



– A G E N D A –

NOTE: The Board will contemplate adjournment to closed session following the open meeting pursuant to W.S.S.19.85(1)(c) to discuss personnel issues.

I. Call to Order	
II. Roll Call	
III. Pledge of Allegiance	
IV. Approve Agenda	
V. Hearing of Delegations Present	
VI. Consent Agenda	
A. Minutes	
1. Regular School Board Meeting of November 20, 2013	3
B. Recommended Employment/Resignations/Contract Adjustments	6
C. Treasurer's Report - General/Other Fund Bills	8
1. Checks #210715-210923 and ACH 13140059-131400754 in the amount of \$1,358,066.82 in payment of general fund bills	
2. Fund 49 checks 4900121-3900124 in the amount of \$50,530.00	
D. Budget Transfers	
1. Educator Effectiveness Grant Budget Revision	26
2. Preschool and Flow-Through Budget Revisions	28
3. Budget Transfers	30
E. Grant Application(s)/Budget(s) Approval	
F. Youth Options Program	
G. Fund Raising Request(s)	
H. Gift(s)/Bequest(s)	
I. Tuition Agreement(s)/Waiver Request(s)	
J. Policy Approval - Second Reading	
VII. Reports/Considerations	
A. WASB Legislative Network Member	
1. Report to the Membership on 2014 Resolutions	50
B. CESA Representative	
C. Student Representative	
VIII. Superintendent	71
A. Northcentral Technical College Innovative Project Grant	72

B. Commendation of Allisha Blanchette by WHPE	73
C. Everest Team First in the Wausau Regional Finance Bowl	
1. Team members were Matt Fiene, Mckenzie Erbrech, Bryce Dively, and Konner Fierek.	
D. Marathon County Early Years Coalition Commendation of Lindsay Steig, Tina Prah, and Terese Baier	74
IX. Unfinished Business	
A. Board Goals	
1. 2013-2018 Board Goals	77
X. New Business	
A. Resolution Authorizing the Issuance and Sale of Approximately \$9,995,000 General Obligation Refunding Bonds, Series 2014	79
B. Senior High Foreign Exchange Trip Approval	124
C. Employee Handbooks	125
1. Provisions Applicable to All Employees	126
2. Administrative Confidential Employees	155
3. At-Will Employees	159
4. Custodial Employees	163
5. Food Service & Concession Employees	169
6. Paraprofessional Employees	175
7. School Psychologists and School Nurse	180
8. Teachers	182
D. Other Business	
1. BoardBook Meeting Electronic System	
The Board will receive information on the use of BoardBook.	
XI. Petitions & Communications	
A. Family of Charlie Dennis (father-in-law of Kathleen Dennis) thank you for memorial	
XII. Future Meeting Dates	
A. Regular School Board Meeting	
January 29, 2014, 6:30 p.m.	
D.C. Everest Administration Building Boardroom	
XIII. Adjourn to Closed Session Pursuant to W.S.S. 19.84(1)(c) to discuss personnel issues.	
XIV. Reconvene	
XV. Adjourn	



- MINUTES -

I. Call to Order

President Larry Schaefer called the meeting to order at 6:30 p.m.

II. Roll Call

Board members present were Ackerman, Dickerson, Jablonski, Kasten, Schaefer and Stroik. Member Hancock was absent. Also present were Superintendent Gilmore and Assistant Superintendents Stoskopf and Alt.

III. Pledge of Allegiance

Those present recited the pledge. Schaefer announced the Board will contemplate adjournment to closed session following the open meeting pursuant to W.S.S.19.85(1)(c)(e)(f) to discuss personnel issues and for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, including potential changes to District lease agreements.

IV. Approval of Agenda

Motion by Kasten, second by Stroik to approve the agenda. With a voice vote, all yes. Motion carried.

V. Hearing of Delegations Present

Joe Wilhelm was recognized by the Board for his exceptional volunteer efforts at the Junior High in the technical education classroom and his encouragement of all students to participate in learning opportunities.

VI. Consent Agenda

Motion by Jablonski, second by Ackermann, to approve the consent agenda. With a roll call vote, all yes. Motion carried.

A. Minutes

1. Regular School Board Meeting of October 23, 2013

B. Recommended Employment/Resignations/Contract Adjustments

C. Treasurer's Report - General/Other Fund Bills

Checks #210419-210714 and ACH 131400379-1314000558 in the amount of \$2,165,758.05 in payment of general fund bills. Fund 49 checks 4900116-4900120 in the amount of \$38,986.15

D. Budget Transfers

E. Grant Application(s) / Budget Revision(s)

F. Fund Raising Request(s)

G. Gift(s) / Bequest(s)

1. Todd Nicklaus Donation of Cost of Tennis Court Lighting Project

H. Tuition Agreement(s) / Waiver Request(s)

I. Policy Approval - Second Reading

1. Policy 3040 - Operating Reserve

VII. Reports/Considerations

A. WASB Legislative Network Member

Diane Stroik reported on the upcoming convention in January and the Stand Up for Public Education site sponsored by the WASB.

B. CESA Representative

Helen Ackermann reported on the last meeting. The Kohl awards will be read in December.

C. Student Representative

Dylan Green reported FCCLA did a lip sync video the clubs and he will have the video available at the next meeting. The annual turkey hunt is going on and Friday is hunting apparel day. Senior class officer elections were held. Winter sports are about to begin.

VIII. Superintendent

Dr. Gilmore

A. Updated the Board on the Suburban School Superintendents conference.

B. Everest is hosting a Community-wide Benefits Captive informational meeting.

C. Update on 2013 Middle Level State Honors Music Project and students participating.

D. WPS and Focus on Energy will reward DCE \$94,339.55 of incentives to assist with the costs energy-saving measures implemented by Jeff Belott and Aaron Mull.

IX. Unfinished Business

A. Board Goals

Dr. Alt

1. Course Updates and Additions

Dr. Alt reported on Applied Mathematics & Manufacturing, AP Physics, AP Environment Science, Personal Finance & Economics, AP Comparative Government & Politics at the Senior High; Literature & Language 9 at the Junior High; and the Middle School math courses sequencing changes.

X. New Business

A. 2014-2015 School Year Calendar

Motion by Kasten, second by Stroik, to approve the dates for 2014-2015 as presented. With a voice vote, all yes. Motion carried.

B. Everest Paraprofessional Union (EPU) Wage Increase

Motion by Kasten, second by Stroik, to approve the 2.07% increase for the EPU. Jablonski abstained. With a voice vote, motion carried.

C. Consideration of Refinancing Long Term Debt

Motion by Dickerson, second by Kasten, to approve administration's request to consider the refinancing of long term debt with the resolution to be submitted at the December meeting. With a voice vote, all yes. Motion carried.

D. 2014-2015 Budget Calendar

Motion by Kasten, second by Dickerson, to approve the budget calendar as submitted. All yes. Motion carried.

E. 2012-2013 School Year Final Financial Audit

Motion by Jablonski, second by Dickerson, to accept the 2012-2013 final financial audit report. With a voice vote, all yes. Motion carried.

F. Consideration of Motion to Provide for the Holding of a Special Meeting of the Electorate Pursuant to Wis. Stat. Sec 120.08 to Discuss the Purchase of Real Estate by the District

Motion by Kasten, second by Jablonski, to approve scheduling a special meeting of the electorate pursuant to Wis. Stat. Sec 120.08 to discuss the purchase of real estate by the District. With a voice vote, all yes. Motion carried.

G. 2014 School Board Election Schedule

The board reviewed the election schedule. Members Hancock's and Jablonski's positions will be on the ballot this year.

H. Other

A. Book Study – The board discussed their reading of the first four chapters of the book, Schools Cannot Do It Alone.

XI. **Petitions & Communications**

A. Memorial Tribute Acknowledgements

1. Family of Fred Heller (father/father-in-law of Chris and Kathy Heller)
2. Family of Sandra Thurs (mother of Karrie Blake)

XII. **Future Meeting Dates**

Changes to the December and January meeting dates were accepted.

A. Regularly Scheduled School Board Meeting

Wednesday, December 18, 2013, 6:30 p.m.

D.C. Everest Administration Building Board Room

Meeting moved from the 4th to 3rd Wednesday of December

B. Regularly Scheduled January School Board Meeting

Wednesday, January 29, 2014, 6:30 p.m.

D.C. Everest Administration Building Board Room

January meeting moved to 5th Wednesday due to conflict with WASB Joint Convention

XIII. **Adjournment to closed session following the open meeting pursuant to W.S.S.19.85(1)(c)(e)(f) to discuss personnel issues and for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, including potential changes to District lease agreements**

Motion by Jablonski, second by Dickerson, to adjourn to closed session following the open meeting pursuant to W.S.S.19.85(1)(c)(e)(f) to discuss personnel issues and for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, including potential changes to District lease agreements. With a roll call vote, all yes. Motion carried. Time was 7:59 pm

XIV. **Reconvene in Open Session**

Board reconvened to adjourn at 8:30 pm

XV. **Adjourn**

Schaefer adjourned the meeting at 8:30 pm

Respectfully submitted,

Rita A. Kasten, Clerk

Elizabeth M. Schultz, Secretary to the Board

PLEASE NOTE: These minutes are not the official minutes of the School Board until they are approved at the December 18, 2013 board meeting.

5.2. Recommended Employment/Resignations/Contract Adjustments

Recommended Employment

Support Staff

<i>Name</i>	<i>Position/Bldg.</i>	<i>Wage/hr</i>	<i>Start</i>	<i>Type</i>
Meilyn Xiong	Education Assistant-EV	\$11.33/hr	1/2/14	EPU

Resignation(s)/Retirement(s)

Certified Staff

<i>Name</i>	<i>Position</i>	<i>Effective Date</i>	<i>Type</i>
Ashley Hegewald	Teacher – Junior High	December 31, 2013	Resignation with \$3000 damages
Julianne Fondell	Administrator	June 30, 2014	Voluntary Early Retirement

DCE Middle School					
Co-Curricular Activity	Position	Begin	End	%	Returned
Hughes, Jaymi	Jr. Optimist Club	11/21/13	6/6/14	1	11/20/13

D.C. EVEREST AREA SCHOOL DISTRICT
6300 ALDERSON STREET, SCHOFIELD, WI 54476

TREASURER'S REPORT

December 11, 2013

CASH BALANCE AS OF NOVEMBER 14, 2013	(\$43,468.84)	
INVESTMENT ACCOUNT TRANSFERS		\$3,351,272.56
RECEIPTS #CR18343-CR18406	\$4,714,315.66	
CHECKS FOR APPROVAL #210715-210923		\$1,358,066.82
ACH: 131400559 - 131400754		
VOIDS: #210727	\$1,675.04	
CASH BALANCE AS OF DECEMBER 11, 2013		(\$36,817.52)
	<hr/>	
	\$4,672,521.86	\$4,672,521.86
	<hr/> <hr/>	

**DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
210715	ABEL SR, DON SR	NOV 2013 RETAINER	11/15/2013	\$60.00
210716	ADVANCED DISPOSAL	D2061308-OCT 2013	11/15/2013	\$5,489.29
210717	ALLIANT UTILITIES/WP&L	177130-OCT2013	11/15/2013	\$817.39
210718	ALVIS, ROBBIE	AR-PR10/24/13	11/15/2013	\$30.00
210719	APPERSON	590741	11/15/2013	\$159.00
210720	AURICO	200646	11/15/2013	\$750.10
210721	BAY TOWEL	1698745	11/15/2013	\$52.92
210722	BEHRENS, MIKE	MB-PR10/26-11/2/13	11/15/2013	\$150.00
210723	BLASKOWSKI, VICTOR	VB-PR10/26-11/2/13	11/15/2013	\$150.00
210724	BP	4990244701-OCT2013	11/15/2013	\$362.89
210725	BUTCH'S AUTO SERVICE	28150	11/15/2013	\$221.75
210726	CHENG, SUSIE	Oct-13	11/15/2013	\$212.80
210727	COCA COLA REFRESHMENTS	11052013	11/15/2013	\$1,567.44
210727	COCA COLA REFRESHMENTS	124676	11/15/2013	\$107.60
210728	COENEN, JIM	JC-PR10/17/13	11/15/2013	\$30.00
210729	DEAN FOODS OF WISCONSIN	1078669250 OCT	11/15/2013	\$32,465.16
210730	FEDEX	2-456-28748	11/15/2013	\$22.00
210731	FERGUSON ENTERPRISE INC	0958805-1	11/15/2013	\$6.00
210732	FURNITURE AND APPLIANCE MART	GH 11 12 2013	11/15/2013	\$1,238.00
210733	GREBES INC	113709	11/15/2013	\$469.00
210734	GREEN MILL RESTAURANT & BAR	5934	11/15/2013	\$639.15
210735	GUARDIAN PEST CONTROL	Oct-13	11/15/2013	\$410.65
210736	GYM BOYS LLC	1592	11/15/2013	\$4,664.00
210737	HEESEN, TIM	TH-PR10/31/13	11/15/2013	\$50.00
210738	HEID MUSIC COMPANY	1108511	11/15/2013	\$88.07
210739	HOLIDAY INN & SUITES	26799	11/15/2013	\$225.00
210740	HORAK REFRIGERATION INC	22866	11/15/2013	\$175.24
210740	HORAK REFRIGERATION INC	22811	11/15/2013	\$1,265.71
210741	JUNIOR LIBRARY GUILD	194202	11/15/2013	\$2,106.00
210742	KENITZER, DICK	DK-PR11/2/13	11/15/2013	\$80.00
210743	KNAACK, ROBERT	NOV 2013 RETAINER	11/15/2013	\$60.00
210744	KRUEGER, JIM	JK-PR10/31/13	11/15/2013	\$75.00
210745	KRUMMEL, TINA	TK-PR10/31/13	11/15/2013	\$50.00
210746	LINDER ELECTRIC MOTORS	21427	11/15/2013	\$182.66
210746	LINDER ELECTRIC MOTORS	21428	11/15/2013	\$129.32

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Board Check Register (Dates 11/15-12/06/13)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
210747	M3 INSURANCE SOLU INC	Dec-13	11/15/2013	\$4,235.00
210747	M3 INSURANCE SOLU INC	Dec. 2013	11/15/2013	\$303.00
210747	M3 INSURANCE SOLU INC	Dec 2013C	11/15/2013	\$21,219.00
210748	MALONE, PAT	Malone11813	11/15/2013	\$1,110.00
210749	MAXWELL MEDALS & AWARDS	Quote #1103962	11/15/2013	\$292.78
210750	MID WISCONSIN BEVERAGE	110613	11/15/2013	\$413.06
210750	MID WISCONSIN BEVERAGE	129827	11/15/2013	\$433.72
210751	MMG OCCUPATIONAL MEDICINE	89903-HepB	11/15/2013	\$281.00
210751	MMG OCCUPATIONAL MEDICINE	89903	11/15/2013	\$987.00
210751	MMG OCCUPATIONAL MEDICINE	90273	11/15/2013	\$35.00
210751	MMG OCCUPATIONAL MEDICINE	90347	11/15/2013	\$585.00
210751	MMG OCCUPATIONAL MEDICINE	89151	11/15/2013	\$98.00
210752	MOEN, MIKE	MM-PR10/31/13	11/15/2013	\$75.00
210753	NEILLSVILLE HIGH SCHOOL	Neillsville H.S.	11/15/2013	\$125.00
210754	PHONAK LLC	5197881823	11/15/2013	\$845.39
210755	PROFESSIONALS CHOICE LLC	6974	11/15/2013	\$916.60
210755	PROFESSIONALS CHOICE LLC	6949	11/15/2013	\$329.50
210756	SABEL, DAVID	11/2/2013	11/15/2013	\$50.00
210757	SCHMITZ, KURT	KS-PR10/26-11/2/13	11/15/2013	\$150.00
210758	SCHWAN, MARTY	MS-PR10/26-11/2/13	11/15/2013	\$150.00
210759	SHAWANO JAZZ FESTIVAL	110613	11/15/2013	\$350.00
210760	SOUTHEAST POLK HIGH SCHOOL	11113	11/15/2013	\$100.00
210761	STAPLES ADVANTAGE	3213952935	11/15/2013	\$537.58
210761	STAPLES ADVANTAGE	3213952924	11/15/2013	\$66.42
210761	STAPLES ADVANTAGE	3213952925	11/15/2013	\$12.30
210761	STAPLES ADVANTAGE	3213952926	11/15/2013	\$104.35
210761	STAPLES ADVANTAGE	11/2/2013	11/15/2013	\$124.69
210761	STAPLES ADVANTAGE	3213952936	11/15/2013	\$36.57
210761	STAPLES ADVANTAGE	3213952939	11/15/2013	\$104.97
210761	STAPLES ADVANTAGE	11022013	11/15/2013	\$234.61
210761	STAPLES ADVANTAGE	3213952944	11/15/2013	\$75.93
210761	STAPLES ADVANTAGE	3213952946	11/15/2013	\$49.42
210761	STAPLES ADVANTAGE	3213952947	11/15/2013	\$18.92
210761	STAPLES ADVANTAGE	3213952950	11/15/2013	\$18.99
210761	STAPLES ADVANTAGE	3213952953	11/15/2013	\$74.69

**DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
210761	STAPLES ADVANTAGE	3213952954	11/15/2013	\$8.32
210761	STAPLES ADVANTAGE		11/15/2013	\$0.00
210762	STOMEL, DEBRA	23392	11/15/2013	\$44.50
210763	TARRAS, STEVE	ST-PR10/26/13	11/15/2013	\$40.00
210764	TAYLOR, GWEN	Oct-13	11/15/2013	\$164.64
210765	UNIFIRST	961101-OCT 2013	11/15/2013	\$1,764.47
210766	WEIK, RICHARD	DW-PR10/26/13	11/15/2013	\$190.00
210767	WEST MUSIC CO	S1887013	11/15/2013	\$119.92
210768	WI DEPT OF JUSTICE	2724	11/15/2013	\$35.00
210769	WI DEPT OF PUBLIC INST	1239608-62298984	11/15/2013	\$150.00
210770	WILIAM, DYLAN	DCE 13-1	11/15/2013	\$11,719.93
210771	WODALSKI, ED	EW-PR11/2/13	11/15/2013	\$120.00
210772	WOLFGRAM, CURT	Oct-13	11/15/2013	\$282.24
210773	WSRA	JH2	11/15/2013	\$720.00
210773	WSRA	SH 2	11/15/2013	\$720.00
210774	MINNESOTA MUTUAL LIFE	Dec-13	11/15/2013	\$15,774.16
210775	SECURITY HEALTH PLAN	DEC 13-HLTH	11/15/2013	\$775,550.34
210776	WSRA	WSRA-EL	11/15/2013	\$7,535.00
210777	ASPIRUS WAU HOSP %ALLIANCE	111513A	11/15/2013	\$150.00
210778	CACH LLC	111513A	11/15/2013	\$393.59
210779	CITIBANK (SOUTH DAKOTA) N.A.	111513A	11/15/2013	\$330.71
210780	COLUMBIA CREDIT SERVICES	111513A	11/15/2013	\$47.00
210781	GREAT LAKES HIGHER EDU GRNTY CORP	111513A	11/15/2013	\$104.36
210782	TEAMSTERS LOCAL 662	20131115ADUCUST	11/15/2013	\$170.00
210783	UNITED WAY OF MARATHON CNTY	20131115ADUWAY	11/15/2013	\$551.98
210784	ADERHOLDT, RONALD	110413	11/22/2013	\$950.00
210785	ADRIAN PUBLIC SCHOOLS	111413	11/22/2013	\$650.00
210786	AT&T MOBILITY	Oct-13	11/22/2013	\$16.52
210787	BAY TOWEL	1711786	11/22/2013	\$52.92
210788	BELSON CO	114875	11/22/2013	\$61.90
210789	CENGAGE LEARNING	11/19/2013 BO	11/22/2013	\$720.00
210790	CESA 9	4258/103-4	11/22/2013	\$140.00
210791	CHRISTIANSON, VICKIE	Christianson111113	11/22/2013	\$200.00
210792	COCA COLA REFRESHMENTS	11052013A	11/22/2013	\$1,567.44
210793	COUNTRYSIDE FENCE/DECK SVC LLC	202321	11/22/2013	\$193.51

DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
210794	EXXONMOBIL	7.18786E+18	11/22/2013	\$23.60
210795	FEDEX	2-463-76401	11/22/2013	\$11.00
210796	GYM BOYS LLC	1598	11/22/2013	\$7,280.00
210797	HEID MUSIC COMPANY	1122872	11/22/2013	\$37.20
210798	HIORN, RICHARD	110413	11/22/2013	\$40.00
210799	FAMILY SERVICE MADISON	24	11/22/2013	\$1,133.68
210800	JANKE BOOK STORE	111813	11/22/2013	\$95.85
210800	JANKE BOOK STORE	111713	11/22/2013	\$71.85
210801	KOSTICH DO NOT USE, SHERYL	Oct-13	11/22/2013	\$35.15
210802	LAMERS BUS LINES INC	437526	11/22/2013	\$800.00
210803	LIBERTOSKI, KEN & AMY	Oct-13	11/22/2013	\$67.20
210804	LINDER ELECTRIC MOTORS	21429	11/22/2013	\$122.00
210805	MARA CTY SHERIFFS DEPT	1303346	11/22/2013	\$50.00
210806	MARA CTY PUBLIC HEALTH	HLI00007523, 7623	11/22/2013	\$95.00
210807	MARQUARDT STAMP AND SIGN	44245	11/22/2013	\$18.95
210808	MEDIGER, JOANNA	Oct-13	11/22/2013	\$39.89
210809	MID WISCONSIN BEVERAGE	124675	11/22/2013	\$107.60
210810	MMG OCCUPATIONAL MEDICINE	89151-HepB	11/22/2013	\$71.00
210811	NAPA AUTO PARTS	DCEAUTO450	11/22/2013	\$2,360.69
210812	NATL ASSN BIOLOGY TEACHERS	73561	11/22/2013	\$75.00
210813	NC WI WORKFORCE DEV BOARD	147	11/22/2013	\$330.00
210814	OASYS LLC	971	11/22/2013	\$175.00
210815	OVERDRIVE INC	11082013	11/22/2013	\$47.55
210816	SANI SPORT OF WI	1179	11/22/2013	\$968.40
210817	SOUTHSIDE TIRE CO INC	250337	11/22/2013	\$44.00
210818	STAPLES ADVANTAGE	3211426291	11/22/2013	\$42.91
210818	STAPLES ADVANTAGE	3211426275	11/22/2013	\$621.82
210818	STAPLES ADVANTAGE	3213952956	11/22/2013	\$64.50
210818	STAPLES ADVANTAGE	3213952957	11/22/2013	\$23.60
210818	STAPLES ADVANTAGE	3213952955	11/22/2013	\$41.04
210818	STAPLES ADVANTAGE	3213952959	11/22/2013	\$13.01
210818	STAPLES ADVANTAGE	3213952960	11/22/2013	\$55.57
210818	STAPLES ADVANTAGE	3213952961	11/22/2013	\$27.54
210818	STAPLES ADVANTAGE	3213952958	11/22/2013	\$239.75
210818	STAPLES ADVANTAGE	3213952937	11/22/2013	\$38.00

**DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
210818	STAPLES ADVANTAGE	3213952934	11/22/2013	\$35.10
210818	STAPLES ADVANTAGE	3213952938	11/22/2013	\$111.79
210818	STAPLES ADVANTAGE	3213952945	11/22/2013	\$30.87
210818	STAPLES ADVANTAGE	3213952948	11/22/2013	\$115.20
210818	STAPLES ADVANTAGE	3213952952	11/22/2013	\$261.36
210818	STAPLES ADVANTAGE		11/22/2013	\$0.00
210819	TEAM SPORTING GOODS INC	AAG021055-AH03	11/22/2013	\$132.00
210819	TEAM SPORTING GOODS INC	AAG021223-AB04	11/22/2013	\$251.25
210820	UNIFIRST	968483-OCT 2013	11/22/2013	\$509.17
210821	UNIV OF WISCONSIN - CAREERS	3435	11/22/2013	\$1,000.00
210822	USI INC	3.70934E+11	11/22/2013	\$218.19
210823	UW STEVENS POINT	11113	11/22/2013	\$125.00
210824	WASILCZUK, MIKE	Oct-13	11/22/2013	\$1,199.82
210825	WAUSAU AREA HMONG MUTUAL ASSOC	3362	11/22/2013	\$45.71
210826	WAUSAU EARLY BIRD ROTARY	251	11/22/2013	\$135.00
210827	LAMERS BUS LINES INC	438270	11/22/2013	\$680.00
210828	MADISON NATL LIFE INS CO	Dec-13	11/22/2013	\$10,368.21
210829	SECURITY HEALTH PLAN	DEC 13-HLTH-JENSEN	11/22/2013	\$833.33
210830	ASPIRUS WAU HOSP %ALLIANCE	112913A	11/29/2013	\$150.00
210831	COLUMBIA CREDIT SERVICES	112913A	11/29/2013	\$47.00
210832	GREAT LAKES HIGHER EDU GRNTY CORP	112913A	11/29/2013	\$138.83
210833	UNITED WAY OF MARATHON CNTY	20131129ADUWAY	11/29/2013	\$551.98
210834	WI SCTF	112913A	11/29/2013	\$65.00
210835	WI MATHEMATICS COUNCIL	MATH	12/6/2013	\$900.00
210836	WSRA	WSRA REG	12/6/2013	\$529.00
210837	ACE HARDWARE CENTER-WESTON	105284	12/6/2013	\$25.74
210837	ACE HARDWARE CENTER-WESTON	105285	12/6/2013	\$25.74
210837	ACE HARDWARE CENTER-WESTON	105286	12/6/2013	-\$25.74
210837	ACE HARDWARE CENTER-WESTON	105658	12/6/2013	\$4.98
210837	ACE HARDWARE CENTER-WESTON	104951	12/6/2013	\$5.10
210837	ACE HARDWARE CENTER-WESTON	105169	12/6/2013	\$15.96
210837	ACE HARDWARE CENTER-WESTON	105334	12/6/2013	\$13.99
210837	ACE HARDWARE CENTER-WESTON	105287	12/6/2013	\$12.28
210837	ACE HARDWARE CENTER-WESTON		12/6/2013	\$0.00
210837	ACE HARDWARE CENTER-WESTON		12/6/2013	\$0.00

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210838	ACT	31-Oct-13	12/6/2013	\$4,312.35
210839	ANDERSON, ALEXIS	11252013-AA-WP	12/6/2013	\$10.00
210840	ANTIGO HIGH SCHOOL	CC HK 12/27	12/6/2013	\$400.00
210841	ARROW AUDIO INC	7359/7360	12/6/2013	\$4,362.95
210842	BARABOO HIGH SCHOOL	CC HK 1/31	12/6/2013	\$350.00
210843	BEHRENS, MIKE	MB-PR 11/15 & 11/16	12/6/2013	\$80.00
210844	BENCHMARK EDUCATION CO	255912	12/6/2013	\$5,423.72
210845	BETHLEHEM COMM-RO	4-K November Pmt.	12/6/2013	\$6,722.81
210846	BISHOP, AMBER	Nov-13	12/6/2013	\$8.00
210847	BLASKOWSKI, VICTOR	VB-PR 11/15 & 11/16	12/6/2013	\$60.00
210848	BLICK ART MATERIALS	1948823	12/6/2013	\$623.08
210849	BRESKE, HALLE	11252013-HB-PR	12/6/2013	\$10.00
210850	CESA 9	2013-14-003-1 S/S CE	12/6/2013	\$27,424.72
210851	CHENG, SUSIE	CHENG11-2013-MLG	12/6/2013	\$191.52
210852	CLARK, JARRETT	Nov-13	12/6/2013	\$15.00
210853	COLLINS, HEATHER	Nov-13	12/6/2013	\$82.26
210854	COUNTRYSIDE FENCE/DECK SVC LLC	202365	12/6/2013	\$420.00
210855	CWH SPRINKLERS & MORE LLC	6869	12/6/2013	\$237.00
210856	CWSHRM	HALL 2014	12/6/2013	\$100.00
210857	DC EVEREST SENIOR HIGH SAF	778115	12/6/2013	\$140.00
210858	DIRECT FITNESS SOLUTIONS LLC	221681	12/6/2013	\$2,365.95
210859	EAGLE GRAPHICS AND PROMOTIONS, LLC	68679	12/6/2013	\$53.79
210860	ECOLAB	3283252	12/6/2013	\$727.20
210861	FEDEX	2-471-27286	12/6/2013	\$32.78
210862	FERGUSON ENTERPRISE INC	0970700-1	12/6/2013	\$10.80
210862	FERGUSON ENTERPRISE INC	970700	12/6/2013	\$38.68
210862	FERGUSON ENTERPRISE INC	972836	12/6/2013	\$261.33
210862	FERGUSON ENTERPRISE INC	972501	12/6/2013	\$76.97
210862	FERGUSON ENTERPRISE INC	936797 & 975971	12/6/2013	\$395.94
210863	FOLLETT EDUCATIONAL SER	Multiple	12/6/2013	\$14,819.89
210864	FU-JOKELA, FENG-CHI	112213-TRANSLATOR	12/6/2013	\$35.00
210865	GADKE, JONATHON	Nov-13	12/6/2013	\$7.38
210866	GENERAL PARTS OF WISCONSIN	5503447	12/6/2013	\$157.50
210867	GEURINK, JENNI	11252013-JG-WP	12/6/2013	\$10.00
210868	GOAL LINE HOCKEY SHOP	6422	12/6/2013	\$407.84

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210869	GRANITE PEAK	WNT2013	12/6/2013	\$749.00
210870	GREEN ENERGY HOODS, LLC	4062	12/6/2013	\$500.00
210871	HABECK, MIKE	MH-PR 11/15 & 11/16	12/6/2013	\$60.00
210872	HARRIS, ANGELA	Harris112113	12/6/2013	\$175.50
210873	HEARTLAND BUSINESS SYSTEMS	1131113153	12/6/2013	\$13,500.00
210874	HEID MUSIC COMPANY	1111483	12/6/2013	\$65.40
210875	HER, ZONG C	111913	12/6/2013	\$52.50
210876	HOLMEN HIGH SCHOOL	CC WR 12/27	12/6/2013	\$350.00
210877	HUEBSCH, RACHAEL	25110	12/6/2013	\$54.00
210878	JOHNSON, MORGAN	11252013-MJ-WP	12/6/2013	\$10.00
210879	KING & SONS EXCAVATING, MITCH	2383	12/6/2013	\$261.00
210880	KROLL, ASHLEY	11252013-AK-WP	12/6/2013	\$10.00
210881	LECHNER, MARY	Oct-13	12/6/2013	\$91.59
210881	LECHNER, MARY	Sep-13	12/6/2013	\$118.65
210882	LUKOWSKI, WADE	Nov-13	12/6/2013	\$13.00
210883	MALBRIT MECHANICAL INC	171052	12/6/2013	\$136.00
210883	MALBRIT MECHANICAL INC	170990	12/6/2013	\$331.47
210883	MALBRIT MECHANICAL INC	171141	12/6/2013	\$183.50
210884	MARSHFIELD HIGH SCHOOL	CC GVB 9/10	12/6/2013	\$50.00
210885	MECA SPORTSWEAR	SIP61687-A	12/6/2013	\$17.85
210886	MID WISCONSIN BEVERAGE	132619/132620	12/6/2013	\$337.34
210887	MT OLIVE PRESCHOOL	4-K Nov 2013 Pmt	12/6/2013	\$12,962.67
210888	NEENAH HIGH SCHOOL	CC BSW 1/18	12/6/2013	\$125.00
210888	NEENAH HIGH SCHOOL	CC WR 12/14	12/6/2013	\$200.00
210889	NEWMAN CATHOLIC-ST MARK	4-K November Pmt.	12/6/2013	\$8,654.49
210890	NEWMAN CATHOLIC-ST THERESE	4-K November Pmt.	12/6/2013	\$7,892.01
210891	NORTHCENTRAL TECH COLLEGE	MSC001468	12/6/2013	\$5.00
210892	ORIENTAL TRADING CO INC	660589962-02	12/6/2013	\$76.92
210893	PATTYS MUSIC	111413	12/6/2013	\$305.00
210894	PHONAK LLC	5197999905	12/6/2013	\$118.39
210895	PITNEY BOWES SUPPLIES	5502342580	12/6/2013	\$169.97
210896	QUALITY FOODS IGA	M1030-9-13-13	12/6/2013	\$21.64
210897	RAJEK, BRANDON	Nov-13	12/6/2013	\$6.75
210898	RHINELANDER HIGH SCHOOL	CC BSW 12/7	12/6/2013	\$85.00
210899	RICK, CASSANDRA	11252013-CR-WP	12/6/2013	\$10.00

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210900	RMM SOLUTIONS INC	25701	12/6/2013	\$13,998.00
210901	SABEL, DAVID	110913	12/6/2013	\$50.00
210901	SABEL, DAVID	111613	12/6/2013	\$50.00
210902	SARGENT WELCH	8055332799	12/6/2013	\$622.47
210902	SARGENT WELCH	8055332800	12/6/2013	\$1,004.34
210902	SARGENT WELCH	8055332801	12/6/2013	\$138.83
210903	SCHMITZ, KURT	KS-PR 11/15 & 11/16	12/6/2013	\$60.00
210904	SCHRAMM, JAMES	Nov-13	12/6/2013	\$13.00
210905	SCHUESSLER, SOPHIA	11252013-SS-WP	12/6/2013	\$10.00
210906	SLIEFERT, AMELIA	11252013-AS-WP	12/6/2013	\$10.00
210907	SLIEFERT INTERPRETING	410458	12/6/2013	\$60.00
210907	SLIEFERT INTERPRETING	410459	12/6/2013	\$60.00
210908	SPEC EDUCATION CLUB	11252013-SPEC-ED	12/6/2013	\$450.00
210909	ST JOHN LUTHERAN SCHOOL	4-K November Pmt.	12/6/2013	\$3,558.38
210910	STAPLES ADVANTAGE	3206284466	12/6/2013	\$30.27
210910	STAPLES ADVANTAGE	3211426213	12/6/2013	\$71.13
210911	STERLING WATER INC	342X03676-3NOV13	12/6/2013	\$895.70
210912	STEVENS PT AREA HS SPASH	R006N60YOY465	12/6/2013	\$94.95
210912	STEVENS PT AREA HS SPASH	FL CC 13-14	12/6/2013	\$50.00
210912	STEVENS PT AREA HS SPASH	CC BSW 11-30	12/6/2013	\$60.00
210912	STEVENS PT AREA HS SPASH	CC WR 1/18	12/6/2013	\$180.00
210913	STREICH EQUIPMENT CO INC	0087755-IN	12/6/2013	\$56.00
210914	SWETT, WAYNE	Nov-13	12/6/2013	\$14.00
210915	TAYLOR, GWEN	MEDINA-11-2013	12/6/2013	\$125.44
210916	TEAM SPORTING GOODS INC	AAG021544-AH04	12/6/2013	\$159.85
210917	TRAVERS TOOL CO., INC	22447255-01	12/6/2013	\$174.80
210917	TRAVERS TOOL CO., INC	22447255-00	12/6/2013	\$155.76
210918	UNIV OF WISCONSIN - CAREERS	3727	12/6/2013	\$1,440.00
210919	VILLAGE OF WESTON TREAS	8443	12/6/2013	\$130.58
210920	WATERTOWN HIGH SCHOOL	CC WR 12/7	12/6/2013	\$260.00
210921	WEIK, RICHARD	DW-PR 11/15 & 11/16	12/6/2013	\$80.00
210922	WENNING GRINDING SUPPLY, J	86558	12/6/2013	\$34.87
210923	XIONG, YUE PHENG	Nov-13	12/6/2013	\$14.00
131400559	AMERICAN WELDING & GAS INC	2471432	11/15/2013	\$14.64
131400560	ANTELL, PENNY	Oct-13	11/15/2013	\$201.71

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131400561	BAHR, MICHELLE	Oct-13	11/15/2013	\$26.88
131400562	BAND INSTRMT REPR SPEC INC	27144	11/15/2013	\$72.00
131400563	BERRY, LAURA	Oct-13	11/15/2013	\$37.33
131400564	BOHM, DAWN	Oct-13	11/15/2013	\$9.15
131400565	BORYSIK, MARLENE	Oct-13	11/15/2013	\$6.67
131400565	BORYSIK, MARLENE	OctA 2013	11/15/2013	\$51.64
131400566	DAIGLE, STACEY	Oct-13	11/15/2013	\$30.85
131400567	DAVIES, ELYSE	Oct-13	11/15/2013	\$63.39
131400568	DEMCO INC	4948096	11/15/2013	\$935.27
131400569	EISENBARTH STRING INSTRUMENT	453803	11/15/2013	\$12.70
131400570	ETCO ELECTRIC SUPPLY INC	3151128	11/15/2013	\$12,615.00
131400571	FIRST STUDENT INC	10874407	11/15/2013	\$432.05
131400571	FIRST STUDENT INC	Bus Trip 2013	11/15/2013	\$567.66
131400571	FIRST STUDENT INC	10874378	11/15/2013	\$289.69
131400572	FONDELL, JULIANNE	Oct-13	11/15/2013	\$260.85
131400573	FOX RIVER FOODS INC	14975900	11/15/2013	\$113.09
131400573	FOX RIVER FOODS INC	103113HS	11/15/2013	\$24,553.42
131400574	FRANCE PROPANE SERVICE	186653	11/15/2013	\$554.89
131400575	GEBERT, SAMANTHA	Oct-13	11/15/2013	\$85.99
131400576	GRAHAM, CONNIE	OctA 2013	11/15/2013	\$16.61
131400577	GRAINGER INC, WW	9247065205	11/15/2013	\$105.22
131400578	GULDAN, DONNA	Oct-13	11/15/2013	\$84.98
131400579	HALL, KIMBERLY	Oct-13	11/15/2013	\$11.30
131400580	HECKEL, CORY	Oct-13	11/15/2013	\$225.50
131400581	HRDINA, DI ANN	Oct-13	11/15/2013	\$3.96
131400582	INTERSTATE MUSIC SUPPLY	964074	11/15/2013	\$92.00
131400583	JAGODZINSKI, ANNE	Oct-13	11/15/2013	\$12.29
131400584	JOHNSON CONTROLS INC	1-7365431046	11/15/2013	\$1,300.00
131400585	JOHNSON, EO	CNIN644750-JRH	11/15/2013	\$4,734.42
131400585	JOHNSON, EO	CNIN66383-ADM	11/15/2013	\$2,730.74
131400585	JOHNSON, EO	11/8/2013	11/15/2013	\$14,724.49
131400585	JOHNSON, EO	CININ663464-GFH	11/15/2013	\$768.58
131400585	JOHNSON, EO	CNIN663838-MS	11/15/2013	\$7,735.28
131400586	KEMP, JANE	Sep-13	11/15/2013	\$45.94
131400587	KOENIG, TAMMY	Oct-13	11/15/2013	\$28.51

