/16/2012	20120127ADIDS	FEBRUARY	0	300.00	600.00
10 L 000 000 811670 000			GENERAL FUND/TAX SHEL. ANNUITIES			300.00	
			20120210ADIDS	FEBRUARY	0	300.00	
10 L 000 000 811670 000			GENERAL FUND/TAX SHEL. ANNUITIES			300.00	
62047	APPLE COMPUTER (REMITTANCE)	02/16/2012	9983823870	iPad covers	6011112014	156.00	2,651.00
24 E 100 551 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			0.00	
24 E 200 551 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			39.00	
24 E 400 551 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			78.00	
24 E 050 551 152000 000			FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/EQUIPMENT			39.00	
			9983947541	iPads	6011112014	2,495.00	
24 E 100 551 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			499.00	
24 E 200 551 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			499.00	
24 E 400 551 158100 000			FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP			998.00	
24 E 050 551 152000 000			FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/EQUIPMENT			499.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62048	AWSA	02/16/2012	3514081	JAMES HAGEN RENEWAL DUES	0	601.00	601.00
10 E 200 940 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/DUES & FEES		601.00	
62049	AXA EQUITABLE	02/16/2012	20120127ADEQU	FEBRUARY	0	200.00	400.00
10 L 000 000 811670 000				GENERAL FUND/TAX SHEL. ANNUITIES		200.00	
10 L 000 000 811670 000			20120210ADEQU	FEBRUARY	0	200.00	
				GENERAL FUND/TAX SHEL. ANNUITIES		200.00	
62050	SYSCO BARABOO	02/16/2012	201050617	FOOD & STRAWS, FOAM CONTAINERS, PLY APRONS, NAPKINS, BLEACH, SOAP DISPENSERS	0	1,865.33	6,137.89
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,190.37	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		293.67	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		381.29	
50 E 800 415 257220 000			201120594	FOOD & SOUFFLE CUPS	0	1,347.09	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		31.26	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		92.53	
50 E 800 419 257220 000			201130094	SOAP DISPENSER	0	-8.00	
				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		-8.00	
50 E 800 415 257220 000			201190546	FOOD & FOAM CONTAINERS, LINER	0	2,298.29	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		61.22	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		254.70	
50 E 800 415 257220 000			201260361	FOOD & PAPER BAGS	0	635.18	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		45.85	
62051	NANCY BECKER	02/16/2012	JANUARY	MILES TO SPENCER	0	53.27	53.27
10 E 400 342 222200 000				GENERAL FUND/LMC - INST SERVICE/EMPLOYEE TRAVEL & EXP.		53.27	
62052	BERNARD FOOD INDUSTRIES INC	02/16/2012	00621700	TACO SEASONING, SPAGHETTI SAUCE SEASONING, BBQ SAUCE MIX	0	216.09	216.09
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		216.09	
62053	BILL'S TIRE & SERVICE	02/16/2012	21093	TIRES FOR MINI VAN	0	529.97	620.81
10 E 800 411 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/GENERAL SUPPLIES		529.97	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			22737	TIRE FOR JOHN DEERE	0	90.84	
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		90.84	
62054	JEFFERY BRIGGS	02/16/2012	WORK SHOES		0	100.00	100.00
10 E 800 420 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/APPAREL		100.00	
62055	TREVA BRODHAGEN	02/16/2012	12/30/11-2/10/12	IN LIEU OF RETIREMENT	0	381.81	381.81
10 L 000 000 811621 000				GENERAL FUND/ST. TEACH. RETIRE.		381.81	
62056	BURNETT TRANSIT, INC.	02/16/2012	127 ST.8 MI	GR.5-6 SPARETIME	0	70.31	8,298.12
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		70.31	
			14 TRIPS BOWLG	LIFETIME SPORTS	0	328.30	
10 E 800 341 256720 000				GENERAL FUND/SHUTTLE SERV. TRANSPORTATION/PUPIL TRAVEL		328.30	
			20ST.141 MI	ALL CONF BAND/CHORUS	0	449.69	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		449.69	
			40ST.120 MI	GR.7-8 TRACS	0	305.37	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		305.37	
			40ST.342 MI	JAN. BOYS BB	0	1,058.40	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		1,058.40	
			SEPT - DEC	FUEL ESCALATION	0	6,086.05	
10 E 800 348 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/VEHICLE FUEL		6,086.05	
62057	BURNETT TRANSIT, INC.	02/16/2012	MARCH	BUSES 6	0	36,912.60	36,912.60
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		36,912.60	
62058	BUSHMAN, RICHARD.	02/16/2012	193342,193365,193435	DAIRY PRODUCTS	0	562.80	562.80
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		562.80	
62059	CAPITAL BANK & TRUST/AMERICAN	02/16/2012	20120127ADAME	FEBRUARY	0	1,200.00	2,400.00
10 L 000 000 811670 000				GENERAL FUND/TAX SHELTT. ANNUITIES		1,200.00	
			20120210ADAME	FEBRUARY	0	1,200.00	
10 L 000 000 811670 000				GENERAL FUND/TAX SHELTT. ANNUITIES		1,200.00	
62060	CARQUEST AUTO PARTS STORES (RE	02/16/2012	1939-289392	MS AHU BELT	0	70.02	70.02
10 E 800 411 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/GENERAL SUPPLIES		70.02	
62061	CDW GOVERNMENT INC	02/16/2012	D896687	HP PROBOOKS	2001112062	2,250.00	2,250.00
10 E 100 551 222200 000				GENERAL FUND/LMC - INST SERVICE/EQUIPMENT ADDITION		750.00	
10 E 200 551 222200 000				GENERAL FUND/LMC - INST SERVICE/EQUIPMENT ADDITION		750.00	
10 E 400 551 222200 000				GENERAL FUND/LMC - INST SERVICE/EQUIPMENT ADDITION		750.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62062	CESA #10	02/16/2012	53081	AV/MEDIA	101112001	1,559.76	9,974.13
10 E 100 411 222200 000				GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES		220.22	
10 E 100 440 222200 000				GENERAL FUND/LMC - INST SERVICE/NON-CAPITAL EQUIPMENT		281.58	
10 E 200 411 124000 000				GENERAL FUND/MATHEMATICS/GENERAL SUPPLIES		6.40	
10 E 200 411 222200 000				GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES		121.41	
10 E 200 440 132000 000				GENERAL FUND/BUSINESS EDUCATION/NON-CAPITAL EQUIPMENT		0.00	
10 E 200 440 222200 000				GENERAL FUND/LMC - INST SERVICE/NON-CAPITAL EQUIPMENT		156.60	
10 E 400 411 222200 000				GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES		125.78	
10 E 800 411 120000 000				GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		243.00	
10 E 800 411 124000 000				GENERAL FUND/MATHEMATICS/GENERAL SUPPLIES		96.00	
10 E 800 411 126000 000				GENERAL FUND/SCIENCE/GENERAL SUPPLIES		52.74	
24 E 100 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		35.35	
10 E 100 411 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES		182.25	
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		38.43	
			53094	REGISTR IMPLM SLD RULE	0	210.00	
24 E 800 342 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		210.00	
			53094.	REGIST TCHG KIDS CANT	0	100.00	
				SIT			
10 E 100 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		100.00	
			53101	TITLE I ADMIN -	0	3,530.00	
				QTR 3			
10 E 800 386 239000 141				GENERAL FUND/OTHER ADMINISTRATION/PAYMENT TO CESA		3,530.00	
			53151	REGIST RTI TRAINING	0	500.00	
10 E 800 342 223910 000				GENERAL FUND/READING SPECIALIST/EMPLOYEE TRAVEL & EXP.		100.00	
24 E 800 342 223300 000				FEDERAL HANDICAPPED PROJECTS/EEN DIRECTOR/EMPLOYEE TRAV		200.00	
10 E 800 342 221300 391				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		200.00	
			53151	REGISTRA CREATIVE CURRIC	0	250.00	
10 E 800 342 221200 000				GENERAL FUND/CURRICULUM DEVELOPMENT/EMPLOYEE TRAVEL & E		250.00	
			53184	3 POLYCOM	0	2,765.97	
				CARTS/CABLE			
10 E 800 551 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/EQUIPMENT ADDITI		2,765.97	
			53184	DIST LRNG DIAGNOSTIC	0	1,058.40	
				MAINTENANCE			
10 E 800 320 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PROPERTY SERVICE		1,058.40	
62063	CHARTER BUSINESS	02/16/2012	1/1-2/29/12	OPTICAL ETHR	0	509.64	509.64
				INTRA			
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		509.64	
62064	COLBY H.S. ACTIVITY FUND	02/16/2012	2	WORK PERMITS	0	20.00	20.00
80 E 800 940 300000 000				COMMUNITY SERVICE FUND/COMMUNITY SERVICES/DUES & FEES		20.00	
62065	COLBY ELEMENTARY SCHOOL	02/16/2012	BAND AIDS	PETTY CASH	0	4.22	4.22

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 100 411 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES		4.22	
62066	COLBY SCHOOLS/LUNCH PROGRAM	02/16/2012	C.GEIGER	JAN. FOSTER GRNDPRNT	0	30.00	683.15
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		30.00	
				COLBY ELEM	JAN.SUBSTITU	0	122.90
				MEALS			
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		122.90	
				COLBY H.S.	JAN.SUBSTITUTE	0	24.25
				MEALS			
10 E 800 299 120000 000				GENERAL FUND/REGULAR CURRICULUM/MISC/SUBS.MEALS,GR.THUM		24.25	
				COLBY M.S.	JAN. SUBST MEALS	0	30.00
10 E 800 299 120000 000				GENERAL FUND/REGULAR CURRICULUM/MISC/SUBS.MEALS,GR.THUM		30.00	
				D.BROWN	JAN.FSTR GRNDPRNT	0	54.00
				MEALS			
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		54.00	
				K.MARGRAF	JAN. FOSTER	0	36.00
				GRNDPRNT			
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		36.00	
				LITTLE STARS	JAN ADULT MEALS	0	359.00
10 E 050 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		359.00	
				R.FRICKE	JAN. FOSTER	0	27.00
				GRANDPRNTS			
10 E 100 299 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/MISC/SUBS.MEALS,GR.T		27.00	
62067	COLBY PUBLIC SCHOOLS	02/16/2012	ELEM TEACHERS	SCHOOL VISIT LUNCH	0	40.00	100.00
10 E 100 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		40.00	
				JULIE WOLF	BOWLING/LUNCH	0	60.00
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		30.00	
24 E 400 345 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		30.00	
62068	COMPLETE CONTROL, INC.	02/16/2012	SRVCE017426	SERVICE ON AIR LEAK AND THERMOSTAT	0	167.73	167.73
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		167.73	
62069	Vendor Continued Void	02/16/2012					0.00
62070	Vendor Continued Void	02/16/2012					0.00
62071	Vendor Continued Void	02/16/2012					0.00
62072	COUNTY MARKET ACCOUNT #6017	02/16/2012	0007	Food for experiments:	5021112123	2.99	417.87

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 415 131000 000				WHIPPING CREAM GENERAL FUND/AGRICULTURE/FOOD		2.99	
			0008	FOOD FOR EARLY CHILDHOOD/SPEECH & LANGUAGE WEEKLY LANGUAGE GROUPS: BUTTER, SUGAR, BISCUITS, SYRUP, PRETZELS, CHOC BITS	6001112051	31.15	
24 E 800 415 156600 000				FEDERAL HANDICAPPED PROJECTS/SPEECH/LANGUAGE/FOOD		31.15	
			0009	GROCERY SHOPPING: PIZZA ROLLS, CHEETOS, SOUR CREAM, CAKE	6001112069	20.23	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		20.23	
			0012	MS Food for experiments: WHIPPING CREAM, SALTINES	5021112132	5.98	
10 E 200 411 131000 000				GENERAL FUND/AGRICULTURE/GENERAL SUPPLIES		5.98	
			0013	Food for experiments: CHEESE, TOOTHPICKS	5021112123	31.75	
10 E 800 415 131000 000				GENERAL FUND/AGRICULTURE/FOOD		31.75	
			0043	GROCERY SHOPPING: TORTILLA, EGGS, SOUR CREAM, MILK, CHEETOS, SUGAR, OATS, CHIPS, BAKING CUPS, SHORTENING, APPLES, GRAPES	6001112069	71.45	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		71.45	
			0044	FOOD FOR EARLY CHILDHOOD/SPEECH & LANGUAGE WEEKLY LANGUAGE GROUPS: CREAMER, MILK, NESQUIK CHOCOLATE, PRODUCE, MARSHMALLOWS	6001112051	45.34	



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
24 E 800 415 156600 000				FEDERAL HANDICAPPED PROJECTS/SPEECH/LANGUAGE/FOOD		45.34	
			0045	GROCERY SHOPPING: CHEESE, EGGS, SOUR CREAM, BUTTER, YOGURT, PIZZA ROLLS, BROWNIES, FLOUR, OATS, APPLESAUCE, STORAGE BAGS	6001112069	47.80	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		47.80	
			0513	CLASSROOM INCENTIVES: CRACKERS, COOKIES, WATER	6001112099	15.08	
24 E 200 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		15.08	
			0625	CLASSROOM INCENTIVES: CHEESE, MILK, CHIPS, COOKIES, PRETZELS, SALAMI BITES, CANDY, PROPEL	6001112099	75.19	
24 E 200 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		75.19	
			2058	FOOD SUPPLIES, REWARDS: SPONGE, BROWNIES, CHIPS, WATER, SOAP, FORKS, FABRIC SOFTENER	6001112046	36.88	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		36.88	
			3705	GROCERY SHOPPING: EGGS. BUTTER, CHEESE, JUICE, BREAD, SOUP, GINGERALE	6001112069	34.03	
24 E 400 415 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		34.03	
62073 Vendor Continued Void		02/16/2012					0.00
62074 COUNTY MARKET - F&CE ACCT 8007		02/16/2012	0042	GROUND BEEF, APPLES, CARMEL DIP	5001112045	11.94	292.24
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		11.94	
			0043	CHEESE, YOGURT, EGGS, MILK, HAM,	5001112045	170.18	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 415 135000 000				FROZEN FRUITS, BUTTER, SOUPS, SUGAR, FLOUR, TUNA, NOODLES, CHIPS, CHOC MORSELS, , SALSA, GRITS, MEAT, PRODUCE, JUICE		170.18	
			GENERAL FUND/FAMILY & CONSUMER EC/FOOD				
			0067	EGGS, MILK, FROSTING, OATS, SUGAR	5001112045	35.83	
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		35.83	
			3704	CHEESE, MILK, CHEETOS, NOODLES, CHIPS, PASTA SAUCE, SAUSAGE, CANADIAN BACON, PEPPERONI, . MUSHROOMS, ONION, GREEN PEPPERS	5001112045	74.29	
10 E 800 415 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/FOOD		74.29	
62075	COUNTY MARKET - ACTIVITY ACCT	02/16/2012	0285	'EXPANDING HORIZONS'	0	47.82	47.82
10 E 200 415 120000 000				GENERAL FUND/REGULAR CURRICULUM/FOOD		47.82	
62076	CRISIS PREVENTION INSTITUTE	02/16/2012	CUSI201488	BULLYING BEHAVIORS REFRESHER WORKBOOK & LEADERS GUIDE	6001112102	18.84	18.84
24 E 800 411 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		18.84	
62077	CTL COMPANY, INC.	02/16/2012	136805A	BOWL CLEANER	0	192.44	488.39
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		192.44	
			137630	WIPER, NAPKINS	0	295.95	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		295.95	
62078	DAVID'S SNOWPLOWING	02/16/2012	JAN. SERVICES		0	120.00	120.00
10 E 900 320 253200 000				GENERAL FUND/OPERATION-SITES/PROPERTY SERVICE		120.00	
62079	DAVIDSON TITLES, INC.	02/16/2012	2001112056	LIBRARY BOOKS	0	394.73	800.90
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		394.73	
			222175	Student Library Books	2001112056	406.17	

