

NORTH CRAWFORD SCHOOL DISTRICT

47050 COUNTY ROAD X
SOLDIERS GROVE, WISCONSIN 54655

“Large School Opportunities, Small School Values”

DATE: Thursday, November 17, 2016
TIME: 6:30 PM
PLACE: North Crawford Large Group Room
47050 County Road X
Soldiers Grove, WI 54655

1. Meeting Called to Order
 - A. Proof of Publication 3
 - B. Roll Call
2. BoardBook Training - School Board Training - 6:30 p.m.
3. Board Governance Presentation - Atty. Eileen Brownlee
4. District Showcase
5. Public Input

Comments during this period may address any topic related to District operations and programs. Board members and Administrators shall listen to speakers' views and concerns, and may make a brief comment in response, but shall not discuss in detail or act on any matter that was not specifically included in the public notice of the meeting. Once recognized by the Board President to speak, please state your name. Public comment period is usually limited up to thirty (30) minutes, unless the Board votes to extend the time period. Individual speakers are limited to speak up to three (3) minutes.
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 - B. MS/HS Principal/AD - *3D Printer/Plastics Grant, APEX Training, Technology Integration Training*
 - C. Business Manager - *Board Salaries, M3 Insurance Survey (CESA #3 Insurance Co-Op)* 7
 - D. Superintendent - *Veterans Day Program, Confirm Board Member Attendance at State Convention, Update on Hours of Instruction* 9
7. Action Items
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 - B. New Business
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 2. New School Bus Purchase 15
 3. 403(b) Service Provider Change 17
 4. Transportation Wage/Benefit Recommended Changes

NORTH CRAWFORD SCHOOL DISTRICT

47050 COUNTY ROAD X
SOLDIERS GROVE, WISCONSIN 54655

“Large School Opportunities, Small School Values”

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3. Treasurer's Report	30
8. Communication/Correspondent's Report	
9. Adjourn	

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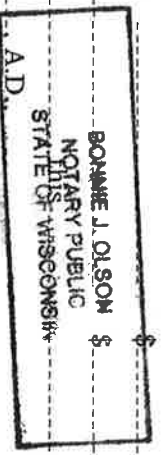
PROOF OF PUBLICATION

STATE OF WISCONSIN,
COUNTY OF CRAWFORD } ss.

Charles E. F. Wessner of said county being duly sworn, deposes and says that he is the *Editor* of **The Crawford County Independent**, a weekly newspaper, printed and published in the Village of Gays Mills, in Crawford County, and that the notice—of which the annexed is a printed copy taken from the paper in which it was published—was inserted and published in said paper one (1) week, the date of the publication being the *16th* day of *November* A.D., *2016*

Charles S. Pauer
Subscribed and sworn to before me, this *16th* day of *November*, A.D., *2016*
Deanna J. Or
Notary Public for Crawford County.

Printing Fees: ----- folios, ----- insertions, \$ _____
Certificate \$ _____
Total \$ _____
Received payment of \$ _____ day of _____ A.D.



PUBLIC NOTICE
SCHOOL BOARD MEETING
North Crawford School District
North Crawford School Library
47050 County Road X, Soldiers Grove, WI 54655
"Large School Opportunities, Small School Values"
THURSDAY, NOV. 17, 2016, 6:30 p.m.

Audit Committee, 6:15 p.m.
Terry O'Donnell, Mary Kuhn, Aaron Forney

AGENDA

- 1. Meeting Called to Order
 - A. Proof of Publication
 - B. Roll Call
- 2. BoardBook Training - School Board Training - 6:30 p.m.

We will spend 30 minutes with the School Board training the members on how to use the new BoardBook electronic board meeting program. No action will be taken.

Presenter: Brandon Munson
Time: 6:30 p.m.

- 3. Board Governance Presentation - Atty. Eileen Brownlee

Attorney Eileen Brownlee will give her annual presentation to the School Board concerning School Board roles and responsibilities, and School Board governance guidelines
Presenter: Eileen Brownlee
Time: 7:00 p.m.

- 4. District Showcase
- 5. Public Input

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Once recognized by the Board President to speak, please state your name. Public comment period is usually limited up to thirty (30) minutes, unless the Board votes to extend the time period. Individual speakers are limited to speak up to three (3) minutes.

- 6. Administrative Reports

- A. Elem. Principal/Special Education -
- B. MS/HS Principal/AD -
- C. Business Manager - Board Salaries
- D. Superintendent - Veterans Day Program, Confirm Board Member Attendance at State Convention

- 7. Action Items

- A. Old Business
- No Old Business This Month
- B. New Business

- 1. Employee Recommendations
- 2. New School Bus Purchase
- 3. 403(b) Service Provider Change
- 4. Transportation Wage/Benefit Recommended Changes
- 5. Fair Labor Standards Act - Select District Employees Recommendation

- C. Consent Agenda

- 1. Approval of Minutes of Previous Meeting(s)
- 2. Presentation of Vouchers
- 3. Treasurer's Report
- 8. Communication/Correspondent's Report
- 9. Adjourn

The Board, by vote, may take action on any or all items on the agenda. These are the items known at this time. Changes to the agenda may be made up to 24 hours prior to the board meeting. Regular board meeting agendas and any changes will be posted in the following locations: Front doors to the School and Bulletin boards in District Office, Peoples State Bank in Soldiers Grove & Royal Bank, Gays Mills.