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131400588	KRISS PREMIUM PROD INC	131056	11/15/2013	\$2,011.92
131400589	KRUEGER, BRUCE	Oct-13	11/15/2013	\$89.21
131400590	KWIK TRIP INC	54784-OCT2013	11/15/2013	\$2,438.53
131400591	LAWSON, LYNN	Nov-13	11/15/2013	\$25.48
131400592	LESSTRANG, PATRICIA	Oct-13	11/15/2013	\$57.29
131400593	MAJERLE, PAUL	PM-PR10/24-11/2/13	11/15/2013	\$110.00
131400594	MIDLAND PAPER CO	65X94720	11/15/2013	\$917.20
131400595	MOUA, MAI	Oct-13	11/15/2013	\$15.46
131400596	NASSCO INC - CUSTODIAL	S1724133.001	11/15/2013	\$25.69
131400597	NIGBOR, SHARON	Oct-13	11/15/2013	\$14.36
131400598	NORTHERN LAKE SVC INC	244628	11/15/2013	\$20.00
131400599	NORTHSTAR ENVIRONMENTAL	130397	11/15/2013	\$1,375.00
131400600	NORTHWAY COMMUNICATIONS INC	37078	11/15/2013	\$63.00
131400601	OFFICE ENTERPRISES INC	302395	11/15/2013	\$1,920.00
131400602	OLSON, JULIE	Oct-13	11/15/2013	\$266.56
131400603	OVERGAARD, JACK	JO-PR10/26/-11/2/13	11/15/2013	\$200.00
131400604	PER MAR SECURITY SERVICES	1059601	11/15/2013	\$290.00
131400604	PER MAR SECURITY SERVICES	1060079	11/15/2013	\$22.00
131400604	PER MAR SECURITY SERVICES	9520 Invoices**	11/15/2013	\$2,450.40
131400605	PHALEN, PATRICK	Nov-13	11/15/2013	\$65.71
131400606	QUALITY ROOFING INC	13-3175	11/15/2013	\$342.50
131400606	QUALITY ROOFING INC	13-3223	11/15/2013	\$165.00
131400606	QUALITY ROOFING INC	13-3241	11/15/2013	\$163.00
131400606	QUALITY ROOFING INC	13-3240	11/15/2013	\$208.00
131400606	QUALITY ROOFING INC	13-3247	11/15/2013	\$659.50
131400606	QUALITY ROOFING INC	13-3239	11/15/2013	\$429.50
131400607	REALLY GOOD STUFF	455,773,624,496,376	11/15/2013	\$50.93
131400608	REBISCHKE, M JILL	Oct-13	11/15/2013	\$48.03
131400609	REINHART FOODS INC	981705	11/15/2013	\$688.12
131400610	RESOURCES FOR READING INC	K451385	11/15/2013	\$41.22
131400610	RESOURCES FOR READING INC	K451386	11/15/2013	\$57.77
131400611	RICE, JULIE	Oct-13	11/15/2013	\$94.92
131400612	RULIEN BROST, MOLLIE	Oct 201e	11/15/2013	\$103.17
131400613	SCHILLING, BRYAN	Sep-13	11/15/2013	\$54.83
131400614	SCHNECK, TRINA	Oct-13	11/15/2013	\$13.50

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131400615	SCHOLASTIC CLASSROOM MAGAZINES	M5247266	11/15/2013	\$384.78
131400616	SCHOMMER, MARK	Oct-13	11/15/2013	\$89.50
131400617	SCHOOL SPECIALTY	2.08112E+11	11/15/2013	\$64.06
131400617	SCHOOL SPECIALTY	2.08102E+11	11/15/2013	\$855.32
131400618	STACHOVAK, AMY	Oct-13	11/15/2013	\$83.62
131400619	STACHOVAK, LUKE	Oct-13	11/15/2013	\$42.94
131400620	STURTZ, JERRY	JS-PR10/26-11/2/13	11/15/2013	\$160.00
131400621	SUN PRINTING INC	62023	11/15/2013	\$578.00
131400622	WAUSAU CHEMICAL CORP	232893	11/15/2013	\$122.00
131400623	WEBKO HOUSE OF SPORTS	172995	11/15/2013	\$14.25
131400624	WEGGE, KAREN	OctB 2013	11/15/2013	\$145.00
131400624	WEGGE, KAREN	OctA 2013	11/15/2013	\$288.88
131400624	WEGGE, KAREN	None	11/15/2013	\$287.00
131400625	WELSH, CHRISTINE	Oct-13	11/15/2013	\$64.44
131400626	WITMAN, AMANDA	MW-PR10/24/13	11/15/2013	\$30.00
131400627	YWCA OF WAUSAU	1	11/15/2013	\$300.00
131400628	ZELL, BRIAN	Oct-13	11/15/2013	\$57.77
131400629	ZELL, CASSIE	Oct-13	11/15/2013	\$18.08
131400630	ABEL, SCOT	Oct-13	11/22/2013	\$89.72
131400630	ABEL, SCOT	Oct 2013B	11/22/2013	\$25.00
131400631	AMERICAN WELDING & GAS INC	249057	11/22/2013	\$224.09
131400631	AMERICAN WELDING & GAS INC	02427921, 02388348	11/22/2013	\$3.66
131400631	AMERICAN WELDING & GAS INC	2471435	11/22/2013	\$5.27
131400631	AMERICAN WELDING & GAS INC	2471434	11/22/2013	\$2.24
131400631	AMERICAN WELDING & GAS INC	01984077-00	11/22/2013	\$48.84
131400632	BAUMANN, MELISSA	Nov-13	11/22/2013	\$12.88
131400633	COLRUD, JODI	Oct-13	11/22/2013	\$36.10
131400634	DERCKS, ALYSSA	Oct-13	11/22/2013	\$10.68
131400635	FIRST STUDENT INC	10874375	11/22/2013	\$347.96
131400636	FISH, ERIN	Oct-13	11/22/2013	\$169.27
131400637	FOSTER, BRYAN	Sep-13	11/22/2013	\$10.44
131400638	FRITSCH, JOSHUA	Oct-13	11/22/2013	\$12.00
131400639	GERBER LEISURE PRODUCTS	24440	11/22/2013	\$112.00
131400640	HUDDLESTON, DUDLEY	OctA 2013	11/22/2013	\$26.04
131400641	INTEGRYS ENERGY SVCS	Oct-13	11/22/2013	\$10,547.80

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131400642	JACOBSON, LISA	Nov-13	11/22/2013	\$53.16
131400643	JOHNSON, EO	CNIN663464-SRH	11/22/2013	\$9,482.13
131400644	KEMP, JANE	Oct-13	11/22/2013	\$19.90
131400645	KITCHELL, LEEANN	kitchel 2013	11/22/2013	\$640.00
131400646	NORTHWAY COMMUNICATIONS INC	37238	11/22/2013	\$48.28
131400647	NOVAK, NANCY	Oct-13	11/22/2013	\$53.42
131400648	O'BRIEN, RENEE	Oct-13	11/22/2013	\$13.84
131400649	OFFICE ENTERPRISES INC	302363	11/22/2013	\$544.00
131400649	OFFICE ENTERPRISES INC	302359	11/22/2013	\$460.00
131400650	PARDE, KATHY	Oct-13	11/22/2013	\$45.88
131400651	REIF, JESSA	Oct-13	11/22/2013	\$402.68
131400652	SCHOLASTIC INC	M5257796	11/22/2013	\$118.54
131400652	SCHOLASTIC INC	M5262753 6	11/22/2013	\$132.83
131400652	SCHOLASTIC INC	M5295868	11/22/2013	\$39.60
131400653	SCHOOL SPECIALTY	30810183648	11/22/2013	\$386.97
131400653	SCHOOL SPECIALTY	11/15/2013	11/22/2013	\$51.56
131400653	SCHOOL SPECIALTY	3 INV	11/22/2013	\$2,731.11
131400654	SIGN LANGUAGE GROUP INC, THE	131473	11/22/2013	\$143.00
131400655	TABOR, PETER	Nov-13	11/22/2013	\$27.91
131400656	TRABER, WILLIAM	Nov-13	11/22/2013	\$28.17
131400657	VAN ERT ELECTRIC COMPANY INC.	72703	11/22/2013	\$2,645.00
131400658	WEBKO HOUSE OF SPORTS	173250	11/22/2013	\$1,658.50
131400659	FIRST PLACE TROPHIES	1ST PLACE X 5 INV	11/22/2013	\$592.90
131400660	ABLE DISTRIBUTING CO INC	S00857952.001	12/6/2013	\$4.88
131400661	ALLIED DATA SOLUTIONS	2484A	12/6/2013	\$197.50
131400662	ARCHIQUETTE, JEANNE	Oct-13	12/6/2013	\$132.89
131400663	ASSOCIATED TRUST COMPANY	464	12/6/2013	\$363.00
131400664	ATKINSON, SCOTT	Nov-13	12/6/2013	\$173.94
131400665	BAIER, TERESE	Nov-13	12/6/2013	\$196.06
131400666	BASSETT MECHANICAL	6020439C	12/6/2013	\$1,233.75
131400667	BELOTT, JEFFREY	Nov-13	12/6/2013	\$302.56
131400668	BERNS, ANN	Nov-13	12/6/2013	\$8.64
131400669	BLANCHETTE, ALLISHA	Oct-13	12/6/2013	\$28.82
131400669	BLANCHETTE, ALLISHA	Nov-13	12/6/2013	\$22.09
131400670	BORESON, LYNN	DCE1113	12/6/2013	\$800.00

DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
131400671	BORYSIAK, MARLENE	Nov-13	12/6/2013	\$60.00
131400672	CEPRESS, MATTHEW	Nov-13	12/6/2013	\$15.87
131400673	CLASSROOM DIRECT	2.08112E+11	12/6/2013	\$206.96
131400674	COLRUD, JODI	Nov-13	12/6/2013	\$18.71
131400675	CUMMINGS, LONA	Nov-13	12/6/2013	\$101.88
131400676	DAMRAU, GINA	Nov-13	12/6/2013	\$37.08
131400677	DAVIES, ELYSE	Nov-13	12/6/2013	\$52.83
131400678	DEGROOT, CAROLYN	Degroot112013	12/6/2013	\$420.00
131400679	DERCKS, ALYSSA	Nov-13	12/6/2013	\$8.14
131400680	DIPPEL, ASHLEY	Nov-13	12/6/2013	\$48.77
131400681	DURANTE, DIANE	Nov-13	12/6/2013	\$31.19
131400682	EISENBARTH STRING INSTRUMENT	453802, 453799	12/6/2013	\$360.68
131400683	ETCO ELECTRIC SUPPLY INC	3154732	12/6/2013	\$92.71
131400683	ETCO ELECTRIC SUPPLY INC	3154733	12/6/2013	\$440.00
131400683	ETCO ELECTRIC SUPPLY INC	3154734	12/6/2013	\$178.26
131400683	ETCO ELECTRIC SUPPLY INC	3148473	12/6/2013	\$22.20
131400683	ETCO ELECTRIC SUPPLY INC		12/6/2013	\$0.00
131400684	FEATHERS, TIM	Nov-13	12/6/2013	\$34.75
131400685	FERGUS, PATRICK	Nov-13	12/6/2013	\$36.50
131400686	FIRST PLACE TROPHIES	37347	12/6/2013	\$50.00
131400687	FIRST STUDENT INC	10887635	12/6/2013	\$197.33
131400687	FIRST STUDENT INC	10887460	12/6/2013	\$434.76
131400687	FIRST STUDENT INC	10887609	12/6/2013	\$446.20
131400687	FIRST STUDENT INC	10887620	12/6/2013	\$92.71
131400687	FIRST STUDENT INC	10887614	12/6/2013	\$272.91
131400687	FIRST STUDENT INC	10887628	12/6/2013	\$775.47
131400687	FIRST STUDENT INC	10887634	12/6/2013	\$308.85
131400687	FIRST STUDENT INC	10887449	12/6/2013	\$135.31
131400687	FIRST STUDENT INC	10887425	12/6/2013	\$44.64
131400688	FONDELL, JULIANNE	Nov-13	12/6/2013	\$101.30
131400688	FONDELL, JULIANNE	Nov 2013B	12/6/2013	\$199.80
131400689	FOX RIVER FOODS INC	10312013	12/6/2013	\$21,595.60
131400689	FOX RIVER FOODS INC	10312013MS	12/6/2013	\$43,128.76
131400690	FRANCE PROPANE SERVICE	187919	12/6/2013	\$78.75
131400690	FRANCE PROPANE SERVICE	188197	12/6/2013	\$1,188.27

**DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
131400691	GILMORE, KRISTINE	GILMORE CREDITS	12/6/2013	\$220.00
131400691	GILMORE, KRISTINE	Oct-13	12/6/2013	\$50.85
131400691	GILMORE, KRISTINE	Nov-13	12/6/2013	\$334.47
131400692	GLYNN, JOHN	Oct-13	12/6/2013	\$134.15
131400692	GLYNN, JOHN	Oct 2013A	12/6/2013	\$9.99
131400693	GOETSCH, DIANE	Oct-13	12/6/2013	\$51.81
131400694	GRAFF, CHRISTOPHER	Nov-13	12/6/2013	\$12.43
131400695	GRESSER, PAMELA	Oct-13	12/6/2013	\$408.04
131400696	GROSSKLAUS, THOMAS	TG-PR 11/15	12/6/2013	\$40.00
131400697	GULDAN, DONNA	Nov-13	12/6/2013	\$58.42
131400698	HADLEYS OFFICE PRODUCTS INC	17560	12/6/2013	\$13.20
131400699	HEILMEIER, LAURIE	Nov-13	12/6/2013	\$99.95
131400700	HRDINA, DI ANN	Nov-13	12/6/2013	\$17.40
131400701	HUDDLESTON, KAREN	Oct-13	12/6/2013	\$64.98
131400702	JAKUBEK, JACQUE	Oct-13	12/6/2013	\$107.35
131400703	JANKE, TODD	Nov-13	12/6/2013	\$15.00
131400704	JIRIK, KRISTIN	Nov-13	12/6/2013	\$156.51
131400705	JOHNSON, ANN	Oct-13	12/6/2013	\$104.24
131400706	JOHNSON CONTROLS INC	1-7235993067	12/6/2013	\$5,630.01
131400707	JOHNSON, EO	CNIN66383FS	12/6/2013	\$157.01
131400708	KAMPMANN, KEVIN	Oct-13	12/6/2013	\$36.84
131400709	KEY TO LIFE CHILDCARE CTR	4-K November Pmt.	12/6/2013	\$8,641.78
131400710	KINDERCARE LEARNING CTR	4-K November Pmt.	12/6/2013	\$8,387.61
131400711	KRISS PREMIUM PROD INC	131158	12/6/2013	\$231.72
131400712	KULAF, MARY	Oct-13	12/6/2013	\$120.00
131400712	KULAF, MARY	Nov-13	12/6/2013	\$30.00
131400713	LLOYD, YOLANDA	Oct-13	12/6/2013	\$15.87
131400714	LUKASKO, TIFFANY	Nov-13	12/6/2013	\$142.27
131400715	MAJERLE, PAUL	PM-PR 11/16	12/6/2013	\$40.00
131400716	MARA CTY CHILD DEVELOPMENT	4-K November Pmt.	12/6/2013	\$3,736.32
131400717	MATTHIAE, ROSALIE	Nov-13	12/6/2013	\$17.90
131400718	MEAD, WILLIAM	Nov-13	12/6/2013	\$40.51
131400719	MIDLAND PAPER CO	65X95780	12/6/2013	\$3,063.80
131400719	MIDLAND PAPER CO	65X56770	12/6/2013	\$500.65
131400719	MIDLAND PAPER CO	65Y05910	12/6/2013	\$1,216.00

**DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)**

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
131400720	MOORE, KATHLYNE	Nov-13	12/6/2013	\$19.89
131400721	NYE, CASEY	Oct-13	12/6/2013	\$121.98
131400722	NYE, SARAH	Nov-13	12/6/2013	\$16.00
131400723	OBERMEIER, DEBRA	Nov-13	12/6/2013	\$27.01
131400724	OFFICE ENTERPRISES INC	304196	12/6/2013	\$104.00
131400724	OFFICE ENTERPRISES INC	304461	12/6/2013	\$437.00
131400725	OVERGAARD, JACK	JO-PR 11/15 & 11/16	12/6/2013	\$80.00
131400726	PAN O GOLD BAKING CO ST CLOUD	10312013HS	12/6/2013	\$512.57
131400726	PAN O GOLD BAKING CO ST CLOUD	10312013JH	12/6/2013	\$137.00
131400726	PAN O GOLD BAKING CO ST CLOUD	10312013MS	12/6/2013	\$730.21
131400727	PHALEN, PATRICK	Nov 2013A	12/6/2013	\$30.72
131400728	PIERCE, PATRICE	Nov-13	12/6/2013	\$17.83
131400729	PLATTA, KIYANN	Nov-13	12/6/2013	\$10.17
131400730	PRAHL, MARY	Nov. 2013	12/6/2013	\$68.50
131400731	PRAHL, TINA	Nov-13	12/6/2013	\$230.24
131400732	QUALITY ROOFING INC	13-3254	12/6/2013	\$390.00
131400732	QUALITY ROOFING INC	13-3255	12/6/2013	\$120.50
131400733	REIF, JESSA	Nov-13	12/6/2013	\$279.33
131400734	REINHART FOODS INC	978390 & 103644	12/6/2013	\$1,490.44
131400734	REINHART FOODS INC	988921	12/6/2013	\$603.04
131400735	ROTO-GRAPHIC PRINTING INC	4303	12/6/2013	\$49.67
131400735	ROTO-GRAPHIC PRINTING INC	4463	12/6/2013	\$20.00
131400736	RYAN, MELODY	Nov-13	12/6/2013	\$119.00
131400737	SCHNEIDER, PATRICIA	Nov-13	12/6/2013	\$93.56
131400738	SCHOLASTIC INC	M51717353	12/6/2013	\$92.41
131400739	SCHOOL SPECIALTY	2.0811E+11	12/6/2013	\$342.99
131400739	SCHOOL SPECIALTY	2.08112E+11	12/6/2013	\$54.52
131400740	SELLE, SUZANNE	Nov-13	12/6/2013	\$50.79
131400741	STEIG, LINDSAY	Nov-13	12/6/2013	\$179.05
131400742	STURTZ, JERRY	JS-PR 11/15 & 11/16	12/6/2013	\$80.00
131400743	SUARDINI, MARGO	Nov-13	12/6/2013	\$39.55
131400744	SUN PRINTING INC	62920	12/6/2013	\$907.00
131400745	TAYLOR, JULIANN	Nov-13	12/6/2013	\$125.43
131400746	TESKE, STEFANIE	Nov-13	12/6/2013	\$50.17
131400747	VAN ERT ELECTRIC COMPANY INC.	71152	12/6/2013	\$1,009.70

DC Everest Area S.D.
Board Check Register (Dates 11/15-12/06/13)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
131400747	VAN ERT ELECTRIC COMPANY INC.	71210	12/6/2013	\$16.50
131400747	VAN ERT ELECTRIC COMPANY INC.	73039	12/6/2013	\$390.00
131400747	VAN ERT ELECTRIC COMPANY INC.	73015	12/6/2013	\$325.00
131400748	VESPER, WENDY	Nov-13	12/6/2013	\$691.08
131400749	WAUSAU CHEMICAL CORP	231280	12/6/2013	\$26.50
131400750	WAUSAU CHILD CARE INC	4-K November Pmt.	12/6/2013	\$4,575.06
131400751	WEBKO HOUSE OF SPORTS	173586	12/6/2013	\$25.00
131400752	WELSH, CHRISTINE	Nov-13	12/6/2013	\$57.18
131400753	YMCA, WOODSON	4-K November Pmt.	12/6/2013	\$23,637.81
131400754	ZYNDA, JENNIFER	Sep-13	12/6/2013	\$76.84
131400754	ZYNDA, JENNIFER	Oct-13	12/6/2013	\$64.92

DC Everest S.D.

Board Check Register (11/15/2013-12/06/2013)

CHECK NUMBER	VENDOR	INVOICE NUMBER	CHECK DATE	AMOUNT
4900121	BEST-1 PLUMBING & HEATING INC	12612 Z49FUND	11/22/2013	1,061.00
4900122	SOMERVILLE ARCHITECTS	FUND49 31529	11/22/2013	268
4900123	ELLENBECKER CONST, S D	Z49FUND-13DCESOC	12/6/2013	36,201.00
4900124	MEYER LUMBER	Z49FUND-60049	12/6/2013	13,000.00



D.C. Everest Area School District
6300 Alderson Street
Weston, WI 54476
Phone 715-359-4221

Aaron Nelson
Supervisor of Administrative Services

MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Kristine Gilmore, Superintendent
Jack E. Stoskopf, Jr., Assistant Superintendent Business/Personnel Services

FROM: Aaron Nelson, Supervisor of Administrative Services

RE: 2013-14 School Year Budget Revision

DATE: 12/5/2013

In order to implement the Wisconsin Educator Effectiveness (EE) System, the district is required to pay the Department of Public Instruction (DPI) \$80 per educator (i.e., superintendents, principals, teachers, and other licensed educator roles) to cover the costs associated with system development, training, software, support resources, and ongoing refinement. The 2015 state biennial budget includes funds to support the full development and implementation of the Wisconsin EE System. Specifically, the budget provides all districts with the necessary \$80 per educator through the simple grant process.

Please see the attached document for further review.

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00005	WI EE SYSTEM	2013-2014	12/05/2013	Batch Entry	Batch

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Wisconsin Educator Effectiveness Grant	10 E 809 310 221300 583 809 000	12/05/2013	35,520.00	0.00
2		Wisconsin Educator Effectiveness Grant	10 R 809 630 500000 583 000 000	12/05/2013	0.00	35,520.00
TOTALS					35,520.00	35,520.00

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



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MISSION STATEMENT

D.C. Everest Area School District, in partnership with the community, is committed to being an innovative educational leader in developing knowledgeable, productive, caring, creative, responsible individuals prepared to meet the challenges of an ever-changing global society.

TO: Dr. Kristine Gilmore, Superintendent
Jack E. Stoskopf, Jr., Assistant Superintendent Business/Personnel Services

FROM: Aaron Nelson, Supervisor of Administrative Services

RE: 2013-14 School Year Budget Revision

DATE: 12/3/2013

The DPI allocated additional carryover funds to the district for the Preschool and Flow-Through Grants. The additional funds will be used for staff travel, general supplies and purchased services.

Please see the attached document for further review.

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00004	Fund 27 Grant Revisions	Batch Entry	History

<u>LINE</u>	<u>ACCOUNT/NAME</u>	<u>DESCRIPTION/REF</u>	<u>DATE</u>	<u>DEBIT</u>	<u>CREDIT</u>
1	27 R 809 730 500000 347 000 000	Additional Preschool Carryover	12/03/13	0.00	17,559.00
2	27 E 809 342 152000 347 809 000	Additional Preschool Carryover	12/03/13	8,799.00	0.00
3	27 E 809 411 152000 347 809 000	Additional Preschool Carryover	12/03/13	8,760.00	0.00
4	27 R 809 730 500000 341 000 000	Additional Flowthrough Carryover	12/03/13	0.00	249.00
5	27 E 809 310 221300 341 809 000	Additional Flowthrough Carryover	12/03/13	249.00	0.00
		TOTALS		17,808.00	17,808.00

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

REPORT SPECIFICATIONS

DISTRICT: D.C. Everest Area S.D.
REPORT TITLE: GENERAL INPUT BUDGET TRANSFERS
REQUESTED BY: jstoskopf DATE: 12/09/13
PROGRAM NAME: fin/3amgip01. TIME: 10:24:44 AM
COPIES: 1 LPI: 6
RUN ON SERVER: yes CREATE ASCII FILE: NO

BATCHES SELECTED:	BATCH #	DESCRIPTION	POST DATE
	13-00066	Transferring funds to cover purchase of new e	11/01/2013
	13-00069	UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DE	11/01/2013
	13-00077	to cover dvd player purchase for room 130	11/01/2013
	13-00078	iPAD PURCHASE FROM EQUIPMENT TRANSFERRING FRO	11/04/2013
	13-00079	ADDITIONAL MINIMAL AMOUNT NEEDED FOR UNEXPECT	11/04/2013
	13-00080	OVERSPENT IN GENERAL SUPPLIES WITH UNEXPECTED	11/04/2013
	13-00081	cover medical supply costs	11/04/2013
	13-00082	Account transfer for newspapers	11/05/2013
	13-00083	Account transfer for Chrome Books / Cart	11/05/2013
	13-00084	Budget Transfer	11/05/2013
	13-00085	funds needed for headphones	11/07/2013
	13-00086	funds needed for print cartridges	11/07/2013
	13-00087	food for student reward not in original budge	11/07/2013
	13-00088	additional funds needed for SmartMusic	11/07/2013
	13-00089	additional funds needed for SmartMusic	11/07/2013
	13-00090	additional funds needed for SmartMusic	11/07/2013
	13-00091	additional funds needed for SmartMusic	11/07/2013
	13-00092	additional funds needed for instrument repair	11/07/2013
	13-00093	Renaissance Money from Registration Fees to p	11/07/2013
	13-00094	transfers to cover unexpected expenses	11/07/2013
	13-00095	PERIODICALS TAKEN FROM AODA BUDGET AWARDED TH	11/11/2013
	13-00096	Transfer to pay for Food for Science meeting	11/11/2013
	13-00097	Transfer of funds to pay for food for JH meet	11/11/2013
	13-00098	Transfer of funds to pay for textbooks out of	11/11/2013
	13-00099	All Department copier costs for the SH, budge	11/11/2013
	13-00100	Transferring to cover the purchase of the new	11/11/2013
	13-00101	Transfer funds into paper account to cover pu	11/13/2013
	13-00102	Transfer money for FM system for newly placed	11/13/2013
	13-00103	Transfer of funds for WISELA registration and	11/13/2013

BATCHES SELECTED:	BATCH #	DESCRIPTION	POST DATE
	13-00104	District Vehicle Expense Account Change	11/12/2013
	13-00105	Transfer money to general supplies for ongoin	11/13/2013
	13-00106	Account balance and reallocation	11/13/2013
	13-00107	Transfer funds for Music Instrument Purchases	11/13/2013
	13-00108	additional funds needed for instrument repair	11/14/2013
	13-00110	Transfer of funds to pay for food from correc	11/18/2013
	13-00112	Transfer money for sensory room equipment pur	11/18/2013
	13-00113	transfer of funds to pay for instructional ma	11/18/2013
	13-00114	COST OF FOOD FOR EVENT OVER BY MINIMAL AMOUNT	11/18/2013
	13-00115	DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUN	11/18/2013
	13-00116	DPI REvisions	11/18/2013
	13-00117	funds needed for Instrument repair	11/18/2013
	13-00118	DPI Required Budget Revisions	11/18/2013
	13-00119	DPI Required Budget Revisions	11/18/2013
	13-00120	DPI Required Budget Revisions	11/18/2013
	13-00121	funds needed for scholastic periodical	11/18/2013
	13-00122	DPI Required Budget Revisions	11/18/2013
	13-00123	Supplies to repair desk	11/18/2013
	13-00124	transfer for bindery	11/18/2013
	13-00125	transfer for bindery	11/18/2013
	13-00126	DPI Required Budget Revisions	11/18/2013
	13-00127	DPI Required Budget Revisions	11/18/2013
	13-00128	DPI Required Budget Revisions	11/18/2013
	13-00129	DPI Required Budget Revisions	11/18/2013
	13-00130	DPI Required Budget Revisions	11/18/2013
	13-00131	DPI Required Budget Revisions	11/18/2013
	13-00132	DPI Required Budget Revisions	11/18/2013
	13-00133	DPI Required Budget Revisions	11/18/2013
	13-00134	Funds for District Scheduling Staff Developme	11/18/2013
	13-00135	Transfer funds to cover AWSA dues for Jodi De	11/20/2013
	13-00138	transfer of funds for teachers attending WI M	11/20/2013
	13-00139	Transfer money for elementary WISCareers Bill	11/20/2013
	13-00140	Transfer from Book Account (432) to Equipment	11/20/2013
	13-00142	Sue Benes requested transfers	11/20/2013
	13-00143	cost of watch repairs over planned budget	11/20/2013
	13-00144	Transfer money to cover addt'l shipping cost	11/22/2013
	13-00146	transfer to cover for general supply purchase	11/26/2013

GENERAL INPUT BUDGET TRANSFERS

BATCHES SELECTED:	BATCH #	DESCRIPTION	POST DATE
	13-00147	funds needed for advertising	11/26/2013
	13-00148	Transferring funds to cover the cost of the l	11/26/2013
	13-00149	Transfer money for iTunes purchase for studen	11/26/2013
	13-00150	Soccer Project Transfer	11/27/2013
	13-00151	Soccer Project Transfer	11/27/2013
	13-00152	Funds for Emergency Communications Work in Sc	11/27/2013
	13-00153	CESA 341 TRANSFER	12/02/2013
	13-00154	additional funds needed for sheet music	12/02/2013
	13-00155	To cover cost of Staff Shirts.	12/04/2013
	13-00156	Transfer \$200 from Book Account (432) to Soft	12/05/2013
	13-00157	Transfer to cover unexpected costs of Olympia	12/05/2013
	13-00158	to cover lightspeed purchase	12/09/2013

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00066	Transferring funds to cover purchase of new e	2013-2014	11/01/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transferring from 432 to 440 to cover purchase of Chromebooks	10 E 400 432 222200 000 220 000	11/01/2013	0.00	5,700.00
2		Transferring to cover purchase of Chromebooks	10 E 400 440 222200 000 220 000	11/01/2013	5,700.00	0.00
3		Transferred funds to cover purchase of cameras	10 E 400 413 222200 000 220 000	11/01/2013	0.00	46.64
4		Transferred funds to cover purchase of cameras	10 E 400 561 222200 000 220 000	11/01/2013	46.64	0.00
TOTALS					5,746.64	5,746.64

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00069	UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DE	2013-2014	11/01/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 440 143000 000 140 000	11/01/2013	0.00	800.00
2		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 411 143000 000 140 000	11/01/2013	800.00	0.00
3		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 940 143000 000 140 000	11/01/2013	0.00	200.00
4		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 411 141000 000 140 000	11/01/2013	200.00	0.00
5		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 342 143000 000 140 000	11/01/2013	0.00	196.85
6		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 411 141000 000 140 000	11/01/2013	196.85	0.00
7		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 310 143000 000 140 000	11/01/2013	0.00	20.12
8		UNEXPECTED EXPENSES FOR PHYSICAL EDUCATION DEPARTMENT.	10 E 200 411 141000 000 140 000	11/01/2013	20.12	0.00
TOTALS					1,216.97	1,216.97

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00077	to cover dvd player purchase for room 130	2013-2014	11/01/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		to cover dvd player purchase for room 130	10 E 108 411 241000 000 241 000	11/01/2013	0.00	99.99
2		to cover dvd player purchase for room 130	10 E 108 551 241000 000 241 000	11/01/2013	99.99	0.00
TOTALS					99.99	99.99

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00078	iPAD PURCHASE FROM EQUIPMENT TRANSFERRING FRO	2013-2014	11/04/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		iPAD PURCHASE FROM EQUIPMENT TRANSFERRING FROM COMPUTER SUPPLIES	10 E 400 413 141000 000 140 000	11/01/2013	0.00	200.00
2		iPAD PURCHASE FROM EQUIPMENT TRANSFERRING FROM COMPUTER SUPPLIES	10 E 400 551 143000 000 140 000	11/01/2013	200.00	0.00
3		iPAD PURCHASE FROM EQUIPMENT TRANSFERRING FROM COMPUTER SUPPLIES	10 E 400 413 143000 000 140 000	11/01/2013	0.00	280.00
4		iPAD PURCHASE FROM EQUIPMENT TRANSFERRING FROM COMPUTER SUPPLIES	10 E 400 551 143000 000 140 000	11/01/2013	280.00	0.00
TOTALS					480.00	480.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00079	ADDITIONAL MINIMAL AMOUNT NEEDED FOR UNEXPECT	2013-2014	11/04/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		ADDITIONAL MINIMAL AMOUNT NEEDED FOR UNEXPECTED PURCHASE OF CHAIRS FOR NEW PE CLASSROOM	10 E 400 940 143000 000 140 000	11/01/2013	0.00	20.00
2		ADDITIONAL MINIMAL AMOUNT NEEDED FOR UNEXPECTED PURCHASE OF CHAIRS FOR NEW PE CLASSROOM	10 E 400 561 143000 000 140 000	11/01/2013	20.00	0.00
TOTALS					20.00	20.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00080	OVERSPENT IN GENERAL SUPPLIES WITH UNEXPECTED	2013-2014	11/04/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		OVERSPENT IN GENERAL SUPPLIES WITH UNEXPECTED NEEDS	10 E 400 440 143000 000 140 000	11/01/2013	0.00	304.41
2		OVERSPENT IN GENERAL SUPPLIES WITH UNEXPECTED NEEDS	10 E 400 411 143000 000 140 000	11/01/2013	304.41	0.00
TOTALS					304.41	304.41

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00081	cover medical supply costs	2013-2014	11/04/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		medical supplies	10 E 300 411 162000 000 160 000	11/04/2013	0.00	3.80
2		medical supplies	10 E 300 416 162000 000 160 000	11/04/2013	3.80	0.00
TOTALS					3.80	3.80

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00082	Account transfer for newspapers	2013-2014	11/05/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Account transfer for newspapers	10 E 300 432 222200 000 220 000	11/04/2013	0.00	14.30
2		Account transfer for newspapers	10 E 300 433 222200 000 220 000	11/04/2013	14.30	0.00
TOTALS					14.30	14.30

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00083	Account transfer for Chrome Books / Cart	2013-2014	11/05/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Account transfer for Chrome Books / Cart	10 E 300 411 222200 000 220 000	11/04/2013	0.00	56.64
2		Account transfer for Chrome Books / Cart	10 E 300 551 222200 000 220 000	11/04/2013	56.64	0.00
TOTALS					56.64	56.64

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00084	Budget Transfer	2013-2014	11/05/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer funds to cover an account shortfall in another account	10 E 833 324 254200 000 254 000	11/05/2013	0.00	5,000.00
2		Transferred funds to this account to cover a budget shortfall	10 E 832 411 254200 000 253 000	11/05/2013	5,000.00	0.00
TOTALS					5,000.00	5,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00085	funds needed for headphones	2013-2014	11/07/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds needed for headphones	10 E 400 411 127000 000 127 000	11/05/2013	0.00	39.40
2		funds needed for headphones	10 E 400 440 127000 000 127 000	11/05/2013	39.40	0.00
TOTALS					39.40	39.40

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00086	funds needed for print cartridges	2013-2014	11/07/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds needed for print cartridges	10 E 400 551 121000 000 121 000	11/05/2013	0.00	270.54
2		funds needed for print cartridges	10 E 400 413 121000 000 121 000	11/05/2013	270.54	0.00
TOTALS					270.54	270.54

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00087	food for student reward not in original budge	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		food for student reward not in original budget	10 E 300 479 122000 000 122 000	11/06/2013	0.00	36.90
2		food for student reward not in original budget	10 E 300 415 122000 000 122 000	11/06/2013	36.90	0.00
TOTALS					36.90	36.90

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00088	additional funds needed for SmartMusic	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		additional funds needed for SmartMusic	10 E 200 435 125001 000 125 000	11/07/2013	0.00	238.00
2		additional funds needed for SmartMusic	10 E 200 480 125001 000 125 000	11/07/2013	238.00	0.00
TOTALS					238.00	238.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00089	additional funds needed for SmartMusic	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		additional funds needed for SmartMusic	10 E 300 435 125001 000 125 000	11/07/2013	0.00	119.00
2		additional funds needed for SmartMusic	10 E 300 480 125001 000 125 000	11/07/2013	119.00	0.00
TOTALS					119.00	119.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00090	additional funds needed for SmartMusic	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		additional funds needed for SmartMusic	10 E 400 435 125001 000 125 000	11/07/2013	0.00	108.33
2		additional funds needed for SmartMusic	10 E 400 480 125001 000 125 000	11/07/2013	108.33	0.00
TOTALS					108.33	108.33

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00091	additional funds needed for SmartMusic	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		additional funds needed for SmartMusic	10 E 400 411 125001 000 125 000	11/07/2013	0.00	210.67
2		additional funds needed for SmartMusic	10 E 400 480 125001 000 125 000	11/07/2013	210.67	0.00
TOTALS					210.67	210.67

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00092	additional funds needed for instrument repair	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		additional funds needed for instrument repair	10 E 400 551 125002 000 125 000	11/07/2013	0.00	145.02
2		additional funds needed for instrument repair	10 E 400 310 125002 000 125 000	11/07/2013	145.02	0.00
TOTALS					145.02	145.02

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00093	Renaissance Money from Registration Fees to p	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Renaissance Money from Registration Fees to purchase WKCE luncheon items	10 E 400 411 120000 000 241 000	11/07/2013	0.00	461.78
2		Renaissance Money from Registration Fees to purchase WKCE luncheon items	10 E 400 415 221300 000 241 000	11/07/2013	461.78	0.00
TOTALS					461.78	461.78

