

Consent Agenda

November 15, 2023

COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT



Cochrane-Fountain City School District
Special School Board Meeting
October 23, 2023

President Don Baloun called the meeting to order at 6:36 p.m. in the high school Board room #335. Board members present were Darrin Dillinger, Allen Bollinger, Larry Cyrus, Don Baloun, Niki Secrist, and Lynn Doelle. Michael Ayala attended virtually. Others present were Troy White and Karen Domine.

The Pledge of Allegiance was recited.

Don Baloun attested to the publication of the meeting.

Consideration of Adjustments to the Agenda

Lynn Doelle made a motion to approve the agenda. Allen Bollinger seconded the motion. Motion carried.

Action Items

Discuss and consider a motion to approve 2023-24 Budget and All Fund Levy

Administration Recommendation:

Consideration of a motion to approve the 2023-24 Budget with Fund 10 Revenue of \$7,886,493.22 and Expenses of \$8,000,496.11 with an All-Fund Tax Levy of 3,924,622 including a maximum Fund 10 Levy of \$2,887,209, Fund 39 levy of \$890,263, and a Fund 80 levy of \$147,150.

Allen Bollinger made a motion to approve the 2023-24 budget as recommended by the administration. Darrin Dillinger seconded the motion. Motion carried.

Discuss and consider taking action on superintendent evaluation format.

After discussion, it was decided that random employees would be selected to fill out an evaluation form. The format used will be the same as the prior year. The completion deadline for the surveys will be November 1st.

Adjourn

The Board adjourned on a motion by Darrin Dillinger, seconded by Allen Bollinger at 6:52 p.m. Motion carried.

President Don Baloun called the meeting to order at 6:00 p.m. in the high school Board room. Board members present were Larry Cyrus, Allen Bollinger, Don Baloun, Darrin Dillinger, Niki Secrist, and Lynn Doelle. Michael Ayala attended virtually. Others present were Troy White, Karen Domine, and Leslie Ruff.

The Pledge of Allegiance was recited, and the Mission Statement was read by Don Baloun.

Don Baloun attested to the publication of the meeting.

Approval of the agenda

Allen Bollinger made a motion to approve the agenda as presented. Darrin Dillinger seconded the motion. Motion carried.

Connection with the community

- **District celebrations and recognitions**

A few of the recognitions mentioned include: the school board photo in the newspaper, the Lion's Club vision screenings, FFA National Farmers Day, tools for school banquet, fire department volunteers for their presentations to the students, social media accounts, and athletic teams.

- **Public Comments/Appearances**

Leslie Ruff-Scholastic book company

Consent Agenda

- **Approval of Board of Education minutes from the regular board meeting on September 20, 2023.**

- **Approval of September 21, 2023 – October 18, 2023, vouchers.**

- **Approval of Policy 533-Rule.**

Niki Secrist made a motion to approve the consent agenda as presented. Lynn Doelle seconded the motion. Motion carried.

Discuss, Consider, and Take Action, if appropriate, regarding strategic initiatives

- **Discuss and consider approval of the 2024 – 2025 District calendar.**

Darrin Dillinger made a motion to approve the 2024 – 2025 calendar as presented. Allen Bollinger seconded the motion. Motion carried.

Reports

- **Superintendent Report**

- **2023 – 2024 budget update**

Mr. White gave a presentation on the 2023 – 2024 budget for the upcoming hearing and annual meeting.

- **District savings and investments**

Mr. White told the Board he was working with Ehlers on getting the fund balance invested.

- **CESA Report**

Larry Cyrus reported on a mental health program and new/changing policies. The October 4, 2023 Administrator's report was included in the board packet.

Future Agenda Items

- Fundraising Policy (Nov 6th) - Student Council Blood Drive (Nov 6th) - Policy 491 and 491-Rule (Nov 6th)
- Food service update (Nov 6th) - Concession stand w/restrooms - Treasure Trove report
- App to report absences to bus garage

Review Timelines for Future Board Agendas and Meetings.

Monday	October 23 rd , 2023	Budget Hearing & Annual Meeting	6:00 p.m.
		Special Board Meeting Immediately following the Annual Meeting	
Monday	November 6 th , 2023	Committee of the Whole	6:00 p.m.
		Special Board Meeting Immediately following the Committee Meeting	
Wednesday	November 15 th , 2023	Regular Meeting	6:00 p.m.
Monday	December 4 th , 2023	Committee of the Whole	6:00 p.m.

Adjourn

Larry Cyrus made a motion to adjourn at 7:23 p.m. Lynn Doelle seconded the motion. Motion carried.

Cochrane-Fountain City School District
Special School Board Meeting
November 6, 2023

President Don Baloun called the meeting to order at 7:36 p.m. in the high school board room #335. Board members present were Larry Cyrus, Niki Secrist, Darrin Dillinger, Allen Bollinger, Lynn Doelle, Don Baloun, and Michael Ayala. Superintendent Troy White was also in attendance.

Don Baloun attested to the publication of the meeting.

Larry Cyrus made a motion to go into closed session pursuant to Wisconsin Statute Section 19.85(1). Darrin Dillinger seconded the motion. Motion carried.

Consider a motion to go into Closed Session. Pursuant to Wisconsin State Statute Section 19.85(1) for the purpose of (c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

A. Superintendent Evaluation

B. Staff Performance

C. Reconvene in Open Session

The Board reconvened in open session at 8:57 p.m.

Closing Items

A. Announcement of action on items from closed session.

Don Baloun stated:

- The board approved a conference for two teachers to attend as professional development.
- The board authorized the superintendent to provide a stipend for \$100 per day up to \$300 for this professional development and to create an administrative rule for similar requests in the future.
- The superintendent's performance review was completed.

Adjourn

The board adjourned at 9:00.

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Acct Amt.	Status	Status	Description
Claim No	Invoice No	PO No	Description				
Account No / Description							
Bank No 01							
0100098614	10/19/23	29432	TANYA BREZA				
00042546	10192023_1	24010374		862.75			
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	862.75	C		Computer
Total Check:				862.75			
0100098615	10/19/23	29424	JOLENE JOHNSON				
00042545	10192023_2	24010376		862.75			
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	862.75	C		Computer
Total Check:				862.75			
0100098616	10/30/23	29343	BLITT AND GAINES, P.C.				
00042547	10-25-2023_5		CASE #21 SC 147 FILE #21055527	358.71			
4-10-000-000-811685-000-000000-0			EARNINGS GARNISHMENT	358.71	C		Computer
Total Check:				358.71			
0100098617	10/30/23	15245	WISCONSIN SUPPORT COLLECTIONS TRUST FUND				
00042552	10-25-2023_4		CASE #2588541	117.00			
4-10-000-000-811680-000-000000-0			CHILD SUPPORT	117.00	C		Computer
Total Check:				117.00			
0100098618	10/30/23	11452	AMERICAN HERITAGE LIFE INSURANCE				
00042554	10-25-2023_3		CANCER/ACCIDENT INSURANCE	512.75			
4-10-000-000-811637-000-000000-0			ACCIDENT INSURANCE PAYABLE	512.75	C		Computer
00042554	10-25-2023_3		CANCER/ACCIDENT INSURANCE	465.94			
4-10-000-000-811638-000-000000-0			CANCER INSURANCE PAYABLE	465.94	C		Computer
Total Check:				978.69			
0100098619	10/30/23	26514	ASSUMPTION CATHOLIC SCHOOL				
00042556	10-25-2023_1		MS VOLLEYBALL 9/23/23	200.00			
4-10-840-943-160780-000-000000-2			STUDENT DUES/FEES JH VOLLEYBALL	200.00	C		Computer
Total Check:				200.00			
0100098620	10/30/23	12330	C-FC SCHOOL DISTRICT				
00042557	10-25-2023_9		FLEX DEPOSIT	442.24			
4-10-000-000-811693-000-000000-0			MISC FLEX	442.24	C		Computer
Total Check:				442.24			
0100098621	10/30/23	10847	DELTA DENTAL OF WISCONSIN				
00042558	2036976		DENTAL INSURANCE	6,886.82			
4-10-000-000-811632-000-000000-0			DENTAL INSURANCE PAYABLE	6,886.82	C		Computer
00042558	2036976		DENTAL INSURANCE	235.18			
4-10-000-000-811675-000-000000-0			COBRA PAYABLE	235.18	C		Computer
Total Check:				7,122.00			
0100098622	10/30/23	14231	EDUCATORS BENEFIT CONSULTANTS, LLC				
00042559	30030	24010371		10.72			
4-10-800-310-230000-000-000000-2			CONTRACTED SERV-SUPERINTENDENT	10.72	C		Computer
Total Check:				10.72			
0100098623	10/30/23	29459	ARTHUR FISH				
00042555	10-25-2023_2		FUEL TANK	300.00			
4-10-800-411-256500-000-000000-2			SUPPLIES-VEHICLE REPAIR	300.00	C		Computer
Total Check:				300.00			
0100098624	10/30/23	17051	LOFFLER COMPANIES, INC.				
00042560	4896399	24010393		932.03			

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid			
Claim No	Invoice No	PO No	Description				
Account No / Description				Acct Amt.	Status	Status	Description
Bank No 01							
0100098624	10/30/23	17051	LOFFLER COMPANIES, INC.				
00042560	4896399	24010393		932.03			
4-10-800-678-281000-000-000000-2			CAPITAL LEASE PRINCIPAL	932.03	C		Computer
00042560	4896399	24010393		-932.03			
4-10-800-678-281000-000-000000-2			CAPITAL LEASE PRINCIPAL	-932.03	C		Computer
00042560	4896399	24010393		726.74			
4-10-800-678-281000-000-000000-2			CAPITAL LEASE PRINCIPAL	726.74	C		Computer
00042560	4896399	24010393		205.29			
4-10-800-688-281000-000-000000-2			CAPITAL LEASE INTEREST	205.29	C		Computer
00042560	4896399	24010393		205.97			
4-10-800-688-281000-000-000000-2			CAPITAL LEASE INTEREST	205.97	C		Computer
00042560	4896399	24010393		75.00			
4-10-800-940-252000-000-000000-2			DUES/FEES BOOKKEEPERS	75.00	C		Computer
			Total Check:	1,213.00			
0100098625	10/30/23	28347	QUARTZ HEALTH BENEFIT PLANS CORP				
00042561	9147352014		MEDICAL INSURANCE	116,754.73			
4-10-000-000-811631-000-000000-0			HEALTH INSURANCE PAYABLE	116,754.73	C		Computer
			Total Check:	116,754.73			
0100098626	10/30/23	15148	AARON REPINSKI				
00042553	RR2074	24010395		250.00			
4-21-840-310-160000-000-000000-2			PERSONAL SERVICES-CO-CURRICULAR	250.00	C		Computer
			Total Check:	250.00			
0100098627	10/30/23	24066	SUPERIOR VISION INSURANCE INC				
00042562	771189		VISION INSURANCE	419.86			
4-10-000-000-811636-000-000000-0			VISION INSURANCE PAYABLE	419.86	C		Computer
00042562	771189		VISION INSURANCE	14.92			
4-10-000-000-811675-000-000000-0			COBRA PAYABLE	14.92	C		Computer
			Total Check:	434.78			
0100098628	10/30/23	13048	WINONA COMMUNITY FOUNDATION				
00042563	10252023_8	24010372		325.00			
4-21-800-411-230000-100-000000-2			SUPPLIES-TREASURE TROVE	325.00	C		Computer
			Total Check:	325.00			
0100098629	11/02/23	15504	TODD JAMES HORMAN				
00042565	11-01-2023_4		MS BOYS BASKETBALL OFFICIAL 11/2/23	60.00			
4-10-840-310-160000-000-000000-2			CONTRACTED SERV-CO-CURRICULAR	60.00	C		Computer
			Total Check:	60.00			
0100098630	11/09/23	28525	CHRISTIAN KENNEDY				
00042564	11-01-2023_3		MS BOYS BASKETBALL OFFICIAL 11/2/23	-60.00			
4-10-840-310-160000-000-000000-2			CONTRACTED SERV-CO-CURRICULAR	-60.00	CV		Computer Void
00042564	11-01-2023_3		MS BOYS BASKETBALL OFFICIAL 11/2/23	60.00			
4-10-840-310-160000-000-000000-2			CONTRACTED SERV-CO-CURRICULAR	60.00	C		Computer
			Total Check:	.00			
0100098631	11/02/23	31817	WESTBY HIGH SCHOOL				
00042566	11-01-2023_2		V CROSS COUNTRY 8/29/23	175.00			
4-10-840-943-160680-000-000000-2			STUDENT DUES/FEES CROSS COUNTRY	175.00	C		Computer
			Total Check:	175.00			

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description
Account No / Description					
Bank No 01					
0100098632	11/02/23	31896	WINONA STATE UNIVERSITY		
00042567	11-01-2023_1		VOLLEYBALL GAME TICKETS	6.00	
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	6.00	C Computer
00042567	11-01-2023_1		VOLLEYBALL GAME TICKETS	26.00	
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	26.00	C Computer
			Total Check:	32.00	
0100098633	11/03/23	29513	KENNEDY KLOSTERMANN		
00042568	11-03-2023_1		MS BOYS BASKETBALL 11/2/2023	60.00	
4-10-840-310-160000-000-000000-2			CONTRACTED SERV-CO-CURRICULAR	60.00	C Computer
			Total Check:	60.00	
0100098634	11/15/23	10120	A-1 GLASS COMPANY INC		
00042569	I966833	24010429		85.00	
4-10-800-324-256500-000-000000-2			REPAIRS/MAINTENANCE-VEHICLES	85.00	C Computer
			Total Check:	85.00	
0100098635	11/15/23	13200	BURGGRAF'S ACE HARDWARE		
00042620	199175	24010362		19.97	
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	19.97	C Computer
			Total Check:	19.97	
0100098636	11/15/23	26565	AMAZON CAPITAL SERVICES		
00042598	1HJT-9P9X-1X1L	24010399		-18.99	
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	-18.99	C Computer
00042597	1VPP-7NH3-6NM9	24010399		40.97	
4-10-820-411-222000-000-000001-2			SUPPLIES-ELEM LIBRARY	40.97	C Computer
00042573	1MF6-1C9Q-7TJ9	24010399		104.95	
4-10-820-411-110000-000-000000-2			SUPPLIES-ELEMENTARY	104.95	C Computer
00042574	1MGK-NJQ4-9GLY	24010399		356.59	
4-10-800-411-253000-000-000000-2			SUPPLIES-OPERATION	356.59	C Computer
00042575	1MF6-1C9Q-7YTF	24010399		43.45	
4-10-820-411-110400-000-000000-2			SUPPLIES-SECOND GRADE	43.45	C Computer
00042576	1CRW-F43G-7DTW	24010399		97.68	
4-10-800-411-256600-000-000000-2			SUPPLIES-VEHICLE SERVICE	97.68	C Computer
00042577	1YVX-Q7NV-6TPC	24010399		245.90	
4-10-840-411-135000-000-000000-2			SUPPLIES-FACE	245.90	C Computer
00042578	1XQK-FPCX-6PKH	24010399		66.49	
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	66.49	C Computer
00042579	1NKN-CYLN-6FJ1	24010399		20.99	
4-10-800-411-214200-000-000000-2			SUPPLIES-NURSE	20.99	C Computer
00042580	1YJQ-XMNL-6YV9	24010399		876.54	
4-10-820-411-110000-000-000000-2			SUPPLIES-ELEMENTARY	876.54	C Computer
00042581	1DN7-1GJK-4VFT	24010399		18.98	
4-10-840-411-120700-000-000000-2			SUPPLIES-SOCIAL STUDIES DEPT	18.98	C Computer
00042581	1DN7-1GJK-4VFT	24010399		98.22	
4-10-840-411-160770-000-000000-2			SUPPLIES-JH FOOTBALL	98.22	C Computer
00042582	1G6C-YNFT-7FTT	24010399		18.97	
4-10-820-411-110300-000-000000-2			SUPPLIES-FIRST GRADE	18.97	C Computer

