SCHOOL DISTRICT OF ABBOTSFORD
REGULAR BOARD OF EDUCATION MEETING
Community Room
June 19, 2017
6:00 P.M.

The Board of Education will be meeting 30 minutes earlier than usual this month to participate in a BoardDocs Training. BoardDocs will be the new Board Document software managing agendas, uploaded documents, etc.

I. BOARDDOCS TRAINING
II. CALL TO ORDER
III. ROLL CALL
IV. NOTICE OF PROPER POSTING
V. PUBLIC PARTICIPATION
VI. ADMINISTRATIVE REPORTS/UPDATES

A. District Administrator
B. Principals
    1. Summer School Update
    2. Student Achievement
    3. Athletic Director's Report
C. Technology Update
D. Maintenance Update
E. Burnett Transit - Bus Transportation Update
F. Title I Report - Tina Boneske
G. District Assessment Coordinator (DAC) Report/School Counselor Report - Lori Huther
H. Other District Related Reports
    1. CESA 10 - April 13, 2017
    2. Marathon County Children with Disabilities - May 18, 2017 and June 8, 2017
    3. Falcon Enterprises Alternative High School
        a) 2016-2017 Annual Report
    4. Rural Virtual Academy (RVA) - May 17, 2017
    5. Thompson Trust Fund Quarterly Report - None

VII. CONSENT AGENDA

A. Approve Minutes of Meeting(s)
    1. Monday, May 15, 2017 Regular Board Mtg.
    2. Thursday, June 1, 2017 Policy Committee Mtg.
B. Approve District Financial Reports
    1. Check Approval
    2. Monthly Vendor Checks
    3. District Receipts
    4. General Input Journal Entries
    5. Student Activity Balance Sheet
    6. General Input Budget Revisions
    7. General Input Budget Transfers
C. 2016-2017 Substitute List
D. Grant Applications and Approval - None
E. Out of State Travel - None
F. Awards, Donations and Gifts to the School District of Abbotsford - None
G. School Health Service Agreement - Clark County
H. Approve FBLA Fundraiser for 2017-2018
I. Proclamations/Resolutions/Recognition

1. All-Conference, Sectional, State Track Recognition
2. All-Conference Baseball

VIII. POLICIES

A. Policy 6152 Student Fees, Fines, and Charges — Discussion/Approval
B. Policy 8500 Food Services — Discussion/Approval
C. Employee Handbooks: Revisions and Updates (Committee Reviewed) — Discussion/1st Reading
   1. Employee Handbook, Part I: Provisions Applicable to All Staff
   2. Employee Handbook, Part II: Staff With Individual Contracts under Wis. Stat. 118.22
   3. Employee Handbook, Part III: Non-Exempt Staff Without Individual Contracts under Wis. Stat. 118.22.
   4. Recommendation for Handbooks IV, V, and VI

IX. BUDGET, CONTRACTS, BIDS, AND PROPOSALS

A. 2016-2017 Budget
   1. Utility Report (Expenditures by Function) — Informational/Discussion
   2. Fund 46 Designation of Funds — Discussion/Approval
B. 2017-2018 Budget
   1. Bread Bids — Discussion/Approval
      a) Bimbo Bakeries USA
      b) Pan-O-Gold Baking Co.
   2. AEA 2017-2018 Master Contract — Discussion/Approval
   3. AEA ESP 2017-2018 Master Agreement — Discussion/Approval
   4. Non-Represented/Administrative 2017-2018 Contracts — Discussion/Approval

X. PERSONNEL

A. Resignations
   1. Middle School Boys Basketball — Discussion/Approval
B. Employment Recommendations
   1. District Accountability Coordinator — Discussion/Approval

XI. OTHER

A. Memorandum of Understanding (MOU) for Child & Adolescent Psychiatry Consulting — Discussion/Approval
B. CWETN Annual Board Meeting - July 31, 2017 — Discussion/Appointment
C. District Administrator Evaluation — Informational
D. Facilities or Finance Committee Mtg. Requested To Discuss Building Recommendations for 2018 — Informational/Discussion

XII. ADJOURN

Reminders

July 17, 2017	Regular Monthly Board Meeting	6:30 P.M.	Community Room

VI.A.

UPDATE

District Administrator's Report *(June, 2017)*

Sherry Baker

Legislative Updates

HOT Topics:

- Federal legislation set to cut 12.5% ($9.2 billion) from the U.S. Depart. of Education. This cut will drastically affect Title II grants for teacher and principal recruitment and development and 21st Century Community Learning Centers that support after-school and summer programs. Additional cuts will affect ESSA Title IV, Career and Technical Education, Arts, Gifted and Talented programming, promise neighborhoods, Special Olympics programming, etc.
- At home in Wisconsin, the following Assembly Bills threaten local control:
    - AB 282 - consideration of resolution to issue bond by common and union high school districts and prohibiting voting on a resolution to exceed the revenue limit of a school district at a special meeting.
    - AB 268 - Relating to school board referendums to exceed revenue limit applicable to a school district.
    - AB 269 - Relating to scheduling of school district referendums to exceed revenue limits.
    - AB 329 - Relating to prohibiting aiding and abetting sexual abuse.
    - AB 77 - Relating to state aid payments to school districts.

Budget Highlights

- Biennium budget for 2017-2018 and 2018-2019 stalls as Republicans are divided.
- Locally, projects are scheduled to wrap up by the June 30th deadline.

District Goals Review

District Goal #1-Internal School Climate

- There are currently no retirements or resignations for the regular education staff in the School District of Abbotsford. This is great news as we continually to build on a positive internal school climate.

District Goal #2-Safety

- The playground fence is up and a handful of concerns have been brought up regarding 'public access'. As a reminder to the board and community, the rationale for the fence was pretty straight forward:
    - student safety during playground/recess time (most districts fence in their playgrounds to prevent student run-aways and possible kidnap scenarios which have become an unfortunate reality in recent years);
    - playground equipment security (fund 10 resources must be used to maintain equipment and grounds work; unfortunately the bulk of vandalism and playground equipment abuse occurs during non-school hours);
    - playground green space has become a popular 'dog park' for local residents thereby creating a 'nasty' outcome for young students recreating in the space during recess;
    - the out-of-sight playground has become a somewhat popular 'hang-out' and 'drinking area' for our more adventurous age groups thereby causing our maintenance crew to maintain a regular vigilance for beer cans, liquor containers, etc.;
    - finally, during non-school hours, the district's equipment presents itself as an area of high liability due to the fact there is no supervision (recommendation to the board that groups wanting to use the school playground facilities during tournaments at the diamond fill out a facilities use form like all other areas of the district's facilities, which thereby require supervision; unfortunately at this time, the playground is a 'dumping ground' of sorts for parents and/or other adults who want to watch the game and not supervise their own children - this phenomena is not unique to outdoor activities, but also occurs during indoor events like basketball, volleyball, concerts, etc.)

UPDATE

District Goal #3-K-12 Writing Across All Curricula

- Our new District Accountability Coordinator has already made recommendations for growth in this area for 2017-2018

District Goal #4-Data Management and Achievement Growth

- A team of four will be attending a summer EduCLIMBER conference to expand our district's knowledge and leadership capacity.

District Goal #5- Increased Stakeholder Involvement

- Staff will be involved in reviewing our current curriculum management software and making recommendations for what to do next in light of discontinuing BYOC;
- Staff will be involved in reviewing and making recommendations for revisions to the current compensation model;
- Staff will be involved in studying our current district 'leave' (sick, personal, emergency, etc.) practices with a potential recommendation for 2018-2019

Other

- On Monday evening, the night of your regular board meeting for June, I will be reviewing with you my first year's reflection for 2016-2017.

Elementary Principal's Report-June 2017

Mr. Gary Gunderson

District Goal #1-Internal School Climate

Referrals per day.
April 3.4
May 4.8

District Goal #2-Safety

- The playground fence has been installed.
- The parking lot is under construction.
- The ALICE Training on May 22 went very well.

District Goal #3-Writing Across All Curricula

District Goal #4-Data Management and Achievement Growth

- Teachers have finished their Educator Effectiveness using data for their SLO's. Most staff have made their goals for the year.
- We were able to increase grade level PLC time in next year's schedule, which will allow more time to research data to guide instruction.
- The end of the year AGR Report is included in the packet. We did not meet all of our goals, but student growth was shown throughout. This is a requirement of the DPI that this report be presented to the board twice a year. It was also included this winter when the mid-year testing was completed.

District Goal #5-Stakeholder Involvement

- The elementary held its annual end of the year carnival for the students on June 5. Many community members helped out. Thanks goes out to the PTO for setting this up and supporting this day financially.
- The Kindergarten students "graduated" on June 2. Many parents attend this event each year.
- The end of the year assembly provided a chance for elementary to thank community members for their help this year.

Wellness Committee

The Wellness Committee met on June 6. This information could pertain to a number of our district goals, so I am including it as an added item.
Topics of discussion:

1. Mr. Frankie Soto will provide the committee with the updated nutrition guidelines. One major adjusted will be that Food Service will provide more educational services to the

students. The new technology is one way to do this. Frankie is also looking into creating a school garden.

2. There is a possibility that the district can provide universal free breakfast for all students for the 2017-18 school year. Our demographics are such that the grant would cover every student for breakfast.
3. The Fitness Center updates will be added to the policy. Also, the PE Department is looking into Play60, which provides instruction on nutrition and exercise.
4. Mr. Soto is gathering information on the weekend meal program. There are schools and agencies that do this in other communities. Right now this is just in the fact finding stage for Abbotsford.
5. The committee is looking for a board member to join. The policy states that the committee has a board member as a part of it. If anybody is interested, please let me know. The committee meets 2-3 times a year.

Other

Mr. Cihlar did a great job setting up and running this year's Elementary Olympic Day.

Summer School

Summer School is off an running. I will have an update at the meeting as well as about the Prairie Fire Production.

Athletic Director

Abbotsford hosted the track regionals this year and everything ran great. The officials were very impressed with our facilities the opposing coaches had many nice things to say about how the meet was run.

VI. B. 1.

2017 Track & Field Regional/Sectional Facility & Administrative Evaluation

Host Site:	Abbotsford
Meet Referee:	Paul Johnson

Facility Evaluation		EXCELLENT	ACCEPTABLE	NEEDS IMPROVEMENT
Pole Vault				
	Runway	X		
	(Surface, Length)	X		
	Box Collar	X		
	Landing System	X		
	Additional Padding	X		
	Standards	X		
High Jump				
	Apron	X		
	(Surface, Size)	X		
	Landing System	X		
	Additional Padding	X		
	Standards	X		
Long/Triple Jump				
	Runway	X		
	(Surface/Length)	X		
	Take-Off Board	X		
	Pit (Quantity/Quality of Sand)	X		
Shot Put				
	Ring Surface	X		
	Toe Board	X		
	Sector Markings	X		
	Landing Area (easy to mark)	X		
Discus				
	Cage	X		
	Ring Surface	X		
	Sector Markings	X		
	Landing Area (easy to mark)	X		
Running Track				
	Surface	X		
	(allows 1/4" spikes, drains well, no patching)	X		
	Marking	X		
Equipment				
	Hurdles	X		
	Starting Blocks	X		
	Scale for implements	X		
	Tape measures	X		
	Brooms, rakes, shovels	X		
Bleachers		X		
Restrooms		X		
PA System		X		

Host Site:	Abbotsford
Meet Referee:	Paul Johnson

Administrative Evaluation		**EXCELLENT**	**ACCEPTABLE**	**NEEDS IMPROVEMENT**
Meet Manager				
	Communication	X		
	Organization	X		
	Overall	X		
Clerk of Course				
	Knowledge of rules	X		
	Thoroughness	X		
	Efficiency	X		
	Overall	X		
Announcer		X		
Event Officials				
	Pole Vault	X		
	High Jump	X		
	Long/Triple Jump	X		
	Shot Put	X		
	Discus	X		
Umpires		X		
Scorer		X		
Timers/Finish Judges		X		

Any additional comments on the facility or administration of the meet:

Outstanding facility – Strongly Recomend Returning

Recommend returning to facility (circle one): (Yes) No

Paul Johnson
9-22-17

AGR Objectives Reporting 2017.xlsx

Abbotsord AGR	Growth Identified	Assessments Used	Strategy(ies) Used	Fall Semester	Spring Semester	Strategy(ies) Used
K Reading	80% will reach benchmark academic levels	PALS	Class Size Red.	54% have reached benchmark.	67% have reached benchmark	Class Size Red.
K Math	80% will reach core academic levels	Easy CBM	Class Size Red.	51% are at Core	57% are at Core	Class Size Red.
1st Reading	80% will reach benchmark academic levels	PALS	Class Size Red.	85% have reached benchmark.	79% have reached benchmark	Class Size Red.
1st Math	80% will reach core academic levels	Easy CBM	Class Size Red.	70% are at Core	63% are at Core	Class Size Red.
2nd Reading	80% will reach benchmark academic levels	PALS	Class Size Red.	74% have reached benchmark.	62% have reached benchmark	Class Size Red.
2nd Math	80% will reach core academic levels	Easy CBM	Class Size Red.	53% are at Core	56% are at Core	Class Size Red.
3rd Reading	80% will reach a 5 point RIT Gain	MAP	Class Size Red.	53% have made 5 pt. gain.	69% have made 5 pt. gain	Class Size Red.
3rd Math	80% will reach a 5 point RIT Gain	MAP	Class Size Red.	68% have made 5 pt. gain.	93% have made 5 pt. gain	Class Size Red.

Abbotsford Middle/Senior High Principal Board Report - June 2017
Mr. Ryan Bargender

- Graduation took place May 20th and everything went as planned. All students graduated and walked the stage.
- 8th Grade trip to Mt. Olympus was a success. Trip took place Friday, June 2nd.
- Finals were conducted Friday, June 2nd and Monday, June 5th.
- The spring music concert was May 15th. Once again, the music from band and choir was amazing.
- Spanish Club left for Costa Rica on June 10th and will return the 19th.

District Goals/Achievement

- **District Goal #1-Internal School Climate:**
  - Aspirus donated wrist straps with a crisis number on them to all students and staff that viewed the Terrance Talley presentation earlier in the year (Grades 5-12)
- **District Goal #2-School Safety:**
  - An ALICE drill was performed May 22 with full evacuation to rally point. CAPD will be assisted with the drill. It was a successful drill, helping students and staff be prepared in the event of an actual situation.
- **District Goal #3-Writing Across the Curricula:**
  - Professional Development will be getting planned in the next two months for the 2017-18 school year so we can take the next step of implementing writing across the curricula strategies.
- **District Goal #4-Data Management and Achievement Growth:**
  - There was a 16% reduction of PBIS office referrals for 2016-2017.
  - MAP Results - Fall to Spring - Grades 6-8 all showed above benchmark growth (see attachment)

Abbotsford Middle/Senior High Athletic Director Board Report - June 2017

- The girls basketball team received 1st Team Academic All-State in Division 4. This is the third year in a row.
- Fall athlete/parent code meeting will be on July 20th at 6:30pm
- Baseball season ended in the Regional Semi-Finals
  - All Marawood Conference Honors - Baseball
    - 1st Team - Cody Friedenfels
    - 2nd Team - Ean Rau
    - Honorable Mention - Adam Seefluth, Austin Schmitt
- Softball season ended in the Regional Quarter-Finals
  - No softball All-Conference honors
- Track sent 12 participants to the state meet.
  - State meet results are as follows:
    - 3rd Place
      - Long Jump - Franny Gamillo
    - 6th Place
      - Boys 4x100 Meter Relay - Franny Gamillo, Ethan Kramas, Brock Halopka, Hunter Carpenter
      - 300 Meter Hurdles - Melanie Kunze
      - High Jump - Ezra Kremsreiter
    - 11th Place

        - Girls 4x200 Relay - Elizabeth Busse, Melanie Kunze, Anna Schraufnagel, Dylana Schreiner
    - Qualifier
        - 110 Meter Hurdles - Ezra Kremsreiter
        - Shot Put - Dylana Schreiner
- All Conference Track:
    - 1st Place
        - Girls 4x200 Meter Relay- Elizabeth Busse, Melanie Kunze, Anna Schraufnagel, Dylana Schreiner
        - 100 Meter Hurdles - Melanie Kunze
        - Shot Put - Dylana Schreiner
        - High Jump - Ezra Kremsreiter
        - 100 Meter Dash - Brock Halopka
        - Boys 4x100 Meter Relay - Brock Halopka, Ethan Kramas, Franny Gamillo, Hunter Carpenter
        - Boys 4x200 Meter Relay - Brock Halopka, Ethan Kramas, Franny Gamillo, Hunter Carpenter
    - 2nd Place
        - Girls 4x100 Meter Relay - Elizabeth Busse, Anna Schraufnagel, Kelsea Kollmansberger, Dylana Schreiner
        - Discus - Kelsea Kollmansberger
        - High Jump - Dylana Schreiner
    - 3rd Place
        - 100 Meter Dash - Elizabeth Busse
        - 300 Meter Hurdles - Melanie Kunze
        - 110 Meter Hurdles - Ezra Kremsreiter
    - 4th Place
        - Girls 4x800 Relay - Emma Krebs, Sabry Carniti, Maria Escobar, Morgan Wogernese

Student Growth Summary Report

Aggregate by School

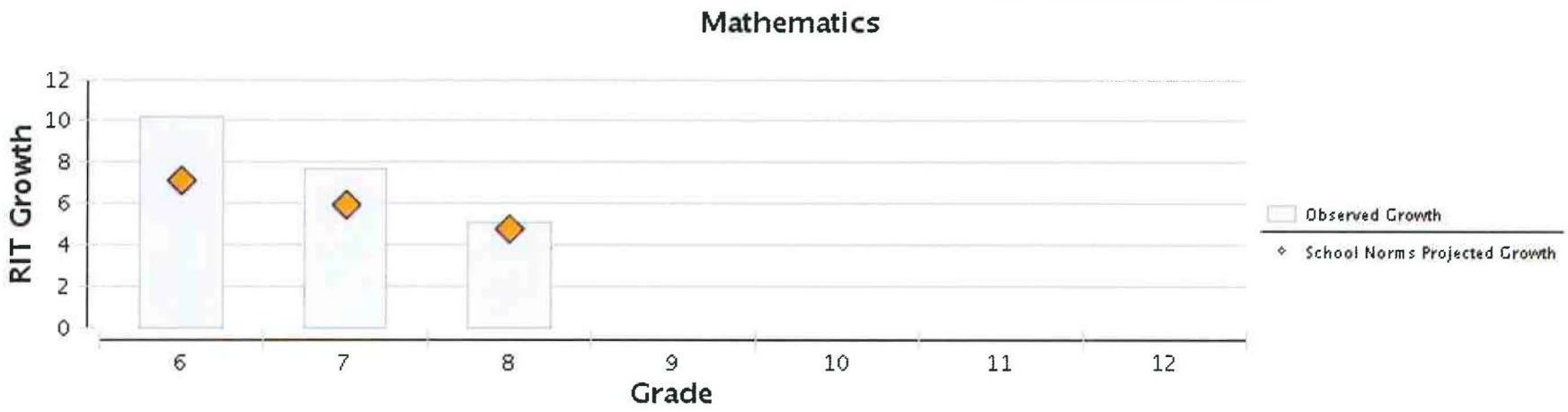
Term: Spring 2016-2017
District: Abbotsford

Norms Reference Data: 2015 Norms
Growth Comparison Period: Fall 2016 - Spring 2017
Weeks of Instruction: Start - 4 (Fall 2016)
End - 32 (Spring 2017)
Grouping: None
Small Group Display: No

Abbotsford Middle and High

Mathematics

		Comparison Periods						Growth		Growth Evaluated Against						
		Fall 2016			Spring 2017					School Norms			Student Norms			
Grade (Spring 2017)	Growth Count‡	Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
6	55	209.3	12.9	12	219.5	15.8	23	10.2	0.9	7.1	1.37	91	55	39	71	63
7	43	222.4	18.0	49	230.1	18.5	57	7.7	1.2	5.9	0.85	80	43	30	70	63
8	52	228.6	16.5	60	233.7	18.4	61	5.1	0.8	4.8	0.15	56	52	29	56	53
9	3	*			*			*					*			
10	3	*			*			*					*			
11	3	*			*			*					*			
12	0	**			**			**					**			



Explanatory Notes
* Summaries for groups of fewer than 10 students are not shown, as the sample size may be too small for acceptable statistical reliability.
** Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.
‡Growth Count provided reflects students with MAP results in both the Start and End terms. Observed Growth calculation is based on that student data.

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V.B.2.

Student Growth Summary Report

Aggregate by School

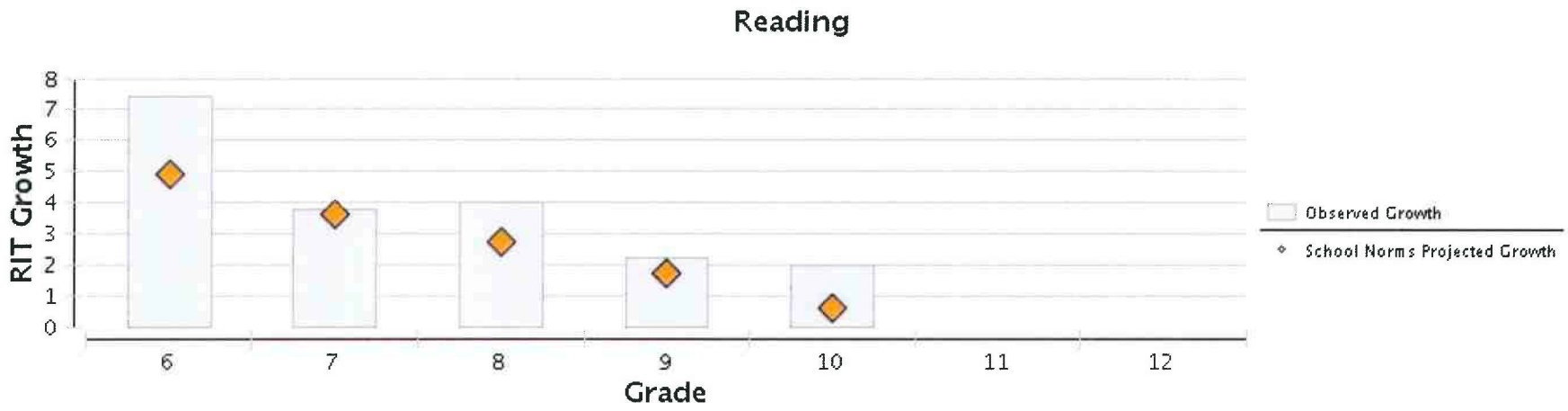
Term: Spring 2016-2017
District: Abbotsford

Norms Reference Data: 2015 Norms
Growth Comparison Period: Fall 2016 - Spring 2017
Weeks of Instruction: Start - 4 (Fall 2016)
End - 32 (Spring 2017)
Grouping: None
Small Group Display: No

Abbotsford Middle and High

Reading

		Comparison Periods								Growth Evaluated Against						
		Fall 2016			Spring 2017			Growth		School Norms			Student Norms			
Grade (Spring 2017)	Growth Count‡	Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
6	55	203.7	15.9	12	211.1	14.3	24	7.4	0.8	4.9	1.28	90	55	34	62	59
7	42	218.8	15.2	75	222.7	14.2	75	3.8	1.1	3.6	0.15	56	42	26	62	58
8	51	221.5	16.4	72	225.6	15.0	77	4.0	1.0	2.7	0.65	74	51	28	55	57
9	39	220.4	16.8	51	222.6	16.4	54	2.2	1.5	1.7	0.24	59	39	17	44	42
10	53	224.1	14.4	67	226.1	15.6	72	2.0	1.2	0.6	0.50	69	53	31	58	59
11	4	*			*			*					*			
12	1	*			*			*					*			



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Student Growth Summary Report

Aggregate by School

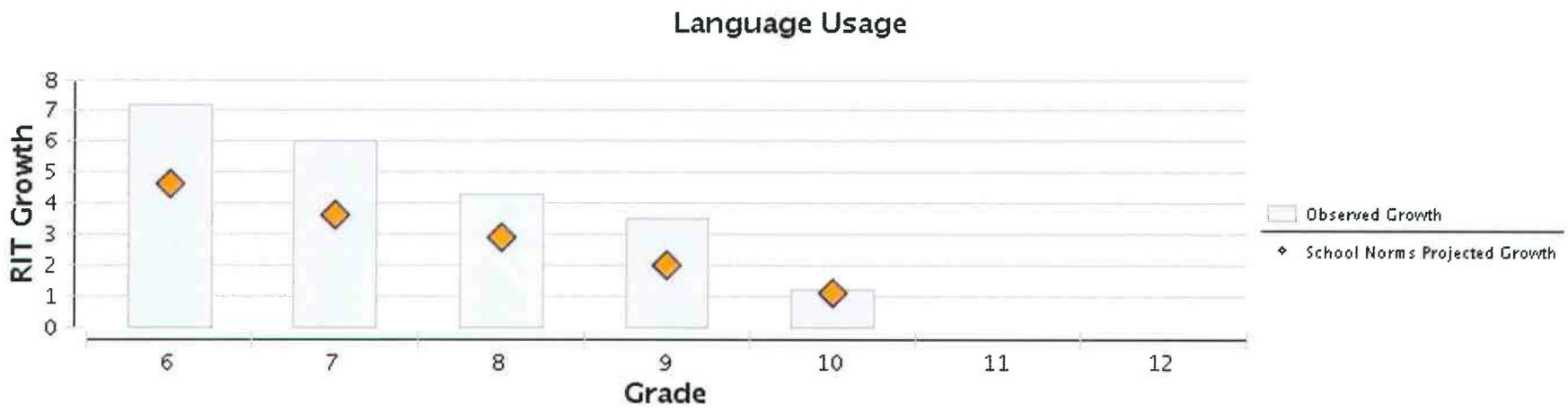
Term: Spring 2016-2017
District: Abbotsford

Norms Reference Data: 2015 Norms
Growth Comparison Period: Fall 2016 - Spring 2017
Weeks of Instruction: Start - 4 (Fall 2016)
End - 32 (Spring 2017)
Grouping: None
Small Group Display: No

Abbotsford Middle and High

Language Usage

		Comparison Periods						Growth		Growth Evaluated Against						
		Fall 2016			Spring 2017					School Norms			Student Norms			
Grade (Spring 2017)	Growth Count‡	Mean RIT	SD	Percentile	Mean RIT	SD	Percentile	Observed Growth	Observed Growth SE	Projected Growth	School Conditional Growth Index	School Conditional Growth Percentile	Count with Projection	Count Met Projection	Percent Met Projection	Student Median Conditional Growth Percentile
6	55	207.4	13.5	28	214.7	13.1	46	7.2	0.9	4.6	1.47	93	55	38	69	64
7	42	215.6	14.0	61	221.6	14.6	75	6.0	1.2	3.6	1.30	90	42	31	74	72
8	52	220.9	12.6	76	225.2	13.5	82	4.3	0.6	2.9	0.74	77	52	35	67	63
9	39	221.9	12.9	70	225.4	14.7	76	3.5	1.1	2.0	0.71	76	39	27	69	68
10	53	224.4	12.0	77	225.7	13.8	77	1.2	1.0	1.1	0.09	54	53	26	49	53
11	4	*			*			*					*			
12	1	*			*			*					*			



Explanatory Notes
* Summaries for groups of fewer than 10 students are not shown, as the sample size may be too small for acceptable statistical reliability.
** Calculations not provided because students have no MAP results in at least one of the terms. The Growth Count is zero.
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VI. B.2.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

5516 Vern Holmes Drive, Stevens Point, WI 54482-8833 Phone: (715) 344-8580 Fax: (715) 344-4241

2017 TRACK REGIONAL REIMBURSEMENT STATEMENT

Host School: Abbotsford **Manager:** Matt Cihlar

Date of Event: 22-May

Division 3

(From the WIAA, a separate check payable to the manager listed above will be mailed along with the host school reimbursement.)

OFFICIALS FEES	Fee	Mileage	Rate	Mileage Paid	Total
Paul Johnson	$92.00	20	$0.45	$ 8.90	$100.90
Mike Smolarek	$92.00	194	$0.45	$ 87.30	$179.30
Sam Zier	$92.00	0	$0.45	$ -	$92.00

TOTAL OFFICIALS EXPENSE $372.20

HOST SCHOOL ALLOWANCE..... $370.00

TOTAL REIMBURSEMENT TO SCHOOL..... $742.20

MANAGERS FEE..... $120.00

PLEASE NOTE

You will only be reimbursed for the amount above if the form is completed and returned to the WIAA within two weeks of the conclusion of the tournament.

WIAA OFFICE USE ONLY

Abbotsford	$0.00	Matt Cihlar	$120.00
Officials Fees	$0.00	Officials Mileage	$0.00

VI.C.

Abbotsford Technology Department

June Report

Projects Update

We have finished the projects that were started in the past month. We had a few hiccups, but overall it was a successful transition.

Helping Hands Recycling

Recycling of Tech Equipment is scheduled for 6/15

Area Technology Coordinator Meeting (Spencer)5-16-17

Areas of discussion:
Remote Desktop & Remote sessions (off site)
Chromebooks
iPad Management
Help Desks
Websites Hosting
Security Risk Assessment

Upcoming Summer Projects

Update software
Update hardware
Distance Learning Transition (BadgerNet - AT&T)
Organization - Documentation

VI D.

Dashir Management Services, Inc.

E8723A ~ Wisconsin Dells, WI 53965
Phone (608) 253-2000 Fax (608) 253-2000
www.dashirmanagement.com

Abbotsford School District

June 2017

Custodial / Maintenance Report

Personnel Information
In the last month, we have used 5 personal, holiday, sick or vacation days.

Training Conducted
The OSHA required safety training on Lockout/ Tagout was held on May 25.

Inspections
Four inspections were conducted in May.

Projects Progress
We are ready to start our summer cleaning this month, there's also several projects starting the second week in June including.

- 93' addition roof
- A/C for 93' addition
- High school office remodel
- Middle school room conversion
- F.A.C.E. room remodel
- Suspended ceilings in the high school
- LED lights throughout
- Elementary computer lab conversion
- Elementary parking lot

Comments
Thank you for your time and as always, if you have a question or concern, just call or stop in.

Mason Rachu
Building & Grounds Manager

VI.F.

School Name: Abbotsford School District
Submitted By: Tina Boneske

Date: June 5, 2017

Form 4
Prioritized Needs Report
Reading and Math
Needs Assessment – Spring 2017

Grade Level for 2016-2017	# of Student Selected Service Delivery and Content	Priority
4K *6th Priority* Kindergarten *3th Priority*	**(Going into Kindergarten)** Based on the PALS results of our 4K students, we are able to determine the amount of assistance the incoming Kindergarten students will need. This is a transition time for the students as well. Title support will be given at the beginning of the school year. Interventions can be started at the beginning of the second semester and will be based on the skills the students need. Other factors affecting this class are ELL, low income, migrant and homeless. **(Going into 1st Grade)** 16 students in Reading and Math In class/individual tutoring Assessments are being used to determine need so Title support can get started right away. Title I support will be started early to hopefully keep them academically ready. Reviewing letters, sounds, and sight words will be necessary as well as numbers and basic math facts. Other factors affecting this class are ELL, low income, migrant, and homeless.	
Grade 1 *5th Priority*	**(Going into 2nd Grade)** 10 students in Reading and Math In class/individual tutoring Assessments will be used to determine which students are in need of additional support or interventions. LLI, reviewing sight words, and basic math facts will be top priority. Interventions will be started or continued for those in need. Other factors affecting this class are ELL, low income, migrant, and homeless.	
Grade 2 *4rd Priority*	**(Going into 3rd Grade)** 12 students in Reading and Math In class/individual tutoring Assistance will be given to these students because of the change in homework assignments and testing mandates. Data from the spring will be used to determine who is most in need of assistance in both reading and math. Other factors affecting this class are ELL, low income, migrant, and homeless.	
Grade 3 *2nd Priority*	**(Going into 4th Grade)** 13 students in Reading and Math In class/individual tutoring This grade level will be 2nd priority due to the amount of struggling students this year and the large class sizes in 4th grade. Assistance will be offered in the classroom or in small groups with pull-out support. Interventions will be continued. Other factors affecting this class are ELL, low income, migrant, and homeless.	
Grade 4 ***1st Priority***	**(Going into 5th Grade)** 33 students in Reading and Math In class/individual tutoring This grade level will be first priority due to the amount of struggling students and the large class size. Students will receive additional support in the classroom or in small groups. Assessments will determine who receives support in reading and math. Interventions will be continued. Other factors affecting this class are ELL, low income, migrant, and homeless.	
Grade 5 *Going into 6th* **2016-17** **#1 Priority for the Middle/High School**	25 students in Math & Reading In class/Individual Tutoring 5th grade (going into 6th) **is our first priority for the Middle/High School**.. This year is usually a difficult time for some of the students since they are making the transition from a single teacher classroom to switching every period.. Assistance would be offered at the teacher's request either in the classroom or in small pull-out groups. Identified students will be offered additional individual tutoring during FIT or after school. Other factors affecting this class are ELL, low income, migrant, and homeless.	

School Name: Abbotsford School District
Submitted By: Tina Boneske Date: June 5, 2017

Form F
Prioritized Needs Report
Reading and Math
Needs Assessment – Spring 2017

Grade Level for 2016 – 2017	# of Student Selected	Service Delivery and Content	Priority
Grade 6 Priority 3 for Middle/High School	12 Students in Reading & 29 Students in Math.	In Class/Individual Tutoring	
	Grade 6 (going into 7) is the next grade in need of service. MAP scores are being used to show growth and to identify students who need additional interventions. Assistance would be offered at the teacher's request either in the classroom or in small group. Identified students will be offered additional individual tutoring either during FIT or after school. Other factors affecting this class are attendance, ELL, low income, migrant and homelessness.		
Grade 7 Priority 4 for Middle/High School	21 Students in Reading & Math	In Class/Individual Tutoring	
	Grade 7 (going into 8) is next with the most need of service. MAP scores are being used to show growth and to identify students who need additional assistance or interventions. Services will be provided in class, FIT, study hall or after school depending on the assistance that is needed. Assistance would be offered at the teacher's request either in the classroom or in small group. Other factors affecting this class are attendance, ELL, low income, migrant and homelessness.		
Grade 8 Priority 5a for Middle/High School	15 Students in Reading & Math	Individual Tutoring	
	Grade 8 (going into 9) is the next grade in need of service. Grades, teacher referral, and intervention data will help determine who needs additional assistance or interventions. Identified students will be offered additional individual tutoring either during FIT, a study hall or after school. Other factors affecting this class are attendance, ELL, low income, migrant and homelessness. ***Many of the Title needs for this group will be met by placement in either Skills Building Math or English, and/or Algebra IA. Students will also be place in an intervention FIT designed to help meet their needs and raise their ability levels.***		
Grade 9 Priority 5b for Middle/High School	12 Students in Reading & Math	Individual Tutoring	
	Grade 9 (going into 10) is in need of service. Grades, teacher referral, and intervention data will help determine who needs additional assistance or interventions. Identified students will be offered additional individual tutoring either during FIT, study hall or after school. Other factors affecting this class are attendance, ELL, low income, migrant and homelessness. ***Many of the Title needs for this group will be met by placement in either Skills Building Math or English, and/or Algebra IA, or IB. Students will also be place in an intervention FIT designed to help meet their needs and raise their ability levels.***		

School Name: Abbotsford School District
Submitted By: Tina Boneske

Date: June 5, 2017

Grade 10 Priority 5c for Middle/High School	10 Students in Reading & Math — Individual Tutoring **Grade 10 (going into 11)** is in need of service. Identified students will be offered additional individual tutoring either before or after school. Other factors affecting this class are attendance, ELL, low income, migrant and homelessness. ***Many of the Title needs for this group will be met by placement in either Skills Building Math or English, and/or Algebra IA, or IB, or Geometry A. Students will also be place in an intervention FIT designed to help meet their needs and raise their ability levels.***
Grade 11 Priority 2 for Middle/High School	18 Students in Reading & Math — Individual Tutoring ***Grade 11 (going into 12)*** is in the next highest need of service. ***This group is identified next to help ensure that our students complete their education and graduate. It is our hope that the majority of students will eventually choose to receive some kind of additional job training either at a technical college or university.*** Grades will be the primary factor in determining additional assistance in order to ensure that the students are meeting requirements to graduate. Identified students will be offered additional individual tutoring either during FIT, study hall or after school. Other factors affecting this class are attendance, ELL, low income, migrant and homelessness.

VI. G.

To: School Board
From: Lori Huther
RE: DAC Report
Date: June 19, 2017

District Assessment Coordinator Report

PALS-K-2 grade level tests

CBM-K-2 grade level tests

MAP-3-11 grade level tests

ACT Aspire 9 & 10 grade level tests

ACT w/Writing 11 grade level test

ACT WorkKeys 11 grade level tests

ACCESS K-12 grade level test

Forward Exam Test 3-8 & 10 grade level tests

Dynamic Learning Maps-3-11 grade level tests

PALS	K-2	English
CBM	K-2	Math
MAP	3-11	English, Reading, Math
ACT Aspire	9 & 10	Writing, English, Reading, Math, Science
ACT w/Writing	11	Writing, English, Reading, Math, Science
ACT WorkKeys	11	Locating Information, Reading for Information, Applied Mathematics
ACCESS	K-12	English Language Proficiency
Forward Exam	3-8 4 & 8 10	English/Language Arts & Math Science & Social Studies Social Studies
Dynamic Learning Maps	3-11	English/Language Arts Math
ASVAB	11	
PSAT	11	

Throughout the district we are using intervention time to help students succeed. Teachers are regularly going over each student's progress in Skyward, documenting the intervention used with each student, and documenting how it helps the student succeed. Along with meeting the state standards in classes, our abilities and performance on standardized testing should increase.

We have a Reading and Mathematics K-12 Interventionists. The interventionists work with the students in small groups and one on one. They will also team teach with the teachers. They also be in charge of data gathering and analysis. This helps our students make great improvements.

If you have any questions or concerns, please free to give me a call at 715-223-2386 ext 4030.

Thank you,

Lori Huther
District Assessment Coordinator

VI. G.

To: School Board
From: Lori Huther
Date: June 19, 2017

School Counselor Report

Classroom Guidance Lessons

Middle school-welcome students and goal setting for middle school-high school

English 9- welcome students and go over a transcript of a graduated student to explain the importance of all classes taken in high school.

English 10- welcome students, go over their personal transcripts to review how their freshman year went, what their GPA is and their class rank, along with sophomore classes.

English 11- welcome students, "Counselor to Juniors", Wisconsin Education Fair (WEF) permission slip, and their personal transcripts. In the computer lab we registered for the WEF and begin practicing for the ACT.

English 12-We had representatives from the University of Wisconsin System on Day 1. Day 2 we went over "Counselor to Seniors" and their personal transcripts. College Applications-In the computer lab students worked on one University of Wisconsin Application and one Wisconsin Technical School Application-students turned in applications for English grade. Day 3 we had a business representative go over job soft skills and applications. Day 4 we had the military present to our seniors. We had representatives from Wisconsin Technical Colleges on Day 5. Days 6-10 kids worked in the computer lab on their applications.

Scholarships

Scholarship information was available through the school website and in the counseling office. Students are able to access scholarship websites and print applications from the website. Students were able to come to the counseling office and pick up a paper copy or go online and get the applications. Students could also sign up through Remind 101 to get text messages about upcoming deadlines.

Classroom Guidance Lessons

September Scholarships-UW Help-Journey through Financial Aid; Kohl Scholarship & Lions Student of the quarter

March –Work on scholarships again-General Scholarship Form- Local scholarships are available that month

Elementary Developmental Guidance

This is my 6th year of Elementary Developmental Guidance. In November, Ms. Fronk, Ms. Ruggles and I went into the Elementary Classrooms to introduce ourselves.

In December, we did Letters for the Nursing Home. We had students color pictures and make cards that were delivered to local nursing homes. We also read "Christmas Surprise."

In January, we did large group activities in the community room for grades K-2 on bullying. We also did

classroom activities for grades 3-5.

We offered Pizza, Milk and Puberty for 4th and 5th grade students and their parents on February 13, 2017. We had 6 girls and 14 boys and their parents attend. Pizza was donated by Kwik Trip. This presentation is put on by Connie Sersch a Health Educator from Marshfield Clinic Center for Community Outreach.

In April, a Clark County Youth Advocate/Education Specialist, Alexis Haen did presentations in grades K-5 on Bullying Prevention.

In May, we piloted a 4-week unit on Self-Regulation with the Kindergarten kids through Peekapak. It is a program we would like to use in the future with all grades.

Senior Individual Planning Conferences

I have senior meetings in September to make sure all seniors are on track to graduate. We also discuss post-secondary plans and what needs to happen in their senior year to make those plans a reality. Parents received written invitations to attend the September meeting. Meeting took place from September 26-October 5. 100 % of parents answered that their individual needs of the student were met at the senior conference. Parent comments about benefits you gained by having this meeting include 1. Have more personal answers questions and focus more on one on one; FAFSA info; Just general info and deadlines; shorter. Specific to my child; we know more about what we wanna do for our son; understanding my child's needs and interests; more personal; more knowledgeable of timeline for turning in required paperwork; applications were filled, I understood better, I am happy because it went well; more one and one my child wasn't' embarrassed to ask questions; It was great getting the questions answered and registered.; I learned new stuff; & one on one.

With the combination of senior classroom guidance lessons and September senior meetings students were very well prepared for their post-secondary plans. In February the senior meetings were very short as students were already applied and knew what they needed to do. By the May meeting most kids had their post-secondary plans set.

Junior Individual Planning Conferences

This is the sixth year of Junior Individual Planning Conferences (IPC). In November of the Junior year is a great time to meet with Juniors and their parents as they have completed 2 years of high school and still have two years of grades to go. If a student hasn't done well in their freshman and sophomore year, they still have time to make improvements. Also it helps parents realize all the options available to our students in their senior year, which we start scheduling for in December. We also discussed the upcoming ACT w/Writing and ACT WorkKeys in March. Parents received written invitations to attend this meeting. Meetings took place from November 2-8.

