



OREGON SCHOOL DISTRICT

OREGON SCHOOL DISTRICT BOARD OF EDUCATION

“...helping students acquire the
skills, knowledge, and attitudes
to achieve their individual potential...”

From Oregon School District Mission Statement

DATE: MONDAY, AUGUST 8, 2022
TIME: 6:30 PM
PLACE: OSD Innovation Center, OHS, 456 N Perry Parkway

Order of Business

Call to Order

Roll Call

Proof of Notice of Meeting and Approval of Agenda

AGENDA

A. CONSENT CALENDAR		
	NOTE: Items under the Consent Calendar are considered routine and will be enacted under one motion. There will be no separate discussion of these items prior to the time the Board votes unless a Board Member requests an item be removed from the calendar for separate action.	
	1.	Minutes of Previous Meeting
	2.	Approval of Payments
	3.	Treasurer's Report, if any
	4.	Staff Resignations/Retirements, if any
	5.	Staff Assignments, if any
	6.	Field Trip Requests, if any
	7.	Acceptance of Donations, if any:
B. INFORMATION ITEMS		
	1.	Public Comment*
	2.	OEA Report
	3.	Student Report
C. ACTION ITEMS		
	1.	2022-2023 Employee Handbook
	2.	Policy 613: Sale and Disposal of School Property
	3.	2022-2023 SRO Agreement
D. DISCUSSION ITEMS		
	1.	Committee Reports
		a. Policy
		b. Vision Steering
	2.	OSD Planning for the Future
	3.	Sharing End of Year Survey Results - School Perceptions Survey
E. INFORMATION ITEMS		
	1.	Visioning and Strategic Planning

	2.	Teaching and Learning Update
	3.	Superintendent's Report
F. CLOSING		
	1.	Future Agenda
	2.	Check Out
G. ADJOURNMENT		

Go to: [www.OregonSD.org/board meetings/agendas](http://www.OregonSD.org/board%20meetings/agendas) for the most updated version agenda.

Public Comment

District Policy 180.05 provides an opportunity for the public to address the Board. We value the public comment period and feedback from our stakeholders. To comply with the Open Meetings Law and to ensure consistency, public comment will have the following parameters:

- Speakers will have three minutes in which to make their comments. Ms. Katie Heitz will signal the speaker when their time is up.
- The Board will not comment after each speaker and will reserve discussion to any items on the agenda. Speakers are welcome to stay for the meeting.
- Next steps following public comment may include: referral to the appropriate administrator for follow-up with the speaker or placement of the matter on a future Board agenda.

OREGON SCHOOL DISTRICT

Date: August 8, 2022

Time: 6:30 PM

Place: Innovation Center at Oregon High School, 456 N Perry Parkway, Oregon, WI

Mission: The mission of the Oregon School District is to educate all students by helping them acquire the skills, knowledge, and attitudes needed to achieve their individual potential, to contribute to a changing society, and to be receptive to learning as a lifelong process. The mission will be accomplished by delivering a high quality program through the joint efforts of students, staff, parents, and community.

	Item	Who	Handouts/Visuals	Expected Outcome
	Opening and welcome 1. Call to Order 2. Roll call 3. Proof of Notice	President Flanagan	None	Review of Agenda
	A. Consent Calendar 1. Minutes 2. Approval of Payments 3. Treasurer's Report 4. Staff Resignations/Retirements 5. Staff Assignments 6. Field Trip Request 7. Donations	President Flanagan	1. None 2. Attached 3. None 4. Attached 5. Attached 6. None 7. Attached	
	B. Information Items 1. Public Comment 2. OEA Report 3. Student Report			
	C. Action Item(s) 1. 2022-2023 Employee Handbook 2. Policy 613: Sale and Disposal of School Property 3. 2022-2023 SRO Agreement	1. Ms. Jonen 2. Ms. Jonen 3. Ms. Jonen	1. Attached 2. Attached 3. Attached	
	D. Discussion Items 1. Committee Reports a. Policy b. Vision Steering 2. OSD Planning for the Future 3. Sharing End of Year Survey Results – School Perceptions Survey	1. Committee Chairs 2. Dr. Bergstrom 3. Dr. Bergstrom	1. None 2. None 3. None	
	E. Information Items 1. Vision and Strategic Planning 2. Teaching and Learning Update 3. Superintendent's Report	1. Dr. Bergstrom 2. Dr. Bergstrom 3. Dr. Bergstrom		
	F. Closing 1. Future Agenda 2. Check Out			
	G. Adjournment			

OREGON SCHOOL DISTRICT BOARD APPROVAL OF PAYMENTS

August 8, 2022

AP Checks	\$ 246,613.02
AP Ach	\$ 1,786,082.40
Pcard 7/5	<u>\$ 200,704.84</u>
Total	\$ 2,233,400.26

CHECK VENDOR		INVOICE		CHECK	
NUMBER	KEY	VENDOR	DESCRIPTION	DATE	AMOUNT
201180	ALLIANT 000	Alliant Energy	BKE Electric 5-31 to 6-30-22 Pay 21/22	07/13/2022	5,181.24
201181	ASHBUIZZ000	Ashburn, Izzy	Volleyball Camp 4 days	07/13/2022	1,200.00
201182	AT & T 004	At & T	Monthly Internet Service Charge 21-22	07/13/2022	1,302.98
201183	AXLEY BR000	Axley Brynson LLP	Legal Fees	07/13/2022	550.00
201184	BOYERJOS000	Boyer, Joslyn	Volleyball Camp Instructor	07/13/2022	900.00
201185	CAPITOL 002	Capitol Lawn Sprinkler Inc	OHS fields - repairs to baseball and softball fields	07/13/2022	1,347.72
201186	CITY OF 001	City of Fitchburg	FES SW 4-1 to 6-30-22	07/13/2022	3,711.98
201187	CLINTON 000	Clinton Community School Distr	Carl Perkins Claim #2	07/13/2022	3,084.34
201188	JR'S MUL000	JR's Mulch Sales Inc.	Mulch for FES	07/13/2022	762.50
201189	NEW GLAR000	New Glarus School District	Carl Perkins Claim #2	07/13/2022	4,358.99
201190	SCHOOL D003	School District of McFarland	Carl Perkins Claim	07/13/2022	19,084.55
201191	UNITED M000	United Mailing Services Inc	Mail metering charges	07/13/2022	3,188.11
201192	VERONA A002	Verona Area Community Theater	Carl Perkins Claim #2	07/14/2022	-8,287.02
201192	VERONA A002	Verona Area Community Theater	Carl Perkins Claim #2	07/13/2022	8,287.02
201193	VILLAGE 000	Village of Oregon	DO SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	169.64
201193	VILLAGE 000	Village of Oregon	OMS SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	396.61
201193	VILLAGE 000	Village of Oregon	JCPE SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	142.60
201193	VILLAGE 000	Village of Oregon	RCI SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	389.91
201193	VILLAGE 000	Village of Oregon	PVE SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	299.06
201193	VILLAGE 000	Village of Oregon	JCPE WO 5-27 to 6-29-22 Pay 21/22	07/13/2022	676.12
201193	VILLAGE 000	Village of Oregon	HS NWall SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	129.44
201193	VILLAGE 000	Village of Oregon	HS WWall Water 5-27 to 6-29-22 Pay 21/22	07/13/2022	458.82
201193	VILLAGE 000	Village of Oregon	OHS SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	791.21
201193	VILLAGE 000	Village of Oregon	Pool SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	568.30
201193	VILLAGE 000	Village of Oregon	NKE SW 5-27 to 6-29-22 Pay 21/22	07/13/2022	374.69
201193	VILLAGE 000	Village of Oregon	MS Irrigation 5-27 to 6-29-22 Pay 21/22	07/13/2022	13.00
201194	WHITEWAT002	Whitewater Unified School Dist	Carl Perkins Claim 21/22	07/13/2022	5,931.03
201195	WI DEPT 000	WI Dept of Administration	DPI USDA Foods - SFSP	07/13/2022	497.56
201196	COMPLEX 000	Complex Security Solutions, In	Server FES	07/14/2022	3,199.90
201197	EDGERTON000	School District of Edgerton	2 Additional Participants Adaptive Schools Training	07/14/2022	900.00
201198	FILOMBRE000	Filomeno, Brenda	Unused Food Service Funds for O.O.	07/14/2022	54.00
201199	GREENISA000	Greene, Isabel	Seeds	07/14/2022	6.12
201199	GREENISA000	Greene, Isabel	Vegetables for SFSP Activity	07/14/2022	7.26
201200	GRULKJEN000	Grulke, Jennifer	Summer 2022 High School Volleyball Camp - Coach luncheons and dinner	07/14/2022	268.06
201201	KOMPAS C000	Kompas Care	Kompass Care Software and Services, 2022-2023 School Year	07/14/2022	10,168.50
201202	PETERSON000	Peterson Pest Management LLC	Pest Control Services for July 2022	07/14/2022	549.00
201203	RICKENIT000	Ricke, Nita	Unused Food Service Funds for J.R.	07/14/2022	40.00
201204	SASSOKAT000	Sassorossi, Kathryn	Unused Food Service Funds for S.S.	07/14/2022	22.30