(Pub. 11/17/16)

WMAXLP

Board Report - November 2016

Tarasa Lown, Director of Resource Development

- District Assessment Coordinator
 - Junior ACT Practice Exams have been scored and results are being reviewed with students individually.
 - I am currently working with Mr. Tripalin and HS staff to develop test preparation opportunities for these juniors who will take the actual ACT at the end of February.
 - Practice tests for students with accommodations are still in progress.
- Career and Academic Planning
 - The *Career Cruising* software setup is complete. This software is paid for by DPI for the purpose of Career and Academic planning. We are piloting this program with our 8th grade *Careers* class. I am also working with a small group of HS students to test out the program, as well.
 - We will roll *Career Cruising* out to all students, over the next few months, having all students on board before the end of this semester.
- Grants
 - *Society of Plastics Engineers Grant* - \$2550 - Approved! This is a grant for a 3D printer and materials. Liz Bransky and I worked on this for the Library Media Center.
 - *NSLP 2016 Equipment Grant* - Submitted for 2 Steamers for the Food Service Dept - total amount requested \$11,843. I have been informed by DPI that because our last two equipment grant submissions were awarded (2010 and 2014) we will be placed on lower priority for this particular grant. They plan to announce the awards by March 2017.
- Coordinated School Health
 - Spring it On! Planning committee continues to meet monthly in preparation for the April 29th event.
 - I presented, on behalf of North Crawford, at the State School Wellness Summit, on Nov 15th.
 - We are revisiting the student “Snack Shack” idea (*having nutritious bagged meals available to students who are involved in extracurricular activities...for a nominal cost*). As a first step, Nate McKittrick will meet with NHS students to see if they can take the lead on this.

North Crawford School District

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Superintendent

Mr. Toby Tripalin
Middle/High School Principal/Athletic Director



Mr. Demetri Andrews
Business Manager

Mrs. Julie Kruizenga
Elementary Principal/Special Education Director

District Office: 608.735.4318 • MS/HS Office: 608.735.4311 • Elementary Office: 608.624.5201 • Fax: 608.735.4317 • Bus Garage: 608.624.3484

TO: North Crawford School Board

FROM: Brandon Munson

DATE: 11/16/16

SUBJECT: Maintenance/Building and Grounds Report – November 2016

UNESCO Project Update

We recently had a contracting company in to seal the envelope of the school building. They spray-foamed the inside of the wall joints on the exterior walls of the building, re-sealed all of our vents, etc., and put new door sweeps on all of the exterior doors that we are not planning on replacing. This was the first of many projects that are scheduled through the school year.

Harry and Brandon recently took a trip with representatives from UNESCO to view two school districts in Minnesota who recently upgraded their district lighting to LED. It was helpful to be able to see the fixtures in person to get a better idea of what direction we want to go with our lighting in the building. The lighting upgrades will be the next large project that will happen in the district. We will be having lighting contractors coming through the building over the next couple weeks and bidding out the job. We expect to get started on the project in the new year.

FEMA Projects

Harry has submitted all of the necessary paperwork for three building and grounds issues in the district that we're hoping will be covered by FEMA. We lost a large percentage of our wood chips on the playground that got washed down from the heavy rain. We are hoping to replenish the woodchips on the playground, and to also build a berm on the upper side of the playground that will divert the water away from the playground. Second, all of the crushed lime got washed off the ball fields (elementary, baseball, softball). We are looking at bringing in several loads of lime to redo those fields. Finally there is a large "sinkhole" in the field near Hwy 131 that presents a hazard and needs to be repaired. It is believed that there may be a broken drainage pipe underground. We will work with a local excavating contractor to come dig it up to locate and resolve the problem. We are hoping to get approval from FEMA soon on these projects so we are able to finish the work before winter.

Elementary/Special education Board Report

Elementary

- 1st Stop, Drop, and Celebrate was on November 3rd - Turkey Trot
- 2nd Stop, Drop, and Celebrate will be this week.
- 2nd grade is practicing for the Thanksgiving Play which will be on Tuesday November 22nd at 9 & 1.
- Meeting with Houghton Mifflin/Harcourt rep. this week
- All teachers attended a short training on Educator Effectiveness. This will be followed up by more training on the 23rd

Special Education

- Using new IEP forms is causing a learning curve for staff but this is something that we will continue to work on. Our goal is to be ready when they are mandated next year. Kim Littel has been down and is helping us with this process.
- I continue to make contact with parents, students, and teachers to further my goal of students just being students, and helping teachers to be able to teach.
- New student in Early Childhood. Total of 3.
- Had a student go through testing at Gunderson and they were very pleased at what we had already put in place for this child.



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District Office: 608.735.4318

Mr. Toby Tripalin
Middle/High School Principal/Athletic Director
MS/HS Office: 608.735.4311

Mr. Demetri Andrews
Business Manager
District Office: 608.735.4318

Mrs. Julie Kruiuzenga
Elementary Principal/Special Education Director
Elementary Office: 608.624.5201

TO: School Board Members

FROM: Demetri Andrews, Business Manager

DATE: November 17, 2016

SUBJECT: Board Salaries

Board members will be paid the second half of last year's board member salary on November 18th. As you may recall, it was voted and approved at this year's annual meeting to pay board members per meeting attended. Regular board meetings are \$65 each for the president and clerk, and \$55 each for the other board members. Committee meetings are \$35 each. Meetings from October through March will be paid in April and meetings April through September will be paid in September. The district office will keep track of this for you, but it may be a good idea to keep a log for yourself. Let us know if you have any questions with this new process of board payments.

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TO: School Board Members
FROM: Demetri Andrews, Business Manager
DATE: November 17, 2016
SUBJECT: Health Insurance Survey

We, as a district, are committed to providing excellent health insurance at an affordable cost. We are exploring an alternative health insurance group option through M3 Insurance and CESA #3. They have had a medical co-op for several years with 6-7 area school districts. The advantages of the co-op would be to have more negotiating power with a larger group. In the past, districts have been given their own premium rates, but every district in the co-op received the same increase. Now, the co-op is working towards one premium for all districts involved with the co-op. This may be an opportunity for the district and our staff to save on health insurance costs.

In the next couple of weeks, all staff eligible for health insurance will be required to fill out a confidential health insurance online survey so that we can be included in the bid process. We are providing time on November 23rd for staff to fill out the survey, and it is due December 1st. The data will be sent to carriers in December and we will view proposals in February. We will keep you posted on the process. Any questions should be directed to Demetri Andrews or Brandon Munson.