Post-Secondary Planning Night for Abbotsford/Colby Junior Parents & Students

The Abbotsford counseling department hosted the Post-Secondary Planning Night for Abbotsford/Colby Junior parents and students on November 8, 2016 at 6 P.M. We had 17 students and 26 parents attend. The senior year of high school will bring many challenges, one of which will be planning for life after high school. Understanding application procedures, financial aid, scholarships and all of the other information necessary to meet the goal of a post-secondary education can be overwhelming for students and parents. Representatives from UW Marshfield Wood County, UW Stevens Point, WAICU (Wisconsin Association of Independent Colleges and Universities), North Central Technical College and Wisconsin National Guard presented.

Parchment

"eTranscripts" are here! School District of Abbotsford is making the college application process easier. Parchment sends your transcript securely, accurately and confidentially to any college or university. The best part is you can request your transcript anytime from anywhere. All you need is an internet connection and to visit Parchment.com.

Current Abbotsford High School students will be able to order and send transcripts to the colleges and universities at no cost. Abbotsford Alumni will be able to order and send transcripts to colleges and universities for $5. A graduating senior becomes an alumnus officially on August 1st following their graduation.

Financial Aid Night for Abbotsford/Colby Senior Parents & Students

On Monday, February 8, 2017 we had our Financial Aid Night at the Colby High School cafeteria. This is the night where we go over FAFSA (Free Application for Financial Student Aid), different kinds of loan options, scholarship information, and college costs. Representatives from the University of Wisconsin, Marshfield/Wood County, presented to parents and students from both school districts.

Academic and Career Planning (ACP)

We have begun working on our ACP. This year we wrote and won a Target grant. We used the winnings to implement our first ACP Day. Seniors worked on scholarships, team building activities, applications and graduation activities. Juniors took the ACT with Work Keys. Sophomores did a NTC Exploration Day at the Medford Campus. Freshmen went on four job tours at Colby Metal, All Metal Stamping, TP Printing and Creative Automation. The four business's also donated money and t-shirts were made for the freshmen. A student made the design of the shirts. It was a great success. We hope to continue ACP day in the future.

In 2017-18, we will continue planning for the state mandated ACP. Students' grade 6-12 will have to have an ACP in place by the 2017-18 school year.

If you have any questions or concerns, please feel free to contact me at 715-223-2386 x 4030.

Thank you,

Lori Huther

Lori Huther

VI. H. 1.

REGULAR MEETING MINUTES

CESA 10 Board of Control
Thursday, April 13, 2017
7:00 PM
725 W Park Avenue, Chippewa Falls WI

C·E·S·A 10
Cooperative Educational Service Agency

Where service and leadership unite.

▶ CALL TO ORDER

The meeting was called to order by Rick Eloranta at 7:09 p.m.

▶ ROLL CALL AND MILEAGE

P	Donna Albarado	P	Deanna Heiman	P	Mark Shain
P	Daren Bauer	P	Ron Keys	P	Stephanie Seidlitz
P	Dave Burke	A	Valorie Kulesa	P	Rozanne Traczek
P	Rick Eloranta	A	Cheryl Ploeckelman		

▶ FINANCIAL REPORTS

Motion by Deanna Heiman and seconded by Rozanne Traczek to approve the treasurer's recommendation of issuing CESA checks numbered 69826 through 69900 (voided check #69803) and ACH checks numbered 41000601 through 41000628, and March, 2017 Reconciliation Statements. Voice Vote Taken. Motion carried.

▶ CONSENT AGENDA

A. Minutes of Board of Control Meeting – March 9, 2017

B. Minutes of Closed Session Meeting – March 9, 2017

C. Employment:

- C.1 Brianna Edington – Special Education – School Psychologist – Resignation – Effective June, 30, 2017
- C.2 John Heck – Facilities Management – Project Manager – Retirement – Effective May 31, 2017
- C.3 Ross Wilson – Learning Services – Director – Retirement – Effective June 30, 2017
- C.4 William Pooley – Off Campus – Program Counselor – Retirement – Effective June 30, 2017
- C.5 Dan Weast – Special Education – Executive Director of Special Education and Pupil Services – New Hire – Effective July 1, 2017

D. Out of State Travel:

- D.1 Mary Kampa – Special Education – National Technical Assistance Center on Transition – Capacity Building Institute – May 15-18, 2017 – Kansas City, MO

E. Contracts: None

Motion by Deanna Heiman and seconded by Donna Albarado to approve the consent agenda. Voice Vote Taken. Motion Carried.

▶ REPORTS AND DISCUSSION ITEMS

1. Operations Update

Connie Wislinsky, Executive Director of Operations, provided an update regarding the Operations Department and efforts she and her team have made over the past year to improve efficiencies and serve staff and districts.

2. Review Preliminary Recommendation for Personnel Wages and Benefits

The Agency Administrator and the Executive Director of Operations reviewed the options regarding employee compensation and the cost associated with each one. The recommendation will be two-fold—to establish the "standard" increase percentage and to consider other "one-time" adjustments necessitated by comparable salaries or other factors. The agency will be able to maintain employee health insurance premiums at the 2016-17 level.

▶ ACTION ITEMS

1. Consider Recommendation to Approve the Agency Administrator Evaluation Revisions

Motion by Rozanne Traczek and seconded by Dave Burke to approve the Agency Administrator Evaluation revisions. Voice Vote Taken. Motion carried.

▶ NOTICE OF CLOSED SESSION §19.85 (1)(c)

Convene to closed session as per WI Statutes §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employees over which the governmental body had jurisdiction or exercises responsibility.

1. Consider Recommendation to Approve the Preliminary Notice of Non-Renewals
2. Consider Compensation Adjustment for Specific Employee(s) Based On Merit

The following employees were present during the closed session: Michael Haynes and Leigh McMahon

Motion by Deanna Heiman and seconded by Mark Shain to convene to closed session, at 8:25 pm, carried by a roll call vote:

P	Donna Albarado	P	Deanna Heiman	P	Mark Shain
P	Daren Bauer	P	Ron Keys	P	Stephanie Seidlitz
P	Dave Burke	A	Valorie Kulesa	P	Rozanne Traczek
P	Rick Eloranta	A	Cheryl Ploeckelman		

▶ ADJOURN CLOSED SESSION AND RECONVENE IN OPEN SESSION

Motion by Deanna Heiman and seconded by Stephanie Seidlitz to adjourn closed session and reconvene to open session at 8:45 pm, carried by a roll call vote:

P	Donna Albarado	P	Deanna Heiman	P	Mark Shain
P	Daren Bauer	P	Ron Keys	P	Stephanie Seidlitz
P	Dave Burke	A	Valorie Kulesa	P	Rozanne Traczek
P	Rick Eloranta	A	Cheryl Ploeckelman		

▶ POSSIBLE DISCUSSION AND ACTION RELATED TO CLOSED SESSION

None

▶ OTHER ORGANIZATIONAL BUSINESS WHICH MIGHT LEGALLY COME BEFORE THE BOARD

- On May 11th WASB will be holding a Spring Academy Workshop at CESA 10 starting with dinner at 6:00 pm and the workshop starting at 6:30 pm. The CESA 10 Board of Control May meeting is also on that date. Because of members of the Board wanting to attend the WASB workshop, the Board of Control meeting will start at 6:00 pm.

- The Agency Administrator reviewed the 2017-18 Service Contracts.

- The Agency Administrator asked for Annual Convention speaker and/or topic ideas. Contact him if you have one to share.

- Discussion regarding Health Insurance Pool/Cooperatives.

- Ron Keys, Dave Burke, Mark Shain and Stephanie Seidlitz were re-elected to their local school district boards.

▶ **ADJOURN**

Motion by Deanna Heiman and seconded by Ron Keys to adjourn the meeting at 9:05 pm. Voice Vote Taken. Motion Carried.

MARATHON COUNTY
SPECIAL EDUCATION
Children with Disabilities Education Board

MARATHON COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

May 18, 2017 - Highlights

- Board Members present: John Resech, Scott Johnson, Gary Lewis, Sharon Seubert, Lori Haines, and Carol Schultz.

- Also present at the meeting: Kelly Kapitz, Ph.D., Director of Special Education; Danny Powers, Assistant Director of Special Education; Kristin Jacobson, Assistant Director of Special Education; Kristopher Zachary, Finance Administrator; Becca Schreiber, Finance; and Kate Propp, Board Recorder. Visitors included Brittany Oblak, Athens school psychologist; Rob Toepel, Spencer school psychologist; Dorey Delikowski, Rosholt school psychologist; Amber McDougal, Marathon school psychologist; Jason Haluska, Edgar school psychologist; and Stacy Fronk, Abbotsford school psychologist.

- The Board Meeting was called to order by Chairman Resech at 12:16 p.m.

- The Finance packet was present and approved. Kristopher Zachary shared the Monthly Cash Balance and the DPI Aids Register.

- Dr. Kapitz shared that the MCSE Summer Camp will be on hiatus until next summer.

- The Board discussed working with US Stories to create video materials to enhance job recruitment opportunities. More options will be researched and brought forward at a later meeting.

- The Vision and Hearing data and District billing costs was shared. Also noted was that the EAP usage for employees has increased slightly.

- Dr. Kapitz spoke about an official complaint received from the Office of Civil Rights, and reviewed the steps being taken in order to fix the problem within the time allotted.

- The proposed budget for 2017-2018 was approved by the Board.

  - In personnel:

    Approved Retirements

    Kay Broeske, Terry Vullings, Marge Larson

    Approved Resignations

    Tabetha Otten, Patti Jennings

    Approved Transfers/Hires

    Katrina Penney, Holly Strey

VI.H.2.

MARATHON COUNTY
SPECIAL EDUCATION
Children with Disabilities Education Board

MARATHON COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

June 8, 2017 - Highlights

- Board Members present: John Resech, Scott Johnson, Gary Lewis, Sharon Seubert, Lori Haines, and Carol Schulz

- Also present at the meeting: Kelly Kapitz, Ph.D., Director of Special Education; Danny Powers, Assistant Director of Special Education; Kristin Jacobson, Assistant Director of Special Education; Kristopher Zachary, Finance Manager; Becca Schreiber, Finance; and Kate Propp, Board Recorder. Visitors included Audrey Wittry, Curriculum and Assessment Specialist, and Annie Sims, Technology Program Support Teacher

- The Finance packet was present and approved. Kristopher Zachary shared the Monthly Cash Balance and the DPI Aids Register.

- Annie Sims gave a technology update, informing the Board that she is working to switch to a different domain name and that steps are being taken to resolve the accessibility issues with the website.

- Audrey Wittry presented on the Literacy Project and shared what the schedule and goals for next year will be.

- The allotted set-aside funds for each district were presented and reviewed by the Board.

- The second reading for the Teacher Handbook has been postponed until all necessary changes have been prepared, and the newly created Psychologist handbook was reviewed.

- The details for Summer Academy stipends, credits, and reimbursement guidelines were stated, noting the differences from previous years, in that all staff are receiving a stipend but are responsible to pay if they chose to take it as a course credit.

- Dr. Kapitz mentioned that two students from Edgar are attending Project Search and noted that if there was more local option, MCSE might consider contributing to the enrollment costs.

- In personnel:

  Approved Resignations

  Alicia Guden, Jan Landwehr, Sara Farber, Sara Angus, Marissa Faber

  Approved Hires

  Hailey Russ, Lauren Blume, Mandy Myzka

Rural Virtual Academy
Regular Board Meeting
Wednesday, May 17, 2017

The regular meeting of the Rural Virtual Academy was called to order by Administrator, Charlie Heckel, on Wednesday, March 15, 2017 at 1:14 p.m. at the Taylor County Education Center.

Roll Call

Roll call indicated that Gary Gunderson, Toleff Wienke, Paul Dixon, Denise Herkert, Greg Krause, Rebeccah Hopkins, Laura Anderson, Charlone Mertes, and Sara Holewinski were present. Kelly Klawitter, Jennifer Krauss, Laura Mukerji, Sarah Marcis, and Sandi Gallagher were absent.

Administrators present included: Ryan Bargender, Charlie Heckel, Dick Lind, Rodney Figueroa, Lori Manion, and Mike Endreas. James Delikowski, Steve Kolden, Pat Sullivan, Randy Bergman, Scott Winch, and Glenda Butterfield-Boldig. were absent.

Open Meeting Law Compliance

Charlie Heckel stated that a copy of the agenda was sent to the Medford Area Public Schools, Star News, WKEB/WIGM Radio, and was posted at the District Office.

Period of Public Comment

None.

Correspondence

1. Good News Update
   a. RVA Office - Sara Holewinski reported that preparations for next year are underway, introduced Susie Doberstein (RVA high school secretary), and shared that there were four graduates this year (Antigo-2, Mosinee-1, and Medford-1).
   b. Activities - Rebeccah Hopkins reported that the year-end picnic in Marshfield is upcoming and that the annual trip to Harvest Home Farm has been cancelled due to flooding.
   c. Parent Advisory Council - Charlone Mertes shared that there haven't been any complaints and that families are happy with the RVA.
2. Wisconsin eSchool Network Grant - Charlie Heckel reported that RVA received a $750 grant for professional development which will be put to good use.
3. Senate Bill 30 email - Charlie Heckel reported on Senate Bill 30.
4. Thank you to Rib Lake and Medford Attending Blended Learning Conference on April 4th - 5th Thanks was expressed to Rib Lake and Medford for recent attendance at a blended learning conference.
5. RVA's Attendance at April 7th Inspire Homeschool Conference - Charlie Heckel shared about recent attendance at a homeschool conference.
6. RVA Book - Charlie Heckel passed around a book written by students in Writer's Block Club which is \ lead by Mrs. Kacie Crawford and Mrs. Kari Logterman.

Laura Mukerji arrived at 1:15 p.m.

7. Update on WIAA Vote Regarding Virtual Schools - Charlie Heckel updated the board on WIAA's recent vote regarding virtual schools' involvement.
8. Resignation Letter from RVA Board President - Charlie Heckel shared the resignation letter from Rebeccah Hopkins, RVA Board President.

Consent Agenda

Consideration of:

1. Approval of Agenda
2. Secretary's Report
   a. Approval of Regular Meeting Minutes of Wednesday, March 15, 2017 (open).
      Motion (Lind/Hopkins) to approve the consent agenda, including: approval of agenda and approval of Regular Meeting Minutes of Wednesday, March 15, 2017 (open). Motion carried.

Regular Business

1. Recognition and Thanks to Resigning Board Members
   Charlie Heckel recognized resigning board members Rebeccah Hopkins, Dick Lind, and Toleff Wienke and thanked them for their service on the board.

2. Reorganization and Appointment of New Board President
   Charlie Heckel asked for nominations for board president. Greg Krause was nominated, and Charlie Heckel asked for a motion for unanimous approval. Motion (Lind) to appoint Greg Krause as RVA Board President; motion carried.

3. Update on Enrollment
   Charlie Heckel updated the board on enrollment. As of May 9th, a total of 579 different students have been served with a current enrollment of 488 (355 in elementary and 133 in high school).

4. Update on New Staff
   The board was updated on new RVA staff.

5. Update on Open Enrollment
   Charlie Heckel shared that throughout the year 165 alternate applications were processed, and during the traditional open enrollment window, there were 141 applicants. Of those 141 applicants, 73 chose only RVA.

6. Update on State Testing and Prom
   Sara Holewinski updated the board on this year's state testing which was held at four sites: Green Bay, Madison, Wausau, and Medford. 215 students were tested while 194 opted out.

   Sara Holewinski updated the board on the RVA prom which was held in Wisconsin Dells. There were 23 students and eight chaperones. Josh Duwe deejayed the event.

7. Update on on 2016/17 Parent & Student Satisfaction Survey
   Charlie Heckel shared the results of the 2016/17 parent and student satisfaction survey.

8. Update on 2017/18 Professional Development Plan
   The board was updated by Charlie Heckel on the 2017/18 Professional Development Plan.

9. Consideration of Adding Bowler to RVA Consortium beginning 2017/18 School Year
   Charle Heckel introduced Bowler school staff: Faith Gagnon, District Administrator; Wade Turner, Elementary Principal; and Kim Ninabuck, MS-HS Principal. Motion (Hopkins/Holewinski) to add Bowler to the RVA Consortium beginning the 2017/18 school year. Motion carried.

10. Consideration of Policy RVA-DB Operational Budgets and Agreements
    Motion (Anderson/Krause) to approve Policy RVA-DB Operational Budgets and Agreements. Motion carried.

11. Update on Budget and Expenditures; Presentation of Year-End Invoices and Credits
    Charlie Heckel updated the board on budget and expenditures and invoices were distributed to those districts in attendance.

Adjourn

Motion (Hopkins/Anderson) to adjourn the meeting. Motion carried. The meeting was adjourned at 2:22 p.m.

_____

Nikki Clements
Recording Secretary
minutes51717.wpd

SCHOOL DISTRICT OF ABBOTSFORD
ABBOTSFORD, WISCONSIN 54405

VII. A.1.

RYAN BARGENDER
HIGH SCHOOL PRINCIPAL
307 N Fourth Avenue
Telephone (715) 223-2386
Fax (715) 223-3986

CHERYL BAKER
ADMINISTRATOR
510 W Hemlock Avenue
Telephone (715) 223-6715
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GARY GUNDERSON
ELEMENTARY PRINCIPAL
510 W Hemlock Avenue
Telephone (715) 223-4281
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School District of Abbotsford
Board of Education Meeting
Monday, May 15, 2017
High School Community Room at 6:30 p.m.

Board Members Present:	Donald Medenwaldt, Jennifer Krebs, Juanita Hammel, Eric Brodhagen, Shanna Hackel, and Gary Schraufnagel
Absent:	Eric Reis
Administration:	Sherry Baker, Gary Gunderson, and Ryan Bargender
Others:	Mason Rachu, Jesse Meddaugh, Jackie Schreiber, and Peter Doran

Sherry Baker called the meeting to order at 6:34 PM.

Sherry Baker verified the proper posting of the meeting.

Sherry Baker opened the floor for nominations for president. **Motion by Hammel, seconded by Schraufnagel to cast a unanimous ballot and nominate Donald Medenwaldt for president. Motion carried on a roll call vote with all ayes and Reis absent.**

Motion by Hackel, seconded by Hammel, to nominate Eric Reis as vice president, Motion by Hackel, second by Schraufnagel to approve Eric Reis as board vice president with a unanimous vote for vice president. Motion carried on a roll call vote with all ayes and Reis absent.

Motion by Schraufnagel, seconded by Hammel to nominate Shanna Hackel as Board Clerk. Motion by Schraufnagel, second by Hammel to approve Shanna Hackel as Board Clerk with a unanimous vote. Motion carried on a roll call vote with all ayes and Reis absent.

Motion by Hackel, seconded by Krebs to nominate Gary Schraufnagel as Board Treasurer. Motion by Brodhagen, second by Hackel to approve Gary Schraufnagel as Board Treasurer with a unanimous vote. Motion carried on a roll call vote with all ayes and Reis absent.

Committee assignments were made by President Medenwaldt: Teacher negotiations: Eric Reis, Eric Brodhagen, and Gary Schraufnagel; Support Staff Negotiations: Donald Medenwaldt, Shanna Hackel, and Juanita Hammel; Transportation: Jennifer Krebs, Shanna Hackel, and Eric Brodhagen; Policy: Juanita Hammel, Shanna Hackel, and Jennifer Krebs; Finance: Eric Reis, Donald Medenwaldt, and Gary Schraufnagel; Facilities: Donald Medenwaldt, Juanita Hammel, and Gary Schraufnagel; Curriculum Committee: Eric Reis, Jennifer Krebs, and Eric Brodhagen; Board of Canvassers: Cheryl Baker, Jackie Schreiber, and Shanna Hackel.

Motion by Hackel, second by Hammel to nominate Eric Brodhagen as the CESA 10 delegate. Motion by Hackel, second by Krebs to approve Eric Brodhagen as the CESA 10 delegate with a unanimous vote. Motion carried on a roll call vote with all ayes and Reis absent.

Motion by Hackel, second by Schraufnagel to nominate Juanita Hammel as the CESA 10 alternate. Motion by Schraufnagel, second by Brodhagen to approve Juanita Hammel as the CESA 10 alternate with a unanimous vote. Motion carried on a roll call vote with all ayes and Reis absent.

Motion by Hackel, second Schraufnagel to nominate Donald Medenwaldt as WASB delegate. Motion by Brodhagen, second by Hammel to approve Donald Medenwaldt as WASB delegate with a unanimous vote. Motion carried on a roll call vote with all ayes and Reis absent.

Sherry Baker presented information on legislative updates, budget highlights, WI Tax updates, district goals review, and others (BoardDocs Training, Governor Walker's visit, Burnett Transit-new buses, Food Service Director's Contract Renegotiated, and plan to develop bid process for Food Service).

Elementary School Principal, Gary Gunderson, gave updates on District Goals, 5th Grade Field Trip to Museum, Spring Concert, and end-of-the-year events.

Middle/High School Principal, Ryan Bargender reported on curriculum work ongoing, FCCLA/FBLA/Forensics/Solo Ensemble, collection of non-perishable food items, Festival concerts, MCSE track and field day in Edgar, 8th grade NTC Career Fair, Honoring Excellence Banquet, Marshfield Elks Youth Achievement Awards Banquet, Technical Excellence Scholarship, Academic Excellence Scholarship, Spanish Club trip to the Festival of Nations, 8th Grade to Mid-State Technical College for Careers in Forestry Training, spring concerts, and district goals update.

Summer School Coordinator, Gary Gunderson gave an update on summer school. He indicated that enrollment is at approximately 200 without High School and Prairie Fire Theatre students.

Gary Gunderson, Ryan Bargender, and Sherry Baker presented the Athletic Directors' reports. They indicated that the WIAA Annual Meeting was held on April 26th. They also indicated that there were four athletic code violations for major code violations and five for academic violations. They also indicated that there is a basketball camp scheduled for June 6th in Abbotsford with former WI Badger, Brian Butch facilitating.

Jesse Meddaugh presented the technology update with information on testing, Skyward Conference, projects update and a website update.

Mason Rachu presented the maintenance update to include personnel information, trainings, inspections, project progress, and comments.

Sherry Baker presented the CESA 10 Board of Control meeting minutes from March 9th.

Sherry Baker then presented the Marathon County Children with Disabilities board highlights from the meeting held on April 20, 2017 and the highlights from the Administrator highlights from the meeting held on May 9th.

Sherry Baker then presented the Falcon Enterprises Alternative High School May newsletter.

Motion by Hackel, second by Brodhagen to accept the consent agenda items as presented:

- **Approve minutes of meeting – (April 10th - Regular Board Meeting, April 25th – Special Board Meeting, and May 4th – Finance Committee Meeting.)**
- **Approve check approval**
- **Approve monthly vendor checks**
- **Approve district receipts**
- **Approve general input journal entries**
- **Approve student activity balance sheet**
- **Approve general input budget revisions**

Approve general input budget transfers
Approve 2016-2017 substitute list
Approve grant applications and approvals (None)
Approve out of state travel (8th graders to Washington D.C. with Colby)
Approve awards, donations, and gifts (Burnett Transit – busing during Community Service day, Jerry & Lynne Wojner - $ 30 toward PBIS, and Abbotsford Education Foundation - $412.90 toward technology and PBIS)
Approve WIAA senior high membership approval
Approve WIAA middle school membership approval
Approve Proclamations/Resolutions/Recognitions: (State Solo/Ensemble, State Forensics, State FBLA, State FCCLA, and Girls Basketball 2nd Team Academic All-State)

Motion carried on a roll call vote with all ayes and Reis absent.

Sherry Baker also presented the utility and the wrestling co-op reconciliation report.

Motion by Hackel, second by Krebs to approve School Point as the Website Vendor as presented. Motion carried on roll call vote with all ayes and Reis absent.

Motion by Brodhagen, second by Schraufnagel to approve the health insurance framework as recommended by the finance committee as presented. Motion carried on a roll call vote with all ayes and Reis absent and Reis absent.

Motion by Hammel, second by Hackel to approve the request for additional contract hours in music and art as presented. Motion carried on a roll call vote with all ayes and Reis absent.

Motion by Schraufnagel, second by Krebs to approve the 66.0301 Agreement – Manufacturing as presented. Motion carried on a voice vote with all ayes and Reis absent.

Motion by Hammel, second by Brodhagen to approve the 2017-2018 meal prices as presented. Motion carried on a voice vote with all ayes and Reis absent.

Motion by Schraufnagel, second by Brodhagen to award the school milk bid to Dean Foods as presented. Motion carried on a voice vote with all ayes and Reis absent.

Sherry Baker then presented a 2017-2018 mock budget worksheet.

Motion by Hackel, second by Krebs to approve the Support Personnel Letters of Assurance for 2017-2018 as presented. Motion carried on a voice vote with all ayes and Reis absent.

Motion by Hackel, second by Hammel to approve the hiring of Peter Doran as K-12 Guidance Counselor as presented. Motion carried on a voice vote with all ayes and Reis absent.

Motion by Brodhagen, second by Schraufnagel to approve the hiring of Ally Meserole as Girls Assistant Basketball Coach as presented. Motion carried on a voice vote with all ayes and Reis absent.

Motion by Hackel, second by Brodhagen to establish May 19, 2018 as the 2018 graduation date as presented. Motion carried on a voice vote with all ayes and Reis absent.

Motion by Brodhagen, second by Hackel to approve the open enrollment applications as presented. Motion carried on a voice vote with all ayes and Reis absent.

The policy committee set June 1st at 8:00 AM as a meeting date to discuss recommendations for Handbook Revisions.

Motion by Hackel, second by Hammel to adjourn at 8:15 PM. Motion carried on a voice vote with all ayes and Reis absent.

The board was reminded of the following upcoming events: May 17, 2017 – Senior Banquet – HS Café / North Gym at 6:00 PM, May 18, 2017 – FEAHS Graduation at East Town Mall at 5:00 PM, and May 20th, 2017 – Graduation in the North Gym at 2:00 PM, and June 19, 2017 BoardDocs Training for Board at 6:00 PM in the MS/HS Community Room, and June 19, 2017 – Regular Board Meeting at 6:30 PM in the MS/HS Community Room.

The meeting adjourned at 8:15 p.m.

Respectfully submitted:

Shanna Hackel
Board Clerk

Transcribed by:

Jackie Schreiber
District Bookkeeper

VII. A. 2.

A TRADITION OF EXCELLENCE

SCHOOL DISTRICT OF ABBOTSFORD

Visit Our Website at http://www.abbotsford.k12.wi.us

* COMMUNITY * FAMILY * EDUCATION *

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GARY GUNDERSON
Elementary School Principal
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School District of Abbotsford
Policy Committee
Thursday, June 1, 2017
Middle/High School Community Room at 8:00 AM

Board Members Present:	Shanna Hackel and Jennifer Krebs
Absent:	Juanita Hammel
Administration:	Sherry Baker
Others:	None

Shanna Hackel called the meeting to order at 8:10 AM.

Sherry Baker verified the proper posting of the meeting.

Committee reviewed recommendations made by administration in regards to the following: Employee Handbook, Part I – Provisions Applicable to All Staff, Handbook, Part II – Teachers, and Handbook, Part III – Support Staff. **Motion by Hackel, second by Krebs to recommend to the full board to approve the administrative recommendations as presented (see attachment), with one additional recommendation:**

- **The Committee recommends that under section 4 - Vacations, 4.02, of the Support Staff Handbook verbiage be added to allow up to five (5) days of vacation to be rolled over into the next school year, but to be utilized prior to September 1st of the same calendar year. This verbiage also applies to other year round employees allotted vacation days.**

Motion carried on a voice vote with all ayes.

Motion by Hackel, second by Krebs to adjourn at 9:08 AM. Motion carried on a voice vote with all ayes.

The meeting adjourned at 9:08 AM.

Respectfully submitted and Transcribed by:

Sherry Baker
Sherry Baker
District Administrator

VII. A. 2.
VIII. C.

Board of Education Policy Committee Mtg. – Employee Handbooks

Thursday, June 1, 2017 in the Community Room

Preface: The School District of Abbotsford maintains six (6) different staff handbooks. For 2017-2018 Administration recommends reducing this to three (3) and combining them into one Handbook made up of Chapters. For the following year, 2018-2019, Administration is recommending that the district transition to the 'free' Neola Employee Handbook which directly links policy to handbook language.

It is understood that any verbiage changed through this process may require policy revisions. As the District is currently developing policy using Neola, revisions to these Handbooks will be reflected in an upcoming policy adoption,

Note: Clerical corrections will not be delineated in the Handbooks mentioned below.

Employee Handbook – Part 1: Provisions Applicable to All Staff

1. Section 3 — 3.34 Delete. (We have not maintained updated Position Descriptions for many years.)

2. Section 5 — 5.05 Maintaining a panel of five (5) is not practical in our area. Three (3) is more manageable and two (2) the norm. Administration recommends going to three (3).

3. Section 8: Duplicated information from one handbook to another will now show up in the "All Staff" Handbook". Language is added or modified to reflect this consolidation of classifications.

   8.01 Sick Leave: Recommend that Teaching Staff and Support Staff "severance benefit" be made equal. Administration recommends that the payout be $20/day for both classifications and that the minimum years of service for before payout be five (5) years.

   Recommend that Teaching Staff and Support Staff "retiring" from the district with five (5) or more years of service receive $25 per day for each unused sick leave day and banked days.

   Under Advance Notice change "employee" to "supervisor" to reflect common verbiage between classifications. Also, delete "at least seventy-five (75) minutes before the start of the regular…" and change to "sufficiently in advance to find a suitable replacement (per the supervisor's recommendation)."

8.02 Delete current language and replace with 'consolidated' language.

8.03 Personal Leave: Recommendation to make uniform "personal leave" practices for all district employees.

Administration recommends that personal days be subtracted from 'sick leave' to remove the requirement of staff members to pay for a sub.

Remove the provision to use "personal leave" to extend vacations.

Administration is requesting that "personal leave" not be approved for the first two weeks of school and the last two weeks of school.

8.05 Change "The District Administrator" to "Administration" to reflect current practice.

8.06 Add verbiage to help explain 'why' "Unpaid Leave" should be reserved for extenuating circumstances.

8.07 Delete "payment of fifteen dollars and three cents ($15.03). Anything less…." for teaching staff who fill in when a hired substitute cannot be found or the need for coverage is only a period or two. Administration recommends that an approved hourly rate paid in a minimum of 15 minute increments be applied to these instances. Administration recommends board approval of increasing the hourly wage to $24/hour, or $6/fifteen minute increments.

8.08 Administration recommends the removal of the "Cumulative Bank Time" as it cannot be equally applied among all grade levels.

Employee Handbook – Part II: Teachers

1. Section 1: Discipline, Termination and Non-Renewal

1.01 Adjust language in this section to reflect current language used in our Educator Effectiveness Teacher Evaluation System.

1.02 Adjust language to reflect current practice (i.e. a probationary period of three (3) years vs. five (5)

10. Section 11: Professional Compensation

11.02 Delete section except for "The Board, in its sole discretion, will determine the starting salary."

11.03 Delete this entire section.

11.04 Remove reference to exact curriculum rate pay as this can change from year to year.

11.05 Adjust wording so as to not indicate an exact dollar amount which can change from one year to the next. Change verbiage to "...at an approved hourly rate..."

11. Section 12: Insurances and Benefits – Remove all verbiage referring to specific dollar amounts in sections 12.03 and 12.04

12. Section 13: Post-Employment Benefits

13.01 Remove second paragraph – no longer applies

Employee Handbook – Part III: Support Staff

1. Section 2: Reduction in Force, Positions and Hours

2.05 Strike "when" replace with "if"

2.07 Strike this section. No practice such as this exists.

2. Section 4: Vacations

4.01 Remove A – Prorated Share (This does not make any sense in light of "B" or subsection 4.04

4.02 Add highlighted section stating "...without administrative approval which will be granted only under extenuating circumstances."

4.03 Change "may" to "shall".

Change "blocks" to "day increments". Delete the remainder of this sentence.

Delete the last sentence restricting the use of 'when' vacations may be taken. This is not current practice.

4.04 Delete.

1.04 Adjust language

1.05 Adjust language

2. Section 2: 2.02 Remove restrictive language regarding meetings.

2.03 Strike "…thirty (30) days calendar notice…" as this is not reasonable.

2.05 Strike "…at the end of the school year…" as this is not current practice. Adjust language of "days/hours" to current DPI verbiage of "hours/minutes"

2.06 Adjust language to reflect Educator Effectiveness

3. Section 3: Professional Growth
3.02 Insert the word "licenses" after "life" – a previous omission

4. Section 4: Teacher Supervision and Evaluation
4.01 Adjust language to reflect the district's evaluation process of Educator Effectiveness. Delete sections 4.02 and 4.03.

5. Section 5: Change title to "Mentor Assignments"

6. Section 6: Teacher Assignments, Vacancies, Transfers, and Resignations
6.01 Delete verbiage regarding "local print media and statewide job placement sites via the web" as this does not reflect current practice.

6.02 Delete "Whenever possible" as professional courtesy requires professional behavior.

Change the liquidated damages to ($1,500) and ($2,000).

7. Section 8: Working Conditions
E. Delete this verbiage.

8. Section 9: Professional Staff Leaves and Absences – All subsections were moved to Employee Handbook Part 1, Provisions Applicable to All Staff

9. Section 10: Compensation for Hourly Substitution – All subsections were moved to Employee Handbook, Part 1, Provisions Applicable to All Staff

3. Section 6: Leaves and Absences – Delete entire section. See Provisions Applicable to All Staff

4. Section 7: Wage Compensation – Remove language referring to wage schedules, etc. Use verbiage "Per Board Approval"

5. Section 8: Employee Evaluations
   8.02 Delete "...the Board" to "Administration"

6. Section 9: Resignation from Employment
   9.01 Delete "ten (10) working days", replace with "two (2) weeks"

7. Section 10: Insurances – Delete All – See Provisions Applicable to All Staff

Employee Handbooks – Part IV: Administration; Part V: Co-Curricular Staff; and Part VI: Substitute Employees (Handbooks to this specificity rarely utilized.)

Recommendation to discontinue these handbooks. Rationale includes:

- Administration is bound by contract and job description
- Co-Curricular Staff Handbook is not used – A separate coach's handbook is updated frequently and reflects current practice
- A substitute handbook is never referred to or utilized by district substitutes.

VII. B.1.

SCHOOL DISTRICT OF ABBOTSFORD

ABBOTSFORD, WISCONSIN 54405

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Check Approval
June 19, 2017

The Abbotsford School Board of Education, at its Regular Meeting on June 19, 2017 approved the following checks:

RECEIPTS		
Receipts – General (May)	# 21821 - 21951	$ 200,916.72
Receipts – Student (May)	# 60202681 - 60202713	$ 7,266.00
VENDOR CHECKS		
Vendor Checks (May 12 – June 16)	# 57982 - 58104	$ 310,462.07
Vendor EFT (May 12 – June 16)	# 161700329 - 161700353	$ 119,771.30
Wires (May 12 – June 16)	# 201600219 - 201600228	$ 133,093.75
Student Activity (May 12 – June 16)	# 7087 - 7118	$ 11,033.33
PAYROLL CHECKS		
Payroll Checks (May)	# 26653 - 26655	$ 1,094.08
Direct Deposits (May)	# 20328 - 20531	$ 244,790.90
Payroll Payables (May)	None	$ 0.00
JOURNAL ENTRIES		
Journal Entries (May)	16-00133 – 16-00144	
BUDGET REVISIONS		
Budget Revisions (May)	16-00038 – 16-00041	
BUDGET TRANSFERS		
Budget Transfers (May)	16-00083 – 16-00098	

ABBOTSFORD SCHOOL BOARD OF EDUCATION

_____
President

_____
Vice President

_____
Clerk

_____
Treasurer

VII.B.2.

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
43	EMPLOYEE BENEFITS CO	05/31/2017	736.01
7087	ACTION CITY	05/12/2017	500.00
7088	BURNETT TRANSIT INC	05/12/2017	381.09
7089	BURT AWARDS INC	05/12/2017	128.15
7090	DESIGNER ADVERTISING	05/12/2017	14.00
7091	FIRST UNITED PRESB C	05/12/2017	25.00
7092	GREEN GROVE SUPPLY	05/12/2017	535.70
7093	GUNDERSON, GARY	05/12/2017	150.00
7094	HIGH ROLLER SKATING	05/12/2017	324.00
7095	KNAPMILLER, JACOB	05/12/2017	122.25
7096	NATIONAL FFA ORGANIZ	05/12/2017	306.00
7097	PRAXAIR DISTRIBUTION	05/12/2017	95.56
7098	SLIPEK, JOHN	05/12/2017	323.20
7099	SMITH BROTHERS MEATS	05/12/2017	743.19
7100	FASTENAL	05/26/2017	12.60
7101	FLINK, LUCINDA	05/26/2017	850.00
7102	GARCIA, CHRISTY	05/26/2017	850.00
7103	GERMANIA	05/26/2017	18.57
7104	GREEN GROVE SUPPLY	05/26/2017	393.62
7105	HOOVER METALS	05/26/2017	79.29
7106	KAUTZER, SCHYAN	05/26/2017	850.00
7107	KRAMERS COUNTY MARKE	05/26/2017	1,733.89
7108	MIDWAY STEEL INC	05/26/2017	32.03
7109	SHOPKO HOMETOWN	05/26/2017	30.00
7110	VIEGUT, MARYA	05/26/2017	99.72
7111	WI ASSOCIATION OF FF	05/26/2017	119.00
7112	ZIMMERMAN, ASHLEY	05/26/2017	25.00
7113	HIGH ROLLER SKATING	06/01/2017	396.00
7114	HEARTLAND NAPA/ABBOT	06/01/2017	17.49
7115	MOUNT OLYMPUS THEME	06/01/2017	729.00
7116	RUESCH, REBECCA	06/01/2017	26.43
7117	SCHINDLER, KIM	06/01/2017	288.55
7118	SHERATON MADISON HOT	06/01/2017	834.00
57901	ABBOTSFORD ED FOUNDA	05/10/2017	145.00
57902	GREAT- WEST	05/10/2017	1,010.00
57903	MIDAMERICA - TSA	05/10/2017	1,040.00
57904	MIDAMERICA ADMIN & R	05/10/2017	104.17
57963	WI SCHOOL LEADERSHIP	06/01/2017	-217.00
57982	KWIK TRIP	05/18/2017	10.00
57983	UW-COLLEGES	05/18/2017	3,682.74
57984	WE ENERGIES	05/18/2017	842.27
57985	JOHNSON, PAUL	05/19/2017	100.90
57986	MARCUM III, CHESTER	05/19/2017	98.80
57987	OURADA, JOHN	05/19/2017	70.00
57988	SMOLAREK, MIKE	05/19/2017	179.30
57989	ZIER, SAM	05/19/2017	92.00
57990	KNAPMILLER, JACOB	05/24/2017	250.00
57991	CONSTELLATION NEWENE	05/25/2017	1,504.50
57992	KANSAS CITY LIFE INS	05/25/2017	1,182.50
57993	NVA FIDUCIARY TRUST	05/25/2017	590.35
57994	ABBOTSFORD ED FOUNDA	05/30/2017	145.00
57995	GREAT- WEST	05/30/2017	1,010.00
57996	MIDAMERICA - TSA	05/30/2017	1,015.00
57997	MIDAMERICA ADMIN & R	05/30/2017	104.17
57998	AFLAC	05/31/2017	240.66
57999	COMFORT INN LA CROSS	05/31/2017	1,584.00

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
58000	DC EVEREST SCHOOL DI	05/31/2017	600.00
58001	KNAPMILLER, JACOB	05/31/2017	1,105.00
58002	PRENTICE SCHOOL DIST	05/31/2017	50.00
58003	SCHOOL DIST OF EDGAR	05/31/2017	100.00
58004	SCHOOL DISTRICT OF S	05/31/2017	225.00
58005	WE ENERGIES	05/31/2017	1,121.69
58006	WSMA	05/31/2017	236.00
58007	YOURMEMBERSHIP.COM,	06/01/2017	217.00
58008	ABBOTSFORD POST OFFI	06/07/2017	144.82
58009	CHARTER COMMUNICATIO	06/07/2017	717.25
58010	PRAIRIE FIRE THEATRE	06/07/2017	2,050.00
58011	XCEL ENERGY	06/07/2017	9,662.83
58012	ABBOTSFORD ED FOUNDA	06/08/2017	145.00
58013	GREAT- WEST	06/08/2017	1,010.00
58014	MIDAMERICA - TSA	06/08/2017	1,015.00
58015	MIDAMERICA ADMIN & R	06/08/2017	104.17
58016	MACNEIL ENVIRONMENTA	06/21/2017	2,800.00
58017	NCS PEARSON INC	06/21/2017	5,550.00
58018	NWEA-NORTHWEST EVALU	06/21/2017	6,100.00
58019	WASB	06/21/2017	125.00
58020	WASDA	06/21/2017	75.00
58021	WI TAXPAYERS ALLIANC	06/21/2017	48.00
58022	AGILE SPORTS TECHNOL	06/21/2017	2,400.00
58023	CPM EDUCATIONAL PROG	06/21/2017	2,957.04
58024	EBSCO INDUSTRIES, IN	06/21/2017	413.49
58025	EDUCLIMBER	06/21/2017	780.00
58026	EXPLORE LEARNING	06/21/2017	3,295.00
58027	Facts4Me, Inc.	06/21/2017	150.00
58028	FOLLETT SCHOOL SOLUT	06/21/2017	3,753.99
58029	HOUGHTON MIFFLIN COM	06/21/2017	1,192.80
58030	INFOBASE LEARNING	06/21/2017	405.44
58031	MARAWOOD CONFERENCE	06/21/2017	2,300.00
58032	POSTER COMPLIANCE CE	06/21/2017	138.00
58033	SERGEANT LABORATORIE	06/21/2017	3,405.83
58034	STUDIES WEEKLY	06/21/2017	535.50
58035	TIME FOR KIDS	06/21/2017	371.25
58036	VOCABULARYSPELLINGCI	06/21/2017	553.50
58037	WASB	06/21/2017	2,868.00
58038	WASDA	06/21/2017	1,055.00
58039	WHSFA	06/21/2017	325.00
58040	WI ASSOC FOR EQUITY	06/21/2017	300.00
58041	ABBOTSFORD HIGH SCHO	06/21/2017	57.78
58042	ADVANCED DISPOSAL SE	06/21/2017	797.93
58043	AMERICAN FENCE COMPA	06/21/2017	7,502.00
58044	ANDERSON ELECTRIC SE	06/21/2017	386.31
58045	BACKGROUND INVESTIGA	06/21/2017	35.85
58046	BATTERIES PLUS	06/21/2017	10.50
58047	BB COMMUNITY LEASING	06/21/2017	2,049.00
58048	BUDZINSKI, MYRON	06/21/2017	46.75
58049	BURT AWARDS INC	06/21/2017	104.25
58050	BUSHMAN DAIRY DIST	06/21/2017	1,737.25
58051	CDW GOVERNMENT	06/21/2017	44,185.40
58052	CESA 10	06/21/2017	8,254.04
58053	CHARTER COMMUNICATIO	06/21/2017	216.49
58054	CONSULTING WITH CLAR	06/21/2017	11.00
58055	CORVUS INDUSTRIES, L	06/21/2017	135.00

