

**SCHOOL DISTRICT OF POYNETTE
REGULAR MEETING OF THE BOARD OF EDUCATION
HIGH SCHOOL INSTRUCTIONAL MEDIA CENTER (IMC)
MONDAY JUNE 17, 2019
7:00 P.M.
AGENDA**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

The Mission of the School District of Poynette is to provide an education that treats each person as an individual.

We will instill within each student the love of learning and foster self-esteem and civic responsibility.

Call Meeting to Order and Roll Call

- I. Notice of Meeting per WI s.s.19.84/Declare a Legal Meeting
 1. Approval of Agenda
- I. Approval of the Minutes:
- II. Community Forum
- III. Treasurer's Report
 - A. Financial Report
 - B. Vouchers Payable Approval
 - C. Donations
- IV. Reports
 - A. Administrative Reports
 - B. Board Member Reports
 1. Curriculum Committee
 2. Facilities Committee
 3. Policy/Finance Committee
- V. Information and Study
 - A. ELL Report
 - B. Transportation Report
 - C. Employee handbook discussions; first reading of potential changes
 - D. Updates concerning ongoing building project(s)
 - E. Personnel update: contracts and an update on filling open positions and staff retirements and resignations
- VI. Action Items
 - A. Consideration of action to accept donations
 - B. Consideration of action to approve District ELL report
 - C. Consideration of action to approve transportation report
 - D. Consideration of action to approve the first reading of Employee Handbook Changes
 - E. Consideration of action on accepting staff retirements and resignations
 - F. Consideration of action on contract reviews and offering contracts and/or wage agreements
- VII. Consideration of convening closed session of the board of education pursuant to Wisconsin State Statutes Wis. Stat. secs. 19.85(1)(a) and (f) and (g) and Wis. Stat. sec. 120.13(1)(c)3 for the purpose of reviewing pupil expulsion hearing minutes and 19.85 (1) (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons:
- VIII. Reconvene into open session
 - A. Possible action from closed session
- IX. Adjourn

The Community Forum provides an opportunity for input from school district residents. The people who wish to address the Board of Education are required to register prior to the start of the meeting. The Agenda allocates up to fifteen minutes for the Community Forum and three minutes for individual speakers. The Agenda does not include action by the Board on items presented during the Forum. The Forum is not intended to address individual student or personnel matters.

Upon request to the District Administrator, the District shall make reasonable accommodation including the provision of information material in an alternative format as necessary for a disabled person to be able to participate in this activity. At least twenty-four (24) hours advance notice of the need for accommodation is appreciated.

**SCHOOL DISTRICT OF POYNETTE
REGULAR MEETING OF THE BOARD OF EDUCATION
HIGH SCHOOL INSTRUCTIONAL MEDIA CENTER (IMC)
MONDAY, APRIL 22, 2019**

President Kathleen Lucey called the meeting to order at 7:00 pm. The meeting was noticed in the April 18, 2019 issue of the Poynette Press and posted in various areas of the community. Roll Call: Lucey, Noble, Pauli, Redell, Thays, Tomlinson. Absent: Burke. Administration: Dallman, Fischer, Hoernke, Pritzl, Hausser, Hazard, Shappell.
Baird Representative: Lisa Voisin

Seat Board Members:

District Administrator Shappell congratulated the re-elected board members, Burke and Pauli. The re-elected board members took the oath of office the day of the meeting.

Election of Officers:

Motion by Noble/Redell to nominate the current board officers to remain in place for the upcoming year. Motion by Noble/Lucey to close nominations. Motion to close nominations carried on a voice vote with all present voting yes. Motion for current officers to remain the same for the next year was carried on a voice vote with all present voting yes.

Selection of CESA 5 Representative:

Kevin Thays volunteered to continue to serve as the CESA 5 Representative.

Selection of WASB Caucus Representative:

Kathleen Lucey volunteered to continue to serve as the WASB Caucus Representative.

Select Committee members and chairs:

President Lucey appointed all board committee positions and committee chairpersons to remain the same as last year:

Facilities Committee: Tomlinson (Chair), Burke, Pauli

Curriculum Committee: Lucey (Chair), Thays

Policy/Finance Committee: Noble (Chair), Redell

Motion by Noble/Thays to approve the agenda. Motion carried with all present voting yes.

Motion by Noble/Thays to approve the minutes of the March 18, 2019. Motion carried with all present voting yes.

Motion by Tomlinson/Lucey to approve the Treasurer's Report. Motion carried with all present voting yes.

Reports

Administrative Reports

- Ms. Dallman informed the board of business office updates including an error free membership audit, work on the health insurance proposal, current and upcoming budget preparations, preparation on the final bond sale, and the student open enrollment process for 19-20.
- Mr. Fischer gave an update to the board about the recent 19-20 4K screening and registration day, on-going support from the instructional coaches for the special education/regular education team teaching model, and a high school special education team focus on expanding experiences for special education students' transition to post high school.
- Dr. Hoernke shared pictures and reports with the board of the high school co-curricular events including the National Honor Society Induction Banquet, the results of the eight students that participated in the Wisconsin State Forensics Competition, an individual 2nd place finish by Ashley H. in the Wisconsin State FBLA competition which qualifies for a place in the National FBLA Competition in San Antonio, Texas, upcoming performances of the Spring Play and the Spring Music Concert, and the dates of senior graduation activities.
- Dr. Pritzl updated the board on recent middle school STEAM departments' training with CESA representatives, the progress and completion of Forward Exam testing, a successful performance of the middle school play, and

upcoming Track and Field meets as well as the annual Spring Music Concert.

- Mr. Hausser informed the board of the successful elementary school Literacy Night, a Buddy Art and Literacy Activity, the concert performance by the 2nd and 3rd Grade students whose songs focused on kindness, 4K tours of Arlington Early Learning Center, and the completion of the Equity Book Study and some other professional development opportunities for staff at CESA 5.
- Dr. Shappell, in recognition of upcoming appreciation days, thanked all the teaching staff and the administrative support staff for their hard work.

Board Member Reports

- The Curriculum Committee reported to the board of discussion and recommendations regarding overnight field trip(s) for FBLA nationals and Fine Arts weekend, early graduation request, Youth Options (SCN/ECCP) update, possible new course(s) offerings, end of year dates, a data retreat discussion, staffing discussion regarding Early Childhood/Special Education, a four-year-old kindergarten update, Before and After School wrap around care, and a referendum construction update.
- The Facilities Committee informed the board of discussions and recommendations on ongoing projects and equipment including new wall pads that were donated by youth basketball, a school land discussion: tillable land, an Arlington fire department request, and a referendum building planning update.
- The Policy/Finance Committee informed the board of discussion of the second reading of policy updates, possible changes to Employee Handbook, bond issuance, financing updates, health and other insurance contract updates and proposals, Before and After School wrap around care proposal, school land discussion, and updates concerning ongoing building project(s).

Information and Study

The board heard updates to bond financing arrangement.

The board had a discussion to authorize a Resolution Establishing Parameters for the Sale of Not to Exceed \$9,500,000 General Obligation Promissory Notes.

The board discussed possible change to start time of May meeting.

The board reviewed overnight field trip requests.

The board reviewed Course Options updates.

The board heard new course proposals.

The board reviewed possible early graduation request(s).

The board heard a second reading of possible revisions to board policy.

The board had a review of previous revision to Employee Handbook/Salary and Benefits Guide.

The board heard possible updates to Employee Handbook.

The board had a health insurance proposal(s) and contract(s) discussion.

The board reviewed a 2019-21 Before and After School wrap around care provider proposal.

The board reviewed updates concerning ongoing building project(s).

The board had a school land discussion.

The board reviewed an Arlington fire department easement request.

The board reviewed a personnel update.

Action Items

Motion by Lucey/Thays to accept the donation of a complete 5 piece drum set from Chas Janisch to the Poynette Middle School Instrumental Music Program. Motion carried with all present voting yes.

Motion by Lucey/Tomlinson to approve Resolution Establishing Parameters for the Sale of Not to Exceed \$9,500,000 General Obligation Promissory Notes. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Pauli to approve a change to the date of the May 20, 2019 board meeting to May 15, 2019 at 7:00 pm. Motion carried with all present voting yes.

Motion by Lucey/Thays to approve overnight field trip requests for the Fine Arts Weekend in Spring Green and the FBLA National Competition in San Antonio, Texas. Motion carried with all present voting yes.

Motion by Lucey/Redell to approve proposed updates to course options as presented. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Noble to approve new course proposal(s), College Readiness Dual Credit MATC (Elementary Algebra). Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Pauli to approve early graduation requests. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Redell to approve the second reading and subsequent adoption of policy updates and revisions: 1130/3230/4230 Conflict of Interest (Revised), 1213/3213/4213 Student Supervision and Welfare (Revised), 1400V1 Job Descriptions (Revised), 1422/2260/3122/4122 Nondiscrimination and Equal Employment Opportunity (Revised), 5517 Student Anti-Harassment (Revised), 1662/3362/4362 Employee Anti-Harassment (Revised), 2270 Religion in the Curriculum (Revised), 2420 Education for Employment (Replacement), 2270.01 School Performance and Accountability Reports (Revised), 3120 Employment of Professional Staff (Revised), 3139 Staff Discipline (Revised), 3140 Non-Renewal, Resignation, and Termination (Revised), 3143 Non-Renewal of Administrative Contracts (DELETE), 5111 Eligibility of Resident/Nonresident Students (Revised), 5112 Entrance Age (Revised), 5113 Open Enrollment Program (Interdistrict) (Revised), 5114 Nonimmigrant Students In Visitor Programs (Revised), 5310 Health Services, 5341 Emergency Medical Authorization (Revised), 5500 Student Code of Conduct (Revised), 5512 Use of Tobacco or Nicotine by Students (Revised), 5600 Student Discipline (DELETE), 5610 Suspension and Expulsion (Revised), 6150 Tuition Income (Revised), 6220 Budget Preparation (Revised), 6235 Fund Balance (Revised), 6440 Cooperative Purchasing (Revised), 6520 Payroll Deductions (Revised), 7440 Facility Security (Revised), 7440.01 Video Surveillance and Electronic Monitoring (Revised), 8330 Student Records, 8410 Crisis Intervention (Revised), 8420 School Safety and Emergency Preparedness (Revised), 8462 Child Abuse or Neglect (Revised), 8462.01 Threats of Violence (NEW), 9130 Public Requests, Suggestions or Complaints (Revised), 9150 School Visitors (Revised). Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Noble to approve Employee Handbook updates as presented. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Noble to approve recommended health insurance provider to Group Health Cooperative (GHC) and approve other insurance contracts. Motion carried on a roll call vote with all present voting yes.

Motion by Thays/Lucey to approve contracting with Main Street Youngsters for the Before and After School Daycare Provider for 2019 to 2021. Motion carried on a roll call vote with all present voting yes except one abstention: Tomlinson.

Motion by Lucey/Thays to accept the resignation of Pamela Wentz, 5th Grade Teacher, with appreciation for her 18 years of service to the district. Motion carried on a roll call vote with all present voting yes.

Consideration of action on offering contracts and/or wage agreements for open positions - none needed.

Motion by Lucey/Noble to convene into a closed session of the board of education at 7:58 pm pursuant to Wisconsin State Statutes 19.85 (1) (c) Considering employment, promotion, compensation, or employment performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility and (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Noble to reconvene into open session at 8:25 pm. Motion carried with all present voting yes. Possible action from closed session - none needed.

Motion by Lucey/Redell to adjourn at 8:26 pm. Motion carried with all present voting yes.

These minutes are subject to approval by the Board of Education at their next regular board meeting.

Randy Tomlinson, Clerk

**SCHOOL DISTRICT OF POYNETTE
REGULAR MEETING OF THE BOARD OF EDUCATION
HIGH SCHOOL INSTRUCTIONAL MEDIA CENTER (IMC)
WEDNESDAY MAY 15, 2019**

President Kathleen Lucey called the meeting to order at 7:01 pm. The meeting was noticed in the May 9, 2019 issue of the Poynette Press and posted in various areas of the community. Roll Call: Burke, Lucey, Pauli, Redell, Thays, Tomlinson. Absent: Noble. Administration: Dallman, Fischer, Hoernke, Pritzl, Hausser, Hazard, Shappell.

Motion by Pauli/Redell to approve the agenda. Motion carried with all present voting yes.

Approval of the Minutes: none

Motion by Tomlinson/Lucey to approve Vouchers Payable from March 14, 2019 to April 19, 2019. Motion carried with all present voting yes.

Reports

Administrative Reports

- Ms. Dallman informed the board of recent business office activity including health insurance meetings and renewals, the issuance of teacher contracts, preliminary Notice of Assignments, Notice of Reasonable Assurances and Summer School contracts, continued work on 2018-2019 remaining budget monitoring, 2019-2020 budget for adoption, and preparation for the Sale of Not to Exceed \$9,500,000 General Obligation Promissory Notes.
- Mr. Fischer updated the board on the district's volunteer programs that include the No Name Volunteers, a group of 42 middle school students who have documented over 447 volunteer hours for the school year, the adult mentoring program, Buddy Up, with 24 adult participants who mentor and tutor students of all grade levels, and the High School Student Peer Volunteers comprised of 43 students volunteering a total of 898 hours.
- Dr. Hoernke shared pictures and reports with the board of the high school seniors Top Ten Capital Conference banquet, graduation events, the last high school concert of the year, and plans for summer professional development.
- Dr. Pritzl updated the board on middle school end-of-year events including the Spring music concert, a senior citizen party hosted by the leadership group, the Superhero Run, and the 8th grade trip and dance, as well as showcasing the creative problem solving abilities of ITech class who solved a classroom problem.
- Mr. Hausser informed the board of the last of the elementary assessments for the year, and second annual Super Hero Run for the elementary and middle school, and the nomination of Ms. Wentz for the Crystal Apple Award.
- Dr. Shappell updated the board about year-end events and complimented the administrators and staff in regard to keeping their focus during a very stressful end of the year.

Board Member Reports

- The Curriculum Committee reported to the board of discussion and recommendations for overnight field trip(s), possible scholarship discussion, a discussion of possible new course(s), a WIAA co-op renewal for girls soccer, a staffing discussion for adding a 0.75 special education position, and a referendum construction update including discussion of learning spaces and athletic field improvements.
- The Facilities Committee reported to the board of discussion and recommendations for ongoing projects and equipment updates including roofing, and a referendum building planning update of the new elementary building finalizing finishes, high school abatement, athletic field restrooms, and middle school projects.
- The Facilities Committee reported to the board of discussion and recommendations on health and other insurance contracts renewal process update, the high school roof repair/replacement, the 2019-20 Preliminary Budget proposal, staffing discussion: 2019-20 contracts, etc., discussion of possible employee handbook changes; first reading, and a facilities update.

Information and Study

The board reviewed overnight field trip requests.

The board reviewed new course proposals.
The board reviewed scholarship proposals.
The board had a WIAA cooperative agreement discussion
The board had a high school roof replacement discussion.
The board reviewed a previous revision to Employee Handbook/Salary and Benefits Guide.
The board had a 2019-2020 preliminary budget discussion.
The board had a Staffing discussion on contracts and wage agreements.
The board had an employee handbook discussion.
The board reviewed updates concerning ongoing building project(s).
The board reviewed a personnel update on filling open positions and staff retirements and resignations.

Action Items

Motion by Lucey/Redell to accept the following donations: \$200.00 from the PAD Parents Club for a performer for kindergarten students, and a \$330.00 from the Poynette Community Church for economically disadvantaged students to help with High School Yearbook purchases. Motion carried with all present voting yes.

Motion by Lucey/Pauli to approve overnight field trip request for the FFA State Convention. Motion carried with all present voting yes.

Consideration of action to approve new course proposal(s) - none needed

Consideration of action to approve scholarship proposal - none needed

Motion by Lucey/Thays to approve the continuation of the girls soccer cooperative with Poratage, subject to final WIAA approval. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Tomlinson to approve administration's recommendation to contract with Badgerland Roofing for the repair and replacement of the high school roof as presented. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Burke to approve the second reading of the recommended Employee Handbook Updates as presented. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Thays to approve the 2019-2020 preliminary budget for all funds:

GENERAL FUND (FUND 10) \$12,338,011.00, SPECIAL PROJECT FUNDS (FUNDS 21, 23, 29) \$0.00, SPECIAL EDUCATION FUND (FUND 27) \$1,803,322.00, DEBT SERVICE FUND (FUNDS 38, 39) \$2,235,295.00, CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49) \$0.00, FOOD SERVICE FUND (FUND 50) \$512,800.00, COMMUNITY SERVICE FUND (FUND 80) \$49,000.00. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Pauli to approve 2019-2020 teacher contracts as presented. Motion carried on a roll call vote with all present voting yes.

Consideration of action to approve the first reading of Employee Handbook Changes - none needed

Motion by Lucey/Redell to approve the resignation of Lisa Goldschmidt, Special Education Teacher (at the end of the 18-19 school year). Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Thays to approve teaching contracts for Natia Schoepp, Elementary Teacher and Allison Berglund, Elementary Teacher. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Tomlinson to convene into a closed session of the board of education at 7:31 pm pursuant to Wisconsin State Statutes 19.85 (1) (c) Considering employment, promotion, compensation, or employment performance data of any public employee over which the governmental body has jurisdiction or exercises responsibility: specifically, administrator contracts and (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons:

specifically, student concern. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Tomlinson to reconvene into open session at 8:07 pm. Motion carried with all present voting yes.

Motion by Lucey/Thays to approve administrative contracts as amended. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Pauli to approve quasi-administrative contracts as presented. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Thays to increase Summer School Principal stipend as presented. Motion carried on a roll call vote with all present voting yes.

Motion by Lucey/Tomlinson to adjourn at 8:09 pm. Motion carried with all present voting yes.

These minutes are subject to approval by the Board of Education at their next regular board meeting.