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TO: North Crawford School Board

FROM: Brandon Munson

DATE: 11/14/16

SUBJECT: Superintendent Board Report

On Friday, November 11th, we hosted two Veterans Day Programs here at school. We had a couple students give short speeches, some elementary classes sing patriotic songs, we showed a slide show, and had the help of several veterans from our local American Legions present and retire the colors. We had several community members attend the programs. We have received very positive feedback on the programs, and look forward to continuing to do this every year.

The State Education Convention (School Board Convention) is quickly approaching. The dates this year are January 18th – 20th. The hotel rooms are reserved for January 17th – 20th. The hotel reservations are made at the Hyatt Regency in downtown Milwaukee, which is connected to the convention center via skywalk. We need confirmation that the following Board members are still planning on attending the Convention so we can make adjustments to the reservations if needed. The following Board members and Administration have reservations. Jesse Swenson, Mary Kuhn, Judy Powell, Aaron Fortney, Jim Dworschack, Brandon Munson. Individual Board members will still need to register for the Convention itself through the WASB website. Please let Angie or myself know as soon as possible if your plans change, as there is a 72 hour cancellation policy on the rooms.

WISCONSIN
SchoolNews

wasb.org | November 2016

Official publication of the Wisconsin Association of School Boards, Inc.

It Starts With Us



WEDNESDAY Keynote
David **HORSAGER**



THURSDAY Keynote
Liz **MURRAY**



FRIDAY Keynote
Fredi **LAJVARDI**

CONVENTION 2017 – JANUARY 18-20, 2017 – MILWAUKEE

Concerned Citizens of Crawford County

Invite one and all to a forum

with

State Senator Kathleen Vinehout



Sen. Kathleen Vinehout will give her presentation - What Everyone Should Know about Schools and Wisconsin's Budget. The presentation will be followed by a discussion with those in attendance.

Everyone is welcome to listen and join in this important conversation about the state budget and how it affects the heart of their communities.

Town Hall Meeting

DATE: Wednesday, November 30, 2016

TIME: 6:00pm

**PLACE: Century Hall in Wauzeka, WI
213 E. Front Street #B**

News Release

Education Information Services ■ 125 South Webster Street ■ P.O. Box 7841 ■ Madison, WI 53707-7841 ■ (608) 266-3559

FOR IMMEDIATE RELEASE
 Tuesday, November 15, 2016
 Contact: Tom McCarthy, DPI Communications Director, (608) 266-3559

DPI-NR 2016-113

Evers announces 2017-19 budget proposal

MADISON — State Superintendent Tony Evers submitted his 2017-19 budget request to the governor and Legislature today, outlining key fiscal priorities for students and schools in the upcoming years.

“This budget is about the state partnering with schools to prepare students for college and career,” said Evers. “From Winter to Waukesha, a greater state investment is the best way to demonstrate our shared commitment to kids and tackle persistent achievement gaps.”

The 2017-19 budget proposal represents an increase in funding of 2.7 percent in the first year of the biennium and another 5.4 percent in the second. The larger increase in the second year of the budget would bring equity to school funding through an updated version of the previously introduced [“Fair Funding for Our Future.”](#) The funding reform proposal requests additional spending authority for all school districts to catch up with inflation and increased aid to hold property taxes flat. Fair Funding guarantees a minimum amount for every student (\$3,000), incorporates a poverty factor for aid distribution (a 20% weight for impoverished students in the general aid count), and moves the School Levy Credit, First Dollar Credit, and High Poverty Aid to general aid to pay these funds directly to schools. While roughly 94 percent of districts benefit under the proposal, a hold harmless provision is included to ensure that all districts would receive the same dollar amount as under current law.

<p>2017-19</p> <p>Budget Priorities</p> <p>Fund Our Schools</p> <p>Meet Mental Health Needs</p> <p>Support Rural Schools</p> <p>Expand Summer Learning</p>

Additionally, Evers’ proposed increases in special education funding, expands supports for English learners and targets resources for rural schools. Finally, Evers recommends weighting the per pupil categorical aid to account for students in poverty, students learning English, and students in foster care.

“Over the past four years, we have seen an increased reliance on referenda to help keep the lights on,” Evers continued. “Around the state, local communities have taken the lead on funding reform through the ballot box, but the state has to be a good partner and do our share to help small town schools.”

The budget proposal targets funding to increase school-based mental health, including funding for mental health and social workers in schools; grants for school-community collaborations around mental health services in schools; and training of educators and school staff in Mental Health First-Aid, Trauma Sensitive Schools, and school-based Screening, Brief Intervention, Referral and Treatment (SBIRT).

The budget includes proposals that will support rural schools and communities across the state. Evers is asking for a new teacher retention program that would provide funds for districts that qualify for sparsity aid to use for recruiting and retaining staff. Changes to the Sparsity Aid program are also included to alleviate the fiscal cliff districts face when their enrollment hits the program's participation cap. New dollars for transportation funding, which disproportionately impacts small districts with long bus routes, are included as well.

“In talking with legislative leaders, the governor, and my fellow agency heads in Wisconsin, I am optimistic that we can work together to ensure every small-town kid has access to a quality education and to improve mental health service to our youth,” said Evers.

Finally, Evers' budget continues the commitment to summer learning so districts large and small can expand summer programming to give gifted students more opportunities to accelerate their learning and to help struggling students catch up to their peers. The proposal will allow districts to count students enrolled in summer school in a similar fashion to regular school year counts and increase the transportation reimbursement for summer learning.

“Changes to summer school counts and transportation build on the work we began with our administrative rule changes,” said Evers. “Districts are looking to innovate and lead in exciting ways, and I am committed to clearing any administrative hurdles that stand in their way. Summer school programming is moving in exciting directions and is a powerful approach to help all kids reach their full potential.”

In total, the Department of Public Instruction 2017-19 budget request amounts to a \$707 million increase in funding over the biennium, not including statutorily constructed increases for all parental choice program and independent charter school payments. Over \$500 million of that figure goes toward general school aids to provide property tax relief and to implement the Fair Funding for Our Future finance reform plan. The remaining roughly \$200 million is targeted toward programs that directly impact the needs of students.