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
58056	CTL COMPANY INC	06/21/2017	381.54
58057	DEPARTMENT OF ADMINI	06/21/2017	1,500.00
58058	EQUAL RIGHTS DIVISIO	06/21/2017	67.50
58059	FISCHER, KEN	06/21/2017	14.25
58060	Flink, Michelle	06/21/2017	69.50
58061	FOLLETT SCHOOL SOLUT	06/21/2017	15.67
58062	G & K SERVICES	06/21/2017	137.92
58063	GONNERING, RON	06/21/2017	10.25
58064	GOV CONNECTION INC	06/21/2017	7,662.64
58065	HEARTLAND BUSINESS S	06/21/2017	73,990.00
58066	HELPING HANDS RECYCL	06/21/2017	195.25
58067	INTEGRITY FIRE PROTE	06/21/2017	334.00
58068	J H LARSON COMPANY	06/21/2017	472.14
58069	JAKEL PLUMBING HEATI	06/21/2017	2,520.00
58070	JAMF SOFTWARE	06/21/2017	144.00
58071	JOHNSON BLOCK & CO	06/21/2017	2,250.00
58072	KLOTH-DEN-OTTER, NIC	06/21/2017	11.50
58073	KURT KALEPP EXCAVATI	06/21/2017	81.00
58074	MAIL FINANCE	06/21/2017	263.88
58075	MARATHON COUNTY TREA	06/21/2017	310.00
58076	MARSHFIELD CLINIC	06/21/2017	698.20
58077	Mateer, Patrick	06/21/2017	20.25
58078	MEDFORD AREA PUBLIC	06/21/2017	4,751.00
58079	MEYER LUMBER SUPPLY	06/21/2017	97.51
58080	MIDAMERICA ADMIN & R	06/21/2017	93.76
58081	NORTHCENTRAL TECHNIC	06/21/2017	1,747.56
58082	NORTHERN MUSIC SERVI	06/21/2017	465.00
58083	PRESIDENTIAL EDUCATI	06/21/2017	71.00
58084	PROGRESSIVE TRAVEL I	06/21/2017	263.96
58085	RMM SOLUTIONS	06/21/2017	52,549.35
58086	SANDERS, ROGER	06/21/2017	19.95
58087	SCHOOL DIST OF COLBY	06/21/2017	9,163.26
58088	SCHOOLPOINTE, INC	06/21/2017	3,550.00
58089	SECURITY HEALTH PLAN	06/21/2017	40.80
58090	SHRED SAFE LLC	06/21/2017	68.10
58091	STRANG, PATTESON REN	06/21/2017	269.50
58092	STRO'S PLUMBING LLC	06/21/2017	1,976.13
58093	TEAM SPORTING GOODS	06/21/2017	733.85
58094	TOTZKE, LISA	06/21/2017	21.25
58095	TUMARX INC	06/21/2017	320.00
58096	UW MARSHFIELD WOOD C	06/21/2017	240.00
58097	VIEGUT, ADAM	06/21/2017	12.65
58098	WDATCP	06/21/2017	150.00
58099	WDATCP	06/21/2017	440.00
58100	WOGERNESE, JOE	06/21/2017	31.70
58101	WSMA	06/21/2017	544.00
58102	ABBOTSFORD HIGH SCHO	06/21/2017	930.00
58103	MARAWOOD CONFERENCE	06/21/2017	109.90
58104	SOTO, FRANKIE	06/21/2017	1,500.00
161700329	J W PEPPER & SON INC	06/21/2017	606.28
161700330	QUILL CORPORATION	06/21/2017	49.95
161700331	ABBOTSFORD CITY	06/21/2017	4,317.45
161700332	BAKER, CHERYL	06/21/2017	37.45
161700333	BURNETT TRANSIT INC	06/21/2017	10,112.25
161700334	CIHLAR, MATTHEW	06/21/2017	23.98
161700335	DALCO	06/21/2017	70.27

CHECK NUMBER	VENDOR	CHECK DATE	AMOUNT
161700336	DASHIR MANAGEMENT SE	06/21/2017	15,147.72
161700337	DEAN FOODS OF WISCON	06/21/2017	5,740.22
161700338	DECKER, JULIE	06/21/2017	1.27
161700339	HOLIDAY	06/21/2017	194.02
161700340	INDIANHEAD FOODSERVI	06/21/2017	30,648.94
161700341	J W PEPPER & SON INC	06/21/2017	26.99
161700342	KNAPMILLER, JACOB	06/21/2017	60.00
161700343	KRAMERS COUNTY MARKE	06/21/2017	721.47
161700344	MARATHON COUNTY SPEC	06/21/2017	47,162.90
161700345	MARSHFIELD BOOK & ST	06/21/2017	2,741.87
161700346	MENARD'S	06/21/2017	189.00
161700347	MEYER, LINDA	06/21/2017	11.80
161700348	PAN-O-GOLD	06/21/2017	497.87
161700349	PER MAR SECURITY SER	06/21/2017	129.50
161700350	PRAXAIR DISTRIBUTION	06/21/2017	278.59
161700351	SOTO, FRANKIE	06/21/2017	16.95
161700352	WE ENERGIES	06/21/2017	667.06
161700353	WISCNET	06/21/2017	317.50
201600219	INTERNAL REVENUE SER	05/31/2017	35,715.98
201600220	WI DEPT OF REVENUE	05/31/2017	6,303.92
201600221	WI RETIREMENT SYSTEM	05/31/2017	18,906.48
201600222	DELTA DENTAL OF WISC	06/01/2017	6,786.21
201600223	INTERNAL REVENUE SER	06/15/2017	38,030.62
201600224	WI DEPT OF REVENUE	06/15/2017	6,769.88
201600225	WI RETIREMENT SYSTEM	06/15/2017	20,119.14
201600226	AMAZON INC	06/14/2017	58.15
201600227	AMAZON INC	06/14/2017	200.41
201600228	AMAZON INC	06/14/2017	202.96
	Totals for checks		576,659.62

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	GENERAL FUND	184,871.33	-6,418.02	291,495.20	469,948.51
27	SPECIAL EDUCATION FUND	0.00	0.00	50,075.39	50,075.39
50	FOOD SERVICE FUND	0.00	356.45	42,587.23	42,943.68
51	FOOD SERVICE COOPERATIVE FUND	0.00	0.00	1,500.00	1,500.00
60	AGENCY FUND	11,033.33	0.00	0.00	11,033.33
80	COMMUNITY SERVICE FUND	0.00	0.00	71.51	71.51
99	OTHER PACKAGE AND COOPERATIVE	0.00	0.00	1,087.20	1,087.20
*** Fund Summary Totals ***		195,904.66	-6,061.57	386,816.53	576,659.62

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

VII.B.3.

Post Date	Receipt	Amount	Comment	Acct Nbr	Comment	Additional Desc	Reference
05/08/2017	21821	245.00		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21822	923.55		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21823	550.00		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21824	485.05		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21825	825.00		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21826	445.00		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21827	455.55		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21828	300.00		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21829	100.00		50 R 800 251 500000 000			MWERHMAN
05/08/2017	21830	50.00		80 R 800 272 500000 960		166093	SESPINO
05/08/2017	21831	50.00		80 R 800 272 500000 960		166094	SESPINO
05/08/2017	21832	10.00		80 R 800 272 500000 960		166095	SESPINO
05/08/2017	21833	50.00		80 R 800 272 500000 960		166096	SESPINO
05/08/2017	21834	50.00		80 R 800 272 500000 960		848001	SESPINO
05/08/2017	21835	50.00		80 R 800 272 500000 960		848002	SESPINO
05/08/2017	21836	50.00		80 R 800 272 500000 960		848003	SESPINO
05/08/2017	21837	75.00		10 R 800 271 500000 219			SPENCER
05/08/2017	21838	100.00		10 R 800 271 500000 219			MARATHON
05/08/2017	21839	100.00		10 R 800 271 500000 219			NEWMAN
05/08/2017	21840	4173.00		10 R 800 971 500000 000			EMC
05/08/2017	21841	834.16		27 R 800 780 500000 000			FORWARD HEALTH
05/08/2017	21842	10094.87		10 R 800 780 500000 000			FORWARD HEALTH
05/08/2017	21843	437.30		10 R 800 292 500000 000			TARCHAMBO-BOWERS
05/08/2017	21844	50.00		10 R 800 240 500000 000			RHEINDL
05/08/2017	21845	2192.26		10 R 800 952 500000 888			MIDAMERICA
05/08/2017	21846	30034.65		27 R 800 730 500000 341			WI DPI AIDS REG
05/08/2017	21847	377.32		27 R 800 730 500000 347			WI DPI AIDS REG
05/15/2017	21848	844.98		10 R 800 280 500000 000		INTEREST	INTEREST
05/15/2017	21849	-844.98		10 A 000 000 712100 000		INTEREST	INTEREST
05/18/2017	21850	2155.48		50 R 800 730 500000 376			WI DPI AIDS REG
05/18/2017	21851	100.00		80 R 800 272 500000 960		166097	SESPINO
05/18/2017	21852	50.00		80 R 800 272 500000 960		848004	SESPINO
05/18/2017	21853	1605.00		10 R 800 971 500000 000			XCEL ENERGY
05/18/2017	21854	6131.00		10 R 800 971 500000 000			EMC
05/18/2017	21855	100.00		10 R 800 271 500000 219			EDGAR
05/18/2017	21856	75.00		10 R 800 271 500000 219			THORP

Post Date	Receipt	Amount	Comment	Acct Nbr	Comment	Additional Desc	Reference
05/18/2017	21857	175.00		50 R 800 251 500000 000			MWEHRMAN
05/18/2017	21858	583.00		50 R 800 251 500000 000			MWEHRMAN
05/18/2017	21859	565.00		50 R 800 251 500000 000			MWEHRMAN
05/18/2017	21860	100.00		50 R 800 251 500000 000			MWEHRMAN
05/18/2017	21861	405.00		50 R 800 251 500000 000			MWEHRMAN
05/18/2017	21862	551.22		10 R 800 292 500000 000			RBARGENDER
05/18/2017	21863	101.22		10 R 800 292 500000 000			RBARGENDER
05/18/2017	21864	257.27		10 R 800 292 500000 000			RBARGENDER
05/18/2017	21865	180.00		10 R 800 294 500000 000			RBARGENDER
05/18/2017	21867	75.00		21 R 800 291 500000 000			FOUNDATION
05/18/2017	21868	50.00		10 R 800 271 500000 219			PRENTICE
05/18/2017	21869	100.00		10 R 800 271 500000 219			PRENTICE
05/18/2017	21870	75.00		10 R 800 271 500000 219			PRENTICE
05/24/2017	21871	836.00		10 R 800 271 500000 219			JSCHREIBER/JMEDDAUGH
05/24/2017	21873	150.38		50 R 800 971 500000 000			NARDONE BROTHERS BAK
05/24/2017	21874	177.50		50 R 800 262 500000 799			MARAWOOD MEALS
05/24/2017	21875	490.00		50 R 800 251 500000 000			MWEHRMAN
05/24/2017	21876	347.80		50 R 800 251 500000 000			MWEHRMAN
05/24/2017	21877	225.00		50 R 800 251 500000 000			MWEHRMAN
05/24/2017	21878	442.50		50 R 800 251 500000 000			MWEHRMAN
05/24/2017	21879	771.55		50 R 800 251 500000 000			MWEHRMAN
05/24/2017	21880	666.15		50 R 800 251 500000 000			MWEHRMAN
05/24/2017	21881	202.00		50 R 800 251 500000 000			MWEHRMAN
05/24/2017	21882	300.00		10 R 700 295 500000 000			KANDERSON
05/24/2017	21883	50.00		10 R 800 271 500000 219			GILMAN
05/24/2017	21884	75.00		10 R 800 271 500000 219			OWEN
05/24/2017	21885	2692.60		10 R 700 295 500000 000			OWEN
05/24/2017	21886	446.65		10 R 800 292 500000 000			LFISCHER
05/24/2017	21887	446.65		10 R 800 292 500000 000			IGARCIA
05/22/2017	21889	7499.83		50 R 800 717 500000 546			WI DPI AIDS REG
05/22/2017	21890	22034.70		50 R 800 717 500000 547			WI DPI AIDS REG
05/22/2017	21891	1105.96		50 R 800 717 500000 566			WI DPI AIDS REG
05/22/2017	21892	75477.02		10 R 800 751 500000 141			WI DPI AIDS REG
05/17/2017	21893	8285.88		10 R 800 517 500000 365			CESA 10
05/17/2017	21894	9465.40		10 R 800 517 500000 391			CESA 10
05/31/2017	21895	39.84		72 R 800 280 500000 000			INTEREST

Post Date	Receipt	Amount	Comment	Acct Nbr	Comment	Additional Desc	Reference
05/31/2017	21896	37.19		60 L 600 000 814030 000			
05/31/2017	21897	4.12		60 L 600 000 814030 000			
05/31/2017	21898	0.74		10 R 800 280 500000 000			
05/31/2017	21899	131.09		10 R 800 280 500000 000		INTEREST	INTEREST
05/31/2017	21900	649.27		10 R 800 280 500000 000		INTEREST	INTEREST
05/31/2017	21937	20.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21938	30.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21939	110.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21940	90.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21941	100.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21942	100.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21943	135.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21944	120.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21945	200.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21946	49.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21947	30.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21948	20.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21949	100.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21950	120.00		50 R 800 251 500000 000			E-FUNDS
05/31/2017	21951	100.00		50 R 800 251 500000 000			E-FUNDS
05/03/2017	60202681	45.00		60 L 600 000 814810 000			
05/03/2017	60202682	72.00		60 L 600 000 814560 000			
05/03/2017	60202683	339.00		60 L 600 000 814218 000			
05/03/2017	60202684	45.00		60 L 600 000 814217 000			
05/03/2017	60202685	130.00		60 L 600 000 814217 000			
05/03/2017	60202686	65.00		60 L 600 000 814320 000			
05/03/2017	60202687	55.00		60 L 600 000 814320 000			
05/03/2017	60202688	15.00		60 L 600 000 814530 000			
05/03/2017	60202689	135.00		60 L 600 000 814530 000			
05/12/2017	60202690	78.00		60 L 600 000 814990 000			
05/11/2017	60202691	1072.00		60 L 600 000 814730 000			
05/12/2017	60202692	20.00		60 L 600 000 814730 000			
05/11/2017	60202693	114.10		60 L 600 000 814600 000			
05/12/2017	60202694	156.00		60 L 600 000 814730 000			
05/12/2017	60202695	4.00		60 L 600 000 814960 000			
05/12/2017	60202696	188.00		60 L 600 000 814960 000			

Post Date	Receipt	Amount	Comment	Acct Nbr	Comment	Additional Desc	Reference
05/23/2017	60202697	367.90		60 L 600 000 814070 000			
05/23/2017	60202698	70.00		60 L 600 000 814217 000			
05/23/2017	60202699	252.00		60 L 600 000 814217 000			
05/23/2017	60202700	468.00		60 L 600 000 814217 000			
05/23/2017	60202701	48.00		60 L 600 000 814960 000			
05/23/2017	60202702	6.00		60 L 600 000 814960 000			
05/23/2017	60202703	108.00		60 L 600 000 814960 000			
05/23/2017	60202704	168.00		60 L 600 000 814960 000			
05/23/2017	60202705	598.00		60 L 600 000 814730 000			
05/23/2017	60202706	72.00		60 L 600 000 814730 000			
05/30/2017	60202707	250.00		60 L 600 000 814320 000			
05/30/2017	60202708	425.00		60 L 600 000 814320 000			
05/30/2017	60202709	170.00		60 L 600 000 814960 000			
05/30/2017	60202710	200.00		60 L 600 000 814850 000			
05/30/2017	60202711	530.00		60 L 600 000 814850 000			
05/30/2017	60202712	140.00		60 L 600 000 814610 000			
05/30/2017	60202713	860.00		60 L 600 000 814610 000			

208182.72 Total for Cash Receipts

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	GENERAL FUND	-844.98	126,149.42	0.00	125,304.44
21	SPECIAL REVENUE TRUST FUND	0.00	75.00	0.00	75.00
27	SPECIAL EDUCATION FUND	0.00	31,246.13	0.00	31,246.13
50	FOOD SERVICE FUND	0.00	43,750.00	0.00	43,750.00
60	AGENCY FUND	7,307.31	0.00	0.00	7,307.31
72	EXPENDABLE TRUST FUND	0.00	39.84	0.00	39.84
80	COMMUNITY SERVICE FUND	0.00	460.00	0.00	460.00
*** Fund Summary Totals ***		6,462.33	201,720.39	0.00	208,182.72

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

VII.B.4.

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00133	CORRECTING ACCOUNTING	2016-2017	05/03/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		CORRECTING ACCOUNTING FOR SERVICE	10 E 800 310 253000 000	05/03/2017	22,166.72	0.00
2		CORRECTING ACCOUNTING FOR SERVICE	10 E 800 310 254900 000	05/03/2017	0.00	22,166.72
				TOTALS	22,166.72	22,166.72

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00134	TRANSFERS TO/FROM SAVINGS	2016-2017	05/10/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1	COMMUNIT000	TRANSFER TO SAVINGS -DEBIT	10 A 000 000 712200 000 TRANSFER TO SAVINGS	05/10/2017	0.00	0.00
2	ABBY BAN000	TRANSFER TO SAVINGS-CREDIT	10 A 000 000 711000 000 TRANSFER TO SAVINGS	05/10/2017	0.00	0.00
3	COMMUNIT000	TRANSFER TO CHECKING - CREDIT	10 A 000 000 712200 000 TRANSFER TO CHECKING	05/10/2017	0.00	113,000.00
4	ABBY BAN000	TRANSFER TO CHECKING - DEBIT	10 A 000 000 711000 000 TRANSFER TO CHECKING	05/10/2017	113,000.00	0.00
				TOTALS	113,000.00	113,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00136	Food Service	2016-2017	05/12/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		F/S payments from payroll - Debit	10 L 000 000 811692 000	05/12/2017	293.84	0.00
2		F/S payments from payroll - Credit	50 R 800 251 500000 000	05/12/2017	0.00	293.84
3		F/S payments from payroll - Credit	10 A 000 000 711000 000	05/12/2017	0.00	293.84
4		F/S payments from payroll - Debit	50 A 000 000 711000 000	05/12/2017	293.84	0.00
5		F/S payments from payroll - Debit	27 L 000 000 811692 000	05/12/2017	6.66	0.00
6		F/S payments from payroll - Credit	50 R 800 251 500000 000	05/12/2017	0.00	6.66
7		F/S payments from payroll - Credit	27 A 000 000 711000 000	05/12/2017	0.00	6.66
8		F/S payments from payroll - Debit	50 A 000 000 711000 000	05/12/2017	6.66	0.00
				TOTALS	601.00	601.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00138	TRANSFERS TO/FROM SAVINGS	2016-2017	05/12/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1	COMMUNIT000	TRANSFER TO SAVINGS -DEBIT	10 A 000 000 712200 000 TRANSFER TO SAVINGS	07/30/2014	0.00	0.00
2	ABBY BAN000	TRANSFER TO SAVINGS-CREDIT	10 A 000 000 711000 000 TRANSFER TO SAVINGS	02/05/2007	0.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00138	TRANSFERS TO/FROM SAVINGS	2016-2017	05/12/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
3	COMMUNIT000	TRANSFER TO CHECKING - CREDIT	10 A 000 000 712200 000 TRANSFER TO CHECKING	02/05/2007	0.00	650,000.00
4	ABBY BAN000	TRANSFER TO CHECKING - DEBIT	10 A 000 000 711000 000 TRANSFER TO CHECKING	02/05/2007	650,000.00	0.00
				TOTALS	650,000.00	650,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00139	Reed Welsh's Insurance Clean up	2016-2017	05/25/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Reed Welsh's Insurance Clean up	10 R 800 952 500000 888	05/25/2017	26,376.60	0.00
2		Reed Welsh's Insurance Clean up	10 E 800 293 299000 888	05/25/2017	0.00	26,376.60
3		Reed Welsh's Insurance Clean up	10 L 000 000 811631 000	05/25/2017	0.00	26,307.12
4		Reed Welsh's Insurance Clean up	10 L 000 000 811633 000	05/25/2017	0.00	69.48
5		Reed Welsh's Insurance Clean up	10 E 800 293 299000 888	05/25/2017	26,376.60	0.00
				TOTALS	52,753.20	52,753.20

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00140	TRANSFERS TO/FROM SAVINGS	2016-2017	05/30/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1	COMMUNIT000	TRANSFER TO SAVINGS -DEBIT	10 A 000 000 712200 000 TRANSFER TO SAVINGS	07/30/2014	0.00	0.00
2	ABBY BAN000	TRANSFER TO SAVINGS-CREDIT	10 A 000 000 711000 000 TRANSFER TO SAVINGS	02/05/2007	0.00	0.00
3	COMMUNIT000	TRANSFER TO CHECKING - CREDIT	10 A 000 000 712200 000 TRANSFER TO CHECKING	02/05/2007	0.00	172,000.00
4	ABBY BAN000	TRANSFER TO CHECKING - DEBIT	10 A 000 000 711000 000 TRANSFER TO CHECKING	02/05/2007	172,000.00	0.00
				TOTALS	172,000.00	172,000.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00141	Food Service	2016-2017	05/30/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		F/S payments from payroll - Debit	10 L 000 000 811692 000	05/30/2017	243.84	0.00
2		F/S payments from payroll - Credit	50 R 800 251 500000 000	05/30/2017	0.00	243.84
3		F/S payments from payroll - Credit	10 A 000 000 711000 000	05/30/2017	0.00	243.84
4		F/S payments from payroll - Debit	50 A 000 000 711000 000	05/30/2017	243.84	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00141	Food Service	2016-2017	05/30/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
. . . CONTINUED						
5		F/S payments from payroll - Debit	27 L 000 000 811692 000	05/30/2017	6.66	0.00
6		F/S payments from payroll - Credit	50 R 800 251 500000 000	05/30/2017	0.00	6.66
7		F/S payments from payroll - Credit	27 A 000 000 711000 000	05/30/2017	0.00	6.66
8		F/S payments from payroll - Debit	50 A 000 000 711000 000	05/30/2017	6.66	0.00
				TOTALS	501.00	501.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00142	INTEREST - MONTHLY	2016-2017	05/31/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer General Interest - DB	10 A 000 000 712200 000 INTEREST - DB	05/31/2017	649.27	0.00
2		Transfer General Interest - CR	10 A 000 000 711000 000 INTEREST - CR	05/31/2017	0.00	649.27
3		Transfer Student Interest - DB	60 A 600 000 712200 000	05/31/2017	4.12	0.00
4		Transfer Student Interest - CR	60 A 600 000 711060 000	05/31/2017	0.00	4.12
				TOTALS	653.39	653.39

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00143	INTEREST - MONTHLY	2016-2017	05/31/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
3		Transfer Student Interest - DB	60 A 600 000 712200 000	05/31/2017	0.00	4.12
4		Transfer Student Interest - CR	60 A 600 000 711060 000	05/31/2017	4.12	0.00
				TOTALS	4.12	4.12

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00144	INTEREST - MONTHLY	2016-2017	05/31/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer Student Interest - DB	60 A 600 000 712200 000	05/31/2017	4.12	0.00
2		Transfer Student Interest - CR	60 A 600 000 711060 000	05/31/2017	0.00	4.12
				TOTALS	4.12	4.12

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

VII.B.5.

Fd	Fd	Func	Func	Beginning Balance	2016-17 FYTD Credits	2016-17 FYTD Debits	Ending Balance
60	AGENCY FUND	711060	STUDENT ACTIVITY CASH ACCOUNT	7,150.78	75,192.27	86,725.44	18,683.95
60	AGENCY FUND	712200	SAVINGS ACCOUNTS	0.00	7,913.47	54,945.92	47,032.45
60	AGENCY FUND	7-----		7,150.78	83,105.74	141,671.36	65,716.40
60	AGENCY FUND	811210	AP ACCRUAL	0.00	67,230.72	67,230.72	0.00
60	AGENCY FUND	8-----		0.00	67,230.72	67,230.72	0.00
60	AGENCY FUND	814030	INTEREST	-649.90	257.19	94.27	812.82-
60	AGENCY FUND	814050	MISCELLANEOUS	-464.09	414.52	657.02	221.59-
60	AGENCY FUND	814070	PBIS	-20.89	1,110.76	297.94	833.71-
60	AGENCY FUND	814217	CLASS OF 2017	-879.08	1,390.40	2,063.11	206.37-
60	AGENCY FUND	814218	CLASS OF 2018	-500.00	1,079.00	371.93	1,207.07-
60	AGENCY FUND	814219	Class of 2019	-540.00	670.00	0.00	1,210.00-
60	AGENCY FUND	814220	Class of 2020	0.00	480.00	5.00	475.00-
60	AGENCY FUND	814320	ANNUAL	-161.37	2,515.00	706.13	1,970.24-
60	AGENCY FUND	814400	KIDS OF 205	-82.38	0.00	0.00	82.38-
60	AGENCY FUND	814415	FALCON ALTERNATIVE SCHOOL	-205.66	0.00	33.00	172.66-
60	AGENCY FUND	814420	FORENSICS	-161.52	0.00	0.00	161.52-
60	AGENCY FUND	814520	FBLA	-1,003.81	1,794.40	1,870.48	927.73-
60	AGENCY FUND	814530	FFA	-1,382.28	34,104.03	28,939.45	6,546.86-
60	AGENCY FUND	814540	FCCLA	-588.13	1,729.62	1,771.91	545.84-
60	AGENCY FUND	814560	FOREIGN LANGUAGE CLUB	-6,053.52	3,405.00	4,584.83	4,873.69-
60	AGENCY FUND	814570	COMMUNITY SERVICE PROJECTS	-11.16	0.00	0.00	11.16-
60	AGENCY FUND	814580	NHS	-43.49	0.00	0.00	43.49-
60	AGENCY FUND	814600	HS STUDENT SENATE	-1,585.38	1,275.39	812.46	2,048.31-
60	AGENCY FUND	814610	MIDDLE SCHOOL STUDENT SENATE	-265.18	4,967.05	2,617.59	2,614.64-
60	AGENCY FUND	814620	VICA	-1,041.32	0.00	925.00	116.32-
60	AGENCY FUND	814730	GREENHOUSE	-30,156.57	6,316.00	5,399.09	31,073.48-
60	AGENCY FUND	814740	METALS	-1,568.70	422.92	758.36	1,233.26-
60	AGENCY FUND	814800	PREPS ON THE NET MEDIA	-187.23	0.00	0.00	187.23-
60	AGENCY FUND	814810	BASEBALL	73.35	135.00	0.00	61.65-
60	AGENCY FUND	814820	BOYS BASKETBALL	-288.26	0.00	195.00	93.26-
60	AGENCY FUND	814830	GIRLS BASKETBALL	-405.65	0.00	150.00	255.65-
60	AGENCY FUND	814850	TRACK	-746.55	906.00	341.70	1,310.85-
60	AGENCY FUND	814860	FOOTBALL	-883.55	8,192.75	7,790.23	1,286.07-
60	AGENCY FUND	814930	VOLLEYBALL	-2,254.23	1,073.00	2,005.52	1,321.71-
60	AGENCY FUND	814940	WRESTLING	-1,033.31	535.00	265.64	1,302.67-
60	AGENCY FUND	814950	Student of the Month	-376.53	617.96	441.93	552.56-
60	AGENCY FUND	814960	Elementary Trip Account	0.00	5,674.67	4,458.00	1,216.67-
60	AGENCY FUND	814970	PHY ED - CAN RECYCLING	-411.39	62.55	0.00	473.94-

Fd	Fd	Func	Func	Beginning Balance	2016-17 FYTD Credits	2016-17 FYTD Debits	Ending Balance
60	AGENCY FUND	814990	Safe Organized Acctable Respon	-188.00	78.00	0.00	266.00-
60	AGENCY FUND	8-----		-54,065.78	79,206.21	67,555.59	65,716.40-
60	AGENCY FUND	931100	RESERVED FOR ENCUMBRANCES	820.00	74,415.09	70,312.85	3,282.24-
60	AGENCY FUND	9-----		820.00	74,415.09	70,312.85	3,282.24-
60	AGENCY FUND	------		-46,095.00	303,957.76	346,770.52	3,282.24-

Fd	Fd	Func	Func	Beginning Balance	2016-17 FYTD Credits	2016-17 FYTD Debits	Ending Balance
Grand Asset Totals				7,150.78	83,105.74	141,671.36	65,716.40
Grand Liability Totals				-54,065.78	146,436.93	134,786.31	65,716.40-
Grand Equity Totals				820.00	74,415.09	70,312.85	3,282.24-
Grand Totals				-46,095.00	303,957.76	346,770.52	3,282.24-

Number of Accounts: 38

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

Fd	Fd	Func	Func	Beginning Balance	2016-17 FYTD Credits	2016-17 FYTD Debits	Ending Balance
60	AGENCY FUND	711060	STUDENT ACTIVITY CASH ACCOUNT	7,150.78	75,192.27	86,725.44	18,683.95
60	AGENCY FUND	712200	SAVINGS ACCOUNTS	0.00	7,913.47	54,945.92	47,032.45
60	AGENCY FUND	7-----		7,150.78	83,105.74	141,671.36	65,716.40
60	AGENCY FUND	811210	AP ACCRUAL	0.00	67,230.72	67,230.72	0.00
60	AGENCY FUND	8-----		0.00	67,230.72	67,230.72	0.00
60	AGENCY FUND	814030	INTEREST	-649.90	257.19	94.27	812.82-
60	AGENCY FUND	814050	MISCELLANEOUS	-464.09	414.52	657.02	221.59-
60	AGENCY FUND	814070	PBIS	-20.89	1,110.76	297.94	833.71-
60	AGENCY FUND	814217	CLASS OF 2017	-879.08	1,390.40	2,063.11	206.37-
60	AGENCY FUND	814218	CLASS OF 2018	-500.00	1,079.00	371.93	1,207.07-
60	AGENCY FUND	814219	Class of 2019	-540.00	670.00	0.00	1,210.00-
60	AGENCY FUND	814220	Class of 2020	0.00	480.00	5.00	475.00-
60	AGENCY FUND	814320	ANNUAL	-161.37	2,515.00	706.13	1,970.24-
60	AGENCY FUND	814400	KIDS OF 205	-82.38	0.00	0.00	82.38-
60	AGENCY FUND	814415	FALCON ALTERNATIVE SCHOOL	-205.66	0.00	33.00	172.66-
60	AGENCY FUND	814420	FORENSICS	-161.52	0.00	0.00	161.52-
60	AGENCY FUND	814520	FBLA	-1,003.81	1,794.40	1,870.48	927.73-
60	AGENCY FUND	814530	FFA	-1,382.28	34,104.03	28,939.45	6,546.86-
60	AGENCY FUND	814540	FCCLA	-588.13	1,729.62	1,771.91	545.84-
60	AGENCY FUND	814560	FOREIGN LANGUAGE CLUB	-6,053.52	3,405.00	4,584.83	4,873.69-
60	AGENCY FUND	814570	COMMUNITY SERVICE PROJECTS	-11.16	0.00	0.00	11.16-
60	AGENCY FUND	814580	NHS	-43.49	0.00	0.00	43.49-
60	AGENCY FUND	814600	HS STUDENT SENATE	-1,585.38	1,275.39	812.46	2,048.31-
60	AGENCY FUND	814610	MIDDLE SCHOOL STUDENT SENATE	-265.18	4,967.05	2,617.59	2,614.64-
60	AGENCY FUND	814620	VICA	-1,041.32	0.00	925.00	116.32-
60	AGENCY FUND	814730	GREENHOUSE	-30,156.57	6,316.00	5,399.09	31,073.48-
60	AGENCY FUND	814740	METALS	-1,568.70	422.92	758.36	1,233.26-
60	AGENCY FUND	814800	PREPS ON THE NET MEDIA	-187.23	0.00	0.00	187.23-
60	AGENCY FUND	814810	BASEBALL	73.35	135.00	0.00	61.65-
60	AGENCY FUND	814820	BOYS BASKETBALL	-288.26	0.00	195.00	93.26-
60	AGENCY FUND	814830	GIRLS BASKETBALL	-405.65	0.00	150.00	255.65-
60	AGENCY FUND	814850	TRACK	-746.55	906.00	341.70	1,310.85-
60	AGENCY FUND	814860	FOOTBALL	-883.55	8,192.75	7,790.23	1,286.07-
60	AGENCY FUND	814930	VOLLEYBALL	-2,254.23	1,073.00	2,005.52	1,321.71-
60	AGENCY FUND	814940	WRESTLING	-1,033.31	535.00	265.64	1,302.67-
60	AGENCY FUND	814950	Student of the Month	-376.53	617.96	441.93	552.56-
60	AGENCY FUND	814960	Elementary Trip Account	0.00	5,674.67	4,458.00	1,216.67-
60	AGENCY FUND	814970	PHY ED - CAN RECYCLING	-411.39	62.55	0.00	473.94-

Fd	Fd	Func	Func	Beginning Balance	2016-17 FYTD Credits	2016-17 FYTD Debits	Ending Balance
60	AGENCY FUND	814990	Safe Organized Acctable Respon	-188.00	78.00	0.00	266.00-
60	AGENCY FUND	8-----		-54,065.78	79,206.21	67,555.59	65,716.40-
60	AGENCY FUND	931100	RESERVED FOR ENCUMBRANCES	820.00	74,415.09	70,312.85	3,282.24-
60	AGENCY FUND	9-----		820.00	74,415.09	70,312.85	3,282.24-
60	AGENCY FUND	------		-46,095.00	303,957.76	346,770.52	3,282.24-

Fd	Fd	Func	Func	Beginning Balance	2016-17 FYTD Credits	2016-17 FYTD Debits	Ending Balance
	Grand Asset Totals			7,150.78	83,105.74	141,671.36	65,716.40
	Grand Liability Totals			-54,065.78	146,436.93	134,786.31	65,716.40-
	Grand Equity Totals			820.00	74,415.09	70,312.85	3,282.24-
	Grand Totals			-46,095.00	303,957.76	346,770.52	3,282.24-

Number of Accounts: 38

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

VII.B.6.

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00038	Suspended ceilings	2016-2017	05/03/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Suspended Ceiling Project	10 E 800 310 253000 000	05/03/2017	17,640.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00039	projects as board approved	2016-2017	05/08/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Remaining Projects	10 E 800 320 253000 000	05/08/2017	68,015.70	0.00
3		Remaining Projects board approved	10 E 800 551 253000 000	05/08/2017	24,400.00	0.00
4		Remaining board approved projects	10 E 800 441 253000 000	05/08/2017	400.00	0.00
				TOTALS	92,815.70	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00040	30 AMP Receptacle	2016-2017	05/15/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		30 AMP Receptacle as per Baker	10 E 800 310 266000 000	05/15/2017	388.00	0.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00041	Audio Cable	2016-2017	05/15/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		30 AMP Receptacle as per Baker	10 E 800 310 266000 000	05/15/2017	11.00	0.00

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

VII. B. 7.

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00084	Special Education - Ohlloff	2016-2017	05/01/2017	Activate	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Transfer per Kelly Kapitz and Gary Gunderson	27 E 100 441 152100 019	02/13/2017	250.00	0.00
3		Transfer per Kelly Kapitz and Gary Gunderson	27 E 100 441 158100 019	02/13/2017	0.00	250.00
				TOTALS	250.00	250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00085	ACCOUNT CODING CORRECTION	2016-2017	05/03/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		TO MAINTENANCE 310 ACCT	10 E 800 331 253000 000	05/03/2017	0.00	15,661.56
2		FROM MAINTENANCE 331 ACCT	10 E 800 310 253000 000	05/03/2017	15,661.56	0.00
				TOTALS	15,661.56	15,661.56

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00091	Advertizing	2016-2017	05/05/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Advertizing	10 E 800 351 231100 000	05/05/2017	650.00	0.00
2		Advertizing	10 E 800 241 231100 000	05/05/2017	0.00	650.00
				TOTALS	650.00	650.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00092	Power Supply	2016-2017	05/05/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Power Supply	10 E 800 441 266000 000	05/05/2017	2,506.00	0.00
2		Power Supply	10 E 800 241 231100 000	05/05/2017	0.00	2,506.00
				TOTALS	2,506.00	2,506.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00093	Cesa Contract	2016-2017	05/05/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Cesa Contract	10 E 800 386 221220 000	05/05/2017	1,656.00	0.00
2		Cesa Contract	10 E 800 241 231100 000	05/05/2017	0.00	1,656.00
				TOTALS	1,656.00	1,656.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00095	Membership Audit	2016-2017	05/15/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Membership Audit	10 E 800 310 231700 000	05/15/2017	2,250.00	0.00
2		Membership Audit	10 E 800 241 231100 000	05/15/2017	0.00	2,250.00
				TOTALS	2,250.00	2,250.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00096	Election Supplies	2016-2017	05/16/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Election Supplies	10 E 800 411 231400 000	05/16/2017	310.00	0.00
2		Election Supplies	10 E 800 241 231100 000	05/16/2017	0.00	310.00
				TOTALS	310.00	310.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00097	Recycling old equipment	2016-2017	05/25/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Recycling old equipment	10 E 800 310 266000 000	05/25/2017	156.00	0.00
2		Recycling old equipment	10 E 800 241 231100 000	05/25/2017	0.00	156.00
				TOTALS	156.00	156.00

BATCH	DESCRIPTION	FISCAL YEAR	POST DATE	BATCH ORIGIN	STATUS
16-00098	Alternative School Network Switch	2016-2017	05/25/2017	Batch Entry	History

LINE	NAME/PROJ	DESCRIPTION/ADDITIONAL DESCRIPTION	ACCOUNT/REFERENCE	ENTRY DATE	DEBIT AMOUNT	CREDIT AMOUNT
1		Network Switch	99 E 400 441 129000 000	05/25/2017	289.00	0.00
2		Alternative Switch	99 E 400 435 129000 000	05/25/2017	0.00	289.00
				TOTALS	289.00	289.00

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

SUBSTITUTE LIST

VII. C. Date Updated: 6/7/2017

LAST NAME	FIRST NAME	POSITION	APPROVED
Adleman ,	Amy	Substitute Teacher	6/20/2016
Anderson ,	Chell	Substitute Teacher	9/17/2012
Arndt ,	Michele	Teacher Assistant	12/19/2016
Bichanich ,	Robin	Substitute Teacher	9/15/2014
Blair ,	Sara	Clerical Sub	2/22/2001
Broeske ,	Kimberly	Teacher Ass't Sub	10/17/2016
Bunke ,	Cathy	Substitute Teacher	11/19/2012
Carpenter ,	Mary	Substitute Teacher	8/17/2015
Colby ,	Trisha	Substitute Teacher	7/1/2010
Erickson ,	Patricia	Substitute Teacher	9/1/2014
Field ,	Maggie	Substitute Teacher	12/19/2016
Gehrke ,	Dorothy	Substitute Teacher	12/1/1997
Gonnering ,	Shawn	Clerical Sub	11/1/2004
Gutierrez ,	Melissa	Ell Assistant, Kitchen Help	8/17/2015
Heck ,	Susan	Teacher Assistant, Kitchen Sub & Clerical Sub	4/21/2014
Hoffman ,	Linda	Clerical Sub	
Hoffman ,	Paul	Substitute Teacher	5/16/2005
Hosler ,	Russell	Substitute Teacher	9/19/2011
Jones ,	Janice	Secretarial/Lunch Substitute	9/19/2016
Karsten ,	Susan	Substitute Teacher	1/21/2008
Kelsey ,	Emily	Substitute Teacher	9/19/2016
Knautz ,	Paul	Substitute Teacher	9/19/2011
Krebsbach ,	Sheryl	Food Service Substitute	5/18/2016
Landwehr ,	Lita	Teacher Assistant Substitute	
Laventure ,	Vickie	Substitute Teacher	2/1/2014
Lindau ,	Megan	Substitute Teacher	3/21/2016
Maki ,	Carol	Clerical Sub	12/15/2008
Marshall ,	Michaela	Substitute Teacher	1/16/2017
Meyer ,	James	Substitute Teacher	11/16/2015
Meyers ,	Marilyn	Substitute Teacher	8/15/2011
Milliren ,	Charles	Subsitute Teacher	9/19/2016
Niedzwiecki ,	Andy	Substitute Teacher	12/19/2016
O'Konski ,	Renae	Subsitute Teacher	11/19/2007
Olson ,	Hannah	Substitute Teacher	11/21/2016
Short ,	Theresa	Substitute Teacher	6/19/2017
Smith ,	Gregory	Substitute Teacher	9/21/2015
Soto ,	Emily	Food Service Substitute	6/16/2014
Soto ,	Marissa	Food Service Substitute	6/16/2014
Stefancin ,	Laura	Substitute Teacher	2/20/2017
Thomas ,	Justin	Substitute Teacher	11/22/2010
Welsh ,	Reed	Substitute Teacher	11/21/2016
Wilson ,	Kimberley	Substitute Teacher	9/21/2015
Wittlinger ,	Judith	Clerical Sub	3/18/2013
Wiersma ,	Terri	Substitute Teacher	12/16/2013
Zirngible ,	Katy	Substitute Teacher	2/20/2017

ADDITIONS FOR THE CURRENT MONTH

VII. G

Clark County Health Department 517 Court St., Rm 105 | Neillsville, WI 54456

Phone: (715)743-5105 | Toll Free 1-877-743-5105 | Fax (715)743-5115 | http://www.co.clark.wi.us

Public Health
Prevent. Promote. Protect.