CHECK VENDOR		INVOICE		CHECK	
NUMBER	KEY	VENDOR	DESCRIPTION	DATE	AMOUNT
201205	UTILIVIS000	Utilivision Inc	Energy Watchdog Annual Service Fee 7/1/22-7/1/23	07/14/2022	595.00
201206	MARK HAR000	Mark Harring Standing Trustee	Mary S Zoesch 20-12360	07/13/2022	292.50
201207	UNITED W000	United Way of Dane County	Payroll accrual	07/13/2022	129.82
201208	VERONA A000	Verona Area School District	Carl Perkins Claim #2	07/15/2022	9,287.02
201209	MADISON 020	Madison Metro School District	Additional Vision Services provided for 3 students	07/15/2022	845.00
201210	MID-STAT000	Mid-State Equipment	Repair on John Deere mower	07/15/2022	798.90
201211	HUDL 000	Hudl	Annual Hudl Subscription 22-23 (boosters to reimburse)	07/15/2022	11,500.00
201212	QUARTZ H000	Quartz Health Benefit Plans	Final Quartz Health Invoice	07/15/2022	3,986.13
201213	ALTSCBET000	Altschaf1, Beth	Refund for Rescheduled Spring Training/Hitting League	07/21/2022	94.00
201214	AXLEY BR000	Axley Brynson LLP	Legal Fees	07/21/2022	25.00
201215	BAKERBEC000	Baker, Becky	Refund for the Rescheduled Hitting League	07/21/2022	33.00
201216	BURCHKAR000	Burch, Karen	Refund for Tennis and Basketball Camp	07/21/2022	156.00
201217	CHANCCOR000	Chancellor, Cory	Refund for the Rescheduled Hitting League	07/21/2022	33.00
201218	COMPLEX 000	Complex Security Solutions, In	OHS - secretary button reconfiguration, high school office camera addition.	07/21/2022	3,024.95
201219	CUMMINS 001	Cummins Inc	OHS - SERVICE CALL TO PERFORM OIL RE-SAMPLE AT HALF INTERVAL IN JULY 2022 BASED ON SUBSTANDARD FLUID ANALYSIS RESULTS	07/21/2022	422.85
201220	EITHUTHO000	Eithun, Thomas	reimbursement for CPR cards - taught CPR to J. Weinert's class and is being reimbursed for his upfront cost.	07/21/2022	170.00
201221	ELLO CHA000	Ello, Chad	Refund for Cancelled Spring Training Camp	07/21/2022	28.00
201222	ERICKMAR000	Erickson, Mary	Refund for Rescheduled Spring Training/Hitting Camp	07/21/2022	89.00
201223	FRANSANG000	Fransson, Angela	Refund for CE & Rec STEAM Class Cancelled	07/21/2022	78.00
201224	GLADDADR000	Gladden, Adria	Refund for the Rescheduled Hitting League	07/21/2022	33.00
201225	HENEYKAL000	Heney, Kalena	Refund for Rescheduled Spring Training	07/21/2022	28.00
201226	JOHNSJES003	Johnson, Jessica	Refund for the Rescheduled Hitting League	07/21/2022	33.00
201227	LEHMARIL000	Lehmann, Riley	Refund for Basketball Camp	07/21/2022	50.00
201228	MACLEAN 000	MacLean Enterprises LLC	Fenceguard 16"	07/21/2022	3,280.00
201229	MANDT SA000	Mandt Sandfill Trucking	FES - 2 yds mulch	07/21/2022	50.00
201229	MANDT SA000	Mandt Sandfill Trucking	FES - 10 yds top soil	07/21/2022	340.00
201230	MOLLDJAN000	Molldrem, Janet	Refund for Rescheduled Spring Training/Hitting League	07/21/2022	61.00
201231	OSTERBRI000	Osterhaus, Brian	Refund for Pride Football Camp	07/21/2022	50.00
201232	PEPOYMAR000	Pepoy, Mark	Refund for CE & Rec STEAM Class Cancelled	07/21/2022	78.00
201233	RANDLSON000	Randl, Sonja	Refund for the Rescheduled Hitting League and Boys Basketball Camp (medical)	07/21/2022	83.00
201233	RANDLSON000	Randl, Sonja	Summer School Refund	07/21/2022	30.00
201234	SEARL EL000	Searl Electric Inc	OMS - disconnect floor outlet/recycle wire mold, disconnect/remove wire mold	07/21/2022	446.25
201235	SMARTKAT000	Smart, Katie	Refund for Rescheduled Spring Training/Hitting League	07/21/2022	61.00

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NUMBER	KEY	VENDOR	DESCRIPTION	DATE	AMOUNT
201236	STAASANG000	Staas, Angela	Refund for Rescheduled Spring Training	07/21/2022	28.00
201237	STOUGHTO006	Stoughton Hospital	June Physicals Account #43221520092	07/21/2022	459.00
201238	STRUCK &000	Struck & Irwin Fence Inc	OHS - material needed and reinstallation of black chain link fence by soccer field. (second invoice) New remit address on invoice	07/21/2022	1,182.00
201238	STRUCK &000	Struck & Irwin Fence Inc	OHS - ornamental iron panels New remit address on invoice	07/21/2022	1,866.00
201239	#SOCIALS000	#SocialSchool4EDU	Social Media Management 7/1/22-12/31/22 6 month payment	07/22/2022	6,500.00
201240	CIMARMAT000	Cimaroli, Matthew	Girls Basketball Summer League Official	07/22/2022	175.00
201241	COOROTER000	Coorough, Terry	Girls Basketball Summer League Official	07/22/2022	175.00
201242	JR'S MUL000	JR's Mulch Sales Inc.	25 yds of mulch for FES	07/22/2022	762.50
201243	OLSONCHA000	Olson, Charles	Girls Basketball Summer League Official	07/22/2022	70.00
201244	PETERARI000	Peterson, Arianna	College Textbook Reimbursement	07/22/2022	54.44
201245	RIDDELL 000	Riddell All American	Football Helmets & Shoulder Pads	07/22/2022	7,248.00
201246	BAMBRASH000	Bambrough, Ashley	CE & Rec Intro to Kayaking Cancellation	08/01/2022	40.00
201247	GILLESTE000	Gille, Stephanie	CE & Rec Robotics Evolution Cancelled	08/01/2022	147.00
201248	ALLIANT 000	Alliant Energy	OMS Natural Gas 6-20 to 7-18-22	08/04/2022	274.47
201248	ALLIANT 000	Alliant Energy	PVE Natural Gas 6-20 to 7-18-22	08/04/2022	725.94
201248	ALLIANT 000	Alliant Energy	NKE Natural Gas 6-20 to 7-18-22	08/04/2022	1,064.55
201248	ALLIANT 000	Alliant Energy	BKE Natural Gas 6-20 to 7-18-22	08/04/2022	623.97
201248	ALLIANT 000	Alliant Energy	NKE Garage Electric 6-23 to 7-22-22	08/04/2022	26.91
201248	ALLIANT 000	Alliant Energy	OMS Kitchen/MS Greenhouse	08/04/2022	60.69
201248	ALLIANT 000	Alliant Energy	OMS Electric 6-22 to 7-21-22	08/04/2022	4,335.58
201248	ALLIANT 000	Alliant Energy	HS Storage Shed Gas 6-22 to 7-21-22	08/04/2022	13.75
201248	ALLIANT 000	Alliant Energy	OHS Electric 6-23 to 7-22-22	08/04/2022	25,755.94
201248	ALLIANT 000	Alliant Energy	OHS Natural Gas 6-20 to 7-18-22	08/04/2022	3,094.91
201248	ALLIANT 000	Alliant Energy	Football Field Concessions 6-22 to 7-21-22	08/04/2022	38.03
201248	ALLIANT 000	Alliant Energy	HS Football Field Lights/Panther Stadium Storage/HS West Football Lites	08/04/2022	85.14
201248	ALLIANT 000	Alliant Energy	JV Baseball Press Box/JCPE Lights	08/04/2022	271.96
201248	ALLIANT 000	Alliant Energy	NKE Electric 6-23 to 7-22-22	08/04/2022	9,500.48
201248	ALLIANT 000	Alliant Energy	Pool Electric 6-23 to 7-22-22	08/04/2022	2,259.47
201248	ALLIANT 000	Alliant Energy	PVE Shed Gas 6-23 to 7-22-22	08/04/2022	13.75
201248	ALLIANT 000	Alliant Energy	RCI Electric 6-22 to 7-21-22	08/04/2022	6,497.30
201248	ALLIANT 000	Alliant Energy	PVE Electric 6-23 to 7-22-22	08/04/2022	4,512.40
201248	ALLIANT 000	Alliant Energy	RCI Gas 6-20 to 7-18-22	08/04/2022	457.88
201248	ALLIANT 000	Alliant Energy	Pool Natural Gas 6-20 to 7-18-22	08/04/2022	1,013.25
201248	ALLIANT 000	Alliant Energy	BKE Electric 6-30 to 7-28-22	08/04/2022	4,099.34
201249	ALPHA BA000	Alpha Baking Company Inc	Bread Delivery OHS, SFSP	08/04/2022	153.90

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NUMBER	KEY	VENDOR	DESCRIPTION	DATE	
201249	ALPHA BA000	Alpha Baking Company Inc	Alpha Baking, Bread Delivery, SFSP, NKE	08/04/2022	68.40
201249	ALPHA BA000	Alpha Baking Company Inc	Bread Delivery SFSP OHS	08/04/2022	146.56
201249	ALPHA BA000	Alpha Baking Company Inc	Bread Delivery SFSP NKE	08/04/2022	125.52
201250	BARONMIC000	Barone, Michael	Support for CE Pickleball & Clinic Instructor (April-July 2022)	08/04/2022	700.00
201251	BIRLIKAR000	Birling, Karen	Refund for Rescheduled Hitting League	08/04/2022	33.00
201252	CUTTING 000	Cutting Edge Lawn Care & Snow	NKE: 5/26/22 and June Mowings; billed a gas charge of \$58.50	08/04/2022	1,033.50
201253	EDGEWOOD000	Edgewood College Inc	Girls Soccer Practice Field Rental 6-14-22	08/04/2022	237.50
201254	EQUAL RI000	Equal Rights Division	Work Permits for July 2022 (13 permits)	08/04/2022	97.50
201255	GAMMONEI000	Gammon, Neil	Refund for Rescheduled Hitting League	08/04/2022	33.00
201256	GREENISA000	Greene, Isabel	Reimbursement for July Cooking Club Supplies	08/04/2022	116.28
201257	INFINITE001	Infinite Campus Inc	POS Terminals with Warranty for Food Service	08/04/2022	5,634.00
201258	KATZ'S S000	Katz's Saxes and More	Service - repair on Bari Saxophone	08/04/2022	200.00
201259	MARK HAR000	Mark Harring Standing Trustee	Mary S Zoesch 20-12360	08/04/2022	292.50
201260	NEWSELA 000	Newsela	K-6 Curriculum	08/04/2022	5,800.00
201261	PETERSON000	Peterson Pest Management LLC	Pest Control Services for August 2022	08/04/2022	549.00
201262	PRO-TEAM000	Pro-Team Foodservice Advisors	Health E Pro Software for use in all kitchens	08/04/2022	5,525.00
201263	SHIH JAN000	Shih, Janice	Refund for Beginning Equestrian Class	08/04/2022	156.00
201264	SMITHHEA000	Smith, Heather	Unused Food Service Funds for T.W.	08/04/2022	7.20
201265	SOFTBANK000	SoftBank Robotics America Inc	FES: Whiz Autonomous Vacuum, deployment and 3 year warranty	08/04/2022	33,915.00
201266	TORGEJOH000	Torgerson, John	Refund for Rescheduled Hitting League	08/04/2022	33.00
201267	UNITED W000	United Way of Dane County	Payroll accrual	08/04/2022	129.82
201267	UNITED W000	United Way of Dane County	Payroll accrual	08/04/2022	41.25
201268	WI SCTF 000	WI SCTF	Payroll accrual	08/04/2022	65.00
201268	WI SCTF 000	WI SCTF	Payroll accrual	08/04/2022	65.00
201269	WSMA 000	WSMA	2022-2023 WSMA Member School (Early Registration)	08/04/2022	435.00
201270	PROPRODU000	ProProductions Inc	Softball Team Poster Prints and Banners (deducted \$35.78 sales tax - tax exempt certificate included)	08/04/2022	650.48
Totals for checks					246,613.02