###

NOTES: A video message from State Superintendent Tony Evers and a copy of the [department's full 2017-17 budget proposal](http://dpi.wi.gov/budget) can be found at <http://dpi.wi.gov/budget>. This news release is available electronically at http://dpi.wi.gov/sites/default/files/news-release/dpinr2016_113.pdf.

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TO: North Crawford School Board

FROM: Brandon Munson

DATE: 11/10/16

SUBJECT: Employee Recommendations

We have three volunteer positions to recommend for the School Board this month. Mr. Tripalin has advised me that he would like to recommend Tyler Finnell, Zach Stluka, and Adam Hady as volunteer assistant wrestling coaches. I recommend approval of these positions.

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TO: North Crawford School Board

FROM: Brandon Munson

DATE: 11/10/16

SUBJECT: New School Bus Purchase

We have scheduled with Wisconsin Bus to take delivery of our new LP bus for November 21st. We are also going to add an air foil (spoiler) to the new bus. The cost of the bus and the air foil is included in the attached invoice. The new bus will be replacing our old Bus #10. We are excited to get a second LP bus in the fleet, as we have had great feedback so far on the one we have been using.

INVOICE



Invoice: **06272**
Invoice Date: **11/09/2016**
Deal/Package: **2619/1**
Branch: **WBS**
Department: **Sales**

A Division of TRUDELL HOLDINGS, INC.

614 Bakke Drive | DeForest, WI 54303 | O: 608.846.0776 | F: 608.846.0905

Bill-To: Ship-To:
NORTH CRAWFORD SCHOOL DISTRICT
47050 COUNTY ROAD X
SOLDIERS GROVE, WI 54655

ID: 11036 Ph: 608-735-4311 P/O: Salesperson: Rick Murphy

+ SOLD UNIT(S)

Stock Number: **F470131** Price: \$91,200.00
VIN: **1BAKGCBA4HF331520**
Year: **2017** Make: **Blue Bird** Model: **BBCV**
headliner: **full acoustic**

Total Sold Unit(s): \$91,200.00
Total FET: \$0.00
Total: \$91,200.00
Net: \$91,200.00

Balance Due: \$91,200.00

Terms Due: 11/09/2016

Remit Balance Due To:
WISCONSIN BUS SALES
614 BAKKE ST
DEFOREST, WI 53532



North Crawford School District

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TO: School Board Members

FROM: Demetri Andrews, Business Manager

DATE: November 17, 2016

SUBJECT: 403(b) Plan Documents

The district currently uses Voya as our service provider and common remitter for our tax sheltered annuity plans. Voya collects TSA amounts each month and distributes the money into participating member's investment account whether the account is with Voya or another vendor. They also manage our plan document, which states the IRS rules and our local rules for tax sheltered annuities. I am recommending we change to WEA as the provider of these services and plan document.

Changes from the previous plan document include the removal of the 15 years of service catch up, removal of "entire" from the transfers in, language to grandfather AXA and Security Benefits to continue to receive existing contributions, but only new accounts can be established with WEA TSA Trust. This will save on administrative time and streamline the monthly process.

I am recommending that we approve WEA Member Benefits as the Service Provider for our 403(b) Retirement Program.

Attachments: Board Resolution

NORTH CRAWFORD SCHOOL DISTRICT BOARD RESOLUTION

AMENDING 403(b) PLAN DOCUMENT

WHEREAS, In response to IRS regulations establishing a requirement for written documentation of the 403(b) tax-sheltered annuity program offered to employees of North Crawford School District (the “District”);

WHEREAS, The District wishes to amend the plan document, a copy of which is attached to this resolution; and

WHEREAS, This document is based on model language released by the IRS for such purpose; therefore, be it

RESOLVED, That the Board does hereby adopt the North Crawford School District 403(b) Plan Document for Public Schools (the “plan”), which will, at all times, conform to the requirements of Section 403(b) of the Internal Revenue Service Code and applicable regulations; and

RESOLVED, That it is the intention of the Board that the 403(b) program will conform with all federal and state statutory and regulatory requirements applicable to 403(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the district is exempt from such requirements; and

RESOLVED, That the Board authorizes the North Crawford School District Superintendent to act on the Board’s behalf with respect to this plan and to take any and all actions necessary or desirable to implement, maintain, and administer the plan set forth above in accordance with the Board’s intentions and all applicable state and federal laws.

Signed: _____

Title: _____

Dated: _____

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TO: North Crawford School Board

FROM: Brandon Munson

DATE: 11/10/16

SUBJECT: Transportation Wage/Benefit Recommendations

We recently had a meeting with the Transportation Committee and several of our bus drivers to discuss attracting new drivers to the district, and rewarding and retaining our current drivers. We have proposed a combination of a change to an hourly pay rate as opposed to a per route rate, an increase to the hourly route rate, a new driver sign-on bonus, a driver bonus program, and meal reimbursements. Please see the attached sheet which details each of those items. We hope these changes will encourage more people to consider driving school bus, and will help retain and reward the important job that our current drivers are doing.

BUS DRIVER SALARIES/BENEFITS 2016-2017

REGULAR ROUTE	YEARS OF EXPERIENCE	Hourly Rate
	0 (First Year)	\$16.30
	1 to 4	\$16.43
	5 to 9	\$16.52
	10 to 14	\$16.61
	15 to 19	\$16.70
	20 to 24	\$16.78
	25 & up	\$16.87

**drivers will be paid a minimum of 2 hrs. per route

**hourly rate will be paid by the quarter hour

HOURLY PAY	
Substitute Pay	\$16.30
Extra/Special Route	\$16.30
Bus Help/Meeting/Extra Curricular/Field Trip	\$12.25

BUS DRIVER BONUS PROGRAM	
HOURS DRIVEN	BONUS
900+ Hours	\$1,000
700-899 Hours	\$800
500-699 Hours	\$600
300-499 Hours	\$400
100-299 Hours	\$200

**bonus will be paid out annually based on hours driven from July 1 - June 30

**must be properly licensed bus driver

NEW DRIVER SIGN ON BONUS
New Bus Drivers to the District will qualify to receive a \$1,000 signing bonus
*paid out at \$500 annually over 2 years
*must drive minimum of 60 hours during year to qualify
*must be properly licensed bus driver

**year is determined by date of hire

PAID LICENSE, FEES, TRAINING
The North Crawford School District offers a paid bus driver training program.
Additionally, the district will reimburse new drivers for the cost of all licensing and fees associated with attaining a bus license.