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid			
Claim No	Invoice No	PO No	Description				
Account No / Description				Acct Amt.	Status	Status	Description
Bank No 01							
0100098636	11/15/23	26565	AMAZON CAPITAL SERVICES				
00042583	1JNL-6JFL-4HFL	24010399		308.25			
	4-10-820-411-110200-000-000000-2		SUPPLIES-KINDERGARTEN	308.25	C	Computer	
00042584	11VK-LJNT-7JWL	24010399		26.68			
	4-10-840-411-120400-000-000000-2		SUPPLIES-MATH DEPT	26.68	C	Computer	
00042585	1G6C-YNFT-791L	24010399		70.95			
	4-10-840-411-120100-000-000000-2		SUPPLIES-ART	70.95	C	Computer	
00042586	1YJQ-XMNL-4JLG	24010399		579.99			
	4-10-820-411-110000-000-000000-2		SUPPLIES-ELEMENTARY	579.99	C	Computer	
00042586	1YJQ-XMNL-4JLG	24010399		1,350.00			
	4-21-820-411-110000-000-000000-2		ELEMENTARY SUPPLIES	1,350.00	C	Computer	
00042587	16DY-HKDN-6G17	24010399		1,021.38			
	4-10-840-411-131000-000-000000-2		SUPPLIES-AG DEPT	1,021.38	C	Computer	
00042588	16DY-HKDN-7PXX	24010399		471.54			
	4-10-840-411-136000-000-000000-2		SUPPLIES-TECH ED DEPT	471.54	C	Computer	
00042589	16FK-1HLV-4CCH	24010399		94.96			
	4-10-840-411-120600-000-000000-2		SUPPLIES-SCIENCE DEPT	94.96	C	Computer	
00042590	11PJ-MJCM-6JNH	24010399		32.31			
	4-27-840-411-158000-019-000000-2		SUPPLIES-MULTI CATEGORICAL	32.31	C	Computer	
00042591	11LF-7M1M-66VY	24010399		107.75			
	4-10-800-411-222000-000-000000-2		SUPPLIES-COPIERS	107.75	C	Computer	
00042592	1KV1-6VRQ-7VXR	24010399		98.55			
	4-27-820-411-158000-019-000000-2		SUPPLIES-MULTI CATEGORICAL	98.55	C	Computer	
00042593	1473-9YJF-H1X9	24010399		29.99			
	4-10-820-411-110200-000-000000-2		SUPPLIES-KINDERGARTEN	29.99	C	Computer	
00042594	1Y3C-1XCH-3Q9P	24010399		230.75			
	4-10-840-411-136000-000-000000-2		SUPPLIES-TECH ED DEPT	230.75	C	Computer	
00042595	13TN-XX9N-6MK1	24010399		22.02			
	4-10-800-411-263000-000-000000-2		SUPPLIES - TECHNOLOGY DISTRICT WIDE	22.02	C	Computer	
00042595	13TN-XX9N-6MK1	24010399		.13			
	4-10-840-411-131000-000-000000-2		SUPPLIES-AG DEPT	.13	C	Computer	
00042595	13TN-XX9N-6MK1	24010399		27.85			
	4-10-840-411-136000-000-000000-2		SUPPLIES-TECH ED DEPT	27.85	C	Computer	
00042596	1YD7-N1JT-3VGN	24010399		-23.29			
	4-21-840-411-160000-000-000000-2		SUPPLIES CO-CURR	-23.29	C	Computer	
			Total Check:	6,420.55			
0100098637	11/15/23	29173	KIMBERLY ARNBURG				
00042668	11082023_46	24010385		65.00			
	4-21-840-411-160000-000-000000-2		SUPPLIES CO-CURR	65.00	C	Computer	
00042669	11082023_47	24010363		16.01			
	4-21-840-411-160000-000-000000-2		SUPPLIES CO-CURR	16.01	C	Computer	
			Total Check:	81.01			
0100098638	11/15/23	28088	ALYVIA ARNESON				
00042572	11082023_48	24010430		54.00			
	4-21-840-411-160840-000-000000-2		SUPPLIES-FFA	54.00	C	Computer	

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description	
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description	
Account No / Description					Acct Amt.	Status Description
Bank No 01						
0100098638	11/15/23	28088	ALYVIA ARNESON			
			Total Check:	54.00		
0100098639	11/15/23	26026	LISA ARNESON			
00042674	11082023_51	24010386		9.72		
			4-10-820-411-222000-000-000001-2 SUPPLIES-ELEM LIBRARY	9.72	C Computer	
00042675	11082023_52	24010387		122.68		
			4-21-800-432-222000-000-000000-2 LIBRARY MATERIALS	122.68	C Computer	
			Total Check:	132.40		
0100098640	11/15/23	10350	ARNOLD'S , A KLEEN-TECH COMPANY			
00042602	INV347248	24010401		520.75		
			4-10-800-411-253000-000-000000-2 SUPPLIES-OPERATION	520.75	C Computer	
00042603	INV349169	24010401		758.00		
			4-10-800-411-253000-000-000000-2 SUPPLIES-OPERATION	758.00	C Computer	
			Total Check:	1,278.75		
0100098641	11/15/23	10170	AWSA			
00042604	35123	24010373		99.00		
			4-10-800-942-240000-000-000000-2 ADULT DUES/FEES PRINCIPAL/CLERICAL	99.00	C Computer	
			Total Check:	99.00		
0100098642	11/15/23	29440	BENCHMARK EDUCATION			
00042605	511075	24010388		5,247.00		
			4-10-820-432-222000-031-000001-2 LIBRARY BOOKS-ELEMENTARY	5,247.00	C Computer	
			Total Check:	5,247.00		
0100098643	11/15/23	11285	H & M HOLDING INC			
00042639	113418	24010431		121.80		
			4-21-840-411-160840-000-000000-2 SUPPLIES-FFA	121.80	C Computer	
00042640	113222	24010431		69.60		
			4-21-840-411-160840-000-000000-2 SUPPLIES-FFA	69.60	C Computer	
			Total Check:	191.40		
0100098644	11/15/23	23957	BMO HARRIS COMMERCIAL CARD			
00042618	11082023_27	24010438	XXXX-XXXX-XXXX-6616	306.90		
			4-10-840-415-131000-000-000000-2 FOOD-AG DEPT	306.90	C Computer	
00042618	11082023_27	24010438	XXXX-XXXX-XXXX-6616	38.97		
			4-21-840-411-160840-000-000000-2 SUPPLIES-FFA	38.97	C Computer	
00042617	11082023_28	24010439	XXXX-XXXX-XXXX-6616	1,038.62		
			4-21-840-411-160840-000-000000-2 SUPPLIES-FFA	1,038.62	C Computer	
00042607	11082023_29	24010440	XXXX-XXXX-XXXX-6616	182.00		
			4-21-840-411-160840-000-000000-2 SUPPLIES-FFA	182.00	C Computer	
00042608	11082023_30	24010432	XXXX-XXXX-XXXX-8728	1,031.44		
			4-10-800-310-221300-000-000000-2 CONTRACTED SERVICES-INSTRUCTIONAL STA	1,031.44	C Computer	
00042608	11082023_30	24010432	XXXX-XXXX-XXXX-8728	123.58		
			4-10-800-342-221300-000-000000-2 ADULT TRAVEL-INSTRUCT STAFF TRAINING	123.58	C Computer	
00042609	11082023_31	24010436	XXXX-XXXX-XXXX-8728	219.97		
			4-10-840-411-135000-000-000000-2 SUPPLIES-FACE	219.97	C Computer	
00042610	11082023_32	24010433	XXXX-XXXX-XXXX-6590	652.00		
			4-10-800-310-221300-000-000000-2 CONTRACTED SERVICES-INSTRUCTIONAL STA	652.00	C Computer	
00042610	11082023_32	24010433	XXXX-XXXX-XXXX-6590	39.35		

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid			
Claim No	Invoice No	PO No	Description				
Account No / Description				Acct Amt.	Status	Status	Description
Bank No 01							
0100098644	11/15/23	23957	BMO HARRIS COMMERCIAL CARD				
00042610	11082023_32	24010433	XXXX-XXXX-XXXX-6590	39.35			
4-10-800-411-214200-000-000000-2			SUPPLIES-NURSE	39.35	C		Computer
00042610	11082023_32	24010433	XXXX-XXXX-XXXX-6590	60.00			
4-10-800-411-230000-000-000000-2			SUPPLIES-SUPERINTENDENT	60.00	C		Computer
00042610	11082023_32	24010433	XXXX-XXXX-XXXX-6590	10.55			
4-10-820-411-110400-000-000000-2			SUPPLIES-SECOND GRADE	10.55	C		Computer
00042611	11082023_33	24010402	XXXX-XXXX-XXXX-6590	2,233.63			
4-10-800-678-281000-000-000000-2			CAPITAL LEASE PRINCIPAL	2,233.63	C		Computer
00042611	11082023_33	24010402	XXXX-XXXX-XXXX-6590	47.91			
4-10-800-688-281000-000-000000-2			CAPITAL LEASE INTEREST	47.91	C		Computer
00042612	11082023_34	24010333	XXXX-XXXX-XXXX-6574	214.09			
4-10-840-415-135000-000-000000-2			FOOD PURCHASES-FACE	214.09	C		Computer
00042613	11082023_35	24010332	XXXX-XXXX-XXXX-6574	207.26			
4-10-840-415-135000-000-000000-2			FOOD PURCHASES-FACE	207.26	C		Computer
00042614	11082023_36	24010297	XXXX-XXXX-XXXX-6574	129.38			
4-21-820-411-110000-000-000000-2			ELEMENTARY SUPPLIES	129.38	C		Computer
00042615	11082023_37	24010434	XXXX-XXXX-XXXX-6574	243.70			
4-10-800-342-221300-000-000000-2			ADULT TRAVEL-INSTRUCT STAFF TRAINING	243.70	C		Computer
00042615	11082023_37	24010434	XXXX-XXXX-XXXX-6574	85.06			
4-10-840-411-120700-000-000000-2			SUPPLIES-SOCIAL STUDIES DEPT	85.06	C		Computer
00042615	11082023_37	24010434	XXXX-XXXX-XXXX-6574	95.71			
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	95.71	C		Computer
00042615	11082023_37	24010434		162.80			
4-27-820-411-158000-019-000000-2			SUPPLIES-MULTI CATEGORICAL	162.80	C		Computer
00042616	11082023_38	24010437	XXXX-XXXX-XXXX-6574	68.10			
4-10-840-411-135000-000-000000-2			SUPPLIES-FACE	68.10	C		Computer
			Total Check:	7,191.02			
0100098645	11/15/23	13749	BUFFALO COUNTY RECORDER				
00042619	38314	24010441		380.50			
4-10-800-351-230000-000-000000-2			ADS DISTRICT	380.50	C		Computer
			Total Check:	380.50			
0100098646	11/15/23	11510	DENCOMPANY LLC				
00042632	IN162273	24010442		181.64			
4-10-800-411-256500-000-000000-2			SUPPLIES-VEHICLE REPAIR	181.64	C		Computer
			Total Check:	181.64			
0100098647	11/15/23	12525	CESA #10				
00042621	9002400162	24010390		1,000.00			
4-10-800-386-252000-000-000000-2			CESA-DATA PROCESSING AGREEMENT	1,000.00	C		Computer
			Total Check:	1,000.00			
0100098648	11/15/23	12500	CESA #4				
00042622	0002400228	24010391		3,958.41			
4-27-800-386-218100-341-000000-2			CESA-OT SERVICES-IDEA	3,958.41	C		Computer
00042622	0002400228	24010391		1,708.77			
4-27-800-386-218200-341-000000-2			CESA-PT SERVICES-IDEA	1,708.77	C		Computer

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description
Account No / Description					
Bank No 01					
0100098648	11/15/23	12500	CESA #4		
00042622	0002400228	24010391		523.15	
4-27-800-386-436000-019-000000-2			CESA-HEARING/AUDIOLOGY	523.15	C Computer
Total Check:				6,190.33	
0100098649	11/15/23	12589	CHEMSEARCH		
00042623	8447189	24010443		248.10	
4-10-800-348-256210-000-000000-2			FUEL REGULAR TRANSPORTATION	248.10	C Computer
00042623	8447189	24010443		62.02	
4-10-800-348-256240-000-000000-2			FUEL CO-CURRICULAR TRANSPORTATION	62.02	C Computer
Total Check:				310.12	
0100098650	11/15/23	12600	CHIPPEWA VALLEY SPORTING GOODS		
00042624	271468	24010444		121.50	
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	121.50	C Computer
00042625	271094	24010307		120.00	
4-10-800-411-253000-000-000000-2			SUPPLIES-OPERATION	120.00	C Computer
00042626	271092	24010306		128.49	
4-10-840-411-160680-000-000000-2			SUPPLIES-CROSS COUNTRY	128.49	C Computer
00042627	271093	24010306		336.50	
4-10-840-411-160650-000-000000-2			SUPPLIES-FOOTBALL	336.50	C Computer
Total Check:				706.49	
0100098651	11/15/23	23566	COCHRANE CO-OP TELEPHONE		
00042628	11082023_67	24010445		171.99	
4-10-800-360-263000-000-000000-2			TECHNOLOGY SERVICES-TECH	171.99	C Computer
Total Check:				171.99	
0100098652	11/15/23	17566	DAKOTA SOLUTIONS		
00042629	20239995	24010446		2,059.50	
4-10-800-411-256600-000-000000-2			SUPPLIES-VEHICLE SERVICE	2,059.50	C Computer
Total Check:				2,059.50	
0100098653	11/15/23	13209	DASH MEDICAL GLOVES, INC		
00042631	INV1296623	24010365		39.90	
4-10-800-416-214200-000-000000-2			MEDICAL SUPPLIES-NURSE	39.90	C Computer
00042631	INV1296623	24010365		39.90	
4-27-820-411-158000-019-000000-2			SUPPLIES-MULTI CATEGORICAL	39.90	C Computer
Total Check:				79.80	
0100098654	11/15/23	29521	DONORSCHOOSE		
00042633	11082023_190	24010486		300.00	
4-21-840-411-160830-000-000000-2			SUPPLIES-FBLA	300.00	C Computer
Total Check:				300.00	
0100098655	11/15/23	29394	JEFFREY M ERICKSON		
00042659	23	24010366		460.00	
4-10-800-324-254410-000-000000-2			REPAIRS/MAINTENANCE-INSTRUCTIONAL	460.00	C Computer
Total Check:				460.00	
0100098656	11/15/23	14575	FBLA-PBL		
00042635	10643	24010392		32.00	
4-21-840-411-160830-000-000000-2			SUPPLIES-FBLA	32.00	C Computer
00042634	10695	24010392		17.00	