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10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		406.17	
62080 DEAN FOODS OF WIS		02/16/2012	JANUARY	MILK	0	6,536.93	6,536.93
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		6,536.93	
62081 DECKER AUTOMOTIVE LLC		02/16/2012	14617	OIL CHANGE ON MINI VAN	0	32.94	32.94
10 E 800 320 254500 000				GENERAL FUND/MAINTENANCE-VEHICLES/PROPERTY SERVICE		32.94	
62082 DESIGNER ADVERTISING		02/16/2012	43412	Game shirts long sleeve	8001112007	107.25	343.25
10 E 800 420 162117 000				GENERAL FUND/GIRLS SOFTBALL/APPAREL		107.25	
			43478	CUSTODIAL SHIRTS	0	236.00	
10 E 800 420 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/APPAREL		236.00	
62083 UNEMPLOYMENT INSURANCE DWD		02/16/2012	JANUARY 2012	UNEMPLOYMENT	0	1,455.94	1,455.94
10 E 800 730 270000 000				GENERAL FUND/INSURANCE/UNEMPLOYMENT COMPENSATION		1,455.94	
62084 THE DIRKS GROUP, LLC		02/16/2012	8158	HARD DRIVE BACKUP STORAGE	1011112024	983.89	2,815.02
10 E 800 551 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/EQUIPMENT ADDITI		983.89	
			DG11760	SERVICES 1/4-1/13/2012	0	905.94	
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		905.94	
			DG11807	ADV ENGINEER WALK THRU	0	75.00	
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		75.00	
			DG11885	SERVICES 1/18-1/25/2012	0	850.19	
10 E 800 310 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/PERSONAL SERVICE		850.19	
62085 E.O. JOHNSON CO.		02/16/2012	28529285	3/10-6/9/12 LEASE	0	5,770.57	5,770.57
10 E 800 571 258400 000				GENERAL FUND/COPYING/DUPLICATING/EQUIPMENT RENTAL		5,770.57	
62086 ECOLAB INSTITUTIONAL		02/16/2012	7576823	SOLID POWER & RINSE DRY	0	333.90	333.90
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		333.90	
62087 Vendor Continued Void		02/16/2012					0.00
62088 Vendor Continued Void		02/16/2012					0.00
62089 CARDMEMBER SERVICE/ ELAN		02/16/2012	0018	WI TRACK COACHES CLINIC REGISTRATIONS (WRIGHT, GRAUN, TESMER)	0	287.00	2,601.29
10 E 800 342 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		287.00	
			1366	BALANCE DUE ON	0	0.01	

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				INV # 6079			
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		0.01	
			2084	DOUBLETREE HOTEL - TAX REFUNDED	0	-20.99	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		-20.99	
			2092	DOUBLETREE HOTEL - TAX REFUNDED	0	-20.99	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		-20.99	
			2100	DOUBLETREE HOTEL - TAX REFUNDED	0	-20.99	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		-20.99	
			3017	READERS WORKSHOP BOOKS	0	59.33	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		59.33	
			3341	BOOK: HOW WE CROSSED THE WEST	4001112071	21.99	
10 E 100 411 125400 000				GENERAL FUND/VOCAL MUSIC/GENERAL SUPPLIES		21.99	
			3398	READERS WORKSHOP BOOKS	0	51.22	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		51.22	
			3665	READERS WORKSHOP BOOKS	0	9.31	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		9.31	
			3769	READERS WORKSHOP BOOKS	0	54.28	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		54.28	
			3802	READERS WORKSHOP BOOKS	0	65.22	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		65.22	
			6079	READERS WORKSHOP BOOKS	0	124.93	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		124.93	
			6315	TUITION - KOLDEN	0	220.00	
10 E 800 291 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/COLLEGE CREDIT RE		220.00	
			6668	DIGITAL CAMERA PKG	0	546.90	
10 E 800 551 139000 401				GENERAL FUND/OTHER VOC.EMPLOYABILITY SKILLS/EQUIPMENT A		546.90	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			7185	READERS WORKSHOP BOOKS	0	16.24	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		16.24	
			7616	READERS WORKSHOP BOOKS	0	36.51	
21 E 800 411 120000 815				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		36.51	
			7742	READER'S WORKSHOP BOOKS	0	81.07	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		81.07	
			7787	DOUBLETREE HOTEL - KOLDEN	0	323.00	
10 E 800 342 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/EMPLOYEE TRAVEL &		323.00	
			7795	DOUBLETREE HOTEL - TESMER	0	323.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		323.00	
			7803	DOUBLETREE HOTEL - KRUEGER	0	278.00	
10 E 800 342 231100 000				GENERAL FUND/BOARD OF EDUCATION/EMPLOYEE TRAVEL & EXP.		278.00	
			8140	READERS WORKSHOP BOOKS	0	27.94	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		27.94	
			8517	READERS WORKSHOP BOOKS	0	9.31	
21 E 800 411 120000 910				SPECIAL PROJECTS/REGULAR CURRICULUM/GENERAL SUPPLIES		9.31	
			9150	PROFESSIONAL DRESS FORM	0	129.00	
10 E 800 440 139000 401				GENERAL FUND/OTHER VOC.EMPLOYABILITY SKILLS/NON-CAPITAL		129.00	
62090 E.O. JOHNSON COMPANY, INC.		02/16/2012	CNIN539924	COPIES 1/10-2/9/12	0	3,187.03	3,187.03
24 E 800 411 215000 000				FEDERAL HANDICAPPED PROJECTS/PSYCHOLOGICAL SERVICES/GEN		389.47	
24 E 800 411 223300 000				FEDERAL HANDICAPPED PROJECTS/EEN DIRECTOR/GENERAL SUPPL		389.47	
24 E 400 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		88.80	
10 E 800 411 258400 000				GENERAL FUND/COPYING/DUPLICATING/GENERAL SUPPLIES		2,319.29	
62091 TUMARK PRINTING		02/16/2012	23448	ENVELOPES	5021112046	365.75	365.75
10 E 400 411 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES		365.75	
62092 FOLLETT LIBRARY RESOURCES		02/16/2012	502546F-0	Book and Video Order for Elementary	2001112054	249.26	249.26
10 E 100 431 222200 000				GENERAL FUND/LMC - INST SERVICE/AUDIO-VISUAL MEDIA		29.16	
10 E 100 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		220.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62093	JANE FRICKE THIEME	02/16/2012	JANUARY	MILES RIDE BUS	0	124.32	124.32
24 E 800 341 256751 000				FEDERAL HANDICAPPED PROJECTS/EEN PUPIL TRANSPORTATION/P		124.32	
62094	FRONTIER	02/16/2012	1/28/12--2/27/12	COLBY SCHOOLS	0	544.67	621.59
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		544.67	
			1/28/12-2/27/12	LITTLE STARS	0	76.92	
				PRESCHOOL			
10 E 800 355 263300 000				GENERAL FUND/PUBLIC INFORMATION/TELEPHONE		76.92	
62095	SANDY FULTS	02/16/2012	MEDICAL EXPENSE	NOV--JAN.	0	1,117.38	1,117.38
10 E 800 241 291000 000				GENERAL FUND/EARLY RETIREMENT/MEDICAL		1,117.38	
62096	INTEUS GARZA	02/16/2012	14 DAYS	DISHWASHER	0	63.00	63.00
50 E 800 185 257220 000				FOOD SERVICE FUND/FOOD SERVICE--LUNCH PROGRAM/SALARY STU		63.00	
62097	G&K SERVICES INC	02/16/2012	1016538436	SHOP COATS &	0	40.62	144.28
				TOWELS			
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		40.62	
			1016544275	SHOP COATS &	0	51.83	
				TOWELS			
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		51.83	
			1016550117	SHOP COATS &	0	51.83	
				TOWELS			
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		51.83	
62098	W W GRAINGER INC	02/16/2012	9738420307	CASTERS, KEY	0	91.02	91.02
				CADDY			
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		91.02	
62099	GUMDROP BOOKS	02/16/2012	PINV48741	LIBRARY BOOKS	2001112065	724.91	1,209.62
10 E 200 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		724.91	
			PINV48781	LIBRARY BOOKS	2001112064	484.71	
10 E 400 432 222200 000				GENERAL FUND/LMC - INST SERVICE/LIBRARY BOOKS		484.71	
62100	HARMONY COUNTRY CO-OP	02/16/2012	JANUARY	GASOLINE	0	456.88	456.88
10 E 400 342 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/EMPLOYEE TRAVEL		17.93	
10 E 800 342 221300 365				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		43.68	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		2.58	
24 E 800 341 256770 000				FEDERAL HANDICAPPED PROJECTS/FIELD TRIP TRANSPORTATION/		22.10	
10 E 800 348 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		33.60	
10 E 800 348 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/VEHICLE FUEL		59.00	
24 E 800 348 138200 000				FEDERAL HANDICAPPED PROJECTS/VOC ED EEN/VEHICLE FUEL		106.19	
10 E 800 348 221300 916				GENERAL FUND/INST. STAFF SERV. - TRAINING/VEHICLE FUEL		51.65	
24 E 800 348 221300 000				FEDERAL HANDICAPPED PROJECTS/INST. STAFF SERV. - TRAINI		35.27	
10 E 800 348 161311 000				GENERAL FUND/FUTURE FARMERS OF AMERICA/VEHICLE FUEL		21.24	
10 E 800 342 221300 391				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		29.63	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 100 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		34.01	
62101 LAURIE HESGARD		02/16/2012	REIMBURSEMENT	NON DAIRY CHEESE	0	15.92	15.92
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		15.92	
62102 HIGHSMITH (REMITTANCE)		02/16/2012	4498411	Elementary Book	2001112071	29.14	29.14
				Week Materials			
10 E 100 411 222200 000				GENERAL FUND/LMC - INST SERVICE/GENERAL SUPPLIES		29.14	
62103 HM RECEIVABLES CO. LLC		02/16/2012	948009548	Woodcock Munoz	6011112011	1,554.30	1,554.30
				Language Survey,			
				English and			
				Spanish kits,			
				Scoring software,			
				Audio CD and			
				Training CD			
24 E 800 411 215000 000				FEDERAL HANDICAPPED PROJECTS/PSYCHOLOGICAL SERVICES/GEN		994.75	
24 E 800 480 223300 000				FEDERAL HANDICAPPED PROJECTS/EEN DIRECTOR/NON-INSTRUCT		559.55	
62104 CANDACE HUEBNER		02/16/2012	SEPT - JAN	MILES - ST MARYS	0	18.87	18.87
24 E 800 342 156600 000				FEDERAL HANDICAPPED PROJECTS/SPEECH/LANGUAGE/EMPLOYEE T		18.87	
62105 INDIANHEAD FOODSERVICE		02/16/2012	130312	CREDIT ON WRONG	0	-36.89	11,091.41
				ITEM			
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		-36.89	
			479353	FOOD & ROLL	0	1,686.52	
				TOWELS			
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,500.91	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		22.63	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		162.98	
			479354	FOOD	0	669.48	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		669.48	
			480368	FOOD & FOAM	0	2,154.74	
				PLATES, VINYL			
				GLOVES, PLASTIC			
				SPOONS			
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,156.20	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		60.26	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		920.47	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		17.81	
			481576	FOOD & FILM,	0	1,535.01	
				PLASTIC SPOONS,			
				ROLL TOWELS,			
				CLEANER,			
				DETERGENT			
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		900.30	

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50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		132.77	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		501.94	
			482966	FOOD & FOAM PLATES, ROLL TOWELS	0	2,459.56	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,828.56	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		32.15	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		563.23	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		35.62	
			484052	FOOD & PLASTIC CUPS, PLASTIC SPOONS	0	2,622.99	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		1,982.45	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		30.80	
50 E 800 415 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD		598.45	
50 E 800 419 257225 000				FOOD SERVICE FUND/BREAKFAST PROGRAM/OTHER SUPPLIES		11.29	
62106 INDIANHEAD FOODSERVICE.		02/16/2012	480367	FOOD	0	58.75	151.25
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		58.75	
			481575	FOOD	0	38.75	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		38.75	
			482965	FOOD	0	38.75	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		38.75	
			484051	FOOD	0	15.00	
50 E 800 415 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD		15.00	
62107 J & L UNIFORMS LLC		02/16/2012	39008-2	2 TOPS/2 BOTTOMS - FOODSERVICE UNIFORMS (HESGARD)	1011112020	72.10	72.10
50 E 800 440 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/NON-CAPITA		72.10	
62108 J H LARSON COMPANY		02/16/2012	S100043492.001	DELAY FUSES	0	40.43	58.25
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		40.43	
			S100043492.002	PLUMBING TOILET SEAL	0	17.82	
10 E 800 411 254490 000				GENERAL FUND/REPAIR OTHER EQUIP/GENERAL SUPPLIES		17.82	
62109 JOSTENS		02/16/2012	14922800	DIPLOMAS & COVERS	0	973.80	973.80
10 E 400 411 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES		973.80	
62110 KALAHARI RESORT CONVENTION CTR		02/16/2012	CONF #R00CVL6M932	WEMTA CONFERENCE ROOMS - NANCY BECKER 3/28 & 3/	0	238.00	238.00