SCHOOL HEALTH SERVICE AGREEMENT

This agreement between the Clark County Health-Department (CCHD) and the Abbotsford School District becomes effective upon date of last signature.

This agreement shall be interpreted that the Clark County Health Department will provide consultation services as defined below:

1. The Clark County Health Department will provide school health services for the Abbotsford School District during the 2017-2018 school year. Available services include:

    a) Consultation regarding emergency health services. It is understood that "emergency services" will be limited to consultation regarding emergency care policies and procedures. It is the responsibility of the school to see that these policies and procedures are implemented and that appropriately trained staff is available to provide emergency care.

    b) Consultation regarding communicable disease prevention and control in the school setting.

    c) Consultation regarding health problems of students.

    d) Cooperative assessment of health education needs of parents, staff, and student groups.

    e) Provision of health education presentations for students, staff, or parents as requested, as resources allow, and upon reasonable notice.

    f) Consultation regarding state immunization program guidelines. Routine obtaining of records, analysis, collection, and filing of immunization records are the responsibility of the school.

    g) Provision of oral health services provided through the Clark County Seal-A-Smile Program. The CCHD requests that a 90 day written notice be provided if discontinuation of this service is desired.

Services not available:

    h) Mass screening of lice.

i) Vision/hearing screenings.

2. The Clark County Health Department agrees to provide the services stated above at no cost up to 5 hours/month. There will be a charge of $40.00/hour for any hours above and beyond the 5 hours/month limit. (This does not include activities we provide under our grant activities or if we are able to bill for them.)

The Abbotsford School District:

1. Shall provide adequate space for confidential conferencing, access to a telephone, and the audiovisual equipment necessary for the implementation of the school health program on the school premises.

2. Agrees to hold the Clark County Health Department harmless from any liability arising from the actions or omissions of any of the school district's employees, staff, or designees in the provision of health services as needed or required in the performance of school activities.

This agreement will remain in effect for one school year.

Signature: Adf Fancher

Title: Health Officer/Director

Date: 5/22/17

Authorized representative of the Clark County Health Department

Signature: Cheryl Baker

Title: District Administrator

Date: 5/24/2017

Authorized representative of the school district

Revised 05/2017

VII. H.

Future Business Leaders of America Fundraiser Proposal

What: FBLA Color 5k Run/Walk Fundraiser

When: October 14, 2017 - tentative

Where: 5K loop around the school (see attached tentative route)

Why: Profits will be put towards the following:

- Regional, state, and national competition costs
- Local chapter events
- Recruiting activities
- Community service events

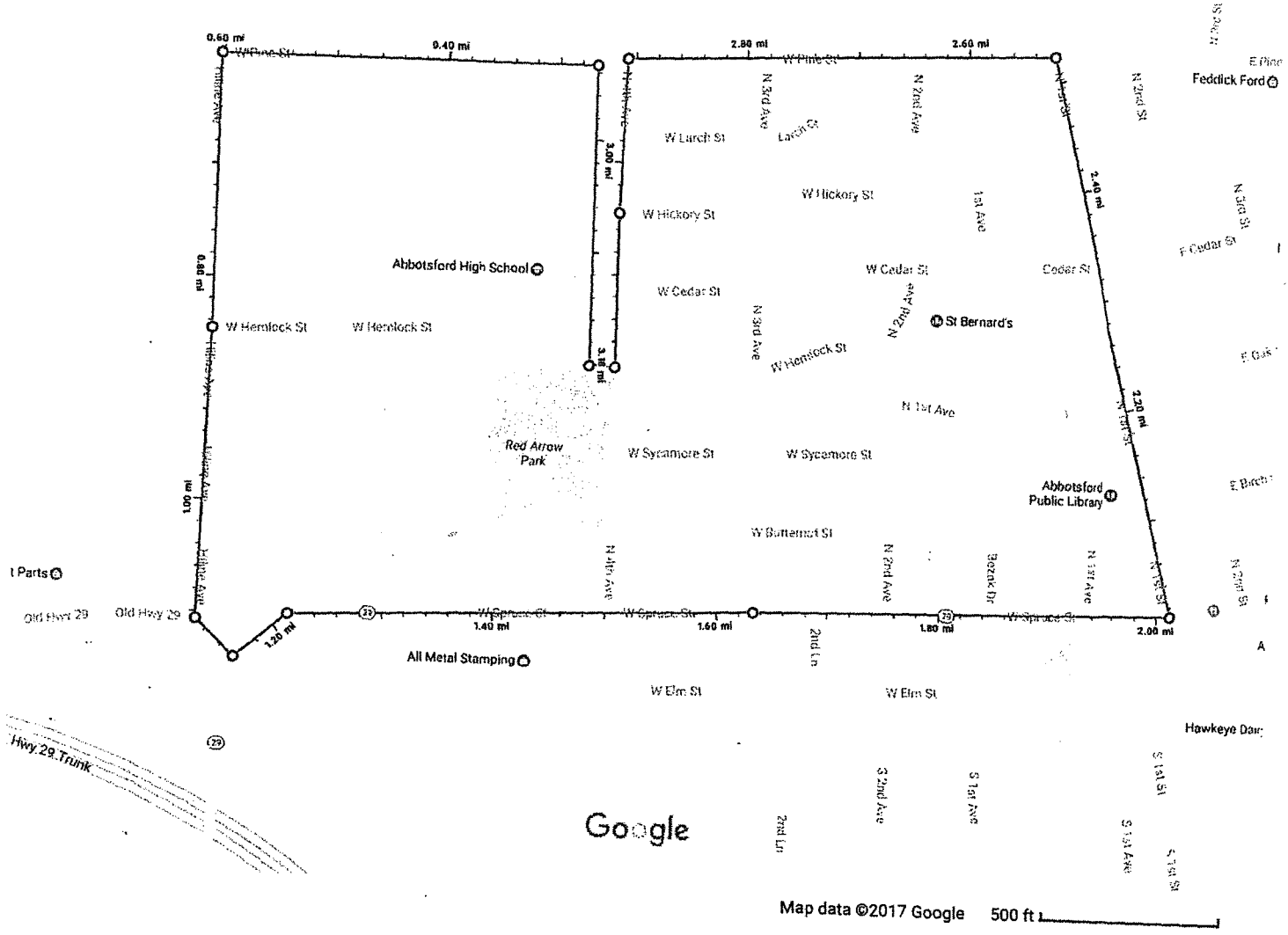
How: FBLA will charge a registration fee for participants and will contact local businesses for donations and sponsorships. FBLA advisers and chapter members will oversee all components of the event. Use of new timing system would be beneficial if it is available.

Expenses: Projected expenses consist of but are not limited to the following:

- Advertisements and printing
- T-shirts and other promotional items
- Water, Gatorade, and snacks
- Color powder and containers

Notes: The city indicated that no permit is necessary. However, school activities insurance and approval of the route by the Police Chief is required.

Google Maps



Measure distance

Total area: 11,100,769.93 ft² (1.03 km²)

Total distance: 3.18 mi (5.12 km)

VIII. A.

SCHOOL DISTRICT OF ABBOTSFORD

6152 - STUDENT FEES, FINES, AND CHARGES

The Board of Education may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the Dsitrict determines that a student is in serious financial need, it may choose to prove any or all such materials free of charge.

A charge shall not exceed the combined cost of the material used, freight and/or handling charges.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines.

Any fees or fines collected by members of the staff are to be turned into the principal within a couple of days after collection.

Students will not be permitted to purchase a meal from the Food Service Department, but will instead be provided an alternative meal until the school collects delinquent lunch accounts.

In the event the above course of action does not result in the fee being collected, the Board authorizes the District Administrator or a collection agency to take the student and/or his/her parents to Small Claims Court for colleciton.

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

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SCHOOL DISTRICT OF ABBOTSFORD

8500 - FOOD SERVICES

The Board of Education shall provide cafeteria facilities in all school facilities where space and facilities permit, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with the criteria set forth in 7 CFR 15b.3. To qualify for such substitutions the medical certification must identify:

A. The student's disability and the major life activity affected by the disability;

B. an explanation of why the disability affects the student's diet; and

C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula).

The operation and supervision of the food-service program shall be the responsibility of the Food Service Director. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the Board. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for American and Smart Snack Rules. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

> In accordance with Federal civil rights law and U.S. Department of AGriculture (USDA) civil rights regulations and policies, the USDA, it Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deal, hard of hearing or have speech disabilities may contact USDA through the Federal Relay SErvice at (300) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found on line at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

A. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400
Independence Avenue, SW
Washington, D.C. 20250-9410;

B. Fax: (202) 690-7442; or

C. E-mail: program.intake@usda.gov.

This District is an equal opportunity provider.

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Legal

15.137, 93.49, 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
7 C.F.R. 210, 215, 220, 240
42 U.S.C. 1760

Board of Education Policy Committee Mtg. – Employee Handbooks

Thursday, June 1, 2017 in the Community Room

Preface: The School District of Abbotsford maintains six (6) staff handbooks. For 2017-2018 Administration recommends reducing this to three (3) and combining them into one Handbook made up of Chapters. For the following year, 2018-2019, Administration is recommending that the district transition to the 'free' Neola Employee Handbook which directly links all policy to handbook language.

It is understood that some verbiage changed through this process may require policy revisions. As the District is currently developing policy using Neola, revisions to these Handbooks will be reflected in an upcoming policy adoption,

Note: Clerical corrections will not be delineated in the Handbooks mentioned below.

Employee Handbook – Part 1: Provisions Applicable to All Staff

1. Section 3 — 3.34 Delete. (We have not maintained updated Position Descriptions for many years.)

2. Section 5 — 5.05 Maintaining a panel of five (5) is not practical in our area. Three (3) is more manageable and two (2) the norm. Administration recommends going to three (3).

3. Section 8: Duplicated information from one handbook to another will now show up in the "All Staff" Handbook". Language is added or modified to reflect this consolidation of classifications.

   8.01 Sick Leave: Recommend that Teaching Staff and Support Staff "severance benefit" be made equal. Administration recommends that the payout be $20/day for both classifications and that the minimum years of service for before payout be five (5) years.

   Recommend that Teaching Staff and Support Staff "retiring" from the district with five (5) or more years of service receive $25 per day for each unused sick leave day and banked days.

   Under Advance Notice change "employee" to "supervisor" to reflect common verbiage between classifications. Also, delete "at least seventy-five (75) minutes before the start of the regular…" and change to "sufficiently in advance to find a suitable replacement (per the supervisor's recommendation)."

8.02 Delete current language and replace with 'consolidated' language.

8.03 Personal Leave: Recommendation to make uniform "personal leave" practices for all district employees.

Administration recommends that personal days be subtracted from 'sick leave' to remove the requirement of staff members to pay for a sub.

Remove the provision to use "personal leave" to extend vacations.

Administration is requesting that "personal leave" not be approved for the first two weeks of school and the last two weeks of school.

8.05 Change "The District Administrator" to "Administration" to reflect current practice.

8.06 Add verbiage to help explain 'why' "Unpaid Leave" should be reserved for extenuating circumstances.

8.07 Delete "payment of fifteen dollars and three cents ($15.03). Anything less…." for teaching staff who fill in when a hired substitute cannot be found or the need for coverage is only a period or two. Administration recommends that an approved hourly rate paid in a minimum of 15 minute increments be applied to these instances. Administration recommends board approval of increasing the hourly wage to $24/hour, or $6/fifteen minute increments.

8.08 Administration recommends the removal of the "Cumulative Bank Time" as it cannot be equally applied among all grade levels.

Employee Handbook – Part II: Teachers

1. Section 1: Discipline, Termination and Non-Renewal

1.01 Adjust language in this section to reflect current language used in our Educator Effectiveness Teacher Evaluation System.

1.02 Adjust language to reflect current practice (i.e. a probationary period of three (3) years vs. five (5)

1.04 Adjust language

1.05 Adjust language

2. Section 2: 2.02 Remove restrictive language regarding meetings.

2.03 Strike "...thirty (30) days calendar notice..." as this is not reasonable.

2.05 Strike "...at the end of the school year..." as this is not current practice. Adjust language of "days/hours" to current DPI verbiage of "hours/minutes"

2.06 Adjust language to reflect Educator Effectiveness

3. Section 3: Professional Growth
3.02 Insert the word "licenses" after "life" – a previous omission

4. Section 4: Teacher Supervision and Evaluation
4.01 Adjust language to reflect the district's evaluation process of Educator Effectiveness. Delete sections 4.02 and 4.03.

5. Section 5: Change title to "Mentor Assignments"

6. Section 6: Teacher Assignments, Vacancies, Transfers, and Resignations
6.01 Delete verbiage regarding "local print media and statewide job placement sites via the web" as this does not reflect current practice.

6.02 Delete "Whenever possible" as professional courtesy requires professional behavior.

Change the liquidated damages to ($1,500) and ($2,000).

7. Section 8: Working Conditions
E. Delete this verbiage.

8. Section 9: Professional Staff Leaves and Absences – All subsections were moved to Employee Handbook Part 1, Provisions Applicable to All Staff

9. Section 10: Compensation for Hourly Substitution – All subsections were moved to Employee Handbook, Part 1, Provisions Applicable to All Staff

10. Section 11: Professional Compensation

11.02 Delete section except for "The Board, in its sole discretion, will determine the starting salary."

11.03 Delete this entire section.

11.04 Remove reference to exact curriculum rate pay as this can change from year to year.

11.05 Adjust wording so as to not indicate an exact dollar amount which can change from one year to the next. Change verbiage to "...at an approved hourly rate..."

11. Section 12: Insurances and Benefits – Remove all verbiage referring to specific dollar amounts in sections 12.03 and 12.04

12. Section 13: Post-Employment Benefits

13.01 Remove second paragraph – no longer applies

Employee Handbook – Part III: Support Staff

1. Section 2: Reduction in Force, Positions and Hours

2.05 Strike "when" replace with "if"

2.07 Strike this section. No practice such as this exists.

2. Section 4: Vacations

4.01 Remove A – Prorated Share (This does not make any sense in light of "B" or subsection 4.04

4.02 Add highlighted section stating "...without administrative approval which will be granted only under extenuating circumstances."

4.03 Change "may" to "whenever possible shall".

Change "blocks" to "day increments". Delete the remainder of this sentence.

Delete the last sentence restricting the use of 'when' vacations may be taken. This is not current practice.

4.04 Delete.

3. Section 6: Leaves and Absences – Delete entire section. See Provisions Applicable to All Staff

4. Section 7: Wage Compensation – Remove language referring to wage schedules, etc. Use verbiage "Per Board Approval"

5. Section 8: Employee Evaluations
   8.02 Delete "...the Board" to "Administration"

6. Section 9: Resignation from Employment
   9.01 Delete "ten (10) working days", replace with "two (2) weeks"

7. Section 10: Insurances – Delete All – See Provisions Applicable to All Staff

8. Appendix A: Delete references to salary as this is always changing.

Employee Handbooks – Part IV: Administration; Part V: Co-Curricular Staff; and Part VI: Substitute Employees (Handbooks to this specificity rarely utilized.)

Recommendation to discontinue these handbooks and updates to them. Rationale includes:

- Administration is bound by contract and job description
- Co-Curricular Staff Handbook is not used – A separate coach's handbook is updated frequently and reflects current practice
- A substitute handbook is never referred to or utilized by district substitutes.

EMPLOYEE HANDBOOK

PART I

PROVISIONS APPLICABLE TO ALL STAFF

2017-2018

Employee Acknowledgment

(To be signed and returned to the District Office.)

I hereby acknowledge that it is my responsibility to access the School District of Abbotsford Employee Handbook. A copy of the School District of Abbotsford Employee Handbook is available on the district website. My signature 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 Employee Handbook and the Board Policies can be located throughout the District to include the All Staff folder, in various supervisors' offices, and on the District's website at www.abbotsford.k12.wi.us.

The Employee Handbooks and Board Policies can be found under the heading "policies." 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. All policy is adopted by the board. Prior to board approval, policy has a first and second reading on successive monthly board meetings. Agendas are posted indicating the board policy under review, revision, or adoption.

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 my supervisor 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. My signature on this form is acknowledgment that I agree 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.

_____ _____

Printed Name Signature

_____

Date

(A signed copy of this page will be maintained in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than 7 years.)

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SECTION 1: PREAMBLE AND DEFINITIONS

1.01 About this Handbook

A. Employees Covered: This Handbook is provided as a reference document for the SCHOOL DISTRICT OF ABBOTSFORD (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.

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

This 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 School District of Abbotsford website at www.abbotsford.k12.wi.us. 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 Abbotsford Board of Education.

1.02 Definitions

A. Administrative Employees: Administrative Employees are defined as persons who are required to have a contract under § 118.24, Wis. Stats. and other supervisory administrative personnel designated by the District.

B. Casual Employees: Casual Employees are defined as persons who are not scheduled to work on a regular basis and/or a student employee whose employment will terminate with the loss of his/her student status.

C. Discipline: Discipline is defined as a suspension [unpaid or paid], or a 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.

1. Regular Full-time Employee: Regular full-time employees are defined as one who works forty or more hours per week for a school year or more per year.

2. Regular Part-time Employee: Regular part-time employees are defined as one who works a school year or more, but less than forty hours per week for a school year or more per year.

3. Exclusions: A regular full-time or regular part-time employee does not include

casual, substitute or temporary employees as defined in this Section.

E. Seasonal/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 any 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 of absence.

G. Supervisor: The District will identify the individual employee's supervisor on the employee's job description.

H. Teacher: Teachers are defined as persons hired under a contract under § 118.22, Wis. Stats.

I. Temporary: Temporary Employees are defined as persons hired for a specific project for a specific length of time. A temporary employee has no expectation of continued employment.

J. Termination: Termination is defined as an involuntary discharge involving the dismissal of an employee, usually for some infraction of the rules or policies of the District, abandonment of the position, incompetence or other reason deemed sufficient by the Board and/or its designee. Termination results in involuntary separation and with prejudice to the employee. A termination will result in the loss of length of service and other employment benefits. For the purposes of this document, "termination" shall not include voluntary retirement, voluntary resignation or a nonrenewal of contract under § 118.22, Wis. Stats, § 118.24, Wis. Stats. 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. For purposes of that procedure, the following guidelines shall apply:

1. A grievance can be filed over workplace safety only if the safety of at least one employee is involved (as opposed to the safety of students or visitors).

2. The issue must concern the safety of a person (e.g., not the "safety" of one's vehicle or other personal possessions).

3. The grievance must be filed by the affected employee(s) (i.e., one employee may not file on behalf of another).

4. The individual(s) filing the grievance must propose a specific remedy.

5. The issue and proposed remedy must be under the reasonable control of the District.

1.03 General Personnel Policies

This Employment Handbook is subservient to, and does not supersede the provisions set forth in District policies

Reference: Policy Series 500: Personnel

SECTION 2: EMPLOYMENT LAW

2.01 Employment of Minors

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

2.02 Equal Opportunity

The School District of Abbotsford is an equal opportunity employer. Therefore, with respect to personnel operations and employment, the School District of Abbotsford does not discriminate on the basis of race, color, creed, political or religious affiliation, sex, religion, national origin, age, pregnancy, marital status, handicap or physical, mental, emotional or learning disability, ancestry, citizenship, sexual orientation, gender identity including employees who are transgender, membership in the national guard, state defense force or any other reserve component of the military forces of the United States or Wisconsin state defense force, membership in the National Guard, political or religious affiliation, and use or non-use of lawful products off the employer's premises during nonworking hours, or any other factor prohibited by state or federal law, or according to district policy.

Exceptions to this policy may only be made in accordance with state and federal law. It is the expressed intent and responsibility of the School District of Abbotsford that employees shall function in a harassment-free work atmosphere and enjoy working conditions free from physical, verbal, or psychological harassment.

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

The intent of the District is to comply with both the letter and spirit of the law to make sure discrimination does not exist in policies, procedures, regulations, and operations.

Discrimination complaints will be processed in accordance with established procedures.

Reference: School Board Policy 511 Equal Opportunity Employment

2.03 Equal Opportunity Complaints

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

References: ***School Board Policy 411.2 Discrimination Notice***
School Board Policy 511 Equal Opportunity Employment

2.04 Fair Labor Standards Act

Certain types of workers of public employers in Wisconsin are exempt from the minimum wage and overtime pay provisions, including bona fide executive, administrative, and professional employees who meet regulatory requirements under the Fair Labor Standards Act [FLSA], and Wisconsin Administrative Code DWD 274.08.

For non-exempt employees' notification of rights concerning issues of overtime, compensatory time off, and minimum wage under the guidelines of the FLSA is set forth in the employment poster section on the following websites:

Wisconsin Minimum Wage Rates
English http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9247_p.pdf
Spanish http://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_9247_s_p.pdf

Compensatory time off under certain conditions may be granted in lieu of cash payment for overtime work. A signed agreement of "Compensatory Time Off In Lieu of Cash Payment" must be on file with the district office. This provision does not apply to salaried employees. A copy of the agreement is included in the Appendix A to this handbook.

2.05 Family and Medical Leave Act

Notification of Benefits and Leave Rights: Because the District has an employee handbook or other written policy concerning employee benefits or leave rights, information concerning FMLA entitlements and employee obligations under the FMLA is included in the Handbook as required by federal law. Legal postings as required by law are posted in the District Office. The information concerning the legal rights and Notification of Benefits and Leave Rights can be found on the website: http://www.dol.gov/whd/fmla/finalrule/FMLAPoster.pdf.

The District will also post the text of the notice contained in the following link, which contains information about family and medical leave rights under the Wisconsin Family and Medical Leave Act, in a conspicuous place where notices to employees and applicants are customarily placed. https://dwd.wisconsin.gov/dwd/publications/erd/pdf/erd_7983_p.pdf.

Eligibility Notice. When an employee requests FMLA leave, or when the employer acquires knowledge that an employee's leave may be for an FMLA-qualifying reason, the employer must notify the employee of the employee's eligibility to take FMLA leave within five business days, absent extenuating circumstances. The FMLA Request form is found in the 'All Staff' Folder.

Rights and Responsibilities Notice. The District shall provide written notice outlining specific obligations of the employee and explaining any consequences of not meeting those requirements. 29 C.F.R. § 825.300(c). The District is satisfying this notice requirement by directing the employee to the following website, which combines the eligibility notice and the rights & responsibilities notice into a single form: http://www.dol.gov/whd/fmla/finalrule/WH381.pdf.

Designation Notice. The District shall "inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA."

2.06 Immigration Law Compliance

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

2.07 Harassment and Bullying

A. Policy Statement: The District is committed to providing fair and equal employment opportunities and to providing a professional work and student learning environment free of all forms of harassment and bullying.

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

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

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

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

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

bullying.

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

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

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

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

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

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

References:	***School Board Policy 411.2***	***Discrimination Notice***
	School Board Policy 411.3	***Harassment***
	School Board Policy 511	***Equal Opportunity Employment***
	School Board Policy 527	***Grievance Procedure***

SECTION 3: GENERAL EMPLOYMENT PRACTICES AND EXPECTATIONS

3.01 District Expectations

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

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

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

3.02 Accident/Incident Reports

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

3.03 Attendance

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

Employees who are unable to report to work shall follow the applicable procedures as established by the employee's supervisor/building administrator. It is the employee's responsibility to report his/her absence in the district Employee Management system, supported by Skyward. Any time spent not working during an employee's scheduled day must be accounted for in Skyward using the appropriate reasons to include: District Approved, Emergency Leave, Personal Leave, Court Appearance, Sick Leave, Unpaid Leave, or Vacation. The District will monitor attendance and absence patterns. Theft of time and/or improper modification of time worked records will be investigated and will result in disciplinary action up to and including termination. Failure to notify the District of an absence and failure to report to work on such day could result in disciplinary action up to and including termination. Failure to return to work the day following the expiration of an authorized leave of absence may result in termination of employment.

The District reserves the right to waive enforcement of these rules in very limited circumstances as may

be necessary to provide a reasonable accommodation for a qualified individual with a disability under the Americans with Disabilities Act.

3.04 Bulletin Boards

The Employer shall provide a bulletin board as a limited forum for employees to post professional development information and other apolitical literature that is directly connected to employment at the District and is consistent with District policy and applicable law. If a collective bargaining unit exists, the Association will be allowed to post items on the bulletin board located in the staff workroom, subject to the restrictions set forth herein. All distributed and posted materials shall always be professional in approach, shall not contain any derogatory comments about staff, parents, students or board members and shall not be in contravention of any District policy or law. The District Administrator, building principal, and/or his/her designee shall be allowed to remove material from the bulletin board(s) at his/her discretion. In addition, the food service director and maintenance supervisor shall be allowed to remove material on bulletin boards specific to their areas if posted material does not meet district criteria.

3.05 Child Abuse Reporting

Except as provided under Wisconsin Statute § 48.981, sub. (2m), any of the following persons who has reasonable cause to suspect that a child, seen by the person in the course of professional duties, has been abused or neglected or who has reason to believe that a child, seen by the person in the course of professional duties, has been threatened with abuse or neglect, and that abuse or neglect of the child will occur, shall report as provided for below: school nurse, social worker, professional counselor, school teacher, school administrator, school counselor, child care worker in a child care center, or residential care center for children and youth a child care provider, an alcohol or other drug abuse counselor, a physical therapist, a physical therapist assistant, an occupational therapist, a dietitian, a speech-language pathologist, an audiologist, an emergency medical technician, a first responder and a police or law enforcement officer, including a police liaison officer.

A person required to report shall immediately inform, by telephone or personally, the applicable District administrative personnel and the county department of the facts and circumstances contributing to a suspicion of child abuse or neglect or of unborn child abuse or to a belief that abuse or neglect will occur.

Employees who are not mandatory reporters as set forth in the above paragraph, and who in connection with their job responsibilities have reasonable cause to suspect that a child has been abused or neglected or who have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect of the child will occur shall notify their immediate supervisor or other administrative personnel of such alleged abuse.

3.06 Communications

The District is committed to providing technology resources that allow employees to communicate effectively with all employees in the District. In the District's effort to maintain current technology practices, more responsibility and cooperation is required of employees to use the following core software programs and technology resources.

A. Electronic Communications:

1. Electronic communications are protected by the same laws and policies and are subject to the same limitations as other types of media. When creating, using or storing messages on the network, the user should consider both the personal ramifications and the impact on the District should the messages be disclosed or released to other parties. Extreme caution should be used when committing confidential information to the electronic messages, as

confidentiality cannot be guaranteed.

2. The District may review email logs and/or messages at its discretion. Because all computer hardware, digital communication devices and software belong to the 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. The District may through such review of email logs and/or messages inadvertently obtain access information for an employee's personal internet account through the use of an electronic device or program that monitors the District's network or through an electronic communications device supplied or paid for in whole or in part by the employer. If such personal internet access information is obtained by the District, the District shall not use that access information to access the employee's personal internet account unless permitted by law.

   If an employee chooses to read or respond to work emails on his or her own time, he or she will not be compensated for the time spent doing so.

3. Electronic mail transmissions and other use of the District's electronic communications systems or devices by employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use. This monitoring may include, but is not limited by enumeration to, activity logging, virus scanning, and content scanning. Participation in computer-mediated conversation/discussion forums for instructional purposes must be approved by curriculum and District administration. External electronic storage devices are subject to monitoring if used with District resources.

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

1. The user in whose name a system account is issued will be responsible at all times for its proper use. Users may not access another person's account without written permission from an administrator or immediate supervisor.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.

3. Users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.

4. A user must not knowingly attempt to access educationally inappropriate material. If a user accidentally reaches such material, the user must immediately back out of the area on the Internet containing educationally inappropriate material. The user must then notify the building administrator and/or immediate supervisor of the site address that should be added to the filtering software, so that it can be removed from accessibility.

5. A user may not disable internet tracking software or implement a private browsing feature on District computers or networks. Browsing history shall only be deleted by authorized staff or in accordance with the District's technology department's directives.

6. Employees of the district will sign the district acceptable use policy. The district will retain the signed copy in the employee's file.
(Reference Policy 364.5-Use of Electronic Mail Consent Form.)

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 campus principal.

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

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

D. Limited Electronic Communication with Students: Authorized Personnel may communicate through electronic media with students who are currently enrolled in the District only within the following guidelines:

1. The employee shall limit communications to matters within the scope of the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests).

2. If an employee receives an unsolicited electronic contact from a student that is not within the employee's professional responsibilities (e.g., for classroom teachers, matters relating to class work, homework, and tests), the employee shall not respond to the student using any electronic media except to address a health or safety

emergency.

3. The employee is prohibited from communicating with students through a personal social network page; the employee must create a separate social network page ("professional page") for this purpose. The employee must enable administration and parents to access the employee's professional page.

4. Only a teacher, coach, trainer, or other employee who has an extracurricular duty may communicate with students through text messaging. The employee may communicate only with students who participate in the extracurricular activity over which the employee has responsibility.

5. The employee shall not communicate with any student between the hours of 8:00 p.m. and 8:00 a.m. unless the employee has immediate supervisory responsibilities for the student that would necessitate communication

6. Upon request from administration, an employee will provide the phone number(s), social network site(s), or other information regarding the method(s) of electronic media the employee uses to communicate with any one or more currently-enrolled students.

7. The employee continues to be subject to applicable state and federal laws, local policies, administrative regulations, including:

   a. prohibitions against soliciting or engaging in sexual conduct or a romantic relationship with a student; ***(Reference District Policy 364.6 and 522.4)***

   b. confidentiality of student records; ***(Reference District Policy 522.4)***

   c. confidentiality of other District records, including educator evaluations, credit card numbers, and private email addresses; ***(Reference District Policy 522.4)***

   d. upon written request from a parent, the employee shall discontinue communicating with the parent's minor student through email, text messaging, instant messaging, or any other form of one-to-one communication; and

   e. an employee may request an exception from one or more of the limitations above by submitting a written request to his/her immediate supervisor.

E. Retention of Electronic Communications and other Electronic Media: The District archives all non-spam emails sent and/or received on the system in accordance with the District's adopted record retention schedule. After the set time has elapsed, email communications may be discarded unless the records may be relevant to any pending litigation, pending public records request, or other good cause exists for retaining email records.

Employees who create pupil records via email need to ensure that pupil records are retained for the period of time specified by the pupil records law. For this reason, the District heavily discourages the use of email as the means to communicate about individually identifiable students.

(The district uses the mandated state guidelines and schedule for record retention.)

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:

a. Confidentiality of student records. ***(Reference District Policy 522.4 and 522.4(a))***

b. Confidentiality of other District records, including educator evaluations and private email addresses. ***(Reference District Policy 522.4 and 522.4(a))***

c. Confidentiality of health or personnel information concerning colleagues, unless disclosure serves lawful professional purposes or is required by law. ***(Reference District Policy 522.4)***

d. Prohibition against harming others by knowingly making false statements about a colleague or the District. ***(Reference District Policy 522.4)***

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.

Reference: Board Policy 522.7 Staff Use of Internet/Electronic Media

3.07 Confidentiality

Pupil information employees obtain as the result of their employment with the District is confidential and protected by law unless such information has been designated as pupil directory data as set forth in Board policy **493.3, Notice for Directory Information.** The law and respect for our students require that student issues are only discussed with employees and parents who need to know the information. In addition to student information, confidentiality is expected in other areas, including employee or District business information. Any requests for District records shall be referred to the appropriate administrator.

References:	*Board Policy 333.1*	*Student Surveys*
	Board Policy 347	*Pupil Records*
	Board Policy 425	*Family Educational Rights and Privacy Information*
	Board Policy 493	*Pupil Records*
	Board Policy 493.3	*Family Education Rights and Privacy Act (FERPA) Notice for Directory Information*
	Board Policy 493.4	*Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)*
	Board Policy 522.4	*Ethical Behaviors and Appropriate Business Practices*

3.08 Conflict of Interest

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

3.09 Contracts and Conflict of Interest

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

Reference: Board Policy: 522.4 Ethical Behavior and Appropriate Business Practices

3.10 Copyright

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

regarding copyright shall be directed to the building administrator.

3.11 Criminal Background Checks

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

A. Has been convicted of a misdemeanor or felony in this state or any other state or country;

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

C. Has any pending criminal charges filed against him/her.

D. Additionally, all persons applying for any position shall be required to:

1. Agree to the release of all investigative records to the Board for examination for the purpose of verifying the accuracy of criminal violation information; and

E. Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks. Knowingly falsifying information shall be sufficient grounds for termination of employment.

Reference: ***Board Policy 533.1 Criminal Background Checks***

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

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

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

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

An arrest or indictment shall not be an automatic basis for an adverse employment action. However, if the offense giving rise to the arrest or indictment is substantially related to the circumstances of the

employee's job, and if the arrest or indictment relates to a pending criminal charge, the District may suspend the employee. Arrests or indictments for which criminal charges were dismissed will not be the basis for adverse employment actions.

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

A. the nature and gravity of the offense;

B. the time that has passed since the offense, conduct and/or completion of the sentence;

C. the nature of the position to which the employee is assigned; and

D. (for non-felonious crimes only) the relationship between the offense and the position to which the employee is assigned.

For any employee who is convicted of a felony and has not been pardoned, the District shall have discretion to terminate that individual's employment or to non-renew his/her contract.

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

3.13 Crisis Management Plans

The District has a *Crisis Manual* for use when a situation requires emergency safety measures. Each professional educator should know exactly what the emergency procedures are and where the resources associated with the plan are located for their classroom or work location. Employees must follow the prescribed procedures during any emergency drill or situation.

3.14 District Property

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

3.15 Drug, Alcohol, Tobacco, and Vapor-Free Workplace

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

A. Prohibited Acts - Drugs and Alcohol: Therefore, the manufacture, distribution, dispensation, possession, use of or presence under the influence of alcohol, inhalants, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited on school premises or at school activities. In addition, the District will not condone the involvement of any employee with illicit drugs, even where the employee is not on District premises. Employees of the school system shall not possess, use, or distribute any illicit drug or alcoholic beverage as defined in Wisconsin Statutes while on school premises or while responsible for chaperoning students on school-sponsored trips. Any employee who

possesses, uses, or distributes any illicit drug or alcoholic beverage on school premises, or while responsible for chaperoning students on a school-sponsored trip may be disciplined, up to and including discharge. All school employees shall cooperate with law enforcement agencies in investigations concerning any violation of this provision.

B. Tobacco Products: Employees shall not use tobacco and nicotine products except for nicotine products used as part of a smoking cessation program as defined below on District premises, in District vehicles, or in the presence of students at school or school-related activities except as provided for below. Employees who violate this policy will be subject to disciplinary action, up to and including termination from employment. § 120.12(20), Wis. Stats.

A "tobacco product" includes, for example, chewing tobacco, cigars, and snuff. A "nicotine product" means any product that contains nicotine and is not a tobacco product, a cigarette, or a product that has been approved by the U.S. Food and Drug Administration for sale as a smoking cessation product or for another medical purpose and is being marketed and sold solely for such an approved purchase (i.e., nicotine gum, nicotine skin patches). Nicotine products covered by this prohibition might include, for example, **electronic cigarettes (e-cigarettes)** with nicotine, nicotine vaporizers, and nicotine lollipops.

B. Vapor Products: Employees shall not use vapor products to include e-cigarettes on District premises, in District vehicles, nor in the presence of students at school or school-related activities. Employees who violate this policy will be subject to disciplinary action as outlined in Board Policy 831.

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 suspicion exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee. A trained supervisor must make the observations. Refusal to consent to testing will result in disciplinary action, up to and including termination of employment.

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. Compliance with the District's policies and rules is mandatory and is a condition of employment.

F. Notification of Conviction: As a further condition of employment, an employee who is engaged in the performance of a federal grant shall notify the District Administrator of any criminal drug statute conviction for a violation occurring in the workplace no later than three days after such conviction. Within ten days of receiving such notice – from the employee or any other source – the District shall notify the federal granting agency of the conviction. 41 U.S.C. 702(a) (1) (D). After receiving notice from an employee of a conviction for any drug statute violation occurring in the workplace, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2)

require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency. 41 U.S.C. 703 [This notice complies with notice requirements imposed by the federal Drug-Free Workplace Act (41 U.S.C. 702)].

Reference: ***Board Policy: 522.1 Alcohol and Drug-Free Workplace***

3.16 False Reports

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

3.17 Financial Controls and Oversight

The following procedures shall be used by all staff and students when handling cash relating to the operations of the district and any affiliation with the district:

A. All money shall be counted and turned into the building secretary daily.
B. Any monies to be kept in a school overnight shall be placed in a safe by the building principals or authorized personnel.
C. No money is to be left in any classroom, desk, or filing cabinet.
D. Money is not allowed to be taken home by any district employee.
E. Personal or 3rd party check cashing is prohibited.
F. No money should be left unattended or in the open in any school or department.
G. All checks shall be immediately endorsed with the applicable bank account stamp.
H. Individuals should be aware of their surroundings when counting any money. It is recommended they money be counted in a secured area.
I. All collected monies shall be deposited once a week or more often if in excess of $500.

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

Reference: ***Board Policy 665 Fraud Prevention and Reporting***

3.18 Fraud and Financial Impropriety

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

A. Fraud and financial impropriety shall include but is not be limited to the following:

1. forgery or unauthorized alteration of any document or account belonging to the District;
2. forgery or unauthorized alteration of a check, bank draft, or any other financial document;

3. misappropriation of funds, securities, supplies, or other District assets, including employee time;
4. impropriety in the handling of money or reporting of District financial transactions;
5. profiteering as a result of insider knowledge of District information or activities;
6. unauthorized disclosure of confidential or proprietary information to outside parties;
7. unauthorized disclosure of investment activities engaged in or contemplated by the District;
8. accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District, except as otherwise permitted by law or District policy.
9. inappropriately destroying, removing, or using records, furniture, fixtures, or equipment;
10. failure to provide financial records required by state or local entities;
11. failure to disclose conflicts of interest as required by law or District policy;
12. disposing of District property for personal gain or benefit and,
13. any other dishonest act regarding the finances of the District.

B. Fraud Investigations: If an employee is found to have committed fraud or financial impropriety, the District Administrator or designee shall take or recommend appropriate disciplinary action, which may include termination of employment. When circumstances warrant, the Board, District Administrator, or designee may refer matters to appropriate law enforcement or regulatory authorities. In cases involving monetary loss to the District, the District may seek to recover lost or misappropriated funds.

References: ***Board Policy 524*** ***Gifts and Sale of Goods and Services***
Board Policy 655 ***Fraud Prevention and Reporting***

3.19 Gambling

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

3.20 Gifts and Sale of Goods and Services

A. Gifts: An employee or a member of the employee's immediate family may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees or students. It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, foodstuffs, or beverages that are provided in connection with a conference sponsored by an established or recognized statewide association of school board officials or by an umbrella or affiliate organization of such statewide association of school board officials. Exceptions to this policy are acceptance of minor items, which are generally distributed to all by companies through public relations programs. Teachers should accept only gifts of token value from students.
Note: Immediate family shall have the same definition as language in policy concerning emergency leave, death in the family.

References: ***Board Policy 532.3*** ***Professional Staff Leaves and Absences***
Board Policy 524 ***Gifts and Sale of Goods and Services***

Board Policy 542.3 Support Staff Leaves and Absences

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

Reference: Board Policy 524 Gifts and Sale of Goods and Services

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

References: Board Policy 522.4 Ethical Behavior and Appropriate Business Practices
Board Policy 524 Gifts and Sale of Goods and Services

3.21 Honesty

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

3.22 Investigations

A. Expectation of Cooperation: In the event of a District investigation or inquiry, every District employee has an affirmative duty to provide to his/her supervisor(s) or any other District official assigned to investigate all relevant and factual information about matters inquired except as provided for below in paragraph "B". Employees failing to volunteer such information shall receive a directive from an administrator to provide a statement. The employee's failure to comply with the directive may constitute "insubordination," a violation that will be grounds for disciplinary action up to and including termination.

B. Investigation interplay with potential criminal conduct: If the alleged misconduct may constitute criminal conduct by the employee, the employee may be provided a *Garrity* warning. *Garrity v. New Jersey*, 385 U.S. 493 (1967).

C. Administrative Leave: The District may place an employee on administrative leave, paid or unpaid, during an investigation into alleged misconduct by the employee.

3.23 Licensure/Certification

Each employee who is required to be licensed or certified by law must provide the District with a copy of the current license or certificate to be maintained in his or her personnel file. Personnel files can be found in the District 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. A teaching contract with

any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.

3.24 Mandated Annual Training Completions

School employees are required to complete training in areas required by law on an annual basis. The district will identify those areas, updating them annually in the Employee Handbook, Part 1. The employee is required to complete these trainings and submit evidence of completion to the district office. The district will provide access to appropriate websites to satisfy these requirements.

Mandated completion is required in the following areas:

A. Blood Borne Pathogens
B. Child Maltreatment
C. Hazardous Communication

3.25 Nepotism

A. Applicants for employment in the District shall be selected without regard to a relationship by affinity or consanguinity, which they may have with a current employee of the District. However, to avoid possible conflicts of interest, which may result from employment procedures, an employee who is related by affinity or consanguinity to another employee or applicant shall not participate in any decision to hire, retain, promote, evaluate or determine the salary of that person.

B. Definition: For the purposes of this Handbook, a "relationship by affinity" is defined as one that includes, but is not limited to, a relationship which an individual has with his or her spouse, designated partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adoptive sibling, adoptive child, adoptive parent, adoptive first cousin, a financial dependent or co-dependent [for example sharing the same place of residence]. A "relationship by consanguinity" is defined as a relationship which an individual has with a blood relative that extends to first cousin. The phrase "decision to hire" includes every aspect of the hiring process.