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description	
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description	
Account No / Description					Acct Amt.	Status Description
Bank No 01						
0100098656	11/15/23	14575	FBLA-PBL			
00042634	10695	24010392		17.00		
4-21-840-411-160830-000-000000-2	SUPPLIES-FBLA			17.00	C	Computer
Total Check:				49.00		
0100098657	11/15/23	29467	MEGAN FELTZ			
00042684	11082023_73	24010403		189.95		
4-10-800-342-221300-000-000000-2	ADULT TRAVEL-INSTRUCT STAFF TRAINING			189.95	C	Computer
Total Check:				189.95		
0100098658	11/15/23	99993	ALYSSA MARTY			
00042571	11082023_40	24010447		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C	Computer
Total Check:				54.00		
0100098659	11/15/23	99993	ANDREA STOLZ			
00042600	11082023_44	24010447		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C	Computer
Total Check:				54.00		
0100098660	11/15/23	99993	ANNIE BORK			
00042601	11082023_43	24010447		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C	Computer
Total Check:				54.00		
0100098661	11/15/23	99993	GRACE WENGER			
00042638	11082023_39	24010447		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C	Computer
Total Check:				54.00		
0100098662	11/15/23	99993	JOETTE WOLFE			
00042661	11082023_41	24010447		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C	Computer
Total Check:				54.00		
0100098663	11/15/23	99993	JORJA WOLFE			
00042664	11082023_42	24010447		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C	Computer
Total Check:				54.00		
0100098664	11/15/23	29491	HALVORSON LUMBER COMPANY			
00042641	81113	24010448		100.00		
4-10-840-411-136000-000-000000-2	SUPPLIES-TECH ED DEPT			100.00	C	Computer
Total Check:				100.00		
0100098665	11/15/23	25640	HBC, INC.			
00042642	11082023_75	24010449		660.68		
4-10-800-355-260000-000-000000-2	TELEPHONE			660.68	C	Computer
Total Check:				660.68		
0100098666	11/15/23	28320	LITERACY RESOURCES, LLC			
00042676	604362	24010277		1,513.00		
4-10-800-362-221200-000-000000-2	WEB-BASED SOFTWARE-CURRICULUM			1,513.00	C	Computer
Total Check:				1,513.00		
0100098667	11/15/23	21555	HILLYARD/HUTCHINSON			
00042643	605271816	24010404		255.72		

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid			
Claim No	Invoice No	PO No	Description	Acct Amt.	Status	Status Description
Account No / Description						
Bank No 01						
0100098667	11/15/23	21555	HILLYARD/HUTCHINSON			
00042643	605271816	24010404		255.72		
4-10-800-411-253000-000-000000-2			SUPPLIES-OPERATION	255.72	C	Computer
00042645	605285656	24010404		48.46		
4-10-800-411-253000-000-000000-2			SUPPLIES-OPERATION	48.46	C	Computer
00042644	700561942	24010405		379.59		
4-10-800-411-253000-000-000000-2			SUPPLIES-OPERATION	379.59	C	Computer
Total Check:				683.77		
0100098668	11/15/23	23116	HOBART SERVICE			
00042646	35847604	24010450		562.00		
4-10-800-324-254300-000-000000-2			REPAIRS/MAINTENANCE-BUILDING	562.00	C	Computer
Total Check:				562.00		
0100098669	11/15/23	18100	HYVEE ACCTS RECEIVABLE			
00042647	1896	24010375		110.00		
4-21-840-411-160000-000-000000-2			SUPPLIES CO-CURR	110.00	C	Computer
00042648	26451	24010406		122.58		
4-10-820-940-110000-000-000000-2			PBIS TRIPS	122.58	C	Computer
Total Check:				232.58		
0100098670	11/15/23	23132	ITECHRA			
00042649	121670	24010408		6,609.14		
4-10-800-310-263000-000-000000-2			CONTRACTED SERV-TECHNOLOGY-DIST WIDE	6,609.14	C	Computer
00042649	121670	24010408		1,218.00		
4-10-800-676-281000-000-000000-2			SUBSCRIPTION IT AGREEMENTS-PRINCIPAL	1,218.00	C	Computer
00042649	121670	24010408		32.86		
4-10-800-686-281000-000-000000-2			SUBSCRIPTION IT AGREEMENTS-INTEREST	32.86	C	Computer
00042650	121671	24010408		1,532.99		
4-10-800-310-263000-000-000000-2			CONTRACTED SERV-TECHNOLOGY-DIST WIDE	1,532.99	C	Computer
00042650	121671	24010408		282.52		
4-10-800-676-281000-000-000000-2			SUBSCRIPTION IT AGREEMENTS-PRINCIPAL	282.52	C	Computer
00042650	121671	24010408		7.62		
4-10-800-686-281000-000-000000-2			SUBSCRIPTION IT AGREEMENTS-INTEREST	7.62	C	Computer
Total Check:				9,683.13		
0100098671	11/15/23	19052	JAY & DEE'S SPECIAL T'S			
00042658	23106381	24010368		3,461.23		
4-21-820-411-110000-000-000000-2			ELEMENTARY SUPPLIES	3,461.23	C	Computer
Total Check:				3,461.23		
0100098672	11/15/23	19241	JOSTENS			
00042665	19401	24010409		3,583.60		
4-21-840-411-120000-000-000000-2			HS SUPPLIES	3,583.60	C	Computer
Total Check:				3,583.60		
0100098673	11/15/23	12963	KIMBALL MIDWEST			
00042666	101545092	24010452		59.64		
4-10-800-411-256600-000-000000-2			SUPPLIES-VEHICLE SERVICE	59.64	C	Computer
00042667	101544558	24010452		273.26		
4-10-800-411-256600-000-000000-2			SUPPLIES-VEHICLE SERVICE	273.26	C	Computer
Total Check:				332.90		

A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description	
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description	
Account No / Description					Acct Amt.	Status Description
Bank No 01						
0100098674	11/15/23	28045 ANA KNECHT				
00042599	11082023_89	24010453		54.00		
4-21-840-411-160840-000-000000-2 SUPPLIES-FFA				54.00	C Computer	
Total Check:				54.00		
0100098675	11/15/23	25534 IZAIHAH KNECHT				
00042651	11082023_90	24010377		30.00		
4-10-840-311-160000-000-000000-2 CONTRACTED SERV-CO-CURR WORKERS				30.00	C Computer	
00042652	11082023_91	24010377		30.00		
4-10-840-311-160000-000-000000-2 CONTRACTED SERV-CO-CURR WORKERS				30.00	C Computer	
Total Check:				60.00		
0100098676	11/15/23	20547 KWIK TRIP INC				
00042670	11082023_92	24010454		1,079.00		
4-10-800-348-256240-000-000000-2 FUEL CO-CURRICULAR TRANSPORTATION				1,079.00	C Computer	
Total Check:				1,079.00		
0100098677	11/15/23	17914 LEITHOLD MUSIC				
00042671	1270239	24010410		63.98		
4-21-840-411-120000-000-000000-2 HS SUPPLIES				63.98	C Computer	
Total Check:				63.98		
0100098678	11/15/23	29416 LEXIA LEARNING				
00042672	7231895	24010369		2,644.00		
4-10-800-411-221200-000-000000-2 SUPPLIES-CURRICULUM				2,644.00	C Computer	
Total Check:				2,644.00		
0100098679	11/15/23	12092 LINDSTROM EQUIPMENT, INC				
00042673	11082023_95	24010411		356.56		
4-10-800-411-253000-000-000000-2 SUPPLIES-OPERATION				356.56	C Computer	
Total Check:				356.56		
0100098680	11/15/23	17051 LOFFLER COMPANIES, INC.				
00042677	4995739	24010487		169.09		
4-10-800-325-240000-000-000000-2 EQUIPMENT RENTAL-PRINCIPALS/CLERICAL				169.09	C Computer	
00042677	4995739	24010487		169.08		
4-10-800-325-252000-000-000000-2 EQUIPMENT RENTAL-BOOKKEEPERS				169.08	C Computer	
Total Check:				338.17		
0100098681	11/15/23	17051 LOFFLER COMPANIES, INC.				
00042678	4508401	24010412		290.57		
4-10-800-325-240000-000-000000-2 EQUIPMENT RENTAL-PRINCIPALS/CLERICAL				290.57	C Computer	
00042678	4508401	24010412		72.01		
4-10-800-325-252000-000-000000-2 EQUIPMENT RENTAL-BOOKKEEPERS				72.01	C Computer	
Total Check:				362.58		
0100098682	11/15/23	28231 MACKIN EDUCATIONAL RESOURCES				
00042679	833433	24010378		1,550.00		
4-10-840-360-222000-031-000002-2 TECHNOLOGY SERVICES-HS LIBRARY				1,550.00	C Computer	
Total Check:				1,550.00		
0100098683	11/15/23	23264 MALONEY'S BALONEY				
00042680	11082023_98	24010455		382.74		
4-21-840-411-160840-000-000000-2 SUPPLIES-FFA				382.74	C Computer	
Total Check:				382.74		

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description	
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description	
Account No / Description					Acct Amt.	Status Description
Bank No 01						
0100098684	11/15/23	22006	JOHN W GASPARINI INC			
00042662	INV002111742	24010413		78.57		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			78.57	C Computer	
00042663	INV002115112	24010413		142.74		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			142.74	C Computer	
			Total Check:	221.31		
0100098685	11/15/23	12602	MCMASTER-CARR			
00042683	16739252	24010456		39.34		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			39.34	C Computer	
00042682	16550172	24010414		74.20		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			74.20	C Computer	
00042681	16438041	24010414		80.50		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			80.50	C Computer	
			Total Check:	194.04		
0100098686	11/15/23	22301	MENARD INC			
00042686	33870	24010457		46.44		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			46.44	C Computer	
00042687	33699	24010415		68.19		
4-10-840-411-136000-000-000000-2	SUPPLIES-TECH ED DEPT			68.19	C Computer	
00042689	33386	24010416		107.79		
4-10-840-411-136000-000-000000-2	SUPPLIES-TECH ED DEPT			107.79	C Computer	
00042688	33460	24010417		90.87		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			90.87	C Computer	
00042685	33458	24010417		276.64		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			276.64	C Computer	
			Total Check:	589.93		
0100098687	11/15/23	22480	MID STATE TRUCK SERVICE INC			
00042690	249639E	24010458		192.17		
4-10-800-411-256500-000-000000-2	SUPPLIES-VEHICLE REPAIR			192.17	C Computer	
00042691	565560M	24010458		639.36		
4-10-800-411-256500-000-000000-2	SUPPLIES-VEHICLE REPAIR			639.36	C Computer	
00042695	250424E	24010458		146.63		
4-10-800-411-256500-000-000000-2	SUPPLIES-VEHICLE REPAIR			146.63	C Computer	
00042694	250433E	24010458		40.84		
4-10-800-411-256500-000-000000-2	SUPPLIES-VEHICLE REPAIR			40.84	C Computer	
00042693	250748E	24010458		246.13		
4-10-800-411-256500-000-000000-2	SUPPLIES-VEHICLE REPAIR			246.13	C Computer	
00042692	CM248561E	24010458		-50.00		
4-10-800-411-256500-000-000000-2	SUPPLIES-VEHICLE REPAIR			-50.00	C Computer	
			Total Check:	1,215.13		
0100098688	11/15/23	22700	MISSISSIPPI WELDERS SUPPLY COMPANY INC			
00042696	4148610	24010187		16,815.00		
4-10-840-553-136000-381-000000-2	ADD'L EQUIP-TECH ED TITLE IV			16,815.00	C Computer	
			Total Check:	16,815.00		
0100098689	11/15/23	22900	MOTOR PARTS & EQUIPMENT, INC			
00042697	468985	24010459		59.78		

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid			
Claim No	Invoice No	PO No	Description				
Account No / Description				Acct Amt.	Status	Status	Description
Bank No 01							
0100098689	11/15/23	22900	MOTOR PARTS & EQUIPMENT, INC				
00042697	468985	24010459		59.78			
4-10-800-411-256500-000-000000-2			SUPPLIES-VEHICLE REPAIR	59.78	C		Computer
00042698	466797	24010459		10.09			
4-10-800-411-256500-000-000000-2			SUPPLIES-VEHICLE REPAIR	10.09	C		Computer
00042699	471770	24010459		5.24			
4-10-800-411-256500-000-000000-2			SUPPLIES-VEHICLE REPAIR	5.24	C		Computer
00042702	473676	24010459		39.42			
4-10-800-411-256500-000-000000-2			SUPPLIES-VEHICLE REPAIR	39.42	C		Computer
00042701	473927	24010459		141.73			
4-10-800-411-256500-000-000000-2			SUPPLIES-VEHICLE REPAIR	141.73	C		Computer
00042700	473768	24010418		43.08			
4-10-840-411-136000-000-000000-2			SUPPLIES-TECH ED DEPT	43.08	C		Computer
			Total Check:	299.34			
0100098690	11/15/23	5924	THE O'BRIEN AGENCY, LLC				
00042735	89786	24010419		3,000.00			
4-10-800-411-222000-000-000000-2			SUPPLIES-COPIERS	3,000.00	C		Computer
			Total Check:	3,000.00			
0100098691	11/15/23	29505	OLSON LUMBER - ROBERT OLSON				
00042704	484949	24010460		800.00			
4-21-840-411-120000-000-000000-2			HS SUPPLIES	800.00	C		Computer
			Total Check:	800.00			
0100098692	11/15/23	19038	PAN-O-GOLD BAKING CO				
00042706	10019423278003	24010461		735.87			
4-50-800-415-257220-000-000000-2			FOOD-LUNCH	735.87	C		Computer
00042706	10019423278003	24010461		56.00			
4-50-800-415-257250-000-000000-2			FOOD-ALACARTE	56.00	C		Computer
			Total Check:	791.87			
0100098693	11/15/23	24589	PEHLER OIL, LLC				
00042707	100504	24010462		12,380.80			
4-10-800-348-256210-000-000000-2			FUEL REGULAR TRANSPORTATION	12,380.80	C		Computer
00042707	100504	24010462		3,095.20			
4-10-800-348-256240-000-000000-2			FUEL CO-CURRICULAR TRANSPORTATION	3,095.20	C		Computer
			Total Check:	15,476.00			
0100098694	11/15/23	25352	J W PEPPER & SON INC.				
00042655	365733021	24010394		35.99			
4-10-840-473-120500-000-000000-2			SHEET MUSIC-MUSIC DEPT	35.99	C		Computer
00042656	365729680	24010394		12.00			
4-10-840-473-120500-000-000000-2			SHEET MUSIC-MUSIC DEPT	12.00	C		Computer
00042653	365797442	24010463		43.99			
4-10-840-473-120500-000-000000-2			SHEET MUSIC-MUSIC DEPT	43.99	C		Computer
00042654	365802882	24010463		10.50			
4-10-840-473-120500-000-000000-2			SHEET MUSIC-MUSIC DEPT	10.50	C		Computer
			Total Check:	102.48			
0100098695	11/15/23	25360	GILLETTE PEPSI COMPANIES				
00042636	9149429	24010464		529.80			