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00094	transfers to cover unexpected expenses	2013-2014	11/07/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Office Non Capital Equipment	10 E 102 440 241000 000 241 000	11/07/2013	0.00	930.50
2		Capital Equipment	10 E 102 551 110000 000 241 000	11/07/2013	530.50	0.00
3		Office Employee Travel	10 E 102 342 241000 000 241 000	11/07/2013	400.00	0.00
4		Art Paper	10 E 102 417 121000 000 121 000	11/07/2013	0.00	1,453.00
5		Art General Supplies	10 E 102 411 121000 000 121 000	11/07/2013	1,453.00	0.00
6		Music General Supplies	10 E 102 411 125000 000 125 000	11/07/2013	0.00	7.67
9		Music Computer Supplies	10 E 102 413 125000 000 125 000	11/07/2013	0.00	145.00
10		Music Audio Visual	10 E 102 431 125000 000 125 000	11/07/2013	152.67	0.00
14		Office Non Capital Equipment	10 E 102 440 241000 000 241 000	11/07/2013	0.00	34.46
15		Remedial Reading Supplies	10 E 102 411 122110 000 115 000	11/07/2013	34.46	0.00
16		Office Non Capital Equipment	10 E 102 440 241000 000 241 000	11/07/2013	0.00	357.00
17		Maintenance Services	10 E 102 324 254100 000 241 000	11/07/2013	357.00	0.00
TOTALS					2,927.63	2,927.63

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00095	PERIODICALS TAKEN FROM AODA BUDGET AWARDED TH	2013-2014	11/11/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		PERIODICALS TAKEN FROM AODA BUDGET AWARDED THIS YEAR PLEASE TRANSFER FOR OTHER EXPENSES	10 E 200 434 143000 000 140 000	11/07/2013	0.00	120.00
2		PERIODICALS TAKEN FROM AODA BUDGET AWARDED THIS YEAR PLEASE TRANSFER FOR OTHER EXPENSES	10 E 200 411 143000 000 140 000	11/07/2013	120.00	0.00
TOTALS					120.00	120.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00096	Transfer to pay for Food for Science meeting	2013-2014	11/11/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer to pay for Food for Science meeting from correct account	10 E 200 411 126000 000 126 000	11/08/2013	0.00	32.00
2		Transfer to pay for Food for Science meeting from correct account	10 E 200 415 126000 000 126 000	11/08/2013	32.00	0.00
3		Transfer to pay for Food for Science meeting from correct account	10 E 300 411 126000 000 126 000	11/08/2013	0.00	32.00
4		Transfer to pay for Food for Science meeting from correct account	10 E 300 415 126000 000 126 000	11/08/2013	32.00	0.00
5		Transfer to pay for Food for Science meeting from correct account	10 E 400 411 126000 000 126 000	11/08/2013	0.00	32.00
6		Transfer to pay for Food for Science meeting from correct account	10 E 400 415 126000 000 126 000	11/08/2013	32.00	0.00
TOTALS					96.00	96.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00097	Transfer of funds to pay for food for JH meet	2013-2014	11/11/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer of funds to pay for food for JH meeting from correct account	10 E 300 411 124000 000 124 000	11/08/2013	0.00	11.30
2		Transfer of funds to pay for food for JH meeting from correct account	10 E 300 415 124000 000 124 000	11/08/2013	11.30	0.00
TOTALS					11.30	11.30

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00098	Transfer of funds to pay for textbooks out of	2013-2014	11/11/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer of funds to pay for textbooks out of correct account	10 E 400 411 131000 000 131 000	11/08/2013	0.00	191.21
2		Transfer of funds to pay for textbooks out of correct account	10 E 400 479 131000 000 131 000	11/08/2013	191.21	0.00
TOTALS					191.21	191.21

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00099	All Department copier costs for the SH, budge	2013-2014	11/11/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		All Department copier costs for the SH, budgeted in wrong account	10 E 400 571 120000 000 241 000	11/11/2013	0.00	36,574.00
2		All Department copier costs for the SH, budgeted in wrong account	10 E 400 354 120000 000 241 000	11/11/2013	36,574.00	0.00
TOTALS					36,574.00	36,574.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00100	Transferring to cover the purchase of the new	2013-2014	11/11/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		To cover the purchase of the computers	10 E 400 432 222200 000 220 000	11/11/2013	0.00	8,400.00
2		To cover the purchase of the computers	10 E 400 551 222200 000 220 000	11/11/2013	8,400.00	0.00
TOTALS					8,400.00	8,400.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00101	Transfer funds into paper account to cover pu	2013-2014	11/13/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer funds into paper account to cover purchases for the year	10 E 200 551 241000 000 241 000	11/11/2013	0.00	7,777.50
2		Transfer funds into paper account to cover purchases for the year	10 E 200 417 120000 000 241 000	11/11/2013	7,777.50	0.00
TOTALS					7,777.50	7,777.50

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00102	Transfer money for FM system for newly placed	2013-2014	11/13/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer from outsourced training	27 E 809 310 221300 341 809 000	11/12/2013	0.00	1,400.00
2		Transfer to hearing impaired equipment	27 E 809 551 156100 341 809 000	11/12/2013	1,400.00	0.00
TOTALS					1,400.00	1,400.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
13-00103	Transfer of funds for WISELA registration and	2013-2014	11/13/2013	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Transfer of funds for WISELA registration and NABT registration	10 E 400 411 126000 000 126 000		11/12/2013	0.00	100.00	
2		Transfer of funds for WISELA registration and NABT registration	10 E 400 940 126000 000 126 000		11/12/2013	100.00	0.00	
TOTALS						100.00	100.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
13-00104	District Vehicle Expense Account Change	2013-2014	11/12/2013	Activate	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Adjustment for Vehicle Expenses	10 E 830 348 232000 000 251 000		10/28/2013	619.66	0.00	
2		Adjustment for Vehicle Expenses	10 E 830 324 232000 000 251 000		10/28/2013	0.00	619.66	
TOTALS						619.66	619.66	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
13-00105	Transfer money to general supplies for ongoing	2013-2014	11/13/2013	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Transfer from outsourced training	27 E 809 310 221300 341 809 000		11/12/2013	0.00	300.00	
2		Transfer to general supplies	27 E 809 411 158000 341 809 000		11/12/2013	300.00	0.00	
TOTALS						300.00	300.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
13-00106	Account balance and reallocation	2013-2014	11/13/2013	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Reallocating funds to cover network services	10 E 814 551 266001 000 232 000		11/13/2013	0.00	25,000.00	
2		To cover expenses for Networking Engineer Services	10 E 814 310 266000 000 232 000		11/13/2013	25,000.00	0.00	
TOTALS						25,000.00	25,000.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>			
13-00107	Transfer funds for Music Instrument Purchases	2013-2014	11/13/2013	Submit Transfer	History			
<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>		<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>	
1		Transfer to support instrument purchases for 2013-2014	10 E 830 551 251000 000 251 000		11/13/2013	0.00	5,000.00	
2		Transfer to support instrument purchases for 2013-2014	10 E 809 551 125500 000 125 000		11/13/2013	5,000.00	0.00	
TOTALS						5,000.00	5,000.00	

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00108	additional funds needed for instrument repair	2013-2014	11/14/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		additional funds needed for instrument repair	10 E 400 551 125002 000 125 000	11/13/2013	0.00	200.00
2		additional funds needed for instrument repair	10 E 400 310 125002 000 125 000	11/13/2013	200.00	0.00
TOTALS					200.00	200.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00110	Transfer of funds to pay for food from correc	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer of funds to pay for food from correct account	10 E 300 411 124000 000 124 000	11/14/2013	0.00	36.64
2		Transfer of funds to pay for food from correct account	10 E 300 415 124000 000 124 000	11/14/2013	36.64	0.00
TOTALS					36.64	36.64

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00112	Transfer money for sensory room equipment pur	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		Transfer from EC general supplies	27 E 809 411 152000 347 809 000	11/14/2013	0.00	1,070.00
2		Transfer to EC equipment	27 E 809 551 152000 347 809 000	11/14/2013	1,070.00	0.00
TOTALS					1,070.00	1,070.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00113	transfer of funds to pay for instructional ma	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		transfer of funds to pay for instructional material from correct account	10 E 400 411 136230 000 136 000	11/15/2013	0.00	152.46
2		transfer of funds to pay for instructional material from correct account	10 E 400 479 223700 000 130 000	11/15/2013	152.46	0.00
TOTALS					152.46	152.46

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00114	COST OF FOOD FOR EVENT OVER BY MINIMAL AMOUNT	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		COST OF FOOD FOR EVENT OVER BY MINIMAL AMOUNT TRANSFER COR CORRECTION	10 E 400 940 143000 000 140 000	11/16/2013	0.00	7.25

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00114	COST OF FOOD FOR EVENT OVER BY MINIMAL AMOUNT	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
2		COST OF FOOD FOR EVENT OVER BY MINIMAL AMOUNT TRANSFER COR CORRECTION	10 E 400 415 143000 000 140 000	11/16/2013	7.25	0.00
TOTALS					7.25	7.25

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00115	DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUN	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUNDS FROM OTHER ACCOUNTS	10 E 400 411 141000 000 140 000	11/16/2013	0.00	100.00
2		DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUNDS FROM OTHER ACCOUNTS	10 E 400 561 143000 000 140 000	11/16/2013	100.00	0.00
3		DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUNDS FROM OTHER ACCOUNTS	10 E 400 310 143000 000 140 000	11/16/2013	0.00	100.00
4		DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUNDS FROM OTHER ACCOUNTS	10 E 400 561 143000 000 140 000	11/16/2013	100.00	0.00
5		DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUNDS FROM OTHER ACCOUNTS	10 E 400 342 143000 000 140 000	11/16/2013	0.00	300.00
6		DANCE CURRICULUM PURCHASE NEED ADDITIONAL FUNDS FROM OTHER ACCOUNTS	10 E 400 561 143000 000 140 000	11/16/2013	300.00	0.00
TOTALS					500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00116	DPI REvisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Requirement	10 R 809 340 500000 000 000 000	11/18/2013	14,020.00	0.00
2		DPI Requirement	10 R 809 349 500000 000 000 000	11/18/2013	0.00	14,020.00
TOTALS					14,020.00	14,020.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00117	funds needed for Instrument repair	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds needed for Instrument repair	10 E 200 473 125003 000 125 000	11/18/2013	0.00	500.00
2		funds needed for Instrument repair	10 E 200 310 125003 000 125 000	11/18/2013	500.00	0.00
TOTALS					500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00118	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 102 324 254100 000 241 000	11/18/2013	0.00	357.00
2		DPI Required Budget Revisions	10 E 102 310 241000 000 241 000	11/18/2013	357.00	0.00
3		DPI Required Budget Revisions	10 E 102 432 213000 000 213 000	11/18/2013	0.00	100.00
4		DPI Required Budget Revisions	10 E 102 490 213000 000 213 000	11/18/2013	100.00	0.00
5		DPI Required Budget Revisions	10 E 102 479 213000 000 213 000	11/18/2013	0.00	150.00
6		DPI Required Budget Revisions	10 E 102 490 213000 000 213 000	11/18/2013	150.00	0.00
TOTALS					607.00	607.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00119	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 106 479 213000 000 213 000	11/18/2013	0.00	250.00
2		DPI Required Budget Revisions	10 E 106 490 213000 000 213 000	11/18/2013	250.00	0.00
TOTALS					250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00120	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 108 480 110000 000 125 000	11/18/2013	0.00	35.00
2		DPI Required Budget Revisions	10 E 108 435 110000 000 125 000	11/18/2013	35.00	0.00
TOTALS					35.00	35.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00121	funds needed for scholastic periodical	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds needed for scholastic periodical	10 E 200 411 122110 000 122 000	11/18/2013	0.00	1.39
2		funds needed for scholastic periodical	10 E 200 434 122110 000 122 000	11/18/2013	1.39	0.00
TOTALS					1.39	1.39

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00122	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 200 434 241000 000 241 000	11/18/2013	0.00	174.00
2		DPI Required Budget Revisions	10 E 200 490 241000 000 241 000	11/18/2013	174.00	0.00
3		DPI Required Budget Revisions	10 E 200 479 241000 000 241 000	11/18/2013	0.00	3,576.00
4		DPI Required Budget Revisions	10 E 200 490 241000 000 241 000	11/18/2013	3,576.00	0.00
5		DPI Required Budget Revisions	10 E 200 480 124000 000 124 000	11/18/2013	0.00	185.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00122	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
6		DPI Required Budget Revisions	10 E 200 435 124000 000 124 000	11/18/2013	185.00	0.00
7		DPI Required Budget Revisions	10 E 200 480 125001 000 125 000	11/18/2013	0.00	238.00
8		DPI Required Budget Revisions	10 E 200 435 125001 000 125 000	11/18/2013	238.00	0.00
TOTALS					4,173.00	4,173.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00123	Supplies to repair desk	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Supplies to repair desk	10 E 300 342 213000 000 213 000	11/18/2013	0.00	200.00
2		Supplies to repair desk	10 E 300 413 213000 000 213 000	11/18/2013	0.00	200.00
3		To purchase supplies to fix desk	10 E 300 411 213000 000 213 000	11/18/2013	400.00	0.00
TOTALS					400.00	400.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00124	transfer for bindery	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer for bindery	10 E 300 439 222200 000 220 000	11/18/2013	0.00	385.78
2		transfer for bindery	10 E 300 432 222200 000 220 000	11/18/2013	385.78	0.00
TOTALS					385.78	385.78

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00125	transfer for bindery	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer for bindery	10 E 300 431 222200 000 220 000	11/18/2013	0.00	245.00
2		transfer for bindery	10 E 300 432 222200 000 220 000	11/18/2013	245.00	0.00
TOTALS					245.00	245.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00126	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 300 480 124000 000 124 000	11/18/2013	0.00	185.00
2		DPI Required Budget Revisions	10 E 300 435 124000 000 124 000	11/18/2013	185.00	0.00
3		DPI Required Budget Revisions	10 E 300 480 125001 000 125 000	11/18/2013	0.00	119.00
4		DPI Required Budget Revisions	10 E 300 435 125001 000 125 000	11/18/2013	119.00	0.00
TOTALS					304.00	304.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00127	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		DPI Required Budget Revisions	10 E 400 324 162000 000 160 000	11/18/2013	0.00	1,800.00
2		DPI Required Budget Revisions	10 E 400 310 162000 000 160 000	11/18/2013	1,800.00	0.00
3		DPI Required Budget Revisions	10 E 400 432 241000 000 241 000	11/18/2013	0.00	500.00
4		DPI Required Budget Revisions	10 E 400 490 241000 000 241 000	11/18/2013	500.00	0.00
5		DPI Required Budget Revisions	10 E 400 433 241000 000 241 000	11/18/2013	0.00	205.00
6		DPI Required Budget Revisions	10 E 400 490 241000 000 241 000	11/18/2013	205.00	0.00
7		DPI Required Budget Revisions	10 E 400 434 241000 000 241 000	11/18/2013	0.00	95.00
8		DPI Required Budget Revisions	10 E 400 490 241000 000 241 000	11/18/2013	95.00	0.00
9		DPI Required Budget Revisions	10 E 400 480 125001 000 125 000	11/18/2013	0.00	319.00
10		DPI Required Budget Revisions	10 E 400 435 125001 000 125 000	11/18/2013	319.00	0.00
TOTALS					2,919.00	2,919.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00128	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		DPI Required Budget Revisions	10 E 809 551 254400 926 809 000	11/18/2013	0.00	13,230.00
2		DPI Required Budget Revisions	10 E 809 551 253000 926 809 000	11/18/2013	13,230.00	0.00
TOTALS					13,230.00	13,230.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00129	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		DPI Required Budget Revisions	10 E 811 990 231100 000 231 000	11/18/2013	0.00	2,500.00
2		DPI Required Budget Revisions	10 E 811 999 231100 000 231 000	11/18/2013	2,500.00	0.00
TOTALS					2,500.00	2,500.00

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
13-00130	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>
1		DPI Required Budget Revisions	10 E 814 450 266000 000 232 000	11/18/2013	0.00	500.00
2		DPI Required Budget Revisions	10 E 814 450 110000 000 232 000	11/18/2013	500.00	0.00
TOTALS					500.00	500.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00131	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 824 351 223300 000 212 000	11/18/2013	0.00	650.00
2		DPI Required Budget Revisions	10 E 824 351 211000 000 212 000	11/18/2013	650.00	0.00
3		DPI Required Budget Revisions	10 E 824 435 213000 000 212 000	11/18/2013	0.00	1,500.00
4		DPI Required Budget Revisions	10 E 824 490 213000 000 212 000	11/18/2013	1,500.00	0.00
TOTALS					2,150.00	2,150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00132	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 825 479 221100 000 210 000	11/18/2013	0.00	1,000.00
2		DPI Required Budget Revisions	10 E 825 490 221100 000 210 000	11/18/2013	1,000.00	0.00
TOTALS					1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00133	DPI Required Budget Revisions	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		DPI Required Budget Revisions	10 E 832 440 254000 000 254 000	11/18/2013	0.00	1,000.00
2		DPI Required Budget Revisions	10 E 832 440 254200 000 253 000	11/18/2013	1,000.00	0.00
TOTALS					1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00134	Funds for District Scheduling Staff Developme	2013-2014	11/18/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds for District Scheduling Staff Developme, Transfer From Account: 10 E 830 561 251000 000 251 000	10 E 830 310 221300 000 251 000	11/18/2013	9,000.00	0.00
2		Funds for District Scheduling Staff Developme, Transfer To Account: 10 E 830 310 221300 000 251 000	10 E 830 561 251000 000 251 000	11/18/2013	0.00	9,000.00
TOTALS					9,000.00	9,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00135	Transfer funds to cover AWSA dues for Jodi De	2013-2014	11/20/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer funds to cover AWSA dues for Jodi Devine	10 E 200 551 241000 000 241 000	11/18/2013	0.00	379.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00135	Transfer funds to cover AWSA dues for Jodi De	2013-2014	11/20/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
2		Transfer funds to cover AWSA dues for Jodi Devine	10 E 200 940 241000 000 241 000	11/18/2013	379.00	0.00
TOTALS					379.00	379.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00138	transfer of funds for teachers attending WI M	2013-2014	11/20/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer of funds for teachers attending WI Mathematics Council meeting	10 E 400 411 124000 000 124 000	11/20/2013	0.00	150.00
2		transfer of funds for teachers attending WI Mathematics Council meeting	10 E 400 940 124000 000 124 000	11/20/2013	150.00	0.00
TOTALS					150.00	150.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00139	Transfer money for elementary WISCareers Bill	2013-2014	11/20/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from guidance travel	10 E 824 342 213000 000 212 000	11/20/2013	0.00	1,135.00
2		Transfer to guidance other non-capital items	10 E 824 490 213000 000 212 000	11/20/2013	1,135.00	0.00
TOTALS					1,135.00	1,135.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00140	Transfer from Book Account (432) to Equipment	2013-2014	11/20/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from Book Account (432) to Equipment Addition (551) to cover e-reader purchase (2 refurbished Kindle Fires)	10 E 200 432 222200 000 220 000	11/20/2013	0.00	225.00
2		Transfer to Equipment Account (551) from Book Account (432) to cover e-reader purchase.	10 E 200 551 222200 000 220 000	11/20/2013	225.00	0.00
TOTALS					225.00	225.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00142	Sue Benes requested transfers	2013-2014	11/20/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Per Sue Benes and Aaron request	10 E 101 439 222200 000 220 000	11/20/2013	0.00	4,324.00
2		Per Sue Benes and Aaron request	10 E 101 432 222200 000 220 000	11/20/2013	4,324.00	0.00
TOTALS					4,324.00	4,324.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00143	cost of watch repairs over planned budget	2013-2014	11/20/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		cost of watch repairs over planned budget	10 E 300 440 143000 000 140 000	11/20/2013	0.00	383.50
2		cost of watch repairs over planned budget	10 E 300 411 143000 000 140 000	11/20/2013	383.50	0.00
TOTALS					383.50	383.50

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00144	Transfer money to cover addt'l shipping cost	2013-2014	11/22/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from EC general supplies	27 E 809 411 152000 347 809 000	11/21/2013	0.00	56.00
2		Transfer to EC equipment	27 E 809 551 152000 347 809 000	11/21/2013	56.00	0.00
TOTALS					56.00	56.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00146	transfer to cover for general supply purchase	2013-2014	11/26/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transfer to cover for general supply purchase	10 E 108 479 110000 000 102 000	11/25/2013	0.00	175.23
2		transfer to cover for general supply purchase	10 E 108 411 110000 000 102 000	11/25/2013	175.23	0.00
TOTALS					175.23	175.23

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00147	funds needed for advertising	2013-2014	11/26/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		funds needed for advertising	10 E 400 411 122600 000 125 000	11/25/2013	0.00	110.45
2		funds needed for advertising	10 E 400 351 122600 000 125 000	11/25/2013	110.45	0.00
TOTALS					110.45	110.45

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00148	Transferring funds to cover the cost of the l	2013-2014	11/26/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		transferring to cover cost of library books	10 E 400 431 222200 000 220 000	11/26/2013	0.00	1,000.00
2		transferring to cover the cost of the library books	10 E 400 432 222200 000 220 000	11/26/2013	1,000.00	0.00
TOTALS					1,000.00	1,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00149	Transfer money for iTunes purchase for studen	2013-2014	11/26/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer from outsourced training	27 E 809 310 221300 341 809 000	11/26/2013	0.00	230.00
2		Transfer to student software	27 E 809 435 158000 341 809 000	11/26/2013	230.00	0.00
TOTALS					230.00	230.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00150	Soccer Project Transfer	2013-2014	11/27/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		For construction - not supplies	49 E 809 411 255100 000 503 000	11/27/2013	0.00	25,000.00
2		Funds for construction - not supplies	49 E 809 327 255100 000 503 000	11/27/2013	25,000.00	0.00
TOTALS					25,000.00	25,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00151	Soccer Project Transfer	2013-2014	11/27/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds for soccer complex transferred to another account	49 E 809 310 255100 000 503 000	11/27/2013	0.00	15,000.00
2		Funds for soccer complex bills	49 E 809 327 255100 000 503 000	11/27/2013	15,000.00	0.00
TOTALS					15,000.00	15,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
13-00152	Funds for Emergency Communications Work in Sc	2013-2014	11/27/2013	Submit Transfer	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Funds for Emergency Communications Work in Schools	10 E 830 310 251000 000 251 000	11/27/2013	5,000.00	0.00
2		Funds for Emergency Communications Work in Schools	10 E 830 561 251000 000 251 000	11/27/2013	0.00	5,000.00
TOTALS					5,000.00	5,000.00



BACKGROUND INFORMATION ON 2014 WASB RESOLUTIONS

Resolution 14-1: Access to Co-Curricular Activities

A bill has been proposed (but has not yet been introduced) that would give students who reside in a district but who are not enrolled in the districts' schools the right to participate in public school extracurricular activities, including interscholastic athletics.

At the time the proposal was first circulated, it called for requiring a school board to permit pupils who reside in the school district and are enrolled in a private school located in the school district, an independent charter school located in the school district, a home-based private educational program, or a virtual charter school, to participate in interscholastic athletics and extracurricular activities. The initial proposal would also have prohibited a school district from being a member of an athletic association unless the association requires member school districts to allow such pupils to participate in interscholastic athletics. As initially drafted, the proposal would take effect on July 1, 2014. (Note: For pupils described above who are enrolled in a private school or independent charter school, the proposal, as initially drafted, would apply only to those sports that the private school or charter school does not offer.)

Resolution 14-2: Voucher School Accountability

Previously, the WASB Delegate Assembly has formally adopted a policy resolution (Resolution 2.70 (a)) stating that "Private and parochial schools that accept state funding through taxpayer-financed vouchers... must be held to the (same) state statutory requirements, testing requirements and accountability measures as public schools."

Members of the Policy & Resolutions Committee suggested that a resolution on the question of whether private schools that accept vouchers should be subject to the same state accountability framework that applies to public schools be placed before the Delegate Assembly.

Starting in 2011-12, a comprehensive accountability index replaced the Adequate Yearly Progress (AYP) system imposed under the federal No Child Left Behind Act. The index approach uses multiple measures and classifies schools along a rating continuum. The ratings determine the level of support a school receives, ranging from rewards and recognition for high performing schools to state intervention for the lowest performing schools in the state. Accountability Determinations (the index score and rating) are reported annually in the School Report Card.

Wisconsin's accountability system currently includes all public schools. It does NOT include private and religious schools that participate in the private school voucher programs.

The 2013-15 state budget (2013 Wisconsin Act 20) created a statewide private voucher school program but did NOT require that a voucher school must be included in the state accountability system.

Currently, a pair of companion bills--Senate Bill 286 and Assembly Bill 379--has been introduced in both houses. Those bills would bring all publicly-funded schools, including private voucher schools, into a state accountability and report card system similar to that which already exists for public schools and districts.

Resolution 14-3: Voucher School Teacher and Administrator Standards

Previously, the WASB Delegate Assembly has formally adopted a policy resolution (Resolution 2.70 (a)) stating that "Private and parochial schools that accept state funding through taxpayer-financed vouchers... **must be held to the (same) state statutory requirements, testing requirements and accountability measures as public schools.**" (Emphasis added)

Along with that resolution language, WASB delegates adopted existing resolution 2.70 (c), stating that "Teachers and administrators in private voucher schools **should be required to meet the same standards required of public school teachers and administrators.**" (Emphasis added)

Members of the Policy & Resolutions Committee suggested that a resolution on the question of whether teachers and administrators in private schools that accept vouchers should be subject to the same licensure standards and educator effectiveness provisions that apply to public school teachers and administrators be placed before the Delegate Assembly.

Currently, teachers and administrators in private and religious schools that accept state voucher payments need NOT hold a DPI license or permit. All administrators of private schools that accept vouchers and all teachers in private schools that accept vouchers must have *at least a bachelor's degree* from an accredited institution of higher education. For purposes of private school voucher programs:

"Administrator" is defined under current law as a "superintendent, supervising principal, executive director or other person who acts as the administrative head of the private school participating in the voucher program."

"Teacher" is defined under current law to mean a person who has primary responsibility for the academic instruction of pupils participating in the voucher program.

Currently, teachers and administrators in private and religious schools that accept state voucher payments are NOT subject to the educator effectiveness evaluation system that public schools must use to evaluation of the performance of teachers and principals.

2011 Wisconsin Act 166 required the Department of Public Instruction (DPI) to develop an educator effectiveness evaluation system (state system) and to develop, by rule, an equivalency process (equivalency process) that is aligned with and that may be used in lieu of the state system to assist school districts in the evaluation of the performance of teachers and principals in the district. The state will provide a model, or the district may choose an equivalent alternative to evaluate their educators.

Under this system, 50 percent of the total evaluation score assigned to a teacher or principal must be based on measures of student performance, and 50 percent of the total evaluation score must be based upon the extent to which the teacher's or principal's practice meets standards established under the 2011 Interstate Teacher Assessment and Support Consortium or under the 2008 Interstate School Leaders Licensure Consortium Educational Leadership Policy Standards, respectively.

Wisconsin's educator effectiveness system incorporates a "multiple measures" approach, which draws upon multiple sources of evidence to evaluate educator performance. Specifically, the system requires that evaluations utilize multiple measures of educator practice, as well as student growth.

Resolution 14-4: Applicability of Open Meetings and Public Records Laws to Private Voucher Schools

Previously, the WASB Delegate Assembly has formally adopted a policy resolution (Resolution 2.70 (a)) stating that "Private and parochial schools that accept state funding through taxpayer-financed vouchers... **must be held to the (same) state statutory requirements, testing requirements and accountability measures as public schools.**"

Members of the Policy & Resolutions Committee suggested that the question of whether private schools that accept vouchers should be subject to the Open Meetings Law and Public Records Law that apply to public schools be placed before the Delegate Assembly.

Currently, private and religious schools that accept state voucher payments are NOT subject to either the state Open Meetings Law or state Public Records Law that apply to public schools.

Resolution 14-5: Administration of Certain Required State Assessments (Explore)

Wisconsin is ending its use of the Wisconsin Knowledge and Concepts Examinations (WKCE) as the statewide assessment administered to all students in grades 3-8 and 10. Beginning in 2014-15, the WKCE will be replaced by a variety of new assessments that will be administered to students in grades 3-11.

The new Smarter Balanced assessment, aligned with the Common Core state standards adopted by Wisconsin in 2010, was developed with a consortium of states with a federal Race to the Top

assessment grant and will also fulfill federal accountability requirements. The Smarter Balanced assessment will be field tested in 2013-14, and will be ready to replace the mathematics, reading, and language arts portions of the current WKCE in grades 3 through 8 beginning in 2014-15. Until Smarter Balanced is ready, DPI is required by state and federal law to continue administering the federally approved WKCE. The ACT Suite of tests* (see note below) would be used in lieu of administering Smarter Balanced in high school grades.

To enable this transition, 2013 Wisconsin Act 20 (the 2013-15 state budget) made statutory changes and provided resources to:

- fund the final year of the Wisconsin Knowledge and Concepts Examinations (WKCE) in 2013-14;
- administer the new Smarter Balanced and Dynamic Learning assessment systems in grades 3-8 in 2014-15;
- continue the science and social studies portions of the WKCE in 2014-15; and
- implement the ACT suite of tests* (see note below) for high school pupils statewide in 2014-15.

**Note:* The ACT Suite includes the Explore test (to be administered in ninth grade), the Plan test (to be administered in tenth grade), and the ACT college entrance exam and WorkKeys (to be administered in eleventh grade).

It was initially contemplated that all three components of the ACT Suite would be administered only in the spring term for ninth, tenth, and eleventh grade students. However, during its deliberations over the budget bill, the Joint Finance Committee (JFC) added provisions to require the ACT Explore test to be administered *twice* to ninth grade pupils—once in the fall and once in the spring—beginning in 2014-15. To fund the cost of administering an additional test to ninth grade pupils, the JFC provided an additional \$574,000 in state funding for testing in 2014-15.

The 2013-15 budget requires the Plan and ACT tests to be administered in the spring terms of tenth and eleventh grades, respectively, with the spring term test for tenth graders first effective in 2014-15.

Several state school districts have already been administering the ACT Suite of tests to their students and many of these districts administer the Explore test to eighth graders, using district funds to do this. These districts are using these tests as tools for student academic planning and counseling and preparation for the ACT exam—rather than as a school-wide assessment.

These districts argue that by offering the Explore exam to students before they enter high school, they are helping students to: identify areas where they need to improve if they have an interest in attending college; decide which classes to take; and begin exploring careers that suit their interests and abilities. This arrangement enables students and parents to use the Explore test results to inform their choices of classes and the sequence of those classes, especially elective classes, in high school.

Resolution 14-6: Days of Instruction/Flexible Length of School Term

The WASB's existing Resolution, 1.24 **Days of Instruction**, reads: "The WASB supports legislation to **allow local districts the maximum latitude in determining the number of days of direct pupil instruction** using the hours required under current law and in determining what constitutes a day of school."

Currently, state statutes require school districts to schedule 180 school days—which are defined to include days on which school is actually taught and certain days on which school is not taught.

In addition, state statutes require districts to: "Annually, schedule at least 437 hours of direct pupil instruction in kindergarten, at least 1,050 hours of direct pupil instruction in grades 1 to 6 and at least 1,137 hours of direct pupil instruction in grades 7 to 12." Scheduled hours under this statutory are defined to include recess and time for pupils to transfer between classes but do not include the lunch period.

The intent of this resolution is to do away with the statutory requirement to schedule at least 180 days of instruction, including the requirement in Wis. Statutes, section 120.12 (15), that the equivalent of 180 such days, as defined in s. 115.01 (10), shall be held during the school term. Instead, schools would be governed only by the hours of direct pupil instruction requirements.

Resolution 14-7: Educator Effectiveness

As noted above, 2011 Wisconsin Act 166 required the Department of Public Instruction (DPI) to develop an educator effectiveness evaluation system (state system) and to develop, by rule, an equivalency process (equivalency process) that is aligned with and that may be used in lieu of the state system to assist school districts in the evaluation of the performance of teachers and principals in the district. The state will provide a model, or the district may choose an equivalent alternative to evaluate their educators.

Under the state system, 50 percent of the total evaluation score assigned to a teacher or principal must be based on measures of student performance, and 50 percent of the total evaluation score must be based upon the extent to which the teacher's or principal's practice meets standards established under the 2011 Interstate Teacher Assessment and Support Consortium or under the 2008 Interstate School Leaders Licensure Consortium Educational Leadership Policy Standards, respectively.

Teachers and principals, after being evaluated under the state system or the equivalency process, must be placed in one of multiple performance categories. Each school district and independent charter school must begin evaluating teachers and principals using either the state system or the equivalency process in the 2014-15 school year.

Resolution 14-8: Common Core State Standards

Academic standards define what students should know and be able to do in given academic subjects at each grade level. They set goals or benchmarks. While academic standards establish what students need to learn, in theory, standards do not dictate how teachers should teach, and are not a curriculum. Decisions regarding curriculum and instructional materials in Wisconsin are ultimately determined by locally elected school boards.

The concept of adopting state academic standards is not new. Wisconsin's Model Academic Standards, first adopted in 1998, cover 21 separate content areas. These 1998 standards were criticized on the grounds that they lacked depth, were written only at grades 4, 8, and 12, and that the standards in reading /language and mathematics were not considered "college and career ready."

The WASB's existing policy resolution on state standards (3.02 State Standards) was adopted in 1997 and is outdated and speaks only to the establishment of state standards at three grade levels (grades 4, 8 and 10). It reads as follows:

The WASB supports the efforts at the state level to create standards in the core content areas of reading, math, science, language arts and social studies. The standards should be established at the 4th, 8th and 10th grades. The standards should not be so specific that they dictate local curricula, but should give students, parents, teachers, and local policy makers clear, high expectations for students. The WASB supports flexibility for school boards to select, approve and implement standards that reflect the local community's expectation that each student achieve his/her maximum potential. The local standards should meet or exceed state standards, and should include grade levels and curriculum areas not included in the state standards. The standards should be written in language easily understood by the public.

The 2001 federal No Child Left Behind Act (NCLB) required states to adopt academic content standards and achievement standards that "include the same knowledge, skills and levels of achievement expected of all children" and to administer statewide assessments to pupils in grades 3- 8 and once in high school that are aligned to those standards. It is argued that setting high standards and establishing measurable goals can improve individual student outcomes.

The Common Core State Standards (CCSS) are a specific set of content knowledge and foundational skills, designed to prepare students to succeed in college and the workforce by high school graduation.

Prior efforts to set common standards across the nation had failed, in part because they came from the federal government rather than from the states themselves. Those who initiated the effort to create common standards in English language arts and math (CCSS) hoped the effort would yield rigorous standards that could cross state boundaries and that would be coherent across grade levels and subjects, allowing students to build from year to year on prior understanding.

While adoption of the CCSS was voluntary for states, 45 states, including Wisconsin, and the District of Columbia have chosen to adopt the CCSS. The only states not to adopt the standards are Alaska, Nebraska, Texas, and Virginia. (Minnesota adopted the English standards but not the math standards.)

The CCSS were adopted in Wisconsin by State Superintendent Tony Evers in June 2010 through a proclamation adopting the CCSS as the basis for curriculum, instruction and assessment in English language arts and mathematics in Wisconsin as a set of “college-and career-readiness” standards.

To date, the WASB Delegate Assembly has not taken a specific position on the CCSS. The Policy and Resolutions Committee took this opportunity to bring forward a resolution on the CCSS to the 2014 WASB Delegate Assembly for a vote of the membership.

Resolution 14-9: Forced Sale of School District Buildings and Grounds

Generally, under current law, a school board has the power to determine the use of school district facilities. In common school districts, electors at the annual meeting have the power to determine whether school district facilities are no longer needed and electors can authorize the sale of such school district facilities. However, electors cannot compel the sale. It is up to the board to consummate the electors’ authorization of such a sale.

Under current law, the city of Milwaukee owns the school buildings and school grounds of the Milwaukee Public Schools (MPS) district. Generally, city-owned property used for school purposes may be sold only upon the written request of the MPS Board and only if the Milwaukee Common Council adopts a resolution approving the sale.

A pair of companion bills (Assembly Bill 417 and Senate Bill 318) has been introduced this session that would require the MPS Board to offer vacant or underused building to the operators of private voucher school or charter schools. (The authors of these bills have indicated they support extending the principle underlying their bills to all school districts in the state.) These bills require the MPS Board to annually prepare a detailed inventory of all school buildings in MPS and submit that inventory to the city clerk, the Department of Public Instruction, and the Joint Committee on Finance. The city clerk must publish information about eligible school buildings on the city’s Web page.

Under those bills, once a school building has qualified as an eligible school building, only an education operator (i.e., an independent charter school operator or the operator of a private school that accepts vouchers), with certain exceptions and for a certain time period, may submit a letter of interest to the common council to purchase the building. Under the bill, the common council must, in a timely manner, negotiate a reasonable purchase price and terms for the purchase with the selected buyer.

Resolution 14-10: Fund Balances

School boards often establish a policy that sets a reasonable percentage of the operating budget to be maintained as a fund balance. Such local district policies emphasize the importance of maintaining an appropriate fund balance and serve as a goal in the budget planning process. Local needs vary from district to district and the level of fund balance appropriate for one district may not be for another.

“Fund balance” is an accounting term. A “fund balance” represents the net current assets of a fund (e.g., Fund 10, the designation given to a school district’s General Fund) at the end of a fiscal period. A “fund balance” reflects a “snapshot” at a particular moment in time. For schools, this is as of June 30, when the district’s fiscal year ends. The fund balance takes into consideration cash, receivables, and inventory less any outstanding bills or liabilities that exist, and thus reflects a school district’s net equity as of June 30.