**must drive a minimum of 20 hours to qualify for the reimbursement

**permit, road test, physical/drug test

MEAL REIMBURSEMENT
Meals during athletic events/field trips will be reimbursed by the district at the following rates
\$8 breakfast
\$10 lunch
\$15 dinner

**allowance given if other meal options are not available

**reimbursement form and all receipts need to be submitted by driver

NEW DRIVER REFERRAL BONUS
Any North Crawford Staff Member who refers a new bus driver to the district will receive a one-time \$250 bonus at the completion of that driver's first year of driving.



TROJANS

NORTH CRAWFORD SCHOOL DISTRICT

47050 CTY RD X
SOLDIERS GROVE WI 54655



TROJANS

Bus Driver Meal Reimbursement

EMPLOYEE (Print) _____ DATE _____

Meals during athletic events/field trips will be paid by the District. Cost of meals adequately documented will be reimbursed subject to the following restrictions and approval of the transportation supervisor:

- a. Meal allowances shall be a max of: Breakfast, \$8.00, Lunch, \$10.00, Dinner, \$15.00. If you stop and there is a free meal for the driver, or there is a hospitality room onsite, corresponding meal allowance will be disallowed.
- b. Additional persons accompanying the employee who are not on official business must pay their own expenses.
- c. All receipts should be attached to this form.

Trip Location & Date	Restaurant/Business	Total Meal Cost
	TOTAL	

Supervisor Signature

Date

Please return to the District Office

North Crawford School District

47050 County Road X, Soldiers Grove, WI 54655

Mr. Brandon Munson
Superintendent



Mr. Demetri Andrews
Business Manager

Mr. Toby Tripalin
Middle/High School Principal/Athletic Director

Mrs. Julie Kruienza
Elementary Principal/Special Education Director

District Office: 608.735.4318 • MS/HS Office: 608.735.4311 • Elementary Office: 608.624.5201 • Fax: 608.735.4317 • Bus Garage: 608.624.3484

TO: North Crawford School Board

FROM: Brandon Munson

DATE: 11/10/16

SUBJECT: FLSA Employee Contract Recommendations

As we have discussed in passing several times, the new Fair Labor Standards Act (FLSA) rules regarding salaried and hourly employees goes into effect December 1st. We have four non-exempt staff members in the district who we assumed fall under this new rule. When we ran the threshold test, we found out that Tarasa Lown passes the test based on her weekly salary. However, Harry Heisz, Hannah Gauthier, and Jerred Powell do not pass the test, thus are subject to the new regulations. As is stated in the attached worksheet, we have recommended changes to their wages/salaries to bring us in line with the federal regulations. We have spoken to all three, and they are understanding and are satisfied with the proposed changes.

**NORTH CRAWFORD SCHOOL DISTRICT
REGULAR BOARD MEETING
OCTOBER 27, 2016**

Upon obtaining verification that the meeting had been properly noticed Board President Mary Kuhn called the meeting to order at 6:32 p.m. Board members present included Wade Dull, Aaron Fortney, Mary Kuhn, Terry O'Donnell, Judy Powell, and Jesse Swenson. Absent: Jim Dworschack.

A motion was made by Powell, seconded by Swenson, at 6:33 p.m., to go into Executive Closed Session under Sec. 19.85 (1)(c) Wis. Stats., concerning employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the Superintendent's quarterly review. Motion carried.

The Board reconvened to Open Session. No action was taken.

Joining the meeting was Superintendent Brandon Munson, Middle/High School Principal/Athletic Director Toby Tripalin, Elementary Principal/Special Education Director Julie Kruiuzenga, Business Manager Demetri Andrews, and the local press.

Recognition

Principal Tripalin recognized Lisa Andresen, Lori Fox-Gillespie and Jessica Gander for all their 8th grade fundraising efforts for the Washington D.C. trip.

Principal Kruiuzenga recognized Tina Volden and Camille Smith for their help.

Public Input

Melany Jelinek asked if a skylert message could be sent out to notify people of upcoming Board meetings and date changes to regular Board meetings.

Administration Reports

Transportation Director Jerred Powell informed the Board that the propane tank is at New Horizons, but is waiting on a full inspection before use, a propane bus is replacing bus 10, bus 10 and bus 4 are to be sold and they've went to a 5 bus route system in which students are arriving to school earlier in the mornings.

Maintenance Supervisor Harry Heisz informed the Board the building inspection went well, the lighting projects will be starting soon, he discussed the flood clean-up and informed the Board that the white van is unsafe to use.

Resource Development Director Tarasa Lown shared with the Board that a group of students went to Gundersen Lutheran for a hands on health day which went well, she's trying to create an Ag youth Apprenticeship, she's currently working on grants for a 3D printer with Liz Bransky and steamers for the kitchen and she informed the Board that the PSAT and practice ACT testing is going well.

Elementary Principal/Special Education Director Julie Kruiuzenga informed the Board that she attended the principal's convention, Camille Smith is still in clean-up mode in the special education department, the parent teacher conferences went well, the National Honor Society students offered daycare during the conferences and it went very well, and the elementary students are participating in a Halloween carnival and a chicken dance musical.

Middle/High School/ Athletic Director Toby Tripalin informed the Board that homecoming went very well and he's received great feedback and the Apex System used for monitoring AP classes, summer school replacement, and youth apprenticeship is making it easier for staff members to track students.

Business Manager Demetri Andrews informed the Board about True Time which uses electronic timesheets, and that he attended the WASBO conference and found it to be very informative.