Randy Tomlinson, Clerk

Financial Summary Report for APRIL 2019 Board Meeting (submitted at the May Board Meeting)

March 31, 2019 ending balance	\$6,178,677.74
Plus: Receipts	\$2,385,150.06
Minus: Expenses	\$2,821,784.50
April 30, 2019 ending balance	\$5,742,043.30

Summary of Funds Ending April 30, 2019	
FUND 10- General Fund	\$5,452,036.93
FUND 21- Special Revenue Trust Fund	\$68,837.64
FUND 27- Special Education Fund	(\$783,256.43)
FUND 38- Non-Referendum Debt Fund	\$131,608.57
FUND 39 -Referendum Debt Fund	\$409,452.67
FUND 50 -Food Service Fund	\$364,934.62
FUND 72- Scholarship Fund	\$55,341.87
FUND 80 - Community Service Fund	\$43,087.43
Total Ending Balance	\$5,742,043.30

Other Segregated Funds:	
FUND 46- Capital Proj (Established 6/27/2016)	\$112,664.01
FUND 49- BAN-Referendum borrow #1	\$18,891,092.63
FUND 60-STUDENT ACTIVITIES	\$77,935.03
FUND 72- Scholarship Fund	\$192,752.21

POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT	
For month of: of:	April	For month of: of:	April	For month of: of:	April
LGIP - BNK IS LGIP - A 712100		Money Market Account A 712200		General/Payroll (A/P)- A 711000	
Stmt Balance	\$3,314,917.01	Stmt Balance	\$1,335,006.21	stmt balance	\$660,901.05
Transfer		Transfer		Outstanding A/P	-\$1,832.54
outstanding checks		interest		Outstanding Payroll	-\$203.17
Ending Balance:	\$3,314,917.01	Ending Balance:	\$1,335,006.21	In transit	-\$293.71
BALANCE SHEET CASH		BALANCE SHEET CASH		Ending Balance:	\$658,571.63
FUND 10	\$82,412.72	FUND 10	\$1,331,384.84	FUND 10	\$4,038,239.37
FUND 21	\$19,001.53	FUND 21	\$291.00	FUND 21	\$49,545.11
FUND 27	\$2,258,921.54	FUND 27	\$1,249.07	FUND 27	-\$3,043,427.04
FUND 38	\$1,014.41	FUND 38		FUND 38	
FUND 39	\$106,498.38	FUND 39		FUND 39	
FUND 50	\$791,726.56	FUND 50	\$1,781.30	FUND 50	-\$428,573.24
FUND 72	\$55,341.87	FUND 72		FUND 72	
Fund 80		FUND 80	\$300.00	FUND 80	\$42,787.43
computer (cash)	\$3,314,917.01	computer (cash)	\$1,335,006.21	computer (cash)	\$658,571.63
POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT	
For month of: of:	April	For month of: of:	April	For month of: of:	April
Student Activity		Scholarships- Fund 72		DEBT SERVICE	
Fund 60		ACCT# 711072	24934.45	Acct # 711038	
Stmt Balance	\$79,205.65	Stmt Balance		Stmt Balance	\$433,548.45
Transfer		HTBWI-**0310	\$149.10	Transfer	
outstanding checks	-\$3,296.56	HTBWI-**0889	\$429.54	interest	
Ending Balance:	\$75,909.09	HTBWI-**8766	\$403.39	Ending Balance:	\$433,548.45
BALANCE SHEET CASH		HTBWI-**3727	\$25,498.83	BALANCE SHEET CASH	
FUND 60		Outstanding Checks	-\$1,586.24	FUND 38	\$130,594.16
60 A 711160	\$75,909.09	Balance to acct **3727	\$24,894.62	FUND 39	\$302,954.29
12/3/18 void	0	Total 10 A 711072	\$24,894.62	computer (cash)	\$433,548.45
60 A 712260-CD	\$2,025.94	Hilgendorf Scholarship Saving	\$19,949.04		
computer (cash)	\$77,935.03	Total 10 A 712010 (new)	\$19,949.04		
		HTBWI **5628 (Butler)	\$41,915.34		
		Total 10 A 712010 (new)	\$41,915.34		
		LGIP		POYNETTE SCHOOL DISTRICT	
		Mack Scholarship	\$1,073.70	For month of: of:	April
		Clark Scholarship	\$4,206.11	Fund 46 Capital Projects Fund	
		Friends of Fine Arts	\$15,419.72	711072	
		Klink Scholarship	\$34,642.34	Stmt Balance	\$112,664.01
		LGIP Total 712100	\$55,341.87	Transfer in transit	\$0.00
		Total 10 A 712100 CD's	\$46,313.99	interest	
		Morgan Stanley-Butler moved to HT	\$0.00	Ending Balance:	\$112,664.01
		Edward Jones-Phillip Curtis	\$4,344.39	BALANCE SHEET CASH	
		Total Investments 712000	\$50,651.34	FUND 46	\$112,664.01
		Total Fund 72	\$192,752.21		
		Skyward Report	(\$192,752.21)		

* Note HTB post savings interest quarterly

Fd	T	Loc	Obj	Func	Func	2017-18		2017-18		2018-19		2018-19		2018-19	
						Original Budget	YTD	FY %	Original Budget	FY Activity	FY %	w/PO's			
10	E	---	---	11---	UNDIFFERENT C	2,147,297.00	2,056,581.58	95.78	2,286,696.00	2,157,011.18	94.33	94.39			
10	E	---	---	12---	REGULAR CURRI	2,795,276.00	2,665,154.14	95.34	2,838,722.00	2,724,185.99	95.97	96.36			
10	E	---	---	13---	VOCATIONAL CU	674,487.00	707,315.27	104.87	562,975.00	550,767.33	97.83	97.84			
10	E	---	---	14---	PHYSICAL CURR	282,263.00	277,504.45	98.31	274,351.00	275,318.67	100.35	100.35			
10	E	---	---	15---	SPECIAL CURR					39.44					
10	E	---	---	16---	CO-CURRICULAR	319,493.00	297,614.88	93.15	328,125.00	311,882.65	95.05	95.05			
10	E	---	---	17---	GIFTED AND TA	69,003.00	67,006.35	97.11	63,347.00	67,380.88	106.37	106.37			
10	E	---	---	18---											
10	E	---	---	21---	PUPIL SERVICE	325,929.00	310,792.95	95.36	341,794.00	322,544.69	94.37	94.37			
10	E	---	---	22---	TOTAL INSTRUC	358,291.00	338,914.99	94.59	361,468.00	303,066.30	83.84	87.07			
10	E	---	---	23---	GENERAL ADMIN	318,505.00	304,207.19	95.51	340,614.00	290,628.75	85.32	85.41			
10	E	---	---	24---	SCHOOL BUILDI	715,088.00	711,135.49	99.45	741,754.00	678,308.14	91.45	91.45			
10	E	---	---	25---	TOTAL BUSINES	1,909,178.00	1,841,346.24	96.45	1,903,779.00	1,635,661.68	85.92	86.05			
10	E	---	---	26---	CENTRAL SERVI	159,341.00	162,993.93	102.29	74,120.00	64,344.79	86.81	86.81			
10	E	---	---	27---	INS & JDG	117,500.00	114,433.09	97.39	116,907.00	114,720.88	98.13	98.13			
10	E	---	---	28---	DEBT SRVC										
10	E	---	---	29---	OTHER SUPPORT				227,606.00	226,082.87	99.33	101.45			
10	E	---	---	35---											
10	E	---	---	41---	INTERFUND TRA	1,041,572.00	1,077,590.13	103.46	1,064,021.00						
10	E	---	---	43---	GENERAL TUITI	726,989.00	730,351.68	100.46	929,421.00	48,532.95	5.22	5.22			
10	E	---	---	49---	OTHER NON-PRO		2,836.99			62.00					
10	E	---	---	50---	DISTRICT-WIDE										
Grand Expense Tota						11,960,212.00	11,665,779.35	97.54	12,455,700.00	9,770,539.19	78.44	78.70			

Number of Accounts: 3158

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

Fd	T	Loc	Obj	Func	Src	2017-18	2017-18	2017-18	2018-19	2018-19	2018-19
						Original Budg	YTD	FY %	Original Budget	YTD	FY %
10	R	---	1--	-----	OPERATING TRANSFERS-IN						
10	R	---	2--	-----	REVENUE FROM LOCAL SOURCES	5,133,576.00	5,165,498.07	100.62	5,105,936.00	5,053,246.54	98.97
10	R	---	3--	-----	INTERDISTRICT PAYMENTS/WIS	741,091.00	713,686.60	96.30	793,037.00	12,126.49	1.53
10	R	---	5--	-----	REVENUE FROM INTERMEDIATE SOUR	33,638.00	32,739.92	97.33	59,359.00	40,224.44	67.76
10	R	---	6--	-----	REVENUE FROM STATE SOURCES	5,877,078.00	5,882,706.15	100.10	6,081,036.00	4,232,076.94	69.59
10	R	---	7--	-----	REVENUE FROM FEDERAL SOURCES	164,287.00	120,325.34	73.24	132,332.00	71,765.36	54.23
10	R	---	8--	-----	OTHER FINANCING SOURCES						
10	R	---	9--	-----	OTHER REVENUES	10,542.00	14,878.92	141.14		13,392.83	
Grand Revenue Totals						11,960,212.00	11,929,835.00	99.75	12,171,700.00	9,422,832.60	77.42

Number of Accounts: 130

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

Financial Summary Report for May 2019 Board Meeting

April 30, 2019 ending balance	\$5,742,043.30
Plus: Receipts	\$2,747,336.20
Minus: Expenses	\$3,928,562.15
May 31, 2019 ending balance	\$4,560,817.35

Summary of Funds Ending May 31, 2019	
FUND 10- General Fund	\$4,422,569.92
FUND 21- Special Revenue Trust Fund	\$69,798.59
FUND 27- Special Education Fund	(\$947,588.96)
FUND 38- Non-Referendum Debt Fund	\$132,409.47
FUND 39 -Referendum Debt Fund	\$409,674.85
FUND 50 -Food Service Fund	\$377,808.53
FUND 72- Scholarship Fund	\$55,457.26
FUND 80 - Community Service Fund	\$40,687.69
Total Ending Balance	\$4,560,817.35

Other Segregated Funds:	
FUND 46- Capital Proj (Established 6/27/2016)	\$112,664.01
FUND 49- BAN-Referendum borrow #1	\$18,666,367.52
FUND 60-STUDENT ACTIVITIES	\$90,136.56
FUND 72- Scholarship Fund	\$193,425.97

POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT	
For month of: of:	May	For month of: of:	May	For month of: of:	May
LGIP - BNK IS LGIP - A 712100		Money Market Account A 712200		General/Payroll (A/P)- A 711000	
Stmt Balance	\$2,493,291.32	Stmt Balance	\$837,026.33	stmt balance	\$802,615.78
Transfer		Transfer		Outstanding A/P	-\$2,073.04
outstanding checks		interest		Outstanding Payroll	-\$3,865.15
				In transit	-\$525.26
Ending Balance:	\$2,493,291.32	Ending Balance:	\$837,026.33	Ending Balance:	\$796,152.33
BALANCE SHEET CASH		BALANCE SHEET CASH		BALANCE SHEET CASH	
FUND 10	(\$765,732.13)	FUND 10	\$833,404.96	FUND 10	\$4,354,897.09
FUND 21	\$19,001.53	FUND 21	\$291.00	FUND 21	\$50,506.06
FUND 27	\$2,258,921.54	FUND 27	\$1,249.07	FUND 27	-\$3,207,759.57
FUND 38	\$1,016.39	FUND 38		FUND 38	
FUND 39	\$106,720.56	FUND 39		FUND 39	
FUND 50	\$817,906.17	FUND 50	\$1,781.30	FUND 50	-\$441,878.94
FUND 72	\$55,457.26	FUND 72		FUND 72	
Fund 80		FUND 80	\$300.00	FUND 80	\$40,387.69
computer (cash)	\$2,493,291.32	computer (cash)	\$837,026.33	computer (cash)	\$796,152.33
POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT		POYNETTE SCHOOL DISTRICT	
For month of: of:	May	For month of: of:	May	For month of: of:	May
Student Activity		Scholarships- Fund 72		DEBT SERVICE	
Fund 60		ACCT# 711072	25452.99	Acct # 711038	
Stmt Balance	\$90,455.77	Stmt Balance		Stmt Balance	\$434,347.37
Transfer	-\$200.00	HTBWI-**0310	\$149.37	Transfer	
outstanding checks	-\$2,145.15	HTBWI-**0889	\$430.33	interest	
		HTBWI-**8766	\$404.13	Ending Balance:	\$434,347.37
		HTBWI-**3727	\$26,055.40	BALANCE SHEET CASH	
Ending Balance:	\$88,110.62	Outstanding Checks	-\$1,586.24	FUND 38	\$131,393.08
		Balance to acct **3727	\$25,452.99	FUND 39	\$302,954.29
BALANCE SHEET CASH		Total 10 A 711072	\$25,452.99	computer (cash)	
FUND 60		Hilgendorf Scholarship Saving	\$19,949.04	\$434,347.37	
60 A 711160	\$88,110.62	Total 10 A 712010 (new)	\$19,949.04		
12/3/18 void	0	HTBWI **5628 (Butler)	\$41,915.34		
		Total 10 A 712010 (new)	\$41,915.34		
60 A 712260-CD	\$2,025.94	LGIP		POYNETTE SCHOOL DISTRICT	
computer (cash)	\$90,136.56	Mack Scholarship	\$1,075.94	For month of: of:	May
		Clark Scholarship	\$4,214.88	Fund 46 Capital Projects Fund	
		Friends of Fine Arts	\$15,451.87	711072	
		Klink Scholarship	\$34,714.57	Stmt Balance	\$112,664.01
		LGIP Total 712100	\$55,457.26	Transfer in transit	\$0.00
		Total 10 A 712100 CD's	\$46,313.99	interest	
		Morgan Stanley-Butler moved to HT	\$0.00	Ending Balance:	\$112,664.01
		Edward Jones-Phillip Curtis	\$4,344.39	BALANCE SHEET CASH	
		Total Investments 712000	\$50,651.34	FUND 46	\$112,664.01
		Total Fund 72	\$193,425.97		
		Skyward Report	(\$193,425.97)		

* Note HTB post savings interest quarterly

Total LGIP, Money Market, & General Accounts:	\$ 3,963,275.77
Total Fund 10 Budget: (Approved October 22, 2018)	\$ 12,455,700.00
Fund Balance:	31.82%

*Fund 38, 39 (DEBT) and Fund 72 are not included in the Fund Balance %

Fd	T	Loc	Obj	Func	Func	2017-18		2017-18	2018-19		2018-19	2018-19
						Original Budget	YTD	FY %	Original Budget	FY Activity	FY %	w/PO's
10	E	---	---	11---	UNDIFFERENT C	2,147,297.00	2,056,581.58	95.78	2,286,696.00	2,157,011.18	94.33	94.39
10	E	---	---	12---	REGULAR CURRI	2,795,276.00	2,665,154.14	95.34	2,838,722.00	2,724,185.99	95.97	96.36
10	E	---	---	13---	VOCATIONAL CU	674,487.00	707,315.27	104.87	562,975.00	550,767.33	97.83	97.84
10	E	---	---	14---	PHYSICAL CURR	282,263.00	277,504.45	98.31	274,351.00	275,318.67	100.35	100.35
10	E	---	---	15---	SPECIAL CURR					39.44		
10	E	---	---	16---	CO-CURRICULAR	319,493.00	297,614.88	93.15	328,125.00	311,882.65	95.05	95.05
10	E	---	---	17---	GIFTED AND TA	69,003.00	67,006.35	97.11	63,347.00	67,380.88	106.37	106.37
10	E	---	---	18---								
10	E	---	---	21---	PUPIL SERVICE	325,929.00	310,792.95	95.36	341,794.00	322,544.69	94.37	94.37
10	E	---	---	22---	TOTAL INSTRUC	358,291.00	338,914.99	94.59	361,468.00	303,066.30	83.84	87.07
10	E	---	---	23---	GENERAL ADMIN	318,505.00	304,207.19	95.51	340,614.00	290,628.75	85.32	85.41
10	E	---	---	24---	SCHOOL BUILDI	715,088.00	711,135.49	99.45	741,754.00	678,308.14	91.45	91.45
10	E	---	---	25---	TOTAL BUSINES	1,909,178.00	1,841,346.24	96.45	1,903,779.00	1,635,661.68	85.92	86.05
10	E	---	---	26---	CENTRAL SERVI	159,341.00	162,993.93	102.29	74,120.00	64,344.79	86.81	86.81
10	E	---	---	27---	INS & JDG	117,500.00	114,433.09	97.39	116,907.00	114,720.88	98.13	98.13
10	E	---	---	28---	DEBT SRVC							
10	E	---	---	29---	OTHER SUPPORT				227,606.00	226,082.87	99.33	101.45
10	E	---	---	35---								
10	E	---	---	41---	INTERFUND TRA	1,041,572.00	1,077,590.13	103.46	1,064,021.00			
10	E	---	---	43---	GENERAL TUITI	726,989.00	730,351.68	100.46	929,421.00	48,532.95	5.22	5.22
10	E	---	---	49---	OTHER NON-PRO		2,836.99			62.00		
10	E	---	---	50---	DISTRICT-WIDE							
Grand Expense Tota						11,960,212.00	11,665,779.35	97.54	12,455,700.00	9,770,539.19	78.44	78.70

Number of Accounts: 3158

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

Fd	T	Loc	Obj	Func	Src	2017-18			2018-19		
						Original Budg	YTD	FY %	Original Budget	YTD	FY %
10	R	---	1--	-----	OPERATING TRANSFERS-IN						
10	R	---	2--	-----	REVENUE FROM LOCAL SOURCES	5,133,576.00	5,165,498.07	100.62	5,105,936.00	5,053,246.54	98.97
10	R	---	3--	-----	INTERDISTRICT PAYMENTS/WIS	741,091.00	713,686.60	96.30	793,037.00	12,126.49	1.53
10	R	---	5--	-----	REVENUE FROM INTERMEDIATE SOUR	33,638.00	32,739.92	97.33	59,359.00	40,224.44	67.76
10	R	---	6--	-----	REVENUE FROM STATE SOURCES	5,877,078.00	5,882,706.15	100.10	6,081,036.00	4,232,076.94	69.59
10	R	---	7--	-----	REVENUE FROM FEDERAL SOURCES	164,287.00	120,325.34	73.24	132,332.00	71,765.36	54.23
10	R	---	8--	-----	OTHER FINANCING SOURCES						
10	R	---	9--	-----	OTHER REVENUES	10,542.00	14,878.92	141.14		13,392.83	
Grand Revenue Totals						11,960,212.00	11,929,835.00	99.75	12,171,700.00	9,422,832.60	77.42

Number of Accounts: 130

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

Poynette School District

Check Approval

Date: June 17, 2019

(Check dates: 5/16/2019 through 6/13/2019)

Check Type		Check Numbers						Amount
*Voucher Checks	#		71076	Thru		71110	\$	164,787.62
*ACH Voucher Checks	#	1819-	1144	Thru	1819-	1287	\$	459,762.17
*PCARD CHECK	#	2018-	26	Thru	2018-	29	\$	8,141.98
Payroll Taxes (manual/ACH)	#	2019-	078	Thru	2019-	084	\$	251,620.60
Payroll Checks	#		105952	Thru		105958	\$	6,035.94
Direct Deposits	#	9000-	55779	Thru	9000-	56138	\$	372,096.73
*Student Activity Acct	#		21169	Thru		21172	\$	6,786.34
*Fund 72-Scholarship Acct	#		835	Thru		835	\$	500.00
Total Expenditures:							\$	1,269,731.38

2018 Referendum \$28,385,000								
Check Type		Check Numbers						Amount
* Manual Checks - Fund 49	#		1000	Thru		1011	\$	361,765.52
Total Expenditures:							\$	361,765.52