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				29 (1 room for 2 nights)			
10 E 400 342 222200 000				GENERAL FUND/LMC - INST SERVICE/EMPLOYEE TRAVEL & EXP.		238.00	
62111 DENNIS & RHONDA KIEFFER		02/16/2012	JAN MILEAGE	TO ABBY ACADEMY	0	45.90	45.90
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		45.90	
62112 KURT & HEATHER KULAS		02/16/2012	JAN. MILEAGE	TO ABBY ACADEMY	0	48.96	48.96
10 E 800 341 256730 000				GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL		48.96	
62113 LUNDY ELECTRONICS		02/16/2012	10072794	PHONE	0	29.99	29.99
10 E 800 440 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/NON-CAPITAL EQUIPME		29.99	
62114 MARGE'S FLOWERS		02/16/2012	NONE	LONDRE FUNERAL	0	45.00	45.00
				PLANT			
10 E 800 411 231100 000				GENERAL FUND/BOARD OF EDUCATION/GENERAL SUPPLIES		45.00	
62115 GANNETT WISCONSIN MEDIA		02/16/2012	0006111422	PARAPROFESSIONAL	0	192.08	192.08
				AD			
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		192.08	
62116 MAURER ROOFING, INC.		02/16/2012	NONE	ROOF PATCH AT	0	739.74	739.74
				ADMIN BLDG &			
				DRAIN REPAIRS AT			
				HS			
10 E 800 320 254300 000				GENERAL FUND/MAINTENANCE-BUILDINGS/PROPERTY SERVICE		739.74	
62117 MCGRAW HILL CO (REMITTANCE)		02/16/2012	66101920001	US DEPT OF LABOR	2001112073	2.26	2.26
				OCCUPATIONAL			
				OUTLOOK HANDBOOK			
				2011-12			
10 E 400 439 222200 000				GENERAL FUND/LMC - INST SERVICE/OTHER MEDIA		2.26	
62118 MENARDS		02/16/2012	12011	SPRAY PAINT,	5021112048	83.19	83.19
				DRIVE SETS,			
				LACQUER THINNER,			
				CUTTING WHEELS,			
				SANDER, SOCKET			
				SET			
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		83.19	
62119 MIDWAY STEEL INC		02/16/2012	89736	sheet	5021112023	415.00	579.76
				metal, steel, metal,			
				rods			
10 E 800 411 121000 000				GENERAL FUND/ART/GENERAL SUPPLIES		415.00	
			90367	STEEL SHEETS,	5021112047	164.76	
				WELD TUBE, STEEL			
				ANGLE			
10 E 800 411 136000 000				GENERAL FUND/TECH ED/GENERAL SUPPLIES		164.76	

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62120	NASSCO INC	02/16/2012	S1559082.001	DUST MOPS	0	25.00	1,351.79
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		25.00	
			S1560479.001	BATH TISSUE, ROLL TOWELS, CAN LINERS, DUSTERS	0	1,326.79	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		1,326.79	
62121	NORTHERN MUSIC SERVICE, LLC	02/16/2012	111908	THUMB RESTS	0	21.50	201.95
10 E 200 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		21.50	
			111933	RUBBER FEET	0	5.45	
10 E 200 411 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/GENERAL SUPPLIES		5.45	
			93137	USED CONN TRUMPET	0	175.00	
10 E 200 440 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/NON-CAPITAL EQUIPMENT		175.00	
62122	AMERICAN WELDING & GAS INC	02/16/2012	01588638	CARBON DIOXIDE	0	92.20	159.47
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		92.20	
			01601213	CARBON DIOXIDE	0	49.20	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		49.20	
			01605836	CYLINDER RENTAL	0	18.07	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		18.07	
62123	PARKSIDE BUS	02/16/2012	20ST.137 MI	GIRLS BB	0	405.01	34,053.41
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		405.01	
			34ST.49 MI	MS GIRLS BB	0	143.07	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		143.07	
			80 ST.292 MI	GR.7-8 TRACS	0	689.26	
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		689.26	
			DEC,	FUEL ESCALATION	0	1,586.91	
10 E 800 348 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/VEHICLE FUEL		1,586.91	
			FEB. 4 BUSES		0	24,608.44	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		24,608.44	
			JAN.	ABBY SPORTS	0	319.58	
10 E 800 341 256743 000				GENERAL FUND/ATHLETIC PUPIL TRANSPORTATION/PUPIL TRAVEL		319.58	
			JAN.PRESCHOOL	966 MILES @ 1.63	0	1,574.42	
24 E 800 341 256751 347				FEDERAL HANDICAPPED PROJECTS/EEN PUPIL TRANSPORTATION/P		1,574.42	
			JAN.SMALL BUS	817 MI @ .59	0	4,726.72	
10 E 800 341 256710 000				GENERAL FUND/FLEET PUPIL TRANSPORTATION/PUPIL TRAVEL		4,726.72	

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62124	PER MAR SECURITY SERVICES	02/16/2012	775633 RIVERVIEW	MAR.SECURITY MONITORG	0	49.92	49.92
10 E 900 320 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE			49.92	
62125	POLK-BURNETT SECURITY SERVICES	02/16/2012	RMR804986 M.S.	SECURITY FEB-APRIL	0	264.89	264.89
10 E 800 320 253300 000			GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE			264.89	
62126	QUILL CORPORATION (REMITTANCE)	02/16/2012	1039424	SHARPS CONTAINER	0	7.64	100.85
10 E 200 411 241000 000			GENERAL FUND/OFFICE OF PRINCIPAL/GENERAL SUPPLIES			7.64	
			9542146	ADD MACHINE ROLLS	0	35.96	
10 E 800 411 232100 000			GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES			35.96	
			9735960	LIGHT BLUE CONSTRUCTION PAPER	0	57.25	
10 E 100 411 110000 000			GENERAL FUND/ELEMENTARY CURRICULUM/GENERAL SUPPLIES			57.25	
62127	REINHART FOODSERVICE	02/16/2012	869331	FOOD & SANITIZER	0	1,220.95	3,720.60
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			1,062.97	
50 E 800 419 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP			56.05	
50 E 800 415 257225 000			FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD			101.93	
			879498	FOOD	0	538.11	
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			491.37	
50 E 800 415 257225 000			FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD			46.74	
			885196	FOOD & DEGREASER	0	622.08	
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			530.11	
50 E 800 419 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP			54.55	
50 E 800 415 257225 000			FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD			37.42	
			885734	CREDIT ON PINEAPPLE	0	-16.01	
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			-16.01	
			890650	FOOD	0	754.33	
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			677.79	
50 E 800 415 257225 000			FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD			76.54	
			896586	FOOD	0	601.14	
50 E 800 415 257220 000			FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/FOOD			471.31	
50 E 800 415 257225 000			FOOD SERVICE FUND/BREAKFAST PROGRAM/FOOD			129.83	
62128	RUDER,WARE & MICHLER, S.C.	02/16/2012	154882 OCT-NOV	LEGAL SERVICES	0	245.50	245.50
10 E 800 310 231500 000			GENERAL FUND/BOARD OF ED. LEGAL/PERSONAL SERVICES			245.50	
62129	DAN & BETHANIE SCHMIDT	02/16/2012	JAN.MILEAGE	TO ABBY ACADEMY	0	40.80	40.80
10 E 800 341 256730 000			GENERAL FUND/PARENT TRANSPORTATION/PUPIL TRAVEL			40.80	