Superintendent Brandon Munson informed the Board we would be switching to the electronic board meeting system Board Books, our membership is up by 4 students, the Teach Grant consists of \$7,500 for staff development and \$30,000 for infrastructure, and he's recommending at this time we do not renew the Aesop management program because the benefits do not outweigh the cost of the program.

Old Business

None.

New Business

A motion was made by Dull, Seconded by Swenson, to approve the fitness center advisors and fall coaches as presented and to move Jordan Oldenburg from a volunteer coaching position to a paid position. Motion carried.

A motion was made by Dull to approve Nikita Kellogg for the part-time food service position. A second was not made. Motion failed.

A motion was made by Swenson, seconded by O'Donnell, to approve changing November 23rd, 2016 and December 22nd, 2016 from student early release days to full teacher in-service days. Motion carried.

A motion was made by Swenson, seconded by Powell, to approve the 2016-17 budget as presented. Motion carried.

A motion was made by Fortney, seconded by O'Donnell, to approve the 2016-17 tax levy as presented. Motion carried.

Minutes

The minutes of the September 20, 2016 Regular Board Meeting were approved as presented.

Treasurer's Report and Voucher's Payable Listing

The board reviewed the disbursements listing of \$526,978.24 including the September 5 and September 20 payrolls. The Treasurer's Report and Statement of Extra-Curricular Accounts were approved as presented without objection.

Communication/Correspondent's Report

None.

Adjourn the Meeting

There being no further business to come before the board, a motion was made by Powell, seconded by Fortney, to adjourn the meeting at 8:50 p.m. Motion carried.

Respectfully submitted,

Jesse Swenson, Clerk

**NORTH CRAWFORD SCHOOL DISTRICT
SPECIAL BOARD MEETING
NOVEMBER 2, 2016**

Upon obtaining verification that the meeting had been properly noticed Board President Mary Kuhn called the meeting to order at 5:33 p.m. Board members present included Wade Dull, Aaron Fortney, Mary Kuhn, Terry O'Donnell, Judy Powell and Jesse Swenson. Absent: Jim Dworschack. Also present were Superintendent Brandon Munson and Business Manager Demetri Andrews.

Executive Closed Session

A motion was made by Dull, seconded by Swenson, to go into Executive Closed Session at 5:34 p.m. under Sec. 19.85 (1) (c) Wisconsin Statute concerning employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body had jurisdiction or exercises responsibility for the purpose of a discussion regarding employment of a support staff member. Motion carried.

The Board reconvened to open session.

A motion was made by Dull, seconded by O'Donnell, to approve Nikita Kellogg for 27.5 hours for the food service position. Motion carried.

There being no further business to come before the board, a motion was made by Powell, seconded by Fortney, to adjourn the meeting at 6:32 p.m. Motion carried.

Respectfully submitted,

Jesse Swenson, Clerk

<u>VENDOR</u>	<u>CHECK DATE</u>	<u>INVOICE DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Alliant Energy/Wp&l	10/31/2016	Bus Garage Electricity	90.48	90.48
Andrews, Demetri	11/11/2016	Mileage: WASBO Fall Conference DPI Conference	307.80	307.80
Auto Value	11/11/2016	Invoices: 393081, 3933325	192.15	192.15
Babiash, Brian	11/15/2016	Varsity Football referee	-70.00	-70.00
Babinec, Joel	11/15/2016	Varsity volleyball referee	-95.00	-95.00
Bauman, Kevin	11/15/2016	Varsity FB referee	70.00	70.00
Bausum, Ann	11/11/2016	Speaker	200.00	200.00
Bellin Health	10/31/2016	Drug Screen	70.00	70.00
Boland, Angie	11/11/2016	Mileage for Skyward Conference	92.88	92.88
Brueggeman, Chad	11/15/2016	Varsity Football referee	-70.00	-70.00
Busch Music	10/31/2016	Piano Tuning	340.00	340.00
Cesa #4	11/11/2016	Audiology Services	206.70	206.70
Cesa #5	10/31/2016	WiRSA Exit Interview	30.00	30.00
Clinicare Corp.	11/11/2016	New Frontier Services	6,300.00	6,300.00
College Entrance Exa	10/31/2016	School Code: 500715	120.00	120.00
Colsch, Stephanie	11/11/2016	Mileage Reimbursement for Skyward Conference & Counselor Workshop	162.00	162.00
Culligan Water Condi	11/11/2016	Water & Salt	113.73	113.73
Daines, Vernon	11/15/2016	JV football referee	-60.00	-60.00
Daines, Vernon	10/31/2016	MS basketball official	65.00	65.00
Davy Laboratories	10/31/2016	Water Testing	29.75	29.75
Dept. Of Administrat	11/15/2016	Annual Raffle Renewal	25.00	25.00
Eitsert, Dan	11/11/2016	Application & Activity List Reimburse for TV Recycling Charges	45.00	45.00
Equal Rights Divisio	11/11/2016	Work Permits	15.00	15.00
Fergot, Tim	11/15/2016	JV GBB referee	60.00	60.00
First to the Finish	10/31/2016	Volleyball Uniforms	1,137.00	1,137.00
Gordon Food Service	11/11/2016	Food Service Supplies & Food	9,883.22	9,883.22
Great River Water Tr	11/11/2016	Water Treatment	706.50	706.50
Hamilton, Rod	11/15/2016	Varsity Football referee	-70.00	-70.00
Hansen, Robert	11/15/2016	Varsity football referee	-70.00	-70.00
Hawkins Ash Cpas Llp	10/31/2016	Professional Services through 10/17/16	8,650.00	8,650.00
Hawkinson, Scott	11/15/2016	Varsity GBB referee	100.00	100.00
Hines, Lori	10/31/2016	School Nurse Conference	107.03	107.03
Hubatch, Scott	10/31/2016	WEBIT Convention Registration, Membership and Mileage	284.44	284.44
Huber, Thomas	10/31/2016	MS basketball referee	65.00	65.00
Huber, Thomas	11/08/2016	MS bball ref	65.00	65.00
Huber, Thomas	11/15/2016	JV GBB referee	60.00	60.00
Integrated Systems C	11/11/2016	Subscription Fee	113.00	113.00
Korger, Steve	10/31/2016	MS basketball official	65.00	65.00
Kruizenga, Julie	11/11/2016	Mileage Reimbursement	364.50	364.50
Lafarge High School	11/11/2016	Invoices: C82211, C82230, C82304, T190435	5,141.21	
Lafarge High School	11/15/2016	Invoices: C82211, C82230, C82304, T190435	-5,141.21	
Lafarge Truck Center	11/15/2016	Repairs	7,778.29	7,778.29
Littel, Kim	11/11/2016	Mileage	36.72	36.72
Madeo, Laurence	11/11/2016	CDL Reimbursement	150.00	150.00
Madison Gas & Electr	10/31/2016	Utility Costs	468.81	468.81