*Detailed reports attached

CHECK CHECK		ACCOUNT						INVOICE	INVOICE	AMOUNT
NUMBER	DATE	VENDOR	NUMBER				NUMBER	DESCRIPTION		
71063	05/31/2019	BADGERLAND MOBILE DJ	10 E 200 310 241100 000				05012019	DJ FOR 8TH GRADE DANCE CHECK WAS (Void) LOST	-275.00 *	
71076	05/17/2019	ALLIANT ENERGY/WP&L	10 E 800 331 253000 000				04232019	ARLINGTON ELECTRIC AND GAS	533.34	
	05/17/2019	ALLIANT ENERGY/WP&L	10 E 800 336 253000 000				04232019	ARLINGTON ELECTRIC AND GAS	419.49	
71077	05/17/2019	ARLINGTON AG RESEARC	10 E 400 310 160000 000				ar118-129	CLEAN UP FEE/RENTAL	85.00	
71078	05/17/2019	BARBER, DANIEL	10 E 400 310 162219 000				05092019	HS TRACK 5/9/2019	56.25	
71079	05/17/2019	CAPITOL CONFERENCE	10 E 400 411 162000 000				05152019	WIAA CAPITOL CONFERENCE CERT REPRINT	8.75	
71080	05/17/2019	EMC INSURANCE COMPAN	10 E 800 711 270000 000				D-96280386	INSURANCE 7/1/19-7/1/20	7,038.00	
	05/17/2019	EMC INSURANCE COMPAN	10 E 800 712 270000 000				D-96280386	INSURANCE 7/1/19-7/1/20	42,842.00	
	05/17/2019	EMC INSURANCE COMPAN	10 E 800 713 270000 000				D-96280386	INSURANCE 7/1/19-7/1/20	54,277.00	
	05/17/2019	EMC INSURANCE COMPAN	27 E 800 711 270000 341				D-96280386	INSURANCE 7/1/19-7/1/20	1,210.00	
71081	05/17/2019	MARK HARRING STANDIN	10 L 000 000 811680 000				20190517AD	Case 18-14193	233.08	
71082	05/17/2019	MILLER, BRUSSELL, EB	10 E 800 310 231700 000				63777	MEMBERSHIP AUDIT FOR 2018-2019	1,800.00	
71083	05/17/2019	US CELLULAR	10 E 800 355 263000 000				0308234030	PHONE	114.33	
71084	05/17/2019	WASPA	10 E 800 942 232100 000				1567	RENEWAL MEMBERSHIP WECAN	225.00	
71085	05/17/2019	WDATCP-LICENSE RENEW	50 E 800 310 257220 000				30JUN2019	ID NUMBER 138 HSAT-7QX475, 138 HSAT-7QXPJZ, 138 HSAT-7QXDEY	515.00	
	05/17/2019	WDATCP-LICENSE RENEW	50 E 800 310 257210 000				30JUN2019	ID NUMBER 138 HSAT-7QX475, 138 HSAT-7QXPJZ, 138 HSAT-7QXDEY	515.00	
71086	05/24/2019	BYERS, TORY	10 E 400 310 162204 000				05142019	HS BASEBALL 5/14/2019	140.00	
71087	05/24/2019	CHARTER COMMUNICATIO	10 E 800 355 263000 000				0010124050	PHONE	713.50	
71088	05/24/2019	EMC INSURANCE COMPAN	10 E 800 712 270000 000				D-96080191	BUILDERS RISK 225 W NORTH ST, POYNETTE	27,551.00	
	05/24/2019	EMC INSURANCE COMPAN	10 E 800 712 270000 000				6x03037	HS ADDITIONAL FOR BUILDERS RISK	1,000.00	
71089	05/24/2019	KAVANAUGH RESTAURANT	50 E 800 310 257220 000				INV209172	ES replacement garbage disposer	1,669.16	
71090	05/24/2019	WDATCP-LICENSE RENEW	10 E 800 310 253000 000				138HSAT-7Q	LICENCSE FEE JUNE 2019 POOL-PUBLIC	150.00	
71091	05/24/2019	XELLO -ANACA TECHNOL	10 E 400 310 120000 000				INV24330	Renewal of Xello (Method Test Prep) student accounts. These accounts help students prepare for the ACT exam.	1,685.40	
71092	05/24/2019	MADISON METRO SCHOOL	10 E 400 411 120000 000				05212019	admission fee for field trip to planetarium	50.00	
71093	06/03/2019	AFFILIATED CARRIAGE	10 E 400 341 256710 141				34600*	FEB 2019 TAXI TO MONONA GROVE MCKINNEY FOR SKYLAR B	596.20	
	06/03/2019	AFFILIATED CARRIAGE	10 E 400 341 256710 141				34607	MARCH 2019 TAXI TO MONONA GROVE MCKINNEY FOR SKYLAR B	922.20	
	06/03/2019	AFFILIATED CARRIAGE	10 E 400 341 256710 141				34701	APRIL 2019 TAXI TO MONONA GROVE MCKINNEY FOR SKYLAR B	132.90	
71094	06/03/2019	ALLIANT ENERGY/WP&L	10 E 800 331 253000 000				05202019	MS/ELEM GAS	658.20	
	06/03/2019	ALLIANT ENERGY/WP&L	10 E 800 331 253000 000				05212019	HS GAS	109.09	
	06/03/2019	ALLIANT ENERGY/WP&L	10 E 800 331 253000 000				05202019-2	HS GAS	2,180.25	
	06/03/2019	ALLIANT ENERGY/WP&L	10 E 800 336 253000 000				05212019-2	MAINTENANCE ELECTRIC	231.38	
	06/03/2019	ALLIANT ENERGY/WP&L	10 E 800 336 253000 000				05212019-3	MS/ELEM ELECTRIC	3,440.77	
	06/03/2019	ALLIANT ENERGY/WP&L	10 E 800 336 253000 000				05212019-4	TRACK ELECTRIC	115.44	
	06/03/2019	ALLIANT ENERGY/WP&L	10 E 800 336 253000 000				05212019-5	CONCESSION STAND ELECTRIC	100.92	
71095	06/03/2019	AP EXAMS	10 R 800 292 500000 000				APEXAM	2019 AP EXAMS	2,480.00	
71096	06/03/2019	BADGERLAND MOBILE DJ	10 E 200 310 241100 000				05012019	DJ FOR 8TH GRADE DANCE	275.00 *	
71097	06/03/2019	CESA 6	10 E 800 386 221300 365				05302019	LITERACY AGREEMENT/PROFESSIONAL DEVELOPMENT	1,688.68	
71098	06/03/2019	DANE COUNTY CLERK	10 E 800 354 231100 000				2019-01	APRIL 2019 ELECTION COSTS	257.49	
71099	06/03/2019	GLS UTILITY LLC	10 E 800 310 254200 000				9659	Find utility's for Field bathroom	187.50	
71102	06/03/2019	HOMETOWN BANK	10 E 800 310 252000 000				ADMIN1	SPRING CONFERENCE SKYWARD	400.00	
	06/03/2019	HOMETOWN BANK	10 R 800 292 500000 000				ELEM1	CAVE OF THE MOUNDS	1,120.00	
	06/03/2019	HOMETOWN BANK	27 E 800 483 158100 341				ELEM2	LEARNING A-Z	99.95	

CHECK NUMBER	CHECK DATE	VENDOR	ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
71102	06/03/2019	HOMETOWN BANK	10 R 800 292 500000 000	ALAN1	ALDO LEOPOLD NATURE CENTER	350.00
	06/03/2019	HOMETOWN BANK	27 E 800 411 158100 341	HS1	PIGGLY WIGGLY	25.65
	06/03/2019	HOMETOWN BANK	27 E 800 411 158100 341	HS2	PIGGLY WIGGLY	33.64
	06/03/2019	HOMETOWN BANK	10 E 400 411 162000 000	HS3	SUBWAY	108.00
	06/03/2019	HOMETOWN BANK	27 E 800 440 158100 341	MS1	CESA 5 REFUND FOR PROLOQUO 2 GO APP	-250.00
	06/03/2019	HOMETOWN BANK	10 E 100 411 110025 000	AMAZONCRED	DR SEUSS BOOKS	-137.96
	06/03/2019	HOMETOWN BANK	10 E 200 411 136000 000	AMAZON7	Robots and 3D Supplies For Coding - Lendobeja	808.03
	06/03/2019	HOMETOWN BANK	10 E 200 471 221200 000	AMAZON8	Used Pre-Algebra Textbooks For Middle School	116.12
	06/03/2019	HOMETOWN BANK	10 E 800 411 231100 000	AMAZON13	Supplies for District Admin sign	23.95
	06/03/2019	HOMETOWN BANK	10 E 100 411 110025 000	AMAZON14	BOOKS FOR BOOK ROOM - YANNA	148.40
	06/03/2019	HOMETOWN BANK	10 E 100 433 222000 031	AMAZON15	Merge Goggles & Cases	17.86
	06/03/2019	HOMETOWN BANK	10 E 100 431 222000 031	AMAZON15	Merge Goggles & Cases	74.10
	06/03/2019	HOMETOWN BANK	27 E 800 411 158100 341	AMAZON17	workbook for social skills	43.20
	06/03/2019	HOMETOWN BANK	10 E 400 411 136000 000	AMAZON3	Band Saw blade	59.98
	06/03/2019	HOMETOWN BANK	10 E 400 411 136000 000	AMAZON2	saw stop cartride and saw blade	168.23
	06/03/2019	HOMETOWN BANK	10 E 400 411 120000 000	AMAZON	STEAM SUPPLIES-JEN SHEPARD DRAMA SUPPLIES-COURTNEY MILKENT	9.26
	06/03/2019	HOMETOWN BANK	10 E 400 411 160000 000	AMAZON	STEAM SUPPLIES-JEN SHEPARD DRAMA SUPPLIES-COURTNEY MILKENT	117.84
	06/03/2019	HOMETOWN BANK	10 E 400 411 136000 400	AMAZON5	Rice Cooker,	69.00
	06/03/2019	HOMETOWN BANK	10 E 400 411 120000 000	AMAZON16	SHEPARD STEAM SUPPLIES	80.18
	06/03/2019	HOMETOWN BANK	10 E 400 411 120000 000	AMAZON18	SCIENCE SUPPLIES JENNIFER SCHLOBOHM IMC CART VICKY LEITERMAN	81.55
71103	06/03/2019	INTERIORS BY J & L	10 E 800 310 254300 000	21711	New blinds for HS IMC	800.80
71104	06/03/2019	MARK HARRING STANDIN	10 L 000 000 811680 000	20190531AD	Case 18-14193	233.08
71105	06/03/2019	MASTER COM INC	10 E 800 310 254300 000	119874	Inspect and repair clock system	697.50
71106	06/03/2019	PORTAGE COMMUNITY SC	10 E 800 341 256740 000	05212019	1/2 COST OF BUS FOR LEADERSHIP DAY SEPT 2018	121.43
	06/03/2019	PORTAGE COMMUNITY SC	10 E 800 341 256740 000	05212019-2	1/2 COST OF BUS FOR CREATIVE ARTS FESTIVAL APRIL 2019	197.07
71107	06/03/2019	TIME WARNER CABLE	10 E 800 355 263000 000	0910874010	ARLINGTON INTERNET/PHONE 4/1/19-4/30/19 5/1/19-5/31/19	633.44
71108	06/07/2019	EVERGREEN CONSULTANT	10 E 800 310 254200 000	COL19-002-	WETLAND DETERMINATION PES. PMA TO REIMBURSE DISTR.	1,800.00
71109	06/07/2019	MILWAUKEE PUBLIC SCH	10 E 800 943 172000 000	SPRING 201	CAA ONLINE ACADEMY	750.00
71110	06/07/2019	THE OMNI FINANCIAL G	10 E 800 310 252000 000	1906-7952	05/2019 403B	55.00
Totals for checks						164,787.62

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	466.16	3,950.00	156,509.86	160,926.02
27	SPECIAL EDUCATION	0.00	0.00	1,162.44	1,162.44
50	FOOD SERVICE FUND	0.00	0.00	2,699.16	2,699.16
*** Fund Summary Totals ***		466.16	3,950.00	160,371.46	164,787.62

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

CHECK NUMBER	CHECK DATE	VENDOR	ACCOUNT NUMBER	INVOICE NUMBER	INVOICE DESCRIPTION	AMOUNT
181901144	05/17/2019	BADGER SPORTING GOOD	10 E 400 411 162219 000	AAK008571-	1/4 INCH RACING SPIKES, 3/8 INCH RACING SPIKES, POLE VAULT POLE, THERMAL PAPER, BATONS, BOYS STAINLESS STEEL SHOT PUT (12 LBS.), GIRLS STAINLESS STEEL SHOT PUT (4 KILOGRAMS), PACER ORANGE BOYS DISCUS (1.6 KILOGRAMS), AND PACER ORANGE GIRLS DISCUS (1 KILOGRAM).	1,208.19
181901145	05/17/2019	BADGER WELDING SUPPL	10 E 400 310 131000 000	3528258	APRIL 2019 TANK RENTAL	66.40
181901146	05/17/2019	BRAUN, WILLIAM	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	280.00
181901147	05/17/2019	BUILDING AUTOMATION	10 E 800 310 254300 000	5074	Install master shut off for all RTU	1,556.50
181901148	05/17/2019	CAMPBELL, NATHAN	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	280.00
181901149	05/17/2019	CESA 5	10 E 800 386 221300 365	0001902125	CO-TEACHING - FISCHER, MORISSEY, NIEMEYER	215.00
181901150	05/17/2019	COLLIER, JACK	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	490.00
181901151	05/17/2019	COUNTRY PLUMBER, INC	10 E 800 310 253000 000	714669	Yearly Port A Pots	60.00
181901152	05/17/2019	CRAIG BUTTERFIELD	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	350.00
181901153	05/17/2019	DAHMEN, RANDALL	10 E 400 310 162116 000	05072019	HS GIRLS SOCCER 5/7/2019	100.00
181901154	05/17/2019	DELTA DENTAL OF WISC	10 L 000 000 811632 000	273285	DENTAL CLAIMS 5/9/19-5/15/19	2,017.00
	05/17/2019	DELTA DENTAL OF WISC	27 L 000 000 811632 000	273285	DENTAL CLAIMS 5/9/19-5/15/19	237.00
	05/17/2019	DELTA DENTAL OF WISC	50 L 000 000 811632 000	273285	DENTAL CLAIMS 5/9/19-5/15/19	271.00
	05/17/2019	DELTA DENTAL OF WISC	10 L 000 000 811636 000	1309310	JUNE 2019 VISION	356.73
	05/17/2019	DELTA DENTAL OF WISC	27 L 000 000 811636 000	1309310	JUNE 2019 VISION	84.21
181901155	05/17/2019	DROZ JR., JOHN	10 E 400 310 162204 000	05072019	HS BASEBALL 5/7/2019	45.00
	05/17/2019	DROZ JR., JOHN	10 E 400 310 162204 000	05102019	HS BASEBALL 5/10/2019	45.00
181901156	05/17/2019	ELGERSMA, DAVID	10 E 400 310 162116 000	05072019	HS GIRLS SOCCER 5/7/2019	70.00
181901157	05/17/2019	EQUIPMENT DEPOT, INC	10 E 800 310 253110 000	30752187	PM and repair both man lifts	254.00
	05/17/2019	EQUIPMENT DEPOT, INC	10 E 800 310 253110 000	30752186	PM and repair both man lifts	81.00
181901158	05/17/2019	FASTENAL COMPANY INC	10 E 800 310 254300 000	WIPOR13095	Fuses for HS clock system	62.37
	05/17/2019	FASTENAL COMPANY INC	10 E 800 411 253000 000	WIPOR13096	Toilet paper for all schools	552.78
	05/17/2019	FASTENAL COMPANY INC	10 E 800 310 254200 000	WIPOR13097	Bladder to clean out drain line by track	35.40
	05/17/2019	FASTENAL COMPANY INC	10 E 800 310 254300 000	WIPOR13055	Shop supplies	81.00
	05/17/2019	FASTENAL COMPANY INC	10 E 800 310 254300 000	WIPOR12923	Shop supplies	189.58
181901159	05/17/2019	FENRICK, CRAIG	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	280.00
181901160	05/17/2019	GASNER, FRED	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	210.00
181901161	05/17/2019	GORDON FLESCH CO INC	10 E 800 321 295000 000	IN12566793	3/4-4/3/19 PRINTER COVERAGE	758.98
181901162	05/17/2019	GORDON FOOD SERVICE, 50	50 E 800 415 257220 000	1015900	LUCH FOOD - 193922362, 193994752, 194095114, 194171128	8,515.88
181901163	05/17/2019	GRIFFIN, JEROME	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	100.00
181901164	05/17/2019	HAUSSER, JAY	10 E 100 342 241100 000	SEPT-APRIL	2018 TRAVAL	109.00
181901165	05/17/2019	HAUSSER, MAKENNA	10 E 400 310 162116 000	05072019	HS GIRLS SOCCER 5/7/2019	62.50
181901166	05/17/2019	HODGEMAN, CORBIN	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	37.50
181901167	05/17/2019	HOLMES, JERRY	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	210.00
	05/17/2019	HOLMES, JERRY	10 E 400 310 162117 000	05102019	HS SOFTBALL 5/10/19	65.00

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181901168	05/17/2019	HUBBARD, CARL	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	280.00
181901169	05/17/2019	INSIGHT FS	10 E 800 411 253000 000	61141016	LP for burnisher	18.99
181901170	05/17/2019	JAMES CARELLI	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	37.50
181901171	05/17/2019	KENNEDY, MARY	10 E 800 342 172000 000	APRL2019	TRAVEL TO AELC AND WESTFIELD	76.56
181901172	05/17/2019	KOLMAN, JERRY	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	210.00
181901173	05/17/2019	KUCHTA, JOEL	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	140.00
181901174	05/17/2019	LANGKAMP, JAMES	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	210.00
181901175	05/17/2019	LAPP, BILL	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	210.00
	05/17/2019	LAPP, BILL	10 E 400 310 162117 000	05102019	HS SOFTBALL 5/10/19	65.00
181901176	05/17/2019	LARKIN, TIM	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	70.00
181901177	05/17/2019	LAX, ASHLEY	10 E 400 310 162117 000	05112019	HS SOFTBALL 5/11/19	135.00
181901178	05/17/2019	MARSHALL, BRIAN	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	490.00
181901179	05/17/2019	MIDWEST POOL SUPPLY	10 E 800 411 253140 000	80021	Pool chemicals	194.43
181901180	05/17/2019	MILLARD, LAWRENCE	10 E 400 310 162117 000	05112019	HS SOFTBALL 5/11/19	135.00
	05/17/2019	MILLARD, LAWRENCE	10 E 400 310 162117 000	05102019	HS SOFTBALL 5/10/19	45.00
181901181	05/17/2019	MOCKLER, ED	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	490.00
181901182	05/17/2019	MOLL, SAWYER	10 E 200 310 162219 000	04292019	MS TRACK 4/29/2019	21.88
	05/17/2019	MOLL, SAWYER	10 E 400 310 162219 000	05022019	HS TRACK 5/2/2019	25.00
	05/17/2019	MOLL, SAWYER	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	37.50
181901183	05/17/2019	MORTER, TREY	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	31.25
181901184	05/17/2019	O'MALLEY, PAT	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	70.00
181901185	05/17/2019	OFFICE DEPOT	27 E 110 411 152000 347	2060785620	SPECIAL ED/DAYTON/SUPPLIES	35.20
	05/17/2019	OFFICE DEPOT	27 E 110 440 152000 347	2060785620	SPECIAL ED/DAYTON/SUPPLIES	44.79
181901186	05/17/2019	OSTROWSKI, JAMES	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	280.00
181901187	05/17/2019	PFAFF, BEN	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	420.00
181901188	05/17/2019	REDDEMAN, CALEB	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	34.38
181901189	05/17/2019	RENEWAL UNLIMITED IN	10 E 800 370 431000 000	WFS04-19	APRIL 2019 1 STUDENT	300.00
181901190	05/17/2019	RILEY, DANIEL	10 E 400 310 162219 000	05092019	HS TRACK 5/9/19	100.00
181901191	05/17/2019	RITWAY BUS SERVICE	10 E 800 341 256740 000	14083	APRIL 2019 FIELD TRIPS	170.64
	05/17/2019	RITWAY BUS SERVICE	10 E 200 341 256770 120	14083	APRIL 2019 FIELD TRIPS	1,026.87
	05/17/2019	RITWAY BUS SERVICE	10 E 400 341 256740 117	14086	APRIL 2019 TRANS	184.80
	05/17/2019	RITWAY BUS SERVICE	10 E 400 341 256770 131	14086	APRIL 2019 TRANS	985.80
	05/17/2019	RITWAY BUS SERVICE	10 E 400 341 256770 232	14086	APRIL 2019 TRANS	503.79
	05/17/2019	RITWAY BUS SERVICE	10 E 400 341 256740 116	14087	APRIL 2019 TRANS	2,827.78
	05/17/2019	RITWAY BUS SERVICE	10 E 400 341 256740 117	14087	APRIL 2019 TRANS	1,879.92
	05/17/2019	RITWAY BUS SERVICE	10 E 400 341 256740 204	14087	APRIL 2019 TRANS	1,193.57
	05/17/2019	RITWAY BUS SERVICE	10 E 400 341 256740 216	14087	APRIL 2019 TRANS	1,079.94
	05/17/2019	RITWAY BUS SERVICE	10 E 800 341 256710 000	IVC0059451	TRANSPORTATION APRIL2019	53,304.62
	05/17/2019	RITWAY BUS SERVICE	10 E 200 341 256770 120	14090	APRIL 2019 TRANSPORTATION	127.98
181901192	05/17/2019	ROBERTS, WILLIAM	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	280.00
181901193	05/17/2019	SAMPOLINSKI, DENNIS	10 E 400 310 162204 000	05072019	HS BASEBALL 5/7/2019	45.00
	05/17/2019	SAMPOLINSKI, DENNIS	10 E 400 310 162204 000	05102019	HS BASEBALL 5/10/2019	45.00
181901194	05/17/2019	SAN-A-CARE, INC	10 E 800 411 253000 000	488883-3	Chemicals and supplies	8.80
	05/17/2019	SAN-A-CARE, INC	10 E 800 412 253000 000	488883-3	Chemicals and supplies	5.81