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description
Account No / Description					
Bank No 01					
0100098695	11/15/23	25360	GILLETTE PEPSI COMPANIES		
00042636	9149429	24010464		529.80	
4-50-800-415-257250-000-000000-2			FOOD-ALACARTE	529.80	C Computer
00042637	9152090	24010464		616.00	
4-50-800-415-257250-000-000000-2			FOOD-ALACARTE	616.00	C Computer
			Total Check:	1,145.80	
0100098696	11/15/23	25493	PLUNKETT'S PEST CONTROL INC		
00042718	8282229	24010420		62.10	
4-10-800-310-254200-000-000000-2			CONTRACTED SERV-SITE REPAIRS	62.10	C Computer
			Total Check:	62.10	
0100098697	11/15/23	25910	PAMELA PRENOT		
00042705	11082023_132	24010466		164.40	
4-21-820-411-110000-000-000000-2			ELEMENTARY SUPPLIES	164.40	C Computer
			Total Check:	164.40	
0100098698	11/15/23	27218	RASSBACH COMMUNICATIONS SERVIC		
00042719	7515	24010467		135.64	
4-10-800-411-256600-000-000000-2			SUPPLIES-VEHICLE SERVICE	135.64	C Computer
			Total Check:	135.64	
0100098699	11/15/23	27240	PERFORMANCE FOODSERVICE		
00042709	536406	24010468		21.00	
4-50-800-387-257000-000-000000-2			COMMODITY HANDLING CHARGE	21.00	C Computer
00042710	544223	24010468		17.50	
4-50-800-387-257000-000-000000-2			COMMODITY HANDLING CHARGE	17.50	C Computer
00042708	537461	24010468		5,504.89	
4-50-800-415-257220-000-000000-2			FOOD-LUNCH	5,504.89	C Computer
00042713	541437	24010468		6,112.50	
4-50-800-415-257220-000-000000-2			FOOD-LUNCH	6,112.50	C Computer
00042714	546722	24010468		3,317.16	
4-50-800-415-257210-000-000000-2			FOOD-BREAKFAST	3,317.16	C Computer
00042715	553613	24010468		4,706.87	
4-50-800-415-257220-000-000000-2			FOOD-LUNCH	4,706.87	C Computer
00042716	558883	24010468		502.76	
4-50-800-411-257210-000-000000-2			SUPPLIES-BREAKFAST	502.76	C Computer
00042716	558883	24010468		1,041.93	
4-50-800-411-257220-000-000000-2			SUPPLIES-LUNCH	1,041.93	C Computer
00042716	558883	24010468		1,921.18	
4-50-800-415-257210-000-000000-2			FOOD-BREAKFAST	1,921.18	C Computer
00042716	558883	24010468		297.63	
4-50-800-415-257220-000-000000-2			FOOD-LUNCH	297.63	C Computer
00042716	558883	24010468		1,284.27	
4-50-800-415-257250-000-000000-2			FOOD-ALACARTE	1,284.27	C Computer
00042717	539362	24010468		-7.05	
4-50-800-411-257220-000-000000-2			SUPPLIES-LUNCH	-7.05	C Computer
00042712	560636	24010468		-84.63	
4-50-800-415-257220-000-000000-2			FOOD-LUNCH	-84.63	C Computer

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description	
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description	
Account No / Description					Acct Amt.	Status Description
Bank No 01						
0100098699	11/15/23	27240	PERFORMANCE FOODSERVICE			
			Total Check:	24,636.01		
0100098700	11/15/23	27266	RIVER CITY PARTS			
00042720	225942	24010469		195.80		
4-10-800-411-256600-000-000000-2	SUPPLIES-VEHICLE SERVICE			195.80	C Computer	
			Total Check:	195.80		
0100098701	11/15/23	27282	RIVERLAND ENERGY COOPERATIVE			
00042721	11082023_145	24010470		14,059.29		
4-10-800-334-253000-000-000000-2	ELECTRICITY			14,059.29	C Computer	
			Total Check:	14,059.29		
0100098702	11/15/23	17112	RON HAMMES REFRIGERATION INC			
00042722	55296	24010421		1,775.53		
4-10-800-324-254300-000-000000-2	REPAIRS/MAINTENANCE-BUILDING			1,775.53	C Computer	
			Total Check:	1,775.53		
0100098703	11/15/23	9571	SCHILLING SUPPLY COMPANY			
00042724	935885-00	24010423		531.36		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			531.36	C Computer	
00042725	937523-00	24010423		631.80		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			631.80	C Computer	
00042726	935885-01	24010423		128.00		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			128.00	C Computer	
00042727	939536-00	24010424		461.74		
4-10-800-411-253000-000-000000-2	SUPPLIES-OPERATION			461.74	C Computer	
			Total Check:	1,752.90		
0100098704	11/15/23	28311	DALE SCHMIDTKNECHT			
00042630	11082023_151	24010379		140.00		
4-10-840-311-160000-000-000000-2	CONTRACTED SERV-CO-CURR WORKERS			140.00	C Computer	
			Total Check:	140.00		
0100098705	11/15/23	28350	SCHMITT MUSIC			
00042728	5508909	24010425		202.50		
4-10-800-324-254410-000-000000-2	REPAIRS/MAINTENANCE-INSTRUCTIONAL			202.50	C Computer	
00042729	5444131	24010425		315.00		
4-10-800-324-254410-000-000000-2	REPAIRS/MAINTENANCE-INSTRUCTIONAL			315.00	C Computer	
			Total Check:	517.50		
0100098706	11/15/23	28550	SCHOOL SPECIALTY LLC			
00042730	208133358904	24010285		9.86		
4-10-820-411-110100-000-000000-2	SUPPLIES-4K			9.86	C Computer	
00042731	208133288393	24010285		14.79		
4-10-820-411-110100-000-000000-2	SUPPLIES-4K			14.79	C Computer	
00042732	208133317511	24010285		197.08		
4-10-820-411-110100-000-000000-2	SUPPLIES-4K			197.08	C Computer	
			Total Check:	221.73		
0100098707	11/15/23	28070	MYA STANTON			
00042703	11082023_157	24010471		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C Computer	
			Total Check:	54.00		

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description
Account No / Description					
Bank No 01					
0100098708	11/15/23	5754	BETH STRYESKI		
00042606	11082023_158	24010397		112.82	
4-10-820-411-110600-000-000000-2	SUPPLIES-FOURTH GRADE			112.82	C Computer
Total Check:				112.82	
0100098709	11/15/23	27898	TEACH SPEECH, LLC		
00042733	2013	24010472		16,642.46	
4-27-820-371-436000-019-000000-2	PERSONAL SERVICES-SPEECH			16,642.46	C Computer
Total Check:				16,642.46	
0100098710	11/15/23	29120	TERRY'S ELECTRICAL SERVICE LLC		
00042734	8565	24010426		1,657.01	
4-10-800-310-254200-000-000000-2	CONTRACTED SERV-SITE REPAIRS			1,657.01	C Computer
Total Check:				1,657.01	
0100098711	11/15/23	29289	AARON THUROW		
00042570	11082023_161	24010380		30.00	
4-10-840-311-160000-000-000000-2	CONTRACTED SERV-CO-CURR WORKERS			30.00	C Computer
Total Check:				30.00	
0100098712	11/15/23	29360	ROSHELLE THUROW		
00042723	11082023_162	24010381		30.00	
4-10-840-311-160000-000-000000-2	CONTRACTED SERV-CO-CURR WORKERS			30.00	C Computer
Total Check:				30.00	
0100098713	11/15/23	29235	TOMAH SCHOOL DISTRICT		
00042736	11082023_163	24010473		180.00	
4-10-840-943-160660-000-000000-2	STUDENT DUES/FEES VOLLEYBALL			180.00	C Computer
Total Check:				180.00	
0100098714	11/15/23	16470	UNIQUE COMMUNICATIONS LLC		
00042738	1306I	24010427		315.25	
4-10-800-411-263000-000-000000-2	SUPPLIES - TECHNOLOGY DISTRICT WIDE			315.25	C Computer
Total Check:				315.25	
0100098715	11/15/23	30422	UW-PLATTEVILLE		
00042739	11082023_165	24010382		311.89	
4-10-840-387-431000-000-000000-2	YOUTH OPTIONS (ALL COLLEGES)			311.89	C Computer
Total Check:				311.89	
0100098716	11/15/23	31625	WASTE MANAGEMENT OF WISCONSIN INC		
00042740	1669360-2343-0	24010475		811.28	
4-10-800-339-253000-000-000000-2	REFUSE			811.28	C Computer
Total Check:				811.28	
0100098717	11/15/23	3107	WASTE TRANSPORT LLC		
00042741	157152	24010476		95.00	
4-10-800-339-253000-000-000000-2	REFUSE			95.00	C Computer
Total Check:				95.00	
0100098718	11/15/23	27375	WEBER, CORBYN		
00042742	11082023_168	24010477		54.00	
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C Computer
Total Check:				54.00	
0100098719	11/15/23	17582	JIM WEBER		
00042660	11082023_169	24010383		20.00	

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description	
Claim No	Invoice No	PO No	Description	Acct Amt.	Status Description	
Account No / Description					Acct Amt.	Status Description
Bank No 01						
0100098719	11/15/23	17582	JIM WEBER			
00042660	11082023_169	24010383		20.00		
4-10-840-311-160000-000-000000-2	CONTRACTED SERV-CO-CURR WORKERS			20.00	C Computer	
Total Check:				20.00		
0100098720	11/15/23	10510	WELD RILEY S.C.			
00042743	11082023_170	24010478		50.00		
4-10-800-310-230000-000-000000-2	CONTRACTED SERV-SUPERINTENDENT			50.00	C Computer	
Total Check:				50.00		
0100098721	11/15/23	17612	TROY WHITE			
00042737	11082023_171	24010398		258.73		
4-10-800-415-230000-000-000000-2	FOOD-SUPERINTENDENT			258.73	C Computer	
Total Check:				258.73		
0100098722	11/15/23	31835	WHITEHALL SCHOOL DISTRICT			
00042744	11082023_172	24010479		6,476.34		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			6,476.34	C Computer	
Total Check:				6,476.34		
0100098723	11/15/23	31904	WI DEPT OF JUSTICE			
00042747	11082023_176	24010481		42.00		
4-10-800-310-230000-000-000000-2	CONTRACTED SERV-SUPERINTENDENT			42.00	C Computer	
Total Check:				42.00		
0100098724	11/15/23	31300	WI INTERSCHOLASTIC ATHLETIC ASSOC			
00042748	11082023_175	24010384		422.84		
4-10-840-932-491000-000-000000-2	RECEIPTS TO NON-GOVT AGENCY (WIAA)			422.84	C Computer	
Total Check:				422.84		
0100098725	11/15/23	8664	WHV INC			
00042745	115753	24010428		171.13		
4-10-800-324-254300-000-000000-2	REPAIRS/MAINTENANCE-BUILDING			171.13	C Computer	
00042746	116158	24010428		130.00		
4-10-800-324-254300-000-000000-2	REPAIRS/MAINTENANCE-BUILDING			130.00	C Computer	
Total Check:				301.13		
0100098726	11/15/23	28061	JANELLE WOLFE			
00042657	11082023_177	24010482		54.00		
4-21-840-411-160840-000-000000-2	SUPPLIES-FFA			54.00	C Computer	
Total Check:				54.00		
0100098727	11/15/23	5401	XEROX CORPORATION			
00042749	020125014	24010483		38.13		
4-10-800-325-240000-000-000000-2	EQUIPMENT RENTAL-PRINCIPALS/CLERICAL			38.13	C Computer	
Total Check:				38.13		
0100098728	11/15/23	36300	ZIEBELL'S HIAWATHA FOOD			
00042750	383106	24010484		537.27		
4-50-800-415-257240-000-000000-2	FOOD-MILK			537.27	C Computer	
00042751	383457	24010484		519.00		
4-50-800-415-257240-000-000000-2	FOOD-MILK			519.00	C Computer	
00042752	383781	24010484		519.00		
4-50-800-415-257240-000-000000-2	FOOD-MILK			519.00	C Computer	
00042753	384040	24010484		452.10		