The fund balance in a district’s General Fund (Fund 10) is not a savings account. It is not a surplus. Fund balance is not intended to be used for ongoing (e.g., salaries or benefits) expenditures.

Among the biggest reasons school districts must maintain a fund balance in the general fund is for cash-flow management. School districts’ cash inflows from taxes, state aids and other sources are generally not aligned to their payment schedules. An appropriate general fund balance helps a district meet its financial obligations during those periods when revenues are insufficient to meet expenditures.

School districts also establish appropriate general fund balances for the following other purposes:

- To demonstrate financial stability in the district.
- To avoid excessive short-term borrowing and limit expenditures for interest.
- To stabilize both the budget and tax rate.
- To accumulate sufficient assets to make planned purchases.
- To provide for unexpected or unforeseen expenditures due to natural disasters, emergencies, etc.
- To preserve a high bond rating. (Private bond rating agencies ideally look for fund balances to be increasing in size for districts to obtain the highest bond ratings, which then results in lower interest rates on debt/ borrowing.)

The members of the WASB Policy and Resolutions Committee recognized that the legislative uproar during the 2013-15 state budget debate that erupted over the discovery of substantial surpluses in various funds within the University of Wisconsin (UW) System creates a distinct possibility that school district fund balances may also be reviewed by legislators in greater detail than in the past. Indeed, during the 2013-15 state budget debate lawmakers requested information on the fund balances of all 424 public school districts from the Department of Public Instruction (DPI).

School districts are generally more transparent in their budgeting and fund balances than the UW System has been. School boards, as noted above, often have fund balance policies in place and, by law, fund balances are always reported publicly at both the school district level and at the state (DPI) level.

Notwithstanding this, the members of the Policy and Resolutions Committee believed it was proper to place a resolution before the WASB Delegate Assembly for a vote by delegates.

Resolution 14-11: Recovery School Districts

A recovery school district (RSD) is a state-level authority charged with taking over and attempting to turn around perennially low performing public schools (a/k/a “failing” schools). Structurally speaking, an RSD can be viewed as a state-run (and potentially statewide) school district or school system that is charged with turning around a state’s “failing” schools. Practically speaking, an RSD is a vehicle for breaking up or “privatizing” local public schools through the use of charter schools, private school vouchers, and alternative pipelines for human capital.

Typically, the RSD is housed within the state education agency (e.g., the DPI) and is led by its own superintendent who is hired by and reports to the state superintendent. Typically, the schools of the former local school district are converted to charter schools operated by private charter school management companies. With respect to the schools under its control, an RSD generally eliminates the control of and need for a local school board.

Rumors about a recovery district for Milwaukee Public Schools (MPS) have been circulating for a while, and they were fueled in late summer when the Wisconsin Policy Research Institute, a conservative Milwaukee-area think-tank, released a report entitled “Pathway to Success for Milwaukee Schools” in which the recovery school district model was featured prominently and posited as a solution for the problems of Milwaukee’s schools.

The idea is controversial because it would remove schools from the governance of the locally elected MPS Board and the MPS superintendent and place them into a district that answers to a state authority, such as the state superintendent or someone else given that power by the state Legislature.

The first RSD in the nation was created in Louisiana in the wake of Hurricane Katrina as a special statewide school district administered by the Louisiana Department of Education. Created by legislation passed in 2003, the RSD was intended to take underperforming schools and transform them into successful places for children to learn. In Louisiana, post-Katrina, this often meant physically rebuilding or repair badly damaged buildings destroyed by the storm and the subsequent levee failure. In this regard, there was a physical urgency to the creation of the Louisiana RSD that hasn’t been present in the three other states (Tennessee, Michigan and Virginia) that have adopted the RSD concept.

Resolution 14-12: School Start Date

The WASB's existing resolution, 1.22 **Authority to Establish the School Calendar**, states, "The WASB supports local school boards having sole authority to establish the school calendar and the number of contract days, and opposes existing and proposed state statutes restricting the school start date."

The WASB's Policy and Resolutions Committee found this language to be outdated and not as direct as it could be.

The current Sept. 1 school start date statute (section 118.045--Commencement of the School Term) was enacted as 1999 Act 9. The Department of Public Instruction was allowed to implement administrative rules allowing for waivers.

Under current law, a school board may commence a school term prior to September 1 only if it submits a written request to the Department of Public Instruction (DPI) asking for an earlier school start date, and the DPI determines that there are extraordinary reasons for granting the request. Waivers are allowed for:

- Major construction projects that necessitate an earlier start date;
- Closure of school due to forces of nature, code violations or environment orders;
- Excessive costs associated with the transportation of pupils who attend private schools that start prior to Sept. 1; and
- Participation by a high school in the international baccalaureate program with more than 75 percent of the 11th and 12th grade pupils enrolled in the high school also being enrolled in one of more of the courses that are offered under the international baccalaureate program. (Historically, this has applied to one Milwaukee high school.)

While current law does not allow a school board to officially begin its school term before Sept. 1, it does not prohibit a school board: holding athletic contests or practices; scheduling in-service days or work days or offering specialized programming that allows certain activities for targeted groups of pupils before September 1. Nor does it prohibit school boards from holding school year-round.

A number of districts have discussed establishing agreements to start school before Sept. 1 and jointly petitioning the DPI for a waiver; however, an agreement by a consortium of schools in a region of the state to start the school term early is not recognized an extraordinary reason that qualifies for a waiver under current law.

A pair of recently introduced companion bills--Assembly Bill 267 and Senate Bill 228--would eliminate the prohibition on starting before Sept. 1 and return decision making about the start of the academic term to school boards, beginning in the 2014-15 school year.

Bills to repeal the start date limitation were also introduced in the 2007-08 legislative session and again in the 2009-10 session; however, those bills were not passed into law.

Resolution 14-13: Safety Belts on School Buses

The WASB's existing resolution, 3.51, **Seat Belts**, reads, "The WASB opposes legislation requiring all school buses to be equipped with seat belts for students.

The National Highway Traffic Safety Administration (NHTSA), which sets national standards for school bus safety, requires seat belts on *small* school buses but does not requires seat belts on *large* school buses (those that weigh more than 10,000 pounds), which comprise more than 80 percent of the nation's school bus fleet. However, individual states and school districts can require large buses to have seat belts. The Janesville School district has adopted a policy to require seat belts on all newly-manufactured school buses utilized by the district.

A bill (Senate Bill 304) has been introduced to require all Wisconsin school buses weighing more than 10,000 pounds and manufactured on or after a date approximately six months after the effective date of the bill to be equipped with 3-point (lap-shoulder) safety belts. The bill also requires that the Wisconsin Department of Transportation's administrative rules relating to the design and construction of school buses include this requirement. The bill would establish a grant program to help defray the costs to school districts of providing pupil transportation on new school buses equipped with safety belts.

The WASB Policy and Resolutions Committee noted that the existing WASB resolution on this topic was adopted in 1986. Since then, there have been changes in federal regulations and improvements in both school buses and safety belts.

The NHTSA first established regulations for school bus occupants in 1976. Although it considered requiring seat belts on large buses, the agency decided that "compartmentalization" would prove more reliable. "Compartmentalization" refers to the use of high-backed, flexible seats designed to absorb passenger impacts in relatively closely-spaced rows. Passengers can also enter and exit the bus more quickly when they are not restrained by seat belts.

While compartmentalization protects passengers against front-end collisions, it is less effective when the bus is struck from the side and in roll-over accidents, a point often made by seat belt advocates.

As noted above, school bus seat belt requirements currently depend on the size of the bus. Federal regulations require seat belts on school buses whose fully loaded weight is less than 10,000 pounds ("small school buses"), but do not require them on buses weighing 10,000 pounds or more ("large school buses") (49 CFR 571.222). According to data compiled in 2008, large school buses make up more than 80 percent of the roughly 482,000 school buses in the nation's school bus fleet.

About 20 percent of the nation's 482,000 large school buses currently have seat belts available, and six states — New York, New Jersey, California, Texas, Louisiana and Florida — have laws that begin to address the issue of seat belts/safety belts on school buses.

The National Highway Traffic Safety Administration (NHTSA), a federal agency, and school bus industry associations point out that, even without belts, school bus travel is statistically safer than any other form of ground transportation. On the other hand, the National Transportation Safety Board (NTSB) -- a separate government entity -- and safety advocates say more can be done to protect children. In brief, when the issue has come before it, the NHTSA has opined that large school buses have an excellent safety record and that adding seat belts would provide very little improvement at significant cost. However, the main study the NHTSA cites, a 2002 study, is limited in scope. That study only analyzed lap belts, not shoulder-and-lap belts, and the findings pertained only to frontal crashes. Proponents of seat belts say the belts would further reduce injuries and deaths on school buses, as well as improve student behavior and cut down on opportunities for bullying.

Federal school bus requirements refer to two different types of seat belts, (1) lap belts, and (2) lap/shoulder, or 3-point belts. A lap belt is an adjustable strap that goes over the waist. Three-point belts consist of the lap belt plus an adjustable sash that goes over the shoulder, made of one single continuous length of webbing. Studies have shown that three-point belts provide more protection than lap belts.

In 2009, the NHTSA upgraded its school bus seat belt requirements, requiring, among other things, that small school buses have three-point, rather than lap belts, and setting performance standards for three-point belts voluntarily installed in large school buses.

Specifically, the NHTSA upgraded its school seat belt and other requirements by:

- (1) increasing the height of seat backs on *all* school buses from 20 inches to 24 inches above seat-level to better protect students in a crash from being injured by passengers seated behind them;
- (2) setting performance standards for *voluntarily* installed three-point belts in large school buses; and
- (3) requiring *small* school buses to have three-point, rather than lap, belts.

The *seat belt* requirements apply to buses manufactured on and after October 21, 2011. The *seat back* requirement applies to buses manufactured on and after October 21, 2009.

The NHTSA's final rule leaves the decision of whether to equip large school buses with seat belts up to individual states. "If a state were to determine that lap/shoulder belts were in its best interest, we encouraged the state to install those systems," it said.

Depending on the size, a typical new school bus costs in the vicinity of \$75,000 to \$85,000. Estimates on the cost of equipping school buses with seat belts vary based on the number of seats and whether a lap belt or shoulder-and-lap belt is ordered.

According to some estimates, adding safety belts to buses could add between \$8,000 and \$15,000 to the cost of each bus and, depending on the design, could potentially reduce the number of seating places.

To our knowledge, Janesville is the only Wisconsin district to require (by district policy) that new buses must be equipped with safety belts. Janesville, however, does not own its own buses but contracts with a private vendor (Van Galder) for bus transportation services. Janesville has agreed to pay for the additional cost of equipping newly manufactured school buses with safety belts. According to Janesville's business manager, it costs about \$11,000 to equip each long (large) bus with safety belts and about \$4,000 to equip each short bus with safety belts.

Resolution 14-14: Sharing of Student by Districts

The existing WASB Policy resolution, 3.29, **Academic Cooperation**, reads, "The WASB supports legislation allowing students and staff to flow freely between cooperating districts to improve the availability and quality of program offerings and professional development in those districts."

Over the past several years, interest has been growing—particularly among smaller, rural school districts and those experiencing declining enrollments—in specific types of programs that allow school districts to save costs by sharing students. One of these programs involves "whole grade sharing," a concept has been used successfully for over 20 years in Iowa as an alternative to consolidation of districts. Based on Iowa's experience, sometimes "whole grade sharing" does eventually lead to consolidation where adjoining communities see that as a logical next step. Usually it does not.

"Whole grade sharing" is a procedure used by school districts whereby all or a substantial portion of the pupils in any grade in two or more school districts mutually agree to share an educational program for all or a substantial portion of a school day under a written agreement pursuant state law. The agreement covers a period of years and be renewed or allowed to expire.

"Whole grade sharing" may either be one-way or two-way sharing.

"One-way whole grade sharing" occurs when a school district sends pupils to one or more other school districts for instruction and does not receive a substantial number of pupils from those districts in return.

"Two-way whole grade sharing" occurs when a school district sends pupils to one or more other school districts for instruction and receives a substantial number of pupils from at least one of those school districts in return.

Iowa law, for example, spells out procedures for providing advance notice to the public in each school district in which "whole-grade sharing" is contemplated and an opportunity for public input. It also spells out procedures by which the public may request the state Education Department to conduct a feasibility study if the public does not believe that the whole grade sharing agreement will be feasible.

In Iowa, districts maintain their own school boards after entering into a whole grade sharing agreement. When a district begins whole-grade sharing it still is considered a district and must maintain its own board. The district is also responsible to fulfill all state and federal requirements applicable to all Iowa school districts.

The resolution is timely as the Wisconsin Rural School Alliance and others are actively investigating whether the “whole grade sharing” concept might be feasible in Wisconsin. There is interest among legislators and rural Wisconsin school districts to explore “whole grade sharing” as a voluntary option to conserve resources, improve options for students, maintain local control and avoid consolidation.

Resolution 14-15: Weapons Possession in School Zones

The existing WASB Policy resolution, 6.11 (b), **Weapon Possession**, reads, “(b) The WASB supports safe learning environments for all children, free of guns and other weapons. Further, the WASB opposes any initiatives at the state or federal level that would legalize any further ability for anyone to bring a weapon or possess a weapon in school zones or lessen the consequences for violation of existing safe school policies relating to guns and other weapons.”

Legislation permitting licensed individuals to carry concealed weapons, 2011 Wisconsin Act 35, commonly referred to as the Carrying Concealed Weapon (CCW) Law, effectively allows those with training and registration to carry concealed weapons in most settings unless specifically prohibited by law. The CCW law also made significant changes concerning the presence of weapons in schools. In particular, it changed the state law governing firearms in or on school grounds or within 1,000 feet of school grounds. Most provisions of Act 35 took effect on November 1, 2011.

Act 35 generally allows qualified persons to carry concealed weapons in public. Allowable “weapons” include handguns, electronic weapons, Billy clubs, and knives other than switchblades.

Despite the rights granted under the CCW law (Act 35), certain restrictions apply. In particular, the Wisconsin gun-free school zones law, which was amended by Act 35, places certain restrictions on individuals possessing firearms while on or around school grounds.

“School” is defined as a public school, parochial or private school or tribal school, which provides an educational program for one or more grades between grades 1 and 12 which is commonly known as an elementary school, middle school, junior high school, senior high school, or high school. Free-standing 4K and 5K kindergarten buildings are not covered by this definition.

The restrictions under the amended gun-free school zones law are enumerated below.

First, under the law as amended to permit CCW (Act 35), there is a general prohibition against an individual, including students, knowingly possessing a firearm in or on school grounds. There is no exception for CCW licensees. However, some exceptions make it lawful to possess a firearm:

- (1) on private property that is not part of school grounds;
- (2) for use in a program approved by a school in the school zone;
- (3) in accordance with a contract entered into between a school in the school zone and the individual or employer of the individual;
- (4) by a law enforcement officer acting in his or her official capacity;
- (5) when the firearm is unloaded and is possessed by an individual while transversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on the school premises is authorized by school authorities;
- (6) when the firearm is not loaded and is encased or in a locked firearms rack that is on a motor vehicle;
- (7) by a state-certified commission warden acting in his or her official capacity; or
- (8) by a person legally hunting in a school forest if the school board has decided that hunting may be allowed in the school forest.

Second, under the law as amended to permit CCW (Act 35), an individual is prohibited from knowingly possessing a firearm at a place that the individual knows, or has reasonable cause to believe, is within 1,000 feet of the grounds of a school. Unlike the restriction above concerning firearms on school grounds, there is an exception allowing CCW licensees to possess a firearm within 1,000 feet of the grounds of a school. The other exceptions noted above also apply.

Wisconsin law also restricts certain dangerous weapons on school premises. Specifically, the law generally prohibits any person, including students, from knowingly possessing or being armed with a “dangerous weapon” on school premises.

“Dangerous weapon” excludes firearms, but includes any beebee or pellet-firing gun that expels a projectile through the force of air pressure or any starter gun; any device designed as a weapon and capable of producing death or great bodily harm; any electronic weapon; any ligature or other instrumentality used on the throat, neck, nose, or mouth of another person to impede breathing or circulation of blood; or any other device which, in the manner used or intended to be used, is calculated or likely to produce death or great bodily harm.

“School premises” means any school building, grounds, recreation area, athletic field, or any other property owned, used or operated for school administration.

Thus, despite any rights under Act 35, the law still restricts “dangerous weapons” from school premises, except in very limited instances. There is no exception allowing for CCW licensees to possess dangerous weapons on school premises.

A number of school districts, including several districts in the Green Bay area, have given approval to off-duty police officers to bring their service weapons to school events for safety and security reasons. News reports indicate the Ashwaubenon and Green Bay Area school districts have such agreements with local police.

Under current law, a law enforcement officer or a former law enforcement officer may go armed with (carry) a concealed weapon if he or she has a license issued by the Department of Justice or if he or she carries a photographic identification issued by the law enforcement agency that employs or, in the case of a former law enforcement officer, employed, him or her and meets other qualifications such as meeting any standards established by the agency to carry a firearm, not being under the influence of an intoxicant, and not carrying a machine gun or a firearm silencer.

Federal law explicitly preempts any state law prohibiting a qualified law enforcement officer or a qualified former law enforcement officer from carrying a concealed firearm, but federal law allows a state to permit private persons to prohibit the possession of concealed firearms on their property and to prohibit firearms on any state or local government property, installation, building, base, or park.

Legislation has been introduced in the current legislative session (Assembly Bill 9) to exempt from these prohibitions law enforcement officers who are acting in their official capacity (who are currently exempt only from the prohibition against carrying on school grounds); qualified law enforcement officers, without regard to whether they are on duty; and qualified former law enforcement officers.

An amendment (AA1) has been offered to broaden Assembly Bill 9 to allow any person with a concealed carry (CCW) license to go armed on school grounds. Even if such an amendment were to be adopted, it is the WASB understanding that a school board would still be able to prohibit the concealed carry of weapons in school buildings if it provides an appropriate notice. As noted above, notice requires posting a sign (which must be five inches by seven inches) in a prominent place near all of the entrances of the parts of the building to which the restriction applies. Any individual entering the building must be reasonably expected to see the sign, which at a minimum should inform people that weapons and firearms are prohibited.

A separate amendment (AA2) has been offered to Assembly Bill 9 that would provide that the ability of properly qualified law enforcement officers to go armed on school grounds would not be affected by or subject to the notice posting requirement.

1 WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.
2 Madison, Wisconsin
3 November 18, 2013
4

5 REPORT TO THE MEMBERSHIP ON 2014 RESOLUTIONS
6 WASB Policy & Resolutions Committee
7 Mike Blecha, Green Bay Area School Board, Chair
8
9

10
11 *Resolution 14-1: Access to Co-Curricular Activities*

12 Create: The WASB opposes legislative efforts to mandate that districts provide students residing
13 in the district who are not enrolled in the district schools access to district co-curricular activities.
14

15 Rationale: Co-curricular programs exist to support the educational mission of the school district,
16 and, to ensure this, school boards adopt co-curricular codes holding students to behavioral,
17 attendance, and academic standards. The committee advanced this resolution to give WASB
18 members an opportunity to express their position in response to proposed legislation (as yet not
19 introduced) that would give non-public-school students the right to participate in co-curricular
20 activities.
21

22 *Resolution 14-2: Voucher School Accountability*

23 Amend existing resolution 2.70 (a) **Private School Aid** as follows:
24

25 Private and parochial schools that accept state funding through taxpayer-financed
26 vouchers (hereafter “private voucher schools”) must be held to the state statutory
27 requirements, testing requirements and accountability measures as public schools same
28 state statutory requirements, testing requirements and accountability standards as public
29 schools, without exception.
30

31 Rationale: The committee advanced this resolution to enable WASB members to clarify what it
32 means to hold private voucher schools to the same state statutory requirements, testing
33 requirements and accountability standards as public schools, by making it explicit that these
34 requirements should be applied equally to all public and private voucher schools, without
35 exception.
36

37 *Resolution 14-3: Voucher School Teacher and Administrator Standards*

38 Amend existing resolution 2.70 (c) **Private School Aid** as follows:
39

40 Teachers and administrators in private voucher schools should must be required to meet the
41 same standards required of public school teachers and administrators, including, but not
42 limited to, licensure standards and educator effectiveness provisions.

43 Rationale: The committee advanced this resolution to enable WASB members to consider
44 making explicit two specific standards in the existing resolution requiring teachers and
45 administrators in private voucher schools to meet the same state standards required of public
46 school teachers and administrators.
47

1 ***Resolution 14-4: Applicability of Open Meetings and Public Records Laws to Private Voucher***
2 ***Schools***

3 Create an additional paragraph in existing resolution 2.70 **Private School Aid** as follows:

4
5 Private voucher schools must be subject to and comply with the Open Meetings Law and
6 Public Records Law that apply to public schools.
7

8 **Rationale:** The committee advanced this resolution to give members a chance to express their
9 position on whether private voucher schools (i.e., private and parochial schools that accept state
10 funding through taxpayer-financed vouchers) must be subject to and comply with the Open
11 Meetings Law and Public Records Law that apply to public schools.
12

13 ***Resolution 14-5: Administration of Certain Required State Assessments (Explore)***

14 Create: The WASB supports granting the Department of Public Instruction (DPI) the authority
15 to approve a waiver from the statutorily-required administration of the ACT Explore test during
16 the fall session of ninth grade to school districts that administered this assessment in the spring
17 session of eighth grade.
18

19 **Rationale:** The committee advanced this resolution to allow the members to consider concerns
20 expressed by a number of state school districts that have already been administering the ACT
21 Suite of tests to their students using district funds and have specifically been administering the
22 Explore test to eighth graders. Those districts assert that by advancing this resolution in support
23 of a waiver they are not seeking to avoid testing, but are seeking to avoid unnecessary
24 duplication of testing.
25

26 ***Resolution 14-6: Days of Instruction/Flexible Length of School Term***

27 Amend existing resolution 1.24 **Days of Instruction** as follows:

28
29 The WASB supports legislation to allow local districts the maximum latitude in
30 determining the number of days of direct pupil instruction using the hours required under
31 current law, and in determining what constitutes a day of school. The WASB further
32 supports legislation to repeal the existing statutory provisions governing the number of
33 school days required under current law, and supports legislation to allow districts to be
34 governed only by the hours of direct pupil instruction required under current law.
35

36 **Rationale:** The committee advanced this resolution to enable WASB members to clearly state
37 their position with respect to existing statutory provisions governing the number of school days
38 required each year, while maintaining in place existing statutory provisions governing the hours
39 of direct pupil instruction required.
40

41 ***Resolution 14-7: Educator Effectiveness***

42 Create: The WASB rejects any interpretation of educator effectiveness initiatives that would
43 limit a school board's right to review this data, to decide what data is relevant, and to use this
44 data for any lawful purpose and in a manner consistent with preserving the legitimate privacy
45 interests of educators being evaluated.
46

47 **Rationale:** The committee advanced this resolution to allow WASB members to express a
48 position on the rights of school boards to use educator effectiveness data.

1 **Resolution 14-8: Common Core State Standardsa**

2 Amend existing resolution 3.02 **State Standards** and create paragraphs a) and b) as follows:

3
4 The WASB supports ~~the efforts at the state level to create standards in the core content~~
5 ~~areas of reading, math, science, language arts and social studies. The standards should be~~
6 ~~established at the 4th, 8th and 10th all grade levels.~~ adoption and implementation of the
7 Common Core State Standards at all grade levels in the content areas of English language
8 arts, mathematics, and literacy (in all content areas), which are aimed at placing all
9 Wisconsin students on track to graduate from high school ready for college or careers.
10 The standards should not be so specific that they dictate local curricula, but should give
11 students, parents, teachers, and local policymakers clear, high expectations for what
12 students should know and be able to do at each grade level. The WASB further supports
13 flexibility for school boards to select, approve and implement local district standards that
14 reflect the local community's expectation that each student achieve his/her maximum
15 potential. The local standards should meet or exceed ~~state standards~~ Common Core State
16 Standards, and should include grade levels and ~~curriculum content~~ areas not included in
17 the ~~state standards~~ Common Core State Standards. The standards should be written in
18 language easily understood by the public.

- 19
20 a) The WASB supports the vital role local school board governance and local school
21 district decision-making play in designing, developing and delivering high quality
22 educational services for our state's school children.
23
24 b) The WASB shares the concern of local school boards about federal intrusion into
25 state and local prerogatives and opposes any and all efforts by the federal
26 government to coerce states or local school districts to adopt any specific set of
27 academic content standards. The WASB believes the U.S. Department of
28 Education should fulfill its role as a policy implementer rather than a policy-
29 maker, and should perform that role with proper recognition of local school board
30 governance.

31
32 Rationale: The committee advanced this resolution because: a) it determined that the WASB's
33 existing policy resolution on state standards (3.02 State Standards) adopted in 1997 is outdated,
34 particularly in light of the State Superintendent's decision to voluntarily adopt the Common Core
35 State Standards in English language arts and mathematics as a replacement for the state's former
36 Model Academic Standards; b) to date, the WASB Delegate Assembly has expressed no position
37 on the Common Core State Standards or the role of the federal government with respect to
38 academic standards; and c) committee members believed it was desirable to put these question of
39 support for the Common Core State Standards to a vote of the Delegate Assembly.

40
41 **Resolution 14-9: Forced Sale of School District Buildings and Grounds**

42 Create: The WASB supports maintaining locally elected school board decision making regarding
43 the use of school district facilities and opposes legislation mandating that districts must sell or
44 lease vacant or "underutilized" school buildings and grounds.

45
46 Rationale: The committee advanced this resolution to allow WASB members to express a
47 position in response to legislation that would, essentially, require the Milwaukee Public Schools
48 (MPS) Board to offer vacant or underutilized buildings to the operators of private voucher

1 schools or charter schools. The authors of this legislation have indicated they support extending
2 the principle underlying their bill to all school districts in the state.

3
4 ***Resolution 14-10: Fund Balances***

5 Create: The WASB opposes any legislative or regulatory efforts to limit or to dictate the level of
6 the general fund balances that a local school district must maintain.

7
8 **Rationale:** School districts maintain a reasonable fund balance in their general fund for a variety
9 of reasons, including: to manage cash-flow and avoid short-term borrowing and associated
10 interest costs in periods during which income is not being received; to stabilize both the budget
11 and tax rate; to accumulate sufficient assets to make planned purchases; to provide for
12 unexpected or unforeseen expenditures due to natural disasters, emergencies, etc.; and to
13 preserve a high bond rating. Committee members expressed concern over the likelihood that
14 legislators may review school district fund balances and may attempt to prescribe legislation or
15 rules to govern the maximum size of fund balances school districts may maintain. Committee
16 members advanced this resolution to allow WASB members to express a position on such
17 legislative efforts to dictate the allowable level of general fund balances local school district may
18 maintain.

19
20 ***Resolution 14-11: Recovery School Districts***

21 Create: The WASB opposes the creation in Wisconsin of a recovery school district or a similar
22 state-level authority designed to take over and attempt to improve the performance of low-
23 performing public schools.

24
25 **Rationale:** The committee advanced this resolution to the Delegate Assembly to allow WASB
26 members to decide whether to take a position in opposition to recovery school district proposals
27 or other similar proposals that would remove schools from the governance of locally elected
28 school boards and place them into a special district that answers to a state authority, such as the
29 state superintendent or someone else given that power by the state Legislature.

30
31 ***Resolution 14-12: School Start Date***

32 Amend existing resolution 1.22 **Authority to Establish the School Calendar** as follows:

33
34 The WASB supports local school boards having sole authority to establish the school
35 calendar and the number of contract days, and ~~opposes existing and proposed~~ supports
36 repealing existing state statutes restricting the school start date.

37
38 **Rationale:** The committee advanced this resolution to enable WASB members to more clearly
39 state their position regarding repealing the existing state statutes restricting the school start date.

40
41 ***Resolution 14-13: Safety Belts on School Buses***

42 Amend existing resolution 3.51 **Seat Belts** as follows:

43
44 The WASB opposes legislation requiring all school buses to be equipped with seat belts
45 for students; however, the WASB supports legislation to require newly manufactured
46 school buses to be equipped with safety belts provided the state provides funding to
47 defray the cost to school districts of purchasing, leasing or contracting for new school
48 buses with such belts.

1 Rationale: The committee advanced this resolution to enable WASB members to review the
2 existing WASB policy resolution on this topic, which was adopted in 1986, in light of changes in
3 federal regulations, improvements in school buses and safety belts, and legislation (2013 Senate
4 Bill 304) that has been introduced to require all school buses weighing more than 10,000 pounds
5 and manufactured on or after a date approximately six months after the effective date of the bill
6 to be equipped with 3-point (lap-shoulder) safety belts.

7
8 ***Resolution 14-14: Sharing of Student by Districts***

9 Create: The WASB supports providing additional flexibility for school districts to save costs by
10 sharing students through programs such as, but not limited to, whole-grade sharing or creation of
11 regional high schools serving a number of surrounding school districts.

12
13 Rationale: The committee advanced this resolution to enable WASB members to decide whether
14 to more explicitly express their support for specific types of programs that allow school districts
15 to save costs by sharing students, and to further clarify the intent of existing WASB Policy
16 Resolution 3.29 (Academic Cooperation).

17
18 ***Resolution 14-15: Weapons Possession in School Zones***

19 Amend existing resolution 6.11 (b) **Weapon Possession** as follows:

20
21 6.11 Weapon Possession

22
23 (b) The WASB supports safe learning environments for all children, free of guns and
24 other weapons. Further, the WASB opposes any initiatives at the state or federal level
25 that would legalize any further ability for anyone, with the exception of sworn law
26 enforcement officers, to bring a weapon or possess a weapon, concealed or otherwise, in
27 school zones or lessen the consequences for violation of existing safe school policies
28 relating to guns and other weapons.

29
30 Rationale: The committee advanced this resolution to clarify and update the existing WASB
31 resolution on this topic (6.11 (b) Weapon Possession), which was adopted prior to the enactment
32 of legislation (2011 Wisconsin Act 35) permitting licensed individuals to carry concealed
33 weapons, commonly referred to as the Carrying Concealed Weapon (CCW) Law, which
34 effectively allows those with training and registration to carry concealed weapons in most
35 settings unless specifically prohibited by law.



To: D.C. Everest School Board
From: Superintendent Kristine Gilmore, Ed.D.
Subject: Superintendent's Report – December 2013

- Aaron Hoffman's application for Northcentral Technical College Innovative Project funding was approved to be funded for the amount of \$4,500.00.
- Allisha Blanchette presented at the 2013 Wisconsin Health & Physical Education (WHPE) convention in Pewaukee in October on "Team Sports Aligned." Her presentation detailed how to adapt structured sports to lifelong activity while helping student meet physical education standards, with team games tailored to facilitate success for learners of all abilities.
- Everest placed three teams in the Wausau Regional Finance Bowl. The team of Matt Fiene, Mckenzie Erbrecht, Bryce Dively and Konner Fierek won first place. It was the fifth consecutive year that D.C. Everest teams have won the bowl.
- Letters of commendation for Lindsay Steig, Tina Prah, and Terese Baier for their involvement in the Marathon County Early Years Coalition and their commitment to fulfilling the Coalition's vision that every child in Marathon County is supported in their early years for a journey of lifelong success.

DEC - 9 2013

December 4, 2013

Aaron Hoffman
D. C. Everest School District
6300 Alderson Street
Schofield, WI 54476

Dear Aaron:

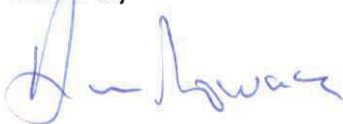
Thank you for your application for Northcentral Technical College Innovative Project funding.

Our team completed a thorough evaluation of all the applications submitted. The committee has determined that your project will be funded for the amount of \$4,500.00. Congratulations! Please contact Dan Nowak (nowakd@ntc.edu) to set up a meeting so we can discuss the details of the funding process as you begin to put your project into motion.

We received a number of strong applications for these funds. Your project was chosen because you were able to incorporate the items highlighted in the application.

Thank you for the good work that you do to support Northcentral Technical College and the success of students and families in your district.

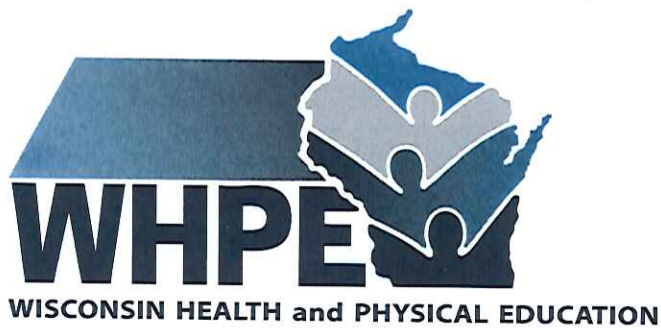
Sincerely



Dan Nowak
Dean of K-12 Programs

cc: Kristine Gilmore
Will Traber

1000 W. Campus Drive
Wausau, WI 54401-1899
1.888.NTC.7144
Ph 715.675.3331
ntc.edu



DEC - 2013

24 Mitchell Hall
1725 State Street
La Crosse, WI 54601
WHPE Office (608) 785-8175
800-441-4568
Fax (608) 785-6520
www.whpe.us

November 2013

D. C. Everest School District
6300 Alderson Street
Weston
WI 54476

Dear Superintendent and School Board members,

I am writing to recognize and thank Allisha Blanchette for presenting at the 2013 Wisconsin Health and Physical Education (WHPE) convention, which was held at the Country Springs Hotel, Waterpark and Conference center in Pewaukee, WI on October 23-25th 2013. Allisha presented a session on "Team Sports Aligned", which detailed how to adapt structured sports to lifelong activity while helping students meet physical education standards, with team games tailored to facilitate success for learners of all abilities.

Each year over 700 health, physical educators, university faculty, and university students from all over WI gather at the WHPE convention to learn the latest and the best in teaching strategies, ideas, and professional development for the health and physical education field.

Allisha's willingness to share her ideas and expertise is a testament to both her professionalism and her dedication to delivering high quality health and physical education to the students of D. C. Everest Senior High.

We are grateful for Allisha's contribution towards making the WHPE convention an outstanding professional development conference.

Yours sincerely,

Jo Bailey
WHPE President 2012-2014



Success begins early. Start NOW.
Coordinated by Marathon County Health Department
and United Way of Marathon County

705 S. 24th Ave., Ste. 400B
Wausau, WI 54403
715-848-2927 or
715-261-1900
www.RaiseGreatKids.org

December 9, 2013

To Whom it May Concern,

I would like to take this opportunity to express my gratitude for Lindsay Steig's involvement in the Marathon County Early Years Coalition. One of our Coalition's greatest strengths is its members: professionals and organizations in our community committed to fulfilling the Coalition's vision that every child in Marathon County is supported in their early years for a journey of lifelong success.

Since 2012, the Marathon County Early Years Coalition has been working to:

- ensure healthy pregnancies resulting in healthy births,
- expand the use of evidence-based developmental screening,
- support parents as their child's first and most important teacher,
- improve access to and quality of local child care,
- build strong early literacy skills, and
- expand our community's understanding of the earliest years of life as a crucial time for investment to support all later-life learning and success.

The Coalition was also proud to launch this July, www.RaiseGreatKids.org, a virtual community for parents, grandparents, early childhood providers and professionals, and business leaders, intended to connect one another to raise great kids together in Marathon County.

Lindsay's participation has played a vital role in moving these priorities forward and the overall success of the Coalition. We are grateful for the time, expertise, and passion that they share – thank you!

Sincerely,

Dean Dietrich
Coalition Chair
Ruder Ware, L.L.S.C.
ddietrich@ruderware.com

Julie Burmesch
Coalition Vice-Chair
Wausau School District
jburmesch@wausauschools.org

COALITION PARTNERS:

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December 9, 2013

To Whom it May Concern,

I would like to take this opportunity to express my gratitude for Tina Prah's involvement in the Marathon County Early Years Coalition. One of our Coalition's greatest strengths is its members: professionals and organizations in our community committed to fulfilling the Coalition's vision that every child in Marathon County is supported in their early years for a journey of lifelong success.

Since 2012, the Marathon County Early Years Coalition has been working to:

- ensure healthy pregnancies resulting in healthy births,
- expand the use of evidence-based developmental screening,
- support parents as their child's first and most important teacher,
- improve access to and quality of local child care,
- build strong early literacy skills, and
- expand our community's understanding of the earliest years of life as a crucial time for investment to support all later-life learning and success.

The Coalition was also proud to launch this July, www.RaiseGreatKids.org, a virtual community for parents, grandparents, early childhood providers and professionals, and business leaders, intended to connect one another to raise great kids together in Marathon County.

Tina's participation has played a vital role in moving these priorities forward and the overall success of the Coalition. We are grateful for the time, expertise, and passion that they share – thank you!

Sincerely,

Dean Dietrich
Coalition Chair
Ruder Ware, L.L.S.C.
ddietrich@ruderware.com

Julie Burmesch
Coalition Vice-Chair
Wausau School District
jburmesch@wausauschools.org

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www.RaiseGreatKids.org

December 9, 2013

To Whom it May Concern,

I would like to take this opportunity to express my gratitude for Terese Baier's involvement in the Marathon County Early Years Coalition. One of our Coalition's greatest strengths is its members: professionals and organizations in our community committed to fulfilling the Coalition's vision that every child in Marathon County is supported in their early years for a journey of lifelong success.

Since 2012, the Marathon County Early Years Coalition has been working to:

- ensure healthy pregnancies resulting in healthy births,
- expand the use of evidence-based developmental screening,
- support parents as their child's first and most important teacher,
- improve access to and quality of local child care,
- build strong early literacy skills, and
- expand our community's understanding of the earliest years of life as a crucial time for investment to support all later-life learning and success.

The Coalition was also proud to launch this July, www.RaiseGreatKids.org, a virtual community for parents, grandparents, early childhood providers and professionals, and business leaders, intended to connect one another to raise great kids together in Marathon County.

Terese's participation has played a vital role in moving these priorities forward and the overall success of the Coalition. We are grateful for the time, expertise, and passion that they share – thank you!