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181901195	05/17/2019	SCHLOBOHM, JENNIFER	10 E 400 342 126000 000	MAY2019	TRAVEL LEAF WORKSHOP TOMAHAWK	120.00
181901196	05/17/2019	SCHOLASTIC, INC	10 E 100 411 110025 000	18957897	BOOKS - SECOND GRADE	13.08
	05/17/2019	SCHOLASTIC, INC	27 E 800 435 158100 341	18958077	BOOKS FOR RUOS	440.05
	05/17/2019	SCHOLASTIC, INC	27 E 100 471 158100 341	18969552	BOOKS FOR SP ED LUCY IMPLEMENTATION	776.08
	05/17/2019	SCHOLASTIC, INC	10 E 100 411 241100 000	28963343	4K YEAR END BOOKS	71.00
181901197	05/17/2019	SCHROEDER, JAMES	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	140.00
181901198	05/17/2019	SHABTAIE, SI	10 E 400 310 162116 000	05072019	HS GIRLS SOCCER 5/7/2019	100.00
181901199	05/17/2019	SHARPE, ALFRED	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	350.00
181901200	05/17/2019	SHRED-IT, USA, LLC	10 E 800 310 253000 000	8127110999	Yearly Shred It	110.69
181901201	05/17/2019	SPANGBERG, JAMES	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	350.00
181901202	05/17/2019	STRASSMAN, JASON	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	420.00
181901203	05/17/2019	SZYDLOWSKI, TIM	10 E 400 310 162204 000	04162019	HS BASEBALL 4/16/2019	70.00
181901204	05/17/2019	THEOBALD, TIM	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	280.00
181901205	05/17/2019	TRUGREEN LIMITED PAR	10 E 800 310 254200 000	99977995	Lawn service for weeds	190.29
181901206	05/17/2019	UNITY HEALTH PLANS	10 L 000 000 811631 000	9079234011	JUNE 2019 HEALTH INS	114,048.15
	05/17/2019	UNITY HEALTH PLANS	27 L 000 000 811631 000	9079234011	JUNE 2019 HEALTH INS	29,430.04
	05/17/2019	UNITY HEALTH PLANS	50 L 000 000 811631 000	9079234011	JUNE 2019 HEALTH INS	1,466.76
181901207	05/17/2019	WALSH, RACHEL	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	28.13
181901208	05/17/2019	WALTERS, HUNTER	10 E 400 310 162116 000	05072019	HS GIRLS SOCCER 5/7/2019	43.75
181901209	05/17/2019	WARD BRODT MUSIC, IN	10 E 200 310 125500 000	1486694	REPAIR FRENCH HORN	42.00
	05/17/2019	WARD BRODT MUSIC, IN	10 E 200 310 125500 000	1466367	REPAIR CLARINET	96.00
181901210	05/17/2019	WARREN, MICHAEL	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	350.00
181901211	05/17/2019	WASTE MANAGEMENT, IN	10 E 800 310 253000 000	1500505-48	WASTE REMOVAL	1,255.82
181901212	05/17/2019	WECKERLY, STEPHANIE	10 E 800 291 221300 365	04242019	CREDIT REIMBURSEMENT VITERBO 1/14/19-3/3/19	330.00
	05/17/2019	WECKERLY, STEPHANIE	10 E 800 291 221300 365	04242019-2	CREDIT REIMBURSEMENT VITERBO 8/27/18-11/21/19	330.00
181901213	05/17/2019	WEISENSEL, DANIEL	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	25.00
181901214	05/17/2019	WENNDT, TODD	10 E 400 310 162117 000	05032019	HS SOFTBALL JAMBOREE MAY 3-4, 2019	210.00
181901215	05/17/2019	ZILLGES KREGER, BREN	10 E 400 310 162219 000	05092019	HS TRACK 5/9/2019	37.50
181901216	05/24/2019	AMUNDSON, DON	10 E 400 310 162117 000	05042019	SOFTBALL JAMBOREE 5/3/19-5/4/19	140.00
181901217	05/24/2019	DELTA DENTAL OF WISC	10 L 000 000 811632 000	276845	DENTAL CLAIMS 5/16/19-5/22/19	2,510.00
181901218	05/24/2019	FARMER, WILLIAM	10 E 400 310 162204 000	05162019	HS BASEBALL 5/16/19	140.00
181901219	05/24/2019	FREHNER, KEVIN	10 E 800 291 221300 365	04152019	CREDIT REIMBURSEMENT AUGUSTANA SPRING 2019	330.00
181901220	05/24/2019	INFINITE CAMPUS INC	10 E 800 480 295000 000	ANNUAL0267	LICENSE-SIS, MESSENGER, FOOD SEVICE, CLOUD CHOICE	10,492.50
181901221	05/24/2019	J W PEPPER & CO INC	10 E 200 473 125500 000	135932216	Band Music	419.99
181901222	05/24/2019	K12 MANAGEMENT INC	10 E 800 370 431000 000	INV-19940	K-8 ONLINE CLASS	244.00
181901223	05/24/2019	KEMPS	50 E 800 415 257220 000	5202860743	LUNCH 5/9/19-5/14/19	942.85
	05/24/2019	KEMPS	50 E 800 415 257220 000	5202860738	LUNCH 5/2/19-5/7/19	829.30
181901224	05/24/2019	KERSHNER, DON	10 E 400 310 162204 000	05142019	HS BASEBALL 5/14/2019	140.00
181901225	05/24/2019	KIPPERT, DANIEL	10 E 400 310 162117 000	05072019	HS SOFTBALL 5/7/2019	90.00
181901226	05/24/2019	KUCHTA, JOEL	10 E 400 310 162204 000	05162019	HS BASEBALL 5/16/19	140.00
181901227	05/24/2019	LARRY'S TROPHIES & A	10 E 400 411 162000 000	923529	SPORT ACHIEVEMENT PLAQUES	112.00

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					FOR 2018-2019 SCHOOL YEAR.	
181901228	05/24/2019	LUICK, LEON	10 E 400 310 162117 000	05102019	HS SOFTBALL 5/10/2019	45.00
	05/24/2019	LUICK, LEON	10 E 400 310 162117 000	05072019	HS SOFTBALL 5/7/2019	90.00
181901229	05/24/2019	MJ CARE INC	27 E 800 310 223300 019	172038	APRIL 2019 MEDICAID CLAIMS	144.00
181901230	05/24/2019	OFFICE DEPOT	10 E 100 411 241100 000	3109526720	OFFICE SUPPLIES	67.91
181901231	05/24/2019	OLSON, LARRY	10 E 400 310 162204 000	05142019	HS BASEBALL 5/14/2019	70.00
181901232	05/24/2019	PUNTNEY, PAMELA	10 E 800 342 252000 000	APRIL2019	TRAVEL SKYWARD CONF	76.56
181901233	05/24/2019	ROGNESS, JULIE	10 E 800 291 221300 365	04262019	CREDIT REIMBURSEMENT TRAUMA SENSITIVE TEACHING 3/7/19-4/15/19	219.50
181901234	05/24/2019	SCOTT, JOEL	10 E 400 310 162204 000	05142019	HS BASEBALL 5/14/2019	70.00
181901235	05/24/2019	SHAPPELL, MATTHEW	10 E 800 342 232100 000	05212019	2018-2019 MILEAGE REIMBURSEMENT	500.00
	05/24/2019	SHAPPELL, MATTHEW	10 E 800 355 263000 000	05212019-2	2018-2019 CELL PHONE REIMBURSEMENT	600.00
181901236	05/24/2019	SPANGBERG, JAMES	10 E 400 310 162117 000	05072019	HS SOFTBALL 5/7/2019	130.00
181901237	05/24/2019	WARAXA, DAVID	10 E 400 310 162117 000	05072019	HS SOFTBALL 5/7/2019	130.00
181901238	05/24/2019	WARD, LORI	50 E 800 342 257000 000	MAY2019	TRAVEL TO AELC	9.28
181901239	06/03/2019	ATHLETIC FIELD SERVI	10 E 800 310 254200 000	1908	Repair sections on the track	836.00
181901240	06/03/2019	CESA 5	10 E 800 386 231100 000	0001902433	2018-2019 CONTRACTED SERVICES	128.93
	06/03/2019	CESA 5	27 E 800 386 218100 019	0001902433	2018-2019 CONTRACTED SERVICES	16,320.84
	06/03/2019	CESA 5	27 E 800 386 218200 019	0001902433	2018-2019 CONTRACTED SERVICES	6,522.00
	06/03/2019	CESA 5	27 E 800 386 436000 341	0001902433	2018-2019 CONTRACTED SERVICES	287.50
	06/03/2019	CESA 5	27 E 800 386 436153 019	0001902433	2018-2019 CONTRACTED SERVICES	44,958.18
	06/03/2019	CESA 5	10 E 800 386 223900 000	0001902433	2018-2019 CONTRACTED SERVICES	1,900.00
	06/03/2019	CESA 5	10 E 800 386 221300 387	0001902433	2018-2019 CONTRACTED SERVICES	375.00
	06/03/2019	CESA 5	10 E 800 386 221300 365	0001902433	2018-2019 CONTRACTED SERVICES	1,000.00
181901241	06/03/2019	CHEMSEARCH	10 E 800 411 253000 000	3534497	Chemicals for all schools	209.07
181901242	06/03/2019	CIRCLE B INC	10 E 800 310 254200 000	293086	Muich for front of HS	172.50
181901243	06/03/2019	COOPER, MICHAEL	10 E 400 310 162204 000	05202019	HS BASEBALL 5/20/2019	70.00
181901244	06/03/2019	CRISIS PREVENTION IN	10 E 800 370 431000 000	IUSO142285	CPI RECERT FEE	150.00
181901245	06/03/2019	DELL MARKETING LP C/	10 E 100 483 222000 031	1031640594	Dell ChromeCart with 27 ChromeBooks	8,399.78
181901246	06/03/2019	DELTA DENTAL OF WISC	10 L 000 000 811632 000	277968	DENTAL CLAIMS 5/23/19-5/29/2019	1,867.00
	06/03/2019	DELTA DENTAL OF WISC	27 L 000 000 811632 000	277968	DENTAL CLAIMS 5/23/19-5/29/2019	1,751.08
	06/03/2019	DELTA DENTAL OF WISC	10 E 800 310 252000 000	277968	DENTAL CLAIMS 5/23/19-5/29/2019	553.72
181901247	06/03/2019	DROZ JR., JOHN	10 E 400 310 162204 000	05072019-2	HS BASEBALL 5/7/2019	45.00
181901248	06/03/2019	FASTENAL COMPANY INC	10 E 800 411 253140 000	WIPOR13232	Salt for pool	186.00
181901249	06/03/2019	HODGEMAN, CORBIN	10 E 200 310 162219 000	05202019	MS TRACK 5/20/2019	31.25
181901250	06/03/2019	JOHNSON SALES INC	10 E 800 310 254500 000	T639868	Belts for lawn mower	19.39
181901251	06/03/2019	KEMPS	50 E 800 415 257220 000	5202860749	LUNCH 5/16/19-5/21/19	755.71
181901252	06/03/2019	MACKENZIE CORNERS	10 E 800 411 231100 000	752812	2 HANGING BASKETS RETIREMENT/GET WELL	52.75
181901253	06/03/2019	MOLL, SAWYER	10 E 200 310 162219 000	05202019	MS TRACK 5/20/2019	31.25
181901254	06/03/2019	MORTER, TREY	10 E 200 310 162219 000	05202019	MS TRACK 5/20/2019	21.88

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181901255	06/03/2019	OSTROWSKI, JAMES	10 E 400 310 162204 000	05202019	HS BASEBALL 5/20/2019	70.00
181901256	06/03/2019	PEPSI COLA COMPANY	21 E 800 411 120000 026	91577637	SODA FOR TEACHERS LOUNGE	20.70
181901257	06/03/2019	RILEY, DANIEL	10 E 200 310 162219 000	05202019	MS TRACK 5/20/2019	75.00
181901258	06/03/2019	SAMPOLINSKI, DENNIS	10 E 400 310 162204 000	05072019-2	HS BASEBALL 5/7/2019	45.00
181901259	06/03/2019	SAN-A-CARE, INC	10 E 800 310 253110 000	491274	PM all floor scrubbers	195.03
	06/03/2019	SAN-A-CARE, INC	10 E 800 310 253110 000	491275	PM all floor scrubbers	142.17
	06/03/2019	SAN-A-CARE, INC	10 E 800 310 253110 000	491288	PM all floor scrubbers	141.03
	06/03/2019	SAN-A-CARE, INC	10 E 800 310 253110 000	491289	PM all floor scrubbers	211.25
	06/03/2019	SAN-A-CARE, INC	10 E 800 310 253110 000	491291	PM all floor scrubbers	243.00
	06/03/2019	SAN-A-CARE, INC	10 E 800 310 253110 000	491292	PM all floor scrubbers	115.00
181901260	06/03/2019	WALSH, RACHEL	10 E 200 310 162219 000	05202019	MS TRACK 5/20/2019	31.25
181901261	06/03/2019	WILLIAMS, DUSTIN	10 R 800 279 500000 000	03312019	MILEAGE 3/31/2019	10.20
181901262	06/03/2019	WILS	10 E 800 482 222000 031	490455	1-12 IMC Data Bases	1,200.00
181901263	06/03/2019	ZOOM PEST CONTROL LL	10 E 800 310 253110 000	05292019	Yearly Pest Control	90.00
	06/03/2019	ZOOM PEST CONTROL LL	10 E 800 310 253110 000	05292019-2	Yearly Pest Control	75.00
181901264	06/07/2019	ALPHA BAKING CO INC	50 E 800 415 257220 000	1901371230	LUNCH 5/1/19-6/4/2019	233.05
181901265	06/07/2019	BOARDMAN & CLARK	10 E 800 310 231500 000	204714	PROFESSIONAL SERVICES	4,349.00
181901266	06/07/2019	BOELTER	50 E 800 561 257000 000	96985829	Replacement double ovens for the elementary kitchen	7,876.47
181901267	06/07/2019	CULLIGAN TOTAL WATER	10 E 800 310 253000 000	0049995	Yearly Culligan	14.00
	06/07/2019	CULLIGAN TOTAL WATER	10 E 800 310 253000 000	0049965	Yearly Culligan	28.00
181901268	06/07/2019	DELTA DENTAL OF WISC	10 L 000 000 811632 000	279090	DENTAL CLAIMS 5/30/19-6/5/19	991.04
	06/07/2019	DELTA DENTAL OF WISC	27 L 000 000 811632 000	279090	DENTAL CLAIMS 5/30/19-6/5/19	232.50
181901269	06/07/2019	FERKOVICH, JOEL	10 E 800 291 221300 365	05152019	VITERBRO PRINCIPALSHIP II	330.00
181901270	06/07/2019	GORDON FLESCH CO INC	10 E 800 321 295200 000	IN12621246	COPIER 5/1/19-5/31/19	1,503.47
181901271	06/07/2019	GORDON FOOD SERVICE,	50 E 800 415 257220 000	1066042	LUNCH 5/16/19-5/27/19	8,183.68
181901272	06/07/2019	GRAEVE, JILL	10 E 800 291 221300 365	05202019	CREDIT REIMBURSEMENT VANDERCOOK SCHOOL OF MUSIC	660.00
181901273	06/07/2019	GROSKLAUS, LINDA	27 E 800 342 156600 341	MAY2019	TRAVEL	257.06
181901274	06/07/2019	HAZARD, LISA	10 E 800 342 232100 000	MAY2019	TRAVEL PORTAGE	37.12
181901275	06/07/2019	ITW FOOD EQUIPEMTN G	50 E 800 310 257220 000	34066032	DISHWASHER REPAIR	172.76
	06/07/2019	ITW FOOD EQUIPEMTN G	50 E 800 310 257210 000	34066032	DISHWASHER REPAIR	172.74
181901276	06/07/2019	INTEGRAL BUILDING SY	10 E 800 310 254300 000	SD7530	T&M SECURITY SYSTEM K-8	194.00
	06/07/2019	INTEGRAL BUILDING SY	10 E 800 310 254300 000	SD7587	REPLACE STRIKE MIDDLE SCHOOL	760.50
181901277	06/07/2019	KEMPS	50 E 800 415 257220 000	5202860755	LUNCH 5/23/19-5/28/19	544.24
181901278	06/07/2019	KENNEDY, MARY	10 E 800 342 172000 000	MAY2019	TRAVEL GDC-ALN, AP TESTING, PIGGLY WIGGLY	27.84
181901279	06/07/2019	LARRY'S TROPHIES & A	10 E 400 310 125500 000	05292019	SENIOR BAND AWARDS	6.00
181901280	06/07/2019	MARSHFIELD BOOK AND	10 E 400 440 120000 000	352075	STOOL FOR HODGEMAN'S ROOM PER ATTACHED QUOTE #2019229	180.00
	06/07/2019	MARSHFIELD BOOK AND	27 E 800 440 158100 341	351932	Furniture for Carrie's room.	-1,145.00
	06/07/2019	MARSHFIELD BOOK AND	27 E 800 440 158100 341	352080	Furniture for Carrie's room. REPLACEMENT CHAIRS	995.00
181901281	06/07/2019	MAURER, PEGGY	10 E 100 342 222000 000	MAY2019	TRAVEL TO AELC	23.20
181901282	06/07/2019	OFFICE DEPOT	10 E 400 411 120000 000	3125361700	SUPPLIES FOR HS OFFICE/HS IMC	17.98
	06/07/2019	OFFICE DEPOT	10 E 400 411 120000 000	3125361710	SUPPLIES FOR HS OFFICE/HS IMC	48.80
181901283	06/07/2019	OLIVOS HERNANDEZ, AN	27 E 110 342 159100 347	MAY2019	TRAVEL KIDS FIRST	66.70
181901284	06/07/2019	PEPSI COLA COMPANY	50 E 800 415 257220 000	91577638	ALA CARTE	97.30
181901285	06/07/2019	RITWAY BUS SERVICE	10 E 800 341 256710 000	IVC0059507	TRANSPORTATION 05/19	53,304.62
181901286	06/07/2019	SCHOLASTIC, INC	10 E 100 411 110025 000	18969120	FIRST GRADE BOOKS	20.22
	06/07/2019	SCHOLASTIC, INC	10 E 100 411 110025 000	19069300	FIRST GRADE BOOKS	6.54
	06/07/2019	SCHOLASTIC, INC	10 E 100 411 110025 000	18949125	FIRST GRADE BOOKS	445.83
181901287	06/07/2019	SCHOOL DISTRICT OF L	50 E 800 382 257220 000	1718-004	SHARED FOOD SERVICE DIRECTORSHIP 2018/2019	8,199.00

<u>CHECK</u> <u>NUMBER</u>	<u>CHECK</u> <u>DATE</u>	<u>VENDOR</u>	<u>ACCOUNT</u> <u>NUMBER</u>	<u>INVOICE</u> <u>NUMBER</u>	<u>INVOICE</u> <u>DESCRIPTION</u>	<u>AMOUNT</u>
181901287	06/07/2019	SCHOOL DISTRICT OF L	50 E 800 382 257220 000	1718-003	SHARED FOOD SERVICE DIRECTORSHIP 2018/2019	8,199.00
	06/07/2019	SCHOOL DISTRICT OF L	50 E 800 382 257220 000	1718-001	SHARED FOOD SERVICE DIRECTORSHIP 2018/2019	8,199.00
	06/07/2019	SCHOOL DISTRICT OF L	50 E 800 382 257220 000	1718-002	SHARED FOOD SERVICE DIRECTORSHIP 2018/2019	8,199.00
Totals for checks						459,762.17

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	121,789.92	10.20	173,637.10	295,437.22
21	SPECIAL REVENUE TRUST FUND	0.00	0.00	20.70	20.70
27	SPECIAL EDUCATION	31,734.83	0.00	69,702.40	101,437.23
50	FOOD SERVICE FUND	1,737.76	0.00	61,129.26	62,867.02
*** Fund Summary Totals ***		155,262.51	10.20	304,489.46	459,762.17

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

CHECK NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT NUMBER	OBJ	FUNC	AMOUNT
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 136000	SUPPLIES	TECHNOLOGY EDUC	102.24
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 136000	SUPPLIES	TECHNOLOGY EDUC	264.36
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 131000	MISCELLANEOUS	AGRICULTURE	26.31
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 131000	MISCELLANEOUS	AGRICULTURE	51.80
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 131000	MISCELLANEOUS	AGRICULTURE	19.16
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 120000	SUPPLIES	REGULAR CURRICU	20.93
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 120000	SUPPLIES	REGULAR CURRICU	31.09
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 131000	MISCELLANEOUS	AGRICULTURE	50.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 131000	MISCELLANEOUS	AGRICULTURE	1,431.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 100 482 222000	NON CAP-TECH HARDWARE	EDUCATIONAL MED	89.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 200 483 222000	Non-Capital Software	EDUCATIONAL MED	96.87
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 200 949 222000	OTHER DUES & FEES	EDUCATIONAL MED	25.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 100 432 222000	LIBRARY BOOKS	EDUCATIONAL MED	311.21
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 100 432 222000	LIBRARY BOOKS	EDUCATIONAL MED	64.68
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 942 232100	EMPLOYEE DUES/FEES	DISTRICT ADMINI	75.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 231100	SUPPLIES	BD MEMBERS	22.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 231100	SUPPLIES	BD MEMBERS	6.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 231100	SUPPLIES	BD MEMBERS	21.40
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 231100	SUPPLIES	BD MEMBERS	373.26
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 231100	SUPPLIES	BD MEMBERS	213.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 231100	SUPPLIES	BD MEMBERS	16.46
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 348 172000	VEHICLE FUEL	ADVANCED LEARNE	7.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 943 172000	STUDENT DUES & FEES	ADVANCED LEARNE	13.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 348 172000	VEHICLE FUEL	ADVANCED LEARNE	7.50
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 348 172000	VEHICLE FUEL	ADVANCED LEARNE	5.25
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 389 431000	PAYMENT TO WTCS	GENERAL TUITION	68.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 389 431000	PAYMENT TO WTCS	GENERAL TUITION	68.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 143000	MISCELLANEOUS	PHYSICAL EDUCAT	15.32
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 143000	MISCELLANEOUS	PHYSICAL EDUCAT	6.87
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 143000	MISCELLANEOUS	PHYSICAL EDUCAT	8.56
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 100 411 110025	SUPPLIES	ELEM DONATIONS	100.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 100 411 110110	SUPPLIES	SUMMER SCHOOL	439.99
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 200 471 221200	TEXTBOOKS	CURR DEVELOPMEN	251.37
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 200 471 221200	TEXTBOOKS	CURR DEVELOPMEN	1,349.52
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 241100	SUPPLIES	OFFICE OF PRINC	175.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 241100	SUPPLIES	OFFICE OF PRINC	12.24
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 942 124000	EMPLOYEE DUES/FEES	MATHEMATICS	235.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 942 124000	EMPLOYEE DUES/FEES	MATHEMATICS	235.00
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 120000	SUPPLIES	REGULAR CURRICU	135.98
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 120000	SUPPLIES	REGULAR CURRICU	7.38
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 415 135000	FOOD	FACE	15.73
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 415 135000	FOOD	FACE	48.72
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 415 135000	FOOD	FACE	24.53
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 415 135000	FOOD	FACE	13.96
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 415 135000	FOOD	FACE	45.43
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 200 411 241100	SUPPLIES	OFFICE OF PRINC	78.94
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 415 135000	FOOD	FACE	53.48
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 415 231000	FOOD	BD OF ED	9.01
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 415 135000	FOOD	FACE	26.53
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 310 254300	PURCHASED PERSONAL SER	BLDG REPAIRS	22.33
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 348 253000	VEHICLE FUEL	OPERATIONS	14.58
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 254300	SUPPLIES	BLDG REPAIRS	743.40
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 160100	SUPPLIES	PLAYS 1 & 3 ACT	23.84
201800026	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 999 143000	MISCELLANEOUS	PHYSICAL EDUCAT	27.16
201800027	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 222000	SUPPLIES	EDUCATIONAL MED	19.48
201800027	06/04/2019	Credit Card Payment AP Invoice.	10 E 100 483 222000	Non-Capital Software	EDUCATIONAL MED	399.99