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status	Description			
Claim No	Invoice No	PO No	Description	Acct Amt.	Status	Description			
Account No / Description						Acct Amt.	Status	Status	Description
Bank No 01									
0100098728	11/15/23	36300	ZIEBELL'S HIAWATHA FOOD						
00042753	384040	24010484		452.10					
4-50-800-415-257240-000-000000-2			FOOD-MILK	452.10	C	Computer			
00042759	384405	24010484		433.83					
4-50-800-415-257240-000-000000-2			FOOD-MILK	433.83	C	Computer			
00042755	384461	24010484		655.60					
4-50-800-415-257240-000-000000-2			FOOD-MILK	655.60	C	Computer			
00042756	384937	24010484		353.59					
4-50-800-415-257240-000-000000-2			FOOD-MILK	353.59	C	Computer			
00042757	385509	24010484		452.10					
4-50-800-415-257240-000-000000-2			FOOD-MILK	452.10	C	Computer			
00042758	385180	24010484		150.09					
4-50-800-415-257240-000-000000-2			FOOD-MILK	150.09	C	Computer			
00042754	385180	24010484		203.50					
4-50-800-415-257250-000-000000-2			FOOD-ALACARTE	203.50	C	Computer			
			Total Check:	4,276.08					
0101030234	10/25/23	99997	FEDERAL WITHHOLDING AND FICA TAXES						
00042550	10-25-2023_1		SOCIAL SECURITY	19,477.34					
4-10-000-000-811611-000-000000-0			FICA	19,477.34	M	Manual			
00042550	10-25-2023_1		MEDICARE	4,555.16					
4-10-000-000-811611-000-000000-0			FICA	4,555.16	M	Manual			
00042550	10-25-2023_1		FEDERAL WITHHOLDING	10,539.16					
4-10-000-000-811612-000-000000-0			FEDERAL WITHHOLDING TAX	10,539.16	M	Manual			
			Total Check:	34,571.66					
0101030235	10/25/23	31900	WISCONSIN DEPT. OF REVENUE						
00042551	10-25-2023_2		WISCONSIN WITHHOLDING	5,720.15					
4-10-000-000-811613-000-000000-0			STATE WITHHOLDING TAX	5,720.15	M	Manual			
			Total Check:	5,720.15					
0101030238	10/25/23	14231	EDUCATORS BENEFIT CONSULTANTS, LLC						
00042548	10-25-2023_3		403B REGULAR	750.00					
4-10-000-000-811670-000-000000-0			403B PAYABLE	750.00	M	Manual			
00042548	10-25-2023_3		403B ROTH	450.00					
4-10-000-000-811670-000-000000-0			403B PAYABLE	450.00	M	Manual			
			Total Check:	1,200.00					
0101030239	10/25/23	13005	EMPLOYEE BENEFITS CORPORATION						
00042549	4204019		FLEX AND HRA PLAN FEES	476.96					
4-10-800-310-230000-000-000000-2			CONTRACTED SERV-SUPERINTENDENT	476.96	M	Manual			
			Total Check:	476.96					
			Total Bank:	349,980.24					

Book	School Board Policies
Section	400: Students
Title	Children of Divorced/Separated Parents and Parents Not Sharing the Same Household
Code	491
Status	<hr/>
Adopted	11 – 15 - 2023

It is the intention of the District to promote the best educational and other interests of each student enrolled in the public schools in partnership with the student’s parents. The School Board recognizes that while the parents of some students may be divorced, estranged, or otherwise not sharing the same household, both parents generally have a right to be informed of and involved in their child’s educational program and school activities. The Board also recognizes that sometimes legal actions affecting the family, and the court orders issued in relation to those actions, can include limitations on the rights of a parent to make decisions related to their children, including school and educational program decisions, and can include other restrictions on parental rights.

With these recognitions in mind, it is the responsibility of the parents of students enrolled in District schools to keep the District informed of:

1. any legal action affecting the family that may have an impact on parent involvement and participation in the schools;
and
2. any court order that may define or restrict a parent’s rights in relation to children enrolled in the schools.

Upon receipt of a family court order involving a child enrolled in a public school in the District, it shall be the responsibility of the Superintendent or his/her designee to review the court order and see to it that any provisions of the court order applicable to the schools are noted in the child’s school records and shared with appropriate staff members who have legitimate educational interests, including safety interests, in the information. The Superintendent or designee may request assistance from the District’s legal counsel in interpreting the court order and in understanding its applicability to the schools.

Each parent is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent’s interactions with the District. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and applicable agreements by involving law enforcement and/or the courts. Further, if parents disagree with one another about their respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.

The Superintendent shall develop administrative guidelines to be used in the implementation of this policy that address the collection of family court action information from parents and provide guidance for staff when working with parents who do not share the same household or who are (or have been) involved in actions affecting the family in the schools.

Legal References

Wisconsin Statutes

[Section 118.125\(2\)\(m\)](#) [access to student records by parents denied periods of physical placement]

[Section 767.41](#) [child custody and physical placement]

[Section 767.41\(7\)](#) [parent access to records]

Federal Laws

[20 U.S.C. §1232\(g\)](#) [Family Educational Rights and Privacy Act; the federal student records law]

[34 C.F.R. part 99](#) [U.S. Department of Education FERPA regulations]

Book	School Board Policies
Section	400: Students
Title	Children of Divorced/Separated Parents and Parents Not Sharing the Same Household
Code	491-Rule
Status	<hr/>
Adopted	11 – 15 - 2023

A. Definitions

1. **“Action affecting the family”** means a divorce, legal separation, custody or child support action, paternity proceeding, or other legal action that may affect parental rights, whether pending or completed.
2. **“Court order”** means any order, adjudication or decree, temporary or permanent, entered by a judge or court commissioner of competent jurisdiction in Wisconsin or any other state as a result of an action affecting the family. Letters from attorneys or other individuals will not be construed as a court order. The District will treat a court-approved parenting plan as a court order.
3. **“Custodial parent”** means a parent having sole legal custody of a child by virtue of a court order.
4. **“Joint custodial parent”** means a parent who shares legal custody of the child with the other parent by virtue of a court order.
5. **“Enrolling parent”** means a parent who: (a) is a party to an action affecting the family and resides in a residence separate from the other party to such action; and (b) enrolls or intends to enroll in a District school a child subject to the jurisdiction of the court in which such action affecting the family is venued.
6. **“Parent with physical placement rights”** as used within these guidelines means a parent who by virtue of a court order has a right to have the child physically placed with him/her and has the right and responsibility to make routine daily decisions regarding the child’s care during the placement, which are consistent with the major decisions made by a parent having legal custody.
7. **“Parent denied periods of physical placement”** means a parent who has been denied periods of physical placement with a child by virtue of a court order. A parent may be denied periods of physical placement with a child when a court finds that the physical placement with a child would endanger the child’s physical, mental or emotional health.

B. Providing Information to the District Regarding Actions Affecting the Family

1. It is the parents’ responsibility to keep the District informed of: (a) any legal action affecting the family that may have an impact on parent involvement and participation in the schools; and (b) any court order that may define or restrict a parent’s rights in relation to children enrolled in the schools, including any changes to a court order.
2. At the time of enrollment or prior to the commencement of each school year, each enrolling parent shall be requested to provide the following information to the Superintendent or designee, as may be applicable to their family’s situation:
 - a. Name of each of the enrolling parent’s children who is, or who has a parent who is, subject to a court order as a result of any action affecting the family that is relevant to child’s enrollment in school; and
 - b. Name of each school in which such children will be enrolled (if known); and
 - c. A copy of any court order currently in effect that addresses child custody or physical placement rights, or any other matter that may be relevant to the child’s school enrollment; and
 - d. Whether the enrolling parent is the custodial parent or a joint custodial parent; and
 - e. Whether the child(ren) physically resides with the enrolling parent, the other parent who is a party to the action affecting the family, or both (i.e., the parent should clarify the residency arrangements as to each child); and
 - f. Name and current contact information (mailing address, telephone number and email address) of the non-enrolling parent if available and accessible.

In the event any enrolling parent advises the Superintendent or designee that the most recent court order in effect restricts parental rights in relation to children enrolled in the District, the enrolling parent shall be requested to provide the District with a legal copy of the most recent court order reciting such restriction(s). Should an enrolling parent fail to provide the District with a legal copy of the most recent court order clarifying any parental rights, privileges or

restrictions related to an action affecting the family, or fail to provide the current contact information of the non-enrolling parent, the non-enrolling parent may provide this information. In addition, the non-enrolling parent may, at any time, provide the school with court records or other documentation that refutes or supplements the information provided by the enrolling parent.

3. Upon receipt of a court order, the Superintendent or designee shall review the court order to see if it grants one parent rights over the other parent with regard to their child(ren) or education-related decision making, or restricts a parent's rights in relation to children enrolled in the District. The Superintendent or designee may request assistance from the District's legal counsel in interpreting the court order and in understanding its applicability to the schools. Any relevant information from the court order restricting parental rights in relation to school activities or parent access to their children or school records shall be entered in the student's record and shared with the child's classroom teacher(s) and other staff as appropriate.
4. Should neither parent to an action affecting the family notify the District of the existence of such a court order, neither parent shall be deemed to have rights superior to the other with respect to any child enrolled in the District or with respect to parent participation in school-related activities.
5. In addition to providing copies of court orders related to actions affecting the family, the enrolling parent, the non-enrolling parent, or any other person with a legal relationship to the child (e.g., a guardian, an individual acting under a power of attorney) may provide the District with other official documents or other records that are relevant to the child's school enrollment and attendance. Such records may include (a) letters of guardianship; (b) court orders related to a "CHIPS" (child in need of protection or services) petition; or (c) court orders related to any other legal proceedings that may be relevant to the child's school enrollment and attendance (e.g., a restraining order or harassment injunction that relates to the child).

C. School Communications with Parents Involved in Actions Affecting the Family and Access to Student Records

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to school communications with parents and access to student records:

1. A parent, regardless of whether the parent has legal custody of the student, shall have equal access to the student's medical, dental and school records as required by law unless the parent has been denied periods of physical placement with the student or otherwise denied access to the records under a court order on file with the District.
2. The parent with whom a student primarily resides (provided the parent is also a custodial or joint custodial parent) shall be the primary contact person for school communication purposes and for receipt of routine school mailings. Routine mailings include parent newsletters, parent-teacher conference information and report cards, behavioral information, parent surveys, parent-teacher organization events, etc.
3. A joint custodial parent or a parent with physical placement rights who resides at a location other than his/her child(ren)'s primary residence, may file a request with the District to receive a copy of the materials and communications routinely provided to the parent with whom the child normally (or primarily) resides. Such requests will be honored to the extent practicable, but would not include, for example, making copies of all school work that is returned to the student. However, nothing in this rule shall be construed to permit a parent denied periods of physical placement with a child to have access to a child's school records or other school information in violation of a court order on file with the District.

D. Participation in Parent-Teacher Conferences and Meetings

Except as restricted in a court order on file with the District, both parents of a student are generally welcomed and encouraged to participate in parent-teacher conferences, disciplinary meetings or hearings, individualized education program team (IEP team) meetings, and any other conferences or meetings called by District personnel regarding the student's education or school activities. Scheduling information for such conferences and meetings shall be provided to the parent with whom the student primarily resides (provided the parent is also a custodial or joint custodial parent). The parent with whom the student primarily resides is expected to share the scheduling information with the other parent. The District will provide conference/meeting scheduling information separately to both parents only in the following circumstances: (1)

where any applicable law, regulation, or District policy expressly requires the District to do so; or (2) the District has received a written request from the child's parent asking for such duplicate notification.

E. Parent Visits with Their Children at School During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to parent visits with their children at school during the school day:

1. A custodial or joint custodial parent, or a parent with physical placement rights, may visit their child at school during school hours as authorized by the building principal or designee in accordance with the school visitor policy, unless the visitation is prohibited by the court order on file with the District. Unless expressly prohibited by a court order, it is not a violation of District policy or these procedures for such a parent to, for example, volunteer in his/her child's class or chaperone a school field trip on a day when the parent does not have physical placement of the child. All parents visiting their child at school shall abide by established school visitor rules.
2. The District may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school during school hours, or otherwise participating in school-sponsored activities, if he/she disrupts the educational process or his/her presence is detrimental to the health, safety, academic learning or productivity of students or others at school.

F. Release of Students from School to a Parent During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to the release of students from school during the school day:

1. As a general rule, no student may be released from school during the school day to any person other than the custodial parent, or joint custodial parent as authorized by the court order on file with the District, without the written authorization of the custodial or joint custodial parent.
2. A student may be released from school during the school day to a parent with physical placement rights who does not have legal custody of the student when authorized by the custodial parent, or as expressly authorized by the court order on file with the District. If a parent with physical placement rights who does not have legal custody seeks to remove a student from school on a day or at a time that the school staff members who are dealing with the matter know is outside of the time period during which the parent has been awarded physical placement, and if specific permission has not been provided to the school by the custodial parent, the staff is expected to take the precaution of attempting to contact the custodial parent. If the custodial parent cannot be contacted, the staff member should involve the building principal or other administrator to determine a course of action that appropriately accounts for the safety of the child, which may involve contacting law enforcement.
3. The building principal or designee shall not allow a parent denied periods of physical placement with a child as specified in a court order on file with the District to remove a child from school. If such parent requests to remove his/her child from school during the school day in violation of the court order, or takes other action to do so, local law enforcement officials shall be contacted immediately by the building principal or designee.

activity. The student leader(s) are responsible for communicating the desires of the students they represent with respect to fundraising and spending.

Section 2: Establishment of Activity Accounts

- 2.1 Initial Approval Required:** Every activity account must initially be approved by the principal and affirmed by the superintendent. No activity will be allowed to occur in any activity account which has not received the required approvals.
- 2.2 Subsequent Approval/Updates:** Once approved, activity accounts may continue to operate from year to year as long as there are no material changes in the information provided on the original Application for Establishment of Activity Account. If there are material changes, a new Application must be submitted. Additionally, the names of the Student Leaders of any clubs or organizations with Fund 60 accounts must be disclosed to the District Office after those leaders are selected and before any activity (fundraising, deposits/withdrawals) may occur for that activity.
- 2.3 Required Information:** Groups or organizations applying for the creation of a Student or Parent Activity Account or District Activity Account must include the (a) name of the organization/group; (b) purpose or primary objective; (c) planned activities; (d) name(s) and contact information of advisor/parent liaison and student leader(s), if applicable; (e) anticipated sources of revenue; (f) anticipated revenues/expenditures; (h) the signature of the activity advisor/parent liaison and student leader indicating that they have read and understand this manual and agree to abide by its terms. See *Form AFM-1: Application for Establishment of Activity Account in the Appendix* of this manual.
- 2.4 Process & Timelines:** Completed applications for the creation of a Student or Parent Activity Account or District Activity Account should be submitted to the District Office. Submitted applications will be provided to the principal for review and approval. Groups or organizations are encouraged to submit applications as soon as all required information is available.

Section 3: Fundraising

- 3.1 Philosophy & Purpose:** The school district supports fundraising activities that are designed to promote educational and co-curricular/extracurricular activities without interfering with the educational process. Fundraising (and the expenditure of such funds) by students and by student groups shall be for school and school-related purposes, for items outside the budget that enhance the educational program, or for charitable purposes. The school district DOES NOT support fundraising activities that are not conducted for a clearly identified and legitimate need or purpose. In other words, the school district DOES NOT support fundraising activities designed to simply accumulate excess funds, as such fundraisers detrimentally impact legitimate fundraising activities and place unnecessary financial burdens on the businesses and individuals being solicited for funds.
- 3.2 Non-School v. School Fundraisers:** Any group or organization proposing to raise funds on behalf of, or for the benefit of the school or a school-sponsored program must comply

with the rules and procedures included in this manual. Groups or organizations that are not school-sponsored and/or are not affiliated with the school district are not subject to the rules and procedures included in this manual, but are expected to make sure any fundraising literature or activities make it clear that the organization is a separate entity and that the fundraising activity is not endorsed or sponsored by the school. The school district reserves the right to prohibit fundraising on school grounds by any non-school affiliated groups, or organizations.