CHECK VENDOR		INVOICE		CHECK	
NUMBER	KEY	VENDOR	DESCRIPTION	DATE	AMOUNT
222300054	BABLEANG000	Babler, Angela	Unused Food Service Funds for B.M.	07/08/2022	5.40
222300055	CANTRKAT000	Cantrell, Katie	Reimburse for sub license fee	07/08/2022	125.00
222300056	CARRICO 000	Carrico Aquatic Resources Inc	Water Treatment Equipment and Chemicals for July 2022	07/08/2022	866.67
222300057	DAMBALIS000	Dambach, Lisa	reimburse for special ed license renewal	07/08/2022	100.00
222300058	ENVIRONM001	Environmental Management Consu	SEMI-ANNUAL ESHC MAINTENANCE FEE JULY 1, 2022 THROUGH DECEMBER 31, 2022	07/08/2022	2,800.00
222300058	ENVIRONM001	Environmental Management Consu	SEMI-ANNUAL SDS MANAGER MAINTENANCE FEE JULY 1, 2022 THROUGH DECEMBER 31, 2022	07/08/2022	540.00
222300059	FIRST AG000	Arthur J Gallaher	22-23 Student Accident Insurance	07/08/2022	4,067.00
222300060	FRONTLIN000	Frontline Technologies Group	22-23 Absence and Substitute Management	07/08/2022	19,051.94
222300061	HEARTLAN005	Heartland Business Systems LLC	E-rate 2022 Core Switching - Order #102200	07/08/2022	6,214.88
222300062	ILLUMINA000	Illuminate Education Inc	EduClimber Software Licenses	07/08/2022	16,828.84
222300063	M3 INSUR000	M3 Insurance Solutions Inc	July Quarterly Installment	07/08/2022	110,541.50
222300064	POESCSUS000	Poeschl, Susan	Cheer Team Camp Deposit (8/13-14)	07/08/2022	400.00
222300065	ALPHA CO000	Alpha Controls & Services LLC	Credit for duplicate payment of W42102	07/13/2022	-405.00
222300065	ALPHA CO000	Alpha Controls & Services LLC	OHS: 2 boilers faulted, relief fan failure	07/13/2022	405.00
222300065	ALPHA CO000	Alpha Controls & Services LLC	OMS - clean coils	07/13/2022	2,312.50
222300065	ALPHA CO000	Alpha Controls & Services LLC	RCI - replace face and bypass actuator.	07/13/2022	576.29
222300065	ALPHA CO000	Alpha Controls & Services LLC	Condenser fan motor is bad at OMS	07/13/2022	675.00
222300065	ALPHA CO000	Alpha Controls & Services LLC	Failed VFD at RCI	07/13/2022	623.61
222300065	ALPHA CO000	Alpha Controls & Services LLC	NKE - Continue RTU 4 conversion.	07/13/2022	1,390.00
222300066	AMERICAN028	American Printing Co Inc	Certificates	07/13/2022	1,025.00
222300066	AMERICAN028	American Printing Co Inc	175 qty- Service Awards Booklets	07/13/2022	1,450.00
222300067	ANDERTRA000	Anderson, Travis	Weekend Evening Custodian Mileage 6/25/22 to 6/26/22 (30 miles @ .585)	07/13/2022	17.55
222300068	BORNBAN000	Bornbach, Daniel	Weekend Custodian Mileage from 6/4/22 to 6/26/22 (236 miles @ .585)	07/13/2022	138.06
222300069	CESA 2 000	CESA 2	Revised Math Standards and Shifts	07/13/2022	3,050.00
222300070	D'ORAZIO000	D'Orazio Cleaning Supply Inc	RCI - 3M Twist & Fill 2L Multi-Surface	07/13/2022	339.30
222300070	D'ORAZIO000	D'Orazio Cleaning Supply Inc	PVE - 3M Twist & Fill 2L Multi-Surface	07/13/2022	339.30
222300071	DIGGERS 000	Diggers Hotline Inc	Email Fees for April thru June 2022 Pay 21/22	07/13/2022	330.34
222300072	FIDELITE000	Fidelitec LLC	Background Checks June	07/13/2022	411.45
222300073	GLS UTIL000	GLS Utility LLC	Diggers Hotline tickets for June 2022 Pay 21/22	07/13/2022	3,115.07
222300074	HAGSTROM001	Hagstrom Transportation Inc	June shuttles	07/13/2022	21,810.80
222300075	HEARTLAN005	Heartland Business Systems LLC	Erate 2022 Switching - Order #102307	07/13/2022	30,693.20
222300075	HEARTLAN005	Heartland Business Systems LLC	E-rate 2022 Switching - Order #102307	07/13/2022	99.47
222300076	KNOWBE4,000	KnowBe4, Inc.	Security Awareness Training Subscription 7/13/22 - 7/12/2023 AP 21/22	07/13/2022	9,652.50
222300077	LONE PIN000	Lone Pine Transportation	June Trips	07/13/2022	428.19

CHECK VENDOR		INVOICE		CHECK	
NUMBER	KEY	VENDOR	DESCRIPTION	DATE	AMOUNT
222300078	OMNI FIN000	Omni Financial Group, Inc.	403b Remitter Invoice - June 2022	07/13/2022	262.00
222300079	VILLAGE 002	Village of Brooklyn	BKE SW 5-26 to 6-27-22 Pay 21/22	07/13/2022	603.47
222300080	WEILAAND000	Weiland, Andrew	Expense reimbursement for travel, lodging, food and Rotary dues for July 2021 thru June 2022	07/13/2022	1,708.98
222300081	YOUTH EN000	Youth Enrichment League	CE & Rec Instructors for 17 Spring Classes	07/13/2022	14,212.00
222300082	AMERICAN028	American Printing Co Inc	Postage for Focus Group Mailing on 7/15/22 JOB#103680	07/14/2022	1,285.19
222300083	BLACKBOA000	Blackboard Inc	WCM Essential user license	07/14/2022	10,341.18
222300084	CESA 2 000	CESA 2	Annual Membership Contract 22-23	07/14/2022	5,122.25
222300085	CLEANING000	Cleaning Services Unlimited LL	Daily cleaning - District Office	07/14/2022	960.00
222300086	D'ORAZIO000	D'Orazio Cleaning Supply Inc	RCI - toilet paper and mop heads	07/14/2022	176.96
222300087	EMMONS B000	Emmons Business Interiors LLC	Conference Room Chairs for BKE	07/14/2022	3,362.07
222300088	GHC-SCW 000	GHC-SCW	August 2022 Health Insurance Premiums (Invoice #s 42223-003, 42228-003, 42225-003, 42226-003)	07/14/2022	656,596.52
222300089	HEARTLAN005	Heartland Business Systems LLC	Annual License for Bell/Paging System - Order #105451	07/14/2022	3,909.98
222300089	HEARTLAN005	Heartland Business Systems LLC	Annual License for Bell/Paging System - Order #105001	07/14/2022	7,730.68
222300089	HEARTLAN005	Heartland Business Systems LLC	Agreement for Prepaid HBSFLEX Services - Order #105304	07/14/2022	2,000.00
222300089	HEARTLAN005	Heartland Business Systems LLC	District Office Virtual Servers - Order #105002	07/14/2022	2,718.00
222300089	HEARTLAN005	Heartland Business Systems LLC	E-rate 2022 Switching - Order #102307	07/14/2022	4,456.24
222300090	INFINITE000	Infinite Campus Inc	Annual License Fees 22/23	07/14/2022	56,745.35
222300091	KEMPS LL000	Kemps LLC	Milk Order	07/14/2022	305.95
222300092	MEDCO SU000	Medco Supply	Training Room Supplies	07/14/2022	2,602.45
222300093	VIVACITY000	Vivacity Tech PBC	2022-23 Chromebook Purchase	07/14/2022	427,500.00
222300094	WAUNAKEE001	Waunakee Community School Dist	Shared Services Contract 2022-23	07/14/2022	10,412.00
222300095	WISCNET 000	WiscNet	Digital Student Safety Service filter 22-23	07/14/2022	16,364.70
222300096	AUTISM R001	Autism Resources Network	June 2022 Consultation Services for BR, JR	07/15/2022	840.00
222300097	CESA 2 000	CESA 2	Upgraded Microphone	07/15/2022	988.19
222300098	HAGSTPET000	Hagstrom, Peter	June Trips	07/15/2022	620.72
222300099	HAVENS E000	Havens Enterprise LLC	June Trips	07/15/2022	405.23
222300100	KWIK TRI000	Kwik Trip Inc	June 2022 Gas - Account 12867 Pay 21/22	07/15/2022	1,742.04
222300101	OPERATIO000	Operation Fresh Start Inc	4th Quarter tuition for 2 students	07/15/2022	1,999.50
222300102	OREGON M000	Oregon Mental Health Services	Psychotherapy with student 6/29/2022	07/15/2022	140.00
222300103	ZEMBLCHR000	Zembles, Christina	ESY OT IEP 6/17/22 8:15-9:45 and 6/22/22 10:30-11:30 (2.5 total hours)	07/15/2022	112.50
222300104	ANDERAND000	Anderson, Andrea	6/21/2022 mileage to Admin/Coach workshop	07/15/2022	58.50
222300105	FULLEAND000	Fuller, Andrea	6/15/2022-6/16/2022 Purchased food from Costco for Every Teacher a Leader 2022 to provide snacks and breakfast on June 15 and June 16.	07/15/2022	82.21
222300106	HOLMEVEL000	Holmes, Velvet	6/23/2022 PUrchase of Code and Go Mice and Keva Planks for FES STEAM.	07/15/2022	73.00