CHECK CHECK		INVOICE	ACCOUNT						
NUMBER	DATE	DESCRIPTION	NUMBER	OBJ		FUNC	AMOUNT		
201800027	06/04/2019	Credit Card Payment AP Invoice.	10 E 800 411 222000	SUPPLIES		EDUCATIONAL MED	67.98		
201800028	06/04/2019	Credit Card Payment AP Invoice.	10 E 100 483 222000	Non-Capital Software		EDUCATIONAL MED	34.83		
201800029	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 213000	SUPPLIES		GUIDANCE	-0.33		
201800029	06/04/2019	Credit Card Payment AP Invoice.	10 E 400 411 213000	SUPPLIES		GUIDANCE	20.64		

Totals for checks 8,141.98

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	0.00	8,141.98	8,141.98
*** Fund Summary Totals ***		0.00	0.00	8,141.98	8,141.98

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

Description: SBAA Entity 999 Check Request Report - SCHOOL BOARD-CHECK REG STUDENT

Bank Account: ACTIVITY ACCOUNT (HOMETOWN BANK)

Check Nbr	Check ID	Amount	Void	Check Date	Vendor	Prt/Pst Dt	Stmt Date	Entered By
Description		1099	Invoice Amount	Invoice Number	Invoice Date			
General Ledger Account Distribution				Accounting Amount				
000021169	000169128	923.59		05/31/2019	HOMETOWN BANK		05/31/2019	PUNTNEY, PAMELA
icecream shop			55.79					
60 L 400 999 480600 600			55.79					
san antonio FBLA			431.28					
60 L 000 999 666666 600			431.28					
conference fees FBLA			240.00					
60 L 000 999 666666 600			240.00					
program covers			116.03					
60 L 400 999 198580 600			116.03					
pig wig			80.49					
60 L 400 999 480600 600			80.49					
000021170	000169723	148.75		06/06/2019	JOSTENS		06/06/2019	PUNTNEY, PAMELA
gold honor cords			148.75					
60 L 400 999 198580 600			148.75					
000021171	000169721	200.00		06/06/2019	MACKENZIE CORNERS		06/06/2019	PUNTNEY, PAMELA
flowers for graduation			200.00		YES			
60 L 400 999 198580 600			200.00					
000021172	000169722	5,514.00		06/06/2019	ROUND BARN LODGE		06/06/2019	PUNTNEY, PAMELA E.
lodging for Fine Arts Weekend 2019			5,514.00					
60 L 400 999 590600 600			5,514.00					
				4 Check Requests for ACTIVITY ACCOUNT				
		6,786.34		Net Amount of Check Requests for ACTIVITY ACCOUNT				
		200.00		1099 Amount of Check Requests for ACTIVITY ACCOUNT				
Grand Totals								
				4 Check Requests				
		6,786.34		Net Amount of Check Requests				
		200.00		1099 Amount of Check Requests				

* A void check record exists for this check.

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

CHECK CHECK		VENDOR	ACCOUNT	INVOICE	INVOICE	AMOUNT
NUMBER	DATE		NUMBER	NUMBER	DESCRIPTION	
835	05/16/2019	MARQUARDT, TREVOR	72 E 800 991 420000 000	05162019	RESEARCH PRODUCTS 1ST INSTALLMENT AWARDED, MAY 2018	500.00
Totals for checks						500.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
72	PRIVATE BENEFIT TRUST FUND	0.00	0.00	500.00	500.00
*** Fund Summary Totals ***		0.00	0.00	500.00	500.00

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

CHECK CHECK		ACCOUNT		INVOICE	INVOICE	
NUMBER	DATE	VENDOR	NUMBER	NUMBER	DESCRIPTION	AMOUNT
1000	03/13/2019	PRA - PLUNKETT RAYSI	49 E 800 327 255100 000	20190108	15% K4 ELEM SCHOOL	38,828.31
1001	03/19/2019	PRA - PLUNKETT RAYSI	49 E 800 327 255100 000	201902095	30% schematic fees, design,	39,264.08
	03/19/2019	VILLAGE OF POYNETTE	49 E 800 327 255100 000	20190221	& GENERAL ENGINEERING	1,477.46
1002	03/19/2019	FASTENAL COMPANY INC	49 E 800 327 255100 000	wiport1234	LED BULBS	164.35
1003	03/19/2019	POINT OF BEGINNING I	49 E 800 327 255100 000	23051	SURVEY & MAPPING	7,693.00
1004	03/22/2019	NUMMELIN TESTING SER	49 E 800 327 255100 000	14380	SUBSURFACE SOIL INVESTIGAION & ENGINEERING REPORT	7,958.00
1005	04/03/2019	2B COOL INC	49 E 800 327 255100 000	13407	50% DOWN PYMT ON ROOF TOP UNITS	34,097.50
1006	04/11/2019	VILLAGE OF POYNETTE	49 E 800 327 255100 000	20190405	CONDITIONAL USE & REGISTER OF DEEDS	1,311.25
1007	04/22/2019	VILLAGE OF POYNETTE	49 E 800 327 255100 000	20190409	GENERAL ENGINEERING SERVICES	1,152.50
1008	04/22/2019	NUMMELIN TESTING SER	49 E 800 327 255100 000	14408	SUBSURFACE SOIL & ENGINEERING REPORTS	1,845.00
1009	05/17/2019	PRA - PLUNKETT RAYSI	49 E 800 327 255100 000	201903074	75% schematic completed, design 25%	198,348.07
	05/17/2019	PRA - PLUNKETT RAYSI	49 E 800 327 255100 000	201903075	labor for James Wright	390.00
1010	05/24/2019	EMC INSURANCE COMPAN	49 E 800 327 255100 000	D-96080191	BUILDERS RISK 225 W NORTH ST, POYNETTE & 108 N. CLEVELAND REMODELING	28,551.00
1011	05/24/2019	VILLAGE OF POYNETTE	49 E 800 327 255100 000	20190516	GENERAL ENGINEERING SERVICES	685.00
Totals for checks						361,765.52

2018 Referendum

(Borrow #1 General Obligation Bonds -\$18,885,000 plus Borrow #2 G.O. Promissory Notes -\$9,500,000)

Skyward Manual Checks	Date:	Vendor:	Amount:	PMA Payment Due Date	Invoices paid PMA Transaction #	Total Expenses (Skyward Post per month)	Running total in Skyward expenses	Wisc Interest	Beginning Balance at WISC	
									\$18,885,000.00	
								6159.83	\$18,891,159.83	Balanced as of Dec 31, 2018
								\$38,816.30	\$18,929,976.13	Balanced as of Jan 31, 2019
								\$33,673.54	\$18,963,649.67	Balanced as of Feb 28, 2019
1000	3/13/2019	PRA	\$78,092.39		1354866					
1001	3/19/2019	Village of Poynette	\$1,477.46		1356442					
1002	3/19/2019	Fastenal	\$164.35		1356443					
1003	3/8/2019	Point of Beginnings	\$7,693.00		1353584					
1004	3/22/2019	Nummelin Testing	\$7,958.00		1357668					
		Total for March 2019	\$95,385.20			\$95,385.20		22828.16	\$18,891,092.63	Balanced as of March 31, 2019
1005	4/3/2019	2B Cool - 50%	\$34,087.50		1361456					
		Total at BAN closing	\$224,867.90					22828.16	\$18,882,960.26	Ban closing
1006	4/11/2019	Village of Poynette	\$1,311.25		1363576					
1007	4/22/2019	Village of Poynette	\$1,152.50		1366075					
1008	4/22/2019	Nummelin Testing	\$1,845.00		1366075					
		Total for April 2019	\$38,406.25			\$38,406.25	\$133,791.45	20695.7	\$18,873,382.08	Balanced as of April 30, 2019
1009	5/17/2019	PRA	\$198,738.07		1374858					
1010	5/24/2019	EMC Insurance	\$28,551.00		1377691					
1011	5/30/2019	Village of Poynette	\$685.00		1378736					
		TOTAL FOR MAY 2019	\$227,974.07			\$227,974.07	\$381,765.52	20959.51	\$18,666,367.52	Balanced as of May 31, 2019
					Total Expenses thru May	\$361,765.52				
	06/07/2019	Evergreen Consultants LLC	\$1,800.00	06/07/2019	1382138					
	4/15/2019	PRA 4/15 (inv#4090 & 4091)	\$181,328.62	6/10	1382138					
	4/12/2019	PRA dated 4/12	\$7,810.00	6/10	1382138					
	5/16/2019	PRA dated 5/16 (inv#201905035)	7981.40	7/10/19						
	5/16/2019	PRA dated 5/16 (inv#201905034)	\$11,334.59	7/10/19						
	5/16/2019	PRA dated 5/16 (inv#201905033)	\$258,289.24	7/10						
	5/31/2019	Findorff	\$440,169.95	6/30						
			\$908,713.80			\$908,713.80				
					Total Expenses thru June	\$1,270,479.32				

Board Information Packet
6/17/19
Information and Study

Donations

- \$500.00 from Research Products for the 2018 Senior Scholarship Recipient
- \$500.00 from Kathy Markgraf for the 2019 Senior Spanish Scholarship Recipient
- \$225.00 from American Transmission Company and the Milwaukee Bucks to the Poynette School for the purchase of trees (Trees for Threes Program)
- \$1,000.00 from the Village of Arlington for the electronic sign fund.
- The donation of a flute to the Poynette Instrumental Music Department from Barbara Hohlstein (a 1948 graduate)
- Wall pads and installation for Aux gym from the basketball boosters
- Lumber for dug out maintenance repair from Poynette Fastpitch Organization



Student Services 06-17-19

Submitted by: David Fischer, Director of Student Services

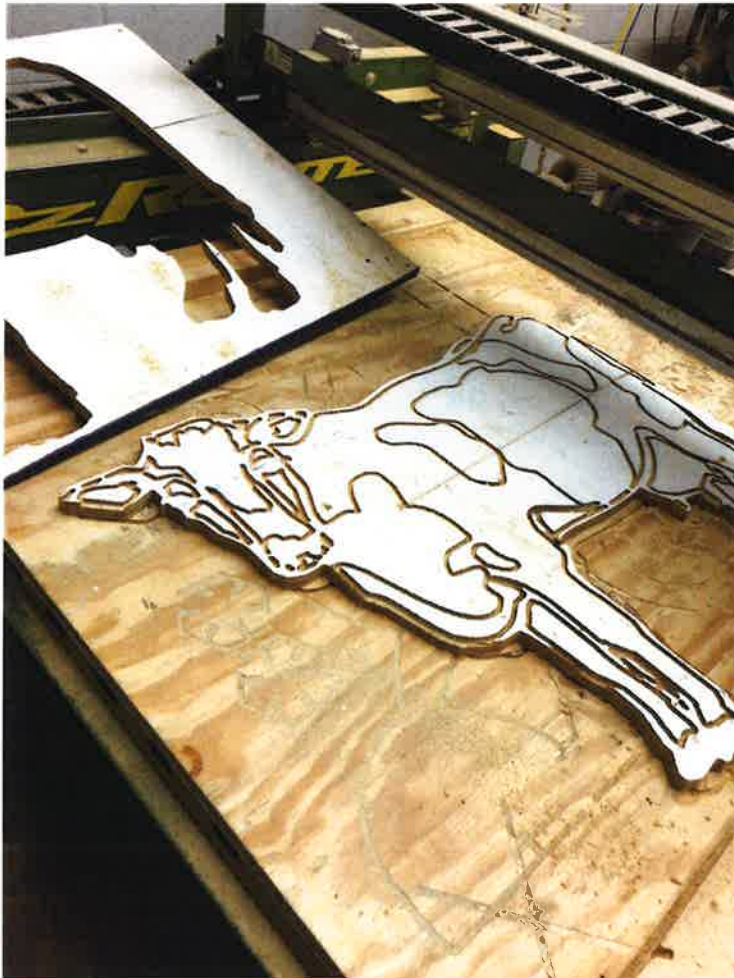
- The Student Services Team is providing several professional development opportunities to staff this summer focused on supporting in the areas of social emotional development, mental health, and inclusive practices.
 - Christy Helmich, School Psychologist, will lead a book study *Lost in School*, <http://www.lostatschool.org/>. The book focuses on strategies to support students with behavior challenges.
 - Vicki Sukowski has become a trainer for Youth Mental Health First Aide (<https://www.mentalhealthfirstaid.org/take-a-course/course-types/youth/>). We are very excited to have a trainer in District to provide this very important training to our staff.
 - We also have many regular and special education teachers meeting throughout the summer to focus on refining our team teaching practices in the District.

- The Special Education Department will continue to evaluate data and best practices to improve District performance in closing the achievement gap. Staff will also focus on professional development in the area of inclusive practices.

PHS Board Report 6-17-19
Submitted by:
Mark Hoernke PHS Principal

Vision 2020: 21st Century Skills

- The PHS Ag. classes hosted their first Ag. Day on May 22nd. The idea was first proposed by Zoie Ramberg (PHS Junior). Zoie and her classmates navigated the process of proposing the activities to both Dr. Shappell and me. The students also studied district policy and insurance concerns, making it possible to conduct the activities within the umbrella of the district. The day was a great success. Many of our grade school students were able to learn different agriculture skills from several stations that included small animals and farm equipment.



PHS STEAM students used the cnc wood router to create one of the Ag. Day signs

- Over 50 of our Juniors and Seniors volunteered to be members of the 2019-2020 Link Crew (9th Grade Transition Leaders). These students give up several of their August summer days to be trained Link Crew Transition Leaders.



2019-2020 Link Crew Leaders beginning the training process



Seniors celebrating friendships at the 2019 Senior Picnic



Class of 2019 completing the traditional Senior Walk through the Elementary/Middle School.



PMS Board Report 6-17-19

Submitted by:

Dr. Jerry Pritzl, PMS Principal

Vision 2020: Professional Development

- Our teachers will be in over the summer working on refining their curriculum and teaching practices. We have a long-term plan in place for each department and each work session is aimed at moving towards the goals set out in each plan. We have a Technology Education session set up this week, and a Social Studies session set up for next week. These sessions in the summer are critical for our programming to continue its evolution to better prepare our students.
- Book studies have been a big part of our professional development system. Last year, the administrative team led a study focusing on Equity in schools. The teachers that were part of this book study came together as a team, and have made plans to improve our practices according to the latest recommendations. This summer, we will lead a book study about the book titled, "Lost at School". These have been very effective at being able to ensure our practices are up to date and effective.

Vision 2020: Increase Literacy in all Areas

- As we begin the summer season, we are busy collecting achievement and culture data, analyzing the results, and planning for next year based on our findings. We anxiously await the Forward Exam data, and are happy to report that we had the highest percentage of students at or above benchmark according to our STAR Math and Reading results.

SCHOOL DISTRICT OF POYNETTE
ELEMENTARY SCHOOL/ ARLINGTON EARLY LEARNING CENTER



Mr. Jay Hausser
Elementary School Principal

Elementary Board Report
June 17, 2019



4K and Kindergarten Graduations

We had fairly nice weather for our two graduation ceremonies on consecutive days at the Arlington Firemen's Park Shelter. We always have strong turnout from the community every year. Again this year, both grades were able to also visit/tour the new schools they will be going to. During this time, we had the students sign a beam that will be going in the new school. The parents and students were very excited about this opportunity. Here is [a link to a video](#) about the dreams that our kindergarten students are working towards. The kindergarten students have been entertained by Stuart Stotts for the last couple of years.

Summer School is Underway

Our main summer school session kicked off last week. We have many students and staff participating in some great classes. There are classes for exploration in many areas along with classes to help students in areas of need. We are running our main session through June and then doing swimming and Individual in July and August. We continue to tweak our programming to be as efficient and beneficial to our students and parents as possible. A community group (Blessings in a Packback) is again offering free lunches and we have been giving out about 60 each day of summer school.



Superhero Run

Our Middle School and Elementary students were able to dodge the rain and we did get our run in last month. The students raised over \$5000 for technology needs in our two schools. Some high school students dressed up as Superheroes and motivated our students to keep running.

Summer Plans

Many of the elementary staff are teaching summer school and so it is great to see them every day. At the same time, we will have our teams come in and continue to work on the Units of Study. The Kindergarten and First-grade teams will be working on implementing the Phonics Units for next year. Our other teams will continue to explore our assessments for writing and how to continue the implementation from last year. We are also working on our Equity Plan for next year that focuses on student attendance and connections with teachers/ staff members.

SCHOOL DISTRICT OF POYNETTE
Curriculum Committee
June 12, 2019
7:30 a.m. - 9:00 a.m.
Admin Conference Room
Agenda (and notes)

Although a quorum of the Board of Education may be present at this meeting, no Board of Education meeting shall be convened and no action by the Board of Education shall be taken.

Present: K. Lucey, K. Thays, J. Hausser, J. Pritzl, D. Fischer, M. Shappell

- I. Call the meeting to order: 7:32
- II. Notice of meeting: yes
- III. Agenda review: yes
- IV. Review of previous notes/minutes: no comments
- V. Information and Discussion items
 - A. ELL report -- one family
 - B. Technology update(s) -- review of total machines, models, and discussion of middle school pilot
 - C. Referendum Construction Updates:
- VI. Recommendations from committee for possible Board action:
- VII. Establish future meeting date and time:
- VIII. Adjourn:

**School District of Poynette
Facilities Committee Meeting
Agenda (and notes)
June 4, 2019
5:15 - 6:45 pm
Poynette High School Professional Development Room**

Although a quorum of the Board of Education may be present at this meeting, no Board of Education meeting shall be convened and no action by the Board of Education shall be taken.