3.3 Exemption for Non-Fundraisers: While many school groups and organization engage in specific fundraising events for the purpose of raising money for a particular purpose, other groups and organizations generate funds through pass-through collections. A pass-through collection is where a group or organization collects money from its members or parents for the purposes of purchasing an item of clothing, consumer good or service for the benefit of its student member. The school district considers these methods of generating funds to be non-fundraisers, as there is no intent to raise money beyond the cost of the goods or services purchased. Therefore, these methods of generating funds require less scrutiny than traditional fundraisers. The fundraising rules and procedures in this Section do not apply to pass-through collections, except that they require the advance approval of the activity advisor or athletic director and the principal. See Form AFM-2: Application for Pass-Through Collections in the Appendix of this manual.

3.4 Legal Compliance: All fundraising activities much be conducted in strict compliance with applicable state and Federal laws, WIAA and Department of Public Instruction regulations and policy and school district policies, rules and guidelines. Failure to do so may result in penalties ranging from criminal prosecution to loss of fundraising privileges and revenue.

3.5 Approval of Fundraisers:

3.5.1 Activity Fund Required: Groups or organizations who wish to conduct a fundraiser must have established an activity fund as set forth in Section 2.

3.5.2 Prior Permission Required: All fundraisers must have advance approval from the Superintendent and, if applicable, the athletic director (for athletics fundraisers) or activity advisor. The superintendent with school board approval may impose penalties on any groups or organizations who do not receive the required permissions, which could include the denying fundraising privileges or imposing other sanctions, including forfeiture of funds raised into the district's general fund.

3.5.3 Required Information:

3.5.3.1 All Fundraisers: Groups or organizations who wish to conduct a fundraiser must provide the following information: (a) name of organization/group; (b) account number; (c) name of fundraiser; (d) target dollar amount to be raised; (e) location of fundraiser; (f) dates during

which fundraiser will be held; (g) grade levels involved; (h) description of activity/product to be sold; (i) intended use of the funds raised; (j) description of options available for students who choose not to participate in the activity; (k) description of any incentives that will be offered to participants; (l) a description of any parent effort or assistance that will be required and (m) the signature of the activity advisor or parent liaison and student leader. Additionally, all handouts or promotional materials that are distributed to students or that will be used to advertise the fundraiser must be provided. See Form AFM-3: Application for Permission to Conduct Fundraiser in the Appendix of this manual.

3.5.3.2 Fundraisers Involving Third Party Vendors: Fundraisers which involve the sale of a product from a third party are required to provide additional information, as follows: (1) the vendor name; (2) the contact information for a third party vendor representative who can answer questions about the fundraiser; and (3) the estimated profit margin for the product being sold. See Application for Permission to Conduct Fundraiser in the Appendix of this manual.

3.5.4 Process and Timelines: Completed applications for the approval of a fundraiser should be submitted to the District Office. District Office staff will transmit the applications to the principal for review and approval, after which the superintendent will determine approval. Groups or organizations are encouraged to submit applications as soon as all required information is available and at least two weeks prior to any advertising for the fundraiser. No fundraising may begin until the required approvals are obtained.

3.6 Voluntary Participation: Student participation in any school-based fundraising activity shall be strictly voluntary. Individual student and family rights shall be protected, specifically those of equal opportunity, voluntary participation and emphasis on the general goal, rather than on student competition. No child may be punished for declining to participate in a fundraising activity.

3.7 Age Limitations: The school district discourages all door-to-door and similar fundraising activities by students under the age of 12 who are not physically accompanied by a responsible adult. State law expressly provides that:

3.7.1 Children Under 12 Years of Age: Any child under 12 years of age is required to have written approval from his/her parent or guardian in order to engage in any school-related fundraising that involves sales, solicitation, or collection activities on a door-to-door basis or in any public place; and

3.7.2 Children Under 9 Years of Age: Any child under 9 years of age, or any group of children that includes one or more children under 9 years of age must be

physically accompanied by a parent or a person who is at least 16 years of age when engaging in fundraising activities on a door-to-door basis or in any public place.

- 3.8 Incentives:** Incentives may be offered to students to encourage fundraising, but the incentives must be disclosed in advance at the time the fundraiser is being considered for approval and must be reasonable in value. The superintendent reserves the right to eliminate any incentives for fundraisers which it finds to be unreasonable. No incentives involving physical activity (either the imposition of or withholding of physical activity) shall be allowed. No cash incentives greater than \$20 per student shall be allowed. A random prize drawing incentive shall not exceed \$100 per fundraiser.
- 3.9 Food Sales:** Any fundraising activity involving the sale of food before or during the school day shall be limited to food items that (1) meet the minimum nutrition standards for foods sold outside of the school meal programs before and during the school day as established by the U.S. Department of Agriculture (USDA) and (2) meet other applicable school district-established nutrition guidelines. The superintendent may allow a limited number of fundraisers by student groups involving the sale of food items that do not meet the required nutrition standards, consistent with the limits established by the Department of Public Instruction (DPI).
- 3.10 Post-Fundraiser Report:** Within two weeks after the specified end date of the fundraiser, the group or organization conducting a fundraiser shall complete a post-fundraiser report which includes the following information: (a) name of organization/group; (b) account number; (c) name of fundraiser; (d) dates of fundraiser; (e) gross receipts; (f) expenses; (g) net profit; (h) an evaluation of whether the fundraiser met the group's goals; (i) a description of any feedback that was received on the fundraising activity; and (j) an evaluation of whether the group/organization would conduct the fundraiser again. A copy of the report shall be provided to the District Office, for transmittal to the principal and the superintendent. See Form AFM-4: Post-Fundraiser Report in the Appendix of this manual.

Section 4: Activity Account Management

- 4.1 Allowable Uses of Funds:** Activity funds should be used to finance the normal legitimate activities of the student organization or club for a purpose beneficial to the students and the students' education. Generally, the only funds that may be used to purchase individual items of clothing, supplies, equipment or other items for *personal use and permanent possession* by any students or advisors/coaches are funds that were raised during the time that student or advisor/coach participated in the activity. Funds raised by previous' years groups should not be spent to purchase such items.

transferred into a non-school account by December 31st of the year of graduation or be subject to forfeiture as an inactive account. The Class Treasurer for the graduated class must contact the District Office to request a check for the balance in the account, which they must deposit in a separate account, either under their Social Security Number or a Social Security Number established via with the IRS (www.irs.gov) for the graduated class.

4.6.1.2 Other Accounts with Balances of Under \$1,000: At the end of the fiscal year, student activity groups/organizations with balances in their account of under \$1,000 shall be allowed to carry over the balance to the next fiscal year.

4.6.1.3 Other Accounts with Balances of Over \$1,000: At the end of the fiscal year, student activity groups/organizations with balances in excess of \$1,000 other than those referenced in Paragraph 4.6.1.1 shall be allowed to carry over that excess balance if they receive the required approvals. Approval to carry over the excess amount shall be requested on Form AFM-5: *Activity Account Carryover Request* form and submitted to the District Office. The superintendent reserves the right to deny fundraising privileges or to impose other sanctions for activity groups/organizations that consistently maintain large balances from year to year, including forfeiture of those funds into the district general fund (Fund 10).

4.6.2 Parent Organization Funds (Fund 60): At the end of the fiscal year, parent organizations with balances in their account shall be allowed to be carried over to the next fiscal year for the continued use of that parent organization.

4.6.3 District Activity Funds (Fund 21):

4.6.3.1 Trip Accounts: Trip Accounts (i.e. Fine Arts Trip Account) are intended to span multiple years with a defined ending date (culminating in a trip or graduation) and, as such, are allowed to carry over balances from year to year, until the defined ending date.

4.6.3.2 Other Accounts with Balances of Under \$1,000: At the end of the fiscal year, district activity groups/organizations with balances in their account of under \$1,000 shall be allowed to carry over the balance to the next fiscal year

4.6.3.3 Other Accounts with Balances of Over \$1,000: At the end of the fiscal year, district activity groups/organizations with balances in excess of \$1,000 other than those referenced in Paragraph 4.6.3.1 shall be allowed to be carry over that excess balance if they receive the required approvals. Approval to carry over the excess amount shall be requested on Form AFM-5: *Activity Account Carryover Request* form and submitted to the

- 4.1.1 General Expenditures:** Activity fund expenditures should be consistent with the purpose and proposed expenditures of the organization which were disclosed at the time the fund was established.
- 4.1.2 Athletic-Related Expenditures:** In addition to the requirements of Paragraph 4.2.2, any athletic-related expenditures must comply with all WIAA regulations and be pre-approved by the athletic director.
- 4.2 Prohibited Uses of Funds:**
- 4.2.1 Loans:** Activity funds may not be used to make a loan or extend credit to individuals.
- 4.2.2 Compensation:** Activity funds may not be used to pay salaries or stipends to district employees.
- 4.2.3 Personal Purchases:** Activity advisors may not make personal purchases through activity accounts.
- 4.3 Negative Balances Prohibited:** No account shall have a negative balance. Exceptions may be made by the principal to allow temporary negative balances that will be funded with incoming receipts, such as from an upcoming fundraiser.
- 4.4 Inactive Accounts:** Inactive accounts are defined as accounts in which there has been no activity for twelve consecutive months. At the end of each fiscal year, the principal is authorized to close out balances of inactive accounts and to transfer any balance to the district general fund (Fund 10).
- 4.5 Interest on Activity Accounts:** Interest earned on activity accounts shall be distributed among the accounts on a pro-rata basis at the end of each fiscal year.
- 4.6 Carryover of Balances:**
- 4.6.1 Student Activity Account (Fund 60) Carryovers:** Student activity groups/organizations should not intend to accumulate significant funds for future needs. In general, money raised in a specific academic year should be spent in that same year if practicable. This ensures that the students raising the money receive the benefits from their efforts. Exceptions to this general rule include funds raised for activities that are intended to span multiple years with a defined ending date, such as Class Accounts or Trip Accounts.
- 4.6.1.1 Class Accounts or Trip Accounts:** Class Accounts (i.e. Class of 20XX) or Trip Accounts (i.e. Fine Arts Trip Account) are intended to span multiple years with a defined ending date (culminating in a trip or graduation) and, as such, are allowed to carry over balances from year to year, until the defined ending date.
- **Rollover of Graduated Class Funds:** Any balances remaining in Class Accounts after the graduation of that class must be

physically accompanied by a parent or a person who is at least 16 years of age when engaging in fundraising activities on a door-to-door basis or in any public place.

- 3.8 Incentives:** Incentives may be offered to students to encourage fundraising, but the incentives must be disclosed in advance at the time the fundraiser is being considered for approval and must be reasonable in value. The superintendent reserves the right to eliminate any incentives for fundraisers which it finds to be unreasonable. No incentives involving physical activity (either the imposition of or withholding of physical activity) shall be allowed. No cash incentives greater than \$20 per student shall be allowed. A random prize drawing incentive shall not exceed \$100 per fundraiser.
- 3.9 Food Sales:** Any fundraising activity involving the sale of food before or during the school day shall be limited to food items that (1) meet the minimum nutrition standards for foods sold outside of the school meal programs before and during the school day as established by the U.S. Department of Agriculture (USDA) and (2) meet other applicable school district-established nutrition guidelines. The superintendent may allow a limited number of fundraisers by student groups involving the sale of food items that do not meet the required nutrition standards, consistent with the limits established by the Department of Public Instruction (DPI).
- 3.10 Post-Fundraiser Report:** Within two weeks after the specified end date of the fundraiser, the group or organization conducting a fundraiser shall complete a post-fundraiser report which includes the following information: (a) name of organization/group; (b) account number; (c) name of fundraiser; (d) dates of fundraiser; (e) gross receipts; (f) expenses; (g) net profit; (h) an evaluation of whether the fundraiser met the group's goals; (i) a description of any feedback that was received on the fundraising activity; and (j) an evaluation of whether the group/organization would conduct the fundraiser again. A copy of the report shall be provided to the District Office, for transmittal to the principal and the superintendent. See Form AFM-4: Post-Fundraiser Report in the Appendix of this manual.

Section 4: Activity Account Management

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which fundraiser will be held; (g) grade levels involved; (h) description of activity/product to be sold; (i) intended use of the funds raised; (j) description of options available for students who choose not to participate in the activity; (k) description of any incentives that will be offered to participants; (l) a description of any parent effort or assistance that will be required and (m) the signature of the activity advisor or parent liaison and student leader. Additionally, all handouts or promotional materials that are distributed to students or that will be used to advertise the fundraiser must be provided. See Form AFM-3: Application for Permission to Conduct Fundraiser in the Appendix of this manual.

3.5.3.2 Fundraisers Involving Third Party Vendors: Fundraisers which involve the sale of a product from a third party are required to provide additional information, as follows: (1) the vendor name; (2) the contact information for a third party vendor representative who can answer questions about the fundraiser; and (3) the estimated profit margin for the product being sold. See Application for Permission to Conduct Fundraiser in the Appendix of this manual.

3.5.4 Process and Timelines: Completed applications for the approval of a fundraiser should be submitted to the District Office. District Office staff will transmit the applications to the principal for review and approval, after which the superintendent will determine approval. Groups or organizations are encouraged to submit applications as soon as all required information is available and at least two weeks prior to any advertising for the fundraiser. No fundraising may begin until the required approvals are obtained.

3.6 Voluntary Participation: Student participation in any school-based fundraising activity shall be strictly voluntary. Individual student and family rights shall be protected, specifically those of equal opportunity, voluntary participation and emphasis on the general goal, rather than on student competition. No child may be punished for declining to participate in a fundraising activity.

3.7 Age Limitations: The school district discourages all door-to-door and similar fundraising activities by students under the age of 12 who are not physically accompanied by a responsible adult. State law expressly provides that:

3.7.1 Children Under 12 Years of Age: Any child under 12 years of age is required to have written approval from his/her parent or guardian in order to engage in any school-related fundraising that involves sales, solicitation, or collection activities on a door-to-door basis or in any public place; and

3.7.2 Children Under 9 Years of Age: Any child under 9 years of age, or any group of children that includes one or more children under 9 years of age must be

with the rules and procedures included in this manual. Groups or organizations that are not school-sponsored and/or are not affiliated with the school district are not subject to the rules and procedures included in this manual, but are expected to make sure any fundraising literature or activities make it clear that the organization is a separate entity and that the fundraising activity is not endorsed or sponsored by the school. The school district reserves the right to prohibit fundraising on school grounds by any non-school affiliated groups, or organizations.