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

References: ***Board Policy 165.1*** ***Board Member Conflict of Interest***
Board Policy 522.4 ***Ethical Behavior and Appropriate Business Practices***

3.26 Operators of District Vehicles, Mobile Equipment and Persons Who

Receive Travel Reimbursement

A. Allowances or Mileage Reimbursement: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must undergo an annual driver's license record check. Mobile equipment includes but is not limited to such equipment as street vehicles (cars/trucks), tractors, riding lawnmowers, snow removal equipment, and forklifts as examples. Motor vehicle records will be required for all employee drivers before they are granted driving privileges. Employees will be reimbursed for the expense of obtaining the MVR. An accurate driver list will be maintained by the district and updated annually, including the last MVR date for each driver. Drivers will be disqualified from operating district vehicles under any of the following conditions:

1. Any major violation within the past five years, including: driving under the influence, reckless driving/speed contests, hit & run, vehicular manslaughter/homicide, leaving the scene of an accident, fleeing/eluding a police officer, passing stopped school bus, speeding 15 miles over the speed limit, chemical test refusal, operating with a suspended or revoked license, etc.
2. More than two at-fault accidents, more than three moving violations, or more than one at-fault accident plus two moving violations in the past three years.
3. A positive drug or alcohol test while in your employment.
4. License is currently suspended or revoked.

B. Notice of Traffic Violations: All employees who drive a District vehicle, operate mobile equipment, or receive a District travel allowance or mileage reimbursement must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator. The District Administrator will notify the board of education of any driving citation or conviction of a traffic violation if incurred by the District Administrator. Payment for any citations received while driving a District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

C. Drivers: All drivers of motor vehicles owned by the District and used for the transportation of pupils shall be under written contract with the Board. *See* WIS. STAT. § 121.52(2).

D. Employees Who Transport Students: Employees transporting nine or less passengers in addition to the operator or who transport students in a motor vehicle described in § 121.555(1)(b) shall be subject to the following operator requirements:

1. The operator shall possess a valid operator's license from Wisconsin or any state, District of Columbia, the Commonwealth of Puerto Rico and any territory or possession of the United States, any federal military installation located within the territorial boundaries of Wisconsin and any province of the Dominion of Canada.
2. The operator shall be at least 18 years of age.
3. The operator shall be under contract as an employee of the District, to include board approved volunteers.
4. The operator shall have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. This requirement may be waived for operators who pass a special driving examination conducted by the Department of Transportation.

E. Transportation Utilized for School Use

1. Employees may not use personal vehicles to transport student for school activities. Transporting students is limited to school owned vehicles and contracted business services.
2. School vehicles are available for employee use for school related activities and need to be checked out as per policy.
3. Employees using personal transportation for school related activities must have pre-approval by the building principal. In the event that the building principal is not the immediate supervisor, pre-approval must be obtained from the District Administrator.
4. *Employees who cannot use a school vehicle and are authorized to use personal transportation for school related activities must fill out an expense sheet for approval and will be reimbursed mileage at the IRS rate. The district will carry liability insurance to cover employees when they use their own vehicle on official school business.*
5. All transportation will be done in accordance with Board policy.

References: ***Board Policy 528*** ***Travel and Expense Guidelines***
Board Policy 528.1 ***District Vehicle Usage***
Board Policy 528.2 ***District Vehicle Usage Request Form***

3.27 Outside Employment

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

3.28 Personal Appearance/Staff Dress Code

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

The District expects that all employees are neat, clean, and wear appropriate dress for work that is in good taste and suitable for the job assignment. The minimal appropriate dress for professional staff is "business casual" with the exception of designated school spirit days or special events that merit related attire, or job specific attire, i.e., physical education.

The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, unprofessional, or which adversely affects the educational atmosphere.

Reference: ***Board Policy 522.8*** ***Staff Dress***

3.29 Personal Property

A. Liability: The District does not assume any responsibility for loss, theft or damages to personal property. In order to minimize risk, the District advises employees not to carry unnecessary amounts of cash or other valuables. If employees bring personal items to work, they are expected to exercise reasonable care to safeguard them. The District is not liable for vandalism, theft or any damage to cars parked on school property. The District carries no accident insurance or other insurance coverage for any loss or injury for which the District does not have legal responsibility.

B. Search of Personal Effects [Please see section 3.39 of the Handbook for information on the Search of District Property]: Employees should have no expectation of privacy to items contained in plain view, for example, but not limited by enumeration to automobiles parked on the District's property, items left on top of or within desks and cabinets, lockers, etc. Items not in plain view and contained within personal property, e.g. purse, satchel, wallet, coat, backpack, etc., may be searched in accordance with applicable state and federal law.

3.30 Personnel Files

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

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

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

Reference: ***Board Policy 526*** ***Personnel Records***

3.31 Personnel – Student Relations

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

The Board fully supports the right and desire of teachers to maintain a proper disciplinary atmosphere in all classrooms. The Board further realizes that this is necessary if students and teachers are to realize maximum effectiveness in the cooperative goals of educational excellence.

References: ***Board Policy 522.4*** ***Statement of Ethics and Accountable Behavior***
Board Policy 522.7 ***Staff Use of Internet/Electronic Communication***

3.32 Physical Examination

A. Examination: Upon initial employment and thereafter, physical examinations shall be required of District employees in accordance with section 118.25 of the Wisconsin statutes. Upon initial employment, evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable, with the District.

B. Fitness for Duty: The District may require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, and consistent the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

Reference: ***Board Policy 523.11*** ***Employee Alcohol and Drug Testing***

3.33 Political Activity

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

A. No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated break periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.

B. During established hours of employment or while an employee is engaged in his/her official duties, no employee or other person may solicit or receive from any employee any contribution or service for any political purpose, where a "political purpose" includes an act done for the purpose of influencing the election or nomination for election of a person to office. Furthermore, no person may enter any District building, office or facility in order to request, make or receive a contribution for a political purpose.

C. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. This provision does not apply to use of District facilities by employees for events or activities that are not within their scope of employment and that are held pursuant to the District's policies regarding facilities use by third parties.

D. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action.

E. This section does not apply to the provision of information by school employees in connection with any election, referendum or legislation where authorized by the school board or District Administrator and where consistent with legal limitations on the use of public funds and school District resources."

Reference: ***Board Policy 522.5*** ***Staff Involvement in Political Activity***

~~3.34 Position Descriptions~~

~~Position descriptions are available for inspection for each District employee. At a minimum, the descriptions will include the job title and description, the minimum qualifications, and the essential functions of the position. Employees must be able to perform the essential functions of the job description.~~ *We've never maintained therefore it is not current practice.*

3.35 Severance from Employment

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

A. Termination pursuant to the terms of this Handbook and the employee's individual contract [if any];
B. voluntary resignation;
C. retirement;
D. nonrenewal of the employee's contract, [only applicable to employees where nonrenewal rights are provided under the Wisconsin statutes];
E. failure to return to work following recall from layoff as designated within specific employment group Handbook.
F. the employee having been on layoff for twelve (12) consecutive months [only applicable to employees where layoff rights are expressly provided for in other sections of this Handbook];
G. failure to return to work the day following the expiration of an authorized leave of absence; and
H. job abandonment.

3.36 Solicitations

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

3.37 Student Code of Conduct and Handbook

The Student Code of Conduct and Handbook is available online at www.abbotsford.k12.wi.us. Hard copies are also available in the elementary and middle/senior high offices.

3.38 Teamwork

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

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

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

3.39 Wellness

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

B. Employee Wellness: The District shall encourage healthy behaviors by providing wellness programs, educational opportunities and a healthy work environment for employees.

References: ***Board Policy 523.41*** ***Staff Health Policy***
Board Policy 820 ***Wellness Policy***

3.40 Employee (Whistleblower) Protection

A. Complaint Procedure: If any employee of the District reasonably believes that some policy, practice, or activity of the District is in violation of law, a written complaint must be filed by that employee with the District Administrator. If the complaint is about a practice or activity of the District Administrator, the complaint must be filed with the Board President.

B. Purpose: It is the intent of the District to adhere to all laws and regulations that apply to the District, and the underlying purpose of this provision is to support the District's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

C. Anti-Retaliation: An employee is protected from retaliation only if the employee brings the alleged unlawful policy, practice, or activity to the attention of the District and provides the District with a reasonable opportunity to investigate and correct the alleged unlawful policy, practice, or activity pursuant to the District's chain of command or complaint policies. The protection described below is only available to employees who comply with this requirement. The protection against retaliation that is described below does not limit the District from taking disciplinary or other employment action, including termination, against an employee where that discipline or employment action is not based on the employee's filing of a good faith complaint under this policy. The District will not retaliate against an employee who in good faith has made a protest or raised a complaint against some policy, practice, or activity of the District, or of another individual or entity with whom the District has a business relationship, on the basis of a reasonable belief that the policy, practice, or activity is in violation of law or a clear mandate of public policy. The District will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any policy, practice, or activity of the District that the employee reasonably believes is in violation of law or a rule or regulation mandated pursuant to law or is in violation of a clear mandate of public

policy concerning the health, safety, welfare, or protection of the environment. Nothing herein shall limit or diminish an employee's protections against retaliation for filing a complaint, or participating in an investigation or legal proceeding, if such actions are protected by state and/or federal law.

3.41 Work Spaces, Including Desks, Lockers, etc.

Employees shall have no expectation of privacy with respect to any item or document stored in or on District-owned property, which includes, but is not limited to, desks, filing cabinets, mailboxes, lockers, tables, shelves, and other storage spaces in or out of the classroom. Accordingly, the District may at any time and in its sole discretion conduct a search of such property, regardless of whether the searched areas or items of furniture are locked or unlocked except as provided for under section 3.27, subsection B of this Handbook.

3.42 Work Made for Hire

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

3.43 Workplace Safety

A. Adherence to Safety Rules: All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor. Fire safety is an essential element of having a safe working environment. Employees should know the following:

1. Location of fire alarms;
2. Location of fire extinguishers;
3. Evacuation routes; and
4. Whom to notify in case of fire

Employees need to take precautions to prevent fires from occurring. In the event of a fire, the most important task is to sound the alarm and clear the building. Employees should not risk their safety in fighting fires.

B. Protection of Staff: An employee shall report all cases of assault or injury suffered in connection with employment in the performance of duties to the District Administrator or his/her designee, who shall acknowledge receipt of such report and keep the staff involved informed of action taken.

1. "Injury" means physical harm to an employee caused by accident or disease in the performance of duties by the employee.

2. "Performance of duties" means duties performed within the employee's authorized scope of employment and performed in the line of duty.

C. Notification of Safety and Health Standards: Wisconsin Statute § 101.055 requires the Wisconsin Department of Commerce to adopt and enforce safety and health standards that

will provide protection to public employees at least equal to that provided to private sector employees under standards promulgated by federal Occupational Safety and Health Administration (OSHA). A District employee who believes that a safety or health standard is being violated, or that a situation exists which poses a recognized hazard likely to cause death or serious physical harm, may request the District to conduct an internal review of the matter. Furthermore, the employee may request the Wisconsin Department of Commerce to conduct an inspection.

The District shall not discriminate against or discharge any employee for exercising any right afforded by this section. An employee may file a grievance under the Part I, section 5 of this *Handbook* and District Policy 527: Grievance Policy, to address the workplace safety issues as defined in subsection F, below. The employee may, in his/her discretion also file a complaint with the state Division of Equal Rights within thirty (30) days if the employee believes a violation of the first sentence of this paragraph occurred. *See* WIS. STAT. § 101.055; Public Employee Safety and Health, available at http://commerce.wi.gov/sb/docs/SB-PubSectSafEmployeePoster9301.pdf

D. Weapons Prohibition: Firearms and dangerous weapons are prohibited on all property of the District. The prohibition includes firearms in vehicles on school property. Licensed peace officers who are serving in their official capacities are the only persons excepted from this prohibition. Firearms and dangerous weapons have the definitions set forth in the following statutory provisions: WIS. STAT. §§ 119.25, 120.13(1), 941.235, 948.60, 948.605, 948.61.

E. Disaster Preparedness: All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures. Information concerning disaster preparedness is provided in the District Crisis Manual available online at www.abbotsford.k12.wi.us.

F. Workplace Safety Definition for Grievance Procedure: In accordance with relevant state law, the grievance procedure established by the District permits employees to file grievances over workplace safety. For purposes of that procedure, the following guidelines shall apply:

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

3.44 Violence in the Workplace

A. Expectations: Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District sponsored events. The District will not tolerate such conduct in its employees, former employees, contractors, or visitors. An employee who exhibits violent behavior shall be subject to disciplinary action up to and including termination and may also be referred to law enforcement.

B. Definitions as Used Under this Section:

1. Workplace Violence: Behavior in which an employee, former employee, contractor or visitor to a workplace inflicts or threatens to inflict damage to property, serious harm, injury or death to others at the District or under the direct supervision of the District.
2. Threat: A communicated intent to inflict physical or other harm on any person or property.
3. Intimidation: Behavior or communication that comprises coercion, extortion, duress or putting in fear.
4. Court Order: An order by a Court that specifies and/or restricts the behavior of an individual. Court Orders may be issued in matters involving domestic violence, stalking or harassment, among other types of protective orders, including temporary restraining orders.

C. Prohibited Behavior: Violence in the workplace may include, but is not limited to, the following list of prohibited behaviors directed at or by an employee, supervisor or visitor:

1. Assault or battery.
2. Blatant or intentional disregard for the safety or well-being of others.
3. Commission of a violent felony or misdemeanor.
4. Dangerous or threatening horseplay or roughhousing.
5. Direct threats or physical intimidation.
6. Loud, disruptive, profane or obscene language or gestures that are clearly not part of the typical school district learning environment.
7. Physical restraint, confinement.
8. Possession of weapons of any kind on District property [please see section 3.41].
9. Stalking.
10. Any other act that a reasonable person would perceive as constituting a threat of violence.

D. Reporting Procedure: An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence towards anyone else shall take the following steps:

1. If an emergency exists and the situation is one of immediate danger, the employee shall contact the local law enforcement by dialing 9-1-1, and may take whatever emergency steps are available and appropriate to protect him/her from immediate harm, such as leaving the area.

2. If the situation is not one of immediate danger, the employee shall document in writing and report the incident/complaint to the appropriate supervisor or his/her designee as soon as possible.

An employee who has received a restraining order, temporary or permanent, against an individual, who may impact the employee at work [e.g. verbal or physical contact or proximity has been prohibited or restricted], shall immediately supply a copy of the signed order to his/her supervisor. The supervisor shall provide copies to the other appropriate supervisors and inform other employees on an as-needed basis.

E. Investigation and Investigation Findings: The District will investigate all incidents/complaints filed and may investigate in other situations where no complaint was

filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

In appropriate circumstances, the District will inform the reporting individual of the results of the investigation. To the extent possible, the District will maintain the confidentiality of the reporting employee and the investigation, but may need to disclose results in appropriate circumstances; (e.g., in order to protect individual safety or to conduct an adequate investigation). The District will not tolerate retaliation against any employee who in good faith reports workplace violence.

3.44 Legal Custodian of Records

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

3.45 Breastfeeding

Upon request, the District shall provide a reasonable break time for an employee to express breast milk for her nursing child for one year after the child's birth each time such employee has the need to express the milk. For members of the professional teaching staff, "reasonable break time" generally means periods during the day when they are not engaged in instruction with students. Furthermore, the District shall provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. Preferably, the space should have an electrical outlet for use by the employee.

Non-exempt employees under the Fair Labor Standards Act shall not be compensated for any break taken for the purpose of expressing milk, unless such break would otherwise be compensable. As a general matter, "non-exempt" employees are those who receive overtime if they work more than 40 hours in any week. Non-exempt employees shall not engage in any work-related activities during breaks used to express milk.

Jokes or harassment based on breastfeeding will not be tolerated. If an employee is the subject of such jokes or harassment on that basis, she shall report the incident(s) up the chain of command.

3.46 Staff Use of Force to Maintain Student Discipline

A. Corporal punishment and staff use of reasonable and necessary force to maintain student discipline.

1. Staff is prohibited from using corporal punishment on students. "Corporal punishment" means the intentional infliction of physical pain which is used as a means of discipline. "Corporal punishment" includes, but is not limited to, paddling, slapping or prolonged maintenance of physically painful positions, when used as a means of discipline. "Corporal punishment" does not include actions consistent with an individualized education program or reasonable physical activities associated with athletic training.

2. Staff may use reasonable and necessary force for the purposes described below. The use of reasonable and necessary force for such purposes is not prohibited corporal punishment:

a. To quell a disturbance or prevent an act that threatens physical injury to any

person.

b. To obtain possession of a weapon or other dangerous object within a student's control.

c. For the purpose of self–defense or the defense of others under § 939.48 Wis. Stat.

d. For the protection of property under § 939.49 Wis. Stat.

e. To remove a disruptive student from a school premises or motor vehicle, or from school–sponsored activities.

f. To prevent a student from inflicting harm on himself or herself.

g. To protect the safety of others.

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

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

C. Seclusion and Physical Restraint of Students

1. Staff is prohibited from using seclusion as a means to discipline students or control student conduct except where authorized in advance by the administration and then only in a manner consistent with state law (§ 118.305 Wis. Stat.). "Seclusion" means the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving.

2. Staff is prohibited from using physical restraint as a means to discipline students or control student conduct except where authorized in advance by the administration or in the case of an emergency as described below and then only in a manner consistent with state law (§ 118.305 Wis. Stat.). "Physical restraint" means a restriction that immobilizes or reduces the ability of a student to freely move his or her torso, arms, legs, or head.

a. Except as is provided in subsection b, below, no employee may use physical restraint unless that employee has received training in the use of physical restraint as required by state law (§ 118.305(6) Wis. Stat.).

b. Staff who has not received training in the use of physical restraint may use physical restraint on a student at school only in an emergency and only if staff trained in the use of physical restraint under is not immediately available due to the unforeseen nature of the emergency.

3. Nothing in this section prohibits staff from doing any of the following at school if the student is not confined to an area from which he or she is physically prevented from leaving:

a. Directing a student who is disruptive to temporarily separate him or herself from the general activity in the classroom to allow the student to regain behavioral control and staff to maintain or regain classroom order.

b. Directing a student to temporarily remain in the classroom to complete tasks while other students participate in activities outside the classroom.

c. Briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort, or redirect the student.

3.47 Residency

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

SECTION 4: MANAGEMENT RIGHTS

4.01 Delineation of Rights

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

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

4.02 Sole Basis

This section does not describe any rights of the employee(s). Accordingly, the employee(s), may not base any charge of a Handbook violation under the District's grievance process Policy 527 or any other forum solely on this section.

SECTION 5: GRIEVANCE PROCEDURE

5.01 Purpose

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

5.02 Definitions

A. Grievance: A "grievance" is defined as any complaint that arises concerning discipline,

termination or workplace safety.

B. Grievant: A "grievant" may be any employee **or group of employees.**

C. Day: The term "days" as used in this Section shall mean regularly scheduled workdays, unless otherwise indicated.

D. Employee:

1. For purposes of discipline and termination under this grievance procedure, an employee shall be defined to include regular full-time, part-time, and limited term employees. All other individuals employed by the District, such as casual employees, temporary employees, and short-term substitutes as well as independent contractors are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.

2. For purposes of workplace safety under this grievance procedure, an employee shall be defined to include regular full-time, part-time, limited term, casual, and temporary employees. All other individuals employed by the District are specifically excluded from the definition of employee and, therefore, this grievance procedure is not available to them.

E. Discipline:

1. For purposes of this procedure, "discipline" means an employment action that result in a disciplinary suspension or disciplinary demotion. "Discipline" for purposes of access to this grievance procedure does not include any written or verbal notices, warnings, reprimands, or reminders; verbal disciplines will be documented, but is not subject to the grievance procedure. The purpose of written and verbal notices, warnings, reprimands, or reminders is to alert the employee that failure to correct the behavior may result in disciplinary suspension without pay, disciplinary termination, or disciplinary demotion.

F. Termination:

1. For purposes of this procedure, "termination" means a separation from employment by the employer for disciplinary or quality of performance reasons. "Termination" does not include layoff, reduction in workday, furlough, reduction in workforce, job transfer or reassignment, or the end or completion of temporary employment, which are not subject to the grievance procedure.

G. Workplace Safety:

1. For purposes of this procedure, "workplace safety" includes any conditions of employment related to the physical health and safety of employees, including the safety of the physical work environment, the safe operation of workplace equipment and tools, provision of personal protective equipment, and accident risks. "Workplace Safety" does not include conditions of employment unrelated to physical health and safety matters, including, but not limited to, hours, overtime, assignments and work schedules.

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

5.03 Time Limits

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

5.04 Grievance Processing Procedure

Grievances shall be processed in accordance with the following procedure:

Step One - Informal Resolution: An earnest effort shall first be made to settle the matter informally between the employee and the immediate supervisor. A grievance may be initiated through an informal meeting and discussion with the immediate supervisor, the employee and the employee's designated representative. The informal meeting and discussion shall occur within thirty (30) days after the facts upon which the grievance is based first occurred. The immediate supervisor will give an answer to the grievance. The grievant(s) shall be required to state the purpose of the discussions and event(s) upon which the discussions are based. The immediate supervisor shall notify the grievant and (if applicable and appropriate) the representative of his/her answer within ten (10) days. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file a written grievance.

Step Two - Written Grievance: If the grievance is not resolved at Step One, the grievant shall file a written grievance with the immediate supervisor within ten (10) days after the earlier of the following: (1) receipt of the Step One response; or (2) the District's deadline for providing a Step One response (if no response is provided). The written grievance shall include the facts upon which the grievance is based, the issues involved, the *Handbook* provision related to discipline, workplace safety or termination, alleged to be violated and the relief sought. The grievance shall be signed and dated by the grievant. The immediate supervisor shall respond to the grievance in writing within ten (10) days. However, if there is an ongoing investigation related to the subject matter of the grievance, the immediate supervisor shall have until ten days after completion of the investigation to respond to the grievance. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the District Administrator.

If the grievant's immediate supervisor is the District Administrator, the grievant shall skip Step Three and proceed directly to Step Four if he/she is not satisfied with response of his/her immediate supervisor at Step Two (or if no answer is provided in the above timeframe).

Step Three - Appeal to District Administrator: If the grievance is not resolved at Step Two, the grievant may appeal the written grievance to the District Administrator within ten (10) days after the response at Step Two or if no response is provided within ten (10) days of the deadline for the response. The District Administrator shall meet with the grievant(s) and/or the employee's designated representative and the principal or immediate supervisor within ten (10) days after receiving the written grievance. The District Administrator shall respond to the written grievance within ten (10) days of the meeting or at a later date as determined by the District Administrator if further investigation is warranted. The District Administrator shall indicate in writing the disposition of the grievance and forward it to the grievant and (if applicable and appropriate) the grievant's representative. If the matter cannot be resolved or if no answer is provided in the above timeframe, the grievant(s) may file an appeal to the impartial hearing officer.

Step Four - Appeal to Impartial Hearing Officer: If the grievance is not resolved in Step Three, the employee must notify the District Administrator, within ten (10) days after receipt of the District

Administrator's answer or if no response is provided within ten (10) days of the deadline for the response, if he or she intends to process the grievance to an impartial hearing officer.

This step of the process is available only if the alleged violation of District policy or *Employee* Handbook involves discipline, termination, or workplace safety.

If there is a dispute over the timeliness or the ability to use the grievance procedure on the issue, the Administration shall have the discretion to bifurcate the hearing for the purpose of deciding those issues (i.e. address whether the grievance was filed in a timely manner before hearing the merits of the grievance or address whether the content of the grievance is properly before the impartial hearing officer).

Step Five – Appeal to Board of Education: If the grievance is not resolved at Step Four, the grievance may be appealed to the School Board within ten (10) days after the decision at the prior step. Either the administration or the grievant may appeal an impartial hearing officer's decision to the Board.

Level of Review: The role of the Board of Education, in reviewing the decision of the Impartial Hearing Officer, is to solely address the following questions:

Did the Impartial Hearing Officer follow a fair and impartial process?

Is there evidence of corruption, fraud, or misconduct by the Impartial Hearing Officer?

Did the Impartial Hearing Officer make an error of law which makes his/her award invalid?

Did the Impartial Hearing Officer make an error of fact which makes his/her award invalid?

After answering the above questions, the Board of Education will decide to uphold, modify, or reverse the decision of the Impartial Hearing Officer. The Board will issue its written decision within sixty (60) days from receipt of the appeal.

5.05 Hearing Officer

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

1. Hearing Officer List

   The Superintendent shall maintain a panel of at least ~~five~~ (~~5~~) three (3) individuals who have indicated a willingness to serve in such a capacity and who are experienced in personnel matters or who are attorneys, or retired members of the judiciary.

2. Compensation

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

5.06 Grievant's Right to Representation

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

5.07 Consolidation of Grievances

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

5.08 Settlement of Grievances

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

Reference: ***School Board Policy 527*** ***Grievance Procedure***

SECTION 6: PAY PERIODS

6.01 Annualized Payroll Cycle

A. School Year Employees:

1. Annualized Payroll: Salaried employees scheduled to work the school year may voluntarily request to be paid on a twelve (12) month payroll cycle as set forth in subsection 2, below. Such request shall be made in writing and submitted to the business office by the first scheduled school day with students. For employees with an individual contract, such election may be provided at the same time as the issuance of the individual contract or letter of intent. All school year employees covered under this provision shall have their wages annualized based upon the number of hours worked per day, annual number of days worked, current wage/salary rate, and number of payrolls in accordance with the District-approved format.

2. School Year Payroll: For salaried employees who do not voluntarily request to be paid on a twelve (12) month payroll cycle, the employee shall be placed on a nineteen (19) pay period cycle.

B. Calendar Year Employees: All employees scheduled to work the calendar year will be placed on the twenty-four (24) payroll cycle.

6.02 Payroll Dates

The payroll dates shall be the 15th and last day of each month. If the pay date falls on a Saturday, Sunday, or holiday, school-year employees shall receive their pay installment on the last weekday prior.

The first pay date of the school year for school year employees will be September 15th.

6.03 Direct Deposit Payment Method

All employees will participate in a direct payroll deposit plan. Direct deposit statements will be available in the employee access program (Skyward) a day prior to deposit. Direct deposit changes may be made after giving thirty (30) calendar day 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, accumulated bank days, the number of personal days remaining to the employee's credit, the number of emergency days that have been used, and when applicable, the number of vacation days to be taken and the number remaining.

6.04 Definitions for Payroll Purposes Only

A. Day: A day shall run from 12:00 midnight (12:00 a.m.) to 11:59 p.m.

B. Week: A week shall run from 12:00 midnight (12:00 a.m.) Sunday until 11:59 p.m. the following Saturday.

C. Pay Period: The pay periods shall begin on the 1st and 16th of each month and shall be comprised in the following fashion: 1st to the 15th is one pay period and will be paid on the last business day of the month. The second pay period commences on the 16th through the last working day of the month and will be paid on the 15th of the following month. If 15th or the last day of the month falls on a weekend date or recognized holiday, the payment will be deposited on the last working day preceding the weekend or recognized holiday.

6.05 Salary Deferrals –Tax Sheltered Annuities (TSA)

A. The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").

B. The purchase of the annuity will be optional for the individual employee. The employee may make 403(b) elective salary reductions in one or both of the following ways:

1. Pre-tax dollars (salary reduction, also known as "regular" TSA contributions) or

2. After tax dollars (also known as "Roth" TSA contributions).

C. The district will contract with a third party administrator (TPA) to administer the district's Tax Shelter Annuity Plan. The TPA will be responsible for monitoring all legal responsibilities, as well as establishing, in policy, the requests of the district concerning maintenance of the program. The TPA will serve as the distributor of contributions to appropriate vendors. Employees will receive annually updated information relating to Tax Shelter Annuities and participation.

SECTION 7: WORKER'S COMPENSATION

7.01 Worker's Compensation Coverage and Reporting Responsibilities

All employees shall be covered by Worker's Compensation Insurance. Any employee who is injured on the job shall report the injury to the personnel office prior to seeking medical attention if at all possible. In the event of an emergency, the employee shall notify his/her immediate supervisor within twenty-four (24) hours after the occurrence of the injury or as soon as practicable. The employee shall fill out an accident report form provided in the All-Staff Folder.

7.02 Benefits While on Worker's Compensation

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

A. Up to day sixty (60) of Worker's Compensation Leave: The employee will be paid income equivalent to the income the employee would have earned had the employee not been injured.

This income will be generated by combining worker's compensation insurance with prorated accumulated sick This provision will apply up until the sixtieth (60th) consecutive day of leave or as long as the employee has accumulated sick leave available, whichever occurs first.

B. Day Sixty-One (61) and thereafter of Worker's Compensation Leave: After day sixty, the district Long-Term Disability Insurance will be available to the employee. No other leaves will be applied to the worker's compensation leave. The employee, subject to the rules and regulations of the carrier, may be eligible for long-term disability leave.

7.03 Injuries Not Covered by Worker's Compensation

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

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

SECTION 8: LEAVES AND ABSENCES FOR PROFESSIONAL STAFF, SUPPORT STAFF AND ADMINISTRATIVE STAFF

The Board shall define leaves and absences available to eligible employees. ~~Language for leaves and absences is set forth in the applicable part of the Handbook covering each employee group.~~

The types of leaves and absences are defined below. The number of leaves and absences will be pro-rated as per contract or assignment designation. In addition, leaves and absences will be pro-rated if employment is terminated prior to an individual contract or assignment expiration date. If employment is terminated prior to contract or assignment expiration, and leaves and absences are in excess of pro-rated amounts, the district will deduct excess costs from the final payroll.

8.01 Sick Leave

Benefits and Accumulation: Each employee shall accumulate one (1) day of sick leave for each full month of service up to a maximum accumulation of ninety (90) days. Sick leave may only be used for illness or disability of the employee or immediate family (limited to spouse or children) including medical or dental appointments. Sick leave may be taken in one hour blocks. Sick leave shall be used from the current year first. Days needed beyond those of the current year will be taken from those accumulated. Days accumulated above ninety (90) days shall be considered bank days and shall be cumulative indefinitely. Once a sick day becomes a bank day, it can no longer be used as a sick day.

For purposes of this provision, employees working less than eight (8) hours per day shall earn and use sick leave on a prorated basis.

A severance benefit of twenty dollars ($20) per day for unused sick leave and bank days for employees with ~~seven (7)~~ five (5) years or more of service will be paid upon leaving the district. Those employees retiring from the district with ~~seven (7)~~ five (5) or more years of service will receive twenty-five dollars ($25) per day for each unused sick leave and bank day deposited into a district approved Health Reimbursement Arrangement (HRA).

Advance Notice: Sick leave benefits shall begin on the first day of absence and continue until the employee returns to work or has used all of his/her accumulated sick leave. Employees who are sick and unable to report to work shall, where reasonable, notify or cause the ~~employee~~ supervisor in charge to be

notified ~~at least seventy-five (75) minutes before the start of the regular shift or assignment or earlier~~ sufficiently in advance to find a suitable replacement (per the supervisor's recommendation).

Reference: ***School Board Policy 542.3*** ***Support Staff Leaves and Absences***
School Board Policy 532.3 ***Professional Staff Leaves and Absences***

8.02 Emergency Leave (Recommendation to make uniform emergency leave practices for all district employees.)

~~Emergency leave is non-cumulative. Emergency leave not to exceed three (3) days per contract year is authorized. An emergency leave shall be granted by the building principal, or in his /her absence, the District Administrator for the following reasons:~~

~~A. The employee is summoned to appear in a court of law, other than jury duty. Employee must submit evidence of summons prior to appearance.~~
~~B. Personal disaster. (Examples: fire in the home, wind damage, car accident.) This provision does not include travel complications or inconveniences to the employee.~~
~~C. Birth or adoption of a son or daughter.~~
~~D. Surgery, serious injury, or hospitalization required by the employee's family. This provision does not include illness. Family shall be defined as husband, wife, child, brother, sister, parents, grandparents, grandparents-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandchildren, step children, step parents, individuals of which the employee has assumed legal guardianship (administration reserves the right to request proof of guardianship) or any other member of a family living in the same household regardless or relationship.~~
~~E. Death in the family. Family shall be defined as above and will also include aunts and uncles. An extension of two (2) days may be granted. The additional two (2) days shall be deducted from sick leave.~~
~~F. Emergency leave as a result of the death of close friends or relatives not previously defined is inclusive of the three (3) days per contracted year. The cost equal to one half of the hourly compensation will be deducted.~~

Emergency leave is non-cumulative. Emergency leave not to exceed three (3) days per contract year is authorized. This leave shall be taken in no less than one hour blocks. An emergency leave shall be granted by the building principal/supervisor, or in his /her absence, the District Administrator, using the following as guidelines:

- The employee is summoned to appear in a court of law, other than jury duty. Employee must submit evidence of summons prior to appearance.
- Personal disaster. (Examples: fire in the home, wind damage, car accident.) This provision does not include travel complications or inconveniences to the employee.
- Birth or adoption of a son or daughter.
- Surgery, serious injury, or hospitalization required by the employee's family. This provision does not include illness. Family shall be defined as husband, wife, child, brother, sister, parents, grandparents, grandparents-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandchildren, step-children, step-parents, individuals of which the employee has assumed legal guardianship (administration reserves the right to request proof of guardianship),or any other member of a family living in the same household regardless of relationship.
- Death in the family. An extension of three (3) days may be granted. The additional three (3) days shall be deducted from sick leave.
- The death of close friends or relatives.

For employees working less than an eight (8) hour day, a day equals the number of hours normally worked by the employee. ~~Emergency leave may be taken in one hour blocks.~~

Reference: ***School Board Policy 542.3*** ***Support Staff Leaves and Absences***
School Board Policy 532.3 ***Professional Staff Leaves and Absences***

8.03 Personal Leave (Recommendation to make uniform personal leave practices for all district employees.)

~~Each employee is entitled to not more than two (2) days of personal leave per year, non-cumulative. Written notice to the immediate supervisor, or in his/her absence, the District Administrator, must be provided forth-eight (48) hours in advance. No more than one (1) employee per classification per day will be granted personal leave. The immediate supervisor will inform the employee if personal leave days are approved or disapproved within twenty-four (24) hours after receiving the request for personal leave. For employees working less than an eight (8) hour day, a day equals the number of hours normally worked by the employee. Personal leave may be taken in one hour blocks. Personal leave may be used to extend vacation periods. Written notice for personal leave immediately prior to or after vacations will state reason(s) for personal leave request. Personal leave to extend vacation periods may not exceed a maximum of two (2) employees per building per day.~~

~~A teacher is~~ All staff members are entitled to not more than two (2) days of personal leave. This leave shall be taken in no less than one hour blocks. ~~The cost equal to a tier one substitute's wages will be deducted from the teacher's salary for the personal leave days.~~ Principals/Supervisors may determine the appropriate number of employees granted personal leave at one time based on sub availability. Used personal days will be subtracted from the current year's allotment of sick leave. A personal day requested beyond the availability of sick leave days allotted for the current year will be denied unless extenuating circumstances warrant 'unpaid' time, which will require administrative approval. (Refer to "Unpaid Leave", 8.05). To apply for personal leave, a ~~teacher~~ district employee shall:

1. Give at least ~~forty-eight (48) school day hours written~~ two (2) days notice in Skyward ~~to the District Administrator or in his/her absence, the building principal~~. Administration reserves the right to make exceptions when warranted.

~~2. Not more than three (3) teachers per building per day will be granted personal leave and/or professional day leave.~~

3. ~~The District Administrator~~ Administration will inform the teacher if personal leave days are approved or ~~disapproved~~ denied within twenty-four (24) hours after receiving the request. ~~for personal leave days.~~

4. Personal leave may not be used to extend vacation periods. ~~Written notice for personal leave immediately prior to or after vacations will state reason(s) for personal leave request. Personal leave to extend vacation periods may not exceed a maximum of two (2) employees per building per day.~~

5. Personal days will not be granted on days designated in the negotiated calendar as early release, in-service, convention, ~~or~~ workdays or during the first two (2) and last two (2) weeks of the school year.

Reference: ***School Board Policy 542.3*** ***Support Staff Leaves and Absences***
School Board Policy 532.3 ***Professional Staff Leaves and Absences***

8.04 Jury Duty

Employees required to serve on jury duty shall receive their regular pay, however, they must turn over the jury duty pay to the District. Employees shall report to school immediately following the conclusion of their jury duty each day if they are released before noon.

8.05 Professional Day for Teachers

~~The District Administrator~~ Administration may grant each employee covered by this Agreement one (1) professional day per year. This day may be used for conventions, in-service, workshops, classroom visits, district mentor/mentee activities, etc. The District will pay the cost of the substitute teacher. Requests for a professional day shall be submitted in writing ten (10) days prior to the date requested, stating the intended use of the professional day. No more than three (3) teachers per building per day will be granted professional and/or personal leave.

A. Any reference to "building" is defined as having a majority of Pre-K through 5 staff responsibilities or a majority of 6-12 staff responsibilities.

Reference: Board Policy 532.3 Professional Staff Leaves and Absences

8.06 Unpaid Leave

Per teacher contract and support staff assignment, it is understood that the agreement in place with the employee is a binding document. Therefore, requests for unpaid leave should not be for additional vacations or pursuit of personal endeavors. Unpaid leave is reserved for highly extenuating circumstances and will be considered by administration.

Unpaid leave may be granted for personal or medical reasons for a period not longer than five working days by administration after the allotted personal and medical leave has expired. Longer periods of unpaid leave beyond five working days may only be granted at the sole discretion of the School Board and must be approved in advance by the board. Submittal for board approval is required thirty (30) working days in advance of the requested leave. All unpaid leave will result in pro-rated salaries and fringe benefits.

Reference: ***School Board Policy 542.3 Support Staff Leaves and Absences***
School Board Policy 532.3 Professional Staff Leaves and Absences

8.07 Compensation for Hourly Substitution – Teaching Staff

A teacher who takes over a ~~complete~~ class, study hall or library ~~period~~ time for another teacher (when a substitute is not available) will receive ~~payment of fifteen dollars and three cents ($15.03). Anything less than a .5 period will be paid at a rate of seven dollars and fifty-two cents ($7.52).~~ an approved hourly rate broken out in 15 minute increments to reflect actual time worked.

References: ***School Board Policy 532.3: Professional Staff Leaves and Absences***

Part II Employee Handbook: Staff with Individual Contracts Under §118.22, Wis. Stats. And Professional/Exempt Non-Supervisory Employees

School Board Policy 542.3: Support Staff Leaves and Absences

Part III Employee Handbook: Non-Exempt/Support Staff Without Individual Contracts Under §118.22, Wis. Stats.

SECTION 9: BENEFITS APPLICABLE TO ALL EMPLOYEES

9.01 Cafeteria Plan/Flexible Spending Account

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

A. Payment of insurance premium amounts (IRC § 106);
B. Permitted medical expenses not covered by the insurance plan (IRC § 105) to a maximum of $2500.00 per calendar year until August 31, 2013, and
C. Dependent care costs (IRC § 129) subject to the limitations set forth in the Internal Revenue Service Code.

Effective September 1, 2013: An employee may designate, under the flexible reimbursement plan/cafeteria plan, a maximum of two thousand five hundred dollars ($2,500) of eligible health and dental care expenses not covered by the insurance plan (IRS Code § 105, § 125) per plan year.

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

9.02 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. Eligibility for, and payment toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees. Enrollment periods are determined by the carrier.

For new employees hired for the 2012-2013 school year and beyond, if both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

9.03 Health Insurance

The Board shall provide health insurance to eligible employees. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board. Eligibility for, and payment payments toward coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees. Enrollment periods are determined by the carrier.

For new employees hired for the 2012-2013 school year and beyond, if both spouses are employed by the District and are eligible for insurance, the employees shall be eligible for two single plans or one family plan. The premium contributions for spouses shall be no different than the premium contribution for a similarly-situated employee whose spouse does not work for the District.

9.04 Liability Insurance

Employees shall be covered for liability in accordance with the terms of the District's liability insurance policy. Employees may inspect the District's liability insurance policy upon request.

9.05 Long-Term Disability

The Board shall provide long-term disability insurance to eligible employees. The insurance carrier(s),

program(s), and coverage's will be selected and determined by the Board. Eligibility for, and payment toward, coverage for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

9.06 Wisconsin Retirement System (WRS) Contributions

The Board agrees to contribute the employer's share. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements.

9.07 Defined Contribution Post-Employment Benefit

Eligibility for, and payments toward Post-Employment Benefits for individual employment groups are set forth in the applicable part of the Handbook covering such employees.

9.08 Cobra Law Continuation of District Health Plan Participation

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

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

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

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

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

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

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

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

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

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

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

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

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

SECTION 10: WORK STOPPAGE

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

SECTION 11: CONFORMITY TO LAW

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

APPENDIX A: SALARY PAYROLL OPTIONS

~~2016-2017~~ 2017-2018

Each salaried school-year employee shall have the option of being paid in nineteen (19) or twenty-four (24) equal installments. The school-year employee shall on an annual basis submit this form to the District prior to the first day of the school year for which the school-year employee is paid. Once the school-year employee has selected nineteen (19) or twenty-four (24) pay periods such selection shall be irrevocable for that contract year. The school-year employee may change such election for succeeding contract year(s) by noting such election on this payroll election form.

The school-year employees shall receive their pay installments on the 15th and last day of each month. If the pay date falls on a Saturday, Sunday, or holiday, school-year employees shall receive their pay installment on the last weekday prior.

Salaried school-year employees who choose nineteen (19) equal installments will receive their first installment on September 15th and their last installment on June 15th.

Salaried school year employees who choose twenty-four (24) equal installments will receive their first installment on September 15th and all remaining installments on the scheduled dates through August of 2013.

Each salaried school-year employee must notify the District's business office of his/her payment option selection prior to the end of the school year proceeding the school year the payment changes go into effect.

Direct deposit will be mandatory for all employees.

The cost of the direct deposit will be the District's responsibility.