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62130	SCHOLASTIC INC	02/16/2012	46137297	Books for Child Development Days 2012	6011112012	42.75	42.75
24 E 050 411 152000 000				FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/GENERAL SU		42.75	
62131	SCHOOL DISTRICT OF ABBOTSFORD	02/16/2012	2012-574 1ST SEM	ALTERNATIVE SCH-2	0	13,195.27	13,195.27
10 E 800 382 431129 000				GENERAL FUND/ALTERNATIVE SCHOOL/INTERDISTRICT PAYMENT		13,195.27	
62132	MEDFORD AREA PUBLIC SCHOOL DIS	02/16/2012	MATH LEAGUE	SHARED TRAVEL	0	136.08	136.08
10 E 800 341 256742 000				GENERAL FUND/CO-CURRICULAR PUPIL TRANSPORTA/PUPIL TRAVE		136.08	
62133	SCHOOL DISTRICT MENOMONIE AREA	02/16/2012	2011 12 52 REIMB	SUBST COST/SCH VISIT	0	102.20	102.20
10 E 100 310 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/PERSONAL SERV		102.20	
62134	SCHOOL DISTRICT OF SPENCER	02/16/2012	1ST SEM.	EARLY CHHD CLASS	0	1,740.87	1,740.87
10 E 800 382 431152 000				GENERAL FUND/EARLY CHILDHOOD/INTERDISTRICT PAYMENT		1,740.87	
62135	SECURITY BENEFIT LIFE - VAA	02/16/2012	20120127ADSEC	FEBRUARY	0	100.00	200.00
27 L 000 000 811670 000				SPECIAL EDUC./TAX SHEL. ANNUITIES		100.00	
27 L 000 000 811670 000			20120210ADSEC	FEBRUARY	0	100.00	
				SPECIAL EDUC./TAX SHEL. ANNUITIES		100.00	
62136	SECURITY HEALTH PLAN	02/16/2012	501698 MARCH	HEALTH INS. SUPPORT/ADMIN	0	58,441.92	158,455.16
10 L 000 000 811631 000				GENERAL FUND/HEALTH INSURANCE		58,441.92	
10 L 000 000 811631 000			604890 MARCH	RETIRED HEALTH INSURANCE	0	17,182.02	
				GENERAL FUND/HEALTH INSURANCE		17,182.02	
10 L 000 000 811631 000			606490 MARCH	RETIRED/INDEM HEALTH INS	0	2,769.08	
				GENERAL FUND/HEALTH INSURANCE		2,769.08	
10 L 000 000 811631 000			607773 MARCH	INDEM HEALTH INS	0	2,464.58	
				GENERAL FUND/HEALTH INSURANCE		2,464.58	
10 L 000 000 811631 000			890391 MARCH	CEA HEALTH INS	0	77,597.56	
				GENERAL FUND/HEALTH INSURANCE		77,597.56	
62137	SHOPKO (REMITTANCE)	02/16/2012	0160	Awards and Supplies	6001112054	74.92	189.12
24 E 100 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		74.92	
			2696	materials to be purchased throughout the school year as	6001112005	114.20	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
24 E 100 411 152000 347				needed - toys, art supplies, pull ups, ect. FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/GENERAL SU		114.20	
62138	SHOPKO (REMITTANCE)	02/16/2012	3296	Awards and Supplies	6001112054	64.97	64.97
24 E 100 411 158100 000				FEDERAL HANDICAPPED PROJECTS/MULTICATEGORICAL HANDICAPP		64.97	
62139	JAMIE STEEN	02/16/2012	826	JANUARY SNOW REMOVAL	0	706.25	706.25
10 E 800 320 253200 000				GENERAL FUND/OPERATION-SITES/PROPERTY SERVICE		706.25	
62140	SKYWARD ACCOUNTING DEPT	02/16/2012	0150649	W-2'S PRINTED	0	630.69	630.69
10 E 800 310 252000 000				GENERAL FUND/FISCAL/PERSONAL SERVICES		630.69	
62141	VICTORIA STEWART	02/16/2012		MILEAGE RTI TRAINING	0	193.14	193.14
10 E 200 342 221300 000				GENERAL FUND/INST. STAFF SERV. - TRAINING/EMPLOYEE TRAV		193.14	
62142	STERLING WATER INC	02/16/2012	342X02871005	SOLAR SALT	0	148.00	155.40
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		148.00	
10 E 800 411 253300 000				342X02906603 MISC CHG	0	7.40	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		7.40	
62143	STEWART, MICHELE	02/16/2012		REIMBURSEMENT TRASH TO TREASURE	0	65.97	65.97
10 E 200 411 120000 000				MISC GENERAL FUND/REGULAR CURRICULUM/GENERAL SUPPLIES		65.97	
62144	SUBWAY	02/16/2012		VENDORS CHILD DEV DAYS	0	88.62	88.62
24 E 100 415 152000 347				2012 FEDERAL HANDICAPPED PROJECTS/EARLY CHILDHOOD/FOOD		88.62	
62145	T & C WATER SYSTEMS	02/16/2012	23224	BOTTLED WATER, COOLER RENT - FEB.	0	13.20	13.20
10 E 800 411 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/GENERAL SUPPLIES		13.20	
62146	TDS TELECOM (REMITTANCE)	02/16/2012	251A-99A7-8CC2	EQUIPMENT INSTALL/REPAIR	0	132.50	132.50
10 E 800 320 263300 000				GENERAL FUND/PUBLIC INFORMATION/PROPERTY SERVICE		132.50	
62147	TEAM DISTRIBUTING	02/16/2012	340681	ANTI BACTERIAL CLEANER, ACID FREE CLEANER, ONE STEP FAST DRAW, HIGH SPEED CLEANER, QUAT-STAT	0	696.96	696.96
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		650.86	
50 E 800 419 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/OTHER SUPP		46.10	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
62148	TEAM SPORTING GOODS INC	02/16/2012	AAC004508-AH03	CATCHERS MITT, GAME PANTS, SOCKS, SCOREBOOKS, GAME BALLS, BAT BAG, EQUIPMENT BAG	8000101126	329.08	360.81
10 E 800 411 162117 000				GENERAL FUND/GIRLS SOFTBALL/GENERAL SUPPLIES		121.33	
10 E 800 440 162117 000				GENERAL FUND/GIRLS SOFTBALL/NON-CAPITAL EQUIPMENT		129.94	
10 E 800 420 162117 000				GENERAL FUND/GIRLS SOFTBALL/APPAREL		77.81	
			AAH051168-AH05	BASKETBALL NETS	0	31.73	
10 E 800 411 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GENERAL SUPPLIES		31.73	
62149	THRIVENT FINANCIAL LUTHERANS	02/16/2012	20120127ADAAL	FEBRUARY	0	67.50	135.00
10 L 000 000 811670 000				GENERAL FUND/TAX SHEL. ANNUITIES		67.50	
			20120210ADAAL	FEBRUARY	0	67.50	
10 L 000 000 811670 000				GENERAL FUND/TAX SHEL. ANNUITIES		67.50	
62150	TP PRINTING CO INC	02/16/2012	JAN 2012	STATEMENT - HELP WANTED ADS, HORNET HIGHLIGHTS	0	285.75	285.75
10 E 800 354 122000 000				GENERAL FUND/ENGLISH/PRINTING & BINDING		173.75	
10 E 800 354 263300 000				GENERAL FUND/PUBLIC INFORMATION/PRINTING & BINDING		112.00	
62151	WEA INSURANCE	02/16/2012	JANUARY	LONG TERM DISABILITY	0	1,630.23	7,735.85
10 E 800 251 120000 000				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		360.04	
10 E 800 251 122000 141				GENERAL FUND/ENGLISH/INCOME PROTECTION INSURANCE		61.46	
10 E 800 251 143000 000				GENERAL FUND/PHYSICAL EDUCATION/INCOME PROTECTION INSUR		46.35	
10 E 800 251 213000 000				GENERAL FUND/PUPIL SERVICES - GUIDANCE/INCOME PROTECTIO		45.73	
10 E 800 251 222000 000				GENERAL FUND/EDUCATIONAL MEDIA/INCOME PROTECTION INSURA		41.13	
10 E 800 251 223910 000				GENERAL FUND/READING SPECIALIST/INCOME PROTECTION INSUR		15.18	
10 E 800 251 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/INCOME PROTECTION		41.75	
10 E 800 251 241000 000				GENERAL FUND/OFFICE OF PRINCIPAL/INCOME PROTECTION INSU		117.04	
10 E 800 251 252000 000				GENERAL FUND/FISCAL/INCOME PROTECTION INSURANCE		28.43	
10 E 800 251 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/INCOME PROTECTION I		94.89	
24 E 800 251 159100 000				FEDERAL HANDICAPPED PROJECTS/EEN AIDES/INCOME PROTECTIO		13.71	
27 E 100 251 152000 011				SPECIAL EDUC./EARLY CHILDHOOD/INCOME PROTECTION INSURAN		16.88	
27 E 100 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		43.75	
27 E 400 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		48.71	
27 E 800 251 156600 011				SPECIAL EDUC./SPEECH/LANGUAGE/INCOME PROTECTION INSURAN		34.87	
27 E 800 251 159100 011				SPECIAL EDUC./EEN AIDES/INCOME PROTECTION INSURANCE		64.60	
27 E 800 251 215000 011				SPECIAL EDUC./PSYCHOLOGICAL SERVICES/INCOME PROTECTION		15.38	
50 E 800 251 257220 000				FOOD SERVICE FUND/FOOD SERVICE-LUNCH PROGRAM/INCOME PRO		40.35	
27 E 200 251 158100 011				SPECIAL EDUC./MULTICATEGORICAL HANDICAPPED/INCOME PROTE		47.02	
10 E 800 251 131000 000				GENERAL FUND/AGRICULTURE/INCOME PROTECTION INSURANCE		11.27	
10 E 800 251 135000 000				GENERAL FUND/FAMILY & CONSUMER EC/INCOME PROTECTION INS		12.28	
10 E 800 251 136000 000				GENERAL FUND/TECH ED/INCOME PROTECTION INSURANCE		24.02	
27 E 100 251 159300 011				SPECIAL EDUC./ADAPTIVE PHY ED/INCOME PROTECTION INSURAN		1.59	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 800 251 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/INCOME PROTECTIO		9.20	
24 E 800 251 179000 000				FEDERAL HANDICAPPED PROJECTS/OTHER SPECIAL NEEDS/INCOME		6.81	
10 E 050 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		18.77	
10 E 800 251 215000 000				GENERAL FUND/PSYCHOLOGICAL SERVICES/INCOME PROTECTION I		2.93	
10 E 100 251 110000 000				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		274.41	
10 E 100 251 110000 332				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		52.53	
10 E 100 251 110000 365				GENERAL FUND/ELEMENTARY CURRICULUM/INCOME PROTECTION IN		11.64	
10 E 800 251 132000 595				GENERAL FUND/BUSINESS EDUCATION/INCOME PROTECTION INSUR		5.61	
10 E 800 251 120000 595				GENERAL FUND/REGULAR CURRICULUM/INCOME PROTECTION INSUR		21.90	
				JANUARY.			
				DENTAL	0	6,105.62	
10 L 000 000 811632 000				GENERAL FUND/DENTAL INS.		6,105.62	
62152 WE ENGERGIES		02/16/2012	01/06/12-02/06/12	NEILLSVILLE ADM	0	468.66	468.66
				BLDG			
10 E 900 331 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/GAS FOR HEAT		468.66	
62153 WISCONSIN EDUCATORS TAX		02/16/2012	20120127ADWEA	FEBRUARY	0	435.00	1,470.00
10 L 000 000 811670 000				GENERAL FUND/TAX SHEL. ANNUITIES		435.00	
				20120127ADWEA-R	0	300.00	
10 L 000 000 811670 000				GENERAL FUND/TAX SHEL. ANNUITIES		285.00	
27 L 000 000 811670 000				SPECIAL EDUC./TAX SHEL. ANNUITIES		15.00	
				20120210ADWEA	0	435.00	
10 L 000 000 811670 000				GENERAL FUND/TAX SHEL. ANNUITIES		435.00	
				20120210ADWEA-R	0	300.00	
10 L 000 000 811670 000				GENERAL FUND/TAX SHEL. ANNUITIES		285.00	
27 L 000 000 811670 000				SPECIAL EDUC./TAX SHEL. ANNUITIES		15.00	
62154 WIL-KIL PEST CONTROL		02/16/2012	1980177	HS MONTHLY PEST	0	36.50	36.50
				CONTROL			
10 E 800 320 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/PROPERTY SERVICE		36.50	
62155 WISCNET - U.W. MADISON		02/16/2012	23725936	NETWK	0	2,820.00	2,820.00
				ACCESS/MEMBERSHIP			
10 E 800 358 266000 000				GENERAL FUND/TECHNOLOGY COORD/PROJECTS/ON-LINE COMMUNIC		2,820.00	
62156 WI DEPT OF JUSTICE		02/16/2012	G2930	3 BACKGROUND	0	21.00	21.00
				SEARCHES			
10 E 800 310 232100 000				GENERAL FUND/OFFICE OF SUPERINTENDENT/PERSONAL SERVICES		21.00	
62157 Vendor Continued Void		02/16/2012					0.00
62158 WISCONSIN SCHOOL MUSIC ASSN.		02/16/2012	93328	HS WSMA	5021112165	405.50	1,115.00
				REGISTRATION FEES			
				BAND			
10 E 800 940 125400 000				GENERAL FUND/VOCAL MUSIC/DUES & FEES		405.50	
			93329	MIDDLE SCHOOL	5021112164	319.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
10 E 200 940 125400 000				WSMA REGISTRATION FEES - CHOIR GENERAL FUND/VOCAL MUSIC/DUES & FEES		319.00	
			93379	WSMA for MS solo/ensemble registration fees BAND	5021112162	7.50	
10 E 200 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		7.50	
			93380	WSMA for MS solo/ensemble registration fees BAND	5021112162	194.00	
10 E 200 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		194.00	
			93381	HS WSMA REGISTRATION FEES BAND	5021112163	152.00	
10 E 800 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		152.00	
			93382	HS WSMA REGISTRATION FEES BAND	5021112163	7.50	
10 E 800 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		7.50	
			93383	HS WSMA REGISTRATION FEES BAND	5021112163	29.50	
10 E 800 940 125500 000				GENERAL FUND/INSTRUMENTAL MUSIC/DUES & FEES		29.50	
62159 XCEL ENERGY		02/16/2012	01/09/12----02/07/12	COLBY HIGH SCHOOL	0	8,922.17	10,780.12
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		8,922.17	
			01/09/12---02/07/12	COLBY ELEMENTARY SCHOOL	0	1,763.16	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		1,763.16	
			01/09/12--02/07/12	ATHLETIC FIELD	0	70.33	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		70.33	
			01/09/12-02/07/12	ADAMS ST HOUSE	0	24.46	
10 E 800 336 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/ELECTRICITY OTHER T		24.46	
62160 DONALD ZENNER		02/16/2012	REIMBURSEMENT	SHOES	0	100.00	100.00
10 E 800 420 253300 000				GENERAL FUND/OPERATION OF BUILDINGS/APPAREL		100.00	

116 Computer Check(s) For a Total of 361,857.81



**PART II**  
**SECTION 8 POST-EMPLOYMENT BENEFITS**

**8.01 Voluntary Early Retirement Benefit Program**

**A. Eligibility**

Teachers will be eligible for the early retirement benefit provided for in this Article if they declare, in writing, to the Board of Education, their retirement intentions prior to February 1 of the calendar year in which they intend to retire.

**B. Application and Limitation**

Application for participation in the early retirement benefit provided for in this Article must be made by the teacher in writing and submitted to the School Board on or before February 1st of the last school year prior to retirement. No more than three (3) teachers shall be eligible to begin participation in the early retirement benefits provided for in this Article in the same year unless the School Board, at its sole discretion, approves a higher number. In the event there are more applicants than are eligible to participate, the most senior applicants, based on Colby School District experience, will be selected. If seniority is equal, the selection will be based on the order of receipt of the application.

**C. Early Retirement Benefit Health Insurance**

Upon retirement, for an eligible teacher whose application has been approved, the district will credit up to three thousand dollars for each year of service (\$3,000 x years of service in Colby) towards health insurance / medical expenses until the teacher becomes entitled to Medicare and unreduced social security benefit eligibility.

- 1) Effective with the 2011-12 school year, each qualifying employee shall have \$3,000 designated in an HRA (Health Retirement Account) to be used for health insurance benefits upon retirement.
- 2) HRA's designated for retirement health benefits are paid based upon the full time equivalency of the teacher's contract.
- 3) The HRA benefit shall be vested at the completion of the teacher's sixth full year of service in the Colby School District. Full year is defined as "full time" (1.0 FTE) and prorated based on FTE specified in letters of appointment.
- 4) Previous years individual HRA (Health Retirement Account) payments shall be included in this benefit.
- 5) In the event of death of the retiree, his or her spouse will be eligible to the above credits on the above basis as if the retiree was still living.

**D. Payment of Benefit**

- 1) Upon Board approval of retirement date, a monthly benefit is determined by dividing the total earned benefit by the number of months until the employee becomes entitled to Medicare and unreduced social security benefit eligibility.
- 2) Retired employees request reimbursement for qualifying health insurance / medical expenses from a third party vendor selected by the district.
- 3) Retired employees who return to work in any position which offers health insurance; shall have their benefit suspended until they no longer work in a position that is eligible for health insurance. Upon termination of post retirement employment as described above, monthly benefits with the Colby School District are recalculated as described in Part II, Section 8, D(1).

# DRAFT 2012-13 Colby School District Calendar

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

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

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

September 4, 2012 ..... Students' First Day of School  
 [ ] ..... No School for Students  
 (Q – November 6, January 22, April 4, and June 7) ..... End of Quarter/Semester  
 IN ..... Inservice for Teachers  
 NT ..... New Teacher Inservice Day  
 MU ..... Weather Make Up Day  
**Late Start schedule for EACH Monday – 1 hour late for students.**  
 EARLY dismissal (12:30) on Oct. 11<sup>th</sup> and March 7<sup>th</sup> for P/T Conferences & June 7<sup>th</sup>  
 May 24, 2013 ..... Graduation  
 June 7, 2013 ..... Students' Last Day of School

**Student instructional Days (45 + 45 + 45 + 45) ..... 180**  
 Parent/Teacher Conferences –  
 Oct. 11<sup>th</sup> and March 7<sup>th</sup> from 1:00 to 4:00 and 5:00 to 8:45 ..... 2.0  
 Inservice (August 29, 30, Nov. 21, and Jan. 25) ..... 4.0  
 Teacher Holidays ..... 2.0  
**Total ..... 188**

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27 <sup>H</sup>	28	29	30	31

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**No School for Students**

Sept. 3  
 Oct. 12  
 Nov. 21, 22, 23  
 Dec. 24, 25, 26, 27, 28, 31  
 Jan. 1 & 2  
 Feb. 15  
 March 8, 28, 29  
 April 1 & 2  
 May 27

**Parent Teacher Conferences**

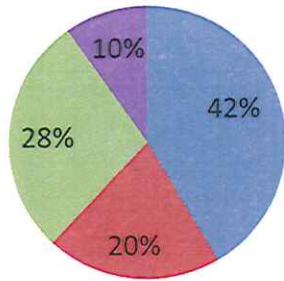
Oct. 11<sup>th</sup> from 1:00 to 4:00 and 5:00 to 8:45  
 March 7<sup>th</sup> from 1:00 to 4:00 and 5:00 to 8:45

**Snow / Inclement Weather or Health Related Cancellation**

The first (1) day lost to such would not be rescheduled.  
 The second (2) would be made up on April 2, 2013  
 The third (3) would be made up on March 28, 2013

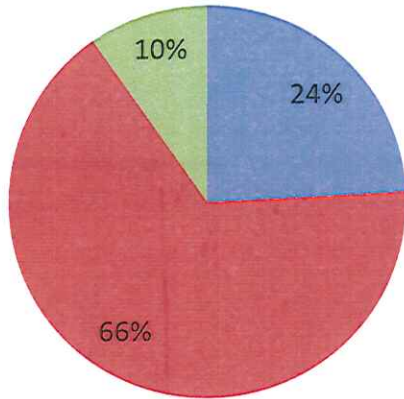
### 2011-12 Labor Costs

- CEA salary
- Support / Admin salary
- ALL staff health insurance
- ALL staff fringe