- 3.3 Exemption for Non-Fundraisers:** While many school groups and organization engage in specific fundraising events for the purpose of raising money for a particular purpose, other groups and organizations generate funds through pass-through collections. A pass-through collection is where a group or organization collects money from its members or parents for the purposes of purchasing an item of clothing, consumer good or service for the benefit of its student member. The school district considers these methods of generating funds to be non-fundraisers, as there is no intent to raise money beyond the cost of the goods or services purchased. Therefore, these methods of generating funds require less scrutiny than traditional fundraisers. The fundraising rules and procedures in this Section do not apply to pass-through collections, except that they require the advance approval of the activity advisor or athletic director and the principal. See Form AFM-2: Application for Pass-Through Collections in the Appendix of this manual.
- 3.4 Legal Compliance:** All fundraising activities much be conducted in strict compliance with applicable state and Federal laws, WIAA and Department of Public Instruction regulations and policy and school district policies, rules and guidelines. Failure to do so may result in penalties ranging from criminal prosecution to loss of fundraising privileges and revenue.
- 3.5 Approval of Fundraisers:**
- 3.5.1 Activity Fund Required:** Groups or organizations who wish to conduct a fundraiser must have established an activity fund as set forth in Section 2.
- 3.5.2 Prior Permission Required:** All fundraisers must have advance approval from the Superintendent and, if applicable, the athletic director (for athletics fundraisers) or activity advisor. The superintendent with school board approval may impose penalties on any groups or organizations who do not receive the required permissions, which could include the denying fundraising privileges or imposing other sanctions, including forfeiture of funds raised into the district's general fund.
- 3.5.3 Required Information:**
- 3.5.3.1 All Fundraisers:** Groups or organizations who wish to conduct a fundraiser must provide the following information: (a) name of organization/group; (b) account number; (c) name of fundraiser; (d) target dollar amount to be raised; (e) location of fundraiser; (f) dates during

activity. The student leader(s) are responsible for communicating the desires of the students they represent with respect to fundraising and spending.

Section 2: Establishment of Activity Accounts

- 2.1 Initial Approval Required:** Every activity account must initially be approved by the principal and affirmed by the superintendent. No activity will be allowed to occur in any activity account which has not received the required approvals.
- 2.2 Subsequent Approval/Updates:** Once approved, activity accounts may continue to operate from year to year as long as there are no material changes in the information provided on the original Application for Establishment of Activity Account. If there are material changes, a new Application must be submitted. Additionally, the names of the Student Leaders of any clubs or organizations with Fund 60 accounts must be disclosed to the District Office after those leaders are selected and before any activity (fundraising, deposits/withdrawals) may occur for that activity.
- 2.3 Required Information:** Groups or organizations applying for the creation of a Student or Parent Activity Account or District Activity Account must include the (a) name of the organization/group; (b) purpose or primary objective; (c) planned activities; (d) name(s) and contact information of advisor/parent liaison and student leader(s), if applicable; (e) anticipated sources of revenue; (f) anticipated revenues/expenditures; (h) the signature of the activity advisor/parent liaison and student leader indicating that they have read and understand this manual and agree to abide by its terms. See *Form AFM-1: Application for Establishment of Activity Account in the Appendix* of this manual.
- 2.4 Process & Timelines:** Completed applications for the creation of a Student or Parent Activity Account or District Activity Account should be submitted to the District Office. Submitted applications will be provided to the principal for review and approval. Groups or organizations are encouraged to submit applications as soon as all required information is available.

Section 3: Fundraising

- 3.1 Philosophy & Purpose:** The school district supports fundraising activities that are designed to promote educational and co-curricular/extracurricular activities without interfering with the educational process. Fundraising (and the expenditure of such funds) by students and by student groups shall be for school and school-related purposes, for items outside the budget that enhance the educational program, or for charitable purposes. The school district DOES NOT support fundraising activities that are not conducted for a clearly identified and legitimate need or purpose. In other words, the school district DOES NOT support fundraising activities designed to simply accumulate excess funds, as such fundraisers detrimentally impact legitimate fundraising activities and place unnecessary financial burdens on the businesses and individuals being solicited for funds.
- 3.2 Non-School v. School Fundraisers:** Any group or organization proposing to raise funds on behalf of, or for the benefit of the school or a school-sponsored program must comply

1.2.3 District Activity Accounts (Fund 21) also called Special Revenue Trust Fund:

This fund is used primarily to account for assets which are held for co-curricular activities and other district operations and which may be used to supplement the general budget (Fund 10) allocation for those programs/projects. Decisions regarding the activity account are made by the school district and district employees, not by students. In addition to fundraising proceeds, other funds that are held in District Activity Accounts include restricted or unrestricted gifts and/or donations that are made by private parties or corporations to be used for the benefit of the district. Balances in a District Activity Account may be carried over from year to year, but should not result in a significantly large reserve.

Examples of District Activity Accounts include most athletics, elementary grade level accounts and corporate donation accounts.

1.3 Responsibility for Activity Accounts:

1.3.1 School Board: The school board has fiduciary responsibility to establish and enforce policies and procedures to safeguard school assets.

1.3.2 School Business Official (District Office): The school business official (also known as the District Office) has overall responsibility for the accounting and reporting of all activity accounts to the school board. The school business official/designee is responsible for the implementation of the policies and internal control pertaining to the supervision and administration of the agency accounts in accordance with the applicable state laws and Federal laws, board policy and administrative rules or guidelines.

1.3.3 Principal: The principal has overall responsibility for the operation of the activity accounts including responsibility for the proper collection, disbursement and control of all activity account funds in accordance with applicable state and Federal laws, board policy and administrative rules or guidelines.

1.3.4 Activity Advisor: The activity advisor of each student group or organization is responsible for supervising all activities of the organization. As such, activity advisors approve all transactions of the activity account they supervise. The faculty advisor should be an employee of the school district, under the direct control of the principal.

1.3.5 Parent Organization Representative: Each parent organization should select a representative to act as a liaison between the school district and the parent organization.

1.3.6 Student Leader(s): Every activity that maintains a Student Activity Account in Fund 60 must identify a student or group of students as student leaders for that

Section 1: General Information

1.1 Purpose of Manual: The purpose of this manual is to provide standardized procedures and fiscal controls for the administration of activity accounts and fundraising in the Cochrane-Fountain City School District. Adherence to these procedures is expected from all district staff and students involved in the management of these funds. These procedures constitute school board policy and reflect existing state statutes, regulations and guidelines, administrative procedures and generally accepted accounting practices. They are intended to protect the building administrators, the respective staff members who are responsible for maintaining activity account financial records, the students and the district. The decentralized nature of activity accounts requires strong fiscal controls on the funds. These controls include clearly defined lines of authority and areas of responsibility, as well as policies and procedures to guide the operation of activity funds.

1.2 Definition of Activity Accounts: The Wisconsin Department of Public Instruction (DPI) and Wisconsin Uniform Financial Accounting Requirements (WUFAR) require schools to account for their financial transactions using specified numeric FUND classifications, which reflect the intended use of the funds, i.e. Fund 60. Although DPI and WUFAR categorize the accounts as FUND, unless a specific FUND number is necessary for clarification purposes, the accounts will be referred to as accounts. *With respect to activity accounts, the main factor which differentiates the funds is who is in control of the money—students or district staff.*

1.2.1 Student Activity Accounts (Fund 60): This account is used primarily to account for assets held by the district for student-led organizations. Decisions regarding fundraising efforts and the disbursement of an organization's monies are made by the students in the organization, collaboratively with its advisor/supervisor. If it is not a student organization, it should not be classified as a student activity fund. Funds in a Student Activity Account should be expended in such a way to benefit students currently in school who have contributed to the accumulation of such money. As such, there should be minimal carry-over of balances in Student Activity Accounts.

Examples of Student Activity Accounts include Student Council, FBLA, FFA, National Honor Society and Class of 20XX.

1.2.2 Parent Organization Accounts (Fund 60): Fund 60 may also be used to hold agency funds for parent organizations, such as booster clubs. The organization may not be a separate 501(c)(3) and may not use the district's tax ID number. Any bank accounts must be in the name of the district. Parent Organization Accounts are subject to the same policies and procedures as Student Activity Accounts and other district funds. An example of a Parent Organization Account is the Post-Prom Fund.

C-FC Activity Accounts Manual (Rev. 11/15/2023)

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C-FC Activity Accounts Manual (Rev. 11/15/2023)

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Section 6: Closure of Activity Account: The date and reason for the closure of any activity account shall be documented in writing on *Form AFM-10: Activity Account Closure Form*.

- 6.1 Closure Due to Inactivity:** An account may be closed by the principal pursuant to Section 4.4 after twelve consecutive months of inactivity.
- 6.2 Closure By Request:** An account may be closed at the request of the activity advisor.
- 6.3 Closure by the School Board:** The superintendent reserves the right to close the account of any activity/group/organization which has not complied with the terms of this Manual.

Form AFM-1

Cochrane-Fountain City School District
APPLICATION FOR ESTABLISHMENT OF ACTIVITY ACCOUNT

Groups or organizations which organize to raise money and/or receive donations to promote a particular program, project or subject area must complete this application to establish an activity account, which must be approved by the principal and affirmed by the superintendent. Please return this completed form to the District Office.

1. NAME OF ORGANIZATION/GROUP: _____

2. PURPOSE (Describe the purpose of the organization or group and how it will benefit the students/district):

3. PLANNED ACTIVITIES (Describe the activities that will be conducted by the group/organization):

4. LEADERSHIP (Name, phone number and e-mails of activity advisor or parent liaison and student leader(s)):

Check box if the organization is student led where decisions about activities, fundraising and spending are made primarily by students, with guidance from the advisor.

5. ANTICIPATED SOURCES OF REVENUE FOR ACTIVITY FUND:

- Will the group/organization use the account as a pass-through account, where payments are collected from students, parents or community members and used to purchase items for the parties providing payment (such as clothing), without an expectation of a profit? YES NO (circle one)
- Will this group/organization only receive donations? YES NO (circle one)
- Will this group/organization charge membership fees? YES NO (circle one) If so, how much? \$ _____
- Will this group/organization do fundraisers? YES NO (circle one) How many per school year? _____

6. ANTICIPATED REVENUES/EXPENSES:

- What are the total anticipated revenues for the group/organization this school year? \$ _____
- What are the anticipated expenditures for the group organization this school year? (include a description of how the funds will be used as well as an estimated total expenditure amount for this school year).

_____ Total Anticipated Expenditures for School Year: \$ _____

ACKNOWLEDGEMENT: I/we acknowledge that I/we have read the Cochrane-Fountain City Activity Funds Manual and agree to comply with its terms. I/we acknowledge that any fundraisers by the group/organization named in this document require separate approval via a separate application.

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Approved by:

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Form AFM-3

Cochrane-Fountain City School District
APPLICATION FOR PERMISSION TO CONDUCT FUNDRAISER

Groups or organizations who wish to conduct a fundraiser must submit this completed application for approval by the principal and superintendent. Please return this completed form to the District Office.

Name of Organization/Group: _____ Account No.: _____

Name of fundraiser (i.e. fruit sale): _____

Target dollar amount to be raised: _____ Location of fundraiser: _____

Dates of the fundraiser (from/to): _____ Grade levels involved: _____

Description of activity/product to be sold _____

Intended use of the funds raised (be specific, including items/service to be purchased and cost per item): _____

Describe the options available for parents/students who choose not to participate in the fundraising activity, but would like to receive the incentives or donate to the fundraiser: _____

Describe any incentives that will be offered to participants: _____

Describe any parent effort or assistance that will be required: _____

FOR SALES INVOLVING PRODUCTS PROVIDED BY A THIRD PARTY VENDOR:

Vendor Name (i.e. ABC Marketing): _____ Representative: _____

Representative E-mail: _____ Representative Phone: _____

What is the estimated profit margin for the product(s) being sold? (%-age or \$ amount) _____

ATTACH ANY HANDOUTS THAT WILL BE DISTRIBUTED TO STUDENTS INVOLVED IN THE FUNDRAISING AND ANY PROMOTIONAL MATERIALS THAT WILL USED TO SOLICIT FUNDS (i.e. FLYERS, POSTERS, etc.). EXAMPLE PERMISSION SLIPS FOR CHILDREN AGE 12-UNDER SHOULD ALSO BE ATTACHED.

ACKNOWLEDGEMENT: I/we acknowledge that I/we have read the Cochrane-Fountain City Activity Funds Manual and agree to comply with its terms. I/we acknowledge that we may not do any fundraising until this application is approved.

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Approved by:

Principal Signature: _____ Date: _____

Athletic Director (for athletic groups): _____ Date: _____

Superintendent: _____ Date: _____

Form AFM-4

Cochrane-Fountain City School District
POST-FUNDRAISER REPORT

This form must be completed by any groups/organizations who conduct a fundraiser WITHIN TWO WEEKS AFTER THE SPECIFIED END-DATE OF THE FUNDRAISER. Please return this completed form to the District Office.

Name of Organization/Group: _____ Account No.: _____

Name of fundraiser (i.e. fruit sale): _____

Dates of the fundraiser (from/to): _____ Target \$\$ amount: _____

Gross Receipts from Fundraiser	\$
Less Costs of Sales and Other Expenses	\$
Total Profit (Loss) from Fundraiser	\$

Did this type of fundraising meet your group/organization's goals? YES NO (Circle one)

Why or why not? _____

Describe any feedback you received on this fundraiser from students, parents, customers or others: _____

Would you do this fundraiser again? YES NO (Circle one) Why or why not? _____

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Received by:

District Office: _____ Date: _____

Distributed to

- Principal on _____ Initials: _____ Date: _____
- Superintendent on _____ Initials: _____ Date: _____

Form AFM-5

Cochrane-Fountain City School District
ACTIVITY ACCOUNT CARRYOVER REQUEST

This form must be completed by any groups/organizations who wish to carry over any balances of over \$1000 to the next fiscal year and who do not fit within one of the exceptions specified below. This form must be completed and returned to the District Office by June 30th.

EXCEPTIONS TO CARRYOVER REQUEST REQUIREMENTS: The following groups/organizations DO NOT need to complete this form—the amounts will automatically be carried over into the following fiscal year:

- Class Accounts (Class of 20XX): From the freshman year through senior year, funds will automatically be carried over. After the class graduates, the class treasurer must move the funds into an outside account.
- Trip Accounts: Accounts set up for students to raise money for trips (i.e. Fine Arts Trips) will be carried over until the specified trip occurs.
- Student Activity Accounts or District Activity Accounts with balances under \$1000 at fiscal year end (June 30th) will be allowed to carry over balances into the following fiscal year.
- Parent Organization Accounts with balances of any amount will be allowed to carry over balances into the following fiscal year.

Name of Organization/Group: _____ Account No.: _____

Balance in the activity account fund as of May 31 st	\$
Describe expenditures anticipated to be made from the activity account between June 1 st and June 30 th	\$
Expected balance in activity account fund as of June 30 th	\$

I/we request that the amount of \$ _____ be carried over into the next year fiscal year.