CHECK VENDOR		INVOICE		CHECK	
NUMBER	KEY	VENDOR	DESCRIPTION	DATE	AMOUNT
222300107	MANDLJUL000	Mandli, Julie	5/2/2022-6/17/2022 mileage	07/15/2022	88.92
222300108	MCCARLAD000	McCartney, LaDelta	4/1/2022-6/30/2022 Mileage	07/15/2022	103.55
222300109	RICHAAR000	Richardson, Aaron	1/1/2022-6/30/2022 Mileage reimbursement	07/15/2022	403.59
222300110	STASKMEL000	Staskal, Melissa	5/3/2022-6/27/2022 may/june mileage	07/15/2022	81.67
222300111	TANNEJON000	Tanner, Jonathan	1/3/2022-6/30/2022 mileage	07/15/2022	567.74
222300112	WARD BRO000	Ward Brodt Music Co	Cello replacement for Student in need.	07/15/2022	599.00
222300113	ALPHA CO000	Alpha Controls & Services LLC	OMS - heat pumps not working	07/21/2022	3,351.73
222300113	ALPHA CO000	Alpha Controls & Services LLC	NKE: Leaking pump; rebuilt pump and installed	07/21/2022	1,104.64
222300114	AMERICAN028	American Printing Co Inc	American Printing- Inv.#0155963-IN 21-22 Retirement Books-75qty. and Certificates-qty. 13 qty.	07/21/2022	2,110.00
222300115	AREVADAN000	Arevalo, Daniela	9/1/2021-12/31/2021 Reimbursement for travel	07/21/2022	61.71
222300115	AREVADAN000	Arevalo, Daniela	1/1/2022-6/9/2022 Employee gas mileage reimbursement for travel (in district).	07/21/2022	91.90
222300116	AUDIO CO000	Audio Contractors LLC	75" 4K LED TV, Wall Mount and Installation for RCI - Final Payment	07/21/2022	1,171.50
222300117	CASPEJEN000	Caspersen, Jennifer	Refund Summer School duplicate payment	07/21/2022	31.00
222300118	CREATIVE011	Creative Solutions 4, LLC	OMS- carpeting materials for many classrooms.	07/21/2022	50,896.11
222300118	CREATIVE011	Creative Solutions 4, LLC	OMS - Priming many rooms for new carpeting	07/21/2022	525.00
222300118	CREATIVE011	Creative Solutions 4, LLC	OMS - carpet for room 213	07/21/2022	1,862.12
222300118	CREATIVE011	Creative Solutions 4, LLC	OMS - carpet for room 190D	07/21/2022	5,413.93
222300118	CREATIVE011	Creative Solutions 4, LLC	OMS - carpeting for room 168.	07/21/2022	6,932.25
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	OHS - Twist & Fill 2L Multi-Surface	07/21/2022	226.20
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	OHS - toilet paper, paper towels, vinegar, sponges	07/21/2022	741.90
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	PVE - liners and carpet cleaner	07/21/2022	490.60
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	NKE - carpet cleaner, toilet paper, paper towels	07/21/2022	864.58
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	RCI - filter bags	07/21/2022	59.20
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	BKE - heavy duty brown felt pads	07/21/2022	122.31
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	BKE - bright floor finish	07/21/2022	106.28
222300119	D'ORAZIO000	D'Orazio Cleaning Supply Inc	BKE - floor cleaners	07/21/2022	334.35
222300120	FUEL EDU000	Fuel Education LLC	June 2022 Online Ed Services	07/21/2022	564.00
222300121	HEARTLAN005	Heartland Business Systems LLC	Cisco - Order #104299	07/21/2022	11,548.41
222300122	JANESVIL003	Janesville Janitor Services	Imagination Station - contracted cleaning for May 2022	07/21/2022	360.00
222300122	JANESVIL003	Janesville Janitor Services	NKE - contracted cleaning for May 2022	07/21/2022	6,125.00
222300122	JANESVIL003	Janesville Janitor Services	OHS - contracted cleaning for May 2022.	07/21/2022	19,150.50
222300122	JANESVIL003	Janesville Janitor Services	OMS - Contracted cleaning for May 2022	07/21/2022	9,747.00
222300122	JANESVIL003	Janesville Janitor Services	RCI - contracted cleaning for May 2022	07/21/2022	3,060.00
222300122	JANESVIL003	Janesville Janitor Services	PVE - contracted cleaning for May 2022	07/21/2022	4,269.75
222300123	KOSHAGIN000	Kosharek, Gini	Refund for the Rescheduled Hitting League	07/21/2022	33.00
222300124	KRAMEALI000	Kramer, Alizabeth	7/11/2022-7/14/2022 Mileage for Summer Math Institute	07/21/2022	395.00

CHECK VENDOR		INVOICE		CHECK	AMOUNT
NUMBER	KEY	VENDOR	DESCRIPTION	DATE	
			PD training at the Math Institute of Wisconsin-Waukesha		
222300125	UW MADIS011	UW Madison Bursar	Summer ECC Tuition Intro to Kinesiology	07/21/2022	257.57
222300125	UW MADIS011	UW Madison Bursar	Summer ECC Tuition Climate Change and Intro to Computer Engineering	07/21/2022	772.70
222300125	UW MADIS011	UW Madison Bursar	Summer ECC Tuition Health and Rehab Professions	07/21/2022	386.35
222300126	WI FFA A000	WI FFA Assn	2022 Halftime Conference January 14-15, 2022 (2 students)	07/21/2022	80.00
222300127	ZOESCJOH000	Zoesch, John Jr	Mileage from 6/18/21 - 6/28/22 (558 miles)	07/21/2022	317.63
222300128	PACZWCEL000	Paczwa, Celia	6/28/2022 Mileage to CPM training in Rockford	07/21/2022	78.39
222300129	PLINEJAM000	Pliner, James	6/16/2022-6/18/2022 mileage reimbursement to WIAA	07/21/2022	210.60
			State Soccer Tournament on Thursday, June 16 and June 18.		
222300130	BLACKKAY000	Black, Kay	New employee referral - Michelle Jenson	07/25/2022	50.00
222300131	FUTURA L000	Futura Language Professionals	CE & Rec Instructor for Online Spanish	07/25/2022	65.00
222300132	GENERAL 000	General Communications Inc	10 Kenwood Radios NX 1300NUK2	07/25/2022	3,926.63
222300133	GORDON F001	Gordon Food Service Inc	NKE: Customer Agreement	07/25/2022	-11.93
222300133	GORDON F001	Gordon Food Service Inc	Credit for Invoice 220226961	07/25/2022	-62.57
222300133	GORDON F001	Gordon Food Service Inc	SFSP Lunch and Supplies	07/25/2022	428.62
222300133	GORDON F001	Gordon Food Service Inc	NSLP Supplies	07/25/2022	80.92
222300133	GORDON F001	Gordon Food Service Inc	SFSP Lunch and Supplies	07/25/2022	645.52
222300133	GORDON F001	Gordon Food Service Inc	SFSP Lunch and Supplies	07/25/2022	2,425.24
222300133	GORDON F001	Gordon Food Service Inc	A la Carte Item	07/25/2022	41.19
222300133	GORDON F001	Gordon Food Service Inc	SFSP Item	07/25/2022	80.11
222300134	GRANBGRE000	Granberg, Gregory	7/1/2022-6/30/2023 Annual Subscription for YouCanBookMe to allow different Appointment types	07/25/2022	108.00
222300135	GREIBBEN000	Greiber, Benjamin	Girls Basketball Summer League Official	07/25/2022	105.00
222300136	HEARTLAN005	Heartland Business Systems LLC	On Premises Calling	07/25/2022	22,026.84
222300137	HOLL MIK000	Holl, Mike	Girls Basketball Summer League Official	07/25/2022	70.00
222300138	KUEHLLOR000	Kuehl, Lora	Reimbursement for Laminating Pouches from Amazon	07/25/2022	25.99
222300139	MCCANN'S000	McCann's Sewer & Drain Cleaning	OHS - had to clear obstruction in water line.	07/25/2022	577.50
222300140	PURKOALI000	Purko, Alissa	Girls Basketball Summer League Official	07/25/2022	105.00
222300141	SERVICE 000	Service Express Inc	ProLiant 8/1/22-7/31/23	07/25/2022	8,273.00
222300142	STAM COU000	Stam, Courtney	New employee referral bonus - Kaitlyn McGuire	07/25/2022	50.00
222300143	TK ELEVAA000	TK Elevator Corporation	OHS - elevator services and phone monitoring.	07/25/2022	738.52
222300143	TK ELEVAA000	TK Elevator Corporation	OMS - elevator services and phone monitoring.	07/25/2022	313.31
222300143	TK ELEVAA000	TK Elevator Corporation	NKE - elevator services and phone monitoring.	07/25/2022	680.94
222300143	TK ELEVAA000	TK Elevator Corporation	RCI- elevator services and phone monitoring.	07/25/2022	210.96
222300143	TK ELEVAA000	TK Elevator Corporation	FES - elevator services and phone monitoring.	07/25/2022	394.00
222300144	WINTERFE000	Winterfell Acres LLC	SFSP Produce	07/25/2022	166.50
222300145	WISCNET 000	WiscNet	Annual membership and annual connect +1 services	07/25/2022	3,320.00
222300146	ZOESCJOH000	Zoesch, John Jr	John Zoesch rented a floor polisher for FES - the receipt	07/25/2022	39.60

CHECK VENDOR		INVOICE		CHECK	AMOUNT
NUMBER	KEY	VENDOR	DESCRIPTION	DATE	
			shows "Jon Anderson at OHS" but it's because Jon Anderson is in the system there and automatically popped up when John said his name. Anyway, he used his own card to pay for this and needs to be reimbursed.		
222300147	AREVADAN000	Arevalo, Daniela	1/1/2022-6/9/2022 Mileage reimbursement for employee travel	08/02/2022	40.37
222300148	MADISON 033	Madison National Life	LTD/STD August Coverage Invoice	08/02/2022	13,346.41
222300149	OMNI FIN000	Omni Financial Group, Inc.	403b retiree sick leave payout for James Hanson	08/02/2022	18,102.67
222300150	ON ICE P000	On Ice Promotions LLC	Summer Ice (Contact Days)	08/02/2022	925.00
222300151	ADAMACHR000	Adamatis, Christopher	Volleyball SS - Reimbursement for class purchase made with personal credit card	08/05/2022	38.57
222300152	AMERICAN028	American Printing Co Inc	Envelopes	08/05/2022	1,605.00
222300152	AMERICAN028	American Printing Co Inc	Learning & Student Achievement Notecards/Envelope	08/05/2022	850.00
222300153	ARMSTMIC000	Armstrong, Michelle	Say Yes to Math Gr 4 ss - reimbursement for class purchase made with personal credit card	08/05/2022	95.40
222300154	AYRES AS000	Ayres Associates Inc.	Recreational Facilities Plan	08/05/2022	8,919.00
222300155	BECKWTOR000	Beckwith, Torie	Mileage 12/17/21 thru 5/30/22	08/05/2022	361.77
222300156	BORNBAN000	Bornbach, Daniel	Weekend Custodian Mileage from 7/2/22 to 7/31/22 (154 miles @ .625)	08/05/2022	96.25
222300157	CARRICO 000	Carrico Aquatic Resources Inc	BECS pH and ORP Sensors - 36" cables	08/05/2022	645.00
222300157	CARRICO 000	Carrico Aquatic Resources Inc	Water Treatment Equipment and Chemicals for August 2022	08/05/2022	866.67
222300158	COGNAKAT000	Cognac, Kate	Say YES to Writing 1/2/3 - purchased supplies for summer school	08/05/2022	299.96
222300159	DAHL JES000	Dahl, Jessica	Reimb for Sunshine Fund donation to Am Fam Chldren's Hosp (Manzeck)	08/05/2022	40.00
222300160	EDMENTUM000	Edmentum, Inc	2nd Semester Student Online Ed - 2021-22 School Year	08/05/2022	14,560.00
222300161	EMMONS B000	Emmons Business Interiors LLC	Furniture for OHS Room 802	08/05/2022	9,835.37
222300162	FRIENDS 006	Friends of Oregon School Distr	July Deposits	08/05/2022	100.00
222300163	GORDON F001	Gordon Food Service Inc	GFS SFSP NKE food and supplies	08/05/2022	831.09
222300163	GORDON F001	Gordon Food Service Inc	GFS, SFSP, OHS, food and supplies	08/05/2022	3,717.60
222300163	GORDON F001	Gordon Food Service Inc	GFS SFSP food and supplies	08/05/2022	374.01
222300163	GORDON F001	Gordon Food Service Inc	GFS SFSP NKE food	08/05/2022	219.62
222300163	GORDON F001	Gordon Food Service Inc	GFS NKE NSLP Supplies	08/05/2022	318.45
222300163	GORDON F001	Gordon Food Service Inc	GFS OHS SFSP food and supplies	08/05/2022	781.89
222300164	ILLUMINA000	Illuminate Education Inc	PALS assessments and materials for 4K and K	08/05/2022	3,725.00
222300165	K G LAWN000	K G Lawn Service	July 2022 Mowings - BKE	08/05/2022	1,200.00
222300166	KEMPS LL000	Kemps LLC	Milk Delivery, SFSP, OHS & NKE	08/05/2022	593.45
222300166	KEMPS LL000	Kemps LLC	Kemps Milk Delivery OHS and NKE SFSP	08/05/2022	575.35
222300166	KEMPS LL000	Kemps LLC	Milk Delivery, SFSP	08/05/2022	396.00