Sincerely,

Dean Dietrich
Coalition Chair
Ruder Ware, L.L.S.C.
ddietrich@ruderware.com

Julie Burmesch
Coalition Vice-Chair
Wausau School District
jburmesc@wausauschools.org

COALITION PARTNERS:

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To: School Board
From: Kristine A. Gilmore, Ed.D.
Subject: Board Goals 2013-2018
Date: 12/13/13

Per direction of the School Board to administration following collaborative discussion at the October 15 board retreat, administration submits for approval a draft of 2013-2018 board goals on early literacy, college and career readiness, culture of excellence, and innovation.

Following approval, administration will return to the board with assessments and timelines for attainment of the goals.

D.C. Everest School District Goals

1. Early Literacy: On Target by Third Grade
 - *By 2018 95% of DCE third graders will read at or above grade level by the end of the school year.*
2. College and Career Readiness: Academic Success
 - *By 2018 90% of DCE graduates will successfully complete an Advanced Placement, Transcribed, or Dual Enrollment credit class.*
 - *By 2018 DCE students will rank within the top 10% in the state of Wisconsin on the Explore, Plan, ACT/Aspire.*
3. Culture of Excellence: A Positive Place to Learn and Work
 - *D.C. Everest School District will strive to meet the individual needs of students by engaging them in innovative classes and experiences, cocurriculars, clubs, and positive relationships.*
 - *D.C. Everest School District will strive to be a high performing school district whose employees feel valued.*
4. Innovation: To Promote and Support Innovation in all Aspects of District Operations.
 - *D.C. Everest School District will manage its financial resources for employee and operational expenses to best meet the mission and goals of the district.*
 - *The district will generate engaging, relevant, innovative and personalized learning experiences for all students with the support of state-of-the-art technology that leads to increased student achievement.*

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF
\$9,995,000* GENERAL OBLIGATION REFUNDING BONDS, SERIES 2014

WHEREAS, the School Board of the D.C. Everest Area School District, Marathon County, Wisconsin (the "District") hereby finds and determines that it is necessary, desirable and in the best interest of the District to raise funds for the purpose of paying the cost of refinancing certain outstanding obligations of the District, to wit: (i) the callable portion of the General Obligation Refunding Bonds, dated April 15, 2004 (the "2004 Bonds") and (ii) a \$530,000 portion of the 2017 maturity and all of the 2018 through 2020 maturities of the General Obligation Refunding Bonds, dated May 15, 2005 (the "2005 Bonds") (collectively, the "Refunded Obligations") (hereinafter the refinancing of the Refunded Obligations shall be referred to as the "Refunding"), and there are insufficient funds on hand to pay said cost;

WHEREAS, the School Board deems it to be necessary, desirable and in the best interest of the District to refund the Refunded Obligations for the purpose of achieving debt service cost savings;

WHEREAS, school districts are authorized by the provisions of Section 67.04, Wisconsin Statutes, to borrow money and issue general obligation refunding bonds to refinance their outstanding obligations;

WHEREAS, the District has directed PMA Securities, Inc., Milwaukee, Wisconsin ("PMA") to take the steps necessary to sell bonds designated "General Obligation Refunding Bonds, Series 2014" (the "Bonds") for the purpose of paying the cost of the Refunding;

WHEREAS, PMA, in consultation with the officials of the District, prepared an Official Notice of Sale (a copy of which is attached hereto as Exhibit A and incorporated herein by this reference) setting forth the details of and the bid requirements for the Bonds and indicating that the Bonds would be offered for public sale on December 18, 2013;

WHEREAS, the District Clerk (in consultation with PMA) caused a form of notice of the sale to be published and/or announced and caused the Official Notice of Sale to be distributed to potential bidders offering the Bonds for public sale on December 18, 2013;

WHEREAS, the District has duly received bids for the Bonds as described on the Bid Tabulation attached hereto as Exhibit B and incorporated herein by this reference (the "Bid Tabulation"); and

WHEREAS, it has been determined that the bid proposal (the "Proposal") submitted by the financial institution listed first on the Bid Tabulation fully complies with the bid requirements set forth in the Official Notice of Sale and is deemed to be the most advantageous to the District. PMA has recommended that the District accept the Proposal. A copy of said

* Estimated, subject to change.

Proposal submitted by such institution (the "Purchaser") is attached hereto as Exhibit C and incorporated herein by this reference.

NOW, THEREFORE, BE IT RESOLVED by the School Board of the District that:

Section 1A. Ratification of the Official Notice of Sale and Offering Materials. The School Board of the District hereby ratifies and approves the details of the Bonds set forth in Exhibit A attached hereto as and for the details of the Bonds. The Official Notice of Sale and any other offering materials prepared and circulated by PMA are hereby ratified and approved in all respects. All actions taken by officers of the District and PMA in connection with the preparation and distribution of the Official Notice of Sale and any other offering materials are hereby ratified and approved in all respects.

Section 1B. Authorization of the Bonds. For the purpose of paying the cost of the Refunding, there shall be borrowed, pursuant to Section 67.04, Wisconsin Statutes, through the issuance of the Bonds, the sum of NINE MILLION NINE HUNDRED NINETY-FIVE THOUSAND DOLLARS (\$9,995,000*).

Section 1C. Award of the Bonds. The Proposal of the Purchaser offering to purchase the Bonds for the sum set forth on the Proposal [(as modified on the Bid Tabulation and reflected in the Pricing Summary referenced below and incorporated herein)], plus accrued interest to the date of delivery, resulting in a true interest cost as set forth on the Proposal [(as modified on the Bid Tabulation)] is hereby accepted. The District President and District Clerk or other appropriate officers of the District are authorized and directed to execute an acceptance of the Proposal on behalf of the District. The good faith deposit of the Purchaser shall be retained by the District Treasurer and applied in accordance with the Official Notice of Sale and any good faith deposits submitted by unsuccessful bidders shall be promptly returned. The Bonds bear interest at the rates set forth on the Proposal.

Section 2. Terms of the Bonds. The Bonds shall be designated "General Obligation Refunding Bonds, Series 2014"; shall be issued in the aggregate principal amount of \$9,995,000*; shall be dated their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and shall bear interest at the rates per annum; and mature on April 1 of each year, in the years and principal amounts as set forth on the Pricing Summary attached hereto as Exhibit D-1 and incorporated herein by this reference. Interest is payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2014. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board. The schedule of principal and interest payments due on the Bonds is set forth on the Debt Service Schedule attached hereto as Exhibit D-2 and incorporated herein by this reference (the "Schedule").

* Estimated, subject to change.

Section 3. Redemption Provisions. The Bonds shall not be subject to optional redemption. [If the Proposal specifies that any of the Bonds are subject to mandatory redemption, the terms of such mandatory redemption are set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference.]

Section 4. Form of the Bonds. The Bonds shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit E and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Bonds as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2014 through 2019 for the payments due in the years 2014 through 2020 in the amounts set forth on the Schedule. The amount of tax levied in the year 2014 shall be the total amount of debt service due on the Bonds in the years 2014 and 2015; provided that the amount of such tax carried onto the tax rolls shall be abated by any amounts appropriated pursuant to subsection (D) below which are applied to payment of principal of or interest on the Bonds in the year 2014.

(B) Tax Collection. So long as any part of the principal of or interest on the Bonds remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Bonds, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Bonds when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

(D) Appropriation. The District hereby appropriates from amounts levied to pay debt service on the Refunded Obligations or other funds of the District on hand a sum sufficient to be irrevocably deposited in the segregated Debt Service Fund Account created below and used to pay the principal and interest on the Bonds coming due on April 1, 2014 and the interest on the Bonds coming due on October 1, 2014 as set forth on the Schedule.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously

issued by the District may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Refunding Bonds, Series 2014, dated January 15, 2014" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Bonds is fully paid or otherwise extinguished. The District Treasurer shall deposit in the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Bonds; (ii) any premium not used for the Refunding which may be received by the District above the par value of the Bonds and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Bonds when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Bonds when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Bonds until all such principal and interest has been paid in full and the Bonds canceled; provided (i) the funds to provide for each payment of principal of and interest on the Bonds prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Bonds may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Bonds as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Bonds have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the School Board directs otherwise.

Section 7. Proceeds of the Bonds; Segregated Borrowed Money Fund. The proceeds of the Bonds (the "Bond Proceeds") (other than any premium not used for the Refunding and accrued interest which must be paid at the time of the delivery of the Bonds into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purpose for which borrowed or for the payment of the principal of and the interest on the Bonds. In order to accomplish the purpose for which the Bonds are issued, proceeds of the Bonds shall be transferred to the Escrow Account, as provided in Section 19 hereof. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose for which the Bonds

have been issued has been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Bonds to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Bonds, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Bonds to the Purchaser which will permit the conclusion that the Bonds are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Bonds and by the Refunded Obligations and the ownership, management and use of the projects will not cause the Bonds or the Refunded Obligations to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Bonds including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District Clerk or other officer of the District charged with the responsibility of issuing the Bonds shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Bonds provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Bonds and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Bonds are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Bonds; Closing; Professional Services. The Bonds shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the District President and District Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Bonds may be imprinted on the Bonds in lieu of the manual signature of the officer but,

unless the District has contracted with a fiscal agent to authenticate the Bonds, at least one of the signatures appearing on each Bond shall be a manual signature. In the event that either of the officers whose signatures appear on the Bonds shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Bonds and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Bonds, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Bonds is hereby ratified and approved in all respects.

Section 12. Payment of the Bonds; Fiscal Agent. The principal of and interest on the Bonds shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The Fiscal Agency Agreement between the District and the Fiscal Agent shall be substantially in the form attached hereto as Exhibit F and incorporated herein by this reference.

Section 13. Persons Treated as Owners; Transfer of Bonds. The District shall cause books for the registration and for the transfer of the Bonds to be kept by the Fiscal Agent. The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Bond shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

Any Bond may be transferred by the registered owner thereof by surrender of the Bond at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the District President and District Clerk shall execute and deliver in the name of the transferee or transferees a new Bond or Bonds of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Bond surrendered for transfer.

The District shall cooperate in any such transfer, and the District President and District Clerk are authorized to execute any new Bond or Bonds necessary to effect any such transfer.

Section 14. Record Date. The fifteenth day of each calendar month next preceding each interest payment date shall be the record date for the Bonds (the "Record Date"). Payment of interest on the Bonds on any interest payment date shall be made to the registered owners of the Bonds as they appear on the registration book of the District at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Bonds eligible for the services provided by The Depository Trust Company,

New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations previously executed on behalf of the District and on file in the District Clerk's office.

Section 16. Official Statement. The School Board hereby approves the Preliminary Official Statement with respect to the Bonds and deems the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or Official Statement. The District Clerk shall cause copies of the Preliminary Official Statement and any addenda or Official Statement to be distributed to the Purchaser.

Section 17. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Bonds, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Bonds or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Bonds).

To the extent required under the Rule, the District President and District Clerk, or other officer of the District charged with the responsibility for issuing the Bonds, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District's Undertaking.

Section 18. Redemption of the 2004 Bonds. The 2004 Bonds due on and after April 1, 2015 are hereby called for prior payment and redemption on April 1, 2014 at a price of par plus accrued interest to the date of redemption.

The District hereby directs the District Clerk to work with PMA to cause timely notice of redemption, in substantially the form attached hereto as Exhibit G and incorporated herein by this reference (the "2004 Notice"), to be provided at the times, to the parties and in the manner set forth on the 2004 Notice.

Section 19. Escrow Agent; Escrow Agreement; Escrow Account. Associated Trust Company, National Association, Green Bay, Wisconsin, is hereby appointed escrow agent for the District, for the purpose of ensuring the payment of the principal of and interest on the 2005 Bonds (the "Escrow Agent").

The District President and District Clerk are hereby authorized and directed to execute an escrow agreement substantially in the form attached hereto as Exhibit H (the "Escrow Agreement") (such form may be modified by said officers prior to execution, the execution of

such agreement by said officers to constitute full approval of the School Board of any such modifications), with the Escrow Agent, for the purpose of effectuating the provisions of this Resolution.

The Bond Proceeds allocable to refunding the 2005 Bonds, other than any premium not used for the Refunding and accrued interest which shall be deposited in the Debt Service Fund Account created above, shall be deposited in a refunding escrow account which is hereby created with the Escrow Agent, pursuant to the Escrow Agreement, for the purpose of retaining the required amount of cash, if any, and acquiring the United States obligations provided for in the Escrow Agreement.

Upon transfer of the Bond Proceeds and any other necessary funds allocable to refunding the 2005 Bonds to the Escrow Account, the taxes heretofore levied to pay debt service on the 2005 Bonds shall be abated to the extent such transfer together with investment earnings thereon is sufficient to pay the principal of and interest on the 2005 Bonds, but such abatement shall not affect the District's pledge of its full faith, credit and resources to make such payments. The refunding escrow account created by the Escrow Agreement shall hereinafter serve as the debt service (or sinking) fund account for the 2005 Bonds. The Escrow Agent shall serve as custodian of said debt service (or sinking) funds.

Section 20. SLGS Subscriptions. The Escrow Agent and PMA are authorized to submit subscriptions for United States Treasury Securities - State and Local Government Series and to purchase other U.S. government securities on behalf of the District in such amount as is necessary in order to carry out the Refunding with respect to the 2005 Bonds.

Section 21. Redemption of the 2005 Bonds. The \$530,000 portion of the 2017 maturity and all of the 2018 through 2020 maturities of the 2005 Bonds are hereby called for prior payment and redemption on April 1, 2015 at a price of par plus accrued interest to the date of redemption.

The District hereby directs the Escrow Agent appointed above to cause timely notice of redemption, in substantially the form attached to the Escrow Agreement (the "2005 Notice"), to be provided at the times, to the parties and in the manner set forth on the 2005 Notice.

Section 22. Record Book. The District Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Bonds in the Record Book.

Section 23. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Bonds, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The District President and District Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the District President and District Clerk including provisions regarding restrictions on investment of Bond proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Bonds by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Bond provided herein.

Section 24. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the School Board or any parts thereof conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded December 18, 2013.

Larry A. Schaefer
District President

ATTEST:

Rita A. Kasten
District Clerk

(SEAL)

EXHIBIT A

Official Notice of Sale

To be provided by PMA Securities, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT B

Bid Tabulation

To be provided by PMA Securities, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT C

Winning Bid

To be provided by PMA Securities, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-1

Pricing Summary

To be provided by PMA Securities, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

EXHIBIT D-2

Debt Service Schedule and Irrepealable Tax Levies

To be provided by PMA Securities, Inc. and incorporated into the Resolution.

(See Attached)

DRAFT

[EXHIBIT MRP]

Mandatory Redemption Provision

The Bonds due on April 1, _____, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

EXHIBIT E

(Form of Bond)

REGISTERED UNITED STATES OF AMERICA DOLLARS
STATE OF WISCONSIN
MARATHON COUNTY
NO. R-___ D.C. EVEREST AREA SCHOOL DISTRICT \$_____
GENERAL OBLIGATION REFUNDING BOND, SERIES 2014

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
April 1, _____ January 15, 2014 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$_____)

FOR VALUE RECEIVED, the D.C. Everest Area School District, Marathon County, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest is payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2014 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Bond are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Bond is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding the semi-annual interest payment date (the "Record Date"). This Bond is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Bond together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Bond is one of an issue of Bonds aggregating the principal amount of \$9,995,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.04,

Wisconsin Statutes, for the purpose of paying the cost of refunding certain outstanding obligations of the District, all as authorized by a resolution of the School Board duly adopted by said governing body at a meeting held on December 18, 2013. Said resolution is recorded in the official minutes of the School Board for said date.

This Bond is not subject to optional redemption.

[The Bonds maturing in the years _____, _____ and _____ are subject to mandatory redemption by lot as provided in the resolution authorizing the Bonds at the redemption price of par plus accrued interest to the date of redemption and without premium.

In the event the Bonds are redeemed prior to maturity, as long as the Bonds are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Bonds of a maturity are to be called for redemption, the Bonds of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Bonds called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Bonds shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Bonds shall no longer be deemed to be outstanding.]

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Bond have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Bond and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Bond, together with the interest thereon, when and as payable.

This Bond has been designated by the School Board as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Bond is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Bonds, and the District appoints another depository, upon surrender of the Bond to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the

Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Bond in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Bonds [(i)] after the Record Date, [(ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Bonds, or (iii) with respect to any particular Bond, after such Bond has been called for redemption.] The Fiscal Agent and District may treat and consider the Depository in whose name this Bond is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Bonds are issuable solely as negotiable, fully-registered Bonds without coupons in the denomination of \$5,000 or any integral multiple thereof.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the D.C. Everest Area School District, Marathon County, Wisconsin, by its governing body, has caused this Bond to be executed for it and in its name by the manual or facsimile signatures of its duly qualified District President and District Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

D.C. EVEREST AREA SCHOOL DISTRICT,
MARATHON COUNTY, WISCONSIN

By: _____
Larry A. Schaefer
District President

(SEAL)

By: _____
Rita A. Kasten
District Clerk

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Bond and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

EXHIBIT G TO RESOLUTION

NOTICE OF FULL CALL*

D.C. EVEREST AREA SCHOOL DISTRICT
MARATHON COUNTY, WISCONSIN
GENERAL OBLIGATION REFUNDING BONDS
DATED APRIL 15, 2004

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on April 1, 2014 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
04/01/2015	\$1,420,000	4.125%	233087HQ1
04/01/2016	1,485,000	4.125	233087HR9
04/01/2017	1,555,000	4.125	233087HS7
04/01/2018	1,610,000	4.125	233087HT5

Upon presentation and surrender of said Bonds to Associated Trust Company, National Association, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on April 1, 2014.

By Order of the
School Board
D.C. Everest Area School District
District Clerk

Dated _____

To be provided to Associated Trust Company, National Association at least thirty-five (35) days prior to April 1, 2014. The registrar and fiscal agent shall be directed to give notice of such prepayment by facsimile transmission, registered or certified mail, or overnight express delivery to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to April 1, 2014 and to the MSRB. Notice shall also be provided to Assured Guaranty Municipal Corp., or any successor, the successor bond insurer of the Bonds.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

EXHIBIT F

FISCAL AGENCY AGREEMENT

THIS AGREEMENT, made as of the 15th day of January, 2014 between the D.C. Everest Area School District, Wisconsin (the "Municipality"), and Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent").

WITNESSETH:

WHEREAS, the Municipality has duly authorized the issuance of its \$9,995,000 General Obligation Refunding Bonds, Series 2014, dated January 15, 2014 (the "Obligations") pursuant to the applicable provisions of the Wisconsin Statutes and the resolution adopted by the Municipality on December 18, 2013 (the "Resolution"); and

WHEREAS, the Municipality is issuing the Obligations in registered form pursuant to Section 149 of the Internal Revenue Code of 1986, as amended, and applicable Treasury Regulations promulgated thereunder; and

WHEREAS, pursuant to the Resolution and Section 67.10(2), Wisconsin Statutes the Municipality has authorized the appointment of the Fiscal Agent as agent for the Municipality for any or all of the following responsibilities: payment of principal and interest on, registering, transferring and authenticating the Obligations as well as other applicable responsibilities permitted by Section 67.10(2), Wisconsin Statutes.

NOW, THEREFORE, the Municipality and the Fiscal Agent hereby agree as follows:

I. APPOINTMENT

The Fiscal Agent is hereby appointed agent for the Municipality with respect to the Obligations for the purpose of performing such of the responsibilities stated in Section 67.10(2), Wisconsin Statutes, as are delegated herein or as may be otherwise specifically delegated in writing to the Fiscal Agent by the Municipality.

II. INVESTMENT RESPONSIBILITY

The Fiscal Agent shall not be under any obligation to invest funds held for the payment of interest or principal on the Obligations.

III. PAYMENTS

At least one business day before each interest payment date (commencing with the interest payment date of April 1, 2014 and continuing thereafter until the principal of and interest on the Obligations should have been fully paid or prepaid in accordance with their terms) the Municipality shall pay to the Fiscal Agent, in good funds immediately available to the Fiscal Agent on the interest payment date, a sum equal to the amount payable as principal of, premium, if any, and interest on the Obligations on such interest payment date. Said interest and/or principal payment dates and amounts are outlined on Schedule A which is attached hereto and incorporated herein by this reference.

IV. CANCELLATION

In every case of the surrender of any Obligation for the purpose of payment, the Fiscal Agent shall cancel and destroy the same and deliver to the Municipality a certificate regarding such cancellation. The Fiscal Agent shall be permitted to microfilm or otherwise photocopy and record said Obligations.

V. REGISTRATION BOOK

The Fiscal Agent shall maintain in the name of the Municipality a Registration Book containing the names and addresses of all owners of the Obligations and the following information as to each Obligation: its number, date, purpose, amount, rate of interest and when payable. The Fiscal Agent shall keep confidential said information in accordance with applicable banking and governmental regulations.

VI. INTEREST PAYMENT

Payment of each installment of interest on each Obligation shall be made to the registered owner of such Obligation whose name shall appear on the Registration Book at the close of business on the 15th day of the calendar month next preceding the interest payment date and shall be paid by check or draft of the Fiscal Agent mailed to such registered owner at his address as it appears in such Registration Book or at such other address as may be furnished in writing by such registered owner to the Fiscal Agent.

VII. PAYMENT OF PRINCIPAL AND NOTICE OF REDEMPTION

(a) Principal Payments. Principal shall be paid to the registered owner of an Obligation upon surrender of the Obligation on or after its maturity or redemption date.

[The Obligations due on April 1, 20__ and April 1, 20__ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified on the attached Schedule MRP.

The Municipality hereby directs and the Fiscal Agent hereby agrees to select the Term Bonds to be redeemed on the dates set forth above and to give notice of such redemption as set forth in substantially the form attached hereto as Schedule B by registered or certified mail, facsimile transmission, overnight express delivery or electronic transmission at least thirty (30) days prior to the date fixed for redemption to the registered owner of each Obligation selected to be redeemed, in whole or in part, at the address shown on the registration books as of the Record Date.

The Municipality, in accordance with Section III hereof, shall make payments sufficient for the Fiscal Agent to pay the amounts due on the Term Bonds subject to mandatory redemption.]

(b) Official Notice of Redemption. In the event the Municipality exercises its option to redeem any of the Obligations, the Municipality shall, at least 35 days prior to the redemption date, direct the Fiscal Agent to give official notice of such redemption by sending an official notice thereof by registered or certified mail, facsimile transmission, overnight express delivery or electronic transmission at least 30 days prior to the date fixed for redemption to the registered owner of each Obligation to be redeemed in whole or in part at the address shown in the Registration Book. Such official notice of redemption shall be dated and shall state (i) the redemption date and price; (ii) an identification of the Obligations to be redeemed, including the date of original issue of the Obligations; (iii) that on the redemption date the redemption price will become due and payable upon each such Obligation or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date; and (iv) the place where such Obligations are to be surrendered for payment of the redemption price, which place of payment shall be the principal office of the Fiscal Agent. [Official notice of the redemption of Obligations subject to mandatory redemption shall be given in the same manner.]

(c) Additional Notice of Redemption. In addition to the official notice of redemption provided in (b) above, further notice of any redemption shall be given by the Fiscal Agent on behalf of the Municipality to the Municipal Securities Rulemaking Board and The Depository Trust Company of New York, New York but neither a defect in this additional notice nor any failure to give all or any portion of such additional notice shall in any manner defeat the effectiveness of a call for redemption.

Each further notice of redemption given hereunder shall be sent at least 30 days before the redemption date by registered or certified mail, overnight delivery service, facsimile transmission or email transmission and shall contain the information required above for an official notice of redemption.

(d) Redemption of Obligations. The Obligations to be redeemed [at the option of the Municipality] shall be selected by the Municipality and, within any maturity, shall be selected by lot by the Depository described in Section VIII hereof. [Obligations subject to mandatory redemption shall be selected as described in (a) above.] The Obligations or portions of Obligations to be redeemed shall, on the redemption dates, become due and payable at the redemption price therein specified, and from and after such date such Obligations or portions of Obligations shall cease to bear interest. Upon surrender of such Obligations for redemption in accordance with the official notice of redemption, such Obligations shall be paid by the Fiscal Agent at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Obligation, there shall be prepared for the registered owner a new Obligation or Obligations of the same maturity in the amount of the unpaid principal. Each check or other transfer of funds issued in payment of the redemption price of Obligations being redeemed shall bear the CUSIP number identifying, by issue and maturity, the Obligations being redeemed with the proceeds of such check or other transfer.

VIII. UTILIZATION OF THE DEPOSITORY TRUST COMPANY

The Depository Trust Company's Book-Entry-Only System is to be utilized for the Obligations. The Fiscal Agent, as agent for the Municipality, agrees to comply with the provisions of The Depository Trust Company's Operational Arrangements, as they may be amended from time to time referenced in the Blanket Issuer Letter of Representations executed by the Municipality. The provisions of the Operational Arrangements and this Section VIII supersede and control any and all representations in this Agreement.

IX. OBLIGATION TRANSFER AND EXCHANGE

The Fiscal Agent shall transfer Obligations upon presentation of a written assignment duly executed by the registered owner or by such owner's duly authorized representative. Upon such a transfer, new registered Obligation(s) of the same maturity, in authorized denomination or denominations in the same aggregate principal amount for each maturity shall be issued to the transferee in exchange therefor, and the name of such transferee shall be entered as the new registered owner in the Registration Book. No Obligation may be registered to bearer. The Fiscal Agent may exchange Obligations of the issue for a like aggregate principal amount of Obligations of the same maturity in authorized whole multiples of \$5,000.

The Obligations shall be numbered R-1 and upward. Upon any transfer or exchange, the Obligation or Obligations issued shall bear the next highest consecutive unused number or numbers.

The Municipality shall cooperate in any such transfer, and the appropriate officers of the Municipality are authorized to execute any new Obligation or Obligations necessary to effect any such transfer.

X. STATEMENTS

The Fiscal Agent shall furnish the Municipality with an accounting of interest and funds upon reasonable request.

XI. FEES

The Municipality agrees to pay the Fiscal Agent fees for its services hereunder in the amounts set forth on Schedule [B/C] hereto.

XII. MISCELLANEOUS

(a) Nonpresentation of Checks. In the event the check or draft mailed by the Fiscal Agent to the registered owner is not presented for payment within five years of its date, then the monies representing such nonpayment shall be returned to the Municipality or to such board, officer or body as may then be entitled by law to receive the same together with the name of the registered owner of the Obligation and the last mailing address of record and the Fiscal Agent shall no longer be responsible for the same.

(b) Resignation and Removal; Successor Fiscal Agent. (i) Fiscal Agent may at any time resign by giving not less than 60 days written notice to Municipality. Upon receiving such notice of resignation, Municipality shall promptly appoint a successor fiscal agent by an instrument in writing executed by order of its governing body. If no successor fiscal agent shall have been so appointed and have accepted appointment within 60 days after such notice of resignation, the resigning fiscal agent may petition any court of competent jurisdiction for the appointment of a successor fiscal agent. Such court may thereupon, after such notice, if any, as it may deem proper and prescribes, appoint a successor fiscal agent. The resignation of the fiscal agent shall take effect only upon appointment of a successor fiscal agent and such successor fiscal agent's acceptance of such appointment.

(ii) The Fiscal Agent may also be removed by the Municipality at any time upon not less than 60 days' written notice. Such removal shall take effect upon the appointment of a successor fiscal agent and such successor fiscal agent's acceptance of such appointment.

(iii) Any successor fiscal agent shall execute, acknowledge and deliver to Municipality and to its predecessor fiscal agent an instrument accepting such appointment hereunder, and thereupon the resignation or removal of the predecessor fiscal agent shall become effective and such successor fiscal agent, without any further act, deed or conveyance, shall become vested with all the rights, powers, trusts, duties and obligations of its predecessor, with like effect as if originally named as fiscal agent herein; but nevertheless, on written request of Municipality, or on the request of the successor, the fiscal agent ceasing to act shall execute and deliver an instrument transferring to such successor fiscal agent, all the rights, powers, and trusts of the fiscal agent so ceasing to act. Upon the request of any such successor fiscal agent, Municipality shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor fiscal agent all such rights, powers and duties. Any predecessor fiscal agent shall pay over to its successor fiscal agent any funds of the Municipality.

(iv) Any corporation, association or agency into which the Fiscal Agent may be converted or merged, or with which it may be consolidated, or to which it may sell or transfer its corporate trust business and assets as a whole or substantially as a whole, or any corporation or association resulting from any such conversion, sale, merger, consolidation or transfer to which it is a party, ipso facto, shall be and become successor fiscal agent under this Agreement and vested with all the trusts, powers, discretions, immunities and privileges and all other matters as was its predecessor, without the execution or filing of any instrument or any further act, deed or conveyance on the part of any of the parties hereto, anything herein to the contrary notwithstanding.

(v) Any successor fiscal agent shall be qualified pursuant to Sec. 67.10(2), Wisconsin Statutes, as amended.

(c) Termination. This Agreement shall terminate on the earlier of (i) the payment in full of all of the principal and interest on the Obligations to the registered owners of the Obligations or (ii) five years after (aa) the last principal payment on the Obligations is due (whether by maturity or earlier redemption) or (bb) the Municipality's responsibilities for payment of the Obligations are fully discharged, whichever is later. The parties realize that any funds hereunder as shall remain upon termination shall, except as may otherwise by law, be turned over to the Municipality after deduction of any unpaid fees and disbursements of Fiscal Agent or, if required by law, to such officer, board or body as may then be entitled by law to receive the same. Termination of this Agreement shall not, of itself, have any effect on Municipality's obligation to pay the outstanding Obligations in full in accordance with the terms thereof.

(d) Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this Agreement, being duly authorized so to do, each in the manner most appropriate to it, on the date first above written.

D.C. EVEREST AREA SCHOOL
DISTRICT, MARATHON COUNTY,
WISCONSIN

By _____
Larry A. Schaefer
District President

(SEAL)

Rita A. Kasten
District Clerk

ASSOCIATED TRUST COMPANY,
NATIONAL ASSOCIATION, GREEN
BAY, WISCONSIN
Fiscal Agent

(SEAL)

By _____
Title _____

Attest _____
Title _____

SCHEDULE A

Debt Service Schedule
\$9,995,000 General Obligation Refunding Bonds, Series 2014
of the D.C. Everest Area School District, Wisconsin
dated January 15, 2014

(SEE ATTACHED)

DRAFT

[SCHEDULE MRP

Mandatory Redemption Provision

The Obligations due on April 1, _____, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, _____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)]

[SCHEDULE B

NOTICE OF MANDATORY SINKING FUND REDEMPTION*

D.C. Everest Area School District, Wisconsin
General Obligation Refunding Bonds, Series 2014
Dated January 15, 2014

NOTICE IS HEREBY GIVEN that a portion of the Bonds of the above-referenced issue which mature on April 1, 20__ shall be subject to mandatory sinking fund redemption on April 1 of the year set forth below, in the amount set forth below, at a redemption price equal to One Hundred Percent (100%) of the principal amount redeemed plus accrued interest to the date of redemption.

<u>Redemption Date</u>	<u>Principal Amount</u>	<u>CUSIP Number</u>
April 1, ____	\$ _____	_____

Such portion of the Bonds will cease to bear interest on the redemption date set forth above.

BY THE ORDER OF THE
SCHOOL BOARD

D.C. EVEREST AREA SCHOOL DISTRICT,
WISCONSIN

Dated: _____

* To be provided by registered or certified mail, facsimile transmission, overnight express delivery or electronic transmission to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 55 Water Street, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to the call date. At least thirty (30) days prior to the call date notice shall also be provided to the Municipal Securities Rulemaking Board.]

SCHEDULE [B/C]

(See Attached)

DRAFT

EXHIBIT H

ESCROW AGREEMENT

THIS ESCROW AGREEMENT is made and entered into the 15th day of January, 2014 by and between the D.C. Everest Area School District, Wisconsin (the "District") and Associated Trust Company, National Association, Green Bay, Wisconsin, a national banking association with trust powers (the "Escrow Agent").

RECITALS

The District has duly issued General Obligation Refunding Bonds, dated May 15, 2005 (the "Prior Issue").

The District has duly authorized and sold and is delivering this day its \$9,995,000 General Obligation Refunding Bonds, Series 2014, dated January 15, 2014 (the "Refunding Obligations") for the purpose of providing funds sufficient to refund a \$530,000 portion of the 2017 maturity and all of the 2018 through 2020 maturities of the Prior Issue (hereinafter the portion of the Prior Issue being refunded shall be referred to herein as the "Refunded Obligations") (the "Refunding").

The Refunded Obligations mature and bear interest on the dates and in the amounts shown on Exhibit A-1.

In order to accomplish the Refunding, it is necessary to irrevocably deposit in trust an amount (in the form of investment securities and cash) which, together with investment income therefrom, will be sufficient to pay when due the principal of and interest on the Refunded Obligations.

To accomplish the Refunding, the Escrow Agent has been appointed depository of a portion of the proceeds of the Refunding Obligations (in the form of investment securities and cash) as hereinafter specified and has been appointed custodian of the District's debt service fund account for the Refunded Obligations until the Refunded Obligations are paid in full.

The execution of this Agreement has been duly authorized by a resolution of the School Board entitled: "Resolution Authorizing the Issuance and Sale of \$9,995,000 General Obligation Refunding Bonds, Series 2014" (the "Resolution") adopted by the School Board of the District on December 18, 2013.

In consideration of the mutual covenants contained herein, the parties hereto covenant and agree as follows for the equal and proportionate benefit and security of the holders of the Refunding Obligations and the Refunded Obligations:

1. Escrow Deposit. Concurrently with the execution of this Agreement, the District has irrevocably deposited with the Escrow Agent, receipt of which is hereby acknowledged by the Escrow Agent, \$_____ being [a portion of] the proceeds of the Refunding Obligations [(the "Bond Proceeds") and \$_____ from funds of the District (the "Funds") for a total of \$_____.]

The foregoing, along with earnings and interest thereon, shall be held and disposed of by the Escrow Agent only in accordance with this Agreement. The District represents and warrants that the foregoing, if held, invested and disposed of by the Escrow Agent in accordance with this Agreement, will be sufficient, without the need for any further investment or reinvestment, to make all payments required under this Agreement. The Escrow Agent has not and is under no obligation to determine whether the amounts deposited hereunder are or will be sufficient to make all of the payments directed to be made hereunder.

2. Acceptance of Escrow. The Escrow Agent acknowledges receipt of the escrow deposit hereunder and accepts the responsibilities imposed on it by this Agreement.

3. Application of Escrow Deposit. There is hereby created by the District and ordered established with the Escrow Agent an account hereby designated, "D.C. Everest Area School District Escrow Account" (the "Escrow Account").

The Escrow Agent shall deposit the amount described above in the Escrow Account to be used as follows:

a) \$_____ to be used to purchase the \$_____ principal amount of United States Treasury Certificates of Indebtedness, Notes and/or Bonds - State and Local Government Series ("SLGs"), described on the attached Exhibit B-1, pay for the SLGs from monies in the Escrow Account and hold the SLGs in the Escrow Account; [(\$_____ from Bond Proceeds and \$_____ from Funds);]

b) \$_____ to be used to establish a beginning cash balance in the Escrow Account [(\$_____ from Bond Proceeds and \$_____ from Funds)]; and

c) \$_____ to be used to pay the Issuance Expenses set forth on the attached Exhibit C-1, which the Escrow Agent is hereby authorized to pay.

Except as set forth in Section 8 hereof, the Escrow Account (other than the cash held pursuant to subsection (b) above) shall remain invested in the SLGs, and the Escrow Agent shall not sell or otherwise dispose of the SLGs.

[In addition to the foregoing, the Escrow Agent is hereby directed to reinvest excess investment proceeds accruing in the years _____ to _____ in SLGs as follows:

<u>Amount</u>	<u>Interest Rate</u>	<u>Reinvestment Date</u>	<u>Maturity Date</u>
\$ _____	0.00%	_____	_____
_____	0.00	_____	_____

The Escrow Agent is hereby directed to submit the subscription for these SLGs on behalf of the District, at least seven (7) days in advance of the date of reinvestment (or such other period of time in advance of the date of reinvestment as is then required by law or regulation) and such subscription shall be in accordance with then applicable law and regulations. The District will cooperate with the Escrow Agent as necessary to allow any subscriptions to be made as described herein.

If SLGs with an interest rate of 0.00% are not available at the time such Escrow Account monies are to be reinvested, the Escrow Agent is hereby directed to reinvest such Escrow Account monies on behalf of the District in direct obligations of the United States of America ("U.S. Government Obligations"), or hold such monies uninvested, as directed by the District, upon the Escrow Agent's receipt, at the expense of the District, of (i) an opinion of the bond counsel for the Refunding Obligations or other nationally recognized firm of attorneys experienced in the area of municipal finance to the effect that such transaction would not cause any of the Refunded Obligations or any of the Refunding Obligations to be an "arbitrage bond" within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), and the income tax regulations thereunder (the "Regulations") and (ii) a certification from an independent certified public accountant that, after such transaction, the principal of and interest on the U.S. Government Obligations in the Escrow Account will, together with other monies in the Escrow Account available for such purposes, be sufficient at all times to pay, when due, the principal of and interest on the Refunded Obligations.]

The Escrow Account cash flow [(taking into account any reinvestments)] prepared by the Accountant defined below is set forth on Exhibit D-1.

Except [for the foregoing or] as set forth in Section 8 hereof, no reinvestment of amounts on deposit in the Escrow Account shall be permitted.

The Escrow Agent shall apply the monies in the Escrow Account to the payment of the Refunded Obligations in the amounts set forth on the attached Exhibit A-1 by depositing such amounts with the fiscal agent for the Refunded Obligations on or before the dates such amounts are due.