Present: G. Burke, R. Tomlinson, M. Shappell, J. McCracken, T. Rortvedt, J. Pauli

- I. Call meeting to order: 5:15
- II. Notice of official meeting: Noticed
- III. Agenda review: Reviewed
- IV. Review of previous meeting notes/minutes: Reviewed
- V. Information and discussion
 - A. Ongoing project and equipment update: Roof units and roof sections getting scheduled, IMC unit replaced, seriously considering a pool wall option of a board that will go over the existing tile, some drainage pipes will need to be replaced for the drainage near baseball field
 - B. Basketball Club donation of wall pads for Auxiliary gym: Wall pads including covers for the Aux and the 1-8 gym
 - C. Referendum building planning update:
 1. Elementary: Drone video of progress, bioretention basin will be a safer, more aesthetic option than a fenced in wet pond, berm will be created with the dirt that is being excavated which will help mask the utilities (dumpster, meters, etc) and be green space.
 2. High School: Reviewed updates to plan including upstairs collaboration and steam area, viewed rendering of new reception front
 3. Field Restrooms: Fencing going up this week, target completion before school starts, policy on usage will need to be considered
 4. Middle School: Conversations still in progress, waiting on other projects before making final decisions
 5. Maintenance and Infrastructure: Already reviewed some of these projects (rooftop units, roofing) possibly moving some blacktop to create football practice field, changing lighting in the art room, including some LED lighting for efficiency, testing for asbestos abatement will be underway
- VI. Recommendation from committee for possible Board action: Accept donation for wall pads and lumber/improvements for softball dugouts
- VII. Establish future meeting time: July 9, 5:15pm HS professional development room
- VIII. Adjourn: 6:22 pm

SCHOOL DISTRICT OF POYNETTE
Policy/Finance Committee Meeting
Monday, June 17, 2019
6:00 - 6:50 pm.
High School Instructional Media Center (IMC)
AGENDA (and notes)

Although a quorum of the Board of Education may be present at this meeting, no Board of Education meeting shall be convened and no action by the Board of Education shall be taken.

Present:

- I. Call meeting to order:
- II. Notice of meeting:
- III. Agenda approval:
- IV. Review previous notes/minutes:
- V. Information and Discussion Items
 - A. Transportation report
 - B. Discussion of possible employee handbook changes; first reading
 - C. Facilities update
- VI. Action/Endorsement
 - A. Recommendations from committee for possible Board action:
 - B. Establish next meeting date
- VII. Adjourn

Board Information Packet
6/17/19
Information and Study

ELL Report

English Language Learner (ELL) Yearly Board Report

The most significant part of this program is the administration of the ACCESS for ELLs assessment. This is a national assessment that is a mandate for schools. It is a yearly test that assesses our ELL students on Listening, Speaking, Reading and Writing along with an Oral Language component. The assessment has a composite score that can be as high as 6. The results of the test are used with teachers in preparation for the upcoming school year to better understand the English language abilities of their students.

Our school district has a low number of ELL students. In the past we have had our students stay with the district for long periods of time which has helped with their growth. We will continue to monitor our current students and also welcome any new ones that may attend our district in the upcoming school year.

Board Information Packet
6/17/19
Information and Study

Transportation Report

Report from GoRiteway Transportation Company for DPI annual report:

Pupils Transported to Regular School 2018-2019		
Distance	Public Count	Non- Public Count
0 to 2 Miles (Hazardous)	253	0
Over 2 to 5 Miles	237	0
Over 5 to 8 Miles	101	0
Over 8 to 12 Miles	66	0
Over 12 Miles	9	0
Total for Regular School 2018-2019	666	0
Other Pupils Transported		

2018-19 RIDERSHIP DETAIL	AELC	4K: KIDS FIRST	4K: MSY	PHS	PMS	PES	4K: ST PETER	TOTAL
0-2 Miles (Hazardous area)	7	12	2	41	68	119	4	253
2-5 Miles	31	6	1	46	63	88	2	237
5-8 Miles	10	1	2	27	26	35		101
8-12 Miles	14	1	0	20	17	13	1	66
Over 12 Miles	1	1	1	3	3	0		9
Subtotals	63	21	6	137	177	255	7	666

Year:	15-16	16-17	17-18	18-19
Sept. Headcount	1,137	1,127	1,081	1,063
Percentage	62%	58%	62%	63%

Board Information Packet
6/17/19
Information and Study

Employee handbook discussions; first reading of potential changes (yellow highlights)

Poynette Employee Handbook - Updated: June 17, 2019

Teacher Salary and Benefits Guide - Updated: June 17, 2019

Support Staff Salary and Benefits Guide - Updated: June 17, 2019

Poynette Employee Handbook

School District of Poynette



(technical updates and clarifications:
July 7, 2014)

Revised: March 23, 2015

(technical updates and clarifications:
August 24, 2016)

Updated May 15, 2017

Updated: June 17, 2019

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INTRODUCTION

Welcome

We are pleased to have you as a member of the staff of the School District of Poynette where we create the leaders of tomorrow. Each employee brings unique skills that create a strong culture of learning and achievement. This handbook covers employment of teachers and support staff.

Disclaimer

This Employee Handbook (Handbook) has been prepared for informational purposes 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 intended to be construed to constitute, a contract between the District and any of its employees or a guarantee of continued employment. Except as may be provided by a written employment agreement approved by the School Board, all employment with the District is at-will and may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or the employee.

In case of a direct conflict between this Handbook, rules, regulations or policies of the Board, the individual contract will take precedence.

This Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations, and standard of the District; however, this Handbook should not be considered all-inclusive. Copies of Board Policies and Administrative Regulations are available [online via the District website](#). It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including but not limited by enumeration, of the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the School District of Poynette Board of Education.

Mission Statement

The Mission of the School District of Poynette is to provide an education that treats each person as an individual. We will instill within each student the love of learning and foster self-esteem and civic responsibility. Our educational program will impart the necessary skills to excel in a changing and progressing society.

Vision and Values

If the School District of Poynette is to become an exemplary school system, it must have a clear sense of the goals it is trying to accomplish and the characteristics of the schools it seeks to provide, and of the contributions that the various stakeholders in the district must make in order to transform these ideals into reality. The following vision statement is intended to provide the standards that the schools within the district should strive to achieve and maintain. This vision should serve as a blueprint for our improvement efforts and the benchmarks by which we will evaluate our progress.

I. Student Learning

An exemplary school district has a curriculum that meets the needs of each student using a variety of teaching methods and incorporates life-long learning skills.

- The Curriculum is comprehensive, systemic, and consistent within each grade level and the scope and sequence is aligned between grade levels.
- The curriculum is aligned with Common Core, state and national standards.
- Instruction will be responsive to the diverse needs of all students.
- A variety of assessments, both summative and formative, will be used to determine student proficiency and drive instruction.
- Discipline will be developmentally appropriate and restorative in nature with a clear and consistent framework of expectations and guidelines designed to promote respect and good citizenship.
- The curriculum addresses the social and emotional needs of students.

TO ACHIEVE THESE VISIONS, WE WILL...

- Use various instructional strategies to meet student needs.
- Employ multiple assessment tools to objectively and frequently assess the growth and progress of students based on the standards.
- Use data based on assessments to guide instructional practices and curriculum development and delivery.
- Examine and modify the curriculum to ensure that there are no gaps or overlaps in the curricula.
- Develop a classroom and school environment that promotes respect and good citizenship.

II. Technology

An exemplary school district effectively uses current technologies that allow for seamless curricular integration, data analysis, and administrative functions to foster competitiveness on a global level.

- Technology is in all schools, at all grade levels, and in all classrooms and is used as a tool to enhance learning.
- Data is readily available and easily accessible for analysis by all staff members.
- Technology is used to streamline administrative function and maximize productivity.

TO ACHIEVE THESE VISIONS, WE WILL...

- Use technology appropriate to subject and grade level to extend the learning potential of each student.

III. Collaboration

An exemplary school district will underscore the inter-relatedness of knowledge that benefits students and staff by creating a framework that provides time to strengthen collegial relationships that are committed to continuous improvement allowing for ongoing professional development.

ADOPTED 4/29/13, updated: 6/17/19

- Staff development is job embedded, responsive to assisting staff to meet the needs of students, and is based on analysis of a variety of data.
- Time allotted for collaboration among colleagues at grade levels, across grade levels, cross-curricular and within content areas is a priority.
- Teachers are able to develop a mastery of their curricular and instructional practices because the training includes: presentation and explanation of the theory behind the practice, demonstration, and opportunities for initial guided practice, prompt feedback about their efforts, and sustained coaching from both administration and colleagues.

TO ACHIEVE THESE VISIONS, WE WILL...

- Regularly meet to address the learning needs of students.
- Communicate and provide feedback among colleagues, administration, support staff and the school board when making decisions.

IV. Leadership

An exemplary school district provides a leadership structure that empowers all stakeholders and creates a sense of pride and ownership.

- A model of shared leadership is used in the decision making process.
- Stakeholders take accountability for both the successes and the failures of the learning community and understand that at times failure can be a more valuable learning tool than success.
- Communication is ongoing, open, honest, and professional between all stakeholders.

TO ACHIEVE THESE VISIONS, WE WILL...

- Share leadership opportunities among colleagues.
- Communicate openly, honestly and professionally among all stakeholders.
- Accept accountability and take responsibility for continuous school improvement.
- Provide students with leadership opportunities.

V. Community

An exemplary school district fosters collaboration among students, families, community, and school personnel to provide opportunities which promote success for all students.

- The school district works in partnership with families to provide comprehensive support from early childhood through high school.
- The school district partners with community entities to enrich opportunities for students.
- The school district fosters a sense of community for all stakeholders.

TO ACHIEVE THESE VISIONS, WE WILL...

- Foster positive relationships among staff, students, parents, and community.

EMPLOYMENT POLICIES

Anti-Harassment Policy

The School District of Poynette is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

It is the policy of the School District of Poynette to maintain a learning and working environment that is free from harassment. No employee or volunteer employee of the district shall be subjected to harassment on the basis of sex color, ancestry, disability, marital status, race, creed, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership or any other categories protected by state or federal law.

It shall be a violation of this policy for any employee of the School District of Poynette to harass another employee or student through conduct or communications.

Each employee of the school district is responsible to create an atmosphere that promotes equity and is a bias free environment. Further, each employee shall support the implementation and understanding of all components of the Anti-Harassment Policy and procedures.

Harassment is any unwanted, deliberate or repeated unsolicited comments, gestures, graphic materials, physical contacts, or solicitation of favors which are based upon one's group membership

B. Sexual harassment, may include, but is not limited to the following:

- displaying sexually suggestive objects or materials.
- verbal harassment or abuse such as jokes, stories, remarks and rumors.
- unwelcome repeated remarks or looks toward a person, with sexual or demeaning implications.
- intentional and unwelcome touching of an individual's clothed or unclothed intimate parts in a sexual way. (Intimate parts means breasts, buttocks, anus, groin, scrotum, penis, vagina or pubic mound).
- cornering or blocking of normal movements in a sexual nature.
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, job, safety.

ADOPTED 4/29/13, updated: 6/17/19

REPORTING PROCEDURE/INTERNAL INVESTIGATION - EMPLOYEES

The District expects employees to immediately report incidents of harassment to the appropriate supervisor. The Director of Student Services is the designated district anti-harassment officer in the district.

Anyone who engages in harassment in the school setting may be subject to disciplinary action up to and including dismissal. Any employee who permits harassment of students, other employees or volunteers may be subject to disciplinary action up to and including termination.

Any employee who receives a complaint of harassment from a student, other employee or volunteer and who does not act promptly to forward that complaint to the Principal and/or district anti-harassment officer designated to receive notice of all harassment complaints, shall be disciplined appropriately up to and including termination.

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect negatively on the employee or volunteer who initiates the complaint or an appeal, and will not affect any part of the employee's or volunteer's standing, rights or privileges.

Policy 3362,4362

Drug-Free Workplace

The School District of Poynette is committed to maintaining an alcohol and other drug-free workplace. Therefore, The Board of Education prohibits school employee use, possession, distribution, dispensing, or manufacturing of alcohol and other illegal drugs on school premises, in school vehicles and at school sponsored activities. The misuse of prescription medication or drugs will be considered a violation of this policy.

The District will not condone the involvement of any employee with illicit drugs, or the misuse of prescription medication or drugs, even where the employee is not on District premises.

All school employees shall cooperate with law enforcement agencies in investigation concerning any violation of this provision.

Policy 3122.01, 4122.01

Tobacco Policy

Employee use of tobacco on District property, in District owned vehicles or at any District affiliated events is prohibited. Tobacco products may not be stored on District property.

Policy 3215, 4215

Equal Employment Opportunity

It is the policy of the School District of Poynette that no person may be denied employment, or be denied the benefits of, or be discriminated against in activity because of the person's sex, color, ancestry, disability, marital status, race, creed, age, use of lawful products, arrest or conviction record, honesty testing, national origin, pregnancy or childbirth, sexual orientation, genetic testing, military service membership or any other category protected by state or federal law.

Policy 3122, 4122

Conflict of Interest and Ethical Standards

It is imperative that our professional organization not create the perception of favoritism or special privilege. Employees are not permitted to gain monetarily by their position within the district. Employees are prohibited by Wis. Stat. § 118.12 from receiving anything of value for their own benefit that results from selling, soliciting, or promoting the sale of any goods or services to any public school pupil while on school property or at school-sponsored events.

Policy 3230, 4230

Whenever possible, staff will not have instructional responsibility for their own children, guardians, or blood relatives.

Employees are expected to avoid situations in which their personal interests, activities and associations may conflict with the interest of the District.

Communications and Suggestions

The School District of Poynette welcomes the comments and problem solving suggestions of its employees. All comments and suggestions should follow the chain of command.

Outside Employment

Employment with the School District of Poynette must be considered pre-eminant. Outside employment must not interfere with the employee's performance or work schedule. Employees may not perform any duties for an outside employer during regularly scheduled working hours or during additional hours required for professional responsibilities.

Personnel Files

An employee shall have the right to review certain personnel documents upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, at least two(2) times per calendar year.

Personal Data Changes

All changes in personal information, including changes of name, address, telephone numbers, education, marital status, dependent status, etc. should be updated with the Business Office in a timely manner.

Political Activities of Staff

Because political activities may be disruptive, divisive and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District owned and used property, within all school buildings and at all school sponsored activities unless part of a Board approved teaching unit.

Work Stoppage

Staff will not instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, slowdown, considered work stoppage or any other intentional interruption of work involving the District.

Acceptable Use

All employees are required to read and adhere to the Acceptable Use Policy for Technology Resources
Appendix C

Health Examination

The District requires, as a condition of employment, that all new employees obtain a physical examination, including a tuberculin test. Freedom from tuberculosis in a communicable form is a condition of employment. If the employee's tuberculin test is positive, further testing may be required and may impact potential employment. Timelines are determined by the District.

The Board shall pay the cost for any required physical examination, which shall be performed by the District's authorized physician.

The physician conducting the physical examination shall prepare a report of the examination on a form prepared by the Department of Public Instruction (DPI) and available upon the DPI website. The physician shall use the report form to certify to the District that the person is free from tuberculosis in a communicable form. Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws. An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the school board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations.

The School Board shall comply with the requirements of Wis. Stat. § 121.52(3)(a) by including in any contract with any owner or lessee of any privately owned motor vehicle transporting pupils for compensation provisions for the contractor to require physical examinations for all school bus drivers, as prescribed by Wis. Stat. § 121.52(3)(a).

Family and Medical Leave Act (FMLA)

The District provides family and medical leave as required by the state and federal Family and Medical Leave Acts. State leave calculations are based on a calendar (January 1- December 31) year. Federal leave calculations are based on a fiscal (July 1 through June 30) year. See attached Appendix D for a brief explanation of rights and responsibilities under FMLA.

Policy 3430.01, 4430.01

Military Leave

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the

ADOPTED 4/29/13, updated: 6/17/19

commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intent to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits after completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

EMPLOYMENT PRACTICES AND EXPECTATIONS

General Practices

Attendance

Employees are expected to make every effort to be present for work and adhere to their assigned schedule. Teachers are expected to report to work at least 15 minutes before student arrival time; subject to building administration needs. Employees who are unable to report to work shall follow their department/building procedures for reporting and recording absences.

On days when school is cancelled due to inclement weather, most staff do not report. Custodial and Secretarial staff should make reasonable efforts to attend. If, however, they cannot, these groups may utilize up to three (3) days of leave and/or Leave Without Pay (with written authorization) or a vacation day (if eligible). Nine and 12-month hourly employees (paraprofessionals, secretaries, food service, administrative assistants, and custodians) may utilize up to three (3) days of leave during district weather cancellations with the approval of his/her supervisor. One day being defined as regularly scheduled duty hours. Accommodations must be made through immediate supervisor and, in the event of Leave Without Pay, the District Administrator.

For times when school is delayed, staff is to report according to the delay. Teaching staff must report in a reasonable time to be prepared for student arrivals and the school day, usually at least 15 minutes before student arrival to class. Support staff working in the buildings must arrive 15 minutes prior to student arrival. Food service staff must arrive as close to their scheduled start time as possible.

Although the District performs better when all employees are in attendance, the District recognizes the occasional need to be away from work for illness, illness of a family member, funerals, or urgent personal matters. For this reason, the District provides paid time away from work (leave). Please note: leave time is not intended to be used as vacation. In general, leave falls into three broad categories: medical (illness/appointments, etc.), bereavement (attending a wake, funeral, celebration of life, etc.), or personal (Times when the employee has no control over the schedule; i.e. weddings, college graduation, etc.). Personal leave is meant for extraordinary circumstances. The District reserves the right to request verification for any time used.

Leave is allocated at the beginning of each fiscal/school year and is to be used as a protection from loss of income. All leave must be requested and approved by a supervisor. All attempts should be made to make appointments outside of regularly assigned hours. Details about leave are located in Appendix A (Teachers) and B (Support Staff).

Good attendance is an essential element of employment. Poor attendance can lead to disciplinary action: Any employee who is absent without notice and/or approval for three (3) consecutive work days is deemed to have resigned without proper notice (job abandonment).

ADOPTED 4/29/13, updated: 6/17/19

Employees who fail to provide adequate notice of tardiness and incur instances of unexcused tardiness as a result may be subject to discipline. Any employee who incurs excessive tardiness may be disciplined up to and including termination.

Employees who fail to provide adequate notice of absences and incur unexcused absences as a result, may be subject to discipline up to and including termination.

Work Day

Employee workdays will be established by the District Administrator according to building and district needs.

Calendar

The school calendar shall be determined by the Board. The determination of the structure of the days (instructional, work days, etc.) shall be at the discretion of Administration.

Professional Development/Training Programs (In-service)

As a learning and teaching institution, the District expects all employees to model continuous learning to develop professional skills and personal growth. The District provides periodic In-service and training opportunities that are required for staff depending on assignment and role. Leave will not be approved on professional development or in-service days. Extenuating circumstance (i.e. emergent, bereavement, etc.) may be approved by administration with appropriate documentation.

Meetings

Each supervisor will determine the times and frequencies of staff meetings. Efforts will be made to share the schedule in a timely manner. Employees must attend all meetings as called by administration or supervisors. In general, absences will be excused for emergencies only and must be granted by the administrator/supervisor calling the meeting.

The District Administrator may, from time to time, call all-staff meetings when need is determined.

Injuries to Employees

Employees who are injured at work must complete a First Report of Injury form within twenty-four (24) hours of the injury whenever feasible. This form is located in the Business Office and must be completed with a Business Office official.

All incidents must be reported immediately to building administration or immediate supervisor.

Injuries to Students

All student injuries should be reported to the building principal/direct supervisor immediately.

Attention should be given to all injuries, however minor. An accident report must be filled out for all injuries and submitted to the building principal within twenty-four (24) hours or the next scheduled District workday. The building administrator will submit the completed form to the business office as soon as possible. Forms are located in the front office.

ADOPTED 4/29/13, updated: 6/17/19

Legal Actions Involving Employees

Every employee shall notify his/her supervisor as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty pleas, or any adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude.

The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences. However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported.

Any employee who drives a district-owned vehicle must report any traffic violation to administration with three days of receiving the violation.

Email and Voicemail

Good communication is required for a successful organization. It is the District's expectation that voicemail and email accounts be checked regularly. Supervisors and administrators will create individual building/department requirements. Email and voicemail are tools to increase efficiency utilized by the District and should be used solely for professional purposes, and in accordance with the District's Acceptable Use Policy.

It is important to note that there should be no expectation of privacy for online/network activity.

Personal Communications

Personal communications should be kept to a minimum and cannot interfere with employment expectations. Personal cell phone use, text messaging or other personal communication by district staff must be kept to scheduled breaks, duty free lunch and outside of the school day.

Emergency exceptions can be made with an employee's direct supervisor.

Licensure/Certification

It is the responsibility of the employee to obtain and maintain all required licenses and certifications for his/her position. Employees are required to maintain the licenses/certifications that are in effect upon hire, unless otherwise allowed by the District Administrator at his or her discretion. **Failure to do so may result in separation from employment.**

Determination of Assignments

The District will determine employment assignments based on the needs of the District.

Reduction in Staff

Reductions in staff will be determined based on the needs of the District.