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NUMBER	KEY	VENDOR	DESCRIPTION	DATE	
222300167	KLEPIHEA000	Klepinger, Heather	7/25/2022 Snacks for Hiring Fair	08/05/2022	24.65
222300168	MARKSALE000	Marks, Alexander	Mileage Reimbursement for May-June 2022 (266 miles @ .585)	08/05/2022	155.61
222300169	MCCARLAD000	McCartney, LaDelta	Reimbursement for school purchase accidentally paid with personal debit card	08/05/2022	24.42
222300170	MEDCO SU000	Medco Supply	Training Room Supplies	08/05/2022	10.43
222300171	O'BRION 000	O'Brion Agency LLC (The)	OHS: 5.3 cases of pastel and astrobright paper delivered on 7/29/22	08/05/2022	392.50
222300172	RENAISSA000	Renaissance Learning Inc	STAR Assessments	08/05/2022	43,543.79
222300173	STOLLLAU000	Stoller, Laura	7/25/2022 Supplies for 7th grade Geography	08/05/2022	296.06
222300174	WI DPI 000	WI DPI	Charges from the division of hearing and appeals	08/05/2022	788.75
222300175	WINTERFE000	Winterfell Acres LLC	SFSP berries and summer squash	08/05/2022	194.00
222300175	WINTERFE000	Winterfell Acres LLC	Produce for SFSP	08/05/2022	164.00
				Totals for checks	1,786,082.40

Purchasing Card Activity

Billing Cycle: 6/6/22-7/5/22

Billing Date: 7/12/2022

Billing Amount: 200,704.84

Card Reconciler	Description of Purchase	Vendor	Amount
Aaberg Nicole	Book for G1 Ketter LA.	Amazon.Com X52fj9uw3, Amzn.Com/Bill, WA, 98109,	14.99
Aaberg Nicole	End of the year staff celebration for RCI.	Bills Food Center, Oregon, WI, 53575, US	110.79
Aaberg Nicole	End of the year staff celebration for RCI.	Pizza Hut #023463, Oregon, WI, 53575, US	122.94
Aaberg Nicole	End of the year staff celebration for RCI.	Pizza Hut #023463, Oregon, WI, 53575, US	325.58
Aaberg Nicole	RCI Art-masking tape.	Nasco Fort Atkinson, Fort Atkinson, WI, 53538, US	104.42
Aaberg Nicole	Teacher Planners for RCI	Amazon.Com R74je80r3, Amzn.Com/Bill, WA, 98109, 1	35.6
Arevalo Daniela	gas mileage reimbursement for Mckinney Vento	Kwik Trip 73100007310, Oregon, WI, 53575-0000, US	40
Arevalo Daniela	Gas mileage reimbursement through Mckinney Vento	Kwik Trip 73100007310, Oregon, WI, 53575-0000, US	20
Arndt Keith	Clear glaze	Sherwin Williams 70304, Madison, WI, 53716, US	217.33
Arndt Keith	paint	Hallman Lindsay Paints, Madison, WI, 53716, US	329.9
Arndt Keith	paint	Hallman Lindsay Paints, Madison, WI, 53716, US	385.88
Arndt Keith	paint brushes	Sherwin Williams 70304, Madison, WI, 53716, US	24.22
Arndt Keith	poles and tool holder	Menards Monona Wi, Monona, WI, 53716, US	49.95
Arndt Keith	Simple Green cleaner	Menards Monona Wi, Monona, WI, 53716, US	59.94
Arndt Keith	Cleaner, TSP cleaner, magic eraser, masking tape, paint pail liners	Menards Monona Wi, Monona, WI, 53716, US	129.06
Beaty Jillian	Tax reimbursement	Jw Jung Seed Internet, Randolph, WI, 53957, US	-11.82
Beaty Jillian	WAAE	Sq Wisconsin Associat, La Crosse, WI, 54601, US	515
Bechen Erin	CPI Training for Elisa Reid and Karen McCormick	Crisis Prevention Inst, 8005588976, WI, 53224, US	2,798.00
Bechen Erin	File Folders - SPED DO	Amazon.Com I600f9523, Amzn.Com/Bill, WA, 98109, 1	18.99
Bechen Erin	File Folders for SPED DO	Amazon.Com Aa4qt3kr3, Amzn.Com/Bill, WA, 98109, 1	27.81
Bechen Erin	Hotel in GB for Nurse Conference-AF	Radisson Hotel, Green Bay, WI, 543130000, US	218
Bechen Erin	Panera Catering for DCEC meeting 6-17-22	Panera Bread #601567 O, 608-354-0524, WI, 53703, US	122.29
Bechen Erin	Reading applications	Learning Ally, Princeton, NJ, 08540, US	2,499.00
Bechen Erin	Reading applications	Learning Ally, Princeton, NJ, 08540, US	3,998.00
Beckwith Torie	Ink pads for rubber stamp	Amzn Mktp US 103b62d83, Amzn.Com/Bill, WA, 9810	17.59
Beckwith Torie	Romaine Lettuce	Bills Food Center, Oregon, WI, 53575, US	11.97
Black Kay	bass repair	Ward Brodt Music, Fitchburg, WI, 53719, US	108.5
Black Kay	bodhran repair	Ward Brodt Music, Fitchburg, WI, 53719, US	25
Bogucki Nancy	GOGGLES	Amzn Mktp US Xw13174b3, Amzn.Com/Bill, WA, 9810	7.47
Bogucki Nancy	swim trunks	Amzn Mktp US 437as9am3, Amzn.Com/Bill, WA, 9810	142.28
Boland Mark	Bag of mortar mix orange workroom	Aslesons True Value Ha, Stoughton, WI, 53589, US	7.39

Card Reconciler	Description of Purchase	Vendor	Amount
Boland Mark	Ceiling tile #1365 #1366	L&w Supply 7353, 6082444495, WI, 53718, US	1,382.16
Boland Mark	Light bulb for the district	0526 Lappin, Beloit, WI, 53511, US	4,644.50
Boland Mark	Paint for orange workroom and gym	Hallman Lindsay Paints, Madison, WI, 53716, US	542.35
Boland Mark	Plywood to fill glass area #1365	Stoughton Lumber Co, Stoughton, WI, 53589, US	57.6
Boland Mark	Wrong product	Stoughton Lumber Co, 6088734141, WI, 53589, US	-38.88
Boland Mark	Wrong product - plywood	Stoughton Lumber Co, Stoughton, WI, 53589, US	38.88
Breitbach Kelly	ABC Adventures - SS	Amzn Mktp US Ga2vb5dl3, Amzn.Com/Bill, WA, 98109	34.17
Breitbach Kelly	ABC Adventures - SS	Kidsbooks Us, 7168545500, NY, 14207, US	117.95
Breitbach Kelly	ABC Adventures - SS	Otc Brands Inc, Omaha, NE, 68137, US	453.03
Breitbach Kelly	Administrator Mifis 5/11/22-6/10/22	Vzwrsls Apocc Visb, 800-922-0204, FL, 32746, US	63.22
Breitbach Kelly	Animal Adventures - SS	Amzn Mktp Us, Amzn.Com/Bill, WA, 98109, US	-5.99
Breitbach Kelly	Animal Adventures - SS	Amzn Mktp US Td8kl50b3, Amzn.Com/Bill, WA, 98109	19.54
Breitbach Kelly	Animal Adventures - SS	Amzn Mktp US 0z4go2jv3, Amzn.Com/Bill, WA, 98109	34.75
Breitbach Kelly	Animal Adventures - SS	Amazon.Com Z70kx7083 A, Amzn.Com/Bill, WA, 98109	37.97
Breitbach Kelly	Animal Adventures - SS	Otc Brands Inc, Omaha, NE, 68137, US	56.61
Breitbach Kelly	Animal Adventures - SS	Amzn Mktp US Do2wj0l13, Amzn.Com/Bill, WA, 98109	92.44
Breitbach Kelly	Animal Adventures - SS	Amzn Mktp US Rm2p43uw3, Amzn.Com/Bill, WA, 98109	429.66
Breitbach Kelly	Animal Adventures - SS	Amzn Mktp US 3u8799a33, Amzn.Com/Bill, WA, 98109	435.23
Breitbach Kelly	Animal Adventures - SS Refund for return of Multicolor Pompoms	Amzn Mktp Us, Amzn.Com/Bill, WA, 98109, US	-14.99
Breitbach Kelly	Books We Love: Incoming Kind & First	Amzn Mktp US 7f7m69q23, Amzn.Com/Bill, WA, 98109	15
Breitbach Kelly	Books We Love: Incoming Kind & First	Amzn Mktp US T09526793, Amzn.Com/Bill, WA, 98109	25.97
Breitbach Kelly	Books We Love: Incoming Kind & First	Amzn Mktp US Cd15l92p3, Amzn.Com/Bill, WA, 98109	80
Breitbach Kelly	Books We Love: Incoming Kind & First	Amzn Mktp US 1e1942o93, Amzn.Com/Bill, WA, 98109	1,270.66
Breitbach Kelly	Breakfast for Andy at A-Team Workshop	Lakelawn Resort Food B, Delavan, WI, 53115, US	6.33
Breitbach Kelly	Camp Invention Programming	Nihf Programs-Camp Inv, 3307624463, OH, 44720, US	14,100.00
Breitbach Kelly	Camp Invention Programming	Nihf Programs-Camp Inv, 3307624463, OH, 44720, US	15,350.00
Breitbach Kelly	Cell Phones, Mifi's and Bus GPS 4/22/22-5/21/22	Uscell Recurring, 1111111111, IL, 60631, US	2,242.47
Breitbach Kelly	CO2 cylinder rental charge for pool	Badger Welding Supplie, Madison, WI, 53703, US	24.8
Breitbach Kelly	CO2 for pool	Badger Welding Supplie, Madison, WI, 53703, US	86.95
Breitbach Kelly	CO2 for Pool Order date 6/22/22	Badger Welding Supplie, Madison, WI, 53703, US	86.95
Breitbach Kelly	Copy machine for PVE - service (may be pro-rated/reimbursed)	Sharp Electronics Corp, 8002374277, NJ, 07645, US	1,757.68
Breitbach Kelly	Counting 1,2,3 - SS	Amzn Mktp US 8i85r1873, Amzn.Com/Bill, WA, 98109	11.69
Breitbach Kelly	Counting 1,2,3 - SS	Amzn Mktp US I44zm6td3, Amzn.Com/Bill, WA, 98109	17.5
Breitbach Kelly	Counting 1,2,3 - SS	Amazon.Com O77lo4is3, Amzn.Com/Bill, WA, 98109, US	17.66
Breitbach Kelly	Counting 1,2,3 - SS	Dollartree, Stoughton, WI, 53589, US	40
Breitbach Kelly	Counting 1,2,3 - SS	Dollartree, Stoughton, WI, 53589, US	40
Breitbach Kelly	Counting 1,2,3 - SS	Amzn Mktp US 707jk7lj3, Amzn.Com/Bill, WA, 98109, US	75.98
Breitbach Kelly	Counting 1,2,3 - SS	Dollar Tree, Inc., 877-530-8733, VA, 23320, US	95
Breitbach Kelly	Counting 1,2,3 - SS	Amzn Mktp US 7n1d37io3, Amzn.Com/Bill, WA, 98109	113.99