I choose to receive my pay installment in 19 equal installments. _____

I choose to receive my pay installment in 24 equal installments. _____

_____ _____

Signature Date

APPENDIX B: SALARY REDUCTION AGREEMENT

Dated:_____

Read this before completing this form: This salary reduction agreement does not establish a tax deferred annuity with a specific vendor but only authorizes the withholding of funds from your paycheck. For new enrollments, separate 403(b) and 457 enrollment applications must be requested from the vendor(s) you have chosen from the list of District-approved vendors (this list is available at the District office). Please return these separate enrollment application(s) to the District office along with this salary reduction agreement form.

Employee: _____ SSN: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____ Date of Birth: _____

I. Employee Deferrals – Section 403(b) Pre-tax Deferral Election.

I hereby authorize the Abbotsford School District ("District") to withhold $_____ OR _____% (whole dollar amount or whole percentage of total pay period compensation) from my compensation per pay period.

This Agreement shall be effective as of the first pay date which is not less than ten (10) business days following the date of execution of this Agreement. The District shall remit the withheld funds to the following Vendor(s) that I have selected:

Amount (whole dollar/percentage)	District-Approved Vendor Name
$_____ OR _____%	_____
Amount (whole dollar/percentage)	District-Approved Vendor Name
$_____ OR _____%	_____

Please use back of this form, continuing in the same fashion above if you wish to select additional vendors.

II. Employee Deferrals – Section 403(b) Roth After-tax Deferral Election.

I hereby authorize the Abbotsford School District ("District") to withhold $_____ OR _____% (whole dollar amount or whole percentage of total pay period compensation) from my compensation per pay period.

This Agreement shall be effective as of the first pay date which is not less than ten (10) business days following the date of execution of this Agreement. The District shall remit the withheld funds to the following Vendor(s) that I have selected:

Amount (whole dollar/percentage)	District-Approved Vendor Name
$_____ OR _____%	_____
Amount (whole dollar/percentage)	District-Approved Vendor Name
$_____ OR _____%	_____

Employee Deferrals – WDCP Section 457(b) Election. I have elected to participate in the Wisconsin Deferred Compensation Plan ("WDCP") sponsored by the Wisconsin Department of Employee Trust Funds. I hereby authorize the Abbotsford School District ("District") to withhold $_____ (whole dollar amount) from my compensation per pay period.

This Agreement shall be effective as of the first pay date which is not less than ten (10) business days following the date of execution of this Agreement. The District shall remit the withheld funds to the following Vendor(s) that I have selected:

Amount (whole dollar/percentage)	Vendor Name
$_____ OR _____%	_____

Terms/Conditions. This Agreement is legally binding upon me and may be terminated by me only by giving notice of termination in the payroll period preceding the payroll period in which the terminations is to be effective.

I understand and agree that there are limitations on my deferrals under the Abbotsford Employee Savings Plan (403(b) Plan and the Wisconsin Deferred Compensation Plan and that my contributions under this election do not exceed those limits. Further, I confirm that any deferrals in excess of the general limitations are due to my eligibility for either "catch-up" election which allows for a deferral in excess of the $15,500 limit (for 2007, adjusted annually) for the 403(b) plan and $15,500 limit (for 2007, adjusted annually) for the WDCP Section 457(b) Plan.

By the execution of this Agreement, I represent that:

1. This Agreement shall terminate any prior Salary Reduction Agreement executed between myself and the District under the Abbotsford Employee Savings Plan (403(b) Plan and the Wisconsin Deferred Compensation Plan.
2. I have not executed more than the number of Salary Reduction Agreements permitted during the same plan year under the Plan(s).
3. I have made an independent determination as to my desire to make these salary deferrals.
4. I have assessed the risk associated with such investment(s) and have determined, with such professional advice as I deemed necessary, that the product offered by the

Vendor is suitable to me.

5. The District has no responsibility to evaluate or apprise me, now or in the future, as to the performance, status or otherwise as to the operation or viability of any product offered by the Vendor or alternative investments.
6. I have made an independent determination as to my deferral level after consideration of the requirements of law and affirm that my contributions are within the limits of the law.
7. I understand that I am responsible for determining that the amount of my deferral contributions elected above in this Salary Reduction Agreement, plus any amount deferred under a SIMPLE plan, a 401(k) plan or other 403(b) plan not sponsored by the District, does not exceed the maximum limit specified under Internal Revenue Code section 402(g) for any given plan year.

By executing this Agreement, I hereby elect, where the general limitations of Code sections 403(b), 415(c) and 457(b) are not satisfied, such alternative limitations as are available and necessary for me to comply with the annual addition limitations, as determined under Code sections 415(c)(4) and 457(e).

I release the District from any and all claims that I may assert in the event that the product which I have chosen under this Agreement shall fail to qualify for preferential tax treatment under Code section 403(b). I understand that the District assumes no responsibility, actual or implied, with respect to the calculation of the contribution or the limits on such contributions.

Dated this _____ day of _____, 20___.

_____

Signature of Employee

_____

Date

* Those choosing this option will receive their last remaining installments of regular pay on the final work day of the school year.

VIII. C.2.

EMPLOYEE HANDBOOK

PART II

TEACHERS

STAFF WITH INDIVIDUAL CONTRACTS UNDER §118.22 WIS. STATUTES

2017-2018

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SECTION 1. DISCIPLINE, TERMINATION AND NONRENEWAL

1.01 Standard for Non-renewal for Teachers

A. ~~Probationary Employee~~ Initial Educator: ~~A probationary teacher~~ An Initial Educator may be non-renewed during their probationary period for any reason, and such nonrenewal will not be subject to the grievance provisions of this Handbook or in District Policy 527: Grievance Procedure. Such nonrenewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats.

B. Non-Probationary Employee: After completing the probationary period, the parties agree to the following procedure for nonrenewal:

1. A non-probationary teacher who has not been placed on a ~~plan of improvement~~ plan of assistance under the District's evaluation procedures may only be non-renewed for just cause. A plan of improvement will remain in effect till the teacher has satisfactorily met the conditions established by the plan and exhibits expected improvements as determined by the administrator(s) reviewing the plan.

2. A ~~non-probationary~~ continuing educator ~~teacher~~ who has been placed on a plan of assistance under the District's evaluation procedures may be non-renewed for reasons that are not arbitrary or capricious if that plan has been in effect for less than one calendar year.

   A non-renewal shall not be deemed a "termination" under the grievance procedure in District Policy 527: Grievance Procedure. Such non-renewal shall be exclusively subject to the provisions of section 118.22, Wis. Stats.

Reference: **Board Policy 527** **Grievance Procedure**

1.02 Length of ~~Probationary~~ Initial Educator Period for Teachers

~~A. Teachers hired for the 2011-2012 school year and prior, shall serve a three (3) year probationary period. Those teachers will have an additional two (2) years of probation added if placed on a plan of improvement anytime during the initial three year probationary period.~~

B. All ~~teachers~~ initial educators new to the District ~~hired for the 2012-2013 school year and beyond~~ shall serve a ~~five (5)~~ three (3) year probationary period.

1.03 Standard for Discipline and Termination

A teacher may be disciplined or terminated for "cause". Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook. "Cause" is defined as the following:

A. There is a factual basis for the discipline or termination: The factual basis must support a finding of employee conduct in which the District has a disciplinary or termination interest; and

B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

Reference: **Board Policy 527** **Grievance Procedure**

1.04 Benefits during ~~Probation~~ Initial Educator Period

All provisions of this Handbook shall apply to an employee as of the first day of employment. Employees eligible to receive insurance benefits shall receive initial coverage in accordance with the waiting periods, if any, contained in paid coverages without regard for the probationary period.

1.05 Benefits for ~~Non-Probationary Employees~~ Continuing Educators

Employees who have satisfactorily completed the ~~probationary~~ initial educator period and remained employed thereafter shall be entitled to all of the provisions of this Handbook.

1.06 Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances which may lead to discipline or discharge, the District shall advise the employee of his or her right to representation prior to the meeting. In the event the employee chooses to have representation, the meeting may be delayed, at the discretion of the District, until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

1.07 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file. The employee shall have the opportunity to reply to such materials and affix his/her reply to said material.

1.08 Termination of Employment

The employment relationship between the District and any employee is terminated:

A. If the employee is discharged pursuant to section 1.03, whichever is applicable.

B. If the employee quits his/her employment.

C. If the employee fails to return to work on the work day following the expiration of an authorized leave of absence unless unable to notify because of illness or other reasonable basis.

D. If the employee retires.

SECTION 2. PROFESSIONAL HOURS/WORKDAY

2.01 Normal Hours of Work

All teachers will be available and performing their duties as an employee of the School District of Abbotsford from 7:45 a.m. to 3:45 p.m. Teachers may leave at 3:30 p.m. on Friday and on days preceding holiday vacation. Time not defined as instructional or prep is district time that can be assigned as duties, scheduled for meetings, and other activities directly related to the function of district responsibilities by the building principal. The responsibilities of academics shall always take precedence over extra-curricular activities.

2.02 Administratively Called Meetings

Staff Meetings: Teachers are required to attend all mandatory administratively called staff meetings. ~~Administratively called meetings may begin thirty (30) minutes before the normal workday begins or go thirty (30) minutes later than the end of the normal workday.~~ The administration shall attempt to provide reasonable notice of all such meetings. Teachers who are required to attend administratively called meetings will receive no additional remuneration, above their regularly paid salaries, for attending such meetings.

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

Reference: Board Policy 537.1 Professional Staff Meetings

2.03 Attendance at School Events

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

2.04 Consultation with Parents

Each teacher will consult with parents on a regular basis so that parents recognize the important role they play in shaping the attitudes of their children and assume greater responsibility for the performance of their children and for the excellence of our schools. Such consultation may be in the form of phone contacts, home visitations, progress reports, in-person appointments, etc., in addition to the scheduled parent teacher conferences. Documentation of consultation with parents can be requested by the building principal.

2.05 Emergency School Closures

In the event the District is required to close school for inclement weather or emergency reasons, the first full day will be forgiven. Further school closings due to inclement weather or emergencies may be made up ~~at the end of the school year, including partial days,~~ at the discretion of the School Board. The District shall, at a minimum make up all ~~days/hours~~ hours/minutes necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements ~~(days and hours)~~ (hours/minutes) of the State of Wisconsin.

2.06 School Calendar

The school calendar shall be determined by the Board and shall meet or exceed all required hours of instruction established by state statute. In addition to days of instruction, the calendar will include scheduled parent-teacher conferences, in-service, and mandatory work days as

recommended by the administrative team. The maximum number of scheduled days for staff is established as 190 or its equivalency. Administration may schedule additional days, not to exceed 190, prior to or following the established school calendar. Additional days may be required of partial staff participation. Administration will attempt to provide a thirty (30) day notice for additional days. ~~First year~~ New teachers will have an additional day of new teacher in-service on a date specified by administration.

All job sharing and part time staff will be required to attend all scheduled in-service unless excused by the building principal. The district will provide curriculum rate compensation.

SECTION 3 PROFESSIONAL GROWTH

3.01 Requirement to Remain Current

All teachers shall engage in independent and active efforts to maintain high standards of individual excellence. Such efforts shall include keeping current in each specific and applicable area of instruction, Board established curriculum, as well as continuing study of the art of pedagogy. In addition to maintaining high standards of excellence for the students and school, the teacher will make him/herself available during the contractual year and day to his/her colleagues for assistance, to the District for services beyond those specifically required as part of his/her individual contractual duties, and to the community as a valuable resource.

3.02 District Requirements for Professional Growth

Teachers with life licenses from the State Department of Public Instruction must earn at least two (2) graduate credits every five (5) years. Five (5) year periods are based on each teacher's date of employment. Teachers with Professional Licenses and PI 34 Licenses issued by the Department of Public Instruction must maintain their licenses under the provisions established by the DPI.

3.03 Professional Reimbursement Program

The Board will reimburse employees seventy-five dollars ($75.00) per graduate credit upon receipt of an official grade notification. The following stipulations also apply.

A. Courses must be at the graduate level. If courses are part of a master's program, the master's program must be pre-approved by the district administrator. Consideration for approval of master's program will only be given to programs related to the subject or field the teacher is teaching or professional development specific to teaching. Master's programs that lead to additional certifications or licensures not required or requested by the district, i.e., educational administration, counseling, etc., will not be eligible for reimbursement or advancement. Teachers enrolled in master's programs prior to April 1, 2011 will be grandfathered and not be subject to this language.

B. Courses must be subject related in the field that the teacher is teaching or apply to theory of teaching practice. Courses that lead to certification or licenses not required or requested by the district are not eligible for reimbursement if not enrolled in a program prior to April 1, 2011.

C. In order to be entitled to reimbursement, these credits must be pre-approved by the Administration, submitted on the district form, and computed on the semester plan.

D. A grade of "B" or better must be achieved.

E. The Board will reimburse employees the full cost of tuition for undergraduate credits when the employee takes the course(s) at the request of the Board.

F. Reimbursement will be limited to a total of 12 credits earned during the period of a school calendar year to be defined as July 1 through June 30.

G. Reimbursement will be limited to the cost of credit(s) only. Associated fees and costs are not reimbursable.

SECTION 4. TEACHER SUPERVISION AND EVALUATION

4.01 General Provisions

The Board and teachers view teacher evaluation as a continuing process for the purpose of improving instruction and assessing the individual performance of staff members. The School District of Abbotsford uses the Educator Effectiveness Project through Cesa 6.

~~4.02 Evaluators~~

~~Every teacher in the District will be supervised and evaluated by the building principal or his/her designee. The designee may be a non-District employee who is a certified administrator. The minimum number of evaluations is defined by Wis. Stats. § 121.02(1)(q), requires that each school board shall evaluate in writing, the performance of all certified school personnel at the end of their first year and at least every third year thereafter. The District will employ various evaluation techniques to include formal and informal evaluations. These may be in the form of a series of walk-through evaluations with summative evaluations. Beginning in the 2014-2015 school year and piloting prior to, the district will use a board adopted Educator Effectiveness Model approved by the state to meet the requirements of the Wisconsin Department of Public Instruction.~~

~~4.03 Evaluation Process~~

~~A. Basic Requirements~~

~~1. Evaluation of the work performance of a teacher will be conducted a minimum of once per school year. Probationary teachers as defined in Sections 1.01 and 1.02 will be evaluated a minimum of twice per school year.~~

~~2. All required observations must be completed by May 31st.~~

~~3. Teachers will be shown a copy of any evaluation report prepared by their supervisor and will have the right to discuss such report with their supervisor before it is submitted to central administration or put in their personnel file. It will be the responsibility of the teacher to respond to any formative or summative evaluations within five days of the supervisor submitting the report.~~

~~4. Assistance, recommendations and directions may, at the discretion of the District, be provided to each teacher in an attempt to correct professional difficulties observed.~~

~~B. Acknowledgement of Receipt and Response: The teacher will acknowledge receipt of all documents related to supervision and evaluation by signing and dating the document. The teacher shall have the right to attach a report with any remarks concerning the document(s). Acknowledging receipt does not imply agreement with all or part of the documents received.~~

~~Any employee wishing to comment on the evaluation or who feels the evaluation was incomplete, inaccurate, or unjust, may reduce those comments or objectives to writing and have them attached to the evaluation instrument to be placed in the personnel file. A teacher may attach a response to any document related to this process after the teacher's receipt of the evaluation document(s) listed above. The file copy of the evaluation and any comments or objectives shall be signed by both parties to indicate awareness of the content.~~

~~**Reference: School Board Policy 538 Teaching Staff Evaluation**~~

4.04 Initial Educator Licensed Teacher

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

B. Mentor Assignment: An initial educator will be provided a qualified mentor by the District.

SECTION 5 MENTOR ~~AND MENTOR~~ ASSIGNMENTS

Experienced teachers will develop a relationship with an initial educator that is ongoing over multiple school years focusing on effective teaching practices and that provides learning opportunities for both parties.

5.01 Mentor Assignments

The district will solicit mentors from a pool of trained staff to serve as mentors to incoming staff. The district will make every effort to match the assignment in relationship to grade level, subject level, building assignment, and professional experience. Mentors will be given contracts to serve as a mentor for the school calendar year. The district will support the relationship by providing opportunities to regularly meet throughout the mentoring period as scheduled by the local Mentor Coordinator, or CESA 10.

5.02 Expectations/Guidelines:

1. Attend all scheduled mentor meetings.
2. Meet with the initial educator weekly or bi-weekly for the first semester (record meetings in collaborative logs and journals)
3. Attend the monthly initial educator seminars scheduled by the local Mentor Coordinator
4. Provide emotional support, develop a collegial relationship and keep communications confidential.
5. New staff, Initial Educators (P.I. 34 Licensing) will be assigned a mentor for a three-year period.
6. New staff, with 5-Year Professional Educator Licenses will be assigned a mentor for one year.

5.03 Compensation

1. Additional compensation for the August New Teacher in-service day is available if the mentor does not use it to fulfill the two in-service work days required in the negotiated calendar. A timesheet should be submitted to the district office for payment at current curriculum rate.

2. Each mentor will receive a stipend in the amount of $150 for each mentee for up to three years. The mentor coordinator will receive a $250 stipend for the first mentee assignment and $150 for each mentee assignment thereafter. Should the mentor coordinator not be assigned a mentee, the coordinator will be entitled to a stipend in the amount of $150.00.
3. Timesheets submitted at semester or at the end of the year by the Mentor Coordinator for attendance at the local support seminars will be compensated at the contract curriculum rate for both the mentor and initial educator, not to exceed 8 hours per person.
4. The Mentor Coordinator may submit receipts for expense reimbursement in addition to the scheduled seminars subject to board established guidelines, subject to prior approval by the District Administrator. All reimbursement receipts must be received by the district office prior to June 1. Requests for reimbursement will be denied if received on or after June first due to the expiration of the grant within the fiscal year.

5.04 Release Time

The mentor will receive, twice a year during the mentoring period, release from the classroom (substitute provided) for a half-day to observe the initial educator. This time will include observation and discussion of the initial educator's classroom practices.

Reference: Abbotsford Mentoring Handbook

SECTION 6. TEACHER ASSIGNMENTS, VACANCIES, TRANSFERS, AND RESIGNATIONS

6.01 Teacher Assignments, Vacancies and Transfers

A. Determination of Assignment: Teachers will be assigned or transferred by the District Administrator of the District and/or his/her designee.

B. Assignment Preference Consideration: Teachers may express in writing to the District Administrator and/or his/her designee their preference of 1) grade level; or 2) subject. If a teacher wishes to be transferred to another position which may open during the summer, application for a transfer should be made in writing to the District Administrator and/or his/her designee. Insofar as possible, consideration shall be given these requests.

C. Job Posting: The position will ~~also~~ be posted ~~in the local print media and statewide job placement sites via the web~~. The employer retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, a description of the position available, the anticipated start date and the qualifications required for the position.

D. Process for Filling Vacancies: An employee who applies for a vacant position, prior to the end of the posting period, may be granted an interview for the position. The District retains the right to select the most qualified applicant for any position based upon stated job descriptions (this restriction does not prohibit the District from considering qualifications that are related to the position and exceed those minimum qualifications listed in the job description). The term applicant refers to both internal candidates and external candidates for the position. The District retains the right to determine the job descriptions needed for any vacant position.

E. Involuntary Transfers: When the District determines that an involuntary transfer of an employee

is necessary, due to the District's inability to fill a vacancy or a new position according to the procedures set forth above may, at its discretion, transfer an employee in the District qualified for the position. No employee will be involuntarily transferred by the District without a conference followed by a written notice from the District Administrator and/or his/her designee which will include the reasons for the transfer. An employee who is involuntarily transferred shall suffer no loss of wages, hours, or other fringe benefit as a result of such transfer.

Reference: School Board Policy 535 Teacher Assignments, Vacancies, and Transfers

6.02 Employee Resignations

The teacher's contract, which is part thereof, shall be considered binding on both parties. If for any reason a teacher asks for release from the contract, it is understood that the following conditions for release shall apply:

A. The teacher must give the District notice that they intend on severing their contract with the District. ~~Whenever possible,~~ The teacher must give such notice at least sixty (60) calendar days prior to the date the employee desires the severance to occur.

B. Resignations from contracts on or after July 1st and before July 15th, shall result in liquidated damages of one thousand dollars ~~($1000)~~ ($1500). Resignations from contracts after July 15th shall result in liquidated damages of one thousand, five hundred dollars ~~($1500.00)~~ ($2000). Any teacher reduced to less than a full time contract shall be granted one (1) year of exception, from date of notice, to the liquidated damages clause, when fifteen (15) days' notice is given prior to leaving the district. Teachers employed less than full time shall pay liquidated damages prorated on the basis of their part-time contract.

C. Liquidated damages and the sixty (60) calendar day notice requirement would not apply to teachers who do not return their contracts by June 1st, or whose resignation is tendered and effective after the end of the school year, but before July 15th.

D. The employee may choose to have liquidated damages deducted from the employee's last paycheck or the employee shall submit a check for the liquidated damages amount at the time of resignation.

E. The Board in its discretion may waive the liquidated damages for the following reasons:

1. Employment transfer of spouse;
2. Illness of employee;
3. Other reasons as determined by the Board of Education.

In the event the District chooses to waive the liquidated damages, the District shall return any damages submitted with the resignation notice to the employee.

F. Any employee involuntarily called into service by the United States government for military duty shall not be assessed liquidated damages under this Article.

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

recovering the actual amount of damages resulting from such a breach by the said teacher.

Reference: School Board Policy 536.1 Employee Resignations

6.03 Teacher Absence and Substitutes

When a regular teacher is to be absent from school and a substitute is needed, it is the responsibility of the teacher to call the designated substitute service. The building principal will determine the designation procedure. If possible, such notification should be made the evening prior to the time of absence, or before 6:00 a.m. This will help to provide time for obtaining a substitute teacher.

6.04 Summer School Assignments

District employed teachers with proper certification will be given the opportunity to fill summer school positions. Should the District be unable to fill summer school positions with District staff, summer school positions will be filled with non-District certified teachers. Employees teaching summer classes shall be given a summer school session contract in accordance with § 118.21, Wis. Stats.

6.05 Extended Contracts

Additional contract days may be added to the contracted school calendar with board approval. At such time administration solicits requests for extended contracts, teachers will submit those requests to their building principal for review. Should the building principal support the request, the request will then go to the board for approval. Teachers will be compensated at a rate established by the board for curriculum development. The board reserves the right to alter the request, limiting the number of compensated hours, as well as designating when those extended hours will be applied.

6.06 Job Sharing

Definition: Job sharing shall be defined as two (2) teachers sharing one (1) full-time position providing there are clear and well-defined benefits to students, the job sharers, and the School District of Abbotsford.

Job Sharing Criteria:

1. Job sharing positions shall be available to teachers who have indicated to the District Administrator in writing no later than March 1st, the desire to share a position for the upcoming school year.
2. Job sharing assignments shall be limited to one position per building/per year.
3. Job sharers shall submit a written description of job sharing arrangements on a District provided form to the Building Principal for approval no later than April 1st.
4. The building principal will evaluate the proposal based upon established criteria and forward a written recommendation to the District Administrator no later than May 1st.
5. The District will not be expected to hire the job share partner, but will hire the vacated position replacement.
6. The District reserves the right to determine the position and assignment for the job sharing position.
7. Renewal of the job share will follow the same timeline with a revised or modified Plan of Service and Principal's Recommendation for the upcoming year.
8. The District reserves the right to continue or discontinue the job share upon renewal.
9. In the event more than one Job Share Proposal is received per building per school year, the District reserves the right to determine which position will be approved based on the above criteria.

Approval: Job sharing must be jointly approved by the District and the teachers who wish to participate.

Eligibility: In order to be eligible to participate in the job sharing program, applicants must:

1. Agree to sign a one-year contract for the shared position.
2. Agree to return to full-time status, or to be non-renewed, at the option of the District, in the event the shared position is eliminated or if one of the participants in the shared job is unable to continue in the shared assignment.
3. Be certified to teach those subjects/grade levels involved in the shared job.

Assignment: Shared job holders shall be assigned specific job responsibilities at the time the job sharing contract is signed. The list of job responsibilities shall be appended to the individual contract and shall minimally include, but not be limited to:

1. A description of the job to be shared and the percent of full-time for which the contract is let, as well as the above provisions controlling salary, benefits, seniority, unemployment, etc.
2. Allocation of preparation time and planning responsibilities between the job sharers.
3. Grade reporting requirements (if different than normal).
4. Faculty meeting and parent conference responsibilities.
5. Extra-duty assignments and compensation.
6. Any other unusual or unique working conditions which may be applicable.

Insurance Benefits:

1. Job share positions of 50% or less are ineligible for district provided insurance. To be eligible for pro-rated district provided insurance benefits, part-time teachers must work 75% (30 hours) or more. (Refer to Employee Handbook, Part II, Section 12, 12.01(B).)

Reference: School Board Policy 535.3 Job Sharing

SECTION 7. REDUCTION IN FORCE, POSITIONS, AND HOURS

7.01 Reasons for Reduction in Force

In the event the Board determines to reduce the number of positions (full non-renewal) or the number of hours in any position (partial non-renewal), the provisions set forth in this section shall apply.

7.02 Notice of Reduction

The District will provide notice of reduction in accordance with the timelines set forth in § 118.22, Wis. Stats. The reduction notice shall specify the timelines pertaining to the right to a private conference under § 118.22, Wis. Stats and will refer the employee to the Reduction in Force provision in this Handbook.

7.03 Election for Reduction – Steps

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:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing reducing staff.

B. Step Two - Volunteers: Volunteers will be non-renewed first. The District will provide the

volunteer(s) with a nonrenewal notice. Requests for volunteers will be sent to employees within each grade level, departmental and certification area. An employee who volunteers to be non-renewed under this section will put his/her request in writing. Volunteers will only be accepted by the District if in the District's opinion the remaining employees in the department/certification area are qualified to perform the remaining work. Volunteers will be treated as a District directed nonrenewal under this section of the Handbook.

C. Step Three - Selection for Reduction/Layoff: The District shall select the employee in the affected grade level, department/certification area for nonrenewal [full nonrenewal or a reduction in hours].

1. The District shall utilize the following criteria in order of application for determining the employee for nonrenewal:

   a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.

   b. Qualifications as Established by the Board: Including, but not limited to specific skills, certification [if applicable], training, District evaluations, etc.

   c. Qualifications of the Remaining Employees in the Grade Level, Department or Certification Area: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These experiences shall include but not be limited to current and past assignment and practical experience in the area of need.

   d. Performance of the Employees Considered for Nonrenewal: Performance of the employees under consideration as previously and currently evaluated in the last two summative evaluations.

Reference: **Policy 536.4 Non-Renewal of Professional Staff**

7.04 Reduction in Hours Resulting in Non-Renewal

Employees who are non-renewed and such non-renewal results in a reduction in hours shall not lose any benefits they have accrued. Benefits are defined as length of service and sick leave earned as an employee. Reduced in time employees shall be treated as part-time employees under this Handbook.

7.05 Insurance Benefits Following Non-Renewal

Please see Part I, Section 9, COBRA, subsection 9.08 for a full explanation of insurance continuation options.

SECTION 8 WORKING CONDITIONS

A. Middle/senior high teachers who teach more than six (6) class periods per day shall be compensated an additional two thousand, seven hundred one dollars ($1,350.50/semester) or will be scheduled for two (2) preparation periods per day. Combination classes taught during the same period do not count as separate preparations.

B. Elementary teachers who teach two (2) grades in their classroom will receive additional compensation in the amount two thousand, seven hundred one dollars ($2,701).

C. Any teacher who does not want an overload for the coming school year shall notify the district administrator, in writing, prior to February 1. The district shall make a good faith effort to see that no teacher who so notified the District shall be assigned an overload, however, the Board shall retain the final authority to make such assignments.

D. Any teacher assigned overload by the District shall be notified by the end of the previous school year or at the time of employment if later, unless the Board was not aware of the need to make the assignment.

~~E. No teacher on overload shall be non-renewed for poor performance due to unreasonable circumstances arising from the overload.~~

SECTION 9. PROFESSIONAL STAFF LEAVES AND ABSENCES

~~The types of leaves and absences are defined below. The number of leaves and absences will be prorated as per contract designation. In addition, leaves and absences will be prorated if employment is terminated prior to an individual contract expiration date. If employment is terminated prior to contract expiration, and leaves and absences are in excess of pro-rated amounts, the district will deduct excess costs from the final payroll.~~

~~9.01 Sick Leave~~

~~Sick leave days may be used for illness or disability of the employee or immediate family (spouse or children), including medical/dental appointments. Administration reserves the right to request evidence of scheduled appointments. This leave shall be taken in no less than one hour blocks. At the beginning of each year, each teacher shall be credited with nine (9) days per year. Sick leave days are cumulative to a maximum of ninety (90) days that may be carried over to the next contract year. Sick leave shall be used from the current year first. Days needed beyond those of the current year will be taken from those accumulated. Days accumulated above ninety (90) days shall be considered bank days and shall be cumulative indefinitely. Once a sick day becomes a bank day, it can no longer be used as a sick day. A contract not fulfilled will obviously negate such benefits for that contract year. Sick leave may be used only until the employee qualifies for long-term disability insurance. Employees hired for and after the 2012-2013 school year are entitled to accumulated sick days only.~~

~~Upon retirement, for eligible employees, reimbursement for unused sick days and bank days paid at the rate of twenty dollars ($20) per day will be deposited in a district approved Health Reimbursement Arrangement (HRA). For eligible employees not retiring from the district, but severing services to the district, will be given a cash payout of fifteen dollars ($15) per day upon leaving the district for unused sick and bank days.~~

~~**Reference: Board Policy 532.3 Professional Staff Leaves and Absences**~~

~~9.02 Emergency Leave~~

~~Emergency leave, non-cumulative: Emergency leave is non-cumulative. Emergency leave not to exceed three (3) days per contract year is authorized. This leave shall be taken in no less than one hour blocks. An emergency leave shall be granted by the building principal, or in his /her absence, the District Administrator, for the following reasons using the following as guidelines:~~

- ~~The employee is summoned to appear in a court of law, other than jury duty. Employee~~

must submit evidence of summons prior to appearance.

- Personal disaster. (Examples: fire in the home, wind damage, car accident.) This provision does not include travel complications or inconveniences to the employee.
- Birth or adoption of a son or daughter.
- Surgery, serious injury, or hospitalization required by the employee's family. This provision does not include illness. Family shall be defined as husband, wife, child, brother, sister, parents, grandparents, grandparents-in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandchildren, step-children, step-parents, individuals of which the employee has assumed legal guardianship (administration reserves the right to request proof of guardianship),or any other member of a family living in the same household regardless of relationship.
- Death in the family. Family shall be defined as above and will also include aunts and uncles. An extension of three (3) days may be granted. The additional three (3) days shall be deducted from sick leave.
- The death of close friends or relatives not previously defined, the cost equal to a tier one substitute's wages will be deducted from the salary of the employee.

Reference: Board Policy 532.3 Professional Staff Leaves and Absences

9.03 Personal Leave

A teacher is entitled to not more than two (2) days of personal leave. This leave shall be taken in no less than one hour blocks. The cost equal to a tier one substitute's wages will be deducted from the teacher's salary for the personal leave days. Used personal days will be subtracted from the current year's allotment of sick leave. Days used beyond the allotted sick leave days will be considered 'unpaid' and need approval from administration. (Refer to "Unpaid Leave", 9.07). To apply for personal leave, a teacher shall:

1. Give at least forty-eight (48) school day hours written two (2) days notice via Skyward to the District Administrator Building Principal or in his/her absence, the building principal District Administrator. Administration reserves the right to make exceptions when warranted.
2. Not more than three (3) teachers per building per day will be granted personal leave and/or professional day leave.
3. The District Administrator Administration will inform the teacher if personal leave days are approved or disapproved within twenty-four (24) hours after receiving the request for personal leave days.
4. Personal leave may not be used to extend vacation periods. Written notice for personal leave immediately prior to or after vacations will state reason(s) for personal leave request. Personal leave to extend vacation periods may not exceed a maximum of two (2) employees per building per day.
5. Personal days will not be granted on days designated in the negotiated calendar as early release, in-service, convention, or workdays or the first two (2) and last two (2) weeks of the school year.

Reference: Board Policy 532.3 Professional Staff Leaves and Absences

9.04 Court Appearance Leave

A leave of absence will be granted to enable an employee to answer any summons or subpoena in federal, state or county court unless the same has been issued by reason of violation of law allegedly committed by the employee unless the employee is a school district witness. In the event that the employee is paid for his/her attendance in court, the teacher shall turn over to the school district the fee received less the amount received for expenses incurred for such duty, with no pay being deducted from their regular payroll check. Court appearance leave will be deducted from emergency leave.

Reference: Board Policy 532.3 Professional Staff Leaves and Absences

9.05 Jury Duty Leave

Teachers required to serve on jury will receive their regular pay, however, they must turn over the jury duty pay to the district. Teachers shall report to school immediately following the conclusion of their jury duty each day if they are released before noon.

9.06 Professional Day

The District Administrator Administration may grant each employee covered by this Agreement one (1) professional day per year. This day may be used for conventions, in-service, workshops, classroom visits, district mentor/mentee activities, etc. The District will pay the cost of the substitute teacher. Requests for a professional day shall be submitted in writing ten (10) days prior to the date requested, stating the intended use of the professional day. No more than three (3) teachers per building per day will be granted professional and/or personal leave.

A. Any reference to "building" is defined as having a majority of Pre-K through 5 staff responsibilities or a majority of 6-12 staff responsibilities.

Reference: Board Policy 532.3 Professional Staff Leaves and Absences

9.07 Unpaid Leave

Per teacher contract, it is understood that as a professional teacher that one's primary role is that of instructor. Therefore, requests for unpaid leave should not be for additional vacations or pursuit of personal endeavors. Unpaid leave is reserved for highly extenuated circumstances and must be approved by administration. All requests for unpaid leave in excess of five (5) days must be approved by the Board of Education.

Unpaid leave may be granted for personal or medical reasons for a period not longer than five working days by administration, after the allotted personal and medical leave has expired. Longer periods of unpaid leave beyond five working days may only be granted at the sole discretion of the School Board and must be approved in advance by the board. Submittal for board approval is required thirty (30) working days in advance of the requested leave. All unpaid leave will result in prorated salaries and fringe benefits.

Reference: Board Policy 532.3 Professional Staff Leaves and Absences

SECTION 10. COMPENSATION FOR HOURLY SUBSTITUTION

10.01 Assignment and Compensation

A teacher who takes over a complete class, study hall or library period time for another teacher (when a

~~substitute is not available) will receive payment of fifteen dollars and three cents ($15.03). Anything less than a .5 period will be paid at a rate of seven dollars and fifty-two cents ($7.52). the approved rate prorated according to actual time worked in nothing less than fifteen (15) minute increments.~~

~~10.02 Cumulative Bank Time~~

~~Teachers may bank period compensation and accumulate periods for potential "comp" days in lieu of monetary compensation. For each ten (10) days banked, the employee is entitled to one day of "comp" time with the following conditions:~~

1. ~~"Comp" time may only be taken in full day increments.~~
2. ~~The building principal must approve "Comp" days three (3) working days in advance.~~
3. ~~No more than one (1) person may be out of a building on "Comp" time.~~
4. ~~No "Comp" time may be taken during the last ten (10) student contact days.~~
5. ~~Unused "Comp" time periods do not carry over into the next contract year.~~
6. ~~Unused portions of "Comp" time will be paid out at the end of the school year.~~
7. ~~All payments to staff that take over for a class will be paid at the end of the school year.~~
8. ~~Employees may be granted up to two (2) "Comp" days per school year.~~
9. ~~"Comp" days will not be granted on days designated in the negotiated calendar as early release, in-service, convention, or workday.~~

SECTION 11. PROFESSIONAL COMPENSATION

11.01 Salary

A. Part-time employees will receive the salary set forth in the Handbook in a percentage equal to the amount of their employment.

B. The salary is based upon the regular school calendar set forth in this Handbook.

C. The employee's prorated daily rate and pro-rata hourly rate shall be determined in the following manner:

1. The employee's scheduled annual salary divided by the number of contracted days equals the pro-rata daily rate [extended contract or furlough days shall not be used in this calculation.]
2. The pro-rata daily rate divided by eight (8) hours per day equals the pro-rata hourly rate.

11.02 Initial Salary Placement

~~Effective for employees initially hired for the 2012-2013 school year and beyond,~~ the Board, in its sole discretion, will determine the starting salary. ~~This provision is not retroactive.~~

~~The position of each teacher presently within the system shall be determined by the Administration and the Board.~~

~~11.03 Salary Movement After First Year of Employment~~

~~Employees beginning employment prior to the end of the first semester, who have provided satisfactory service, as determined by the District, will be considered for advancement coinciding with the district approved salary scale the ensuing contract year provided funds are available as determined by the District. Employees who begin employment after January 1st will remain at the level placed on the salary scale for the ensuing fiscal year. An employee may be held to the previous year's step for less than satisfactory performance. An employee may be frozen at his/her previous year's wage rate for more serious nonperformance.~~

11.04 Curriculum Development

Curriculum development or curriculum revision ~~pay will be twenty-one dollars and ninety-one cents ($21.91) per hour for 2015-2016~~ will be paid per Board approved curriculum rate.

11.05 Events and Activities

Event workers will be paid ~~thirteen dollars and nine cents ($13.09) per hour~~ at an approved hourly rate for a minimum of two hours for working at athletic events or other school activities.

SECTION 12. INSURANCES and BENEFITS

12.01 Recognition

For determining eligibility of insurances and benefits, the district identifies the following as classifications of the teaching staff:

A. Regular Full-time Teachers: Regular full-time teachers are defined as teachers who carry. Regular full-time teachers shall be entitled to all benefits under the terms of this agreement.

B. Regular Part-time Teachers: Regular part-time teachers are defined as teachers who teach less than a full-time teaching load. Regular part-time teachers who work 75% (30 hours) or more will be eligible for pro-rated fringe benefits. Employees whose assignments are less than 75% (30 hours) of a full-time equivalency are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

12.02 Commencement and Termination of Benefits

Coverage will commence on September 1 or the employee's first day of employment if hired after September 1 and continue until August 31 of the following year. The insurance benefits described in this Handbook and on the individual contract terminate according to the following schedule:

A. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.

B. If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.

12.03 Dental Insurance

The Board shall provide dental insurance to eligible employees. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board. ~~The Board participation will be up to one hundred, thirty dollars ($130.00) per month for the family plan and up to fifty dollars ($50.00) per month for the single plan from July 1, 2016 through June 30, 2017. Any additional premium will be paid by those participating in the program.~~

12.04 Health Insurance

The board will participate in a group health insurance plan. ~~The Board will pay up to **one thousand, three hundred, fifty-three dollars and ninety-two cents ($1,353.92)** per month towards the family plan and up to six hundred six hundred, seventy-two dollars and twenty-five cents ($672.25) towards the single plan per month from July 1, 2016 June 30, 2017. Any additional premium will be paid by those participating in the program~~

12.05 Liability Insurance

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

12.06 Long-term Disability

The Board shall contract and pay for long term disability insurance, the Board's participation will be one hundred percent (100%) of the premium per month.

12.07 Wisconsin Retirement System (WRS) Contributions

The Board will pay one half of the established required amount of the State Teacher Retirement per professional employee. The employee will pay the designated employee share established as the required amount.

SECTION 13. POST-EMPLOYMENT BENEFITS

13.01 Description and Eligibility

Early retirement benefits shall be available to teachers who reach age fifty-six (56) and thereafter who resign their regular duties. An applicant for early retirement benefits must be an existing teacher employee in the School District of Abbotsford with a valid Wisconsin teaching license, who is at least fifty-six (56) years of age and who has served in the school district for not less than fifteen (15) years. "Age" for the purpose of this policy is defined as the employee's age as of December 31st in the calendar year during which retirement becomes effective.

~~Eligibility shall apply only to teachers who retire at the conclusion of the 2012-2013 school year and thereafter and shall not be retroactive to any teacher who retired prior. This policy shall not apply to any discharged, terminated, or non-renewed employee.~~

13.02 Application

All applications for early retirement must be filed with the district administrator no later than February 1.

The district administrator shall make recommendations to the Board for approval of the applications for early retirement benefits. Any teacher as defined above shall be eligible to receive the early retirement benefits set forth herein provided a financial benefit to the District shall result. The cost of the retirement benefits set forth herein, including the cost of unemployment claims, shall not equal or exceed the cost of retaining the eligible employee. Furthermore, the Board reserves the right to deny early retirement benefits for any other legitimate reason.

13.03 Compensation

A. Teachers for and prior to the 2011-2012 school year applying for early retirement at age fifty-six (56) and beyond and who meet the requirements described in 13.03 shall be entitled to a maximum of twenty-six thousand, two hundred fifty dollars ($26,250) with distributions designated below. Age for purposes of this policy is defined in paragraph B. Teachers employed less than full-time yet have served the district for fifteen or more years will have their length of service with the district calculated to a full-time equivalency and this benefit will be prorated accordingly. The annual distribution payment shall commence with the first subsequent July pay period. The employer will make a yearly district contribution of three thousand, seven hundred fifty dollars ($3,750) for seven (7) years into a Health Reimbursement Arrangement designated by the district.

B. Teachers hired for the 2012-2013 school year and beyond, who meet the requirements described in 13.03 will be entitled to five hundred dollars ($500.00) for each year of service to the district upon retirement with a minimum of fifteen years of service to the district. The employer will determine the total amount owed to the employee and will make five equal annual payments, to commence with the first subsequent July pay period, of twenty percent (20%) into a Health Reimbursement Arrangement designated by the district on the employee's behalf.

C. An additional one hundred dollars ($100) will be credited for each year of service beyond the fifteenth year, with a maximum amount for this provision established at two thousand ($2000). This amount will be added to the qualifying amount described in sections A and B above.

D. In the event that a teacher who is receiving voluntary early retirement benefits pursuant to the terms of this section applies for and receives unemployment compensation which is drawn against the account of the District, the voluntary early retirement benefits specified herein shall be reduced by the amount of the unemployment compensation for the duration of the period in which unemployment compensation is drawn.