Operation of District Vehicles

Any employee who drives a District vehicle must provide proof of a valid driver's license. All traffic violations must be reported to Administration within three days of receiving the violation. The District expects employees to be safe and adhere to the rules of the road. Citations received while driving a District vehicle are the responsibility of the driver and may result in disciplinary action. **Handheld communication devices may not be used by a district driver while a vehicle is in motion.**

ADOPTED 4/29/13, updated: 6/17/19

Operation of Personal Vehicles

Employees who are required to drive personal vehicles for District business or activities will be reimbursed at the board-approved rate. Mileage must be pre-approved by administration. Certain trips/destinations are reimbursed at a set rate. Employee personal insurance shall serve as the first level of coverage.

Transportation of Students

It is the District's position that transporting students in personal vehicles should be avoided. It puts the driver/owner at considerable risk for litigation and increased liability. However, in the rare circumstances when student transportation cannot be avoided, proof of valid license and insurance must be shared with the Business Office and prior written administrative and parent permission is required. The owner of the vehicle has primary liability for any incident.

Confidentiality

Employees are responsible for protecting the confidentiality of all information concerning employees, students, clients, donors and organizations with which the District does business.

Student education records are treated as confidential under the Family Education Rights and Privacy Act of 1974 and Wisconsin state statutes, and District policy.

Policy 8330

When there is separation of employment, individuals must return all paper and/or electronic documents (including storage devices) containing any confidential or proprietary information.

Professional Appearance

Employees are expected to dress in a professional manner appropriate to their working conditions and type of work performed. Certain departments, such as Food Service and Buildings and Grounds require special attire for work. Employees should consult their supervisor regarding dress code requirements specific to departments. For most instructional and secretarial staff, business casual is most appropriate. Casual dress is appropriate for certain field trips, shop experiences, lab experiments or times when clothing could become soiled. Piercings and/or tattoos cannot be distracting or contain inappropriate material. Administration may require removal of piercings or covering of tattoos.

Beach or "gel" style footwear (flip flops, shower shoes, Croc® style) are prohibited.

All employees are District representatives at co-curricular activities and conferences and should appear as such.

Copyright

The District expects all employees to model legal and ethical behavior. Therefore, all copyright, video, web publishing and internet laws and guidelines must be followed by all District employees. For additional information regarding Copyright, see Appendix C.

Co-curricular Duties

Learning in our schools goes beyond the classroom. Employees are encouraged to attend co-curricular events. Teaching staff may receive assignments of supervision at school co-curricular activities.

Food Service Purchases

All staff are welcome to purchase a meal or a la carte items during scheduled meal hours. Meal hours vary by building and level. Purchases are made utilizing a District supplied identification number. ID numbers correspond to a personal lunch account. The account is a debit system; therefore, funds must be in the account prior to making a purchase. Cash is not accepted in the lunch line. All food service items must be paid for at time of service. **Food service employees are eligible for one (1) meal per day at no cost on days when they work.**

General Rules of Conduct

Employees represent the District at all times and in all places. Employees are expected to model positive, effective behavior and to adhere to the highest standards of their professions.

Below are general guidelines for employee conduct. Many of these guidelines appear elsewhere in this Handbook. These guidelines are by no means exhaustive or complete, but simply list examples of conduct that may result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline based on the circumstances of the individual incident.

Violations of policy include, but are not limited to:

1. Falsification or unauthorized altering, deletion or omissions of records
2. Unauthorized disclosure of confidential or privileged information
3. Unauthorized use and/or possession of intoxicating beverages, narcotics or drugs on District premises
4. Reporting to work under the influence of alcohol, narcotics or drugs. Misuse of prescription drugs.
5. Failure or refusal to report child abuse
6. Unauthorized use or misuse of electronic resources
7. Time theft: being late, leaving early, being absent from work without permission/prior notification, fraudulent requests for time off, fraudulent completion of time/duty cards, sleeping while on duty, etc.
8. Stealing or damage/destruction of property belonging to the District, other employees, or students/community members
9. Gambling on District premises
10. Violating or ignoring safety and sanitary standards and expectations
11. Failing to obtain or maintain a current license, certification or other qualification required by law or the District.
12. Promoting, encouraging, engaging in, or facilitating, any illegal strike slowdown, sickout, work stoppage, curtailment of work schedules, or refusal to perform customary and assigned duties
13. Refusal to follow a directive/carry out assigned duties
14. Insubordination
15. Physical assault
16. Use of obscenities and/or abusive language on District premises or at District events
17. Threatening, harassing, abusive or bullying behavior
18. Failing to fully cooperate in any District investigation
19. Failure to maintain professional or ethical standards
20. Failure to follow chain of authority
21. Failure to protect/Misuse of/Failure to follow proper procedure when dealing with District funds
22. Dishonesty

These rules do not trump or restrict legal rights and activities of employees.

Grievances

The District encourages collaborative problem solving. Employees are encouraged to share any employment related problem with their immediate supervisor informally. This discussion often produces more immediate solutions than formal process.

The District has adopted a grievance policy (3340, 4340) that is available on line, via the district website or from the Administration Office.

Identification Badge

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and wear the District issued Identification Badge during the work day. Exceptions may be made on a case by case basis with the approval of the District Administrator.

Solicitations

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District's vision, mission and purpose. All school related solicitations/fund raisers must have the approval of administration and follow appropriate policies/guidelines.

Safety Plans

Safety is the responsibility of all employees. As such, all employees are required to become familiar with the safety plan and participate in all safety drills and practices. Office and classroom areas are required to have Safety Plans and Evacuation/Shelter Maps displayed.

Employees are encouraged to monitor hallways and grounds for unescorted/unfamiliar visitors.

Child Abuse Reporting Requirement

All school employees who have reasonable cause to suspect that a child seen in the course of professional duties has been abused or have reason to believe that a child has been threatened with abuse and that abuse of the child will occur is required by section 48.981(2) of the state statutes to report such suspicion to the appropriate county agency. (Abuse and neglect are defined in sections 48.02(1) and 48.981(1) of the state statutes, respectively.)

Policy 8462

REPORTING THE INCIDENT

- A. Every school Principal or his/her designee (often the Counselor) shall receive reports of suspected child abuse or neglect from employees. The Principal or designee may also be informed of suspected child abuse or neglect from a suspected victim, another student, or a person external to the school system.
- B. If any employee knows or suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse or neglect, she/he shall make at once an oral report to the Principal or designee.
- C. When the Principal or designee receives a report of suspected child abuse or neglect, the report must be transmitted immediately to the Child Protection Intake Worker, DHS at (608)742-9227. This requirement is mandatory. The employee, principal or counselor should place the call and the intake

worker will arrange to speak to the person who initiated the report. The caller should be prepared to give the student's name, address, telephone number, age, date of birth and parent's name. The Principal will not divert reports through investigation, but may contact DHS for consultation to determine if a report should be filed.

- D. After the telephone report is made to DHS, the Principal or designee will complete any paper work needed. This report will include the names or persons spoken to at DHS and the disposition of any call.
- E. If the situation is so urgent that the child must not return home, the caller should stress the urgency to the intake worker and ask for instructions in the event a child protective services worker does not arrive before the end of the school day.
- F. In the absence of the Principal or designee, or where that authority refuses to comply with this policy and the Wisconsin Child Abuse and Neglect Reporting Law, a school employee shall make at once an oral report to DHS at (608)742-9227.

Note: Any doubt about reporting suspected abuse or neglect shall be resolved in favor of the child. The report shall be made immediately and prior to the child's leaving school. A school employee is immune by statute from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect. Failure to report by any school employee may result in disciplinary action against the employee by the school system and civil and criminal action under the law.

Payroll Information

Payroll Payments

At the beginning of the school year, teachers will be given the option of being paid on a school year or twelve-month payroll basis. Annually, each such employee will be required to submit written authorization to the District office to confirm the payroll option. The default payroll selection for teachers shall be on a school year basis.

Payroll payments for support staff will be made every other week.

Direct Deposit

The District will pay employees through direct deposit to an account at a financial institution of the employee's choice. Employees will provide the District office with information needed to accomplish the direct deposit payroll process. Employees must enroll in direct deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the direct deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law. Only one (1) financial institution account number may be selected for direct deposit for the employee.

At its discretion, the District may utilize Direct Deposit for all District payments and reimbursable expenses to employees.

Changes to information regarding direct deposit shall be received by the District office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided to the District office.

Flex Spending

The District offers a Flex Spending benefit that adheres to Internal Revenue Service rules and regulations. Details are available from the Business Office.

Employee Separation

Timeline

Support Staff Employees who are not under contract for a specified period of time, are asked to provide their immediate supervisor with notice of termination as soon as possible, but at least ten (10) working days prior to the effective date of resignation. Vacation or leave time may not be utilized during the last ten (10) days of employment. Exceptions may be made for extenuating circumstances with supervisor and District Administrator permission. An employee's last day must be a regularly scheduled workday. Accrued vacation, personal or sick leave cannot be used in lieu of notice.

Any support staff employee eligible for retirement benefits, who fails to give at least ten (10) working days notice of separation shall not be entitled to payment of any accrued but unused leave.

If an employee has overused any leave benefits, the employee will have an amount equal to the value of that overused leave withheld from his or her last paycheck.

Teachers and other contracted employees wishing to retire are requested to inform the District Administrator, in writing, no later than March 1. Failure to do so may impact district sponsored post-employment benefits if eligible.

Any employee who is absent without notice and/or approval for three (3) consecutive work days is deemed to have resigned without proper notice (job abandonment).

Employees who fail to provide adequate notice of tardiness and incur instances of unexcused tardiness as a result may be subject to discipline. Any employee who incurs excessive tardiness may be disciplined up to and including termination.

The District will enforce penalties for 'breaking' a contract. Penalties are delineated in individual contracts.

APPENDIX A: TEACHERS

Employment

Evaluations

Supervisors have the discretion to evaluate teachers as they deem reasonable. Typically, teachers will be evaluated several times a year, with new teachers being evaluated more often. Teachers in their first two years of employment in the district shall have a minimum of two formal evaluations each school year, one of which shall occur during the first semester. In the event a teacher feels the evaluation is incomplete or inaccurate, the teacher may put his or her objections in writing and attach it with the evaluation. Evaluation tools will be developed by the District and shared with teaching staff.

Policy 3220

Teacher Renewal/Non-Renewal

Full-time teachers employed in the District are subject to contract non-renewal on a statutory basis. (Wis. Stat. §118.22) The District will provide a notice of non-renewal of the teacher's contract in accordance with the timelines set forth in Wis. Stat §118.22. A contract non-renewal shall not be deemed a 'termination.'

Leave Benefits

Full-time teachers, one hundred percent full time equivalency (100% FTE) will be allocated ten (10) days of leave at the beginning of each school year. Leave is prorated for less than 100% FTE. Leave may accumulate up to sixty (60) days and it not to be utilized as vacation. Leave will not be approved during the first five (5) and last five (5) student contact days.

For planned absences, (medical appointments, etc.) teachers must request leave from their building administrator. Teachers who are unable to work shall notify their building principal or designee prior to the start of the work day. A physician's certification may be required of the teacher after the teacher has been absent for three (3) or more consecutive days.

Planned absences may not be utilized to extend school vacation or holidays. Planned leave may not be utilized during in-service, professional development or the first five and last five student contact days. Extenuating circumstances may be approved with appropriate documentation.

The District recognizes the occasional need to be away from work for illness, illness of a family member, funerals, or urgent personal matters. For this reason, the District provides paid time away from work (leave). Please note: leave time is not intended to be used as vacation. In general, leave falls into three broad categories: medical (illness/appointments, etc.), bereavement (attending a wake, funeral, celebration of life, etc.), or personal (Times when the employee has no control over the schedule; i.e. weddings, college graduation, etc.). Personal leave is meant for extraordinary circumstances. The District reserves the right to request verification for any time used.

ADOPTED 4/29/13, updated: 6/17/19

Unpaid leave must be requested in writing and approved by an immediate supervisor and the District Administrator. A combination of paid and unpaid leave may be approved in unique circumstances. Generally, no more than one paid day of leave will be approved: with the exceptions of bereavement or serious illness/medical. Documentation may be required.

No leave may be utilized during the last 10 days of employment. Administration may make exception for emergent situations. (See *Employee Separation*.)

See additional information under General Practices: Attendance.

Fringe Benefits

Health Insurance

The Board will provide a group health insurance plan for teachers who are employed at least seventy-five percent (75%) of full-time equivalency (FTE) and meet the health insurer's eligibility requirements. The Board will contribute up to eighty-eight percent (88%) towards the lowest cost single or family health insurance premium for all full-time teachers. The Board will contribute a prorated amount towards the single or family insurance premium for part-time teachers who work between seventy-five percent (75%) but less than one hundred percent (100%) of full-time equivalency (FTE). The Board reserves the right to change the health insurance carrier, health insurance plan, and health insurance benefits at its discretion.

When spouses are employed by the District, the District, at its discretion, will determine if one family plan or two single plans shall be provided.

Contract Percentage	Health Insurance District Contribution of lowest cost premium
100%	88%
99%	87%
98%	86%
97%	85%
96%	84%
95%	84%
94%	83%
93%	82%
92%	81%
91%	80%
90%	79%
89%	78%
88%	77%

ADOPTED 4/29/13, updated: 6/17/19

87%	77%
86%	76%
85%	75%
84%	74%
83%	73%
82%	72%
81%	71%
80%	70%
79%	70%
78%	69%
77%	68%
76%	67%
75%	66%
74%	not eligible

Dental Insurance

The Board will provide a group dental insurance plan for teachers who meet the dental insurer's eligibility requirements. The Board will contribute one hundred percent (100%) toward the premium for teachers contracted for at least eighty percent (80%) of full-time equivalency (FTE). The Board will contribute a prorated amount towards the single or family insurance premium for part-time teachers. Teachers must be contracted at least forty percent (40%) of full time equivalency (FTE) to qualify for eligibility. The Board reserves the right to change the dental insurance carrier, dental insurance plan, and dental insurance benefits at its discretion.

When spouses are employed by the District, the District, at its discretion, will determine if one family plan or two single plans shall be provided.

Contract Percentage	Dental Insurance District Contribution of premium
100%	100%
99%	100%
98%	100%
97%	100%
96%	100%
95%	100%
94%	100%
93%	100%
92%	100%
91%	100%
90%	100%
89%	100%
88%	100%

ADOPTED 4/29/13, updated: 6/17/19

87%	100%
86%	100%
85%	100%
84%	100%
83%	100%
82%	100%
81%	100%
80%	100%
79%	100%
78%	100%
77%	100%
76%	100%
75%	100%
70%	70%
65%	65%
60%	60%
55%	55%
50%	50%
45%	45%
40%	40%

Long-Term Disability Insurance

The Board will make available a long-term disability plan for all teachers who meet the long-term disability insurance carrier’s eligibility requirements. The Board will contribute one hundred percent (100%) toward the premium for teachers who are contracted at least twenty-five percent (25%) of full- time equivalency (FTE) The Board reserves the right to change the long-term disability insurance carrier, long-term disability insurance plan, and long-term disability benefits at its discretion. Retired employees who are rehired in any capacity may not be eligible for this benefit.

Group Life Insurance

The Board will make available a group life insurance plan for all teachers who meet the life insurance carrier’s eligibility requirements. The Board will contribute one hundred percent (100%) toward the basic premium for full-time teachers. The Board will contribute a prorated amount for part-time teachers. The Board reserves the right to change the life insurance carrier, the life insurance plan, and life insurance benefits at its discretion. All benefits are subject to plan limitations including 50% reduction for active employees at age 70. Benefits terminate upon separation from the district. Teachers may elect to purchase additional insurance at their expense. Contact the Business Office for additional details.

Wisconsin Retirement System (WRS)

The Board will make the full employer’s contribution to the WRS, as approved by the Employee Trust Fund Board.

APPENDIX B: SUPPORT STAFF

Support Staff may be known locally as Paraprofessionals.

Positions include, but are not limited to: Food Service, Secretarial, Classroom Assistants (regular and special education), Buildings and Grounds (Custodians, Groundkeepers, Maintenance), Van Driver, Crossing Guard, etc.

Employment Categories and Classifications

Full-time: Twelve month employees for 30 or more hours per week average

Part-time: Twelve month employees for less than 30 hours per week average

Full-time, School year: 9-9 ½ month employees for 30 hours or more per week average

Part-time, School year: 9-9 ½ month employees for less than 30 hours per week average

Part-time Food Service, School year: 9-9 ½ month employees for less than 15 hours per week average

Hours and duties are determined by the Notice of Assignment.

Certain positions require employees to meet “highly qualified” criteria. Support Staff should contact their direct supervisor for details.

Evaluations

Employee evaluations shall occur annually in accordance with Board policy. Employees shall sign the written evaluation indicating that he/she has read/reviewed it. Signing the evaluation does not indicate agreement. In the event an employee believes the evaluation to be incomplete or inaccurate, that employee may put any comments in writing and have the comments attached to the evaluation.

Policy 4220

Overtime

Support staff employees must receive prior approval from his or her immediate supervisor before working overtime. Support staff employees will be paid at time and one-half for all time worked over forty (40) hours in a week. Time worked over forty (40) hours per week does not include leave time.

Fringe Benefits

Health Insurance

The Board will provide a group health insurance plan for support staff who are regularly scheduled to work at least thirty (30) hours per week and who meet the health insurer’s eligibility requirements.

The Board will contribute up to eighty- eight (88%) towards the lowest cost single or family health insurance premium for support staff who are regularly scheduled to work forty (40) hours per week. The Board reserves the right to change the health insurance carrier, health insurance plan, and health insurance benefits at its discretion.

ADOPTED 4/29/13, updated: 6/17/19

When spouses are employed by the District, the District, at its discretion, will determine if one family plan or two single plans shall be provided.

The Board will contribute a prorated amount towards the single or family health insurance premium

Average Hours per Week	Health Insurance
	District Contribution of lowest cost
40	88%
39	86%
38	84%
37	81%
36	79%
35	77%
34	75%
33	73%
32	70%
31	68%
30	66%
29	(fewer than 30 hours not eligible)

Dental Insurance

The Board will contribute one hundred percent (100%) toward the single or family premium of a group dental insurance plan for support staff who are regularly scheduled to work at least thirty (30) hours per week and who meet the dental insurer's eligibility requirements. The Board will contribute a prorated amount towards the single or family insurance premium for part-time employees who are regularly scheduled for at least sixteen (16) hours per week. Support staff who are regularly scheduled for least sixteen (16) hours are eligible for dental insurance. The Board reserves the right to change the dental insurance carrier, dental insurance plan, and dental insurance benefits at its discretion.

When spouses are employed by the District, the District, at its discretion, will determine if one family plan or two single plans shall be provided.

Average Hours per Week	Dental Insurance
	District Contribution of premium
40	100%
39	100%
38	100%
37	100%
36	100%

ADOPTED 4/29/13, updated: 6/17/19

35	100%
34	100%
33	100%
32	100%
31	100%
30	100%
29	73%
28	70%
27	68%
26	65%
25	63%
24	60%
23	58%
22	55%
21	53%
20	50%
19	48%
18	45%
17	43%
16	40%

Long-Term Disability Insurance

The Board will make available a long-term disability plan for all support staff who are regularly scheduled to work at least ten (10) hours per week and who meet the long-term disability insurance carrier's eligibility requirements. The Board will contribute one hundred percent (100%) towards the premium for support staff. The Board reserves the right to change the long-term disability insurance carrier, long-term disability insurance plan, and long-term disability benefits at its discretion. Retired employees who are rehired in any capacity may not be eligible for this benefit.

Group Life Insurance

The Board will make available a group life insurance plan for all support staff who are regularly scheduled to work at least ten (10) hours per week and who meet the life insurance carrier's eligibility requirements. The Board will contribute one hundred percent (100%) toward the basic premium for support staff. The Board reserves the right to change the life insurance carrier, the life insurance plan, and life insurance benefits at its discretion. Support staff may be eligible to purchase additional coverage at their own expense. All benefits are subject to plan limitations including 50% reduction for active employees at age 70. Benefits terminate upon separation from the district. Contact the Business Office for additional details.

Wisconsin Retirement System (WRS)

The Board will make the full employer's contribution to the WRS, as approved by the Employee Trust Fund Board.

Leave Benefits

Vacation

Twelve Month Full-time support staff employees shall be entitled to paid vacations based on the following schedule:

	Local Experience	Days	Hours
First Year – year hired	1	5	40
Second Year - on July 1st	2	5	40
Third Year	3	10	80
Fourth Year	4	10	80
Fifth Year	5	10	80
Sixth Year	6	11	88
Seventh Year	7	12	96
Eighth Year	8	13	104
Ninth Year	9	14	112
Tenth Year	10	15	120
Eleventh Year	11	16	128
Twelfth Year	12	17	136
Thirteenth Year	13	18	144
Fourteenth Year	14	19	152
Fifteenth Year	15	20	160
Sixteenth Year	16	20	160

No Vacation leave will be approved within the first ninety (90) days of employment or last 10 days of employment.