<u>VENDOR</u>	<u>CHECK</u> <u>DATE</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>	<u>TOTAL</u>
Mannigel, Daniel	11/15/2016	Varsity football official	-70.00	-70.00
Mccawn, Dawn	10/31/2016	Driver's Ed Reimbursement	130.00	130.00
Mccormick Electric	10/31/2016	Waste Water Lift Pump Labor	300.00	300.00
Mccormick Electric	11/11/2016	Server Room Circuitry	1,661.08	1,661.08
Mckittrick, Nate	11/15/2016	Reimbursement for CDL Permit, Driver's Test and Driver's License.	232.88	232.88
Midwest Bus Parts In	10/31/2016	Bus Repairs	157.65	157.65
Minnesota Mutual Lif	11/11/2016	Payroll accrual	255.15	
Minnesota Mutual Lif	11/11/2016	Payroll accrual	0.18	
Minnesota Mutual Lif	11/11/2016	Payroll accrual	31.14	
Minnesota Mutual Lif	11/11/2016	Payroll accrual	255.15	
Minnesota Mutual Lif	11/11/2016	Payroll accrual	0.18	
Minnesota Mutual Lif	11/11/2016	Payroll accrual	34.52	576.32
Morris Newspaper Cor	10/31/2016	Publishing Costs	1,591.64	1,591.64
National Insurance S	10/31/2016	Payroll accrual	188.93	
National Insurance S	10/31/2016	Payroll accrual	0.00	
National Insurance S	10/31/2016	Payroll accrual	481.70	
National Insurance S	10/31/2016	Payroll accrual	0.00	
National Insurance S	10/31/2016	Payroll accrual	188.93	
National Insurance S	10/31/2016	Payroll accrual	0.00	
National Insurance S	10/31/2016	Payroll accrual	437.36	
National Insurance S	10/31/2016	Payroll accrual	0.00	1,296.92
Nature's Way Portabl	11/11/2016	Rental	284.00	284.00
Nelson's Bus Service	11/11/2016	Bus Repair	558.08	558.08
Neola, Inc	11/15/2016	Update Service	1,225.00	1,225.00
New Horizons Supply	10/31/2016	Fuel	238.92	238.92
New Horizons Supply	11/11/2016	Fuel	2,112.73	2,112.73
New Horizons Supply	11/15/2016	Fuel	119.58	119.58
Noble Industrial Sup	11/11/2016	Stainless Steel Cleaner Wipes	1,289.65	1,289.65
North Crawford Denta	11/04/2016	Payroll accrual	2,890.85	2,890.85
North Crawford Tax A	11/04/2016	Payroll accrual	10,656.11	
North Crawford Tax A	11/04/2016	Payroll accrual	2,492.14	
North Crawford Tax A	11/04/2016	Payroll accrual	16,034.38	
North Crawford Tax A	11/04/2016	Payroll accrual	105.00	
North Crawford Tax A	11/04/2016	Payroll accrual	30.00	
North Crawford Tax A	11/04/2016	Payroll accrual	7,429.59	
North Crawford Tax A	11/04/2016	Payroll accrual	10,656.11	
North Crawford Tax A	11/04/2016	Payroll accrual	2,492.14	49,895.47
O'Reilly Automotive,	11/11/2016	Parts	87.31	87.31
Perry, Shannon	11/15/2016	Varsity Volleyball Official	-225.00	-225.00
Peterson, Tanya	10/31/2016	Scorekeeper-3 Events	90.00	90.00
Poshpeny, Craig	10/31/2016	MS basketball official	65.00	65.00
Prairie Du Chien Sch	11/11/2016	Farm to School Program Commitment	500.00	500.00
Quill Corporation	11/11/2016	Supplies	119.95	
Quill Corporation	11/11/2016	Spec Ed Supplies	45.45	
Quill Corporation	11/11/2016	Spec Ed Supplies	25.33	190.73
Really Great Reading	11/11/2016	Blast Teacher Guides	247.50	247.50
Renaissance Learning	10/31/2016	Star Reading Program Renewal	6,633.25	6,633.25
Richland Center Scho	10/31/2016	Volleyball Invite	175.00	175.00
Scenic Rivers Cooper	11/11/2016	Energy	8,029.04	8,029.04
Schlueter, Mark	11/15/2016	Girls VBB refereeing	100.00	100.00
Schulting, Jason	11/15/2016	Girls VBB refereeing	100.00	100.00
Sime, Kermit	11/08/2016	MS bball ref	65.00	65.00
Skrede, Jay	11/15/2016	JV GBB referee	60.00	60.00