Grant Thornton LLP, Minneapolis, Minnesota, a firm of independent accountants (the "Accountant"), has delivered to the District, the Escrow Agent, PMA Securities, Inc., any bond insurer for the Refunding Obligations, any bond insurer for the Refunded Obligations, and Quarles & Brady LLP, for their purposes, a report stating that the firm has reviewed the arithmetical accuracy of certain computations based on assumptions relating to the sufficiency of

forecasted net cash flow from the United States government securities (paragraph (a) above) and any initial cash deposit (paragraph (b) above) to pay the principal of and interest (if any) on the Refunded Obligations when due as described on Exhibit A-1. Based upon the summarized data presented in its report and the assumption that the principal and interest payments on the United States government securities are deposited in the Escrow Account when due, in its opinion, the proceeds from the United States government securities, plus any initial cash deposit will be sufficient for the timely payment of principal and interest, when due, on the Refunded Obligations.

If at any time it shall appear to the Escrow Agent that the money in the Escrow Account will not be sufficient to make any required payments due to the holders of the Refunded Obligations, the Escrow Agent shall immediately notify the District. Upon receipt of such notice, the District shall forthwith transmit to the Escrow Agent for deposit in the Escrow Account from legally available funds such additional monies as may be required to make any such payment.

4. Redemption of the Refunded Obligations. Pursuant to the Resolution, the District has heretofore called the Refunded Obligations for redemption and authorized and directed the Escrow Agent to give notice of said intended redemption of the Refunded Obligations by providing appropriate notice (in substantially the form attached hereto as Exhibit E-1) in the manner and at the times set forth on Exhibit E-1, and the Escrow Agent hereby agrees to give such notice.

5. Notice of Advance Refunding of the Refunded Obligations. The Escrow Agent is hereby directed and agrees within ten business days after the closing for the Refunding Obligations to provide a Notice of Advance Refunding and Redemption, in substantially the form attached hereto as Exhibit F-1, to the registered owners of the Refunded Obligations, to any fiscal agent for the Refunded Obligations, and to any others as described in Exhibit F-1. In addition, if the Refunded Obligations are subject to the continuing disclosure requirements of SEC Rule 15c2-12, the Notice of Advance Refunding and Redemption should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

6. The Escrow Agent.

a) Annual Report. The Escrow Agent shall, in the month of February of each year while this Agreement is in effect, and as soon as practicable after termination of this Agreement, forward by first class mail to the District a report of the receipts, income, investments, reinvestments, redemptions and payments of and from the Escrow Account during the preceding calendar year, including in such report a statement, as of the end of the preceding calendar year, regarding the manner in which it has carried out the requirements of this Agreement. The District shall have the right, at any time during business hours, to examine all of the Escrow Agent's records regarding the status and details of the Escrow Account.

b) Separate Funds; Accountability. Except as otherwise permitted under Section 3 hereof, the Escrow Agent shall keep all monies, securities and other properties deposited

hereunder, all investments and all interest thereon and profits therefrom, at all times in a special fund and separate trust account, wholly segregated from all other funds and securities on deposit with it; shall never commingle such deposits, investments and proceeds with other funds or securities of the Escrow Agent; and shall never at any time use, pledge, loan or borrow the same in any way. The fund established hereunder shall be held separately and distinctly and not commingled with any other such fund. Nothing herein contained shall be construed as requiring the Escrow Agent to keep the identical monies, or any part thereof, received from or for the Escrow Account, on hand, but monies of an equal amount shall always be maintained on hand as funds held by the Escrow Agent, belonging to the District, and a special account thereof, evidencing such fact, shall at all times be maintained on the books of the Escrow Agent. All uninvested money held at any time in the Escrow Account shall be continuously secured by the deposit in a Federal Reserve Bank or direct obligations of the United States of America in a principal amount always not less than the total amount of uninvested money in the Escrow Account. It is understood and agreed that the responsibility of the Escrow Agent under this Agreement is limited to the safekeeping and segregation of the monies and securities deposited with it for the Escrow Account, and the collection of and accounting for the principal and interest payable with respect thereto.

In the event the Escrow Agent due to any action or inaction required hereunder is unable or fails to account for any property held hereunder, such property shall be and remain the property of the District. Property held by the Escrow Agent hereunder shall not be deemed to be a banking deposit of the District to the extent that the Escrow Agent shall have no right or title with respect thereto (including any right of set-off) and the District shall have no right of withdrawal thereof.

c) Liability. The Escrow Agent shall be under no obligation to inquire into or be in any way responsible for the performance or nonperformance by the District or any paying agent of any of its obligations, or to protect any of the District's rights under any bond proceeding or any of the District's other contracts with or franchises or privileges from any state, county, municipality or other governmental agency or with any person. The Escrow Agent shall not be liable for any act done or step taken or omitted by it, as escrow agent, or for any mistake of fact or law, or for anything which it may do or refrain from doing in good faith and in the exercise of reasonable care and believed by it to be within the discretion or power conferred upon it by this Agreement, except for its negligence or its willful misconduct. The Escrow Agent shall not be responsible in any manner whatsoever for the recitals or statements contained herein, including without limitation those as to the sufficiency of the trust deposit to accomplish the purposes hereof or in the Refunded Obligations or the Refunding Obligations or in any proceedings taken in connection therewith, but they are made solely by the District.

d) Resignations; Successor Escrow Agent. The Escrow Agent may at any time resign by giving not less than 60 days written notice to the District. Upon giving such notice of resignation, the resigning Escrow Agent may petition any court of competent jurisdiction for the appointment of a successor escrow agent. Such court may thereupon, after such notice, if any, as it may deem proper and prescribes, appoint a successor escrow agent of comparable qualifications to those of the resigning Escrow Agent. The resignation of the Escrow Agent shall

take effect only upon the appointment of a successor escrow agent and such successor escrow agent's acceptance of such appointment.

Any successor escrow agent shall be a state or national bank, have full banking and trust powers, and have a combined capital and surplus of at least \$5,000,000.

Any successor escrow agent shall execute, acknowledge and deliver to the District and to its predecessor escrow agent an instrument accepting such appointment hereunder, and thereupon the resignation of the predecessor escrow agent shall become effective and such successor escrow agent, without any further act, deed or conveyance, shall become vested with all the rights, powers, duties and obligations of its predecessor hereunder, with like effect as if originally named as escrow agent herein; but nevertheless, on written request of the District or on the request of the successor escrow agent, the escrow agent ceasing to act shall execute and deliver an instrument transferring to such successor escrow agent, upon the terms herein expressed, all the rights, power, and duties of the escrow agent so ceasing to act. Upon the request of any such successor escrow agent, the District shall execute any and all instruments in writing for more fully and certainly vesting in and confirming to such successor escrow agent all such rights, powers and duties. Any predecessor escrow agent shall pay over to its successor escrow agent a proportional part of the Escrow Agent's fee hereunder.

e) Fees. The Escrow Agent acknowledges receipt from the District of the sum of _____ DOLLARS (\$_____) as and for full compensation for all services to be performed by it as the Escrow Agent under this Agreement. Any out-of-pocket expenses including legal fees and publication costs will be paid by the District as incurred. The Escrow Agent expressly waives any lien upon or claim against the monies and investments in the Escrow Account.

7. Arbitrage. The District has covenanted and agreed and the Escrow Agent hereby covenants and agrees, to the extent any action is within its control and to its knowledge, to and for the benefit of the holders of the Refunding Obligations and the Refunded Obligations, that no investment of the monies on deposit in the Escrow Account will be made in a manner that would cause the Refunding Obligations or the Refunded Obligations to be "arbitrage bonds" within the meaning of Section 148 of the [Code or any Regulations promulgated or proposed thereunder.] [Internal Revenue Code of 1986, as amended (the "Code") or any Regulations promulgated or proposed thereunder (the "Regulations").]

In order to ensure continuing compliance with Section 148 of the Code and the Regulations, the Escrow Agent agrees that it will not invest the cash balance nor reinvest any cash received in payment of the principal of and interest on the federal securities held in the Escrow Account nor redeem such federal securities except as specifically provided in Section 1 hereof. Said prohibition on reinvestment shall continue unless and until the District requests that such reinvestment be made and shall be restricted to noncallable direct obligations of the United States Treasury. Prior to any such request for reinvestment of the proceeds from the federal securities held in the Escrow Account, the District shall provide to the Escrow Agent: (i) an opinion by an independent certified public accounting firm that after such reinvestment the

principal amount of the substituted securities, together with the earnings thereon and other available monies, will be sufficient to pay, as the same become due, all principal of, redemption premium where required, and interest on the Refunded Obligations which have not then previously been paid, and (ii) an unqualified opinion of nationally recognized bond counsel to the effect that (a) such reinvestment will not cause the Refunding Obligations or the Refunded Obligations to be "arbitrage bonds" within the meaning of Section 148 of the Code and the Regulations in effect thereunder on the date of such reinvestment, and (b) such reinvestment complies with the Constitution and laws of the State of Wisconsin and the provisions of all relevant documents relating to the issuance of the Refunding Obligations and the Refunded Obligations.

8. Substitute Investments. At the written request of the District and upon compliance with the conditions hereinafter stated, the Escrow Agent shall have the power to request the redemption of the SLGs and to substitute direct obligations of, or obligations which are unconditionally guaranteed by, the United States of America, which are not subject to redemption prior to maturity and which are available for purchase with the proceeds derived from the disposition of the SLGs on the date of such transaction. The Escrow Agent shall purchase such substitute obligations with the proceeds derived from the sale, transfer, disposition or redemption of the SLGs. The transactions may be effected only by simultaneous sale and purchase transactions, and only if (i) the amounts and dates on which the anticipated transfers from the Escrow Account to the fiscal agent or depository for the payment of the principal of and interest on the Refunded Obligations will not be diminished or postponed thereby, (ii) the Escrow Agent shall receive, at the expense of the District, an opinion of a nationally recognized firm of attorneys experienced in the area of municipal finance to the effect that such disposition and substitution would not cause any Refunded Obligations or Refunding Obligations to be "arbitrage bonds" within the meaning of Section 148 of the Code and the Regulations thereunder; and (iii) the Escrow Agent shall receive, at the expense of the District, a certification from an independent certified public accountant that, after such transaction, the principal of and interest on the U.S. government obligations in the Escrow Account will, together with other monies in the Escrow Account available for such purpose, be sufficient at all times to pay, when due, the principal of, redemption premium, where required, and interest on the Refunded Obligations.

The District hereby covenants that no part of the monies or funds at any time in the Escrow Account shall be used directly or indirectly to acquire any securities or obligations, the acquisition of which would cause any Refunded Obligations or Refunding Obligations to be "arbitrage bonds" within the meaning of Section 148 of the Code and the Regulations thereunder.

9. Miscellaneous.

a) Third Party Beneficiaries. This Agreement has been entered into by the District and the Escrow Agent for the benefit of the holders of the Refunding Obligations and the Refunded Obligations, and is not revocable by the District or the Escrow Agent, and the investments and other funds deposited in the Escrow Account and all income therefrom have been irrevocably appropriated for the payment and any redemption of the Refunded Obligations and interest thereon when due, in accordance with this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the District and the Escrow Agent and their

respective successors and assigns. In addition, this Agreement shall constitute a third party beneficiary contract for the benefit of the owners of the Refunding Obligations and the Refunded Obligations. Said third party beneficiaries shall be entitled to enforce performance and observance by the District and the Escrow Agent of the respective agreements and covenants herein contained as fully and completely as if said third party beneficiaries were parties hereto.

b) Severability. If any section, paragraph, clause or provision of this Agreement shall be invalid or ineffective for any reason, the remainder of this Agreement shall remain in full force and effect, it being expressly hereby agreed that the remainder of this Agreement would have been entered into by the parties hereto notwithstanding any such invalidity.

c) Termination. This Agreement shall terminate upon the payment of all of the principal of and interest on the Refunded Obligations. The parties realize that some of the amounts hereunder may remain upon termination. Any amounts remaining upon termination shall be returned to the District for deposit in the account designated "Debt Service Fund Account for General Obligation Refunding Bonds, Series 2014, dated January 15, 2014" created by the Resolution and used solely to pay the principal of and interest on the Refunding Obligations. Termination of this Agreement shall not, of itself, have any effect on the District's obligation to pay the Refunding Obligations and the Refunded Obligations in full in accordance with the respective terms thereof.

d) Indemnification. The District agrees to hold the Escrow Agent harmless and to indemnify the Escrow Agent against any loss, liability, expenses (including attorney's fees and expenses), claims, or demand arising out of or in connection with the performance of its obligations in accordance with the provisions of this Agreement, except for gross negligence or willful misconduct of the Escrow Agent. The foregoing indemnities in this paragraph shall survive the resignation or removal of the Escrow Agent or the termination of the Agreement.

e) Governing Law. This Escrow Agreement shall be construed, interpreted and governed by and under the laws of the State of Wisconsin.

f) Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers on the date first above written.

D.C. EVEREST AREA SCHOOL DISTRICT,
MARATHON COUNTY, WISCONSIN

By: _____
Larry A. Schaefer
District President

(SEAL)

By: _____
Rita A. Kasten
District Clerk

ASSOCIATED TRUST COMPANY, NATIONAL
ASSOCIATION,
GREEN BAY, WISCONSIN, as Agent

By: _____

(SEAL)

And: _____

(Refunded Obligations)

EXHIBIT A-1

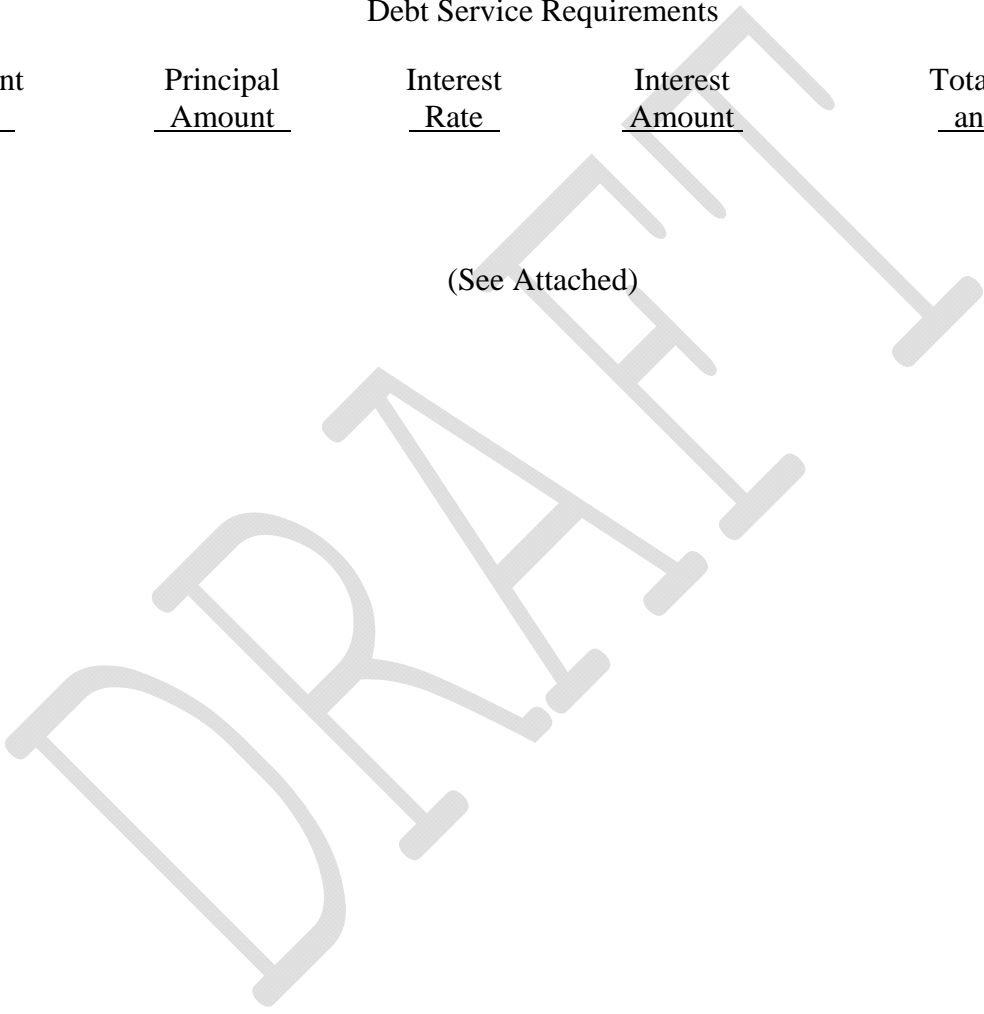
\$18,955,000

D.C. Everest Area School District, Wisconsin
General Obligation Refunding Bonds
Dated May 15, 2005

Debt Service Requirements

<u>Payment Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Interest Amount</u>	<u>Total Principal and Interest</u>
---------------------	-------------------------	----------------------	------------------------	-------------------------------------

(See Attached)



Bond Registrar
or Fiscal Agent:

Associated Trust Company, National Association

Depository:

The Depository Trust Company
New York, New York

EXHIBIT B-1

U.S. TREASURY SECURITIES

(State and Local Government Series)

For Delivery January 15, 2014

<u>Type</u>	<u>Maturity Date</u>	<u>Par Amount</u>	<u>Coupon Rate</u>	<u>Cost</u>
-------------	----------------------	-------------------	--------------------	-------------

(See Attached Subscription Forms)

DRAFT

EXHIBIT C-1

AUTHORIZED ISSUANCE EXPENSES

Escrow Agent,
Associated Trust Company, National Association, Green Bay, Wisconsin \$ _____

Escrow Verification,
Grant Thornton LLP, Minneapolis, Minnesota _____

Legal Opinion,
Quarles & Brady LLP, Milwaukee, Wisconsin _____

Rating Fee,
Moody's Investors Service Inc.,
New York, New York _____

Financial Advisor,
PMA Securities, Inc., Milwaukee, Wisconsin _____

Fiscal Agent,
Associated Trust Company, National Association, Green Bay, Wisconsin _____

Printing,
Miscellaneous _____

Total: \$ _____

EXHIBIT D-1

ESCROW ACCOUNT CASH FLOW

(SEE ATTACHED)

DRAFT

EXHIBIT E-1

NOTICE OF PARTIAL CALL*

D.C. EVEREST AREA SCHOOL DISTRICT
MARATHON COUNTY, WISCONSIN
GENERAL OBLIGATION REFUNDING BONDS
DATED MAY 15, 2005

NOTICE IS HEREBY GIVEN that the Bonds of the above-referenced issue which mature on the dates and in the amounts; bear interest at the rates; and have CUSIP Nos. as set forth below have been called for prior payment on April 1, 2015 at a redemption price equal to 100% of the principal amount thereof plus accrued interest to the date of prepayment:

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
04/01/2017	\$ 530,000**	5.00%	233087__
04/01/2018	1,080,000	5.00	233087JL0
04/01/2019	1,135,000	5.00	233087JM8
04/01/2020	940,000	5.00	233087MZ5

Upon presentation and surrender of said Bonds to Associated Trust Company, National Association, the registrar and fiscal agent for said Bonds, the registered owners thereof will be paid the principal amount of the Bonds plus accrued interest to the date of prepayment.

Said Bonds will cease to bear interest on April 1, 2015.

By Order of the
School Board
D.C. Everest Area School District
District Clerk

Dated _____

* To be provided to Associated Trust Company, National Association at least thirty-five (35) days prior to April 1, 2015. The registrar and fiscal agent shall be directed to give notice of such prepayment by facsimile transmission, registered or certified mail, or overnight express delivery to The Depository Trust Company, Attn: Supervisor, Call Notification Department, 570 Washington Blvd., Jersey City, NJ 07310, not less than thirty (30) days nor more than sixty (60) days prior to April 1, 2015 and to the MSRB. Notice shall also be provided to Assured Guaranty Municipal Corp., or any successor, the successor bond insurer of the Bonds.

**Represents a portion of the principal amount outstanding of this maturity.

In addition, if the Bonds are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org.

EXHIBIT F-1*

NOTICE OF PARTIAL ADVANCE REFUNDING AND REDEMPTION
OF THE GENERAL OBLIGATION REFUNDING BONDS, DATED MAY 15, 2005
OF THE D.C. EVEREST AREA SCHOOL DISTRICT, WISCONSIN (THE "2005 BONDS")

Notice is given that the 2005 Bonds described below (the "Refunded Obligations"), of the D.C. Everest Area School District, Wisconsin (the "District") have been advance refunded by the District pursuant to an Escrow Agreement dated the 15th day of January, 2014 between the District and Associated Trust Company, National Association, Green Bay, Wisconsin (the "Escrow Agent").

<u>Maturity Date</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>CUSIP No.</u>
04/01/2018	\$1,080,000	5.00%	233087JL0**
04/01/2019	1,135,000	5.00	233087JM8**
04/01/2020	940,000	5.00	233087MZ5**

<u>Maturity Date</u>	<u>Original CUSIP</u>	<u>Original Amount</u>	<u>Refunded CUSIP</u>	<u>Refunded Amount</u>	<u>Non-Refunded CUSIP</u>	<u>Non-Refunded Amount</u>
04/01/2017	233087JK2	\$1,025,000	233087___	\$530,000	233087___	\$495,000

The District has instructed the Escrow Agent to call the Refunded Obligations for redemption on April 1, 2015. The District has irrevocably deposited United States government securities and cash in escrow with the Escrow Agent in an amount which, together with investment income on it, is sufficient to pay the interest on the Refunded Obligations up to and including April 1, 2015 and to redeem the Refunded Obligations on April 1, 2015 at a price of par plus accrued interest to April 1, 2015. Interest on the Refunded Obligations will cease to accrue on April 1, 2015.

Dated: January 15, 2014.

Associated Trust Company, National Association
as Escrow Agent

* Within ten business days after the closing for the Refunding Obligations, notice shall be provided to the registered owners of the Refunded Obligations, to any fiscal agent for the Refunded Obligations and to the MSRB. Notice shall also be provided to Assured Guaranty Municipal Corp., or any successor, the successor bond insurer of the Bonds.

** Indicates refunding of full CUSIP.

In addition, if the Refunded Obligations are subject to the continuing disclosure requirements of SEC Rule 15c2-12 effective July 3, 1995, this Notice should be filed electronically with the MSRB through the Electronic Municipal Market Access (EMMA) System website at www.emma.msrb.org



**D.C. EVEREST
SENIOR HIGH SCHOOL**

6500 Alderson Street
Weston, WI 54476

To: Kristine Gilmore
From: Thomas W. Johansen
Date: November 20, 2013
Subject: Foreign Exchange

This memo is to inform you of a foreign exchange trip being planned for the summer of 2014. A student group has met with me and received parent approval for an out-of-country trip to Cuba. Teachers have also confirmed their interest in chaperoning this trip. The group is planning an 8-day trip to Cuba from June 14-22, 2014. Fifteen students and two advisors will attend. Students will raise money through fundraisers to help pay their expenses for this trip. Remaining costs will be paid by the students. There are no district expenses for this trip.

I am asking that you bring this to the attention of the School Board for the approval of the trip. Thank you for your assistance in this matter.

TWJ:ds



To: School Board
From: Kristine A. Gilmore, Ed.D.
Subject: Employee Handbooks
Date: 12/13/13

Administration is recommending to the Board approval of the employee handbooks as included in the packet. Principal revisions include:

- Changes to employee health insurance for 2014 as approved by the School Board on August 28, 2013;
- Increase from three to five days' bereavement leave for employees in cases of death in the *immediate family*; and
- Increase from three to five days of accrued sick leave per school year may be used for illness, care of, or appointment for a spouse, legally dependent child, parent, or self.

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Employee Acknowledgment

(This Acknowledgment is completed online upon employment in the District. It is not necessary to print and submit it.)

I hereby acknowledge that it is my responsibility to access the D.C. Everest Area School District Employee Handbook online. My acceptance below indicates that I agree to read the Handbook and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the "District Board Policies and Administrative Rules Manual."

The Employee Handbook and the Board Policies Manual can be located on the District's website at www.dce.k12.wi.us.

The information in this Handbook is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this Handbook does not constitute an employment contract or alter my status as an at-will employee unless specifically addressed for those employees covered by Part II, Part III or Part IV. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any).

I understand that I have an obligation to inform Human Resources (HR) of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

I understand that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g. a parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

I understand there are two (2) portions of the handbook that apply to my position of employment at D.C. Everest. (Please check the two (2) sections that apply to your position.)

Provisions Applicable to All Employees

Certified Staff

Paraprofessional Staff

Custodial Staff

I hereby acknowledge that I have read and agree to the above. As an employee of D.C. Everest Area School District, I acknowledge that I have been given access to the district's employee handbook.

NAME:

DOB:

Provisions Applicable to All Employees

Preamble and Definitions

About this *Handbook*

- A. Employees Covered: This *Handbook* is provided as a reference document for the **D.C. EVEREST AREA 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 guaranty 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.

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 Regulations are available in each administrative office to all personnel and are on the **District** website at www.dce.k12.wi.us and at the Superintendent's office. 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 **D.C. Everest** School Board.

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: "Discipline" is defined as a suspension [unpaid or paid], or a verbal and/or written reprimand.
- 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.
- E. Seasonal/Summer School Employees: "Seasonal employees" are those employees who are hired for a specific period of time usually related to the seasonal needs of the District. A "summer school employee" is defined as an employee who is hired to work for the District during the summer school session. "Summer school session" is defined as the supplemental educational program offered for District students pursuant to Department of Public Instruction rules and regulations.
 - 1. If seasonal/summer school session employment is available, the District may offer seasonal/summer school 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/summer school 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 or summer school session shall not be used to determine eligibility or contribution for all benefits, length of service or wage/salary levels.

- F. Substitute Employees: “Substitute Employees” are defined as persons hired to replace a regular employee during the regular employee's leave.
- G. Supervisor: The District will identify the individual employee’s supervisor on the employee’s job description.
- H. Teachers: “Teachers” are defined as persons hired under a contract under § 118.22, Wis. Stats.
- I. Temporary Employees: “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, for instance, voluntary retirement, voluntary resignation, nonrenewal of contract under § 118.22, Wis. Stats. or § 118.24, Wis. Stats., separation from employment as a result of a reduction in force, or a non-reappointment of an extra-curricular assignment.
- K. 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. See Section 5.

General Personnel Policies

This *Employment Handbook* is subservient to, and does not supersede the provisions set forth in District policies <http://policies.dce.k12.wi.us/>

EMPLOYMENT LAW

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.

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.

Policy 4120 at <http://policies.dce.k12.wi.us/>

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.

Policy 4120 at <http://policies.dce.k12.wi.us/>

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]. <http://www.dol.gov/whd/flsa/>

Family and Medical Leave Act

Employee Rights & Responsibilities under the Family Leave Act

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is in the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 day's notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

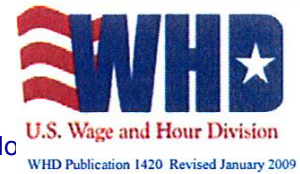
An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



U.S. Department of Labor | Employment Standards Administration | Wage and Ho

WHD Publication 1420 Revised January 2009

D.C. Everest Area School District – Notice of Privacy Practices Effective Date: April 1-4, 2004

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The D.C. Everest Area School District Group Medical Plan (the “Plan”), which includes medical, dental, and FSA coverages offered under the D.C. Everest Area School District Plans, are required by law (under the Administrative Simplification provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA’s privacy rule) to take reasonable steps to ensure the privacy of your personally identifiable health information. This Notice is being provided to inform you of the policies and procedures D.C. Everest Area School District has implemented and your rights under them, as well as under HIPAA. These policies are meant to prevent any unnecessary disclosure of your health information.

Use and Disclosure of Your Health Information by the Plan that Do Not Require Your Authorization:

The plan may use or disclose your health information (that is protected health information [PHI], as defined by HIPAA’s privacy rule) for:

1. Payment and Health Care Operations:
 In order to make coverage determinations and payment (including, but not limited to, billing, claims management, subrogation, and plan reimbursement). For example, the Plan may provide information regarding your coverage or health care treatment to other health plans to coordinate payment of benefits. Your health information may also be used or disclosed in order for the Plan to carry out its own operations regarding the administration of the Plan and provide coverage and services to the Plan’s participants. For example, the Plan may use your health information to project future benefit costs, to determine premiums, conduct or arrange for case management or medical review, for internal grievances, for auditing purposes, business planning, and management activities such as planning related analysis, or to contract for stop-loss coverage. Pursuant to the Genetic Information Non-Discrimination Act (GINA), the Plan does not use or disclose genetic information for underwriting purposes.
2. Disclosure to the Plan Sponsor: As required, in order to administer benefits under the Plan. The Plan may also provide health information to the plan sponsor to allow the plan sponsor to solicit premium bids from health insurers, to modify the Plan, or to amend the Plan.

3. Requirements of Law:
 When required to do so by any federal, state, or local law.
4. Health Oversight Activities:
 To a health oversight agency for activities such as audits, investigations, inspections, licensure, and other proceedings related to the oversight of the health plan.
5. Threats to Health or Safety:
 As required by law, to public health authorities if the Plan, in good faith, believe the disclosure is necessary to prevent or lessen a serious or imminent threat to your health or safety or to the health and safety of the public.
6. Judicial and Administrative Proceedings:
 In the course of any administrative or judicial proceeding in response to an order from a court of administrative tribunal, in response to a subpoena, discovery request, or other similar process. The Plan will make a good faith attempt to provide written notice to you to allow you to raise an objection.
7. Law Enforcement Purposes:
 To a law enforcement official for certain enforcement purposes, including, but not limited to, the purpose of identifying or locating a suspect, fugitive, material witness, or missing person.
8. Coroners, Medical Examiners, or Funeral Directors:
 For the purpose of identifying a deceased person, determining a cause of death or other duties as authorized by law.
9. Organ or Tissue Donation:
 If you are an organ or tissue donor, for purposes related to that donation.
10. Specified Government Functions:
 For military, national security and intelligence activities, protective services, and correctional institutions and inmates.
11. Workers’ Compensation:
 As necessary to comply with Workers’ Compensation or other similar programs.
12. Distribution of Health Related Benefits and Services:
 To provide information to you on health-related benefits and services that may be of interest to you.

Use and Disclosure of Your Health Information by the Plan that Does Require Your Authorization: Other than as listed above, the Plan will not use or disclose without your written authorization. You may revoke your authorization in writing at any time, and the Plan will no longer be able to use or disclose the health information. However, the Plan will not be able to take back any disclosures already made in accordance with the Authorization prior to its revocation.

Your Rights with Respect to Your Health Information: You have the following rights under the Plan's policies and procedures, and as required by HIPAA's privacy rule:

Right to Request Restrictions on Uses and Disclosures: You may request the Plan to restrict uses and disclosures of your health information. The Plan will accommodate reasonable requests; however, it is not required to agree to the request. If you wish to request a restriction, please send it in writing to HIPAA Privacy Officer, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221.

Right to Inspect and Copy Your Health Information: You may inspect and obtain a copy of your health information the Plan maintains. The requested information will be provided within 30 days if the information is maintained on site or within 60 days if the information is maintained offsite. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. If you request a copy of your health information, the Plan may charge a reasonable fee for copying, assembling costs, and postage, if applicable, associated with your request.

Right to Amend Your Health Information: You may request the Plan to amend your health information if you feel that it is incorrect or incomplete. The Plan has 60 days after the request is made to make the amendment. A single 30-day extension is allowed if the Plan is unable to comply with the deadline. A written request must be provided to HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. Your request may be denied in whole or in part, and, if so, the Plan will provide you with a written explanation of the denial.

Right to an Accounting of Disclosures: You may request a list of disclosures made by the Plan of your health information during the six years prior to your request (or for a specified shorter period of time), however, the list will not include disclosures made: (1) to carry out treatment, payment, or health care options; (2) disclosures made prior to April 14th, 2004; (3) to individuals about their own health information; and (4) disclosures for which you provided a valid authorization.

A request for an accounting form must be used to make the request and can be obtained by contacting your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. The accounting will be provided within 60 days from your submission of the request form. An additional 30 days is allowed if this deadline cannot be met.

Right to Receive Confidential Communications: You may request that the Plan communicate with you about your health information in a certain way or at a certain location if you feel the disclosure could endanger you. You must provide the request in writing to your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. The Plan will attempt to honor all reasonable requests.

Right to a Paper Copy of This Notice: You may request a paper copy of this Notice at any time, even if you have agreed to receive this Notice electronically. Please contact your HIPAA Privacy Officer at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221 to make this request.

The Plan's Duties: The Plan is required by law to maintain the privacy of your health information as related in this Notice and to provide this Notice to you of its duties and privacy practices. The Plan is required to abide by the terms of this Notice, which may be amended from time to time. The Plan reserves the right to change the terms of this Notice and to make the new Notice provisions effective for all health information that it maintains.

Complains and Contact Person: If you wish to exercise your rights under this Notice, communicate with the Plan about its privacy policies and procedures, or file a complaint with the Plan, please contact the HIPAA Contact Person, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221. You may also file a complaint with the Secretary of Health and Human Services if you believe your privacy rights have been violated.

Any questions/concerns should be directed to the HIPAA Privacy Officer, at D.C. Everest Area School District, 6300 Alderson St., Weston WI 54476, 715.359.4221

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.wuscis.gov/files/form/i-9.pdf>

Harassment and Bullying

Harassment and bullying are forms of employee misconduct which undermine the integrity of the employment relationship. All employees and students must be allowed to work in an environment free from all forms of harassment and bullying. 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:

- Unwelcome sexual advances, comments or innuendos;
- Physical or verbal abuse;
- Jokes, insults or slurs based on any personal characteristics described above in the Equal Opportunity section;
- Taunting based on any personal characteristic described above in the Equal Opportunity section; and/or
- Requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, compensation, etc.

It is possible for harassment and bullying to occur at four levels:

- Among peers or coworkers,
- Between supervisors and subordinates,
- By nonemployees to employees, or
- Between the employee and the student/s.

Individuals who experience harassment and bullying should make it clear that such behavior is offensive to them. In fulfilling the District's obligation to maintain a positive and productive work environment, the School Board will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by more direct disciplinary action, if necessary.

Individuals who instigate harassment and/or bullying are subject to disciplinary action, including suspension and/or discharge.

Any person who believes he or she has been harassed or bullied in violation of this policy may file a written complaint with either Assistant Superintendent, who in turn will notify the Superintendent. Upon such notification, the Superintendent shall appoint one of the two assistant superintendents as the investigating administrator for the case.

If the situation suggests alleged improprieties of either of the above personnel, the complaint would be filed with the Superintendent.

LEGAL REFERENCE: Title VII of the Civil Rights Act of 1964 <http://www.eeoc.gov/laws/statutes/titlevii.cfm>

Section 111.32(5)(g)(4) Wisconsin Statutes
<https://docs.legis.wisconsin.gov/statutes/statutes/111/11/322>

Policy 4120 at <http://policies.dce.k12.wi.us>

General Employment Practices and Expectations

District Expectations

The District expects its employees to produce quality work, maintain confidentiality, work efficiently, and exhibit a professional appearance and a 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.

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. Meal periods may only be taken during times designated by the employee's supervisor/building administrator. 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 **Skyward™** for reporting their absence. 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.

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. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board subject to the restrictions set forth herein and as amended by the applicable collective bargaining agreement. 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 Building 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.

Child Abuse Reporting

A. Any school employee who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below in section B.

B. A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department or (in a county having a population of 500,000 or more) the department or a licensed child welfare agency under contract with the department or the sheriff or city, village, or town police 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.

Communication

District employees are expected to abide by the following rules when using information technology and communication resources. See *Policy 4140 and the Staff Acceptable Use Agreement for Technology Resource*. at <http://policies.dce.k12.wi.us/>.

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 District, 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. External electronic storage devices are subject to monitoring if used with District resources.

B. *User Responsibilities:* 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 network 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.

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, campus 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, tests and/or district-sponsored extra-curricular activities).
 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, tests and/or district-sponsored extra-curricular activities), 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 the 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.
- 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.

Records retention schedule: <http://policies.dce.k12.wi.us/pdfs/3350E.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 5200 <http://policies.dce.k12.wi.us>
 2. Confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses. Policy 1340 <http://policies.dce.k12.wi.us>
 3. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law.
 4. Prohibition against harming others by knowingly making false statements about a colleague or the District.
 5. Prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student.
 6. 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.
- 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.

District Property

The District may supply an employee with equipment or supplies to assist the employee in performing his/her job duties. All employees are expected to show reasonable care for any equipment issued and to take precautions against theft. Employees cannot take District property for personal use or gain. Any equipment, unused supplies, or keys issued must be returned prior to the employee's last day of employment, including, but not limited by enumeration: employee identification badges and the key fob for building entry. District equipment borrowed for short term use should be returned the first work day after project completion.

Diversity Initiatives

It is the policy of the District to take initiatives to achieve equal employment opportunity in all personnel actions and procedures, including, but not limited to recruitment, hiring, training, transfers, promotions, compensation, and other benefits.

The D.C. Everest Area School District shall not discriminate on the basis of race, religion creed, political affiliation, physical, mental, emotional, or learning disabilities, handicap, sex, sexual orientation, age, national origin, citizenship, marital or parental status, ancestry, color, or any other reason prohibited by state or federal law.

Drug-, Alcohol-, and Tobacco-Free Workplace

<http://policies.dce.k12.wi.us/> Policy 4136

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. Policies 4135 and 4136 at <http://policies.dce.k12.wi.us/>
- B. *Tobacco Products:* Employees shall not use tobacco or nicotine products (with the exception of tobacco cessation products) on District premises, in District vehicles, or in the presence of students at school or school-related activities. Policy 4135 at <http://policies.dce.k12.wi.us/>. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.
- C. *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. Two supervisors must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.
- D. *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. [See policies 41 U.S.C. 702(a0) (1) (A)]. Compliance with the District's policies and rules is mandatory and is a condition of employment.

- E. *Notification of Conviction:* As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the Superintendent 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)]
- F. *Employee Assistance Program:* The employee assistance program (EAP) is a voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems. EAP helps in the prevention, identification and resolution of these problems and concerns. To reach the EAP coordinator in the District, please contact the Human Resources Department.

Health Exam

Physical examinations required by the district as a condition of employment shall normally be performed at a medical facility contracted by the district. District will pay for the exam providing the employee utilized the medical facility identified by the District.