Card Reconciler	Description of Purchase	Vendor	Amount
Breitbach Kelly	Covid Mifis 3/22-4/21/22	Vzwrllss My Vz Vb P, 800-922-0204, FL, 32746, US	467.1
Breitbach Kelly	Covid Mifis 4/22-5/21/22	Vzwrllss My Vz Vb P, 800-922-0204, FL, 32746, US	480.3
Breitbach Kelly	Duplicate Money Receipt Books	Supreme School Sply We, 608-3233366, WI, 54612, US	281.2
Breitbach Kelly	Emergency Weather Alert Radio for OMS	Amzn Mktp US 4r7fx34q3, Amzn.Com/Bill, WA, 98109	29.99
Breitbach Kelly	Fraudulent Charge - bank contacted	Dd Doordash Romancand, 8559731040, CA, 94107, US	11.73
Breitbach Kelly	Fraudulent charges; card will be credited	Ge Appliances, 8006262002, KY, 40222, US	169.53
Breitbach Kelly	Fraudulent charges; card will be credited	Bestbuycom806656023864, 888bestbuy, MN, 55423, US	174.87
Breitbach Kelly	Fraudulent charges; card will be credited	Honest Medical, 833-9332323, CA, 92056, US	347.12
Breitbach Kelly	Gordon Flesch Printing Charges for DO/OHS/OMS	Gordon Flesch Company, Fitchburg, WI, 53711, US	131.38
Breitbach Kelly	OMS/DO/OHS and Printing Services (Meter period 2/15/22-5/14/22)	Gordon Flesch Company, Fitchburg, WI, 53711, US	11,890.48
Breitbach Kelly	Membership dues for AWSA & NAESP/Seidenstricker	Awsa, 608-2410300, WI, 53704, US	774
Breitbach Kelly	Membership dues for AWSA/Anderson	Awsa, 608-2410300, WI, 53704, US	515
Breitbach Kelly	Membership dues for AWSA/Jarstad-Krueger	Awsa, 608-2410300, WI, 53704, US	515
Breitbach Kelly	Monthly environmental house monitoring fee	Simplisafe, 888-957-4675, MA, 02108, US	27.99
Breitbach Kelly	More Books We Love: Incoming Kind & First	Amazon.Com Pk2aw9223, Amzn.Com/Bill, WA, 98109,	11.74
Breitbach Kelly	More Books We Love: Incoming Kind & First	Amazon.Com Ke44x7oc3, Amzn.Com/Bill, WA, 98109,	13.49
Breitbach Kelly	More Books We Love: Incoming Kind & First	Amzn Mktp US 4z77y5gi3, Amzn.Com/Bill, WA, 98109	37.3
Breitbach Kelly	More Books We Love: Incoming Kind & First	Amzn Mktp US Zm7pn6ge3, Amzn.Com/Bill, WA, 9810	113.4
Breitbach Kelly	Office supplies	Amazon.Com Te34y4ir3, Amzn.Com/Bill, WA, 98109, I	33.76
Breitbach Kelly	Say YES to Literacy 7/8 - SS	Amzn Mktp US 8394674z3, Amzn.Com/Bill, WA, 9810	368.89
Breitbach Kelly	Say YES to Math 7/8 - SS	Amzn Mktp US 4h2f463x3, Amzn.Com/Bill, WA, 9810	359.42
Breitbach Kelly	Say Yes to Reading - SS - J. Cracker	Dollartree, Stoughton, WI, 53589, US	77.5
Breitbach Kelly	Say YES to Reading 4/5/6 - K. Nichols	Interstate Books4schoo, Madison, WI, 53713, US	274.89
Breitbach Kelly	Say YES to Reading 4/5/6 K. Nichols	Wal-Mart #1176, Stoughton, WI, 53589, US	141.02
Breitbach Kelly	Say Yes to Reading Kind - SS J. Cracker	Wal-Mart #1176, Stoughton, WI, 53589, US	43.31
Breitbach Kelly	Say YES to Writing 1/2/3 - SS (two teacher's orders)	Amzn Mktp US Rj2600ny3, Amzn.Com/Bill, WA, 9810	312.05
Breitbach Kelly	Say YES to Writing 1/2/3 (two teacher's orders)	Amzn Mktp US 7q5697w03, Amzn.Com/Bill, WA, 9810	5.98
Breitbach Kelly	Say YES to Writing 1/2/3 (two teacher's orders)	Amzn Mktp US Ca6nf1fc3, Amzn.Com/Bill, WA, 98109	196.32
Breitbach Kelly	Say YES to Writing 1/2/3 (two teacher's orders)	Amzn Mktp US 1y0p36n93, Amzn.Com/Bill, WA, 9810	483.19
Breitbach Kelly	Scrapbooking and Card Making - SS	Wm Supercenter #3857, Monona, WI, 53713, US	154.38
Breitbach Kelly	Summer School Supplies - Crafts & Caring/ C. Schell	Wal-Mart #1176, Stoughton, WI, 53589, US	5.82
Breitbach Kelly	Summer School Supplies - Explore with Spanish	Amzn Mktp US B23q46bc3, Amzn.Com/Bill, WA, 9810	44.26
Breitbach Kelly	Sunscreen and sanitizer for summer food service staff	Amazon.Com Dx04s0fv3, Amzn.Com/Bill, WA, 98109,	38.43
Breitbach Kelly	Survey Monkey Subscription Renewal - June 2022	Smk Surveymonkey.Com, 971-2311154, CA, 94301, US	5
Breitbach Kelly	Total hours transcribed 1.02 - K. Rybak	Sonix.Ai, San Francisco, CA, 94107, US	5.17
Breitbach Kelly	Ultimate SLP Subscription for Speech - C. Michell and O. Kun	Ultimate Slp, Farmington, CT, 06032, US	12.95
Breitbach Kelly	Visitor Management Annual Access Fee 7/1/22-6/30/23	Raptor Technologies, 7138808902, TX, 77008, US	4,375.00
Breitbach Kelly	Water Cooler Rental and Supplies - DO	Premium Waters Inc, 6123794141, MN, 55413, US	52.49

Card Reconciler	Description of Purchase	Vendor	Amount
Breitbach Kelly	Water Cooler Rental and Supplies - DO	Premium Waters Inc, 6123794141, MN, 55413, US	137.48
Brisack Michele	Building Math Minds subscription June 22	Mathematicallyminded, Orofino, ID, 83544, US	39
Brisack Michele	CCKP Food	Hy-Vee Fitchburg 1184, Fitchburg, WI, 53719, US	42.32
Brisack Michele	CCKP Food	Pizza Hut #023463, Oregon, WI, 53575, US	103.45
Brisack Michele	Conquering Dyslexia Bk Stdy	Amazon.Com Q675347n3 A, Amzn.Com/Bill, WA, 9810	299.5
Brisack Michele	Creative Strings PD Reg Deussen	Paypal Creativestr, 4029357733, OH, 43229, US	399
Brisack Michele	Food and office supplies for CCKP	Target 00021063, Madison, WI, 53719, US	150.66
Brisack Michele	Food for meetings	Miller & Sons, Verona, WI, 53593, US	7.68
Brisack Michele	Food for meetings	Bills Food Center, Oregon, WI, 53575, US	11.86
Brisack Michele	Food for meetings	Target 00021063, Madison, WI, 53719, US	45.73
Brisack Michele	Food for meetings	Miller & Sons, Verona, WI, 53593, US	63.04
Brisack Michele	Hammes BKE PVE Bilingual	Amazon.Com Uz3qc6lf3, Amzn.Com/Bill, WA, 98109, I	18.99
Brisack Michele	Hammes BKE PVE Bilingual bks	Amazon.Com C85mc0723, Amzn.Com/Bill, WA, 98109	18.99
Brisack Michele	Hammes PVE BKE Bilingual	Amazon.Com Jd9pw5f03 A, Amzn.Com/Bill, WA, 9810	4.99
Brisack Michele	Hammes PVE BKE Bilingual	Amazon.Com Pb12u3en3 A, Amzn.Com/Bill, WA, 9810	8.99
Brisack Michele	Heritage Sp BKE PVE	Amzn Mktpl US 8p8fj0s23, Amzn.Com/Bill, WA, 98109	6.11
Brisack Michele	Heritage Sp BKE PVE	Amazon.Com Or4br3393, Amzn.Com/Bill, WA, 98109,	6.95
Brisack Michele	Heritage Sp BKE PVE	Amazon.Com Z83e76j13 A, Amzn.Com/Bill, WA, 9810	7.99
Brisack Michele	Heritage SP BKE PVE	Amzn Mktpl US Ik0am8wl3, Amzn.Com/Bill, WA, 9810	16.04
Brisack Michele	Heritage SP BKE PVE	Amzn Mktpl US Wf9t18p93, Amzn.Com/Bill, WA, 9810	17.33
Brisack Michele	Heritage SP BKE PVE	Amazon.Com 0t6oe4vs3, Amzn.Com/Bill, WA, 98109, I	23.98
Brisack Michele	Heritage SP BKE PVE	Amzn Mktpl US 6h9dj6ii3, Amzn.Com/Bill, WA, 98109,	24.81
Brisack Michele	Heritage SP BKE PVE	Amzn Mktpl US T22d04yl3, Amzn.Com/Bill, WA, 9810	25.04
Brisack Michele	Heritage SP BKE PVE	Amazon.Com 7n5b28xw3 A, Amzn.Com/Bill, WA, 9810	41.89
Brisack Michele	Heritage SP BKE PVE	Amazon.Com I19ol9813, Amzn.Com/Bill, WA, 98109, I	84.75
Brisack Michele	Heritage SP BKE PVE	Amazon.Com Lm9d42oh3 A, Amzn.Com/Bill, WA, 9810	111.13
Brisack Michele	Heritage Sp BKE PVE	Interstate Books4school, 608-2713600, WI, 53713, US	135.35
Brisack Michele	Heritage SP BKE PVE	Amazon.Com Vf1h97ao3, Amzn.Com/Bill, WA, 98109,	167.07
Brisack Michele	Heritage Sp BKE PVE	Scholastic Education, 800-724-6527, MO, 65101, US	220.6
Brisack Michele	Heritage SP FES	Amzn Mktpl US L43q13nf3, Amzn.Com/Bill, WA, 9810	6.95
Brisack Michele	Heritage SP FES	Amazon.Com 4t4mq99o3, Amzn.Com/Bill, WA, 98109,	8.99
Brisack Michele	Heritage SP FES	Amzn Mktpl US Ui0v94pp3, Amzn.Com/Bill, WA, 9810	9.6
Brisack Michele	Heritage SP FES	Amzn Mktpl US 975522j23, Amzn.Com/Bill, WA, 9810	9.6
Brisack Michele	Heritage Sp FES	Interstate Books4school, 608-2713600, WI, 53713, US	10.37
Brisack Michele	Heritage SP FES	Amzn Mktpl US I18z355r3, Amzn.Com/Bill, WA, 98109	10.95
Brisack Michele	Heritage SP FES	Amzn Mktpl US 0h3aj0zq3, Amzn.Com/Bill, WA, 98109	28.83
Brisack Michele	Heritage SP FES	Amzn Mktpl US 7l0y38i13, Amzn.Com/Bill, WA, 98109	31.96
Brisack Michele	Heritage Sp FES	Scholastic Education, 800-724-6527, MO, 65101, US	77.18
Brisack Michele	Heritage SP FES	Amazon.Com Uy1ep4bc3, Amzn.Com/Bill, WA, 98109,	172.69