CHECK		INVOICE		
VENDOR	DATE	DESCRIPTION	AMOUNT	TOTAL
Skyward Inc	10/31/2016	Skylert Full Unlimited	1,104.95	1,104.95
		Renewal-12 Month		
Slaght, Brian	10/31/2016	Mileage for Riverdale game	35.00	35.00
		that he reffed		
Smith, Camille	11/11/2016	Reimbursement for Thermometer	49.99	
Smith, Camille	11/11/2016	Mileage Reimb	131.27	181.26
Spaeth's Flooring Un	10/31/2016	Area Rug for an Elementary	239.88	239.88
		Classroom		
Sports World	10/31/2016	Maroon Board 6 with Gold Shoe	79.60	79.60
		Reliefs & 2 with Trojan Discs		
		Stamp Engraved		
St Josephs Health Se	11/11/2016	Physical Therapy	2,415.00	2,415.00
Strait, Donny	11/15/2016	JV GBB referee	60.00	60.00
The Temple Theatre	10/31/2016	Play at the theatre for the	348.00	348.00
		elementary.		
Thiede, Ken	11/15/2016	Girls VBB refereeing	105.00	105.00
Town & Country Sanit	11/11/2016	Garbage Service	555.00	555.00
Tully, John	10/31/2016	Musical Art Director	1,793.00	1,793.00
Turben, Stanley	11/11/2016	Reimburse for Sun Shades	10.42	10.42
Univ. Of Wis.-Whitew	11/11/2016	Creative Writing Festival	405.00	405.00
Vernon Memorial Heal	10/31/2016	Varsity Football-Athletic	67.50	
		Trainer		
Vernon Memorial Heal	10/31/2016	Occupational Therapy Services	4,375.46	4,442.96
Vernon Memorial Heal	11/15/2016	Bus Driver Testing	609.00	
Vernon Memorial Heal	11/15/2016	Testing	95.00	704.00
Vinger, Dennis	11/15/2016	MS VB Tournament	-150.00	-150.00
Volden, Brian	10/31/2016	Yard Marker/Down	100.00	100.00
		Keeper/Chains-4 events		
WEMA(Wisc. Ed Media	11/11/2016	Registration	15.00	15.00
Wick, Daniel	11/15/2016	Varsity Football referee	-70.00	-70.00
WIL Kil - Eron Pest	10/31/2016	Commercial Monthly	65.25	65.25
Winona Heating & Ven	11/11/2016	Service	216.00	
Winona Heating & Ven	11/11/2016	Service	2,176.64	2,392.64
Winona Heating & Ven	11/15/2016	Service	288.00	288.00
WPS Health Insurance	10/31/2016	Payroll accrual	5,134.26	
WPS Health Insurance	10/31/2016	Payroll accrual	33,564.36	
WPS Health Insurance	10/31/2016	Payroll accrual	4,999.24	
WPS Health Insurance	10/31/2016	Payroll accrual	29,526.67	73,224.53
Wright Specialty Ins	11/11/2016	Insurance	3,148.17	3,148.17
Totals for checks			210,236.26	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	General Fund	103,882.41	15.00	57,098.67	160,996.08
27	Flow Thru Fund-Idea/pre-K	20,852.29	0.00	13,565.63	34,417.92
50	Food Service Fund	3,105.26	0.00	11,482.40	14,587.66
80	Community Service Fund	44.13	0.00	190.47	234.60
***	Fund Summary Totals ***	127,884.09	15.00	82,337.17	210,236.26

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

NORTH CRAWFORD SCHOOL DISTRICT		
TREASURER'S REPORT		November 17, 2016
CASH RECEIPTS	Date	AMOUNT
LGIP Savings 11/2	11/2/2016	\$175,000.00
Gays Mills Lion Club-Band Equip Fund	11/8/2016	\$300.00
Anna Davidson-Yearbook Ads	11/8/2016	\$270.00
Laurie Oppriecht-Work Permits	11/8/2016	\$40.00
GSP Enterprises-PEPP-Cartridge Recycling	11/8/2016	\$22.80
Amanda Ziemer-Summer Rec Shirt Sales	11/8/2016	\$20.00
Volleyball Club-P-Card Reimbursement	11/8/2016	\$793.32
Viroqua Schools-VB Tournament	11/8/2016	\$150.00
Nicole Peth-Liquidated Damages	11/8/2016	\$1,000.00
Highland Schools-VB Tournament	11/8/2016	\$125.00
Follett-Consignment Books Sold	11/8/2016	\$42.80
Belmont Community Schools-VB Tourney	11/8/2016	\$125.00
Tina Volden-Lunch	11/8/2016	\$972.75
NHS-P-Card Reimbursement	11/8/2016	\$6.44
Lori Foley-Admissions	11/8/2016	\$507.00
Viroqua Schools-MS VB Invite	11/8/2016	\$100.00
Wauzeka-Steuben Schools-VB Tourney	11/8/2016	\$150.00
PAX-FES Hosting Family Rebate	11/8/2016	\$150.00
Lori Foley-Field Trip Fee	11/8/2016	\$5.00
Lori Foley-Lunch	11/8/2016	\$1,148.90
Lori Foley-Locker Fee	11/8/2016	\$10.00
Lori Foley-PSAT	11/8/2016	\$30.00
NHS-P-Card Reimbursement	11/8/2016	\$388.44
Lori Foley-Athletic Fee	11/8/2016	\$150.00
Lori Foley-Field Trip Fee	11/8/2016	\$20.00
Lori Foley-Lunch	11/8/2016	\$905.15
Lori Foley-Journal	11/8/2016	\$9.00
Lori Foley-Locker Fee	11/8/2016	\$40.00
Lori Foley-TV Sale	11/8/2016	\$5.00
Lori Foley-Tech Ed Fee	11/8/2016	\$30.00
Seneca Schools-Case of Pizza	11/8/2016	\$42.85
EMC Insurance-Credit Balance	11/8/2016	\$1,249.00
Tina Volden-Fitness Shed Memberships	11/8/2016	\$200.00
RGTC-E-Rate	11/8/2016	\$8,490.96
LGIP Savings 11/16	11/16/2016	\$175,000.00
TOTAL CASH RECEIPTS		\$367,499.41
BALANCE AT LAST MEETING		\$ 183,640.53
TOTAL AVAILABLE RECEIPTS		\$551,139.94
DISBURSEMENTS		
Net Payroll 11/4, 11/18		\$223,146.43
Vouchers Paid Since Last Board Meeting		\$210,236.26
TOTAL DISBURSEMENTS		\$433,382.69
BALANCE		\$117,757.25