E. If, after early retirement, a teacher dies before full payment has been made, the balance due and owing shall be paid to the named beneficiary or, lacking the same, to the estate of the deceased.

13.04 Health Insurance Continuation Benefit

Retirees will be allowed to remain in the health insurance group for a maximum of seven (7) years or eighty-four months (84) or until they become eligible for Medicare benefits contingent upon the retiree's monthly prepayment of the full monthly premium. The monthly premium is to be prepaid monthly to the district to maintain eligibility in the district health plan.

EMPLOYEE HANDBOOK

PART III

SUPPORT STAFF

Non-Exempt Staff Without Individual Contracts Under §118.22

2017-2018

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PROVISIONS APPLICABLE TO SUPPORT STAFF

PART III: SCHOOL DISTRICT OF ABBOTSFORD EMPLOYEE HANDBOOK

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SECTION 1. DISCIPLINE AND DISCHARGE

1.01 Length of Probationary Period

All employees shall serve a probationary period of one hundred eighty (180) working days. Days that the employee is not performing work for the District do not count toward the one hundred eighty (180) day probationary period. The probationary period shall be computed as of the employee's last date of hire in the bargaining unit.

1.02 Standard for Discipline and Termination

A. Probationary Employee: Probationary employees may be disciplined or terminated from employment by the District in its sole discretion. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook as outlined in Section 1, Board Policy 527.

B. Non-Probationary Employee: A non-probationary employee may be disciplined or terminated for reasons that are not arbitrary or capricious. Such discipline or termination shall be subject to the grievance procedure provisions of this Handbook as outlined in Section 1, Board Policy 527.

1.03 Benefits during Probation

Except as expressed herein, all provisions of this Agreement shall apply to an employee as of the first day of employment. If an employee quits or is terminated during the probationary period, however, no accrued sick leave, vacation, or other benefits shall be due him or her. Employees eligible to receive insurance benefits shall receive initial coverage in accordance with the waiting periods, if any, contained in paid coverage without regard for the probationary period.

1.04 Representation

In the event any employee is called to a meeting with representatives of the Employer for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the Employer shall advise the employee of his or her right to Association representation prior to the meeting. In the event the employee chooses to have Association representation, the meeting shall be delayed until appropriate Association representation may be obtained. Nothing in this provision shall prevent an Employer from removing an employee from the work place if immediate action is required.

1.05 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

1.06 Letter of Appointment

Each new employee shall be issued a letter of appointment that shall be consistent with, but subservient to, this Handbook and board policy. The letter of appointment shall identify the employee, the date of hire, the position(s) that the employee is employed for, the length of the work year, the length of the work day, the tentative starting and ending times of the work day, and the pay rate for the position.

Specific assignments and hours cannot be guaranteed but an effort will be made to place the employee in a similar position (i.e., assignment, wages and hours) as the one currently held if changes are necessitated.

A new letter of appointment shall be issued in cases of transfers, promotions, demotions, and partial or full layoff. In the case of a change of assignment the employee shall be provided with at least fourteen calendar days' notice of the change of assignment, if practicable, as determined by the administration.

Reference: ***School Board Policy 545.1*** ***Support Staff Work Schedule***

1.07 Regular Workday and Starting and Ending Times

A regular full-time workday is eight (8) hours, excluding lunch time. Because of different schedule requirements, employee's starting, lunch, and finishing times may vary in different assignments and locations. The employee's immediate supervisor will schedule working hours, break periods, and lunch periods.

Reference: ***School Board Policy 545.1*** ***Support Staff Work Schedule***

1.08 Regular Work Week

A regular work week is forty (40) hours or less. The regular work week is five (5) consecutive days unless the immediate supervisor assigns the employee to a different work schedule. This section shall not be construed as a guarantee or limitation on the number of hours per day or hours in a work week which may be scheduled or required by the District.

Reference: ***School Board Policy 545.1*** ***Support Staff Work Schedule***

1.09 Part-time Employees

A regular schedule of hours shall be prepared for part-time employees. Such schedule shall be made known to the affected employees.

Reference: ***School Board Policy 545.1*** ***Support Staff Work Schedule***

1.10 Additional Hours and Overtime - Approval and Assignment

Overtime shall be paid for all time in excess of forty (40) hours in any work week. All overtime shall be at the rate of one and one-half (1 1/2) the employee's regular base hourly rate of pay. For purposes of determining the number of hours worked in any work week, all hours for which pay is received shall be counted. All hours over the normal work day or work week must have the prior approval of the immediate supervisor. Overtime within each classification shall be reasonably balanced. The District has the right to schedule overtime work as required.

Hours paid for time not worked, such as sick leave, vacation pay or holiday pay, do NOT count as hours worked for purposes of computing overtime pay.

Reference: ***School Board Policy 545.1*** ***Support Staff Work Schedule***

1.11 Lunch Period

All employees who work four (4) hours or more per day will be entitled to an unpaid duty-free lunch period of thirty (30) consecutive minutes which shall be scheduled by the immediate supervisor. Food Service employees shall not have a scheduled, unpaid duty-free lunch period.

Reference: ***School Board Policy 545.1*** ***Support Staff Work Schedule***

1.12 Breaks

Each employee regularly scheduled to work three (3) or more hours per day shall be entitled to one (1) fifteen (15) minute break. Employees regularly scheduled to work six (6) or more hours per day shall be entitled to a ten (10) minute break and a fifteen (15) minute break. Employees regularly scheduled to work seven and one-half (7 1/2) hours or more per day shall be entitled to two (2) fifteen (15) minute breaks. Breaks shall be scheduled by the employee's immediate supervisor.

This provision does not modify the break time available to food service personnel.

Reference: ***School Board Policy 545.1*** ***Support Staff Work Schedule***

1.13 Emergency School Closings

In the event that any or all employee working areas are closed due to inclement weather or other emergency situations, the District Administrator, in his/her sole discretion, or in his/her absence, the immediate supervisor, shall determine which employees are required to work. Any hours canceled pursuant to any order may be rescheduled by the District Administrator prior to, or at the end of the school year, on such date or dates as the District Administrator may select. Days or hours not made up shall result in loss of pay.

A. All custodians are expected to report to work when school is closed due to inclement weather or situations beyond the control of the District, if at all possible.

B. All other employees shall not report to work on days when the school to which they are assigned is closed due to inclement weather or situations beyond the control of the District. Any employee not at work when school is closed for an emergency shall not be paid for that day. Employees shall be required to make days up in the event that the District schedules make-up days.

C. If employees report to work and a decision to close schools is made after that time, those employees will only be paid for the actual hours worked on such day.

1.14 Flexible Schedule

An employee may request a change in his/her weekly work schedule. The request for a change in the employee's weekly work schedule shall be made at least one (1) week in advance of the proposed change, unless circumstances allow for a shorter notice period. The request shall be filed with the employee's immediate supervisor. The immediate supervisor shall have the authority to grant or deny the employee's request at his/her sole discretion. The scheduling of hours of work under the flexible work schedule is at the sole discretion of the immediate supervisor. All hours of work under a flexible work schedule agreement must be completed within one regular workweek as defined in section 1.03 above. The agreement to allow an employee to have a flexible work schedule shall not, in and of itself, result in the employee being eligible for overtime.

1.15 Call-In Pay

An employee required to return to work outside his/her regularly scheduled shift shall be paid a minimum of two (2) hours pay. Such pay shall be her/his base hourly rate unless required otherwise by section 1.09 above.

1.16 Shift Pay Differential

All night shift custodians shall receive differential pay for the 180 days of the school year at the rate of

$.40 per hour.

1.17 Attendance at Meetings

Employees required to attend meetings called or scheduled by the Employer shall be paid for all hours spent in attendance at such meetings.

SECTION 2. REDUCTION IN FORCE, POSITIONS & HOURS

2.01 Reasons for Layoff

In the event the Board determines to reduce the number of positions (full layoff) or the number of hours in any position (partial layoff), the provisions set forth in this Article shall apply.

2.02 Layoff Notice

The District will give at least thirty (30) calendar days' notice of layoff. The layoff notice shall specify the effective date of layoff, that it is the responsibility of the employee to keep the District informed in writing of any changes in the employee's address, and that it will refer the employee to the Reduction in Force provision in this Handbook.

2.03 Selection for Reduction – Steps

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:

A. Step One - Attrition: Normal attrition resulting from employees retiring or resigning will be relied upon to the extent that it is administratively feasible in implementing layoffs.

B. Step Two - Volunteers: Volunteers will be laid off first. The District will provide the volunteer(s) with a layoff notice. Requests for volunteers will be sent to employees within each job category. 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. Volunteers will be provided with all procedures under this section of the Handbook.

C. Step Three - Selection for Reduction/Layoff: The District shall select the employee in the affected job category for layoff or reduction in hours.

1. The District shall utilize the following criteria in order of application for determining the employee for layoff or reduction in hours:

a. Educational Needs of the District: Will be those needs as identified and determined by the Board through normal channels in accord with its constituted authority.

b. Qualifications as established by the Board: Including, but not limited to specific job skills, certification [if applicable], training, district evaluations, etc.

c. Qualifications of the Remaining Employees in the affected job category: Relevant qualifications will be those experiences and training that best relate to the position(s) to be maintained and District needs as determined by the Board. These

experiences shall include but not be limited to: current and past assignment and practical experience in the area of need

2.04 Reduction in Hours

Employees who are reduced in hours shall not lose any benefits they have accrued. Benefits are defined as length of service, sick leave, and vacation earned as an employee. Reduced in time employees shall be treated as part-time employees under this Handbook. Any employee who is reduced in hours (partial layoff) may choose to be fully laid off.

2.05 Accrued Benefits during Layoff

Laid-off employees shall suffer no loss of sick leave, vacation or other accrued benefits ~~when~~ if rehired. Sick leave days, vacation, and length of service time shall not accrue while an employee is on full layoff status.

2.06 Other Employment during Layoff

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

~~2.07 Furloughs~~

~~The District may furlough employees for budgetary reasons, and the following guidelines apply during furlough periods:~~

~~A. Employees shall not receive their wages or salary but are permitted to use accrued vacation, compensatory time (if allowed) or personal leave to receive compensation on furlough days.~~

~~B. Employees are prohibited from working.~~

~~C. Sick leave, personal leave, etc. shall continue to accrue as if the employees were working.~~

~~D. The District shall provide health insurance, dental insurance, etc. at the same level it would have if the employees were working.~~

SECTION 3. ASSIGNMENTS, VACNACIES AND TRANSFERS

3.01 Job Posting

When a position becomes vacant or a new position is created, notice of such available position shall be posted internally and externally. The District retains the right to temporarily fill vacant positions at its discretion during the posting and selection period. The notice shall include the date of posting, the job requirements, classification, a description of the position available, the tentative work hours of the position, the rate of pay for the position, and the qualifications required for the position.

3.02 District Ability to Select the Most Qualified Applicant

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

3.03 District Ability to Determine Job Description

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

3.04 Employee Voluntary Re-Assignment

A District employee who is selected for a vacancy will be subject to a new probationary period pursuant to sections 1.01 above in this Handbook. The employee forfeits his/her rights to any previously held position(s) within the district.

3.05 Involuntary Transfers

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

SECTION 4. VACATIONS

4.01 Eligibility

Eligibility: All twelve (12) month full-time employees shall receive the following vacation with pay depending on years of service as measured each June 1.

~~A. Prorated Share - Less than one (1) full year of service~~

B. 5 working days - After one (1) full year of service

C. 10 working days - After two (2) full years of service

D. 15 working days - After nine (9) full years of service

E. 20 working days - After twenty (20) full years of service

F. All twelve (12) month part-time employees shall receive a prorated vacation benefit based upon normal hours worked per week.

4.02 Accumulation

All vacations shall be taken on a current year basis (July 1 through June 30) and shall not accumulate from year to year without administrative approval which will be granted only under extenuated circumstances.

4.03 Scheduling of Vacation

Vacation time ~~may~~ shall be taken in full ~~blocks~~ day increments~~, or in blocks not less than two hours~~ as arranged with the immediate supervisor. Requests for vacation time shall normally be made and approved at least twenty (20) working days prior to taking such leave, however, vacation time requested with less than twenty (20) working days' notice may only be approved by the immediate supervisor with prior notification to the District Administrator. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the immediate supervisor shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives. ~~All~~

~~vacations shall be taken during the school vacation months except by special arrangement with the immediate supervisor or his/her designee. One (1) day of vacation equals eight (8) hours.~~

~~4.04 Probationary Employee Vacations~~

~~Probationary employees shall accrue vacation but may not use vacation during their probationary period. After completion of their probationary period, the employees shall receive a prorated share of vacation pursuant to subsection 4.01 above.~~

4.05 Payment upon Resignation

Employees who resign their position shall give the District two (2) weeks notice. If the full two (2) weeks notice is not given, earned vacation shall be paid only in the same proportion as the amount of notice actually given. Compensation for any unused vacation days will be equal to the daily wages per accumulated day at the time of the employee's termination and will be remitted on the final paycheck.

Reference: School Board Policy 542.3 Support Staff Leaves and Absences

SECTION 5. HOLIDAYS

5.01 Eligibility

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

   All twelve (12) month full-time **and part-time** employees shall be granted the following holidays off with pay:

Labor Day	Christmas Day	Good Friday
Thanksgiving Day	New Year's Eve Day	Memorial Day
Christmas Eve Day	New Year's Day	July 4th

2. Twelve (12) month part-time employees shall receive prorated holiday pay computed on the basis of annual work hours divided by 2080.
3. School year full-time and **part time employees** shall be granted the following holidays off with pay:

Labor Day (if scheduled to work workday prior)	New Year's Day
Thanksgiving Day	Good Friday
Christmas Day	Memorial Day

School year part-time employees shall receive prorated holiday pay computed on the basis of weekly hours divided by 40. In order to be eligible for holiday pay, an employee must work the employee's scheduled workdays immediately preceding and following the holiday, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee. Employees on unpaid leave of absence shall not be eligible for holiday pay if the holiday falls during the absence period.

5.02 Holidays Falling on Weekends

If a holiday falls on a Saturday or Sunday, the Friday or Monday will be established as the paid holiday as determined by the District. The employee must work her/his last scheduled work day before and after each holiday to be eligible for holiday pay with the exception of normal days off or excused absences.

5.03 Holidays during Vacation

If any of the above holidays fall within an employee's vacation period, the employee shall be allowed to take an additional day of vacation in lieu of such holiday.

SECTION 6. LEAVES AND ABSENSES – See Provisions Applicable to All Staff

~~The types of leaves and absences are defined below. The number of leaves and absences will be pro-rated as per contract designation. In addition, leaves and absences will be pro-rated if employment is terminated prior to an individual contract expiration date. If employment is terminated prior to contract expiration, and leaves and absences are in excess of pro-rated amounts, the district will deduct excess costs from the final payroll.~~

~~6.01 Sick Leave~~

~~Benefits and Accumulation: Each employee shall accumulate one (1) day of sick leave for each full month of service up to a maximum accumulation of ninety (90) days. Sick leave may only be used for illness or disability of the employee or immediate family (limited to spouse or children) including medical or dental appointments. Sick leave may be taken in one hour blocks. Sick leave shall be used from the current year first. Days needed beyond those of the current year will be taken from those accumulated. Days accumulated above ninety (90) days shall be considered bank days and shall be cumulative indefinitely. Once a sick day becomes a bank day, it can no longer be used as a sick day.~~

~~For purposes of this provision, employees working less than eight (8) hours per day shall earn and use sick leave on a prorated basis.~~

~~A severance benefit of twenty dollars ($20) per day for unused sick leave and bank days for employees with seven (7) years or more of service will be paid upon leaving the district. Those employees retiring from the district with seven (7) or more years of service will receive twenty-five dollars ($25) per day for each unused sick leave and bank day deposited into a district approved Health Reimbursement Arrangement (HRA).~~

~~Advance Notice: Sick leave benefits shall begin on the first day of absence and continue until the employee returns to work or has used all of his/her accumulated sick leave. Employees who are sick and unable to report to work shall, where reasonable, notify or cause the employee in charge to be notified at least seventy-five (75) minutes before the start of the regular shift or assignment or earlier.~~

~~***Reference: School Board Policy 542.3 Support Staff Leaves and Absences***~~

~~6.02 Emergency Leave~~

~~Emergency leave is non-cumulative. Emergency leave not to exceed three (3) days per contract year is authorized. An emergency leave shall be granted by the building principal, or in his /her absence, the~~

District Administrator for the following reasons:

A. The employee is summoned to appear in a court of law, other than jury duty. Employee must submit evidence of summons prior to appearance.
B. Personal disaster. (Examples: fire in the home, wind damage, car accident.) This provision does not include travel complications or inconveniences to the employee.
C. Birth or adoption of a son or daughter.
D. Surgery, serious injury, or hospitalization required by the employee's family. This provision does not include illness. Family shall be defined as husband, wife, child, brother, sister, parents, grandparents, grandparents in-law, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandchildren, step children, step parents, individuals of which the employee has assumed legal guardianship (administration reserves the right to request proof of guardianship) or any other member of a family living in the same household regardless or relationship.
E. Death in the family. Family shall be defined as above and will also include aunts and uncles. An extension of two (2) days may be granted. The additional two (2) days shall be deducted from sick leave.
F. Emergency leave as a result of the death of close friends or relatives not previously defined is inclusive of the three (3) days per contracted year. The cost equal to one half of the hourly compensation will be deducted.

For employees working less than an eight (8) hour day, a day equals the number of hours normally worked by the employee. Emergency leave may be taken in one hour blocks.

Reference: School Board Policy 542.3 Support Staff Leaves and Absences

6.03 Personal Leave

Each employee is entitled to not more than two (2) days of personal leave per year, non-cumulative. Written notice to the immediate supervisor, or in his/her absence, the District Administrator, must be provided forth-eight (48) hours in advance. No more than one (1) employee per classification per day will be granted personal leave. The immediate supervisor will inform the employee if personal leave days are approved or disapproved within twenty-four (24) hours after receiving the request for personal leave. For employees working less than an eight (8) hour day, a day equals the number of hours normally worked by the employee. Personal leave may be taken in one hour blocks. Personal leave may be used to extend vacation periods. Written notice for personal leave immediately prior to or after vacations will state reason(s) for personal leave request. Personal leave to extend vacation periods may not exceed a maximum of two (2) employees per building per day.

6.04 Jury Duty

Employees required to serve on jury duty shall receive their regular pay, however, they must turn over the jury duty pay to the District. Employees shall report to school immediately following the conclusion of their jury duty each day if they are released before noon.

6.05 Unpaid Leave

Unpaid leave may be granted for personal or medical reasons for a period not longer than five working days by administration after the allotted personal and medical leave has expired. Longer periods of unpaid leave beyond five working days may only be granted at the sole discretion of the School Board

~~and must be approved in advance by the board. Submittal for board approval is required thirty (30) working days in advance of the requested leave. All unpaid leave will result in pro-rated salaries and fringe benefits.~~

~~***Reference: School Board Policy 542.3 Support Staff Leaves and Absences***~~

SECTION 7. WAGE COMPENSATION

7.01 Wage Schedule

~~Appendix A, Wage Schedule, shall be attached hereto.~~ Per Board Approval.

7.02 New Employee Wage Schedule Placement

New employee placement – New employees shall be placed on the wage schedule at the discretion of the District.

SECTION 8. EMPLOYEE EVALUATIONS

8.01 Evaluation

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the District.

8.02 Frequency

The frequency of evaluations shall be established at the discretion of ~~the Board.~~ Administration.

8.03 Receipt of Evaluation

Each employee shall receive a copy of his or her evaluation. The employee will be expected to sign his or her evaluation but only to acknowledge receipt of the same.

8.04 Comments, Disputes

The employee may respond in writing with his or her comments attached to the completed evaluation.

8.05 Evaluators

The Employer shall have the sole right to determine whether or not employees shall be evaluated and by which supervisory personnel. When a teacher works with an instructional assistant, the teacher may be requested to provide objective input for consideration by the administrator who is evaluating the instructional assistant.

SECTION 9. RESIGNATION FROM EMPLOYMENT

9.01 Notice of Termination of Employment

Employees will give written notice of termination of employment, as soon as possible, but at least ~~ten (10) working days~~ two (2) weeks prior to the effective date of resignation. If an employee has overused the holiday, sick or vacation time earned, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck. The District's obligation to pay its share of the employee's insurance benefits will terminate at the end of the month in which the employee works his/her last day. Any employee who breaches this Article shall, at the District's discretion, forfeit any accrued benefits.

SECTION 10. INSURANCES - See Provisions Applicable to All Staff

~~10.01 Dental Insurance~~

~~An employee whose individual letter of assignment has an assignment of at least 30 hours per week is eligible to participate in the District's dental insurance. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board.~~

~~For twelve (12) month full-time employees, the Board agrees to pay ninety percent (90%) of the cost of the family plan coverage and one hundred percent (100%) of the cost of the single plan coverage for dental insurance for eligible employees. Other employees meeting the minimum 30 hour per week eligibility may participate in the group dental insurance plan with the District paying a prorated portion equal to the employee's annual work hours divided by 2080. The employees agree to pay the balance of the premiums for the insurance.~~

~~10.02 Health Insurance~~

~~An employee whose individual letter of assignment has an assignment of at least 30 hours per week is eligible to participate in the District's health insurance. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board.~~

~~For twelve (12) month full-time employees, the Board agrees to pay ninety percent (90%) of the cost of the family plan coverage and one hundred percent (100%) of the cost of the single plan coverage for hospital and medical insurance for eligible employees. Other employees meeting the minimum 30 hour per week eligibility may participate in the group medical insurance plan with the District paying a prorated portion equal to the employee's annual work hours divided by 2080. The employees agree to pay the balance of the premiums for the insurance.~~

~~Medical insurance shall be available to all probationary employees when they are eligible to participate as determined by the insurance carrier.~~

~~10.03 Health Insurance Continuation~~

~~At age fifty eight (58) and with fifteen (15) years of service to the district the employee may elect district health insurance continuation. The employee may continue district health insurance until he or she is eligible for Medicare provided that the employee makes monthly prepayment to the district of the full monthly premium.~~

~~10.04 Liability Insurance~~

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

~~10.05 Long-Term Disability~~

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

~~The District will pay up to .0046 of the estimated gross salary per year for eligible employees toward long term disability insurance.~~

~~10.06 Wisconsin Retirement System (WRS) Contributions~~

~~The District will pay an amount equal to one half (50%) of the required contribution to the Wisconsin Retirement fund (WRS) for each employee eligible for the fund.~~

~~10.07 Claim in Lieu of Insurances~~

~~No employee shall make any claim against the District for additional compensation in lieu of or in addition to the cost of insurance coverage because she/he does not qualify for the family plan.~~

~~Appendix A~~

~~2016-2017 SUPPORT STAFF SALARY~~

~~CLASSIFICATION~~						
	~~STARTING~~					
~~CUSTODIANS~~	~~14.29~~					
~~CLERICAL~~	~~14.11~~					
~~TEACHER ASSISTANT~~	~~13.57~~					
~~COOKS~~	~~13.43~~					
~~COOK HELPER~~	~~12.32~~					
~~ATHLETIC DIRECTOR~~ **~~ADMINISTRATIVE ASSISTANT~~**	**~~$13.50~~**					
~~DIFFERENTIAL~~	~~0.42~~					
~~BILINGUAL DIFFERENTIAL~~	~~0.64~~					

EMPLOYEE HANDBOOK

PART IV

EXECUTIVE, ADMINISTRATIVE AND ACADEMIC EMPLOYEES

STAFF WITH INDIVIDUAL CONTRACTS
UNDER §118.24, WIS.STATS.

2017-2018

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SECTION 1. DISCIPLINE, TERMINATION, AND NONRENEWAL

1.01 Standard for Nonrenewal for Administrators

Administrators employed in the District are subject to nonrenewal on a statutory basis, as prescribed in Sec. 118.24, Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions of section 118.24, Wis. Stats. and is not covered by the grievance procedure under this *Handbook*. The nonrenewal of an administrator is not a termination under section 1.02 below.

1.02 Standard for Discipline and Termination

An administrator may be disciplined or terminated for "cause." Such discipline or termination shall be subject to the grievance procedure provisions of this *Handbook*. "Cause" is defined as the following:

A. There is a factual basis for the discipline or termination: The factual basis must support a finding of administrator conduct in which the District has a disciplinary or termination interest; and

B. Reasonableness of the penalty: The particular discipline or termination imposed by the District must not be unreasonable.

C. Contract Termination: Where just cause exists, the board may terminate a contract and discharge employment provided that the Administrator has received prior notice in writing from the Board of its intent and the alleged reason or reasons for such discharge. Upon written request, a hearing shall be conducted with full regard to due process.

D. Termination by Mutual Agreement: Upon mutual written agreement by the Board and the Administrator, this contract and the employment of the Administrator may be terminated without penalty or prejudice against either the Board of the Administrator. In this event, the Board shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination.

1.03 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the administrator before such material is placed in an administrator's personnel file.

SECTION 2. JOB RESPONSIBILITIES

2.01 Professional Level of Competence

Administrators shall perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which now exist or which may be hereinafter enacted by the Board. The Board shall furnish administrators with ~~a written copy of~~ all rules, regulations and policies now in effect or becoming effective during the term of the administrator's contract.

2.02 Devotion of Full-time to Job

Except as is otherwise provided in the administrator's individual contract, administrators shall devote full time to the duties and responsibilities normally expected of the administrator's position. Administrators shall not engage in any pursuit, or accept any other employment, which interferes with the proper discharge of the Administrator's duties and responsibilities.

2.03 Administrator License or Certificate

Administrators shall maintain a valid license or certificate, properly registered and issued by the State of Wisconsin, sufficient to lawfully permit each administrator to perform such duties as may be assigned.

2.04 Job Description

The Board shall provide administrators with ~~written~~ job descriptions of ~~each administrator's services,~~ duties and obligations.

SECTION 3. WORK SCHEDULES

3.01 Work Schedules for Administrative Staff

Administrative staff work schedules are set by the district administrator with the professional duties of each administrator taken into account in the setting of the work schedule. Each administrator's work schedule will be aligned with the days and term of employment specified in the administrator's individual contract. Full time employees are generally expected to work eight-hour duty days, excluding a 30-minute lunch break. Administration schedules may vary because of staggered starting times and job responsibilities, so long as all employees listed are scheduled for a minimum eight-hour duty day.

3.02 Pay Docking

A. Exempt employees need not be paid for any workweek in which they perform no work and use no accrued paid leave. See 29 CFR §541.602(a).

B. Deductions from pay may be made when an exempt employee is absent from work and does not use accrued paid leave for one or more full days for personal reasons, other than sickness or disability. See 29 CFR §541.602(b)(1).

C. Deductions from pay may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with a bona fide plan, policy or practice of providing accrued paid leave for such sickness or disability and where the employee has exhausted such leave. See 29 CFR §541.602(b)(2).

D. The District cannot make deductions from pay for absences of an exempt employee occasioned by jury duty, attendance as a witness or temporary military leave, the employer can offset any amounts received by an employee as jury fees, witness fees or military pay for a particular week against the salary due for that particular week without loss of the exemption. See 29 CFR §541.602(b)(3).

E. Deductions from pay of exempt employees may be made for unpaid disciplinary suspensions of one or more full days imposed in good faith for infractions of workplace conduct rules. Such suspensions must be imposed pursuant to a written policy applicable to all employees. See 29 CFR §541.602(b)(5).

F. The District is not required to pay the full salary for weeks in which an exempt employee takes unpaid leave under the Federal or Wisconsin Family and Medical Leave Acts. Rather, when an exempt employee takes unpaid leave under either Family and Medical Leave Act, the District may pay a proportionate part of the full salary for time actually worked. See 29 CFR §541.602(b)(5).

G. Exempt employees who are eligible to accrue sick, personal and other paid leave who take leave for personal reasons or because of illness or injury of less than one work day may have

their pay docked when such accrued leave is not used by the employee because:

1. Permission for its use has not been sought or has been sought and denied;
2. Accrued leave has been exhausted; or
3. The employee chooses to use leave without pay.

SECTION 4. PROFESSIONAL GROWTH

4.01 Requirement to Remain Current

The Administrator agrees to participate in formal and informal professional meetings and activities, board, committees or pilot projects and college level courses for the purpose of improving and stimulating the Administrator's professional growth. Participation shall be in accordance with Board rules and policies. Necessary expenses will be paid for these professional meetings as provided by Board policies.

4.02 Professional Reimbursement Program:

The board will pay the Administrator's dues to the appropriate state association. Expenses for attendance at association meetings/activities will be budgeted for yearly.

Reimbursement for the cost of graduate credits will be determined by the individual contract. All graduate level credits will be approved by the immediate supervisor. The District Administrator will have all graduate level credits approved by the Board or its representative.

SECTION 5. ADMINISTRATOR EVALUATION

5.01 General Provisions

Administrators shall receive ~~written~~ evaluations based on board adopted position descriptions, including job related activities, and shall include observation of the administrator's performance as part of the evaluation data.

5.02 Evaluation Frequency

Administrators shall receive a ~~written~~ evaluation in their first year of employment and at least every third year thereafter.

5.03 Evaluators

The board is responsible for the school district administrator's evaluation. The school district administrator is responsible for the evaluation of other administrators and shall either perform those evaluations him or herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate professional administrative school personnel.

SECTION 6. PROFESSIONAL COMPENSATION

6.01 Professional Compensation

Each administrator shall be compensated in accordance with the terms of his or her individual contract.

SECTION 7. INSURANCES (See below)

~~7.01 Dental Insurance~~

The Board shall provide ~~dental~~ insurance(s) to eligible administrators. Each administrator's eligibility for ~~dental~~ insurance(s) shall be noted in the administrator's individual contract. ~~The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board.~~

A. ~~Minimum Hours for Any Board Contribution: Employees whose assignments are less than seventy five percent (75%) equaling less than thirty (30) hours are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.~~

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

1. ~~If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.~~

2. ~~If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.~~

C. ~~Premium Contributions: Dental insurance premium contributions shall be specified in the administrator's individual contract.~~

~~7.02 Health Insurance~~

~~The Board shall provide health insurance to eligible administrators. Each administrator's eligibility for health insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board.~~

A. ~~Minimum Hours for Any Board Contribution: Employees whose assignments are less than seventy five percent (75%) equaling less than thirty (30) hours are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.~~

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

a. ~~If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.~~

b. ~~If an employee resigns or is terminated who has completed the school year, his/her insurance benefits shall terminate as of August 31.~~

C. ~~Premium Contributions: Health insurance premium contributions shall be specified in the administrator's individual contract.~~

~~7.03 Liability Insurance~~

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

may inspect the District's liability insurance policy upon request.

7.04 Long-term Disability

The Board shall provide long-term disability insurance to eligible administrators. Each administrator's eligibility for long-term disability insurance shall be noted in the administrator's individual contract. The insurance carrier(s), program(s), and coverage's will be selected and determined by the Board.

A. Minimum Hours for Any Board Contribution: An employee whose individual contract has an assignment of at least fifty percent of full-time equivalency [50%] is eligible to participate in the District's long-term disability insurance. Employees whose assignments are less than fifty percent of a full-time equivalency [50%] are not eligible to participate in the District's insurance and are not eligible for any District premium contribution.

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

1. If an employee resigns or is terminated during the term of his/her individual contract, District coverage shall cease at the end of the month the resignation or termination becomes effective.

2. If an employee resigns or is terminated who has completed the school year, his/her long-term disability insurance benefits shall terminate June 30th.

C. Premium Contributions: Long-term disability insurance premium contributions shall be specified in the administrator's individual contract.

7.05 Wisconsin Retirement System (WRS) Contributions

The Board will pay fifty (50) percent toward the Administrator's required deposit to the state retirement system.

SECTION 8. INDIRECT COMPENSATION AND POST-EMPLOYMENT BENEFITS

All Post-Employment Benefits will be defined in the administrator/employee's individual contract.

VIII.C.5.

EMPLOYEE HANDBOOK

PART V

CO-CURRICULAR STAFF

2017-2018

Consideration to Delete this Handbook as it is not necessary.

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SECTION 1. ATHLETIC AND ACTIVITY ASSIGNMENTS

1.01 Letter of Assignment

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).

B. The stipend for extra-curricular activities shall be specified in the letter of assignment.

C. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees.

1.02 Payments

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. Payment for seasonal positions will commence on the last payroll date of the month in which the assignment begins. Seasonal position compensation will be prorated over the duration of the assignment, concluding with the last payroll date of the month in which the assignment concludes.

1.03 Work Schedule

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. ~~In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.~~ *(this is not current practice)*

1.04 Evaluation of Extra-Curricular Assignments

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

1.05 Volunteers

Upon recommendations from the head coach/advisor and the athletic director or principal, in accordance with board approval, an individual may serve as a volunteer coach/advisor for an extra-curricular activity, upon board action. The following guidelines apply to volunteers:

A. They will not be eligible for salary/wages, stipend, or benefits;

B. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;

C. They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation);

D. They must consent to a background check and agree to have a tuberculin skin (TB) test;

E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;

F. They accept direct and indirect supervision of the head coach; and,

G. They may be dismissed at any time without cause.

Reference: ***School Board Policy 353.1*** ***Volunteers***

1.06: Mandated Annual Training Completion

All employees covered in Employee Handbook Part V are required to complete mandatory training certifications in the areas defined in Employee Handbook Part I, Section 3.43. In addition to those identified mandatory trainings, athletic coaches are required to complete and maintain certifications in Red Cross CPR and First Aid. Employees who fail to comply with the mandatory reporting requirements will be subject to disciplinary action and/or suspension of duties till completed

1.07: Extra-Curricular Pay Schedule – Board Approved Pay Schedule Available Upon Request

~~***PAYMENT SCHEDULE FOR 2016-2017 (1.5% Increase)***~~

	~~*1-5 years*~~	~~*6 or more years*~~
~~***All Sports***~~		
~~*Athletic Director*~~	~~*$4,128*~~	~~*$4,602*~~
~~*Head Coaches*~~	~~*$3,272*~~	~~*$3,739*~~
~~*Wellness Center Coordinator*~~	~~*$3,272*~~	~~*$3,739*~~
~~*Assistant Coaches*~~	~~*$2,167*~~	~~*$2,470*~~
~~*Middle School Coaches*~~	~~*$1,766*~~	~~*$1,970*~~
~~***Advisors***~~		
~~*Instrumental Music*~~	~~*$2,103*~~	~~*$2,419*~~
~~*Annual, FBLA, FFA, FHA, VICA, Tech Club*~~	~~*$2,103*~~	~~*$2,419*~~
~~*Assistant Advisors*~~	~~*$1,056*~~	~~*$1,160*~~

~~*Vocal Music*~~	~~*$1,542*~~	~~*$1,943*~~
~~*Cheerleading, Dance Club, Forensics*~~	~~*$1,343*~~	~~*$1,548*~~
~~*One Act Play*~~	~~*$1,343*~~	~~*$1,548*~~
~~*Foreign Language Club, NHS*~~	~~*$1056*~~	~~*$1,160*~~
~~*Head Junior and Senior Class Advisors*~~	~~*$1,056*~~	~~*$1,160*~~
~~*Senior High Student Senate Advisor*~~	~~*$1,056*~~	~~*$1,160*~~
~~*Middle School Student Senate Advisor*~~	~~*$1,056*~~	~~*$1,160*~~

~~***Compensation for post season 2016-2017 for all sports refers to participation beyond initial tournament assignment:***~~

~~***Head Coach***~~	~~***$17.50 per day***~~
~~***Assistants***~~	~~***$13.09 per day***~~

VIII. C. 5.

EMPLOYEE HANDBOOK

PART VI

SUBSTITUTE EMPLOYEES

2017-2018

Consideration to Delete this Handbook as it is not necessary.

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SECTION 1. ALL SUBSTITUTE EMPLOYEES

1.01 Pre-Employment Requirements

All new substitute staff hires will have to meet ~~all new staff requirements, including a criminal background check~~ all pre-employment requirements.

SECTION 2. SUBSTITUTE TEACHERS

2.01 Licensure and/or Permit

All substitute teachers shall have the necessary license and/or permit required by state law to serve in the substitute teaching assignment.

2.02 Training and Evaluation

Suitable programs of training, orienting and evaluating the work of substitute teachers may be provided by the instructional staff and/or the District as appropriate.

2.03 Assignment and Professional Responsibilities

A. Assignments: Substitutes shall be assigned at the discretion of the District. The building principals' requests for a given substitute shall take precedence.

B. A copy of the appropriate school policies, an outline of the absence and tardiness procedures, recess schedule (if applicable), teacher's daily schedule, general class schedule (bell schedule when applicable), name of any individual designated in charge of discipline, seating charts, class schedule and lesson plans for all classes to be taught shall be made available to the substitute. School Board policies will be available to the substitute upon request.

C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment

1. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a pattern or practice of declining assignments.

2. A substitute who accepts a job by mistake will contact the district as soon as possible to rectify the error. A substitute who wishes to cancel an assignment must inform the appropriate office secretary or building principal by phone in a timely fashion so accommodations and arrangements can be made. The District may, in its sole discretion, unilaterally remove individuals from the substitute teacher list if the substitute demonstrates a patter or practice of canceling assignments.

D. Professional Responsibilities:

The professional responsibilities and duties of substitutes shall be consistent with the regular teacher's responsibilities and duties for whom they are substituting. When a substitute is employed as a long-term substitute teacher, or is employed at the end of the semester, and is expected to close out school records, do report cards, and inventories, he/she may be given up to one day to complete these tasks if deemed necessary by the principal. The substitute will be compensated at the applicable substitute rate.

E. Long-Term Substitute Assignment

1. A long-term substitute will be paid the established sub-rate for the first ten consecutive days in the same position. Beginning with the eleventh day, the long term substitute will be placed on the long-term substitute pay established by the board for the duration of the assignment. Responsibilities of the long-term substitute teacher shall be the same as the regular classroom teacher.

F. Substitute Teaching Day: substitute's teaching day shall be eight (8) hours, excluding the duty free lunch, when subbing for a full-time teacher who is absent for a whole day. If a teacher does not have a full schedule of classes, the time will be prorated. A substitute's teaching day may be less than eight (8) hours if the substitute is replacing a teacher on a partial absence. The substitute's hourly rate shall be computed based on the number of periods per day in a building (e.g. at elementary level – eight (8) hours).

2.04 Compensation

Substitute teachers shall receive compensation for services rendered as provided in section 2.07.

2.05 Dismissal/Removal from Substitute List

Substitute teachers are casual employees and therefore have no expectation of continued employment. As such substitute teachers may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute teachers may also be removed from the substitute call list at the discretion of the district.

2.06 Miscellaneous Provisions

A. In-Service: Each per diem substitute may be required to participate in new teacher orientation or teacher in-service day programs in the schools. Per diem substitutes shall be paid at their applicable rate for in-service participation if the employer requires them to attend. Long-term substitutes will be required to attend in-service days and will receive their long-term rate. The principal may, in his/her discretion, determine and notify the long-term substitute that he/she is not required to attend an in-service day(s) and will not be paid for that day. Substitute teachers may participate in after school/summer in-services at no cost, provided teachers members and/or administrators are able to attend without cost. Substitute teachers may participate in after school/summer in-services at the same cost as teachers provided the vendor offers such a discount to substitute teachers. The substitute teacher may participate at the cost established by the vendor if the vendor does not offer such a discount to substitute teachers. Substitute teachers' availability to participate in all of the above school/summer in-services will be on a space available basis as determined by the District.

B. Duty Free Lunch: All substitutes shall be provided with a daily duty-free lunch period of at least thirty (30) continuous minutes.

C. In-service/Orientation: The District may provide an orientation at the beginning of each school year. Attendance at the in-service will be voluntary. Substitute teachers attending the in-service will not be compensated for their attendance.

D. Online Services: Long-term substitutes will be provided district email accounts and network access.

2.07 Substitute Teacher Pay Schedule

Substitute teachers shall be employed at the rate established by the District. As of [insert date] the rate of pay is as follows:

SUBSTITUTE TEACHER PAY SCHEDULE – PER BOARD APPROVAL

~~**2016-2017**~~

~~Less than 10 days per year~~	~~$ 95.00~~
~~11 days to 20 days~~	~~$100.00~~
~~21 days to 40 days~~	~~$105.00~~
~~Over 40 days~~	~~$110.00~~

~~A. Long-term substitutes will be paid $95.00 for the first 10 days. Beginning on the 11th day, long-term substitutes will be paid a pro-rated amount of what is determined to be the starting salary for the current calendar year per day. If a teacher takes on a new consecutive long-term sub assignment within the same calendar school year, they will start from day 1 at a rate of $185.00 per day.~~

B. Substitutes that meet the requirements for the Wisconsin Retirement System will be covered under WRS.

~~C. If the assignment is not consecutive, the rate will be determined by the number of days worked for the district during that school year.~~

D. Part-time substitute teachers shall be paid on a prorated basis ~~based off of the full daily rates set forth above~~. The substitutes' hourly rate shall be computed based on the number of periods per day in a building. (At the elementary level - 8 hours.)

SECTION 3. SUPPORT STAFF SUBSTITUTES

3.01 Licensure and/or Permit

All substitute support staff shall have the necessary license and/or permit required by state law to serve in the substitute assignment.

3.02 Training and Evaluation

Suitable programs of training, orienting and evaluating the work of substitute support staff may be provided by other district staff and/or the District as appropriate.

3.03 Assignment and Professional Responsibilities

A. Assignments: Substitutes shall be assigned at the discretion of the District.

B. Board Policies: A copy of the appropriate school policies shall be made available to the substitute upon request.

C. Notifying/Declining Daily Substitute Call/Mistaken Acceptance of Assignment

1. The District may, in its sole discretion, unilaterally remove individuals from the substitute list if the substitute demonstrates a pattern or practice of declining assignments.
2. A substitute who wishes to cancel an assignment on the current date must inform the immediate supervisor by phone.

D. Responsibilities: The responsibilities and duties of substitutes shall be consistent with the regular employee's responsibilities and duties for whom they are substituting.