Card Reconciler	Description of Purchase	Vendor	Amount
Brisack Michele	Heritage SP FES	Amazon.Com Xt10f71e3, Amzn.Com/Bill, WA, 98109, 1	237.51
Brisack Michele	Heritage SP OHS	Amzn Mktp US K12mn7bh3, Amzn.Com/Bill, WA, 9810	90.13
Brisack Michele	Heritage SP OHS	Amzn Mktp US 1980z1rg2, Amzn.Com/Bill, WA, 9810	253
Brisack Michele	Heritage SP OHS	Amzn Mktp US Ew0gk32r3, Amzn.Com/Bill, WA, 9810	601.45
Brisack Michele	Heritage Sp RCI OMS	Scholastic Education, 800-724-6527, MO, 65101, US	54.74
Brisack Michele	Heritage Sp RCI OMS	Interstate Books4schoo, 608-2713600, WI, 53713, US	155.55
Brisack Michele	Heritage Spanish Bks OHS	Amazon.Com Q44w44j83, Amzn.Com/Bill, WA, 98109,	249.75
Brisack Michele	Heritage Spanish FES	Amzn Mktp US Cd87u12v3, Amzn.Com/Bill, WA, 9810	19.75
Brisack Michele	Heritage Spanish FES	Amzn Mktp US Gj4z07of3, Amzn.Com/Bill, WA, 9810	53.86
Brisack Michele	Heritage Spanish OHS	Amazon.Com 2y92j8jp3 A, Amzn.Com/Bill, WA, 9810	215.83
Brisack Michele	Holmes Richards PD Bks	Amzn Mktp US Hr9xd8sn3, Amzn.Com/Bill, WA, 9810	45.18
Brisack Michele	JT Book	Amazon.Com Ga6cc7wc3, Amzn.Com/Bill, WA, 98109,	29.95
Brisack Michele	JT Membership	Iste, 703-5899012, VA, 22201, US	85
Brisack Michele	JT Subscription	Edweek Premium Digital, Phoenix, AZ, 85072-2022, US	35
Brisack Michele	Lunch for CCKP	Target 00021063, Madison, WI, 53719, US	4.37
Brisack Michele	Lunch for CCKP	Hy-Vee Fitchburg 1184, Fitchburg, WI, 53719, US	16.19
Brisack Michele	Lunch for CCKP	Cousins Subs #1178, Oregon, WI, 53575, US	217.32
Brisack Michele	Parking for Admin Retreat	Village Of Fontana, Fontana, WI, 53125, US	2.47
Brisack Michele	PD registration for 7	Eb Postponed Reclaimi, 8014137200, CA, 94105, US	35
Brisack Michele	R Miller Clsrn Bks	Amazon.Com Ou5wf9793, Amzn.Com/Bill, WA, 98109,	17.99
Brisack Michele	Slattery Clsrn Bks	Amazon.Com Hp8742ho3 A, Amzn.Com/Bill, WA, 9810	17.99
Brisack Michele	Student licenses 2022-23	Seesaw For Schools, San Francisco, CA, 94104, US	5,700.00
Brisack Michele	Summer Summit Reg M Koenig	Wisconsin Public Educa, 608-2103120, WI, 53713, US	25
Brisack Michele	Weber Clsrn Bks	Amazon.Com Ru74g8gj3, Amzn.Com/Bill, WA, 98109,	17.99
Brisack Michele	White Bk Stdy	Amazon.Com 1y41r8js3 A, Amzn.Com/Bill, WA, 98109	178.2
Buyarski Lynn	Kidz N Culinary SS	Amzn Mktp US Xq3sq3gb3, Amzn.Com/Bill, WA, 9810	8.99
Buyarski Lynn	Kidz N Culinary SS	Amzn Mktp US Ii7tw90p3, Amzn.Com/Bill, WA, 98109	20.49
Buyarski Lynn	Kidz N Culinary SS	Amzn Mktp US 399q97z03, Amzn.Com/Bill, WA, 9810	20.88
Buyarski Lynn	Kidz N Culinary SS	Wal-Mart #1138, Madison, WI, 53719, US	31.56
Buyarski Lynn	Kidz N Culinary SS	Amzn Mktp US Rx9eb1f53, Amzn.Com/Bill, WA, 9810	69.4
Buyarski Lynn	Kidz N Culinary SS	Amzn Mktp US 4l7vd6s63, Amzn.Com/Bill, WA, 98109	271.01
Buyarski Lynn	Kidz N Culinary SS	Amzn Mktp US 745li7rc3, Amzn.Com/Bill, WA, 98109,	518.14
Carr Michael	DOT transcript	Dot Epay Cre Service F, 608-2667587, WI, 53705-9100,	0.1
Carr Michael	DOT transcript	Dot Cust Records E Pay, 608-2667587, WI, 53705-9100,	5
Carr Michael	Safety Shades for RCI	Cct-Sss, North Augusta, SC, 29860, US	1,507.88
Christensen Lisa	items for gift basket, new employee	Sq The Chocolate Cape, Oregon, WI, 53575, US	14.19
Christensen Lisa	items for welcome basket - new employee	Tst Firefly Coffeehou, Oregon, WI, 53575, US	14
Christensen Lisa	items for welcome basket - new employee	Lil Buddys Popcorn, Oregon, WI, 53575, US	17.94
Christensen Lisa	office supplies, items for gift basket	Target 00021063, Madison, WI, 53719, US	41.15

Card Reconciler	Description of Purchase	Vendor	Amount
Chung Solim	5th Gr Ten Pin Field Trip	Ten Pin Alley, Fitchburg, WI, 53719-1818, US	477.92
Chung Solim	6th gr bowling trip fee	Park Towne Lanes, Madison, WI, 53719, US	582
Chung Solim	Gifts for students via Friends of FES donation	Act Oregon School Dist, 6088354096, WI, 53575, US	203
Chung Solim	New hire breakfast	Tst Firefly Coffeeshou, Oregon, WI, 53575, US	10.52
Chung Solim	Office end of year luncheon	Tst Hop Haus Brewing, Fitchburg, WI, 53719, US	48.33
Chung Solim	Online subscription	Edpuzzle Pro Teacher, San Francisco, CA, 94103, US	12.5
Chung Solim	Orchestra instrument repair- invoiced to family as IC fee	Ward Brodt Music, Fitchburg, WI, 53719, US	375
Chung Solim	Recess/playground balls	Amazon.Com Pi46044f3 A, Amzn.Com/Bill, WA, 98109,	146.22
Chung Solim	Refund due to shipment issues	Www Costco Com, 800-955-2292, WA, 98027, US	-90.69
Chung Solim	Refund for July subscription	Edpuzzle Pro Teacher, San Francisco, CA, 94103, US	-12.5
Chung Solim	Staff end of year luncheon	Hy-Vee Fitchburg 1184, Fitchburg, WI, 53719, US	699.97
Chung Solim	Staff end of year luncheon beverages	Target 00021063, Madison, WI, 53719, US	50.72
Chung Solim	Staff gifts	Wal-Mart #3857, Monona, WI, 53713, US	68.6
Dunn Angela	supplies 3 summer school classes	Ward Brodt Music, Fitchburg, WI, 53719, US	1,264.14
Dunn Angela	A.Dunn Summer School OFFICE supplies	Amazon.Com Cy8d38br3, Amzn.Com/Bill, WA, 98109,	25.99
Dunn Angela	amazon ss office folders	Amzn Mktp US D06811393, Amzn.Com/Bill, WA, 98109,	18.8
Dunn Angela	amazon yes to math K counting bears	Amazon.Com Eb0zy8w73, Amzn.Com/Bill, WA, 98109,	23.5
Dunn Angela	art studio ss amazon	Amzn Mktp US Zq1aw4hp3, Amzn.Com/Bill, WA, 98109,	22.73
Dunn Angela	Art studio ss amazon	Amzn Mktp US Nk75185d3, Amzn.Com/Bill, WA, 98109,	545.98
Dunn Angela	Badminton SS	Ada Sports And Rackets, 800-2340460, KS, 66115-1323	2,050.00
Dunn Angela	Board Silly - SS Amazon	Amzn Mktp US Dd7gw9ik3, Amzn.Com/Bill, WA, 98109,	62.22
Dunn Angela	cursive and callig	Amazon.Com Ol5712b03 A, Amzn.Com/Bill, WA, 98109,	53.58
Dunn Angela	Cursive and Callig SS Amazon	Amazon.Com Yl02q2633, Amzn.Com/Bill, WA, 98109,	159.76
Dunn Angela	Cursive and Callig summer school amazon	Amzn Mktp US Q60es6s03, Amzn.Com/Bill, WA, 98109,	58.18
Dunn Angela	cursive and callig summer school amazon	Amzn Mktp US Fm0z43e33, Amzn.Com/Bill, WA, 98109,	699.81
Dunn Angela	Cursive and Calligraphy SS	Usps Po 5662500697, Oregon, WI, 53575, US	12.18
Dunn Angela	Cursive and Calligraphy SS	Amzn Mktp US R487h3l93, Amzn.Com/Bill, WA, 98109,	29.38
Dunn Angela	Draw Your Story SS Amazon	Amzn Mktp US M11q461c3, Amzn.Com/Bill, WA, 98109,	46.8
Dunn Angela	Draw your story ss Amazon	Amzn Mktp US Qf16s10y3, Amzn.Com/Bill, WA, 98109,	926.98
Dunn Angela	Fast Forward SS Amazon	Amzn Mktp US Ts7w950f3, Amzn.Com/Bill, WA, 98109,	15.96
Dunn Angela	Game and Sports UA bags - Summer School	Amazon.Com Ms8hf8x43 A, Amzn.Com/Bill, WA, 98109,	1,124.25
Dunn Angela	Game On Kramer/Wachtl	Amzn Mktp US Ss3014fe3, Amzn.Com/Bill, WA, 98109,	1,024.50
Dunn Angela	game on ss amazon	Amzn Mktp US 5l3n609v3, Amzn.Com/Bill, WA, 98109,	41.52
Dunn Angela	Game on Summer school - amazon	Amzn Mktp US Zk41b44q3, Amzn.Com/Bill, WA, 98109,	126.84
Dunn Angela	Game on summer school - amazon	Amazon.Com E94n29z93, Amzn.Com/Bill, WA, 98109,	143.92
Dunn Angela	Game on summer school - amazon	Amzn Mktp US Rx48c6283, Amzn.Com/Bill, WA, 98109,	214.5
Dunn Angela	Games and Gym Sports Summer School	Amazon.Com N14p72973 A, Amzn.Com/Bill, WA, 98109,	1,124.25
Dunn Angela	Harry Potter Rebecca K	Amzn Mktp US Ko1m19083, Amzn.Com/Bill, WA, 98109,	47.95
Dunn Angela	Harry Potter- Rebecca K	Amazon.Com 4a72p2pn3, Amzn.Com/Bill, WA, 98109,	19.88