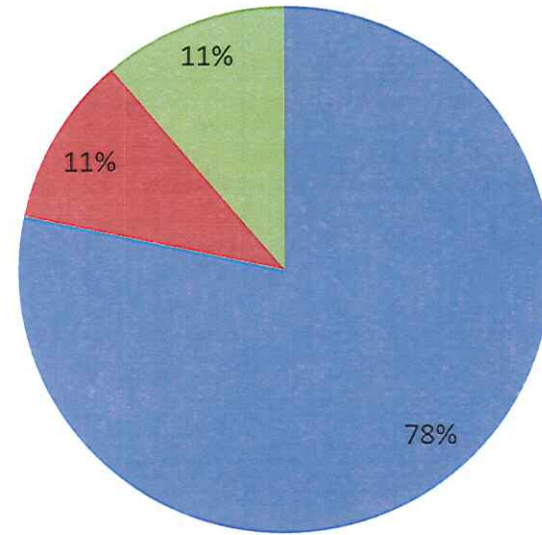
### 2011-12 Non-Labor Costs

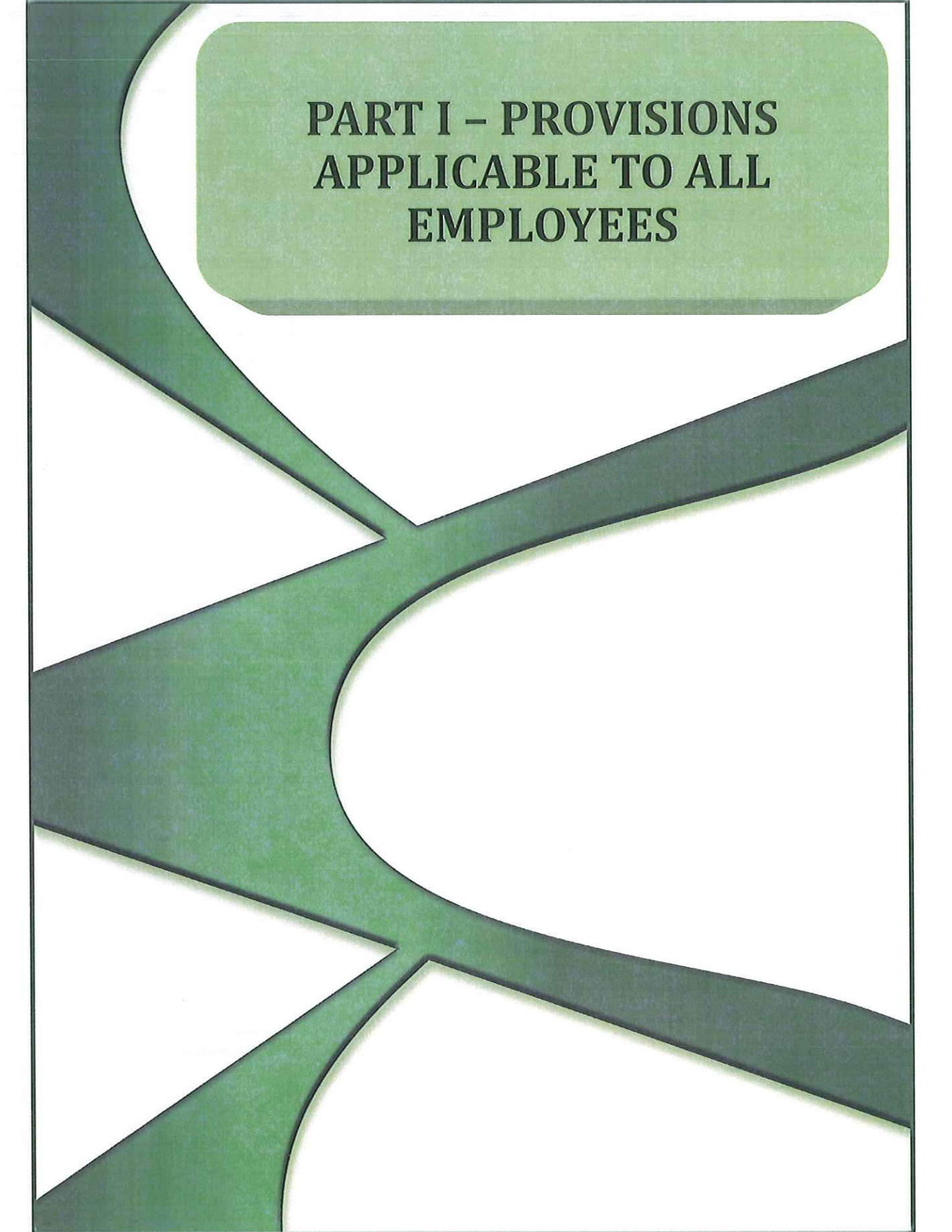
- Utilities
- Transportation
- Technology (not personnel)



### 2011-12 Total Budget Costs

- Labor Costs
- Non-Labor
- ALL other items in Budget



The page features a decorative background with overlapping green shapes in various shades, creating a stylized, abstract design. A central light green rounded rectangle contains the main title text.

**PART I – PROVISIONS  
APPLICABLE TO ALL  
EMPLOYEES**

## SECTION 1. PREAMBLE AND DEFINITIONS

### 1.01 About this *Handbook*

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

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

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

### 1.02 Definitions

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

regular employee during a seasonal session shall not be used to determine eligibility or contribution for any benefits, length of service or wage/salary levels.

3. Seasonal employees performing non-exempt duties shall be paid in accordance with the Seasonal Employee Wage Schedule [[Appendix Part I - 1.02E\(3\)](#)].
- F. **Substitute Employees:** Substitute Employees are defined as persons hired to replace a regular employee during the regular employee's leave of absence.
- G. **Supervisor:** The District will identify the individual employee's supervisor on the employee's job description.
- H. **Teacher:** Teachers are defined as persons hired under a contract under § 118.22, Wis. Stats.
- I. **Temporary:** Temporary Employees are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.
- J. **Termination:** Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, termination shall not include voluntary retirement, voluntary resignation or a nonrenewal of contract under § 118.22, Wis. Stats, § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.

### **1.03 General Personnel Policies**

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

## **SECTION 2. EMPLOYMENT LAW**

### **2.01 Employment of Minors**

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

### **2.02 Equal Opportunity**

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

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

Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act from current employees must be made in writing in accordance with District policy.

### **2.03 Equal Opportunity Complaints**

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

## 2.04 Fair Labor Standards Act

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

## 2.05 Family and Medical Leave Act

- A. **Notification of Benefits and Leave Rights:** Since the District has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the *Handbook* as required by federal law. The District shall post the text of the notice contained in the following link in a conspicuous place where notices to employees and applicants are customarily placed: <http://www.dol.gov/whd/fmla/finalrule/FMLAPoster.pdf>. See 29 U.S.C. § 2619(a); 29 C.F.R. § 825.300(a)(1). The notice is posted at the Colby District Education Center.
- B. **Eligibility Notice.** When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. 29 C.F.R. § 825.300(b).
- C. **Rights and Responsibilities Notice.** The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: U.S. DEP'T OF LABOR, *Notice of Eligibility and Rights & Responsibilities (FMLA)*, available at <http://www.dol.gov/whd/fmla/finalrule/WH381.pdf>.
- E. **Designation Notice.** The District shall "inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA." U.S. DEP'T OF LABOR, *Designation Notice (Family and Medical Leave Act)*, available at <http://www.dol.gov/whd/forms/WH-382.pdf>. See 29 C.F.R. § 825.300(d).

## 2.06 Immigration Law Compliance

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

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

## 2.07 Harassment and Bullying

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

- A. Unwelcome sexual advances, comments or innuendos;
- B. Physical or verbal abuse;

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

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

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

## **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 43.

### **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.

### **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.

### **3.05 Child Abuse Reporting**

- A. Except as provided under Wisconsin Statute § 48.981, sub. (2m), any of the following persons 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: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer.
- 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.

### **3.06 Communications**

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

#### **A. Electronic Communications:**

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as confidentiality cannot be guaranteed.
2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the Board, users have no reasonable expectation of privacy, including the use of email, text-message and other forms of digital communications, e.g. voicemail, Twitter™, Facebook™, etc. The use of the District's technology and electronic resources is a privilege which may be revoked at any time.
3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by

enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

- B. User Responsibilities: Network/internet users (students and District employees), like traditional library users or those participating in field trips, are responsible for their actions in accessing available resources. The following standards will apply to all users (students and employees) of the network/internet:
1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.
  2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
  3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
  4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.
  5. A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.
  6. Employees will annually review the District's Acceptable Use Policy and have a signed form on file with the District.
- C. Electronic Communications with Students: Employees are prohibited from communicating with students who are enrolled in the District through electronic media, except as set forth herein. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student.

For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization. The following definitions apply for purposes of this section on Electronic Communication with Students:

"Authorized Personnel" includes classroom teachers, counselors, principals, assistant principals, directors of instruction, coaches, athletic coordinators, athletic trainers, and any other employee designated in writing by the District Administrator or a building principal.

"Communicate" means to convey information and includes a one-way communication as well as a dialogue between two or more people. A public communication by an employee that is not targeted at students (e.g., a posting on the employee's personal social network page or a blog) is not a communication; however, the employee may be subject to District regulations on personal electronic communications. Unsolicited contact from a student through electronic means is not a communication.

"Electronic media" includes all forms of social media, such as, but not limited by enumeration to, the following: text messaging, instant messaging, electronic mail (email), Web logs (blogs), electronic forums (chat rooms), video sharing Websites (e.g., YouTube™), editorial comments posted on the Internet, and social network sites (e.g., Facebook™, MySpace™, Twitter™, LinkedIn™), and all forms of telecommunication such as landlines, cell phones, and web-based applications.

- D. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:
1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).
  2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety emergency.
  3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for this purpose. The employee must enable administration and parents to access the employee's professional page.
  4. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.
  5. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.
  6. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:
    - a. prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
    - b. confidentiality of student records.
    - c. confidentiality of other District records, including staff evaluations, credit card numbers, and private email addresses.
    - d. Upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication.
    - e. An employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.
- E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records. <http://dpi.state.wi.us/lbstat/pdf/wi-rssd.pdf>
- F. Electronic Recording: Employees shall not electronically record by audio, video, or other means, any conversations or meetings unless each and every person present has been notified and consents to being electronically recorded. Persons wishing to record a meeting must obtain consent from anyone arriving late to any such meeting. Employees shall not electronically record telephone conversations unless all persons participating in the telephone conversation have consented to be electronically recorded. These provisions are not intended to limit or restrict electronic recording of publicly posted Board meetings, grievance hearings, and any other Board sanctioned meeting recorded in accordance with Board policy. These provisions are not intended to limit or restrict electronic recordings involving authorized investigations conducted by District personnel, or authorized agents of the District, or electronic recordings that are authorized by the District, e.g. surveillance videos, extracurricular activities, voicemail recordings.
- G. Compliance with Federal, State and Local Law: For all electronic media, employees are subject to certain state and federal laws, local policies, and administrative regulations, even when communicating regarding personal and private matters, regardless of whether the employee is using private or public equipment, on or off District property. These restrictions include:
1. Confidentiality of student records (Policy #347).
  2. Confidentiality of other District records, including staff evaluations and private email addresses ([Board Policy #526](#)).

3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law ([Board Policy #526](#)).
  4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
- H. **Personal Web Pages:** Employees may not misrepresent the District by creating, or posting any content to, any personal or non-authorized website that purports to be an official/authorized website of the District. No employee may purport to speak on behalf of the District through any personal or other non-authorized website.
- I. **Disclaimer:** The District's electronic systems are provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the systems are those of the individual or entity and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

### **3.07 Confidentiality**

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

### **3.08 Conflict of Interest**

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

### **3.09 Contracts and Conflict of Interest**

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

### **3.10 Copyright**

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

### **3.11 Criminal Background Checks**

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

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

Additionally, all persons applying for any position may be required to:

- A. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and
- B. Supply a fingerprint sample and submit to criminal history records checks as requested to be conducted by the District Administrator or designee.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

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

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

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

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;
- B. the date of the offense;
- C. the relationship between the offense and the position to which the employee is assigned.

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

### **3.13 District Property**

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions for theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee

identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion.

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

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

- A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.
- B. Tobacco Products: Employees shall not use tobacco products on District premises, in District vehicles, nor in the presence of students at school or school-related activities ([Board Policy #522.1](#)). Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. Drug-Free Awareness Program: The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. ([Board Policy #522.1](#)) and 41 U.S.C. § 702(a) (1).
- D. Reasonable Suspicion Testing: All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol and/or drugs. Reasonable suspicion alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- E. Consequence for Violation: Employees who violate the District's policies and rules regarding alcohol or drug use shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution. Compliance with the District's policies and rules is mandatory and is a condition of employment.
- F. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

### **3.15 Employee Identification Badges**

The District shall provide employees with an employee identification badge. Employee identification badges are an important part of employee work attire. They allow students, parents, coworkers, vendors and the public to know who employees are. They are an important part of providing a secure environment for our students. Employees must wear their employee identification badges in a visible spot during their contracted work time.

### **3.16 False Reports**

Employees may be disciplined for filing false reports or statements including but not limited to the following: accident reports, attendance reports, insurance reports, physician's statements, pre-employment statements, sick leave requests, student records, tax withholding forms and work reports.

### **3.17 Financial Controls and Oversight**

The employee shall adhere to all internal controls that deter and monitor all fraud or financial impropriety in the District. Any person who suspects fraud or financial impropriety in the District shall report the suspicions immediately to any supervisor, the District Administrator or designee, the Board President, or local law enforcement. Reports of suspected fraud or financial impropriety shall be treated as confidential to the extent permitted by law. Limited disclosure may be necessary to complete a full investigation or to comply with law. Each employee who supervises or prepares District financial reports or transactions shall set an example of honest and ethical behavior and shall actively monitor his or her area of responsibility for fraud and financial impropriety. Neither the Board nor any District employee shall unlawfully retaliate against a person who in good faith reports perceived fraud or financial impropriety. See also Part I, [Section 3.40](#).

### **3.18 Fraud and Financial Impropriety**

The District prohibits fraud and financial impropriety, as defined below, in the actions of its Board members, employees, vendors, contractors, consultants, volunteers, and others seeking or maintaining a business relationship with the District.

- A. Fraud and financial impropriety shall include but is not limited to the following:
  1. forgery or unauthorized alteration of any document or account belonging to the District;
  2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;
  3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
  4. impropriety in the handling of money or reporting of District financial transactions;
  5. profiteering as a result of insider knowledge of District information or activities;
  6. unauthorized disclosure of confidential or proprietary information to outside parties;
  7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
  8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy; (See Gifts section of the Handbook)
  9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
  10. failure to provide financial records required by state or local entities;
  11. failure to disclose conflicts of interest as required by law or District policy;
  12. disposing of District property for personal gain or benefit and,
  13. any other dishonest act regarding the finances of the District.
- B. **Fraud Investigations:** If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

### **3.19 Gambling**

Gambling on District-owned or leased premises is prohibited at all times. Gambling during the workday on or off District property is prohibited.

### 3.20 Gifts and Sale of Goods and Services

- A. Gifts: An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Teachers should accept only gifts of token value from students. **Note:** Immediate family shall have the same definition as used in [Section 11.01](#). See Board [Policy #524](#).

It is the District's policy for individuals to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the District Administrator for proper processing under the District's policy on gifts and solicitations and the terms of § 118.27, Wis. Stats.. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to employees as an individual and gifts of more than a nominal or insignificant value should be graciously declined. Please refer to [Board Policy #524](#) for gifts and solicitations and § 19.59, Wis. Stats.

- B. Sale of Goods and Services: No District employee may receive for his or her personal benefit anything of value from any person other than his or her employing District to sell, promote the sale of or act as an agent or solicitor for the sale of any goods or services to any public school pupil while on the property of his or her employing District or at an activity of his or her employing District. § 118.12, Wis. Stats.

### 3.21 Honesty

Honesty is a core value in the District. Employees shall not create any intentional inaccuracies verbally or on official District documents such as time sheets, job applications, student records, etc.