Describe the reason why this balance should be carried over into the next fiscal year (i.e. we are saving for a XXX which costs XXX and which will require several years of fundraising, etc): _____

ACKNOWLEDGEMENT: I/we acknowledge that the school district reserves the right to deny fundraising privileges or to impose other sanctions for activity groups/organizations that consistently maintain large balances from year to year, including forfeiture of those funds.

Advisor Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Approved by:

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Form AFM-9

Cochrane/Fountain City School District
ACTIVITY ACCOUNT CLOSURE FORM

I/we request that the activity account for the organization/group listed below be closed out.

Name of Organization/Group: _____ Account No.: _____

Select reason for closing the account:

The account has had twelve consecutive months of inactivity and is being closed by the principal. *Requires signature of Principal only.

The account is being closed at the request of the activity advisor. The specific reason for this is as follows:

*Requires signature of activity advisor and of principal.

The account is being closed by the superintendent. The specific reason for this is as follows:

*Requires signature of superintendent-

Date on which account should be closed: _____ Balance in the account at time of closure: _____

The remaining balance in the account should be transferred to: _____

Advisor/Parent Liaison Signature: _____ Date: _____

Student Leader Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

District Office Use Only:

Account Closed on: _____ Balance to: _____

Superintendent Signature: _____ Date: _____

Book School Board Policies
Section 300: Instruction
Title Basic Instructional Program
Code 341
Status _____
Adopted **11 – 15 - 2023**

The instructional program of the Cochrane-Fountain City School District shall meet at least the minimum standards as prescribed by state laws and regulations.

The Director of Instructional Services, or designee, shall be responsible for implementing the courses of instruction required by board policies, and shall keep the board informed of the district's compliance with state law.

Legal References:

Wisconsin Statutes

Section 118.015 [reading instruction]
Section 118.016 [assessments of reading readiness]
Section 121.02(1)(c) [school district standards; remedial reading and interventions]

Book School Board Policies
Section 300: Instruction
Title Reading Instruction
Code 341.1
Status _____
Adopted 11 – 15 - 2023

The District Administrator, working in conjunction with other administrators and appropriate instructional staff, including the certified reading specialist(s) with primary authority for the monitoring of the District’s reading curriculum, shall propose for School Board approval a program of reading goals for grades kindergarten to 12. Such a proposal shall be submitted upon request by the Board or whenever the administration determines that it would be beneficial or prudent to revisit existing goals.

Following approval by the Board, the District’s reading goals shall be a part of the District’s annual evaluation of the reading curriculum and the District’s regular assessment of reading-related needs across all instructional levels.

The 4K through grade twelve (12) reading program shall contribute to the total development of students. The program shall be designed to help students acquire reading competence, which enables them to experience success as citizens of the community. The program will prohibit three-cuing instruction and consist of all the following:

- Phonological awareness
- Phonemic awareness
- Phonics
- Building background knowledge
- Oral language development
- Vocabulary building
- Instruction in writing
- Instruction in comprehension
- Reading fluency

The goals for the Cochrane-Fountain City School District 4K through grade twelve (12) reading program shall be as follows:

- To guide each student toward a level of achievement in reading which approaches the limit of his/her full potential.
- To help students develop functional reading skills in addition to interrelated speaking, listening, writing, and thinking skills.
- To help each student apply reading skills which are directly related to his/her needs in practical situations.
- To help build student attitudes toward an interest in reading as a recreational and functional skill.
- To provide interventions and remedial reading services for students in need of such services in grades kindergarten to 12.
- To evaluate the reading program and student achievement annually.

Legal References:

Wisconsin Statutes

Section 118.015 [reading instruction]

Section 118.016 [assessments of reading readiness]

Section 121.02(1)(c) [school district standards; remedial reading and interventions]

Book	School Board Policies
Section	300: Instruction
Title	School to Career Program
Code	341.21
Status	_____
Adopted	11 – 15 - 2023

This program is available primarily to Program of Study Concentrators and/or completers within the career and technical education area. Students are required to complete an application to the YA Coordinator or the equivalent representative, will have a meeting to discuss acceptance, placement, and acceptance into the appropriate program (Coop or Youth Apprenticeship). Student release time will be in accordance with the specific program and pathways guidelines, as set forth by Wisconsin Department of Public Instruction Coop Program the Wisconsin Department of Workforce Development Youth Apprenticeship Program.

The Work Release program, which allows students to be released into a work setting, without application and acceptance to the school to career program, is limited to two terms per student. Students in this program are required to have an IEP, 504 plan, At-Risk plan and/or other special circumstances, at the discretion of the high school building administrator. Student release time will be a maximum of two class periods.

Legal Reference:
Wisconsin Statutes
Section PI 1370

Book	School Board Policies
Section	300: Instruction
Title	Youth Apprenticeship
Code	341.22
Status	_____
Adopted	11 – 15 - 2023

The Cochrane-Fountain City School District Youth Apprenticeship Program will follow the Wisconsin Department of Workforce Development guidelines and state regulations. Students must follow the School to Career Program Guidelines, to include personal automobile use.

Legal Reference:
Wisconsin Statutes
Section PI 1370

Book School Board Policies
 Section 300: Instruction
 Title Academic and Career Planning
 Code 355
 Status _____
Adopted 11 – 15 - 2023

Academic and Career Planning (ACP) is intended to equip students and their families with the tools necessary to make more informed choices about postsecondary education, training, careers for life after high school. It is part of DPI’s overall vision for every student to graduate high school academically, socially, emotionally, and life ready.

<u>Academic Readiness</u>	<u>Components College & Career Readiness</u>	<u>Social & Emotional Readiness</u>
<ul style="list-style-type: none"> ● Relevant academics ● Connected sequence of courses ● College credit rigor 	<ul style="list-style-type: none"> ● Attendance ● Grade point average (G.P.A.) ● Co-curricular activities ● Algebra II proficiency ● AP course enrollment and scoring a 3 or better on exam ● Postsecondary credits ● ACT benchmark scores ● Dual credit career pathway courses ● Industry recognized credentials earned 	<ul style="list-style-type: none"> ● Self-awareness ● Self-management ● Social awareness ● Relationship skills ● Decision making ● Character Development

Cochrane-Fountain City School students in grade 7 – 12 will be enrolled in an ACP advisory class that will meet throughout the school year. The activities, assignments, and experiences will provide a school-wide culture of support for student transition to adulthood.

Legal Reference:
Wisconsin Statutes
 Section 118.33(1)(c)

Book	School Board Policies
Section	400: Students
Title	Academic Integrity
Code	443.9
Status	_____
Adopted	11 – 15 - 2023

The Cochrane-Fountain City School District regards academic integrity as a cornerstone of its educational mission and is an obligation for all students. It is expected that all schoolwork submitted for the purpose of meeting course or class requirements represent the original efforts of the individual student. Administration, faculty, students, and their families are all important contributors to the upholding of this academic integrity in our school community. To this end, it is important that all involved understand their integral role in helping to promote this climate of academic honesty. Our goal is for students to learn and practice ethical behaviors regarding information and information technology.

I. Definitions

Academic integrity means making a consistent commitment to the fundamental values of honesty, trust, fairness, respect, responsibility, and courage in educational pursuits.

Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. Includes actions, attempted actions, as well as some failures to act that create or that may result in either (1) a dishonest or unfair academic advantage for oneself or for others, or (2) an unfair academic disadvantage for one or more other students.

II. Conduct that Demonstrates Academic Integrity

Academic integrity is demonstrated (1) by translating those essential values and ideals into concrete decisions and actions, and (2) by accepting responsibility for any personal conduct (such as academic misconduct) that does not uphold the standards of academic integrity.

- Completing and submitting all work in a manner that is consistent with the purpose(s) of and instructions for the academic activity.
- Being respectful of the ideas and work of others. This includes, for example:
 - Identifying and giving credit to sources that the student has used.
 - When presenting or characterizing another person’s ideas or work, doing so fairly and accurately.
 - Adhering to copyright law.
 - Providing clarifying information when a student knows or suspects that a teacher or administrator has a mistaken impression about authorship, creative ownership, or creative contributions relating to work that the student has submitted or presented.
- Being transparent about any special assistance that the student may have received in connection with completing his or her academic work, even though the assistance was not prohibited.
- Obtaining clarification from the teacher or another appropriate staff member when the student has questions about the instructions, rules, or expectations for an assignment, project, test, or other schoolwork. This includes asking questions that the student may have about whether working with another person, using technology, or obtaining assistance from any other source is permissible.
- Completing his or her fair share of group work and meeting his or her related commitments to the group.
- Resisting peer pressure to commit or participate in any way in an act of academic misconduct.
- Not making excuses that attempt to justify (whether to themselves or to others) an instance of academic misconduct. For example, a student acting with academic integrity knows that neither the decisions of other students, a busy schedule, a personal hardship, nor a perceived shortcoming of a teacher are valid reasons for engaging in academic misconduct.
- Accepting the consequences of the student’s own conduct and resolving to learn from and avoid repeating past mistakes and errors in judgment.
- Taking a stand against academic misconduct and supporting others who take such a stand. This includes disclosing information that a student knows about any instance of possible academic misconduct to an appropriate teacher or school administrator.

III. Examples of Academic Misconduct

- Presenting, or submitting ideas, written content, assessment responses, or other academic work as the student's own work when it is not the student's own work. *Examples include but are not limited to:*
 - Giving or getting improper assistance on an assignment meant to be individual work;
 - Acting as a provider of paper(s) for a student or students;
 - Failing to disclose academic or creative assistance that the student received from another person or other resource (including a technology-based resource) if failing to disclose that assistance would (1) be misleading to who is evaluating the work/submission; or (2) create any other unfair or dishonest academic advantage; and
 - Using the ideas, words, creative efforts, or other work of others without including a context-appropriate citation, reference, or acknowledgment.
- Obtaining or making use of academic or creative assistance from any other person or any other resource (including a technology-based resource) *if any of the following apply:*
 - The assistance is inconsistent with purpose, instructions, or rules established for the assignment, project, assessment, or other academic activity;
 - The assistance provides a student with an unfair or dishonest advantage over other students; or
 - Using notes, programmable calculators, or other electronic devices are not allowed by the instructor.
- Misuses or falsifies academic documents. *Examples include but are not limited to:*
 - Altering a transcript or report card;
 - Signing another person's name to an attendance roster or grade check;
 - Forging a pass; or
 - Re-using the student's own prior academic work for a grade or other credit in a different class.
- Purposefully damages or hinders the work of others. *Examples include but are not limited to:*
 - Hiding books or reference materials needed to complete an assignment; or
 - Tampering with lab experiment, art project, or electronic files of another student.

IV. Cooperative Learning /Group Work

Because this type of work presents unique learning opportunities, it is important that each student do his/her assigned part in a timely manner consistent with the teacher's rubric or timeline. Relying on others to do his/her work because a student fails to complete his/her part in a timely manner, either intentionally or not, is considered academic misconduct and the student will be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences including a reduced grade because of the student's failure to complete his/her part of the group project.

V. Teacher Responsibilities:

Teachers at C-FC are committed to teaching and upholding ethical standards when it comes to appropriate use of information and information technology. To this end, teachers will:

- Review the Academic Integrity Policy with students at the beginning of each semester and provide reinforcement as necessary particularly when projects and papers are assigned.
- Provide clear and detailed guidelines when a paper or project is assigned, extent of help allowed from peers, adults, and technology.
- Oversee group work with appropriate check points to ensure that all students are fully participating in the group, including clear direction on cooperative learning roles, responsibilities, and expectations.
- Coach students who are having trouble completing projects through all phases of research including identifying sources, proper use of those sources, timeliness, formatting and composing the body of the paper, etc.

VI. Student Responsibilities:

Students at C-FC are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology by:

- Completing and submitting their own work consistent with teacher guidelines for individual or group work.
- Asking for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.
- Reading, signing, and returning a form annually indicating that they and their parents have read and fully understand all parts of the "C-FC Policy on Academic Integrity"

VII. Consequences for Academic Misconduct

If the District determines that a student has engaged in academic misconduct, the student is subject to appropriate academic consequences and may also be subject to other non-academic disciplinary sanctions. Examples of possible non-academic disciplinary sanctions include the loss of school-related privileges, referrals under the District's extracurricular code of conduct, and/or the rescinding or loss of eligibility for awards and honors. At its discretion, the District may also implement instructional or restorative interventions in lieu of or in addition to other consequences or sanctions.

All District employees and agents of the District must avoid improper bias and any type of prohibited discrimination in the administration of this policy, including when making determinations of academic misconduct and when imposing any sanctions/consequences. Complaints alleging any type of prohibited discrimination may be submitted under the District's established procedures for such matters.

VIII. Additional Standards and Procedures Relating to Determinations of Academic Misconduct

The following standards and procedures further address the process of determining if a student has engaged in academic misconduct and imposing academic consequences and other sanctions:

- Prior to deciding in a case of suspected academic misconduct and imposing any consequences or sanctions, the student shall be given the opportunity to respond to the concern or allegation.
- A teacher may obtain assistance from an administrator in resolving an allegation, investigation, or determination of academic misconduct.
- The school principal and relevant classroom teacher(s) shall coordinate with one another to ensure that, in addition to informing the student, the District promptly notifies the parent or guardian of any student who is under the age 18 of any finding of academic misconduct that will be documented in the student's records and any associated academic consequences or other disciplinary sanctions.
- When making decisions about academic consequences and any non-academic disciplinary sanctions for academic misconduct, District personnel are additionally expected to apply the following standards:
 - Consequences and sanctions should be reasonably proportional to the type and severity of the incident(s).
 - District personnel are expected to consider the age and developmental level of the student.
 - District personnel should normally utilize concepts of progressive consequences/sanctions (i.e., applying increasingly significant consequences/sanctions when a student commits multiple or subsequent offenses).
- Sanctions and consequences shall not be arbitrary. An important aspect of avoiding arbitrary decisions involves giving due consideration to the consequences and sanctions imposed in reasonably similar situations. However, it is appropriate for District personnel to consider the totality of the individual circumstances, and there is often a range of reasonable, but not identical, outcomes that may be reached in similar cases.

IX. Appealing District Decisions Related to Academic Misconduct

If a student or parent wishes to appeal the consequence that is assigned or feels that the outcome/findings is/are unjustified, the student or parent/guardian:

- May make a written statement requesting and stating the basis for the appeal submitted to the principal within 5 days of the date the school provides notice of the relevant District decisions to the parent/guardian.
- The appeal will be decided by an ad hoc Academic Integrity Committee comprised of an administrator, school counselor, and teacher who were not directly involved in the initial decision.

Legal References:

Wisconsin Statutes

Section 118.13 [pupil nondiscrimination]

Section 120.13(1) [school rules; suspension and expulsion for violations of school rules]

Wisconsin Administrative Code

Section PI 9.03 [prohibiting pupil discrimination in connection with a school district's standard/and rules of behavior for students, disciplinary actions, and practices relating to instruction and assessment]