E. Substitute Day: The substitute's length of service will be determined by the District.

3.04 Compensation

Hourly Rate: Substitute employees shall receive compensation for services rendered as determined by the District ~~and as set forth in section 3.07~~.

3.05 Dismissal/Removal from Substitute List

Substitute employees are casual employees and therefore have no expectation of continued employment. As such substitute employees may be disciplined or discharged for any reason without recourse to the grievance procedure. Substitute employees may also be removed from the substitute call list at the discretion of the district.

3.06 Miscellaneous Provisions

A. Duty Free Lunch: All substitutes shall be provided breaks and lunch periods consistent with the support staff person that the substitute is replacing.

B. Online Services: Long-term substitutes will be provided district email accounts and network access. Substitutes who are compensated at the experienced pay level will be provided with a personalized computer account and password.

3.07 Substitute Employee Pay Rates – Per Board Approval

All substitutes will receive the probationary rate for the category of which they performing the duties and responsibilities of the assignment, established by the board.

~~CUSTODIANS~~	~~14.29~~
~~CLERICAL~~	~~14.11~~
~~TEACHER ASSISTANT~~	~~13.57~~
~~COOKS~~	~~13.43~~
~~COOK HELPER~~	~~12.32~~
~~ATHLETIC DIRECTOR~~	~~$13.50~~
~~ADMINISTRATIVE ASSISTANT~~	

	~~$13.50~~

IX.A.1.

Fd	Obj	Obj	May 2015-16 Monthly Activity	May 2016-17 Monthly Activity	2016-17 Revised Budget	2016-17 FY Activity	Unencumbered Balance	2016-17 FYTD Unencumbered Bal
10	310	PURCHASED PERSONAL SERVICES	0.00	25.00	2,607.90	2,329.58	278.32	278.32
10	336	ELECTRICITY FOR OTHER THAN HEA	0.00	0.00	0.00	0.00	0.00	0.00
10	341	PUPIL TRAVEL	859.50	1,964.51	8,000.00	6,869.49	3,880.27	3,880.27
10	353	POSTAGE/CARTAGE	0.00	0.00	0.00	0.00	0.00	0.00
10	355	TELEPHONE & TELEGRAPH	0.00	0.00	0.00	0.00	0.00	0.00
10	---	ELEMENTARY SCHOOLS	859.50	1,989.51	10,607.90	9,199.07	4,158.59	4,158.59
10	310	PURCHASED PERSONAL SERVICES	3,280.40	4,360.95	38,234.00	28,774.91	9,699.09	9,699.09
10	336	ELECTRICITY FOR OTHER THAN HEA	0.00	0.00	0.00	0.00	0.00	0.00
10	341	PUPIL TRAVEL	2,978.32	3,488.03	42,787.00	36,662.67	10,896.07	10,896.07
10	353	POSTAGE/CARTAGE	263.88	0.00	11,000.00	6,478.01	95.03	95.03
10	355	TELEPHONE & TELEGRAPH	0.00	0.00	0.00	0.00	0.00	0.00
10	---	MIDDLE/SENIOR HIGH SCHOOLS	6,522.60	7,848.98	92,021.00	71,915.59	20,690.19	20,690.19
10	310	PURCHASED PERSONAL SERVICES	0.00	0.00	3,500.00	2,450.00	1,050.00	1,050.00
10	341	PUPIL TRAVEL	0.00	0.00	18,000.00	0.00	18,000.00	18,000.00
10	---	SUMMER SCHOOL	0.00	0.00	21,500.00	2,450.00	19,050.00	19,050.00
10	310	PURCHASED PERSONAL SERVICES	21,929.68	44,471.08	543,368.55	475,404.04	31,595.69	31,595.69
10	331	GAS FOR HEAT	2,141.99	3,415.48	59,338.44	37,982.84	22,022.66	22,022.66
10	336	ELECTRICITY FOR OTHER THAN HEA	9,408.91	10,362.38	122,000.00	99,607.56	31,938.14	31,938.14
10	337	WATER	1,745.68	2,870.85	24,000.00	19,721.15	5,990.44	5,990.44
10	338	SEWERAGE	1,947.63	2,866.77	23,000.00	22,688.22	2,350.11	2,350.11
10	341	PUPIL TRAVEL	0.00	0.00	252,488.00	239,502.24	12,985.76	12,985.76
10	348	VEHICLE FUEL	360.33	385.10	6,000.00	2,351.83	3,842.19	3,842.19
10	353	POSTAGE/CARTAGE	3.52	0.00	1,034.23	623.41	547.24	547.24
10	355	TELEPHONE & TELEGRAPH	113.15	539.51	11,032.20	4,409.49	6,670.71	6,670.71
10	381	PAYMENT TO MUNICIPALITY	643.03	567.53	6,000.00	6,404.33	163.20	163.20
10	---	DISTRICT-WIDE	38,293.92	65,478.70	1,048,261.42	908,695.11	118,106.14	118,106.14
27	310	PURCHASED PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
27	---	MIDDLE/SENIOR HIGH SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
27	310	PURCHASED PERSONAL SERVICES	110.00	131.50	409.50	2,078.50	-1,669.00	-1,669.00
27	341	PUPIL TRAVEL	2,665.32	2,167.30	28,000.00	23,920.67	6,934.04	6,934.04
27	---	DISTRICT-WIDE	2,775.32	2,298.80	28,409.50	25,999.17	5,265.04	5,265.04
39	310	PURCHASED PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
39	---	DISTRICT-WIDE	0.00	0.00	0.00	0.00	0.00	0.00
49	310	PURCHASED PERSONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
49	353	POSTAGE/CARTAGE	0.00	0.00	0.00	0.00	0.00	0.00
49	355	TELEPHONE & TELEGRAPH	0.00	0.00	0.00	0.00	0.00	0.00
49	---	DISTRICT-WIDE	0.00	0.00	0.00	0.00	0.00	0.00
80	310	PURCHASED PERSONAL SERVICES	0.00	0.00	500.00	0.00	500.00	500.00
80	353	POSTAGE/CARTAGE	0.00	0.00	0.00	0.00	0.00	0.00
80	---	DISTRICT-WIDE	0.00	0.00	500.00	0.00	500.00	500.00

Fd	Obj	Obj	May 2015-16 Monthly Activity	May 2016-17 Monthly Activity	2016-17 Revised Budget	2016-17 FY Activity	Unencumbered Balance	2016-17 FYTD Unencumbered Bal
99	310	PURCHASED PERSONAL SERVICES	0.00	0.00	390.00	330.00	0.00	0.00
99	331	GAS FOR HEAT	46.17	52.98	1,200.00	574.78	625.22	625.22
99	336	ELECTRICITY FOR OTHER THAN HEA	113.98	260.18	1,500.00	1,035.69	581.44	581.44
99	341	PUPIL TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00
99	353	POSTAGE/CARTAGE	0.00	0.00	0.00	0.00	0.00	0.00
99	355	TELEPHONE & TELEGRAPH	19.99	1,342.00	15,000.00	14,666.60	895.40	895.40
99	381	PAYMENT TO MUNICIPALITY	0.00	0.00	0.00	0.00	0.00	0.00
99	---	MIDDLE/SENIOR HIGH SCHOOLS	180.14	1,655.16	18,090.00	16,607.07	2,102.06	2,102.06
		Grand Expense Totals	48,631.48	79,271.15	1,219,389.82	1,034,866.01	169,872.02	169,872.02

Number of Accounts: 136

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

IX.B.1.

ABBOTSFORD FALCONS

Cheryl Baker <cbaker@abbotsford.k12.wi.us>

(no subject)

4 messages

Frankie Soto <fsoto@abbotsford.k12.wi.us> Wed, May 17, 2017 at 8:47 AM
To: Cheryl Baker <cbaker@abbotsford.k12.wi.us>

Sherry
Bread bids. My recommendation is to except both bids because our coop both bid didn't except 3 schools and the other bid didn't except 3. Prices where close but one school is out on both bids.

Frankie Soto CDM
Food Service Director
Abbotsford, Spencer, Loyal, Owen-Withee

Coming together is a beginning; keeping together is progress; working together is success. -Henry Ford
Alone we can do so little; together we can do so much. -Helen Keller

3 attachments

- **Sara Lee Bid SY 17-18.pdf** 167K
- **Panogold bid SY 17-18.pdf** 390K
- **Panogold bid SY 17-18.pdf** 390K

Pan-O-Gold Baking Co.

School:

AVAILABLE 51% WHOLE GRAIN PRODUCTS

Product Code	Description	Package Description	Servings Per Pack (Usable)	Grams per Serving	Grain Bread Equivalents	Whole Grain per Serving	Sodium per Serving	Cost Per Piece	Cost Per Pack
309	51% Whole Grain Sandwich Bread	27 oz Loaf	25	28g	1	9g	125mg	$0.0000	1.65
520	51% 5" Whole Grain Hoagie Bun	Bulk Pack	24	57g	2.25	20g	270mg	$0.0000	3.60
538	51% 4" Whole Grain Hamb Bun	Bulk Pack	60	57g	2	18g	250mg	$0.0000	8.00
562	51% 4" Whole Grain Hamb Bun	Bulk Pack	30	57g	2	18g	250mg	$0.0000	
706	51% 3 ½" Whole Grain Hamb Bun	Bulk Pack	60	42g	1.5	13g	190mg	$0.0000	7.60
801	51% Whole Grain ST-12 Small Hamb Bun	Package	12	28g	1	7g	125mg	$0.0000	
819	51% Whole Grain S/T Dinner Roll	Package	12	28g	1	7g	125mg	$0.0000	1.50
827	51% Whole Grain S/T Dinner Roll Sliced	Package	12	28g	1	7g	125mg	$0.0000	1.50
5039	51% Whole Grain Breadstick	Bulk Pack	96	28g	1	10g	140mg	$0.0000	
5091	51% 6" Whole Grain Hotdog Bun	Bulk Pack	60	42g	2	17g	240mg	$0.0000	
5150	51% 6" Whole Grain Steak Bun	Bulk Pack	24	71g	2.5	22g	320mg	$0.0000	
5151	51% 6" Whole Grain Hotdog Bun	Bulk Pack	30	42g	2	17g	240mg	$0.0000	4.00
5152	51% Whole Grain Dinner Roll	Package	12	28g	1	9g	125mg	$0.0000	

IX.B.1.g.

BIDDER CONTACT INFORMATION

Bidder Name: BRENT Schmaltz
Contact Person for Orders: EACH AREA VARIES
Office Phone: _____
Cell Phone: 608-219-9927
Fax: _____
E-mail: bschmaltz@panogold.com

Emergency Contact Person for After/Before Hours Jerry Kranschnabel
Office Phone: _____
Cell Phone: 715-304-0130
Fax: _____
E-mail: JKranschnabel@panogold.com

Contact Person: Product Information (ingredient listings and nutritional analysis)
BOB Hubner
Office Phone: 1-800-444-7005
Cell Phone: _____
Fax: _____
E-mail: _____

Contact Person: Billing Questions, Credits, Damaged or Incorrect Products
Frankie Richards
Office Phone: 1-800-444-7005
Cell Phone: _____
Fax: _____
E-mail: _____

CAN NOT service 5/1/17

SFA PROFILE:

School District of Auburndale

School Billing Address:
School District of Auburndale
P.O. Box 139 10564 School Ave.
Auburndale WI 54412

Contact Person for Ordering:
Pamela Rasmussen

Contact Person for Billing questions:
Julie Petersen

School Name Address Telephone Contact Name	School District of Auburndale 10564 School Ave. Auburndale WI 54412 715-652-2812 Chuck Payant
Estimated annual purchases under proposal contract	
Delivery Address	High School 10629 North Road Auburndale WI Elementary 10564 School Ave. Auburndale WI
Student Enrollment	836
Average Number of Breakfast Served Per Day	55
Average Number of Lunch Served Per Day	675
Average Number of Snack Served Per Day	0

SCHOOL CALENDAR: School Calendar to be inserted here by SFA.

HOLIDAY SCHEDULE: Holiday Schedule to be inserted here by SFA.

Bread Vendor Bid Form

The following bid for fixed pricing is being submitted in response to the Request for Bread bids from bread vendors, Bid Reference Number: _____.

Item #	Name	Unit	Estimated Annual Quantity	Bidder Pack Size	Bidder Product Code	Bidder Unit Price	*Bidder Extended Cost
1	*Example: Hamburger Buns 4inch*	*bun*	*158 Flats*	60ct	538	8.00	1,264.00
2	*Hamburger 31/2 inches*	*bun*	*104 Flats*	60ct	706	7.60	790.40
2	*Example: Hot Dog Buns*	*bun*	*30 Flats*	30ct	5151	4.00	120.00
3	*Example: Loaf Sandwich Bread*	*slice*					
4	*Example: Hoagie/Steak Buns*	*bun*	*374 Flats*	24ct	520	3.60	1,346.40
5	*Example: Dinner Roll*	*roll*	*2012 Doz.*	12ct	827	1.50	3,018.00
**Extended Cost = (Estimated Annual Quantity) X (Bidder Unit Price)*							
						Total Extended Cost:	6,538.80

3 IX.D.1.b.

* CAN NOT service 2017/18 year

5/1/17

REQUEST FOR BREAD BIDS

Date of request: April 21, 2017
Completed bid must be submitted no later than May 5, 2017by 4:00 P.M. CST

Bid issued by Central and Western Small School Coop

Abbotsford Public School 510 W. Hemlock Abbotsford, Wis 54405,
Spencer Public 300 N. School Street Spencer, Wis,
Loyal Public School 514 W. Central Street Loyal , Wis,
Owen-Withee Public 320 W. 3rd Street Owen, Wis,
* CHERYL STONER FOOD SERVICE DIRECTOR GALE-ETTRICK-TREMPEALEAU SD, (608) 582-2291 ext. 1030,
* Pam Rasmussen, P.O.Box. 139 10564 School Ave., Auburndale, Wis. 54412,
* Joe Dostal 5459 Elementary Ave Pittsville, Wis. 54466,
Suzanne Rudolph 601 W. Limits Rd. Athens, Wis. 54411,
Marathon Public 204 East Street Marathon Wis 54448,
Ellen Bartow Whitehall Public School and Arcadia Public School.
Cadott,

Contact Person: Frankie Soto
Contact Person Phone Number: 715-223-6715
Contact Person Email: fsoto@abbotsford.k12,wi,us

PLEASE READ SOLICITATION CAREFULLY!

Description: This solicitation for bread bids is being issued with the intent of entering into an agreement to purchase bread in accordance with applicable state and federal laws governing Federally-funded Child Nutrition programs for *Abbotsford, Spencer, Loyal, Owen-Withee, Marathon, Pittsville, Athens, Auburndale, Whitehall and Arcadia, Cadott* herein after referred to as the School Food Authority (SFA). Bread vendors are invited to submit a bread bid in response to this solicitation issued by the SFA.

Bid Deadline: May 5, 2017 by 4:00 P.M. CST

Bids will be accepted up to, and no bid may be withdrawn after, the required date and time for submission. Time is Central Standard Time as indicated on the designated clock at the SFA. Bids that arrive after the required time will not be considered. It is the responsibility of the bidder to ensure that the bid arrives at the required location by the required time. Submitted bid shall remain valid for thirty (30) days from the bid submission date.

If SFA determines that there is a discrepancy in or omission from this solicitation prior to the bid deadline, an addendum will be issued to all bidders that have submitted bids or bidders that have requested a copy of the solicitation.

Submission of Bids: Bidders may mail bids to the address below "Deliver bids to" by the due date and time. It is the bidder's responsibility to assure that its bid is received by the deadline, no exceptions. Electronic submissions may be sent to *fsoto@abbotsford.k12.wi.us*; it is recommended for the bidder to request a confirmation receipt of the emailed bid. Regardless of submission method, it is the responsibility of the bidder to confirm and ensure that a bid was received by the submission deadline.

Deliver bids to the following location: *510 W. Hemlock Abbotsford Wis 54405*

Bread Vendor Agreement: Winning bidder, herein referred to as "selected bread vendor", will need to sign an agreement upon notification by SFA. This agreement will represent the contractual requirements for both the SFA and selected bread vendor.

Agreement Period: The initial awarded agreement period shall be *July 1, 2017* to *June 30, 2018*. Both parties to this awarded agreement to enter into this agreement for one-year period with the option to renew the agreement for up to four (4) additional one-year periods by mutual agreement of the SFA and selected bread vendor. Renewal shall be based on customer satisfaction with products, service, and price.

Delivery: Bread will be delivered to SFA at the following address at or before scheduled time listed below.

Location(s): *510 W. Hemlock Abbotsford Wis 54405*

All deliveries must be completed before *4:00P.M.* unless other arrangements are agreed to by the SFA.

Each bread delivery shall accompany a duplicate delivery ticket, dated, and indicating quantity of bread delivered.

FAILURE TO DELIVER PRODUCTS ON TIME MAY RESULT IN BILLING OF ADDITIONAL COSTS RESULTING FROM THE PROCUREMENT FOR EMERGENCY SUPPLIES TO THE SELECTED BREAD VENDOR DEFAULTING ON DELIVERY.

Bread Vendor Compliance: Bidders will need to comply with applicable requirements set forth in Federal regulations including policy and instructions issued by the United States Department of Agriculture (USDA). The applicable regulations are 7 CFR 210 (National School Lunch Program), 7 CFR 215 (Special Bread Program), 7 CFR 220 (School Breakfast Program), 7 CFR 245 (Determining Eligibility for Free and Reduced Price Meals and Free Bread), 7 CFR 250 (Food Distribution Program), 7 CFR 225 (Summer Food Service Program for Children), and 7 CFR 3052 (audit requirements).

Estimations: The total estimated in this solicitation are within about 10 to 20 percent of actual usage in the previous school year with the exception of counts that may have been projected higher or lower due to concern about participation by students. The SFA will not guarantee any minimum compensation will be paid to selected bread vendor.

Competitive Pricing: The pricing is for the *2017-2018* school year. Bidders will need to complete Attachment A "Bread Vendor Bid Pricing". Bidders are encouraged to submit the most competitive pricing possible because the SFA will be soliciting multiple bids from bread vendors to achieve the lowest possible price for the specifications and requirements outlined in this solicitation. If for any reason this solicitation has limited bidder's ability to provide a competitive bid then contact the SFA as directed in the cover letter to let us know how the SFA could increase competition.

Pricing: Pricing will be fixed price. All prices bid for all products will be net, Free on Board (F.O.B.) SFA will consider individual product price changes as part of a renewal to the awarded contract. Product price changes may not exceed *the U.S. Department of Labor-Bureau of Labor Statistics Midwest BLS Region Seasonally Adjusted Consumer Price Index Percentage Change Annual Average* for the previous 12 months.

This is a "Firm Price" proposal; no price changes will be allowed for the term of this contract. The unit price offered should contain four points (.0000) beyond the decimal. The extended price shall be rounded to the nearest whole cent (5 or greater shall be rounded up and 4.9 or less shall be rounded down).

Evaluation: Pricing will be evaluated based on lowest total extended cost.

Samples: Bidders may need to provide samples of bid items. Samples, if requested, will be sent to *Any of the requested school address*. When submitting samples, bidders will need to make sure they identify samples and whom they are from. Bidders will need to provide no more than 1 dozen of any sample.

Ingredient Labels: Ingredient labels are to be included for all items on the bid. Ingredient labels must be provided with samples.

Southern Minnesota Zone Pricing

Bimbo Bakeries USA
Earthgrains - Formerly Sara Lee
720 N. Prior Ave
St. Paul, MN 55104

May 4, 2017

Central and Western Wisconsin School Coop
Attn: Frankie Soto
510 W. Hemlock
Abbotsford, WI 54405

Dear Valued Customer,

Per your bid request below please find the pricing from Earthgrains distributors of Sara Lee Products. This pricing will be for the 2017 - 2018 School year. **Please note that this pricing is only good for the following School Districts: Abbotsford, Spencer, Loyal, Owen - Withee, Auburndale, Pittsville, Athens and Marathon.**

******GET: Whitehall and Arcadia Schools are NOT included as they are out of our delivery area**

Product #	Product Description	Size of Pkg	Price Per Pkg
4266	53% Whole Grain White Coney Buns	16 ct	$ 1.74
5476	100% Whole Grain White Sandwich Bread	24 oz	$ 1.30
5600	4" 53% Whole Grain White Hamb Buns	30 ct	$ 3.15
6055	53% Whole Grain White Steak Buns	24 ct	$ 3.40
6619	53% Whole Grain White Dinner Rolls	12 ct	$ 1.30
6693	3 3/4" 53% Whole Grain White Hamb Buns	16 ct	$ 1.74

Sincerely,

Lee Davis
Territory Sales Manager
Midwest North Sales Area

Received on 5/4/17

BIMBO BAKERIES USA

May 4, 2017

Addendum to All Bids

This addendum needs to be considered and should be clearly understood prior to awarding any bids to Bimbo Bakeries USA distributors of Sara Lee Products in Minnesota and Wisconsin.

A) We will do our best to accommodate delivery time requests, but we reserve the right to:

1. Deliver product on a day-ahead schedule to meet these needs.
2. Set the number and day of deliveries made per week, based on actual product ordered.
3. Product ordered that is unable to be delivered due to a snow storm or other event outside of our control will be delivered to the school on the next available delivery day, and orders for future days adjusted accordingly.
4. The bids submitted by Bimbo Bakeries USA are price controlled through the product code number. **Only the specific product codes will receive the *bid pricing*.** Any other products can be purchased at anytime but will be at our published wholesale pricing.
5. All orders need to be available on Tuesday for the following week. The preferred method of receiving these is for our route sales people to pick them up.

If there are any questions, please contact me directly.

Troy McAffee
Regional Sales Manager
Northern Wisc Zone
Bimbo Bakeries USA
Green Bay, WI

Mr. Frankie Soto

This bid is for only Abbotsford, Spencer, Loyal, Owen-Withee, Auburndale, Pittsville, Athens, and Marathon Schools only. GET, Whitehall, and Arcadia are not in our service area and we are unable to deliver to those school districts.

Thank you

Lee Davis

Territory Sales Manager

Bimbo Bakeries USA

BIDDER CONTACT INFORMATION

Bidder Name: Lee Davis
Contact Person for Orders: Lee Davis
Office Phone: _____
Cell Phone: 612-816-9863
Fax: 715-738-1923
E-mail: ldavis@bbvmail.com

Emergency Contact Person for After/Before Hours Lee Davis
Office Phone: _____
Cell Phone: 612-816-9863
Fax: 715-738-1923
E-mail: ldavis@bbvmail.com

Contact Person: Product Information (ingredient listings and nutritional analysis)
Lee Davis
Office Phone: _____
Cell Phone: 612-816-9863
Fax: 715-738-1923
E-mail: ldavis@bbvmail.com

Contact Person: Billing Questions, Credits, Damaged or Incorrect Products
Lee Davis
Office Phone: _____
Cell Phone: 612-816-9863
Fax: 715-738-1923
E-mail: ldavis@bbvmail.com

X. A. I.

ABBOTSFORD FALCONS

Cheryl Baker <cbaker@abbotsford.k12.wi.us>

resignation

1 message

Matt Cihlar <mcihlar@abbotsford.k12.wi.us> Mon, Jun 5, 2017 at 3:15 PM
To: Cheryl Baker <cbaker@abbotsford.k12.wi.us>, Gary Gunderson <ggunderson@abbotsford.k12.wi.us>, Ryan Bargender <rbargender@abbotsford.k12.wi.us>

Hello-

Please accept this e-mail as my resignation as the middle school boys basketball coach. With my upcoming AD duties, I feel I need to be more available to facilitate in that capacity. If you have any questions, please let me know.

Matt Cihlar

X. B. 1.

Cover Letter

I am writing to express my interest in the District Accountability Coordinator position for the School District of Abbotsford. I am excited that my skill set aligns positively with the qualifications that are listed on the posting. Each district has different needs to move the district forward. I believe I have the characteristics and qualifications to assist in moving Abbotsford on the continued journey of preparing life-long learners to lead productive and rewarding lives in a changing world.

The ability to facilitate multiple initiatives at one time would be exemplified by our curriculum revision. When I entered my current district I found this to be an area of need. I began observing. Next I educate my staff, and community on the importance of moving the educational system forward and options for the process. The advancement has required a sustained initiative. Five years later we have written a strong standards correlated universal curriculum that is learning targets focused. We have an assessment system from which we use the data to drive the Response to Interventions program. We have implemented a Positive Behavioral Intervention System and have decreased behaviors while increasing student achievement. We have begun the eduCLIMBER journey to organize and use data. All of this in a safe and caring environment for students, staff, and community.

The ability to communicate effectively both orally and in writing have been demonstrated recently through my being asked to testify at the state hearing for Bill 134. I had spoken with Senator Terry Moulton and then corresponded in writing with his team. I was then asked to go to Madison and testify telling the district's story and explaining why Bill 134 should be supported. Currently, a Department of Transportation rule prohibits the purchase for use in school transportation of a school bus previously titled and registered in another state or jurisdiction if the bus is more than five years old. This bill eliminates this prohibition.

An example of proficient organizational, planning and human relations skills would be coordinating staffing for a 4K through 12th grade school district. During my career I have done the scheduling based on student course requests, coordinated the hiring process, and supported the staff through the Educator Effectiveness Process. I have coordinated staff development for the district. All in support of student achievement.

An example of my ability to develop cooperative working relationships with all stakeholders include running a successful referendum. I have also developed individual cooperative working relationships with students, families, staff, community, outside organizations such as CESA 10, and the RTI Center.

I demonstrate proper standards of professionalism in action, dress and appearance on a daily basis. I believe this sets an example for my staff. I also feel this supports my professional interaction with other stakeholders.

I am a self-starter; innovative; passionate about student achievement. I was brought into the School District of Gilman to raise student achievement. Student scores have improved steadily over the past 5 years. We have worked hard to develop curriculum, implement assessments, and improve student achievement.

I do have the qualifications a licensure in curriculum development, and knowledge of state and federal guidelines affecting PK-12 public education in Wisconsin. I am a quick study and would happily learn more about the current and relevant knowledge of ELL programming by connecting with local resources as well as the Title III coordinator at CESA. My experiences as a teacher, Assistant Principal, Principal and District Administrator have helped develop me into a strong understanding educator and leader. I would be happy to answer any questions you might have, furnish additional references or come to meet the committee, staff and community. Thank you for your consideration.

Sincerely,

Georgia Kraus

X.B.1.

Georgia S. Kraus

ADMINISTRATIVE EXPERIENCE

School District of Gilman:

Superintendent, Elementary Principal & Business Manager **2011-current**

- As Superintendent
  - Responsible for hiring and supervision for staff of 50 employees
  - Coordinates with the board to set vision, mission and goals
    - Implements or oversees implementation of daily operations to support vision, "Where Student Achievement Comes First."
- As Principal
  - Leads district through increase in academic scoring each of the past 5 years through the use of best practices such as RTI, PBIS, Educator Effectiveness and improvement practices.
- As Business Manager:
  - Ran a successful operational referendum
  - Completed annual and daily budgeting, reporting, and audits for the district
  - Negotiated insurance rates and restructuring of district insurance saving the district approximately $150,000 while maintaining employee benefits
  - Have restructured staffing to maximize district funds and support student achievement

School District of Poynette:

Assistant Principal and Athletic Director **2008-2011**

- As Assistant Principal
  - Leading teachers and educating them on the process of curriculum development and Professional Learning Communities
  - Worked with students and parents to develop relationships of trust, restorative justice discipline system, and increased attendance
- As Athletic Director
  - Set up conference events and meetings
  - Responsible for coordination of community, youth groups and school facility use and events.
  - Supervise and evaluate coaching staff
  - Worked with team to set sport schedules, including game contracts, official contracts and event implementation

EDUCATION

Northcentral University **2013-current**

- Doctoral Program in Educational Organizational Leadership, in dissertation phase

WiscAd Administrative Licensure Program - Hawkins, Wisconsin **2007-2008**

- Superintendent License – 03
- Director of Instruction License – 10
- Principal License – 51

Additional credits have been taken, past masters **1999-2007**

Georgia S. Kraus

University of Wisconsin – River Falls, Wisconsin **1994-1999**
- Master of Arts in Teaching
- Coaching License – 540
- Teaching Biology/Life Science License – 605

Saint Olaf College – Northfield, Minnesota **1988-1992**
- Bachelor of Arts
- Major: Sports Science
- Minor: Sports Medicine

PROFESSIONAL AFFILIATIONS
- Wisconsin Association of School Boards
- Wisconsin Association of School Business Officials
- Wisconsin Association of School District Administrators
- Association for Supervision and Curriculum Development
- Association of Wisconsin School Administrators
- National Association of Elementary School Principals
- National Association of Secondary School Principals

PROFESSIONAL ACCOMPLISHMENTS
- Hosted Wisconsin Governor visit
- Speaker for CINC Community Leaders and Legislators meeting
- Speaker for WASDA New Superintendent Program
- Celebrating Education Scholarship Winner
- Adjunct Professor Saint Mary's University of Minnesota
- Speaker at the AWSA Aspiring Administrators Program
- Speaker at CESA 10 Build Your Own Curriculum Presentation

COMMUNITY ACTIVITIES
- Gilman Lioness Club
- Centennial Committee Member
- Youth Sports Associate

OTHER POINTS OF HONOR
- Children's book author: Who is Santa? Illustrated and Edited by Gilman School Students
- Chosen as Model Classroom Teacher in area of technology implementation
- Have written and implemented multiple grants to support student learning

EXERIENCED IN
- Skyward, Infinite Campus, eduCLIMBER, STAR, MAP, ACT, State Testing, the state WISE system, Common Core, BYOC, Technology use in the classroom, policy and handbook writing, schedule development, facility management, CMS for Schools, ALICE, CPI, and looking forward to more!

XI. A.

MEMORANDUM OF UNDERSTANDING

between:

Abbotsford School District

and

Child & Adolescent Psychiatry Consulting

DHS GUIDANCE:

1. Jolene Nowak, MS, LPC, Clinical Director of Child & Adolescent Psychiatry Consulting, will be responsible for the oversight of Child & Adolescent Psychiatry staff activity at Abbotsford Elementary, Middle, and High School. A copy of her current Wisconsin clinical license is attached and Client Rights information will be displayed at the time of service in the space provided by the school.

2. Mental health treatment services provided at Abbotsford Elementary, Middle, and High School will be consistent with the State of Wisconsin licensure statutes and administrative rules.

   Child & Adolescent Psychiatry Consulting is a teaching/training clinic in that we are often staffed by Social Work, Licensed Professional Counselor and/or Marriage and Family Therapist interns. These interns are in their second year of their master's level education and are being supervised weekly by the Clinical Director, Jolene Nowak. They may be providing the clinical care to students as determined appropriate for the client and the intern. Therefore, Jolene Nowak's licensure and liability insurance information will cover the treatment provided by these interns. Licensure and liability information for additional clinical staff will be forwarded to
   the school when additional clinicians provide the treatment.

3. Policy and Procedures are to include but are not limited to:

   - Clinicians will check into the main office upon arrival and follow all protocol of visitors within the school building. They will also check out in the main office to let school personnel know they are leaving the premises. Abbotsford Elementary, Middle, and High School will provide clinicians with access to a copy machine and Wi-Fi for purposes of record keeping and clinical practice.

   - Operating hours will be subject to the individual needs/schedules of the student and family within the context of regular school-day hours. Additional hours may be made by agreement between the principal of Abbotsford Elementary, Middle, and High School or school designee and the clinician.

   - Abbotsford Elementary, Middle, and High School have designated an area of the school for the purposes of providing treatment to students, parents and/or families. School staff will have access to these areas at all times except during session days/times (unless during an emergency).

- Clinicians will adhere to all school rules, including participation in emergency drills and procedures.

- Clinicians will be responsible for the care and supervision of students while they are in session. Clinicians will participate in an appropriate plan for how students will move, within the building, to and from scheduled sessions.

- Clinicians will respond in case of violent outbursts by students, including communication with school staff and law enforcement appropriately as needed.

- As part of paperwork being managed by Child & Adolescent Psychiatry, Authorization for Release of Confidential Information will be required to be signed by parents of students to allow for exchange of information between the school staff and Child & Adolescent Psychiatry. Additional Authorizations for Release of Confidential Information for collateral providers, etc. will not be required but encouraged in the intake assessment with the parent(s).

- Clinicians and school staff will work together to make a plan to allow for students who need a "cooling down" period before re-entering the classroom to ready themselves for learning and to return to the classroom.

4. Clinical records created at the school site will be the property of Child & Adolescent Psychiatry who will also be responsible for maintaining them. Pupil records of students receiving services by Child & Adolescent
Psychiatry will remain in the custody of the school. Access to records and information will require an active Release of Confidential Information.

5. Communication to families and students about the outpatient mental health services will clearly specify that these services are co-located in the school for the benefit and convenience of students and families seeking clinical services. Child & Adolescent Psychiatry Consulting is not an agent of the school.

6. Child & Adolescent Psychiatry Consulting will provide copies of adequate liability insurance to the School District of Abbotsford for each working clinician at this site.

7. If a student or parent inquires about mental health services within the School District of Abbotsford, an intake assessment can be completed at the school or at a more convenient branch office (such as Wisconsin Rapids or Marshfield). Arrangements for the students to be released from class to participate in the assessment will be made after the intake assessment is scheduled.

8. Information from Child & Adolescent Psychiatry Consulting assessments such as initial assessments, treatment plans and behavioral assessments, school evaluations, individual educational plans from Abbotsford Elementary, Middle, and High Schools will be shared (as appropriate) to foster a supportive relationship and for the overall well-being of the student. Information that is shared will be discussed with the parent to facilitate client confidentiality.

9. Child & Adolescent Psychiatry Consulting and the school will develop and sign a memorandum of understanding (MOU) that will address the above provisions. This MOU will be signed annually and be in place before services are rendered at the School District of Abbotsford within Abbotsford Elementary, Middle, and High Schools.

District Authorized Administrative Signature and Title	*Date*
Child & Adolescent Psychiatry Clinical Director Signature and Title	*Date*

XI.B.

ABBOTSFORD FALCONS

Cheryl Baker <cbaker@abbotsford.k12.wi.us>

CWETN Annual Board Meeting

John Goodman <goodman@cesa10.k12.wi.us> Tue, May 30, 2017 at 9:51 AM
To: John Goodman <goodman@cesa10.k12.wi.us>, Todd Felhofer <tofelhofer@greenwood.k12.wi.us>, Robert Houts <bhouts@owen-withee.k12.wi.us>, Charles Buckel <buckelc@granton.k12.wi.us>, Cale Jackson <calejackson@loyal.k12.wi.us>, Cari Guden <CGuden@edgar.k12.wi.us>, dboxx <dboxx@abschools.k12.wi.us>, "Eric P. Hartwig" <ehartwig@dwave.net>, Bill Greb <bgreb@aubschools.com>, John Gaier <jgaier@neillsville.k12.wi.us>, Michael Endreas <mendreas@spencer.k12.wi.us>, "Richard Parks (rparks@marathon.k12.wi.us)" <rparks@marathon.k12.wi.us>, Ross Wilson <rwilson@cesa10.k12.wi.us>, Cheryl Baker <cbaker@abbotsford.k12.wi.us>, "Scott Winch (swinch@stratford.k12.wi.us)" <swinch@stratford.k12.wi.us>, Steven Kolden <skolden@colby.k12.wi.us>, "Timothy A. Micke" <tmicke@athens1.org>
Cc: Michael Haynes <mhaynes@cesa10.k12.wi.us>, Ross Wilson <rwilson@cesa10.k12.wi.us>

~~July 17th~~ 31st will be the CWETN Annual Board Meeting, let's plan on a 7:00pm start time.

I'm working on the location, ~~I'm thinking "Spencer" or someplace in that area.~~ TBD

Thanks-

From: John Goodman
Sent: Thursday, May 18, 2017 5:55 AM
To: Todd Felhofer; Robert Houts; Charles Buckel; Cale Jackson; Cari Guden; dboxx; Eric P. Hartwig; Bill Greb; John Gaier; John Goodman; Michael Endreas; Richard Parks (rparks@marathon.k12.wi.us); Ross Wilson; Cheryl Baker; Scott Winch (swinch@stratford.k12.wi.us); Steven Kolden; Timothy A. Micke
Cc: Michael Haynes; Ross Wilson
Subject: CWETN Annual Board Meeting

Good morning CWETN partners-

A recent request has been sent to the CESA 10 Agency Administrator - Michael Haynes, requesting that CWETN holds an Annual Board Meeting. In reviewing the by-laws it is stated that we will have an annual meeting. Therefore, please plan on having a CWETN Annual Meeting in July. The agenda for the meeting will be to consider changing the language in the by-laws. In addition, I will provide a summer of CWETN, statistics, the history and the vision moving forward. If you have additional items that you would like to have on the agenda please send them my way.

In the past, this was a nominated position from each of your School Boards. Therefore, if you need to take official action at your June board meeting please plan accordingly.

Please fill out this doodle form so that a date can be selected for the July Meeting- https://doodle.com/poll/mqdsepwwrscvdanx

Thank you if you have concerns please contact me by telephone (715) 720-2033

Together We R Better!

7/31/17

John Goodman
CESA 10
725 West Park Avenue
Chippewa Falls, WI 54729

715 720 2033 office
715 271 0703 cell
goodman@cesa10.k12.wi.us<mailto:goodman@cesa10.k12.wi.us>
@CESA10_DL_Notes
[Indicator_arrows_circle]Checking for availability of this username ...

[CESA 10 - B & W.jpg]
[Quoted text hidden]

2 attachments

image001.gif
1K



image002.jpg
3K

XI. C.

District Administrator Annual Evaluation

INSTRUCTIONS: In order to evaluate performance, the administrator's responsibilities have been organized into six categories. Each board member is asked to evaluate the administrator on each of the items cited in each of the categories using a scale ranging from 1-6. The levels of competencies align with student testing and are evaluated as minimal/basic (1-2), proficient (3-4), and advanced (5-6).

Areas that are not applicable or have not been observed should be left blank and are not factored into the overall, cumulative rating.

At the end of each of the five categories is a place for general comments. These are encouraged and welcomed.

Please submit when finished. All results will go directly to Mr. Medenwaldt, Board President.

The goal of the District Administrator is to develop professional goals for the upcoming year, based on the responses from this initial evaluation. Those goals will be shared with the board and used an an ongoing evaluative tool for the following school year. The district administrator will develop a report outlining steps and strategies used to attain and address professional goals.

A. RELATIONSHIP WITH THE BOARD

Performance: Minimal/Basic 1 - 2; Proficient: 3 - 4; and Advanced: 5 - 6

1. **Keeps the Board informed on issues, needs, and operations of the School District.**
   Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

2. **Offers professional advice to the Board on items requiring board action, with appropriate recommendations based on thorough study and analysis.**
   Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

3. **Interprets and executes the intent of policy.**
   Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

4. **Values and accepts constructive evaluation of her work.**
   Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

5. **Accepts responsibility for maintaining open lines of communication with school personnel, the Board of Education, and the public.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

6. **Recognizes the Board as one governing body, treating Board members equal by acknowledging the importance of their duties.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

7. **Has acted prudently and efficiently when matters not covered by board policy need to be addressed in a timely matter. Has informed the Board of these matters and developed and/or recommended policy for future reference.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

8. **Comments Concerning Relationship with the Board:**

B. COMMUNITY RELATIONS

Performance: Minimal/Basic 1 - 2; Proficient: 3 - 4; and Advanced: 5 - 6

9. **Solicits and gives attention to problems and opinions of groups and individuals.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

10. **Develops friendly and cooperative relationships with news media.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

11. **Works effectively with public and private agencies.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

12. **Makes herself available to meet with community and school groups.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

13. **Ability to identify and manage sensitive intra- and inter- organizational politics and human relations. Has a positive public image and works well with the public.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

14. **Comments Concerning Community Relations:**

C. STAFF AND PERSONNEL RELATIONSHIPS

Performance: Minimal/Basic 1 - 2; Proficient: 3 - 4; and Advanced: 5 - 6

15. **Develops and executes sound personnel procedures and practices (i.e., contract negotiations and implementation of contract).**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

16. **Develops good staff morale and loyalty to the organization.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

17. **Delegates authority to staff members appropriate to the position each holds.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

18. **Recruits and assigns the best available personnel in terms of their competencies.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

19. **Encourages participation of appropriate staff members and groups in planning programs and services.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

20. **Meets and confers with leaders of employee organizations representing the interest and will of the Board.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

21. **Periodically talks informally with teachers and pupils.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

22. **Demonstrates the ability to work closely and cooperatively with others to achieve results. Focuses on contributions to the total organization and is loyal to organizational goals and directions.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

23. **Comments Concerning Staff and Personnel Relationships:**

D. BUSINESS AND FINANCE

Performance: Minimal/Basic 1 - 2; Proficient: 3 - 4; and Advanced: 5 - 6

24. **Keeps informed on needs of the program plan, facilities, equipment and supplies.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

25. **Determines that funds are spent wisely, and adequate control and accounting are maintained.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

26. **Evaluates financial needs and makes recommendations for adequate financing.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

27. **Comments Concerning Business and Finance:**

E. PERSONAL QUALITIES

Performance: Minimal/Basic 1 - 2; Proficient: 3 - 4; and Advanced: 5 - 6

28. **Demonstrates ability to work well with individuals and groups.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

29. **Maintains poise and emotional stability in the full range of her professional activities.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

30. **Writes clearly and concisely.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

31. **Ability to speak in a clear, understandable manner so that others grasp the message.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

32. **Thinks well on her feet when faced wit an unexpected or disturbing turn of events in small and large group settings.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

33. **Able to deal with others in a tactful, diplomatic and polite manner. has a genuine interest in people.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

34. **Maintains her professional development by reading, coursework, conference attendance, work on professional committees, visiting other districts, and meeting with other superintendents.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

35. **Ability to identify a problem, secure necessary information, analyze optional solutions and render an appropriate decision.**
Mark only one oval.

1	2	3	4	5	6
◯	◯	◯	◯	◯	◯

36. **Comments Concerning Personal Qualities:**

F. OVERALL PERFORMANCE

Please provide any additional comments on overall performance here.

37. **Additional Comments Concerning Overall Performance:**