### 3.22 Investigations

- A. Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired except as provided for below in paragraph "B". Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination.
- B. Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a *Garrity* warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).
- C. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

### 3.23 Licensure/Certification

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found in the District Education Center. Employees are expected to know the expiration date of their license/certification and meet the requirements for re-licensure or certification in a timely manner. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

### 3.24 Nepotism

- A. Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District. However, to avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity



or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.

- B. Definition: For the purposes of this *Handbook*, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or co-dependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.
- C. Employee Reporting Requirements: Should a District employee be called upon to participate in a decision to hire, retain, promote, evaluate, or determine the salary of a person related to him or her by affinity or consanguinity, as defined above, the employee shall refrain from participating in such decision and shall instead delegate his or her decision making authority regarding that person to the District Administrator or his or her designee. Should the District Administrator be called upon to participate in a decision to hire, retain, promote, evaluate or determine the salary of a person related to him or her by affinity or consanguinity as defined above, he or she shall refrain from participating in such decision and shall instead delegate his or her decision making authority in regard to the employment status of that person (i.e., decision to hire, retain, promote, evaluate, etc.) to another employee of the District.

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

- A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement may be requested to undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, forklifts, pallet jacks, trenchers, and golf carts.
- B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.
- C. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *See WIS. STAT. § 121.52(2)*.
- D. Personal Transportation Utilized for School Use  
*\*Employee Transportation of Students in Personal Vehicles is Strongly Discouraged\**
  - 1. Car Insurance  
Employees who transport students for school activities in their cars shall carry minimum insurance policy limits of \$500,000 combined single limit (CSL) liability, \$250,000/\$500,000 bodily injury and \$100,000 property damage. A minimum of private car transportation will be utilized. Employees must notify and receive approval from the building principal prior to transporting students in private cars for school activities. Such approval shall be in compliance with all applicable state and federal laws and administrative code provisions and shall include, but not be limited by enumeration, a review of the employee's driving record and an examination of the vehicle. *See Wis. Stats. § 121.555.*
  - 2. Personal Vehicle Reimbursement  
Damage to personal vehicles while used as authorized above for transporting students for school activities may be reimbursed by the District, in its discretion, provided the District's maximum reimbursement shall not exceed the deductible amount to a maximum deductible amount of five hundred dollars (\$500.00). No such reimbursement shall be provided where the employee is found to be liable in any degree for the damage to the personal vehicle.
  - 3. All transportation will be done in accordance with Board policy.

### **3.26 Outside Employment**

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

### **3.27 Personal Appearance/Staff Dress Code**

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

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

### **3.28 Personal Property**

- A. Liability: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property.
- B. Search of Personal Effects [Please see 3.29 of the *Handbook* for information on the Search of District Property]: Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

### **3.29 Work Spaces, Including Desks, Lockers, etc.**

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

### **3.30 Personnel Files**

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

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

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

### **3.31 Personnel – Student Relations**

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

### **3.32 Physical Examination**

- A. Examination: Upon initial employment and thereafter, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.
- B. Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

### **3.33 Political Activity**

Employees may exercise the rights and privileges of any citizen in matters of a political nature consistent with the following restrictions:

- A. No school employee shall, during hours for which pay is received and during which a student is present, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- B. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.
- C. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

### **3.34 Position Descriptions**

Position descriptions are available for inspection for each District employee. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description. The Job Description Manual is available on the website at [www.colby.k12.wi.us](http://www.colby.k12.wi.us).

### **3.35 Severance from Employment**

An employee's employment relationship shall be broken and terminated by:

- A. Termination pursuant to the terms of this *Handbook* and the employee's individual contract [if any];
- B. voluntary resignation;

- C. retirement;
- D. nonrenewal of the employee's contract, [only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes];
- E. failure to return to work following an offer of reemployment subsequent to a reduction in force within fourteen (14) calendar days of receipt of a reemployment offer (only applicable to employees where a reemployment process is expressly provided for in other sections of this handbook);
- F. the employee having been on reemployment opportunity status for twelve (12) consecutive months (only applicable to employees where a reemployment process is expressly provided for in other sections of this handbook);
- G. failure to return to work the day following the expiration of an authorized leave of absence; and
- H. job abandonment.

### **3.36 Solicitations**

Individuals, groups and organizations often wish to solicit employees to support a particular activity or organization. This solicitation may be charitable, political or for other purposes. All solicitations of employees must be approved in advance by the administration and be consistent with Board Policy.

### **3.37 Student Code of Conduct and *Handbook***

The Student Code of Conduct and *Handbook* is available online at [www.colby.k12.wi.us](http://www.colby.k12.wi.us).

### **3.38 Teamwork**

Providing a quality education for students and a quality work experience for employees involves teamwork among all employees in the District. Some important actions are:

- A. Getting to know co-workers and their capabilities.
- B. Helping to create a pleasant, caring and enjoyable work atmosphere.
- C. Making use of District technology to effectively communicate with all employees in the District.
- D. Making use of District technology in order to perform all job functions well.

Teamwork is demonstrated by showing respect, cooperation and leadership at all times. Serving as an effective team member is a key component in accomplishing the District's mission.

### **3.39 Wellness**

- A. Educational Environment: District employees are encouraged to facilitate a healthy learning atmosphere for students to promote wellness. The District encourages staff to use foods of a high nutritional value in fundraising activities and to create an educational environment that supports the promotion of healthy food and beverage choices for students. Using food as a learning or behavior incentive should be kept to a minimum. Incentives shall be healthy food choices. The withholding of a meal as punishment is prohibited.
- B. Employee Wellness: The District shall encourage healthy behaviors by providing wellness programs, educational opportunities and a healthy work environment for employees.

### **3.40 Employee (Whistleblower) Protection**

- A. Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President.
- B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
- C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to

employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

### **3.41 Work Made for Hire**

Occasionally an employee has questions regarding the use of materials to be included in books or other commercial materials. Such materials created by the employee may include lesson plans, staff development presentations or tests/test items. Any work prepared by an employee within the scope of his/her employment is owned by the District. Under federal copyright laws, this is called "work made for hire." An employee with questions regarding ownership or copyrights on materials prepared within the scope of his/her employment should consult with his/her supervisor.

### **3.42 Workplace Safety**

- A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:
1. Location of fire alarms;
  2. Location of fire extinguishers;
  3. Evacuation routes; and
  4. Whom to notify in case of fire
- Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.
- B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.
1. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.
  2. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.
- C. Notification of Safety and Health Standards: Section § 101.055 of the Wisconsin statutes requires the Wisconsin Department of Safety and Professional Services to adopt and enforce safety and health standards that will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore the employee may request the Wisconsin Department of Safety and Professional Services to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance under the Part I, section 5 of this *Handbook* and [Board Policy #720](#) to address the workplace safety issues as defined in subsection F, below. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055;

Public Employee Safety and Health, available at <http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf>

- D. **Weapons Prohibition:** Except as otherwise permitted by this section, firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: WIS. STAT. §§ 120.13(1), 948.60, 948.605, 948.61.
1. This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., law enforcement officers possessing a firearm or other weapon on school grounds in the line of duty).
  2. The building principal may allow a weapon on school premises for purposes of demonstration or educational presentations. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal except during the actual demonstration or presentation.
  3. Firearms or other weapons used for hunting may be allowed on school property for hunter safety classes, but only during non-school hours and after approval, in writing, from the District Administrator. The person(s) conducting the hunter safety class will assume responsibility for the safe handling and care of the firearms/weapons and see to it that all firearms/weapons are removed from the premises promptly after the class.
  4. Hunting may be allowed in the school forest when school or rental groups are not using the property and with written permission from the District Administrator. Hunting for a wild animal will not be permitted in the school forest when there is not an open season for that animal on land adjacent to the school forest. All persons authorized to hunt in the school forest shall abide by state and federal laws while hunting on school forest property including, without limitation, laws applicable to firearms and hunting, and shall abide by all District rules regarding the use of the school forest.
- E. **Disaster Preparedness:** All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.
- F. **Workplace Safety Definition for Grievance Procedure:** In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:
1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
  2. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).
  3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
  4. The individual(s) filing the grievance must propose a specific remedy.
  5. The issue and proposed remedy must be under the reasonable control of the District.

### 3.43 Violence in the Workplace

- A. **Expectations:** Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.
- B. **Definitions as Used Under this Section:**
1. **Workplace Violence:** Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
  2. **Threat:** A communicated intent to inflict physical or other harm on any person or property.
  3. **Intimidation:** Behavior or communication that comprises coercion, extortion, duress or putting in fear.

4. Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.
- C. Prohibited Behavior: Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:
1. Assault or battery.
  2. Blatant or intentional disregard for the safety or well-being of others.
  3. Commission of a violent felony or misdemeanor.
  4. Dangerous or threatening horseplay or roughhousing.
  5. Direct threats or physical intimidation.
  6. Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment.
  7. Physical restraint, confinement.
  8. Possession of weapons of any kind on District property [please see section 3.43].
  9. Stalking.
  10. Any other act that a reasonable person would perceive as constituting a threat of violence.
- D. Reporting Procedure: An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:
1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/herself from immediate harm, such as leaving the area.
  2. If the situation is not one of immediate danger, the employee shall report the incident to the appropriate supervisor or his/her designee as soon as possible and complete a written statement.
- An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work [e.g. verbal or physical contact or proximity has been prohibited or restricted], shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.
- E. Investigation and Investigation Findings: The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.
- In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

### 3.44 Legal Custodian of Records

For purposes of applicable public records law, the District's legal custodian is the District Administrator, who is vested by the Board with full legal power to render decisions and carry out the district's statutory public records responsibilities.

## SECTION 4. MANAGEMENT RIGHTS

### 4.01 Delineation of Rights

Management retains all rights of possession, care, control and management that it has by law, and retains the right to exercise these functions. The exercise of such powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only to the precise extent such functions and rights are explicitly, clearly and unequivocally restricted by the express terms of this *Handbook*/individual contracts and then only to the extent such

specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin and the United States. These rights include, but are not limited by enumeration to, the following rights:

- A. To direct all operations of the school system;
- B. To establish and require observance of reasonable work rules and schedules of work;
- C. To hire, promote, transfer, schedule and assign employees in positions within the school system;
- D. To suspend, discharge and take other disciplinary action against employees;
- E. To relieve employees from their duties because of lack of work or any other legitimate reason;
- F. To maintain efficiency of school system operations;
- G. To take whatever action is necessary to comply with state or federal law, or to comply with state or federal court or agency decisions or orders;
- H. To introduce new or improved methods or facilities;
- I. To select employees, establish quality standards and evaluate employee performance;
- J. To determine the methods, means and personnel by which school system operations are to be conducted;
- K. To take whatever action is necessary to carry out the functions of the school system in situations of emergency;
- L. To determine the educational policies of the District; and
- M. To contract out for goods and services.

#### **4.02 Sole Basis**

This section does not describe any rights of the employee(s). Accordingly, the employee(s), may not base any charge of a *Handbook* violation under the District's grievance process or any other forum solely on this section.

## **SECTION 5. GRIEVANCE PROCEDURE**

#### **5.01 Purpose**

The purpose of this Section is to provide for the exclusive internal method for resolving grievances concerning discipline, termination and workplace safety. A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

#### **5.02 Definitions**

A grievance is defined as a dispute or misunderstanding regarding the actions of School District officials with regard to only the following:

Employee Termination – Specifically excludes voluntary termination/quits, layoffs, retirement, non-renewals, job abandonment, and end of employment due to temporary employment and job transfers. ([Reference Part I, 1.02J](#))

Employee discipline – Specifically excludes oral and written reprimands, performance improvement plans, notice of expectations, required counseling, transfers/reassignments, and paid administrative leaves. Would include unpaid suspensions, disciplinary demotion and other disciplinary action impacting pay/wage. ([Reference Part I, 1.02C](#))

Workplace safety – In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety ([Reference Part I, 3.42](#)). For purposes of that procedure, the following guidelines shall apply:

1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).
2. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions.)
3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).
4. The individual(s) filing the grievance must propose a specific remedy.
5. The issue and proposed remedy must be under the reasonable control of the District.



The non-renewal of an individual teacher contract issued pursuant to Section 118.21 and Section 118.24, Wis. Stats., are not subject to this procedure and are addressed solely under the timelines and procedures mandated by Section 118.22 and Section 118.24 of the Wisconsin Statutes, as applicable.

### **5.03 Time Limits**

The time limits set forth in this Section shall be considered as substantive, and failure of the grievant to file and process the grievance within the time limits set forth in this Section shall be deemed a waiver and a settlement of the grievance. The number of days indicated at each level should be considered a maximum. The time limits specified may, however, be extended by the mutual consent of the District and the grievant. The parties may, through mutual consent, agree to start the grievance at a higher step if the grievance involves termination and is initially filed in a timely manner pursuant to the timelines set forth below.

### **5.04 Grievance Procedure**

Step 1: Prior to filing a written grievance, employees should discuss any problem or complaint with their Principal to see if the grievance can be resolved.

Step 2: If the grievance cannot be resolved at Step 1, the employee must file a written grievance with their Principal no later than ten (10) calendar days from the date the employee first became aware of the termination, discipline, or workplace safety condition causing the grievance. The Principal shall respond to the grievance in writing within seven (7) calendar days of receipt of the written grievance.

Step 3: If the grievance is not settled at Step 2, the employee must file a written request for a hearing before an impartial hearing officer. This request must be received by the Superintendent no later than fourteen (14) calendar days after the employee receives the Principal's written response. The hearing on the issue addressed in the grievance shall be held at a mutually agreeable time.

Step 4: The Superintendent shall transmit the grievance and all responses to the Hearing Officer. As soon as is practicable thereafter, the Superintendent or designee shall schedule dates and secure a room for the hearing. All hearings shall be held in a public building. The Hearing Officer shall have the authority to administer oaths and issue subpoenas at the request of the parties and shall be responsible for the fair and orderly conduct of the hearing and the preservation of the record. Any party requesting a subpoena will be responsible for the fees associated with the subpoena. All testimony shall be taken under oath and shall be recorded by a court reporter under the supervision and control of the Hearing Officer. All cost associated with the court reporter and preparation of a transcript of the hearing shall be paid by the School District. The School District shall have the burden of proof to substantiate and justify the action taken against the employee by the preponderance of the evidence. The Hearing Officer may only overrule disciplinary action if the action taken by the School District was arbitrary and capricious. The Hearing Officer shall submit his or her decision affirming or reversing the action with the reasons therefore in writing to the Superintendent within thirty (30) calendar days of the close of the hearing or the submission of the parties' briefs, if any, whichever is later. The Superintendent shall mail a copy of the Hearing Officer's decision to the last known address of each of the parties.