Employee Identification Badges

The School Board recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment the District requires all employees, volunteers, and visitors to wear a District issued identification badge.

Required Identification

Identification badges should be displayed in plain view by all employees while carrying out regular employment duties.

Issuing Identification Badges

The Personnel Department will provide the initial badge, clip, or lanyard to all employees, volunteers and coaches at no cost to the employee.

Visitors/Volunteers

All visitors/volunteers in school buildings are required to check in to the main office to obtain a numbered Visitor's Identification Badge. When the visitors/volunteers leave the school building, they must return the badge to the office.

Additional or Replacement Badges

Identification badges will be replaced at no cost to the employee when there is a change in employment status upon surrender of the old badge. Identification badges that malfunction without any apparent physical damage to the card will be replaced at no cost to the employee. Identification badges that are lost, stolen, broken or worn out will be replaced without cost to the employee once every three years. However, there shall be a charge of \$10.00 for each identification badge replaced more often than once every three years for these reasons. Lost or stolen identification badges are to be immediately reported to the human resources department at extension 1225 or 1226, or to the technology department at extension 1236.

An employee may request an additional identification badge at any time for a charge of \$10.00 per badge.

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 Human Resources office. 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.

Pay Periods

Payroll Cycle

All employees except teachers will be paid bi-weekly by Direct Deposit.

Overtime

Non-exempt employees will be paid at time and one-half the regular rate of pay for all hours worked in excess of 40 hours in the workweek.

Time Cards or other Form of Electronic Tracking of Hours Worked

Time cards or an electronic time card system shall be used by all non-exempt employees. Employees will punch in only at such time as they are fully prepared to begin work. Employees are responsible for their own time cards and shall not punch in or out for any other employee. Employees caught punching in or out for another employee will be subject to discipline up to and including discharge. If an employee leaves the premises for any personal reason, the time clock is to be used to punch out and punch in upon return.

Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. Direct deposit statements are available through Employee Access within Skyward™ 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 sick leave days, the number of personal days remaining to the employee's credit, the number of emergency days that have been used, and the number of vacation days to be taken and the number remaining.

Salary Deferrals –Tax Sheltered Annuities (TSA)

D.C. Everest Area School District 403(b) Plan – Plan Highlights

<http://www.spokeskids.com/DCEverestASD/>

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.

Compensation and Expense Reimbursement

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 online.

Workers Compensation

Any employee who is off because of an excused Workers Compensation situation will be paid from their accumulated sick leave balance for hours not worked during time of injury and recovery, up to the time the accumulated sick leave balance is exhausted. During this same period, any monies reimbursed to the District by the Workers Compensation carrier will be deposited by the District into the appropriate salary account. The dollar amount of the check will then be divided by the employee's current hourly rate, to arrive at the amount of sick leave hours to be credited back to the employee's sick leave accumulated balance. Upon exhaustion of the employee's accumulated sick leave balance, the employee will only be paid directly by the Workers Compensation carrier, and payment from the District will cease, until the employee resumes work.

Return-To-Work Program Statement

The D.C. Everest Area School District believes that the best approach to controlling incidents and costs is to keep injuries and illnesses from occurring. We are committed to utilizing our resources to provide a safe work environment for everyone. Our employees are our greatest assets and we are committed to providing prompt, high-quality medical care and returning injured workers to *productive employment as soon as medically possible*.

When incidents do occur, it is in everyone's best interest that injuries are properly managed. We will make every effort to provide a modified transitional work position until the employee is able to resume normal duties. All of our modified work is temporary and intended to facilitate a return to regular work duties when medically feasible. These positions may be offered at any location or any department or shift that the district can accommodate.

Program Objective

The D.C. Everest Area School District has implemented a Return-To-Work program to help ensure that our employees receive the best care on their way to full recovery from work-related injuries. All employees and supervisors are expected to fully participate in all components of the program. Any questions, comments, or concerns about this program or related procedures can be directed to the Director of Human Resources.

For our Return-To-Work program to be successful, everyone must understand their responsibilities and will need to fully support the program.

Supervisor Responsibilities

- Complete Supervisor Incident Report and send it to the Supervisor of Administrative Services within 24 hours,
- Assist Supervisor of Administrative Services investigate on-the-job incidents.
- Assist the Supervisor of Administrative Services and Director of Human Resources with determining work availability and/or modifications needed for temporary modified duty work.
- Prepare for an injured employee's work modifications by identifying job tasks.
- Assist in monitoring the progress of injured employees during recovery period.

Employee Responsibilities

- Report all injuries, illnesses, and incidents immediate to your supervisor.
- Complete Employee Incident Report and send it to Supervisor within 24 hours,
- Cooperate with the workers compensation insurance claims staff, the school district, and treating providers regarding appropriate medical treatment and recovery progress.
- Be available for any transitional duty job assignment appropriate for your abilities during recovery.
- Upon returning to work, provide the Supervisor of Administrative Services with your medical provider's medical release and any information regarding your recovery process.
- Comply with work restrictions during your recovery process.

Director of Human Resources Responsibilities

- Help supervisors and employees each fully understand their role and function within our Return-To-Work program and how each will be expected to perform when needed.
- Work with the injured worker's supervisor to find a suitable temporary assignment within their recovering functional capabilities and limitations.

Supervisor of Administrative Services Responsibilities

- Promptly report all workers compensation claims to the insurance company.
- Investigate all on-the-job incidents.

Obtain a Medical Release

- If non-emergency medical treatment is required on the day of injury, or suspected at a later time, provide the injured employee with the following materials prior to leaving the work site:
 - A copy of the Physicians Notification Treatment Authorization form.
 - A list of local medical providers.
- Injured employees should also be instructed to:
 - Inform the attending physician that transitional duty work is available.
 - Provide the Physicians Notification Treatment Authorization form to his/her physician at the time of treatment.
 - Advise that all questions regarding transitional duty work assignments should be directed to the Director of Human Resources.
 - Obtain a completed copy of the Medical Release form from his/her physician at the time of exam.

TTWA (Temporary Transitional Work Assignments) guidelines

- The D.C. Everest Area School District will determine appropriate work hours, shifts, and locations of all Temporary Transitional Work Assignments (TTWA). The district reserves the right to determine the availability and appropriateness of all jobs.
- TTWAs are offered for two weeks at a time. If the work is still available after two weeks, the assignment will be re-offered. If work ceases to be available, the offer may be rescinded.
- TTWAs will be reviewed regularly and extended or ended at the discretion of the school district based on workflow needs.
- School district supervisors will monitor the employee's recovery progress through regular contact or meetings to reassess when and how often duties may be changed. Upon receipt of increased physical capacities, the supervisor will assess the ability to adjust the TTWA accordingly. All changes to TTWAs will be made after receiving concurrence from the employee's attending physician.
- If the employee is later determined to have a permanent disability, which restricts his/her ability to return to their job at time of injury, the TTWA may end.
- The school district will determine whether the worker's physical restrictions require substantial modification to job tasks and whether such modifications are possible.
- To the extent possible, the school district will consider work site modifications to allow the injured employee to continue employment.

Return to Work Program

The D.C. Everest Area School District recognizes that returning staff members to work following employment-related injuries or illnesses benefits both the staff member and the district. Therefore, the Human Resources office shall develop and maintain a Return-To-Work Program to assist staff members who are temporarily unable to return to regular duties as a result of an employment-related injury or illness.

Jury Duty Leaves

Employees of the D.C. Everest Area School District who are selected for jury duty are required to serve according to Wisconsin State Statutes. Employees who are selected for jury duty shall notify their principal/supervisor as soon as possible each time that they are called for possible service.

Staff members who are not placed on the jury shall notify their principal/supervisor and return to their assignment immediately. If a staff member is actually seated on the jury, he or she shall also notify the principal or supervisor. When released from jury duty, employees shall immediately notify their principal/supervisor, return to their work assignment and complete the scheduled work day unless there is less than one hour before the end of their work day. In all cases, the principal/supervisor shall notify the Director of Human Resources.

Compensation Arrangements: Employees called for jury duty shall be paid their regular earnings. Staff members must submit a check for the amount of the jury duty fees (not including travel allowance) to the Personnel Office within one week after they have been paid by the County or the amount will be deducted from their subsequent check.

Bereavement Leave

In case of death in the immediate family* of the employee (spouse, children, stepchildren, mother, father) employees will be granted a maximum of five (5) working days off at the normal rate of pay, exclusive of overtime. In case of death in the family of grandchildren, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents or a relative with whom the employee lives, employees will be granted a maximum of three (3) working days off at the normal rate of pay, exclusive of overtime, upon notification of their immediate supervisor. This provision shall not be applicable if an employee is on leave-of-absence, paid sick leave or vacation.

Funeral leave of one (1) day with pay shall be granted to attend the funerals of the employee's uncle, aunt, niece, nephew, spouse's grandmother and spouse's grandfather. Other relatives of the employee or relatives of the employee's spouse, other than those listed above, do not qualify for paid time off. This provision shall not be applicable if an employee is on leave of absence, paid sick leave, or vacation, or the funeral is on the weekend.

Upon advance written approval of the director of human resources, an employee shall be granted reasonable time off with pay up to a maximum of eight (8) hours for pallbearer duties.

The superintendent may approve additional time off on an individual basis.

*Definitions:

Spouse..... current husband or wife.
Children..... biological offspring or adopted.
Stepchildren..... biological offspring or adopted of spouse.
Mother..... biological or adoptive female parent.
Father..... biological or adoptive male parent.
Grandchildren children or stepchildren of biological or adopted children.
Sister..... biological or adopted female sibling.
Brother biological or adopted male sibling.
Mother-in-law mother of current spouse.
Father-in-law..... father of current spouse.
Brother-in-law biological or adopted male sibling of current spouse.
Sister-in-law biological or adopted female sibling of current spouse.
Grandparents..... father or mother of one's biological or adoptive father or mother.
Uncle..... biological or adopted male sibling of one's mother or father.
Aunt..... biological or adopted female sibling of one's mother or father.
Niece..... biological or adopted female child of one's sibling.
Nephew..... biological or adopted male child of one's sibling.
Spouse's grandmother..... biological or adoptive mother of spouse's biological or adoptive mother.
Spouse's grandfather..... biological or adoptive father of spouse's biological or adoptive father.

Uniformed Services Leave

The D.C. Everest Area School Board recognizes that many employees of the district may choose to belong to the Wisconsin National Guard or United States Military Reserve Unit. As our country no longer

experiences a universal draft, it is commendable for these people to volunteer their services in the National Guard or Military Reserve.

USERRA protects the jobs rights of individuals who voluntarily or involuntarily leave employment positions to undertake military service or certain types of service in the National Disaster Medical System. USERRA also prohibits employers from discriminating against past and present members of the uniformed services, and applicants to the uniformed services.

http://www.dol.gov/vets/programs/userra/USERRA_Private.pdf

Family Medical Leave

Medical Leave

The School Board recognizes that there are times when employees qualify for Family Medical Leave (FMLA) and accordingly will comply with the provisions as set forth in Wisconsin and federal laws relative to FMLA.

The 12-month benefit period designated for the purpose of complying with the provisions of the state FMLA shall begin on January 1 and end on December 31.

The 12-month benefit period designated for the purpose of complying with the provisions of the federal FMLA shall be a “rolling” back 12-month period measured backwards from the date an employee uses a FMLA leave. Under some circumstances, the state and federal laws may differ. When both state and federal laws provide for family and medical leaves, the leaves will run concurrently.

The Board will also comply with appropriate posting requirements.

Any other leave provisions can be found in compensation policies for particular employee groups.

Family of Medical Leave Act 1993 Wisconsin Act 187 Section 103.10 Wisconsin Statutes.

Federal Medical Leave Act Pub. Of 1993 Public Law 103-3 enacted February 5, 1993.

Substitution of Paid Leave

Employees will be allowed to use 30 days from their sick leave bank for the purposes of Child Rearing Leave per state FMLA. Federal Child Rearing Leave is unpaid.

Employees will be allowed to use 10 days from their sick leave bank for the purposes of caring for a child, spouse, domestic partner, as defined in § 40.02(1) or 770.01(1) or parent or parent of a domestic partner with a serious health condition per state FMLA. Federal Leave is unpaid.

Employees will be allowed to use available sick leave for self.

To request Family and Medical Leave, employees will log in to the district web-site at: <http://personnel.dce.k12.wi.us/> and migrate to the “Submit Family Medical Leave Act (FMLA) portion of the personnel page. Directions for submitting a request for FMLA leave are located there.

Posting Requirements

The District will also comply with appropriate posting requirements.

Family or Medical Leave Act 1993 Wisconsin Act 187 Section 103.10 Wisconsin Statutes
<https://docs.legis.wisconsin.gov/statutes/statutes/103/10/13/b/2>

Federal Medical Leave Act Pub. of 1993 Public Law 103-3 enacted February 5, 1993
<http://www.dol.gov/whd/fmla/fmlaAmended.htm>

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers from requesting or requiring genetic information of an individual or family member of the individual,

except as specifically allowed by GINA. Accordingly, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services. An exception to the prohibition outlined in this paragraph is family medical history for situations in which the employee is asking for leave to care for a family member with a serious health condition (e.g., under the Family and Medical Leave Act).

<http://www.eeoc.gov/laws/statutes/gina.cfm>

Benefits Applicable to All Employees

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 eligible employees to permit employees to reduce their salary and contribute to an FSA to cover the following expenses:

- Payment of insurance premium amounts (IRC § 106);
- Permitted medical expenses not covered by the insurance plan (IRC § 105) to a maximum of per calendar year to be determined by the District, and
- Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. If both husband and wife are employed by the district, only one employee will be allowed to carry a family plan.

Contact the HR Department for information on coverage.

Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board. If both husband and wife are employed by the district, only one employee will be allowed to carry a family plan. If both husband and wife are employed more than 30 hours per week and are on the family health plan, they shall receive a \$1,000 credit in their premium cost.

Contact the HR Department for information on coverage.

Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy.

Life Insurance

The Board shall provide basic life insurance to eligible employees and pay 100% of the premium. The insurance carrier(s), program(s), and coverage will be selected and determined by the Board.

Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees and pay 90% of the premium unless specified differently for a group. The insurance carrier(s), program(s), and coverages will be selected and determined by the Board.

Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share for eligible employees. The employee shall pay the employee's required WRS contribution as required by state statute. If at any time an employee wishes to obtain a copy of the Post Employment Fund 73 trust documents, the district will provide it at the request of the employee.

COBRA Law Continuation of District Health Plan Participation

Group Health/Medical Insurance - Retired Employees/Deceased Employees – Not Covered By Contractual Agreement or Employee Group Board Policy

This policy covers employees retiring from the District who are not eligible for a District retirement benefit under a bargaining agreement, administrative contract or employee group covered by a specific board policy. Retired employees must have actually retired under the Wisconsin Retirement System, and be receiving annuity payments before continuation of coverage will be granted. Said employees who are 59 years of age or older with ten (10) or more years of service to the District may continue in the group health plan by paying the full monthly premium each month until they qualify for Part A and Part B Medicare.

Any employee retiring due to disability and approved by the Wisconsin Retirement System to receive retirement disability benefits shall have the option to continue in the group health plan by paying the full monthly premium each month until they qualify for Part A and Part B Medicare.

In the case of death of a retired employee under the above provisions the surviving spouse may continue in the group health plan by paying the full monthly premium each month until they qualify for Part A and Part B Medicare. Should the spouse of the deceased retired employee again enter into marriage the new spouse is prohibited from participating in the group plan.

In the case of death of an active employee the surviving spouse shall be subject to COBRA benefits.

Retired employees covered by this policy and rule must keep the District informed of any changes in their status or to address and must check with the District about any changes in the insurance coverage.

The employee's first quarterly premium must be received within sixty (60) days of the date of the notice and subsequent quarterly premium payments must be received by the first day of each quarter. Retirees are encouraged to participate in automated withdrawal as the mechanism to pay their premiums.

Group Health/Medical and Dental Insurance - Terminated Employees

Terminated employee will be given an opportunity to complete a release form notifying the employer of his/her eligibility rights for continuation of group coverage or purchase of a conversion health contract where applicable:

Terminated employees may continue coverage for 18 months if: a) employment is terminated for any reason other than gross misconduct; or, b) if the number of hours worked has been reduced so the employee no longer qualifies for coverage in the health plan.

Terminated employees may continue coverage for 36 months if coverage is terminating because of: a) death of the employee; b) divorce or legal separation; c) the employee becomes eligible for Medicare; or, d) the employee no longer qualifies as a dependent under the terms of the health plan. However, if one of the following events occurs before the expiration of either the 18 or 36 month period, this continuance of coverage will terminate. The events are: a) the employer terminates all group health plans it offers; b) the employee fails to pay the premiums; c) the employee enrolls in another group health plan; d) the employee becomes eligible for Medicare; or, e) the employee remarries and becomes covered under another group plan (applies only to former spouse).

LEGAL REFERENCE: CONSOLIDATED OMNIBUS RECONCILIATION ACT OF 1986 - PUBLIC LAW 99-272 <http://www.dol.gov/dol/topic/health-plans/cobra.htm>

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 Handbook shall not be affected thereby.

Grievance Procedure

Pursuant to state law, the School Board shall provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District who is not currently under a labor agreement has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

1. To prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome.
2. To interfere or conflict with the District's obligations or an employee's or labor organization's rights, under any collective bargaining agreement. To the extent any collective bargaining agreement includes a contractual grievance procedure for the resolution of any grievance that is also within the jurisdiction of the District's statutorily-required grievance procedure, the District shall fully honor the contractual grievance procedure, including binding arbitration to the extent applicable.
3. To grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the Board.

The grievance procedure shall provide for grievances to be handled in a timely manner. The procedure shall also include an opportunity for a grievant to present his/her grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the Board.

No employee or District official shall, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Actions taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

In the event a grievance proceeds to a hearing before an impartial hearing officer, the District Administrator or designee shall identify an impartial hearing officer consistent with minimum requirements set forth by the Board. The role of the hearing officer shall include adherence to the following:

- A hearing officer must agree to comply with all relevant laws and with all applicable Board policies and District procedures to the extent not inconsistent with the law, including laws and policies covering public records, personnel records, and student records.
- An impartial hearing officer shall neither add to, delete from, nor modify any Board policies or administrative rules or regulations, although it shall be within the purview of a hearing officer to reach a conclusion that a given policy, rule or regulation violates applicable law (subject to an appeal of such a conclusion to the Board).

- In reaching conclusions based upon his/her factual findings, an impartial hearing officer is not to substitute his/her independent judgment for the judgment of the District provided that the hearing officer determines that the District's conclusions and any action taken by the District were lawful and reasonable under all of the facts, circumstances, and applicable standards. However, a hearing officer may state in his/her decision that he/she believes an alternative conclusion would have been more reasonable and explain the basis for making such a determination. An employee may appeal such a decision to the Board and request that the Board consider adopting the hearing officer's alternate conclusion(s) or resolution.

Legal References:

Wisconsin Statutes

[Section 19.81 – 19.88](#) [Open Meetings Law] [Section 66.0509\(1m\)](#) [Civil service protection and grievance procedures]

Overview

The purpose of this process is to provide for an internal complaint resolution procedure that is consistent with the requirements of state law and Board policy for resolving complaints concerning employee discipline, employee termination and workplace safety. This process is intended to serve as the written document that sets forth the procedure for the complainant and the District to use to process a complaint.

Overall points to consider regarding the Complaint Resolution Process

- An employee must file the complaint or appeal a decision for themselves. No third party complaints or appeals will be considered.
- Both the District and the complainant shall not be retaliated against for the filing of or the result of a complaint throughout the process.
- This process may be revised, updated or repealed at any time.
- The District reserves the right to consolidate complaints for processing, if appropriate.
- A complaint shall be considered waived if not filed or appealed within the designated timeline.
- No recordings (video or audio) shall be allowed at any point in the process other than by the identified court reporter.
- Complainants and the District are allowed representation of their choosing throughout the process.

Eligibility

Who is eligible to use this process:

1. Non-union employees effective October 1, 2011.
2. Represented employees at the expiration of current Labor Agreement – July 1, 2012.
3. Not applicable to student employees or work study employees.

What items are covered under this process:

Discipline resulting in:

- a. Loss of pay or time.
- b. Suspension.
- c. Demotion.

The process is not applicable for:

- Verbal warnings
- Written warnings
- Corrective Action Plans
- Performance Improvement Plans

- Professional Development Plans
- Performance Evaluations or Reviews
- Administrative suspension with pay pending investigation
- Non-disciplinary changes in wages, benefits or positions/assignments

Termination

Process is not applicable for termination as a result of:

- Layoff
- Non-renewal
- Voluntary Termination (resignation, retirement)
- Job abandonment (No-call, no-show)
- Elimination of position and subsequent termination
- Inability to perform the functions of the position
- Failure to meet the qualifications of a position
- End of temporary, substitute or limited-term assignment
- Reduction in hours or in full-time equivalency
- Job transfer or change in assignment
- Non-reappointment to an extra-curricular assignment

Workplace Safety

Defined as: *Conditions of employment affecting an employee's safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment and workplace violence.*

- A complaint can be filed over a workplace safety issue if the safety of at least one employee is involved (versus visitors or students only).
- The issue must concern safety of a person (not the "safety" of one's vehicle or other possession).
- The complaint must be filed by an employee who is presently affected by the issue or who might reasonably in the future be affected by the issue.
- The issue presented by the complaint must be under the reasonable control of the District.
- The District reserves the right to require additional documentation if required.

Process

Steps in the process:

1. Notice to supervisor.
2. Appeal to District Superintendent or designee.
3. Appeal to Impartial Hearing Officer.
4. Final appeal to the School Board.

Step One:

The employee, within five (5) working days from the date of discipline, termination or event giving rise to safety concern, will provide the following in writing on the Grievance Form to their immediate supervisor:

A clear and concise statement of the issue or complaint including:

- Date incident occurred and witnesses to the incident
- Whether the grievance concerns a disciplinary action, a termination, or a workplace safety issue

- Process (or policies) violated
- Steps taken to informally resolve the issue
- Why the employee disagrees with the decision
- Remedy sought
- Employee's signature and date

In order to provide enough time for the organization to do a thorough investigation of the issue, the immediate supervisor will respond with a decision within fifteen (15) working days, including rationale for the decision.

Step Two:

If the employee does not agree with the result of Step One, the employee may appeal the decision to the District Superintendent or designee. The employee, within five (5) working days of the issuance of the decision given from Step One, must provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A clear and concise statement of the issue or complaint including

- All information provided in Step One
- Any additional information
- Rationale regarding why the employee disagrees with the Step One decision

Note: The Secretary to the Superintendent will serve as the gate-keeper and distributor of all information.

The District Superintendent or designee will first determine if the applicable issue qualifies for application under this process (qualifying discipline, termination, workplace safety). Once determined that the issue qualifies, the Step Two process will proceed.

The District Superintendent or designee will then call a meeting of all appropriate parties to discuss the complaint.

In order to provide enough time for the organization to do a thorough investigation of the issue, the District Superintendent or designee will respond with a decision within fifteen (15) working days, including rationale for the decision.

Step Three:

If the employee does not agree with the result of Step Two, the employee may appeal the decision to an Impartial Hearing Officer (IHO). The District will identify a pool of potential IHOs for the complainant to choose from.

The employee, within five (5) working days of the issuance of the decision given from Step Two, must provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

A clear and concise statement of the issue or complaint including

- All information provided in Step One and Two
- Any additional information
- Rationale regarding why the employee disagrees with the previous decisions

The complainant will inform the Superintendent or designee in writing within five (5) working days of their choice of IHO.

After the employee chooses an IHO, the Secretary to the Superintendent will serve as the gate-keeper and distributor of all information. The Secretary to the Superintendent will gather all information and exhibits from prior steps in the process and distribute to the IHO and complainant prior to the hearing.

The following shall apply to the hearing before an Impartial Hearing Officer:

- Neither the employee nor the District can discuss the case with the IHO in advance of the formal hearing. The only communication will be for scheduling purposes.
- Every effort will be made to schedule a hearing within fifteen (15) working days. However, if, due to scheduling and availability issues, it may be necessary to use an alternate IHO or mutually agree on rescheduling the hearing.
- The IHO cannot have an interest in the case. The IHO will determine whether they have a conflict of interest in the case and report so to the Superintendent or designee.
- It is not expected that there will be a cost to using an IHO, but, if there is a cost incurred for the IHO and/or a transcription of the hearing, the District will pay the costs.
- The hearing will be documented by a court reporter. If there is a cost incurred for transcribing the hearing, the District will pay the costs.
- Any witnesses will need to be notified of the hearing by the party that will call them, witnesses will not be notified by the IHO.

Hearing Process

The hearing will be presided over by the IHO. The complainant and the District will be allowed a maximum of one hour each to present necessary information at the hearing. The complainant will go first for both the initial statement and presentation of witnesses. The IHO has discretion to allow additional witnesses with time given to both parties equally.

The Hearing shall be held in compliance with the Wisconsin Open Meetings Law when applicable.

The IHO will only consider information provided at the hearing. The IHO may uphold the decision in Step Two or may over-rule the prior decision if it is determined that the District acted in a way that was arbitrary or capricious and recommend appropriate action to be taken. The IHO will issue a timely written decision, making every effort to make a decision within fifteen working days.

The decision will include:

1. A summary of facts and evidence
2. A summary of relevant policies
3. Analysis of above
4. Decision

Step Four:

If either the employee or the District does not agree with the result of Step Three, they may appeal the decision to the School Board.

The employee or District, within five working days of the date of issuance of the decision given from Step Three, will provide the following in writing on the Grievance Appeal Form to the Superintendent or designee:

1. A clear and concise statement of the issue or complaint including
2. All information provided in Step One, Two and Three
3. Rationale regarding why the employee or District disagrees with the previous decision
4. Information not previously furnished will not be considered at this step

The Secretary to the Superintendent will serve as the gate-keeper and distributor of all information. The Secretary to the Superintendent will gather all information and exhibits from prior steps in the process and distribute to the School Board, Board Counsel and complainant prior to the Board proceeding.

The proceeding before the School Board will be scheduled at the next practical board meeting as appropriate and shall be held in compliance with the Wisconsin Open Meetings Law when applicable.

Board Proceeding Process

The proceeding before the Board will be informal and consist of oral presentation by both sides. The complainant and the District will be allowed a maximum of fifteen (15) minutes each to present necessary information. The complainant will go first in the presentation.

The proceeding is presided over by the Board Counsel, as long as a Board quorum is present.

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ADMINISTRATIVE-CONFIDENTIAL EMPLOYEES

Positions Covered

Secretary to the Superintendent
Secretary to the Director of Human Resources
Accounting & Payroll Specialist
Benefits Clerk
Payroll Specialist

PROFESSIONAL EXPECTATIONS

Professional Conduct

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally.
- Staying current in your work assignment by actively engaging in professional development offered by the district.
- Representing the district in a positive fashion in community venues.

It is recognized professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

Appointment

Applications for administrative-confidential employee positions will be submitted to the Assistant Superintendent, Business/Personnel Services (B/PS). The Assistant Superintendent, B/PS and the appropriate supervisor will screen the applicants and will interview those selected for the interview process. The candidate selected will be recommended to the School Board by the Assistant Superintendent, B/PS.

Qualifications

Candidates must have the necessary training and skills as may be required to successfully carry out the requirements of the assignment. The Assistant Superintendent, B/PS and the appropriate supervisor will screen the applications by evaluating previous experience and training, checking references and conducting tests, if appropriate.

Duties

The duties and responsibilities of all personnel shall be in job description form. This job description is to be prepared by the Assistant Superintendent, B/PS in consultation with the immediate supervisor. Each employee shall discuss with their immediate supervisor the exact assignment and performance expected. All copies of all job descriptions shall be on file in the Human Resources Office and shall be revised from time to time as deemed necessary.

Probation

New employees will serve a probationary period during the first six (6) months of their employment. Prior to the completion of the probationary period, the employee's supervisor shall submit his/her evaluation of the performance of the new employee and a recommendation concerning continued employment of the employee to the Assistant Superintendent, B/PS for appropriate action.

Supervision

All administrative-confidential employees are specifically under the supervision of their immediate supervisor. The Assistant Superintendent, B/PS will be involved in the supervision/evaluation process when requested by the respective supervisor. The employee will meet with their supervisor to discuss their annual evaluation. The employee will receive a written evaluation on their job performance yearly and a copy will be placed in their personnel file.

Benefits

See Provisions Applicable to All Staff

100% of single or family coverage for dental insurance.

100% of the disability program premium subscribed to by the school district.

Early Retirement

Employees with at least twenty years of service to the district who have participated in the district's group health plan for the five years immediately prior to retirement may retire after reaching age 59 and have a contribution made by the district toward their monthly district health insurance premium until age 65 on the following basis:

Upon retirement the qualified employee will receive \$550 per month credit toward their district's family policy premium, or \$275 per month credit toward their district's single policy premium, and the retiree is responsible for paying the remaining premium balance. This credit shall be available only for use in conjunction with the district's health insurance plan for those employees choosing to participate under this contract provision and at no time may the credit be paid to the employee in cash. This credit toward the cost of health insurance premium shall terminate at age 65 or upon qualification for Medicare Part A and B, whichever occurs first.

Wage of New Employees

The wage for a new employee shall be determined on the basis of qualifications, skills, training and experience and shall be within the range established for that position.

Work Year, Week, Day

The normal work year will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours, with one-half (1/2) hour being provided for unpaid lunch. These hours can be adjusted by the immediate supervisor on the basis of need.

Vacation

The vacation schedule is as follows:

After 6 months	one (1) week vacation
After 12 months	one (1) additional week vacation (totaling two)
After 2 years	two (2) weeks vacation
After 5 years	three (3) weeks vacation
After 12 years	four (4) weeks vacation
After 15 years	four (4) weeks + one (1) extra vacation day
After 20 years	four (4) weeks + two (2) extra vacation days
After 25 years	five weeks vacation

As of June 30 each year, three (3) days of vacation will automatically roll (carry-over) into the next fiscal year, if there is a balance in the individual's vacation bank. Any amount of days over three (3) will not be rolled and will be forfeited.

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. All vacation time shall be used following the period in which it is earned. In the event of separation from school district employment during the year, vacation benefits listed above shall be prorated based upon the actual service during the year of termination by the employee prior to termination.

Holidays

The normal holidays for administrative-confidential employees are:

July 4	New Year's Eve afternoon
Labor Day	New Year's Day
Thanksgiving Day	Good Friday afternoon
Friday after Thanksgiving	Memorial Day
Christmas Eve	Two (2) Personal Leave Days*
Christmas Day	
*To be taken during each year of service at a time approved by the employee's supervisor.	

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day's vacation.

Sick Leave

Each administrative-confidential employee shall receive twelve (12) days paid sick leave per year to accumulate to a maximum of 120 days. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave.

Limitations

Sick leave benefits are granted upon sickness of the employee. Additionally, up to five (5) days per year may be granted for illness, care or appointment for a spouse, a legally dependent child, parent or self.

Educational Improvement

Employees who wish to attend in-service/courses of study that they believe will upgrade their current job performance may submit a written request to have the district pay the cost of registration/tuition, books and materials, and other reasonable expenses related to the in-service/course. The request must be submitted to the Superintendent or designee prior to attendance. If attendance is approved, the district shall either reimburse the employee for the approved fees, costs, and expenses upon successful completion of the in-service/course, or the employee may request that the district pay the approved fees, costs, and expenses in advance of attendance. However, if the district pays in advance and the employee does not successfully complete the in-service/course, the district may deduct any payments advanced to the employee on a payroll-deduction basis.

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AT-WILL EMPLOYEES

Positions Covered

Network Manager
Webmaster
Software Support Technician
Systems Support Technician
Program & Event Facilitator
Marketing & Event Facilitator
Naturalist
Weight Room Supervisor
Part-Time Housekeeper
Building Attendant/Cleaner
Maintenance
Social Studies Coordinator/AP LT Sub
Charter School Education Advocate/Assistant
Before and After School Coordinator
Administration Building Receptionist

PROFESSIONAL EXPECTATIONS

Professional Conduct

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally.
- Staying current in your work assignment by actively engaging in professional development offered by the district.
- Representing the district in a positive fashion in community venues.

It is recognized professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

Appointment

Applications for at-will employee positions will be submitted to the Director of Human Resources who shall insure that an appropriate team will screen and interview applicants selected for the interview process. The Assistant Superintendent, Business/Personnel Services, will recommend the candidate selected to the school board.

Qualifications

Candidates must have the necessary training and skills required to successfully carry out the requirements of the position. The interview team will screen applications by evaluating previous experience and training, checking references and, if appropriate, conducting tests.

Probation

New employees will serve a probationary period during the first twelve (12) months of their employment. Prior to the completion of the probationary period, the employee's supervisor shall submit his/her evaluation of the performance of the new employee and a recommendation concerning continued employment of the employee to the Assistant Superintendent, Business/Personnel Services for appropriate action. The twelve-month probationary period may be extended annually on a case-by-case basis twice, for a total of thirty-six months. Failure to meet performance standards during the probationary period may result in immediate termination at the sole discretion of the employer.

Supervision

At-will employees are specifically under the supervision of their immediate supervisor. The Assistant Superintendent, Business/Personnel Services, or designee, will be involved in the supervision/evaluation process when requested by the respective supervisor. The employee will meet annually with their supervisor to discuss their performance and shall receive a written performance evaluation, a copy of which will be placed in their personnel file.

Insurance and Retirement Benefits*

*See *Provisions for All Staff*

***Naturalist / Weight Room Supervisor/ Part-Time Housekeeper / Building Attendant/Cleaner / Social Studies Coordinator / AP LT Sub / Charter School Education Advocate/Assistant, Administration Building Receptionist**

Not eligible for health or dental.

For employees beginning their duties with the district after July 1, 2008, who are working less than full time, the district will make contribution toward each employee's health/medical and dental insurance in an amount equal to that employee's full-time equivalency (FTE). Such FTE shall be computed on the basis of normal hours worked in a year divided by 2,080 hours (not to exceed 90%). Limitation: The naturalist, weight room supervisor, part-time housekeeper, building attendant/cleaner, and Charter School education advocate/Assistant, Administration Building receptionist are not eligible for benefits.

Early Retirement

Employees with at least twenty five years of service to the district who have participated in the district's group health plan for the five years immediately prior to retirement qualify to retire after reaching age 59 with a contribution made by the district toward their monthly district health insurance premium on the following basis:

- Beginning July 1, 2008, upon retirement the qualified employee will receive a \$550 monthly credit toward their district's family premium, or a \$275 monthly credit toward their district's single policy premium, and the retiree is responsible for paying the remaining premium balance.
- This credit shall be available only for use in conjunction with the district's health insurance plan for those employees choosing to participate under this contract provision and at no time may the credit be paid to the employee in cash. This credit toward the cost of health insurance premium shall terminate upon the employee's qualification for Medicare Part A and B.
- Employees electing to receive benefits under this program shall retain neither re-employment rights within the District nor any rights or benefits set forth in this policy. Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District and the Union under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990, and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this policy.

Work Year, Week, Day

The normal work year for full-time staff will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours. The normal workday shall be from 8:00 a.m. to 4:30 p.m. during the entire year with one-half (1/2) hour being provided for lunch. These hours can be adjusted by the immediate supervisor on the basis of need. Overtime may be necessary at times, and the compensation will be by payment at time and one-half for all hours worked, determined by the respective supervisor. Individuals working less than 2,080 hours will have their work year, week and day tailored to the employer's need.

Wage of New Employees

The wage for a new employee shall be determined on the basis of qualifications, skills, training and experience and shall be within the range established for that position.

Vacation

Vacations shall be scheduled in the automated system and require the approval of the employee's supervisor. All vacation time shall be used following the period in which it is earned. In the event of separation from school district employment during the year, vacation benefits earned by the employee as listed above shall be prorated based upon actual service performed during the year of termination and shall be used or paid out upon termination.

The vacation schedule for 52-week staff is as follows:

Program & Event Facilitator / Marketing & Event Facilitator / Network Manager / Webmaster /Before and After School Coordinator

- 2 weeks after 1 year (1 week after 6 months)
- 3 weeks after 5 years
- 4 weeks after 10 years

Software Support Technician / Systems Support Technician

- 1 week after six months
- 2 weeks after 2 years

3 weeks after 5 years
4 weeks after 10 years

Maintenance/ Part-Time Housekeeper / Building Attendant/Cleaner / Administration Building Receptionist

Prorated less than 1 year
2 weeks after 1 year
3 weeks after 8 years
4 weeks after 15 years

Naturalist / Weight Room Supervisor / Social Studies Coordinator / AP LT Sub / Charter School Education Advocate/Assistant

Not eligible for vacation

Holidays

The normal holidays for at-will employees are as follows:

Program & Event Facilitator / Marketing & Event Facilitator / Network Manager / Webmaster / Software Support Technician / Systems Support Technician / Maintenance /Before and After School Coordinator/ Part-Time Housekeeper / Building Attendant/Cleaner / Administration Building Receptionist

4th of July	1.0 day
Labor Day	1.0 day
Thanksgiving Day	1.0 day
Day after Thanksgiving	1.0 day
Christmas Eve	1.0 day
Christmas Day	1.0 day
New Year's Eve afternoon	.5 day
New Year's Day	1.0 day
Good Friday afternoon	.5 day
Memorial Day	1.0 day
Personal Leave Day	<u>2.0 days</u>
Total	11.0 days

Naturalist / Weight Room Supervisor / Charter School Education Advocate/Assistant

Not eligible for holidays

Social Studies Coordinator/AP LT Sub

Eligible for one (1) personal leave day only

One (1) personal leave day may be taken each school year at a time approved by the employee's supervisor.

In the event a holiday falls within an employee's vacation period, or on a weekend, an additional day's vacation shall be granted.

Sick Leave

Each employee, except as noted below, shall receive twelve (12) days paid sick leave per year that may accumulate to a maximum of 120 days. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave.