- Fiscal year (July 1) first year employment: five (5) days (40 hours)
- Fiscal year (July 1) after second year of employment: ten (10) days (80 hours)
- After completing six (6) years of employment: One additional day earned for each year of service (maximum of twenty [20] days of vacation after fifteen [15] years).
- Five days of vacation may be carried over to the next fiscal year. Carry over vacation must be used by August 15
- All vacation requests must be reviewed and approved by supervisor.
- Vacation request will be reviewed for acceptance on the basis of timeliness of the request.

Leave

The District recognizes the occasional need to be away from work for illness, illness of a family member, funerals, or urgent personal matters. For this reason, the District provides paid time away from work (leave). Please note: leave time is not intended to be used as vacation. In general, leave falls into three broad categories: medical (illness/appointments, etc.), bereavement (attending a wake, funeral, celebration of life, etc.), or personal (Times when the employee has no control over the schedule; i.e. weddings, college graduation, etc.). Personal leave is meant for extraordinary circumstances. The District reserves the right to request verification for any time used.

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Leave should not be utilized during the first five (5) and last five (5) scheduled days of student contact.

Twelve month, full-time support staff employees will earn ten (10) days of leave per year at their regularly scheduled hours. Leave may accumulate to sixty (60) days. Leave is prorated for less than full-time employment.

School year support staff (9-9 ½ month) who are regularly scheduled to work thirty (30) or more hours per week will earn eight (8) days of leave per school year. For paraprofessionals regularly scheduled between 15 and 29.9 hours, leave will be prorated. Leave may accumulate to sixty (60) days.

School year paraprofessionals (9-9 ½ month) who maintain a full month of perfect attendance (perfect attendance being defined as not utilizing any leave, paid or unpaid during regularly scheduled work days) through the months of September - May shall receive a twenty dollar (\$20.00) "good attendance bonus" per month (\$180.00 maximum per year) payable on or around the end of the school year. Please note: staff who separate employment before the end of the scheduled school year, forfeit this benefit.

Part-time Food Service, School year: 9-9 ½ month employees who are regularly assigned less than fifteen (15) hours per week average received three (3) days of leave annually. This leave does not accumulate. Part-time Food Service employees who utilize no more than three (3) days of leave during a school year, shall receive a one-hundred dollar (\$100.00) "good attendance bonus" payable on or around the end of the school year. Part-time Food Service employees who have earned leave before July 1, 2019 will maintain their accumulated leave.

Leave may be used for: medical appointments, illness, funeral or bereavement. Leave may not be attached to vacations, holidays or required in-service.

All leave must be approved by immediate supervisor.

The District retains the right to require documentation for leave. Absences of three or more consecutive days may require documentation.

Unpaid leave must be requested in writing and approved by an immediate supervisor and the District Administrator. Overuse of unpaid leave may subject employee to disciplinary action. A combination of paid and unpaid leave may be approved in unique circumstances. Generally, no more than one paid day of leave will be approved: with the exceptions of bereavement or serious illness/medical. Documentation may be required.

Nine and 12-month hourly employees (paraprofessionals, secretaries, food service, administrative assistants, and custodians) may utilize up to three (3) days of leave during district weather cancellations with the approval of his/her supervisor. One day being defined as regularly scheduled duty hours.

No leave may be utilized during the last 10 days of employment. Administration may make exception for emergent situations. (See *Employee Separation*.)

See additional information under General Practices: Attendance.

ADOPTED 4/29/13, updated: 6/17/19

APPENDIX C: (SPECIFIC POLICIES and FORMS)

Discrimination Complaint Procedure

If any person believes that Poynette Public Schools or any part of the school organization has inadequately applied the principles and/or regulation of Title VI, Title IX, Section 504, Age Discrimination Act of 1975, Section 118.13 of Wisconsin Statutes, or in some way discriminates on the basis of sex, race, color, national origin, age or handicap, he/she may bring forward a complaint to the Administrative Office at the following address:

108 N. Cleveland St.
Poynette, WI 53955

Informal Procedure

The person who believes he/she has a valid basis for a discrimination complaint shall discuss the concern with the District Administrator, or designee, who shall in turn investigate the complaint and reply to the complaint in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed in policy 3362, 4362, 3123, 4123.

EMPLOYEE GRIEVANCE POLICY AND PROCEDURE

Grievance Procedure

Employees are encouraged to review the Grievance Policy and Procedure (Policy 3340, 4340) located on-line via the District website. Paper copies may be obtained at the administration office.

LEGAL REFERENCE: Wis. Stat. § 66.0509(1m)
Wis. Stat. § 118.22
Wis. Stat. § 118.24

Mandatory Reporter Form

School District of Poynette
Report under Wisconsin Mandatory Reporter Law

To report child abuse/neglect call Columbia County Human Services, Portage, 742-9227.
Any report made to the Department of Human Services, Child Protection, of suspected child abuse of neglect shall be followed by the completion of this report. Forward to the Director of Student Services within 24 hours of initial report.

Student _____ Date of Birth _____

School Building _____ Grade _____

Home Address _____

(If directions to home are needed, i.e. Fire number or PO Box, describe as well as possible on the back of this form.)

Home Phone _____

Mother's Name _____ (address if different) _____

Father's Name _____ (address if different) _____

Name of person reporting concerns _____

Name(s) of other sibling(s) _____

Describe nature of concern. Include description of any injuries, and relevant statements from the child:

Name of County Intake worker _____ Date/time of call _____

Disposition of Case:

Accepted for investigation as _____

Referred to other agency (specify agency) _____

Not accepted or referred. Suggestions offered _____

Signature of Principal or Designee

Signature of Reporter

ADOPTED 4/29/13, updated: 6/17/19

Direct Deposit (ACH) Form

Direct Deposit (ACH) streamlines payments and creates a more efficient District.

All employees are required to utilize Direct Deposit (ACH) for all District payments. This applies to payroll and reimbursable expenses such as mileage reimbursement for traveling between schools or attending a training. The District reserves the right to utilize paper (live) checks if it deems appropriate.

An electronic "receipt" may be automatically sent to you via email detailing each deposit that is made. The District will use the checking or savings account used for payroll.

Forms are available in the Business Office

Acceptable Use Policy for Technology Resources (AUP)

The School District of Poynette recognizes the importance technologies have to support learning and enhance instruction. Various technology tools and internet access are available to students and staff for purposeful and curriculum-related activities. Those resources provide students with a wealth of tools that will foster a deeper understanding of the curricula as well as assisting teachers in improving instruction and augmenting curricula.

Regrettably, the Internet and other technology tools also provide access to material that has no educational value in the context of the school setting. The Internet may also contain material that is illegal, inappropriate, harmful and objectionable from many points of view. As a district, it is our belief that the educational benefits of the Internet and other technology tools outweigh the drawbacks.

The School District of Poynette supports access by students and staff to technology resources. It is the expectation of the district that all students and staff will use the internet, email, district network and other district technology resources efficiently, safely, responsibly and appropriately. The following terms and conditions have been provided to ensure clear understanding by students, staff and parents of district expectations regarding staff and student use of district technology resources. All users in the district must review these terms and conditions and sign an Acceptable Use Policy (AUP) policy acknowledgement [included at the end of this document] before access will be permitted to district technology resources and the internet. The information in this policy aligns with the guidelines for the Children's Internet Protection Act (CIPA) passed by Congress in December 2000.

1. District User Accounts

Users may be granted an account based on the following conditions:

- a. All users must read* and agree to the guidelines set forth in the AUP. This agreement becomes formal when the required signatures are on the policy acknowledgement.
- b. For students under the age of 18, the signature of a parent or legal guardian is required on the policy acknowledgement.
- c. Account access will be prohibited until a policy acknowledgement is returned to the district Information Technology Department. Account access includes not only internet access, but all district technology resources, including but not limited to, software and programs on the district network.
- d. Users should not share login or password information with each other.
- e. Passwords should be changed frequently.
- f. Users should always log off of the network prior to leaving the workstation.
- g. Users are not permitted to maintain network accounts upon leaving the district.

*In the event that the user is unable to read and understand the AUP, a teacher and/or parent/legal guardian will discuss the policy with him/her.

2. Acceptable Use for All Users

Use of the Internet and other technological resources must align with the educational objectives of the district and be in relation to a project, assignment or research associated with the user's education or school or work responsibilities. Staff and student internet use, at all times, must be consistent with the terms and conditions of this policy. All users of the district network are expected to abide by the generally accepted rules of network etiquette, which include, but are not limited to, being polite, not being abusive in dealings with others, and using appropriate language at all times (not swearing, using vulgarities or any other language inappropriate for a school setting).

3. Staff Use

The School District of Poynette provides staff members with access to technology resources in an effort to allow them to be more efficient, responsive, creative and productive, as well as have information that is timely and necessary to implement their responsibilities as district employees. These resources are not intended for personal use. Staff members must adhere to the following guidelines when using district technology resources:

- a. Staff shall exhibit conduct that is in keeping with their professional or worksite standards.
- b. Staff are expected to reply in a timely manner to parents and others.
- c. Communication over the network is often public in nature, therefore rules and standards for professional behavior and communications will apply.
- d. Staff members should ensure that the following practices occur when working with students and technology resources:
 - i. Appropriate use includes research for class projects and employing technological resources for the completion of classroom assignments and projects which are integrated into the curriculum.
 - ii. Supervise and guide student access to the internet and use of technology tools.
 - iii. Supervise students as they employ technology resources for learning: ensure proper care and handling of equipment, check out of materials and return of all materials.
 - iv. Staff will instruct all students, at all grade levels, on appropriate online behavior and safety, including interacting with others on social networking sites, cyberbullying, website evaluation/validity and other online protective behaviors. This aforementioned instruction should occur at the beginning of the school year, at the first instance of use of the tools and continue to be reinforced at additional lessons throughout the school year.
 - v. Hold students accountable with all procedures and policies for acceptable use.
 - vi. Pre-select and preview sites to ensure age-appropriateness and relevance to course objectives.

4. Student Use

The School District of Poynette provides students with access to technology resources in an effort to allow students to be more efficient, responsive, creative and productive as well as have information that is timely and necessary to implement their responsibilities as a student. The resources provided are not intended for personal use; only school-related activities and assignments. Student users must adhere to the following guidelines:

- a. Students at the *elementary level* may only have access to the district network and the Internet under direct teacher guidance and supervision and with the return of the signed policy acknowledgement.
- b. Students at the *middle and high school level* may have access to the district network and the Internet only after returning the signed policy acknowledgement.
- c. If a student reaches an inappropriate site he/she should:
 - i. Immediately turn off the monitor (leaving the computer on).
 - ii. Contact the teacher/supervisor.
 - iii. Complete and sign an Inappropriate Site Form.
 - iv. Failure to complete any or all of these steps in a timely manner may result in disciplinary action.

5. **Unauthorized Activities**

All users must employ technology in conformity with laws of the United States and the state of Wisconsin. Users are prohibited from engaging in unauthorized activities, which include, but are not limited to:

- a. Criminal Acts: These include but are not limited to, hacking (attempting to access computer systems without authorization), sending harassing email, texts, messages, cyberbullying, cyberstalking, viewing or sending pornographic material, vandalism and tampering with computer systems.
- b. Libel: Publicly defaming people through published materials online.
- c. Copyright Violations: Copying, selling or distributing copyrighted materials without the express written consent of the author or publisher.

6. **Privacy**

All School District of Poyette user accounts are owned by the School District of Poyette, and therefore, are **not private**. Users shall have no expectation of privacy when using district technology resources. All messages and files created, sent, received or stored using district technology resources are the property of the District. The district retains the right to review, audit, intercept, access and disclose, as appropriate, all messages and files created, received, or sent over the electronic communication systems.

7. **System Security**

System administrators may close an account, deny, revoke or suspend specific user access. Messages relating to or in support of illegal activities may be reported to the authorities. Users must notify a staff member or the system administrator immediately if they can identify a security problem with the district's computers, network, or Internet connection. The problem should not be demonstrated to others. Users may not utilize the Internet to discuss or circulate information related to security problems or the attainment of unauthorized access to sites, servers, etc.

The District employs filtering software for web access that blocks access to sites that may be considered objectionable or inappropriate.

8. Consequences for Violations

Inappropriate use of the network or Internet may result in the loss of privileges, disciplinary action and/or referral to legal authorities-dependent on the nature of the offense. If a user (including both students and district staff) violates the terms and conditions of this policy the following consequences may apply:

- a. Temporary suspension or permanent revocation of Internet access, network privileges and/or computer access.
- b. Payment for damages or repairs.
- c. Disciplinary action in accordance with appropriate district policies which may include, but is not limited to, school suspension, expulsion, or termination of employment.

There may be additional disciplinary actions depending on the situation and nature of the violation. Penalties will be administered based on the severity and frequency of the offense.

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Staff User Policy Acknowledgement

Please read the following information carefully before signing this document. All sections of this contract must be signed by staff member. [The entire policy is available on our district's website or in print upon my request]

STAFF: As a staff member of the School District of Poynette, I have read the district's Acceptable Use Policy (AUP) and this policy acknowledgement. I am aware that the AUP and all of its terms and conditions are included in this contract. I understand that my access to technology resources is designed for educational purposes. I understand that my violation of the district's AUP will result in the temporary or permanent loss of Internet and/or network access, as well as other disciplinary action.

Name (Please Print): _____

Signature: _____

Date: ____/____/____

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Copyright and Video Policy

Staff Acknowledgement

STAFF: As a staff member of the School District of Poynette, I have read the district's Copyright and Video Use policies and guidelines *and* this application/contract. I am aware that the copyright and video use policies and all of their terms and conditions are included in this contract. I understand that my violation of the district's copyright and video use policies is my responsibility and the district will not be held liable for my actions.

Name (Please Print): _____

Signature: _____

Date: ____/____/____

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Web Publishing Policy

Staff Acknowledgement

STAFF: As a staff member of the School District of Poyette, I have read the district's Web Publishing Policy *and* this application/contract. I am aware that the Web Publishing Policy and all of its terms and conditions are included in this contract. I understand that my violation of the district's Web Publishing Policy will result in the temporary or permanent loss of Internet and/or network access as well as other disciplinary action.

Name (Please Print): _____

Signature: _____

Date: ____/____/____

Inappropriate Website Report Form

Teacher: _____

Student: _____

Grade Level: _____

Date: _____

Time: _____

Teacher/Supervisor: _____

Where did it happen? (Include Room Number and Computer location):

What is the name of the internet site?

List the URL address of the site (The address can be found in the "address" box beneath the back and forward buttons in Internet Explorer)

Tell how you got to this site:

Other notes:

APPENDIX D: FAMILY AND MEDICAL LEAVE (FMLA)

The School District of Poynette complies with the provisions of the Federal and State Family and Medical Leave laws. Employees may be eligible for family and medical leave under the Federal Family and Medical Leave Act of 1993 ("FMLA"), the Wisconsin Family and Medical Leave Act ("WFMLA"), or both. There are different eligibility requirements for these laws, different rights under the laws, and different procedural requirements for employees to follow. The purpose of this policy is to briefly describe some of the employees' rights and responsibilities under these laws; however, this policy does not, nor is it intended to, spell out every right and responsibility under the two laws. If an employee has any questions or desires additional information, the employee should contact the Business Office . Generally, an employee is eligible for leave under the FMLA Act after he/she has been employed by the School District for a total of at least 12 months (not necessarily consecutive); and has worked at least 1,250 hours during the previous 12 months. Paid time off does not count toward the "1,250 hours worked" requirement.

Generally, an employee is eligible for leave under the WFMLA after he/she has been employed by the School District for more than 52 consecutive weeks; and has worked at least 1,000 hours during the preceding 52 week period. Paid time off does count toward the WFMLA "1000 hours" requirement.

If an employee is eligible for WFMLA and/or FMLA leave, the following describes some of the employee's rights under the two laws:

FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")

Introduction

In accordance with Federal and State law, the Board of Education will provide family and medical leave to professional staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, you should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, you must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately

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preceding the commencement of the requested leave. All full-time instructional staff members are deemed to meet the 1,250 hour requirement.

To be eligible for leave under the WFMLA, you must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to you under this policy, as well as your rights during leave, depend upon whether you satisfy the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

for the birth of the eligible staff member's child and to care for a newborn child

for placement with the eligible staff member of a child for adoption or foster care

to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom you have assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if you are requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position

because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short-notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a

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military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of fifty percent (50%) or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

inpatient medical treatment, recuperation or therapy;

outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to a total of twelve (12) work weeks of leave in a fiscal year (July 1 to June 30) for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

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Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, s/he is entitled to ten (10) work weeks of leave in a calendar year (January 1 to December 31) as follows:

a total of six (6) weeks of leave for the birth of his/her natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;

a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and

a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining and employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity;
or

treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

Chronic Conditions Requiring Treatment

A chronic condition which:

requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;

continues over an extended period of time (including recurring episodes of a single underlying condition); and

may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. You or your family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for your own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to when leave will be required to begin, a change in circumstances or medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves, but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

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Employees must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided timely without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, subject to the approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her supervisor in order to work out a treatment schedule which best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her own serious health condition or the serious health condition of his/her spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member, unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider or to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the healthcare provider and return it directly to the administrator.

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If the District Administrator doubts the validity of a certification, the District Administrator may require, at the Board's expense, the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The District Administrator will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which s/he is qualified with equivalent pay and benefits that better accommodates the intermittent

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or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or

transfer temporarily to an available alternative position offered by the District Administrator for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The District Administrator may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;

the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or

the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, if available:

vacation or personal leave, if available, for any family or medical leave;

accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and

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accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her portion of health insurance premiums regardless of whether his/her family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue seniority or any other employment benefit during

leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board, and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Further, if the staff member gives unequivocal notice of intent not to return to work, s/he is not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided s/he has the present skill and ability to perform the essential functions of his/her job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he must present certification to return to work to his/her supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and

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the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The District Administrator may designate another administrator to perform his/her duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

Revised 3/23/15

Revised 10/28/15

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Legal

29 U.S.C. 2601 et. seq.

29 C.F.R. Part 825

103.10, Wis. Stats.

Wis. Admin. Department of Workforce Development (DWD) 225

National Defense Authorization Act of 2010

Last Modified by Kellie Nelson on July 27, 2017

SCHOOL DISTRICT OF POYNETTE
ACKNOWLEDGMENT OF RECEIPT OF
EMPLOYEE POLICIES AND HANDBOOK

I acknowledge that I have received and reviewed a copy of the School District of Poynette Policies and Handbook (Handbook). I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Poynette's policies and procedures are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or a binding contract with the School District of Poynette for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by a contrary provision in an applicable collective bargaining agreement, an individual written employment agreement approved by the School Board, or a policy contained herein, my employment is at will and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the Business Office and failure to do so may result in my immediate termination.

Employee Signature: _____

Print Employee Name: _____

Date: _____

ADOPTED 4/29/13, updated: 6/17/19

Board Information Packet
6/17/19
Information and Study

Updates concerning ongoing building project(s)

Personnel Update

- Review Professional Staff contract list**
- Food Service Director continuation**

Professional Staff

Offers of Employment

(requires board action)

- Kaylee Dykes-Tsuboi, Middle Science and Math Teacher
- Mya Guttenberg, Special Education Teacher
- Heather Snyder, Special Education Teacher

Resignations

(requires board action)

- Maria Pittner, MS Science Teacher
- Molly Laufenberg, MS ELA Teacher

Board Information/Acknowledgement:

Support Staff Paraprofessional

Acknowledgement of Employment

-

Resignations

- Nicole Alford, Educational Aide
- Ashley Schmelzer, Educational Aide
- Mary Severson, Educational Aide
- Jodi Bailey, Library Aide

Support Staff Other

Acknowledgement of Employment

-

Resignations

-

Co-curricular/Coaching:

Acknowledgement of Employment

- Zack Gavin, Spanish Club
- Stephanie Thompson, 9th Grade Advisor
- Courtney Milkent, HS Assistant Forensics

Acknowledgement of Resignations

- Steve Maselter, HS Girls Varsity Basketball Coach
- Amy Hodgeman, Spanish Club
- Kaitlyn Heintz, 9th Grade Advisor
- Amy Hodgeman, HS Assistant Forensics

Lifeguard/Swim Instructor

-

Open Positions:

- Head HS Volleyball Coach
- Assistant HS Volleyball Coach
- HS Girls Varsity Basketball Coach
- Educational Aide
- Library Aide