Step 5: Within fourteen (14) calendar days of the date the Hearing Officer's decision is mailed, either party may file with the Superintendent a written notice of appeal of the Hearing Officer's determination to the School Board. Any such appeal shall be on the written record, the preparation of which shall be the responsibility of the party seeking the appeal. The appealing party shall supply a copy of the written record to the other party without charge. The written record shall be filed with the Superintendent within twenty (20) calendar days of the notice of appeal. The School Board shall receive no further evidence on the matter but may request additional briefs of the parties on matters which were raised before the Hearing Examiner. The School Board shall have the right to secure outside counsel if necessary during the process.

Step 6: Within sixty (60) calendar days of the receipt of the written record, the School Board shall make and file its written decision with the Superintendent. The Superintendent shall within five (5) calendar days mail a copy of the decision to the last known address of the grievant. The Hearing Examiner's determination shall be affirmed if the School Board determines that credible evidence in the record and subsequent briefs support it. If the determination is not supported by a majority of the School Board, the Committee may reverse the determination or modify it to serve the best interest of the School District.

### **5.041 Hearing Officer**

The School District may contract with a Hearing Officer to hear and determine appeals at Step 4. Any Hearing Officer so engaged shall not be a School District employee or entitled to any compensation or benefit other than those described herein:

#### **A. Hearing Officer List**

The Superintendent shall maintain a panel of at least five (5) individuals who have indicated a willingness to serve in such capacity and who are experienced in personnel matters or who are attorneys, or retired members of the judiciary.

#### **B. Compensation**

The Hearing Officer shall be compensated at the Hearing Officer's regular rate for the hearing and time spent composing the decision. Compensation for an Hearing Officer will be split evenly between the School District and the party appealing a disciplinary action.

### **5.042 Settlement of Grievance**

A grievance shall be considered waived if not filed or appealed within the grievance timelines. A grievance shall be considered settled at the completion of any step in the procedure if all Parties concerned are mutually satisfied. All settlements shall be in writing and signed by the grievant and the Superintendent. Dissatisfaction is implied in recourse from one step to the next.

### **5.05 Grievant's Right to Representation**

Any grievant may be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing.

### **5.06 Consolidation of Grievances**

Grievances of the same type, and with similar fact situations, may be consolidated at the discretion of the Administration.

## **SECTION 6. PAY PERIODS**

### **6.01 Annualized Payroll Cycle**

#### **A. School Year Employees:**

1. Salaried Payroll: All school year employees covered under this provision shall have their wages annualized based upon the number of hours worked per day, annual number of days worked, current wage/salary rate, and number of payrolls in accordance with the District-approved format.
2. Hourly Payroll: For employees who are paid at an hourly rate, the payroll cycle shall be on a ten(10)-month basis and shall be placed on a twenty (20) payroll cycle.

#### **B. Calendar Year Employees:** All employees scheduled to work the calendar year will be placed on a bi-weekly payroll cycle.

### **6.02 Payroll Dates**

The payroll dates shall be bi-weekly on Friday. If a paid holiday falls on a Friday pay date, payroll deposits shall be issued on the preceding day. The first pay date of the school year for school year employees(salaried payroll) will be the last regular pay period in August.

### **6.03 Direct Deposit Payment Method**

All employees shall participate in a direct payroll deposit plan. Direct deposit statements will be emailed to the employee's District email account on each pay day. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing. Each non-exempt employee shall, with each electronic payroll deposit slip, receive information indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall, with each electronic payroll deposit slip, receive information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated leave days, and the number of vacation days to be taken and the number remaining.

#### **6.04 Definitions for Payroll Purposes Only**

- A. Day: A day shall run from 12:00 midnight (12:00 a.m.) to 11:59 p.m.
- B. Week: A week shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.
- C. Pay Period: The pay periods are bi-weekly as defined in 6.04B.

#### **6.05 Salary Deferrals –Tax Sheltered Annuities (TSA)**

- A. The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").
- B. The purchase of the annuity will be optional for the individual employee. The employee may make 403(b) elective salary reductions in one or both of the following ways:
  - 1. Pre-tax dollars (salary reduction, also known as "regular" TSA contributions) or
  - 2. After tax dollars (also known as "Roth" TSA contributions).
- C. Employee will be permitted to have their contribution remitted via payroll deduction to an Investment Vehicle offered by a vendor listed as a District-approved vendor, as required by the IRS Code and as directed by the District's plan document.
- D. A vendor becomes a District-approved vendor by meeting the requirements set forth by the District which include, but are not limited to, the vendor signing a District-approved Hold Harmless Agreement. The District may ask for proof of vendor registration from the teacher to ensure a District-approved vendor has been chosen. If at any time there are no active employees contributing to a particular vendor, that vendor may be removed from the District-approved vendor list.
- E. The amount to be deducted is selected and the determination made wholly by the person choosing to participate in the Savings Program.
- F. If the vendor accepts electronic payments, the District will electronically transmit to the TSA vendor(s) the amount of the salary deferral elected by the employee if the vendor does not accept electronic payments, the District will make the payments by paper check. This new provision for transmitting to vendors will require the District to transmit the amount of salary deferral twice a month, if the vendor provides the District with an invoice twice per month. The salary deferral will be transmitted on or about the date the money is deducted from the employee's paycheck, provided that the District receives the appropriate invoice from the vendor. In unforeseen circumstances, transmittals will be made no later than fifteen (15) business days following the end of the month in which the amount would have been paid to the participant.
- G. Employees may choose to defer either a percent of salary or a specific dollar amount up to the amount permitted by law. The salary reduction limit (402(g)(1)), the age fifty (50) additional deferral (414(v)(2)(B)(i)), and the "catch up" provision (402(g)(7)) for employees with fifteen (15) or more years of service may change annually.
- H. The salary reduction limits will be adjusted from time to time to conform to statutory limits.
- I. Catch-Up Contributions
  - 1. Documentation will only be required where the employee's total (and Age 50+) deferrals for the calendar year are in excess of the 402(g) limits.
  - 2. The employee agrees to provide documentation certifying compliance with applicable IRS rules and regulations from the Employee's TSA vendor within thirty (30) calendar days if requested by the District.
  - 3. The District agrees to provide the employee, upon written request, with timely information available from the District's records, which is necessary to enable the employee to make catch-up deferrals.
- J. General:
  - 1. The employee shall be permitted to change the TSA amount or vendor three (3) times per calendar year, unless otherwise permitted by the Bookkeeper, provided he/she provides the District with at least ten (10) business days notice prior to the second payroll date of the month. Stopping contributions does not constitute a change. Upon initial enrollment for new employees, the employee shall certify in writing as requested by the District but no more than two times per year (e.g., due to a change in full-time equivalency, absence, other deferrals, etc.), that the percentage or dollar amount of salary reduction

withheld from compensation complies with the limits applicable to 403(b) TSA plan deferrals and does not exceed the amount permitted under Section 403(b), 415 and 402(g) of the IRS Code except as provided for below.

2. In no event shall the employee's contribution exceed one hundred percent (100%) of the employee's compensation less payroll and other required deductions. Employee and employer contributions are 100% vested and non-forfeitable at all times.
  3. New loans from the TSA plan are not permitted.
  4. Hardship withdrawals are permitted and IRS safe harbor standards with respect to estimating an immediate and heavy financial need [Treasury Section 401(k)-1(d)(3)(iii)(B) will be used]. Contact the vendor or plan administrator for further details if a hardship withdrawal is requested.
- K. **Salary Reduction Agreement:**
1. Employees will be required to sign an agreement to authorize TSA deductions from salary. The current agreement is available from the Bookkeeper at the District Office. The District, without the consent of the employee, is authorized to modify the salary reduction agreement to comply with applicable legal requirements. The District will provide the employee with reasonable notice concerning any such modification.
  2. The District will provide the employee with a dated and initialed copy of the authorized salary reduction agreement once the employer acknowledges receipt of the modified salary reduction agreement.
  3. A change in a beneficiary designation shall take effect when the election is accepted by the Vendor.
  4. The Employee acknowledges the District made no representation to the Employee regarding the advisability, appropriateness or tax consequences of any salary reduction agreement, participation in a tax sheltered annuity, or the company which issues the annuity contract or which invests the Employee's salary reduction funds. The Employee agrees the District shall have no liability whatsoever for any loss, solvency, operation or benefits provided by the TSA vendor.
- L. **Deferred Compensation:** Employees may defer salary through the Wisconsin Deferred Compensation Plan (457). The plan limitations and salary deferral rights will be those permitted by the TSA unless the Deferred Compensation plan's rules are in conflict, in which case the Deferred Compensation rules shall apply.

## **SECTION 7. COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES**

### **7.01 Mileage Reimbursement**

The District shall reimburse employees an amount equal to the Internal Revenue Service (IRS) business travel rate per mile to each employee required by the District to drive his or her personal vehicle during the course of performing duties for the District. Forms to be used to report mileage shall be available on the district website [www.colby.k12.wi.us](http://www.colby.k12.wi.us).

## **SECTION 8. WORKER'S COMPENSATION**

### **8.01 Worker's Compensation Coverage and Reporting Responsibilities**

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the District Office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form available on the district website [www.colby.k12.wi.us](http://www.colby.k12.wi.us).

### **8.02 Benefits While on Worker's Compensation**

If any employee is injured while performing duties for the District, the District shall continue to provide worker's compensation insurance, and the employee will be compensated in the following manner:

- A. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured. This income will be generated by combining worker's compensation insurance with prorated accumulated sick leave as necessary through a deduction of one-third (1/3) of a day of sick leave for each day while on worker's compensation. This provision will apply up until the sixtieth (60th) consecutive day of leave or as long as the employee has accumulated sick leave available, whichever occurs first.
- B. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: The employee will receive his/her worker's compensation payment. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

### 8.03 Injuries Not Covered by Worker's Compensation

Some types of injuries suffered while at work may not be covered by worker's compensation insurance. Examples of non-covered injuries suffered at work include, but are not limited by enumeration to, the following:

- A. Injuries because of a self-inflicted wound
- B. Injuries sustained because of an employee's horseplay.
- C. Injuries sustained while an employee does an activity of a strictly private nature.

## SECTION 9. SICK LEAVE

### 9.01 Sick Leave Earned

- A. Calendar Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of twelve (12) days per contract year.
- B. School Year Employees: Each employee shall be credited with one (1) day of paid sick leave per month of employment to a maximum of **twelve (12)** ~~ten (10)~~ days per contract year.
- C. Crediting of Sick Leave: Sick leave though credited at the beginning of each fiscal year is vested only upon completion of the work year. Any employee terminated or resigning will be credited only with those days earned at the time employment is severed.
- D. Part-time Employees: Part-time employees will receive sick leave on a pro-rated basis based upon the number of hours they are scheduled to work.

### 9.02 Sick Leave Use

- A. Sick leave shall be paid for any absence from work due to the:
  - 1. Personal illness, injury or serious health condition of the employee, member of immediate family, or other individual as specifically approved by the District Administrator.
  - 2. Medical or dental appointments for the employee and/or member of immediate family that cannot be scheduled outside of the employee's regularly scheduled work hours.
- B. Definitions: the following definitions apply under this section:
  - 1. Immediate Family:
    - a. Child: means a natural, adopted, foster or treatment foster child, a stepchild or a legal ward.
    - b. Parent: means a natural parent, foster parent, treatment foster parent, adoptive parent, stepparent or legal guardian of an employee or an employee's spouse or domestic partner.
    - c. Spouse: means an employee's legal husband or wife.
  - 2. Serious Health Condition: means a disabling physical or mental illness, injury, impairment or condition involving any of the following:
    - a. Inpatient care in a hospital, nursing home, or hospice.
    - b. Outpatient care that requires continuing treatment or supervision by a health care provider.
- C. Sick Leave Increments: Sick leave may be allowed in increments of one-half hour.

### 9.03 Sick Leave Accumulation

Sick leave for employees will accumulate for full-time and part-time employees to a maximum of 100 days.

#### **9.04 Pay for Unused Sick Leave Upon Retirement**

- A. **Retirement:** Employees eligible for retirement will be compensated at forty (\$40) per day for each whole day of unused sick leave. The maximum number of eligible days shall be one hundred (100). Employees with more than one hundred (100) accumulated days as of July 1, 2007, will be grandfathered for the purpose of this retirement pay provision. No retirement pay will be made to any employee dismissed with discipline.
- B. **Severance:** Employees not eligible for retirement will be paid ten (\$10) per day for each whole day of unused sick leave. The maximum number of eligible days shall be one-hundred (100). Employees with more than one-hundred (100) accumulated days as of July 1, 2007, will be grandfathered for the purpose of this 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, or within the hour of 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 October 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 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.

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 Emergency Sick Leave Pool Review Committee.

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

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

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

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

## **SECTION 10. JURY DUTY LEAVES**

### **10.01 Jury Duty Leave**

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

### **10.02 Employee Notice**

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

### **10.03 Payment for Time Out on Jury Duty**

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

## **SECTION 11. BEREAVEMENT LEAVE**

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

In the event of death in an employee's immediate family, the employee shall be allowed per occurrence 3 day(s) off work with pay. Such days shall be deducted from the employee's accumulated sick leave. Immediate family includes the spouse, parents, domestic partner, children, brother, sister, grandchildren, grandparent, step-relatives of the same relationship as provided herein of the employee and his or her spouse.

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

Employees shall be granted 1 day with pay per occurrence to attend funerals of aunts, uncles, nieces, nephews, first cousins and other individuals residing in the employee's household. Such days shall be deducted from the employee's accumulated sick leave.

### **11.03 Additional Bereavement Leave**

In extenuating circumstances, additional days may be granted by the District Administrator or his/her designee. Such additional days, at the option of the employee, shall be deducted from the employee's accumulated sick leave if the employee wants paid leave.

### **11.04 Bereavement Leave Increments**

Bereavement leave may be allowed in increments of one half-hour.

## **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.

### **12.02 Reasons for Personal Leave**

Personal leave may be used for compelling personal obligations which cannot reasonably be conducted outside of the employee's workday.

### **12.03 Personal Leave Day Restrictions**

Personal leave days shall not be used to extend a holiday, or school recess period. 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.

### **12.04 Approval of Personal Leave and the Total Number of Employees on Personal Leave**

- A. A request in writing 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 written statement 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.