Limitation: Sick leave benefits are granted upon sickness of the employee. Additionally, up to five (5) days per school year may be granted for illness, care or appointment for a spouse, legally dependent child, parent or self. The board may question or investigate the use of sick leave. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action including, but not limited to, suspension or dismissal.

- Limitation: The Charter School advocate/assistant, naturalist and weight room supervisor are not eligible for sick leave.
- Social Studies coordinator/AP LT sub receive 8 days paid sick leave per year.

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CUSTODIANS

PROFESSIONAL EXPECTATIONS

Professional Conduct

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally.
- Staying current in your work assignment by actively engaging in professional development offered by the district.
- Representing the district in a positive fashion in community venues.

It is recognized professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

BENEFITS

See *Provisions Applicable to All Staff*

Retiree Health Insurance

Employees with at least twenty-five years of service to the district who have participated in the Employer’s group health plan for the five years immediately prior to retirement may retire after reaching age 59 and have a contribution made by the Employer toward their monthly health insurance premium until age 65 on the following basis:

Upon retirement the qualified employee will receive \$600 per month credit toward their family policy premium, or \$325 per month credit toward their single policy premium, and the retiree is responsible for paying the remaining premium balance. This credit shall be available only for use in conjunction with the Employer’s health insurance plan for those employees choosing to participate under this contract provision and at no time may the credit be paid to the employee in cash. This credit toward the cost of health insurance premium shall terminate at age 65 or upon qualification for Medicare Part A and B, whichever occurs first.

HOURS OF WORK AND WORK SCHEDULE

Normal Work Hours

Evergreen (Day)	7:00 a.m. – 3:30 p.m.
Evergreen (Night)	3:15 p.m. – 11:45 p.m.
Mountain Bay (Day)	7:00 a.m. – 3:30 p.m.
Mountain Bay (Night)	3:15 p.m. – 11:45 p.m.
Riverside (Day)	7:00 a.m. – 3:30 p.m.
Riverside (Night)	3:15 p.m. – 11:45p.m.
Weston (Day)	7:00 a.m. – 3:30 p.m.
Weston (Night)	3:15 p.m. – 11:45 p.m.
Junior High (Day)	7:00 a.m. – 3:30 p.m.
Junior High (Afternoon)	12:00 p.m. – 8:00 p.m.(Tue-Fri)
	(Sat. 7:00 a.m. – 3:30 a.m.)
Junior High (Night)	3:15 p.m. – 11:45 p.m.
	3:30 p.m. – 8:45 p.m.
Middle School (Day)	7:00 a.m. – 3:30 p.m.
Middle School (Afternoon)	12:00 p.m. – 8:00 p.m.(Tue-Fri)
	(Sat. 7:00 a.m. – 3:30 a.m.)
Middle School (Night)	3:15 p.m. – 11:45 p.m.

Senior High (Days)	7:00 a.m. – 3:30 p.m.
Senior High (Days)	7:00 a.m. – 3:30 p.m. (Tue. – Sat.)
Senior High (Nights)	3:15 p.m. – 11:45 p.m. (Sun.-Thur.)
Senior High (Third Shift)	11:00 p.m. – 7:00 a.m.
Driver A	8:00 a.m. – 4:30 p.m.
Driver B	7:30 a.m. – 4:00 p.m.
Twin Oaks	7:00 a.m. – 9:45 a.m.
Greenheck Fieldhouse	Rotating Schedule

Additional Hours and Overtime - Approval and Assignment

Overtime will be offered by seniority to the employees normally assigned to the building. If no one in the building accepts the overtime it will be offered on a district-wide basis by seniority. Greenheck employees shall be offered overtime occurring within their building by seniority. If no one accepts the overtime it shall be offered district-wide to those who have been placed on a qualified list established by the district.

Greenheck work schedules will be flexible. However, overtime at the rate of time and one-half (1 ½) will be paid over forty (40) hours to forty-eight (48) hours, and double time will be paid over forty-eight (48) hours. Employees who work at the Greenheck Field House on Sunday shall be paid an additional two dollars per hour.

REDUCTION / LAYOFF

Notice

Whenever possible, in the event of a reduction in staff, the Employer shall give at least two (2) weeks’ notice to the affected employee.

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

Attrition

Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.

Voluntarily

Those who volunteer for layoff will be laid off first. Requests for volunteers will be sent to employees. An employee who volunteers to be laid off will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the job category are qualified to perform the remaining work.

Selection For Reduction/Layoff

The District shall select the employee in the affected job category for layoff or reduction in hours. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:

Needs of the District

Those needs as identified and determined by the Board through normal channels in accord with its constituted authority.

Qualifications as Established by the Board

Including, but not limited to specific job skills, experiences, certification [if applicable], training, district evaluations, current and past assignment and practical experience in the area of need best relate to the position, etc.

Reemployment

Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the district advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the district of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

ASSIGNMENTS, VACANCIES AND TRANSFERS

Seniority

Seniority shall be determined by length of service from last date of hire. An employee's seniority is nullified: (1) if the employee is laid off and not recalled to work within one (1) year from the date of layoff, (2) if the employee quits, and (3) if the employee is discharged. In the event that two or more employees have the same seniority date, the first letter of their last name alphabetically will determine the order of seniority. Seniority shall govern which employees are awarded vacation, personal days and overtime.

Job Awards

The District shall utilize the following criteria in order of application for awarding positions: Qualifications including, but not limited to specific job skills, experiences, certification [if applicable], training, district evaluations, current and past assignment and practical experience in the area of need best relate to the position, etc.

Work Year, Week, Day

The normal work year will be fifty-two (52) weeks, the normal workweek will be forty (40) hours, and the normal workday is eight (8) hours. Overtime will be paid at time and one-half the regular rate of pay for all hours worked in excess of 40 hours. Double time shall be paid for all work performed on Sunday except for Greenheck Field House work and custodians who are scheduled to work Sunday as their normal work hours (reference "Normal Hours of Work." Employees who work at the Greenheck Field House on Sunday shall be paid an additional two dollars per hour.

Employees are required to work or be on an approved Family Medical Leave the day before and after a holiday or vacation day in order to receive holiday or vacation pay. If an employee calls in ill the day before or after a holiday or vacation day they will not receive holiday or vacation pay.

Building Checks

One (1) hour's pay at the applicable rate shall be the minimum pay an employee shall receive for each day, Saturday, Sunday, or Holidays, an employee is required to perform a building check.

Postings

Whenever the Board decides to fill a vacancy, notice of the vacancy shall be posted in each school or building for three (3) working days. The job posting shall list the job title, location, hours, FTE, the rate of pay and the required qualifications for the position.

PAID VACATION

Vacation

Employees shall earn vacation pursuant to the following schedule:

Completed Years of Service as of March 1	Vacation Earned
6 months	1 week
2	2 weeks
8	3 weeks
15	4 weeks

Employees who work less than 2,080 hours during the twelve months prior to March 1 shall receive a prorated vacation benefit determined by dividing the number of hours actually worked by 2,080 with a resulting number rounded to the closest full day (.1 - .4 rounded down; .5 and above rounded up). Employer provided time off (i.e. vacation, holidays, and sick days) shall be considered hours worked for purposes of this calculation.

All vacations earned must be taken by employees and no employee shall be entitled to vacation pay in lieu of vacation except any employee who is laid off, or who quits in addition to giving a two-week notice shall be paid any earned but unused vacation. If an employee is terminated they are not entitled to a vacation pay out.

Employees with one (1) week of vacation will be required to take vacation during the months of June, July, or August

when teachers are not working. Employees with two (2) or more weeks of vacation will be required to take two (2) weeks of vacation during the months of June, July, or August when teachers are not working or during times in the regular school year when teachers are not working. Summer school does not affect vacation scheduling. The Employer may, at its discretion, allow more than one custodian per building to be on vacation at the same time. Vacation scheduled any other time shall be by mutual agreement between the Employer and the employee.

Split weeks will be allowed for vacation on a mutually-agreed upon basis. Choice of vacation shall be determined by seniority, but said choice shall be subject to notice posted by the employer on or before November 1 of each year, and employees, on a seniority basis, shall have a maximum of two (2) weeks to choose their vacation period. All pre-scheduled vacations must be selected by March 1. During the vacation scheduling period (November 1 – March 1), if an employee forfeits their timely selection, said employee may choose from available weeks during the remaining selection rotation but will only be given one (1) day to make his/her selection before the next senior employee selects his/her vacation.

HOLIDAYS

Holidays Defined

Employees shall not be required to work and shall be paid eight (8) hours at the straight time hourly rate for the following eleven (11) holidays:

July 4th	New Year's Eve (2 nd half of shift)
Labor Day	New Year's Day
Thanksgiving Day	Good Friday (2 nd half of shift)
Day after Thanksgiving Day	Memorial Day
Christmas Eve	Two (2) Personal Leave Days
Christmas Day	

The Personal Leave Days of employees shall be determined by mutual agreement on the basis of seniority. A forty-eight (48) hour notice should be given. The number of employees off on a given day shall be determined by the Employer. Personal Holidays are to be taken during the year earned only; if not they will be forfeited. In the event one of the holidays falls on a Saturday or Sunday, the Employer shall determine the days the holiday will be allowed.

WAGE COMPENSATION AND EXPENSES

Manner of Payment

Employees shall be paid on as bi-weekly basis every other Friday by direct deposit.

SICK LEAVE

Sick Leave Accumulation and Use

Each employee shall be granted twelve (12) days of sick leave credited on March 1 of each year. For newly hire employees they will be credited on a prorated basis. Unused sick leave may accumulate to a maximum of one hundred twenty (120) days. Paid sick leave shall begin on the first day of absence. Sick leave pay is defined as the employee's base hourly rate at the time of the illness. Certification by a physician may be required for payment of sick leave, if deemed necessary. All doctors' certifications must be kept in the medical files at the Human Resources office. Sick leave will only be paid for the illness of the employee with the exception that up to five (5) days of accrued sick leave per school year may be used for illness, care of, or appointment for a spouse, legally dependent child, parent, or self. The District encourages staff to make doctor appointments outside working hours whenever possible.

UNPAID LEAVE OF ABSENCE

A leave of absence without pay may be granted to employees because of extended illness or accident upon District approval. Such leaves of absence in excess of any applicable State and Federal Family and Medical Leave shall be limited to fifteen (15) calendar days and may be renewed for an additional fifteen (15) calendar days with the approval of the District. An employee may arrange to continue health insurance coverage during a leave of absence by electing COBRA.

DISCIPLINE AND DISCHARGE

Any discipline taken by the employer will be related to the frequency and seriousness of the issue and is not limited to but may include the following: coaching, verbal or written warning, employee assistance referral, suspension (with or without pay) and termination.

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FOOD SERVICE & CONCESSION PERSONNEL

PROFESSIONAL EXPECTATIONS

Professional Conduct

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally.
- Staying current in your work assignment by actively engaging in professional development offered by the district.
- Representing the district in a positive fashion in community venues.

It is recognized professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

Benefits

Health Insurance

Food Service and Concession employees working 30 or more hours that wish to participate in the district health insurance plan will:

- Have their premiums paid year round.
- Pay 12.5% of the premium for single coverage.
- Pay 25% of the premium for family coverage.

Dental Insurance

Food Service employees (regardless of hours worked) that wish to participate in the district dental insurance plan will:

- Have their premiums paid year round.
- Pay 25% of the premium for single and family coverage.
- Concession employee is eligible for district dental insurance on a self-pay basis.

Long-Term Disability Insurance

(Employees hired on or after February 1, 2003, must work a minimum of 600 hours per work year to qualify.)

Appointment

Applications will be screened by the Supervisor of Food Services and all interviews will be conducted by the Supervisor of Food Services and the Director of Human Resources. Final recommendations to the Superintendent for employment will come from the Director of Human Resources

Applications for concession personnel will be screened by the Supervisor of Food Services and the Supervisor of Facilities and Community Services. All interviews will be conducted by the Supervisor of Food Services, the Supervisor of Facilities and Community Services and the Director of Human Resources. Final recommendations to the Superintendent for employment will come from the Director of Human Resources.

Probation

All food service employees will serve a probationary period during the first six (6) months of their employment. Prior to the completion of the probationary period, the employee's supervisor shall submit an evaluation of the employee's performance concerning continued employment to the Director of Human Resources for appropriate action. For internal movement, probationary period will be three (3) months.

Supervision

All food service employees are responsible to the Supervisor of Food Services and under the general supervision of the building principal.

The Concession Operators are responsible to the Supervisor of Facilities and Community Services.

All wage increases shall be on the basis of recommendations of the employee's supervisors and the Assistant Superintendent, Business/Personnel Services and shall be based on written evaluation of the employee.

Certification

Any employee who earns and maintains certification in the SNA for a complete school year will receive a lump sum payment of \$200.00 included with their final paycheck of the current school year. Loss of certification will result in the employee having to start this certification process again as if the employee had never before qualified.

Holidays

Holiday Pay – Less than Twelve Month Employees

All employees working less than twelve months shall not be required to work and shall be paid their normal day's pay for the following seven (7) days - if the day is included in the employee's work year:

Labor Day	Good Friday
Thanksgiving Day	Memorial Day
Christmas Day	Two (2) Personal Leave Days*

*To be taken during each year of service at a time approved by the employee's supervisor. Only one personal leave day may be used during a new employee's initial probationary period. An employee who has provided notice of termination will no longer be compensated for personal days.

Holiday Pay – Concession

The following nine (9) days are designated as holidays for concession operators/coordinator:

Labor Day	Easter
Thanksgiving Day	Memorial Day
Day after Thanksgiving Day	July 4 th
Christmas Day	One (1) Personal Leave Day*
New Year's Day	

*To be taken during each year of service at a time approved by the employee's supervisor.

Any full-time, 12-month employee who is not required to work on the above days shall be paid their normal day's pay for that day. Any part-time employee who is not required to work on the above days shall be paid at the ½ time prorate. If any employee is required to work on a designated holiday, the employee will be paid at double their regular rate.

Vacation

Concession Coordinator

Every employee having completed six months of service shall be entitled to one (1) weeks' vacation with pay.

Every employee having completed two (2) years of service shall be entitled to two (2) weeks vacation with pay.

Every employee having completed eight (8) years of service shall be entitled to three (3) weeks' vacation with pay.

Every employee having completed fifteen (15) years of service shall be entitled to four (4) weeks' vacation with pay.

As of June 30 each year, three (3) days of vacation will automatically roll (carry-over) into the next fiscal year, if there is a balance in individual's vacation

Scheduling of Vacations

Vacations shall be scheduled in the automated system and require the approval of the employee's immediate supervisor. All vacation time shall be used during the year following the year in which earned. Vacation time that is not used due to emergencies or scheduling problems will be carried over into the following year upon approval of the Superintendent.

Separation from District

In the event of separation from the District's service during the year, vacation benefits listed above shall be prorated based upon the actual service during the year of termination. However, in the event an employee voluntarily quits, if the employee does not provide two (2) weeks' notice, she/he shall automatically forfeit any vacation earned during the year in which the employee voluntarily terminates employment.

Part-time

Employees who work twelve (12) months of the year, and are scheduled to work for 1,040 hours or more per year shall receive the above vacation based upon the regular number of hours worked per week. (Example: Twelve (12) month employee works seven (7) hours per day - vacation equals seven (7) hours per day or 35 hours for a full week.)

Change in Status

Employees who change their status from less than 12 month employee to 12 month employee shall work 12 full months before they shall be eligible for vacation. Then they shall be placed on the vacation schedule based upon the original date of hire. Thereafter, vacations shall be granted on the basis of the employee's anniversary date. (Example: Employee hired on May 15, 2008, in a position less than 12 months, on September 15, 2008, becomes a 12-month employee. On September 15, 2009, this employee is eligible for three weeks vacation and thereafter, vacation eligibility is determined by the hire date of May 15, 2008.

Free Meals

Employees will be furnished a daily meal. The meal must be consumed on the premises. The Supervisor of Food Services will identify what constitutes a meal.

Sick Leave

All food service employees must sign the Food Employee Reporting Agreement as required by the Food Service Safety Plan and the Marathon County Health Department.

Each employee shall earn one (1) day paid sick leave equal in time to the employee's normal working day, for each month of service. Unused sick leave may accumulate to a maximum of 100 working days. Sick leave may be charged in no less than one-hour increments, and any absence for illness that constitutes less than one (1) hour of the employee's workday will be counted as one (1) hour of sick leave. The district may require a physician's excuse for any absence due to illness. Employees may utilize up to five (5) days of sick leave for the illness, care of, or appointment for a spouse, legally dependent child, parent or self.

Educational Improvement

Any employee who pursues a course of study approved in advance by the Supervisor of Food Services will receive reimbursement for registration costs. New employees will be required to complete a course in food handling and sanitation as deemed necessary by the Supervisor of Food Services. The district will pay the cost of tuition and compensate the employee their normal rate of pay for scheduled classroom time. The Supervisor of Food Services may require any employee to attend a food handling and sanitation course at any time after initial attendance.

Any employee desiring to become a member of the School Nutrition Association of Wisconsin will have their cost of membership paid for by the district.

Seniority/Layoff/Recall

Seniority

Seniority shall be defined for purposes of the Policy as the net credited service of the employee from last date of hire. Net credited service shall mean the total number of hours worked for which the employee has been paid (including pay for worker compensation leave) by the District pursuant to official time records on file with the payroll office. Seniority shall not be lost because of absence due to authorized leaves of absence or while employee is on layoff. An employee on an authorized leave of absence without compensation, or while on layoff, does not accrue additional seniority.

Loss of Seniority

Seniority and the employment relationship shall be broken and terminated if any employee:

1. Resigns;
2. Is discharged;
3. Is absent from work three (3) consecutive working days without notification to their immediate supervisor unless unable to notify for physical or other reasons;
4. Fails to notify the District within three (3) days of the receipt of a recall notice of her/his intentions regarding the recall or to report to work within ten (10) days thereafter or (the date requested by the District if later) unless unable to do so for physical or other reasons;
5. Fails to report to work at the termination of a leave of absence except for a justifiable reason;
6. Is on leave of absence for personal or health reasons and accepts other full-time employment without permission;
or
7. Is retired.

Notice of Layoff

Whenever possible, in the event of a layoff of personnel, the Board shall give at least two (2) weeks notice to the affected employee.

Order of Layoff

The Board shall have the right to determine the number and/or location of positions to be eliminated. Employees in eliminated positions shall have the right to replace less senior employees in unaffected positions that work equal to or less than the hours they are currently working within their pay classification or a lower pay classification if they are qualified to perform the duties and responsibilities of the unaffected position.

Employees who are replaced by other employees under this section shall have the right to replace less senior employees as provided above.

Recall

Employees shall be recalled in inverse order of layoff within their classification provided they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the District advised of any change in her/his address. Within three (3) working days of receipt of a recall notice, the employee shall notify the District of her/his intentions regarding the recall. The employee shall report to work no later than ten (10) days thereafter (or the date requested by the District, if later). The employee shall retain rights for a period of one (1) year from the date of their layoff.

Retirement

Retiree Health Insurance Benefit

Employees with at least twenty five years of service to the district who have participated in the district's group health plan for the five years immediately prior to retirement may retire after reaching age 59 and have a contribution made by the district toward their monthly district health insurance premium on the following basis:

Upon retirement the qualified employee will receive \$500 per month credit toward their district's family policy premium, or \$250 per month credit toward their district's single policy premium, and the retiree is responsible for paying the remaining premium balance. This credit shall be available only for use in conjunction with the district's health insurance plan for those employees choosing to participate under this contract provision and at no time may the credit be paid to the employee in cash. This credit toward the cost of health insurance premium and the employee's eligibility to continue participation in the group plan shall terminate at age 65 or upon qualification for Medicare Part A and B, whichever occurs first.

Substitution

Internal substitution of personnel which requires an employee to perform responsibilities at a higher classification level will provide a \$0.50 per hour increase from Class IV to Class III and a \$0.75 per hour increase for all other positions above normal wages for hours worked in the higher classification.

Food Service Substitutes (Classes III and IV)

Food Service substitutes will be compensated at a rate of \$10.00 per hour. Long-term substitutes may be compensated at a higher rate at the discretion of the Supervisor of Food Services.

No fringe benefits.

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PARAPROFESSIONALS

Professional Expectations

Professional Conduct

Employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally.
- Staying current in your work assignment by actively engaging in professional development offered by the district.
- Representing the district in a positive fashion in community venues.

It is recognized professionalism is a mutually beneficial relationship. Hence, employees can expect to be consulted regarding matters affecting their daily work and treated with respect and dignity by administration.

Benefits

See *Provisions Applicable to All Staff*

Retiree Health Insurance

Effective July 1, 2006:

Employees with at least twenty five years of service to the district who have participated in the district's group health plan for the five years immediately prior to retirement qualify to retire after reaching age 59 with a contribution made by the district toward their monthly district health insurance premium on the following basis:

Upon retirement the qualified employee will receive a \$550 monthly credit toward their district's family premium, or a \$275 monthly credit toward their district's single policy premium, and the retiree is responsible for paying the remaining premium balance.

This credit shall be available only for use in conjunction with the district's health insurance plan for those employees choosing to participate under this contract provision and at no time may the credit be paid to the employee in cash. This credit toward the cost of health insurance premium shall terminate upon the employee's qualification for Medicare Part A and B.

Employees electing to receive benefits under this program shall retain neither reemployment rights within the District nor any rights or benefits set forth in this Agreement. Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District and the Union under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990, and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this Article.

SICK LEAVE

Sick Leave Accumulation and Use

Each 12 month employee shall accrue 12 days paid sick leave equal in time to the employee's workday. Each school year employee shall accrue nine (9) days paid sick leave equal in time to the employee's workday. Unused sick leave may be accumulated to a total of one hundred (100) workdays. Sick leave may be charged in no less than one-hour increments, and any time of absence for sickness that constitutes less than one hour of the employee's workday will be counted as one hour of sick leave.

The board may question or investigate the use of sick leave. Any employee obtaining sick leave benefits by fraud, deceit, or falsified statements shall be subject to disciplinary action including, but not limited to, suspension or dismissal.

The Board may require a physician's certificate after an employee has been absent three (3) days for a personal illness or after three days of any other authorized use of sick leave.

Limitations

Sick leave will only be paid for the illness of the employee with the exception that up to five (5) days of accrued sick leave per school year may be used for illness, care of, appointment for a spouse, legally dependent child, parent or self. The District encourages staff to make doctor appointments outside working hours whenever possible.

GENERAL LEAVE OF ABSENCE

Administration may approve up to five (5) days of unpaid leave during a two-year period provided the employee gives a fourteen-day written, advance notice prior to the leave. All unpaid leave will be subject to the availability of qualified substitutes.

REDUCTION IN FORCE

The Board may reduce staff in the best interest of the district when necessary. The district will consider the following factors: job performance, experience, abilities, skills, qualifications, and professionalism. Whenever possible, in the event of a layoff of personnel, the Board will give at least two (2) weeks' notice to the affected employee.

The district shall inform all employees (except 12 month employees) in writing by June 1 whether the employee can be reasonable assured of continuing employment the following year.

Reemployment

Employees shall be recalled on the basis that they are qualified to perform the available work. Notice of recall for any employee who has been laid off shall be sent by certified mail, return receipt requested, to the last known address of the employee. It shall be the responsibility of each employee on layoff to keep the district advised of any change in his/her address. Within three (3) working days of receipt of a recall notice, the employee shall notify the district of his/her intentions regarding the recall. The employee shall report to work no later than five (5) days thereafter.

JOB POSTINGS

Notice of all vacancies shall be posted in each school or building for three (3) working days. The job posting shall list the job title, location, hours, FTE, the rate of pay and the required qualifications for the position. Individuals who inform the district with the internal application system of their interest in a posted position shall be considered. However, this does not prevent the district from interviewing and hiring persons from outside the district.

Job Awards

The District shall utilize the following criteria in order of application for awarding positions: Qualifications including, but not limited to specific job skills, experiences, certification [if applicable], training, district evaluations, current and past assignment and practical experience in the area of need best relate to the position, etc.

HOLIDAYS

Twelve Month Employees

Twelve (12) month employees shall not be required to work and shall be paid their normal day's pay for the following ten (10) holidays:

July 4th	New Year's Eve afternoon
Labor Day	New Year's Day
Thanksgiving Day	Good Friday afternoon
Day After Thanksgiving	Memorial Day
Christmas Eve	One (1) Personal Leave Day
Christmas Day	

Employees who are scheduled to work 2,080 hours yearly will receive two (2) personal leave days each year.

Less than Twelve Month Employees

All employees working less than twelve (12) months shall not be required to work and shall be paid their normal day's pay for the following holidays:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Memorial Day
- One (1) personal leave day

Personal Leave Days

A personal leave day may be taken at the discretion of the employee with the approval of the Supervisor. The number of employees off in a given day shall be determined by the Employer. Personal leave days are to be taken during the year in which they are earned.

Special Provisions

In the event a holiday falls within an employee's vacation period or on a weekend, the employee shall be granted an additional day of vacation at a time mutually agreed to by the employee and their supervisor.

Work on Holidays

If any holiday falls on a Saturday or Sunday, the employer shall determine the day the holiday will be allowed.

VACATION

Vacation Days

All regular full-time twelve (12) month employees shall be eligible for vacation pay on the following schedule:

After six months - one (1) week of vacation.

After two (2) full years of service - two (2) weeks of vacation.

After eight (8) full years of service - three (3) weeks of vacation.

After fifteen (15) full years of service - four (4) weeks of vacation.

As of June 30 each year, three (3) days of vacation will automatically roll (carry-over) into the next fiscal year, if there is a balance in the individual's vacation bank. Any amount of days over three (3) will not be rolled and will be forfeited.

Scheduling of Vacations

Vacations shall be scheduled with the approval of the employee's immediate supervisor. All vacation time shall be used during the year following the year in which earned. Vacation time which is not used due to emergencies or scheduling problems will be carried over into the following year upon approval of the Superintendent. All vacation requests will be made through the District's automated absence management system.

Separation from District

In the event of separation from the District's service during the year, vacation benefits listed above shall be prorated based upon the actual service during the year of separation. However, in the event an employee voluntarily quits, if the employee does not provide two (2) weeks' notice, she/he shall automatically forfeit any vacation earned during the year in which the employee voluntarily separates employment. If any employee is terminated, they forfeit any vacation and it will not be paid out.

Part-time

Employees who work twelve (12) months of the year, and are scheduled to work for 1,040 hours or more per year shall receive the above vacation based upon the regular number of hours worked per week. (Example: Twelve (12) month employee works seven (7) hours per day - vacation equals seven (7) hours per day or 35 hours for a full week.)

Limitations

As of June 30 each year, three (3) days of vacation will automatically roll (carry-over) into the next fiscal year, if there is a balance in the individual's vacation bank. Any amount of days over three (3) will be forfeited.

Change in Status

Employees who change their status from less than 12-month employee to 12-month employee shall work 12 full months before they shall be eligible for vacation. Then they shall be placed on the vacation schedule based upon the original

date of hire.

Discipline and Discharge

Discipline and Termination

Any discipline taken by the employer will be related to the frequency and seriousness of the issue and is not limited to but may include the following: coaching, verbal or written warning, employee assistance referral, suspension (with or without pay) and termination.

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SCHOOL PSYCHOLOGIST / NURSE STAFF

Benefits

Dental Insurance

District agrees to pay 100% for single and family dental insurance,

In the event of a School Psychologist / Nurse being employed on a part-time basis, the School Board shall pay a pro-rated amount for single or family coverage based on the full-time equivalency of the employee.

Long-Term Disability Insurance

The Board agrees to pay 100% of the premium for long-term disability insurance.

Sick Leave

The School Psychologist / Nurse shall be entitled to a number of sick days annually based upon the length of the contract and cumulative to an unlimited number of days (40 to 42 weeks-11 days per year; 43 to 47 weeks-12 days per year; and 52 weeks-13 days per year, upon submitting appropriate forms). Up to five (5) days of accrued sick leave per school year may be used for illness, care of, appointments for a spouse or a legally dependent child, parent, or self.

In the event the said School Psychologist / Nurse is unable to substantially perform the duties and responsibilities required of his/her position by reason of illness, accident, or other cause beyond his/her control and such disability exists for a period of more than his/her accumulated sick leave, the Board will consider each case on an individual basis.

Personal Leave

School Psychologists / Nurse shall be entitled to two (2) days of absence, non-accumulative, for personal leave with pay each year.

Professional Meetings and Improvement

The Superintendent may approve requests for attendance at professional meetings, conferences, inservices, courses, etc., as permitted by the district's rules and policies. Necessary expenses will be paid as provided by Board policy or administrative practices with the appropriate approval process.

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TEACHERS

Professional Expectations

Professional Conduct

Salaried employees are expected to conduct themselves professionally. The purpose of doing so is to ensure high quality learning experiences and outcomes for students in their care. Examples of professional conduct include, but are not limited to:

- Treating students, parents, and all work colleagues with respect and dignity.
- Dressing professionally.
- Staying current in your work assignment by actively engaging in professional development offered by the district, and independently seeking position specific learning opportunities going beyond what is available in the district.
- Attending/participating in scheduled meetings as requested (examples include, but are not limited to IEP meetings and faculty meetings).
- Attending/participating in scheduled school/district events as requested (examples include but are not limited to parent/teacher conferences, parent open houses, student back-to-school orientations and graduation ceremonies).
- Representing the district in a positive fashion in community venues.

It is recognized professionalism is a mutually beneficial relationship. Hence, salaried employees can expect to be consulted regarding matters affecting their daily work, be treated with respect and dignity by administration, and have the ability to work through their supervisor when an exception to work hours is needed.

Normal Hours of Work

Regular building hours for teachers shall be eight (8) per day including a duty-free lunch period of at least thirty (30) minutes. The starting and dismissal times, which may vary from school to school, shall be determined by the district. Altered work schedules may be set up with the building principal. On Fridays, teachers may elect to leave 15 minutes early.

Elementary teachers shall have fifty (50) minutes of preparation time either before or after each student contact day. It is understood that the current practice of scheduling parent/teacher conferences, district, and faculty meetings will still be followed.

Secondary teachers will have preparation time built into their daily schedule.

Professional Growth

As part of teachers' yearly professional development eight (8) hours of supervisor-approved inservice are required. The Superintendent may substitute district-wide professional development activities and waive the eight (8) hour inservice requirement if it is believed to be in the best interest of the district.

Teacher Supervision and Evaluation

Teacher Evaluation

Evaluations shall be conducted by appropriate administrative personnel. Such evaluations might be in a classroom, or any situation in which a teacher is performing his assigned duties.

Classroom Observation

Each classroom observation shall be made in person for whatever reasonable time is necessary to effectively observe the teacher's presentation. All monitoring or observation of the performance of a teacher shall be conducted openly and with the full knowledge of the teacher.

Frequency

Teachers, in their first year of the District, shall be observed at least three (3) times prior to April 15th of that first year in the school system. Whenever possible, returning teachers shall be observed for the purposes of evaluation at least once every year.

Observation Report

An observation report is the finalization to the observation/post-conference procedure; the teacher will receive a copy either before or after the conference. Such classroom observation report shall be written in narrative form. When a teacher's performance is in question as evidenced by observation, the teacher shall be notified within seven (7) school days from the time of said observation.

Teacher Assignments, Vacancies and Transfers

Assignments

Grade, subject and activity assignments shall be made by the district taking into consideration the employee's professional training, experience, specific achievements and service to the district. Notice of such assignments will be given to teachers as soon as possible.

The district recognizes the importance of high quality teaching. Secondary level assignments will be made after student registration for courses. A sixth class may be assigned when necessary in lieu of a supervisory duty.

Criteria for Teachers

When making transfers, the district shall take the training, experience, specific achievements, service to the district, wishes and convenience of the employee into consideration; however, it is understood that the instructional requirements and best interest of the school system and the pupils are of primary importance in making such decisions.

Posting

When the Board deems it necessary to fill a vacancy within the school system, a notice of this fact shall be posted in all district schools. Teachers who inform the district in writing of their interest in a particular vacant position will be considered for such position. However, this does not prevent the district from interviewing and hiring persons from outside the district.

Reduction in Force, Positions and Hours

The board may reduce staff based on the best interest of the district when necessary. Employees in affected areas will receive notice in accordance with applicable statutory requirements. The district will consider the following factors, including but not limited to qualifications, job performance, experience, certification, and professionalism.

Benefits

See Provisions Applicable to All Staff

Sick Leave

Benefit and Accumulation

Teaching staff is granted ten (10) days personal sick leave per year, cumulative to one hundred and twenty (120). Employees assigned fewer than one hundred and eighty-eight (188) days will receive pro-rata fewer days leave.

Advance Notice to Administration

Teachers who are sick and unable to report for work shall notify the district's automated absence management system prior to the start of the work day and indicate when they anticipate returning. Sick leave benefits shall begin on the first day of absence and continue until the teacher returns to work or has used all accumulated sick leave. The Board may question or investigate the use of sick leave.

Physician's Certificate

The School Board may require a physician's certificate after a teacher has been absent three (3) days for personal illness, or, as it deems necessary in other cases.

Limitations

Sick leave benefits are granted upon sickness of a teacher. Up to five (5) days of accrued sick leave per school year may be used for illness, care of, or appointment for a spouse, legally dependent child, parent, or self. The District encourages staff to make doctor appointments outside working hours whenever possible, but recognizes that from time to time appointments may need to take place during regular working hours. Sick leave may be used in one hour increments to allow for minimal time away from duties for medical appointments.

Personal/Emergency Leave

Each teacher shall be entitled to one (1) day of absence, non-accumulative, for personal leave with pay each school year. Each teacher with fifteen (15) years of district service shall receive one (1) additional day of personal leave. Such days may not be used during parent-teacher conferences. A limited amount of days will be available at the District's discretion for use the day before or the day after a scheduled vacation and/or holiday. Requests for personal/emergency leave shall be submitted to the building principal. The Principal must be given seventy-two (72) hours written notice and the number of leaves on any given day will be subject to the availability of qualified substitutes. Teachers shall also be eligible for up to two (2) days of emergency leave each school year with pay. However, in the event that a teacher uses both days of emergency leave, no personal leave will be available to that teacher for that school year. Furthermore, if a teacher uses the one (1) day of personal leave, that teacher will only have one (1) day of emergency leave available for that school year. An emergency is a serious situation or occurrence that develops suddenly and calls for immediate attention. Teachers requesting emergency leave must do so in writing to their building Principal stating the nature of the emergency. Emergency leave shall also be non-accumulative.

Unpaid Leave of Absence

A leave of absence without compensation for a period of up to one (1) school year may be granted provided the teacher has taught in the District for a period of twelve (12) consecutive years and a suitable replacement can be obtained.

Request for leave of absence shall be made to the Director of Human Resources by March 1 of the year preceding the year that the leave commences.

Health and dental insurance benefits will be available to the teacher while on leave at no cost to the District under COBRA provisions.

Administration may approve up to five (5) days of unpaid leave during a two-year period provided the teacher gives a fourteen-day written, advance notice prior to the leave. All unpaid leave will be subject to the availability of qualified substitutes.

Voluntary Early Retirement

Eligibility

Any regular full-time teacher with at least fifteen (15) consecutive years of employment in the District is eligible to participate in the early retirement plan described below: The minimum age to participate is fifty-seven (57). An employee must celebrate his/her fifty-seventh birthday on or before September 1.

Application

Irrepealable requests for participation in the voluntary early retirement plan must be filed with the Director of Human Resources no later than March 10th of the year in which the teacher wishes to retire in order to qualify for early retirement in that year. The Board agrees to continue paying health and dental premiums for the two months immediately following the last day of the month worked for a teacher who qualifies for early retirement, who met the March 10th deadline, and who completed their duties through the last day of the school year. This policy shall not apply to any teacher who is discharged or non-renewed.

Benefits

- Employees who elect to retire early, shall be allowed, at the employee's option, to participate in the District's group health insurance program until: (1) the employee is eligible for Medicare benefits; or (2) the employee is eligible for coverage from another source; or (3) the employee files for unemployment compensation benefits following retirement and that claim has a financial impact on the District.
- If the teacher requesting early retirement qualifies for that benefit and has fulfilled the duties of the individual contract through the end of the school year in June, the District will continue paying that teacher's health premium for two (2) more months, after which the early retirement provisions begin. For employees electing to retire after July 1, 2011, a

family and single monthly premium credit of \$714.28 and \$263.45, respectively, will be multiplied by 12 months and then by 7, the maximum number of years for which the District offers individual health insurance premium credit, to calculate a total individual health insurance premium credit of no less than \$60,000 for a family plan and no less than \$22,130 for a single plan that shall be used to reduce the retiree's share of health insurance premium payments. At the time of retirement, this credit balance will be divided by the remaining number of months the early retiree is eligible to receive this benefit and applied in equal monthly portions over that period. The credit itself shall have no actual cash value for the retiree and cannot be converted to a payment of cash or credit towards any other benefit. Any unused health insurance premium credit balance evaporates at the end of the eligible early retirement period. For example, if a teacher retires under early retirement provisions at age 62, having only three years of eligibility remaining (36 months), and if the total actual premium costs for that period were \$50,000, then \$50,000 of the \$60,000 individual health insurance premium credit would be applied in equal monthly installments and the \$10,000 individual health insurance premium credit balance would evaporate.

- The District's contribution under this provision is only available to the retired employee and/or his/her spouse at the time the employee retires. If the retired teacher or their spouse dies while the retired employee is eligible for the District contribution, the survivor will only receive a District contribution equal to the dollar amount that the employee would have been eligible for if they were under a single plan at the time the employee retired.

Waiver

Employees electing to receive benefits under this program shall retain no re-employment rights within the District nor any rights or benefits set forth in this handbook. Employees electing to receive benefits under this program shall also be required to sign an individual Voluntary Retirement Agreement and Waiver/Release of Claims waiving any possible claims against the District under the Federal Age Discrimination and Employment Act of 1967, as amended by the Older Workers Benefit Protection Act of 1990, and the Wisconsin Fair Employment Act, as a condition of receiving any benefits contained in this section.