### **12.05 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.



## 12.06 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

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

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

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

### 13.02 Seniority/Length of Service during Uniformed Services Leave

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

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

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

### 13.03 Request for Uniformed Services Leave

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

## SECTION 14. UNPAID LEAVES OF ABSENCE

### 14.01 Medical Leave

- A. Application Procedures: All requests for an unpaid medical leave of absence, other than emergencies, must be submitted to the District at least thirty (30) days prior to the 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. The request must be accompanied by a physician's statement attesting to the disability 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, unless the employee is eligible for long-term disability. If the employee is eligible for long-term disability benefits, the

District shall grant an unpaid medical leave due to disability for up to a total leave period of twenty-four (24) months.

**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 the employee's percentage of contract was reduced or increased due to nonrenewal or layoff, whichever is applicable.

The employee shall be eligible to return to duty from an unpaid medical leave of absence when he/she is physically able provided:

1. The employee has previously indicated his/her intent to return to duty following the expiration of the medical leave.
2. The employee provides his/her physician's certification that he/she is able to return to work. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification.

**D. Failure to Return after Expiration of Leave:** In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

**E. Interaction with Family and Medical Leave Provisions:** Unpaid medical leave, the term of such leave and participation in insurance programs under this section as provided for above 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.

## **14.02 Child Rearing Leave**

**A. Application Procedures:** The employee shall make written application for an unpaid child rearing leave to the District Administrator at least 30 days in advance unless the employee is unable to provide such notice due to medical reasons, or in the case of an adoption, the employee is unable to provide such advance notice due to the placement requirements of the adoption process. The application for an unpaid child rearing leave shall include acceptable medical or legal (for adoption) verification and the anticipated date of beginning the leave and return to work. Such application will be reviewed and processed by the District Administrator and shall be granted or denied in his/her sole discretion.

**B. Duration of the Unpaid Child Rearing Leave:** The maximum length of the leave shall be limited as follows:

1. Child born or adopted during the summer vacation – the following two semesters.
2. Child born or adopted during the first semester – the balance of that semester plus the second semester.
3. Child born or adopted during the second semester – the balance of that semester plus the first semester of the following school year.

Shorter leave and/or an early return from the leave shall only be upon the mutual agreement of the employee and the Board.

**C. Benefits during the unpaid child rearing leave:**

1. The child rearing leave is an unpaid leave.
  2. During the unpaid child rearing leave, the employee may continue participation in insurance programs at his/her own expense subject to approval of the carrier. If the premium is not received by the first of the month, the employee's insurance coverage shall be terminated.
  3. During the unpaid child rearing leave, the employee teacher shall retain accumulated paid leave, but shall not accrue any additional paid leave during the unpaid child rearing leave.
- D. Return from the Unpaid Child Rearing 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 and/or layoff, whichever is applicable.
- E. Interaction with family and medical leave provisions: Child rearing leave, the term of such leave and participation in insurance programs under this section as provided for above shall run concurrent with any family 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.
- 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 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 layoff, 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 September 1, 2012: An employee may designate, under the flexible reimbursement plan/cafeteria plan, a maximum of two thousand five hundred dollars (\$2,500) 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 District shall establish an annual budget for health and dental insurance for employees. The District's Health Insurance Committee shall negotiate rates, premiums and plan specifics with vendors and annually present this information to the Board. The Board will make the final decision and approval of the insurance plans. Plan specifics are available in [Appendix Part I – 15.02](#).

### **A. Eligibility.**

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least fifty percent of full-time equivalency [50%] is eligible to participate in the District's insurance. Full-time equivalency is defined as 35 hours per week. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than fifty percent of a full-time equivalency [50%] are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.
2. Pro-ration of District Contributions: An employee whose individual contract has an assignment of at least fifty percent [50%] of a full-time equivalency, but less than a full-time one hundred percent [100%] assignment, shall have the District's contribution prorated, consistent with the employee's percentage of employment.
3. Both Spouses Employed by the District: If both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District. As such, the following options exist for such spouses:
  - a. Coverage under one family plan; or
  - b. Two single plans; or
  - c. HEALTH ONLY - One cash-in-lieu benefit instead of a family plan [subject to the eligibility of the insurance carrier]; or
  - d. HEALTH ONLY - One single plan and one cash-in-lieu benefit

- ### **B. Commencement and Termination of Benefits.**
- Coverage will commence on the first day of the month following the employee's first day of employment and continue for a full twelve (12) month period. The insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:
1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
  2. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.

## **15.03 Alternate Benefit Plan [ABP] in Lieu of Health Insurance**

Employees who qualify for health insurance and who choose not to participate in the District provided health insurance shall receive a payment of \$3,500 into a Tax Sheltered Annuity (TSA) account to be paid yearly, during the last pay period in June. Each employee affected will select a TSA from the eligible TSA companies in the district. Employees

participating in this option must notify the District Office, in writing, on or before August 24<sup>th</sup> of each school year. Employees hired after August 24<sup>th</sup>, have ten (10) days from the date of signing the contract to make the above choice.

#### **15.04 Liability Insurance**

The School Board shall carry liability insurance which provides coverage for the acts of employees performed in accordance with their duties and within their scope of employment. Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

#### **15.05 Long-Term Disability**

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

A. Eligibility:

1. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least 17.5 hours per week is eligible to participate in the District's long-term disability insurance. Hours worked beyond those set forth in the individual contract shall not be used to determine insurance eligibility or insurance contributions. Such hours excluded may include, but not be limited by enumeration to, the following: extended contracts, summer classes, co-curricular assignments, substitute assignments, etc. Employees whose assignments are less than 17.5 hours per week are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

B. Commencement and Termination of Benefits. Coverage will commence on the employee's first day of employment and continue for a full twelve (12) month period. The long-term disability insurance benefits described in this *Handbook* and on the individual contract terminate according to the following schedule:

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.
2. If an employee resigns or is terminated who has completed the school year, his/her long-term disability insurance benefits shall terminate June 30<sup>th</sup>.

C. Premium Contributions: The District shall pay 100% for long-term disability insurance. The benefits will be equal to 90% of the employee's monthly wages. Coverage shall begin after 60 consecutive calendar day of disability and continue until the employee is eligible to work or for 24 months or until employee reaches age 65.

#### **15.06 COBRA Law Continuation of District Health Plan Participation**

The District, pursuant to the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and state law, offers employees the opportunity to remain on the District's health, dental and vision insurance plan at the group rate in certain instances where coverage under the plan would otherwise end.

A. Qualifying Events: An employee, employee's spouse and an employee's dependent children (if any) covered by and participating in the District's health insurance plan (medical, dental, and vision), may qualify for continuation coverage if District -sponsored coverage is lost due to the occurrence of any of the following qualifying events:

1. Voluntary or involuntary termination of employment for any reason other than "gross misconduct." (e.g., resignation or retirement);
2. Death of the covered employee;
3. Divorce or legal separation from the covered employee;
4. Loss of "dependent child" status;
5. Eligibility for Medicare entitlement;
6. Reduction in work hours such that the employee no longer qualifies for coverage under the plan.

B. Period of COBRA Continuation: In the event of one of the above qualifying events, COBRA coverage is available for up to eighteen (18) months, but may be extended to a total of twenty-nine (29) months in certain cases of disability (*see* Disability Extension below) or up to thirty-six (36) months if a qualifying spouse or dependent suffers a second qualifying event. The employee, employee's spouse and each covered dependent has an individual right to request COBRA coverage. Additionally, any child born to or placed for adoption

with a covered employee during a period of continuation coverage is automatically considered a qualified beneficiary.

C. **COBRA Extension** [Second qualifying events]: A spouse or dependent child may be eligible for COBRA extension coverage for a period of up to thirty-six (36) months if coverage is lost due to one of the following second qualifying events:

1. The employee's death;
2. Divorce or legal separation;
3. The covered employee becomes eligible for Medicare;
4. A child loses his or her "dependent child" status.

*\*Note:* The second event can be a second *qualifying* event only if it would have caused the qualified beneficiary to lose coverage under the plan in the absence of the first qualifying event.

D. **Premium Cost & Payment:** The cost for this extended continuation coverage shall not exceed the group rate in effect for an active group member, including the District's contribution (i.e., the total amount the employee and District have been paying for health insurance coverage). If the cost for COBRA coverage changes during an employee's participation the employee will be notified of the new premium in writing prior to its due date.

E. **Termination of Coverage:** Employee continuation coverage may be terminated automatically if:

1. The employee fails to make a monthly premium payment to the District on time;
2. The employee obtains similar coverage through a different employer;
3. The employee becomes eligible for Medicare and convert to an individual policy;
4. The District terminates its health plan;
5. The employee's guaranteed continuation period expires.

The employee or a qualified beneficiary have the responsibility to inform the District of a divorce, legal separation, or a child losing dependent status under the group health plan within sixty (60) days of the qualifying event. The District will then notify any other covered dependents that are affected by the event of their right to elect COBRA coverage.

COBRA participants must also notify the District if they experience additional COBRA qualifying events during their COBRA term that might qualify them for additional months of extended coverage.

F. **Disability Extension** - If an employee elects COBRA continuation coverage based on termination of employment or reduction of hours, and the employee or a qualified beneficiary from his or her family becomes disabled (as determined by Social Security) anytime within the first sixty (60) days of COBRA continuation coverage, the employee and his or her family's qualified beneficiaries may elect a special additional eleven (11)-month extension, for a total of twenty-nine (29) months of COBRA continuation coverage. To elect the eleven (11)-month extension, the employee must notify the Plan Administrator within sixty (60) days of the date Social Security determines that the employee or a qualified beneficiary from his or her family is disabled and within the first eighteen (18) months of COBRA continuation coverage. (The cost of COBRA coverage will increase from 100% to 150% of total premium during this additional eleven (11)-month extension period.)

## SECTION 16. WORK STOPPAGE

Employees of the District shall not engage in, condone, assist or support any strike, slowdown, or sanction, or withhold in full or in part any services to the District. In the event of a violation of this Section, the District may take whatever disciplinary action it deems appropriate up to and including discharge.

## SECTION 17. CONFORMITY TO LAW

If any provision of this *Handbook*, or addendum thereto, is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any sections, or addendum thereto, should be restrained by such tribunal, the remainder of this agreement shall not be affected thereby.

## JOB DESCRIPTION

TITLE: Technology Specialist  
CONTRACT LENGTH: 260 Days  
RESPONSIBLE TO: Building Principal and Superintendent  
QUALIFICATIONS:

- Experience with Microsoft, Apple, Internet, E-mail, and Internet Network Operations
- Demonstrated ability and experience to install, trouble-shoot, and secure a variety of computer hardware and software products on both PC and MAC platforms.
- Experience with supervising people and projects in an educational environment.

### FUNCTIONS OR DUTIES:

Coordinates, installs, and maintains the efficient and effective functioning of the computer servers, hardware, software, peripheral and network systems within the District and provides user training and support for administrative and instructional applications. Procures equipment and funding to maintain a high standard of technology integration into the District curricula. Assist with the implementation of technology in the classroom.

### PERFORMANCE RESPONSIBILITIES:

- Coordinate district-level computer related activities.
- Chair Computer Literacy Committee and prepare short and long range planning for computer literacy.
- Assist the administration and the appropriate department chairpersons in the development, modification and evaluation of computer science/literacy courses in k-12 classes.
- Assist teachers in implementing computer coursework into their classroom.
- Act as a consultant to the staff on matters related to the use of computers in the district's educational program.
- Plan and implement in-service sessions commensurate with the needs and desires of the district staff under the direction of the administration.
- Plan and coordinate summer maintenance/cleaning of the district computer equipment.
- Supervise and assist with electric and data wiring, and facilities planning for the implementation of computer and network systems.
- Provide data and/or reports regarding technology as requested by administration.
- Assist curriculum committees in planning technology integration. Assist with the selection of software and hardware to align with support.
- Upgrade existing computer hardware and software on MACs, PCs and servers.
- Assist with the installation and maintenance of computer hardware, software, printers, servers, routers, network systems, peripherals, and other electronic resources. Perform routine maintenance.
- Propose district's technology purchases for compatibility, cost effectiveness, and necessity, and make recommendations to the administration. Prioritize needs and recommend funding based on these needs.
- Research new products for appropriate and necessary equipment or resource replacement, additions, or enhancements.
- Develop a technology rotation schedule to keep the district current with its technology implementation.
- Develop systems to maximize and enhance the use of existing district technology resources.

- Prepare product user guides with clear instruction for the use of the product by staff and students.
- Coordinate the activities of the district computer/technology team
  - Long-range planning
  - Inventory management, hardware configuration and placement
  - Documentation and licensing
  - Instructional and administrative application
  - Staff training
  - Community outreach
  - Make recommendations to the district administrator
- Maintain clean, orderly work and storage areas.
- Monitor a secure and confidential system with the potential for community use.
- Assist district administrators, principals, and teachers with confidential matters through the use of technology.
- Develop staff and student application for district resources such as: district web page, electronic mail, distance learning, telephone systems, and other district communications.
- Provide software training and support for district office staff as requested.
- Support board policies and plans, district goals and objectives, administrative orders, and state and federal laws.
- Develop and maintain backup and recovery systems for network operations.
- Enforce and update the acceptable use agreement and acceptable use policy for the use of district technology.
- Provide other technology and electronic related services as assigned.

SKILLS AND ABILITIES:

- Good oral and written communication skills.
- Can handle parallel, multiple tasks.
- Creative and self-starting within an organization.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of network operating systems, hardware and software products.
- Relate positively to administrators, staff, students, school board, families, and community members.





**Johnson ▲ Block**  
AND COMPANY, INC.

Certified Public Accountants

1315 Bad Axe Court ▲ P.O. Box 271 ▲ Viroqua, Wisconsin 54665 ▲ TEL 608-637-2082 ▲ FAX 608-637-3021

February 11, 2012

Steve Kolden, Administrator  
School District of Colby  
505 West Spence Street  
P.O. Box 139  
Colby, WI 54421-0139

Dear Mr. Kolden:

Welcome! We are very excited that Vig & Associates has now become part of *Johnson Block & Company*. Johnson Block & Company, Inc. specializes in audit and accounting services to school districts and local governments.

We will continue to serve you with the commitment and confidence that was established throughout the years as Vig & Associates.

*Johnson Block & Company* will honor fee and proposal commitments from Vig & Associates. Additionally, we will maintain staff continuity by using staff from the Viroqua office that you are already familiar with.

Enclosed is an engagement letter for the fiscal year ending June 30, 2012. The letter contains all the provisions of a standard school district audit contract. Terms and fees are in accordance with your previously accepted proposal with Vig & Associates, LLC. Please review the letter, and return the original to us when signed. A return envelope is enclosed.

I am assigned as the partner on your engagement. Please feel free to contact me with any questions.

We appreciate the opportunity you have given us to serve you.

Cordially,

Kevin Krysinski, CPA

Enclosures

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