Card Reconciler	Description of Purchase	Vendor	Amount
Dunn Angela	Harry Potter- Rebecca K	Amzn Mktp US 9f4fb9cw3, Amzn.Com/Bill, WA, 98109	13.17
Dunn Angela	Harry Potter- Rebecca K	Amazon.Com T51tu8nc3, Amzn.Com/Bill, WA, 98109,	16.26
Dunn Angela	Harry Potter Rebecca K - SS	Amzn Mktp US Ru9da6co3, Amzn.Com/Bill, WA, 9810	548.64
Dunn Angela	Harry Potter summer school - amazon	Amzn Mktp US Zo1eb6ut3, Amzn.Com/Bill, WA, 98109	8.73
Dunn Angela	Harry potter summer school - amazon	Amzn Mktp US 649sf5rj3, Amzn.Com/Bill, WA, 98109,	13.17
Dunn Angela	Harry Potter summer school amazon	Amzn Mktp US V15ep2gb3, Amzn.Com/Bill, WA, 9810	12.99
Dunn Angela	History Thru Cooking and Crafts SS	Wal-Mart #1176, Stoughton, WI, 53589, US	123.75
Dunn Angela	History thru Crafts and Cooking - SS	Joann Stores #2086, Madison, WI, 53719, US	51.94
Dunn Angela	History thru Crafts and Cooking - SS - V. Langteau	Michaels Stores 3745, Middleton, WI, 53562, US	81.97
Dunn Angela	Improv and Drama summer school amazon	Amzn Mktp US 8t5d37zw3, Amzn.Com/Bill, WA, 98109	189.93
Dunn Angela	Lego logo summer school amazon	Amazon.Com 059nf3wl3, Amzn.Com/Bill, WA, 98109,	500.49
Dunn Angela	Lego Logo summer school Walmart	Walmart.Com Aa, 800-966-6546, AR, 72716, US	44.47
Dunn Angela	Printmaking Amazon Summer School	Amazon.Com Pm2nt2xl3, Amzn.Com/Bill, WA, 98109,	53.8
Dunn Angela	Printmaking Art - SS	Dbc Blick Art Material, 800-447-1892, IL, 61401, US	1,279.54
Dunn Angela	Say y to read 3rd - ss	Interstate Books4schoo, Madison, WI, 53713, US	772.5
Dunn Angela	Say Yes to math 2-3	Amzn Mktp US T89v57w53, Amzn.Com/Bill, WA, 98109	19.8
Dunn Angela	Say yes to math 2-3	Amzn Mktp US Ju41918b3, Amzn.Com/Bill, WA, 98109	139.25
Dunn Angela	Say Yes to math 2-3 ss	Amzn Mktp US Lm8t28as3, Amzn.Com/Bill, WA, 98109	15.99
Dunn Angela	Say Yes to math 2-3 SS Amazon	Amzn Mktp US Tl6sd3n93, Amzn.Com/Bill, WA, 98109	7.99
Dunn Angela	Say Yes to Math 5/6- Summer School	Amzn Mktp US T57b05e03, Amzn.Com/Bill, WA, 9810	210.75
Dunn Angela	Say Yes to Math 5/6 Summer school - Amazon	Amzn Mktp US 097pw6ou3, Amzn.Com/Bill, WA, 98109	24.39
Dunn Angela	Say yes to Math Gr 1 summer school Amazon	Amzn Mktp US Ne7im6lc3, Amzn.Com/Bill, WA, 98109	514.66
Dunn Angela	Say YES to Math Kindergarten - SS	Amzn Mktp US Gg4sr72a3, Amzn.Com/Bill, WA, 98109	641.38
Dunn Angela	Say yes to math summer school - amazon	Amzn Mktp US I171v99l3, Amzn.Com/Bill, WA, 98109	130.85
Dunn Angela	Say YES to Math-Kindergarten - SS	Amzn Mktp US Ll1y23mk3, Amzn.Com/Bill, WA, 9810	17.6
Dunn Angela	Say YES to Math-Kindergarten - SS	Amzn Mktp US Pq4xj94s3, Amzn.Com/Bill, WA, 98109	99.9
Dunn Angela	Say yes to read gr 2 - ss	Pioneer Valley Books, 888-482-3906, MA, 01060, US	214.5
Dunn Angela	Say Yes to Read Kinder Summer School	Amzn Mktp US 0n8dm0it3, Amzn.Com/Bill, WA, 98109	53.09
Dunn Angela	Say YES to Reading 2nd - SS	Scholastic Education, 800-724-6527, MO, 65101, US	275.2
Dunn Angela	Say YES to Reading 2nd -SS	Amzn Mktp US R40rx2v03, Amzn.Com/Bill, WA, 98109	44.94
Dunn Angela	Say YES to Reading Kindergarten - SS	Amzn Mktp US M644770x3, Amzn.Com/Bill, WA, 98109	591.09
Dunn Angela	say yes to write kindergarten ss amazon	Amazon.Com 4a8733tu3 A, Amzn.Com/Bill, WA, 98109	184.95
Dunn Angela	Say yes to writing kindergarten summer school amazon	Amzn Mktp US Rt7g20ob3, Amzn.Com/Bill, WA, 98109	688.06
Dunn Angela	Scrapbook and card making ss - amazon	Amzn Mktp US C90k539b3, Amzn.Com/Bill, WA, 9810	15.78
Dunn Angela	scrapbook and card making supplies - amazon	Amzn Mktp US 0o35g5lm3, Amzn.Com/Bill, WA, 9810	37.18
Dunn Angela	scrapbook and card making supplies ss amazon	Amazon.Com Cs97z5bp3 A, Amzn.Com/Bill, WA, 9810	432.24
Dunn Angela	Scrapbook summer school class - Craft Stamps	Walmart.Com Aa, 8009666546, AR, 72716, US	40.47
Dunn Angela	Scrapbooking and Card Making - SS	Amzn Mktp US Gy9mi5m33, Amzn.Com/Bill, WA, 9810	198.7
Dunn Angela	Scrapbooking and Card Making SS Amazon	Amzn Mktp US E51il14w3, Amzn.Com/Bill, WA, 9810	74.36

Card Reconciler	Description of Purchase	Vendor	Amount
Dunn Angela	SS office student snacks - walmart	Wal-Mart #1176, Stoughton, WI, 53589, US	94.07
Dunn Angela	stan lee comic ss amazon	Amazon.Com G905q2eu3 A, Amzn.Com/Bill, WA, 9810	335.5
Dunn Angela	Stan Lee Comic summer school - Amazon	Amzn Mktpl US Tq4gh32g3, Amzn.Com/Bill, WA, 9810	115.96
Dunn Angela	Stan Lee's Crash Course in Comics - SS	Wal-Mart #1176, Stoughton, WI, 53589, US	1.43
Dunn Angela	Stan Lee's Crash Course in Comics SS Walmart	Walmart.Com Aa, 8009666546, AR, 72716, US	11.44
Dunn Angela	Stan Lee's Crash Course in Comics SS Walmart	Walmart.Com Aa, 8009666546, AR, 72716, US	11.44
Dunn Angela	Stan Lee's Crash Course in Comics SS Walmart	Walmart.Com Aa, 8009666546, AR, 72716, US	11.44
Dunn Angela	Stan Lee's Crash Course into Comics - SS	Amazon.Com Tz2kc9sg3 A, Amzn.Com/Bill, WA, 9810	102.47
Dunn Angela	Storybook fun summer school amazon	Amzn Mktpl US Qx6vi82p3, Amzn.Com/Bill, WA, 9810	269.21
Dunn Angela	Storybook summer school	Amzn Mktpl US 0g7b22sv3, Amzn.Com/Bill, WA, 9810	18.08
Dunn Angela	storybook summer school	Amzn Mktpl US D56ht8pt3, Amzn.Com/Bill, WA, 9810	38.75
Dunn Angela	Storybook summer school amazon	Amzn Mktpl US 123957843, Amzn.Com/Bill, WA, 9810	14.97
Dunn Angela	Storybook summer school amazon	Amzn Mktpl US Ik9gx5243, Amzn.Com/Bill, WA, 9810	17.81
Dunn Angela	stress buster ss	Amazon.Com 9u6v58g43 A, Amzn.Com/Bill, WA, 9810	4.86
Dunn Angela	Stress Buster SS Amazon	Amzn Mktpl US Jy3o59fm3, Amzn.Com/Bill, WA, 9810	34.56
Dunn Angela	Stress Buster Summer School	Amzn Mktpl US Nl1hz5hy3, Amzn.Com/Bill, WA, 9810	280.22
Dunn Angela	summer school office supplies, post its	Amazon.Com 8n15g0xp3 A, Amzn.Com/Bill, WA, 9810	11.17
Dunn Angela	Summer School Supplies	Amzn Mktpl US Jp80v1xd3, Amzn.Com/Bill, WA, 9810	342.74
Dyer Jeffrey	Classroom supplies	Schmitt Und Hahn, Frankfurt, 60329, DE	10.67
Dyer Jeffrey	Classroom supplies	Karstadt Bremen, Bremen, 28195, DE	13.83
Dyer Jeffrey	Classroom supplies	Bremen Shop Schnoor Tr, Bremen, 28195, DE	13.88
Dyer Jeffrey	Classroom Supplies	Souvenir + Geschenke O, Frankfurt, 60311, DE	31.12
Dyer Jeffrey	Classroom supplies	7-Faulen-Laden, Bremen, 28195, DE	37.95
Dyer Jeffrey	Employee travel	Coach Usa Inc, 8669126224, NY, 10918, US	59
Dyer Jeffrey	Employee travel	Intl Volunteer Card, 877-865-6877, MN, 55337, US	67
Dyer Jeffrey	Employee travel - meal	Venture T3 Salad Ord, Chicago, IL, 60666, US	17.78
Dyer Jeffrey	Food supplies	Bills Food Center, Oregon, WI, 53575, US	10.14
Eithun Jennifer	2 vinyl soft seats for Elisa Ried's room	School Outfitters, 8002602776, OH, 45212, US	1,928.55
Eithun Jennifer	AVID breakfast	Dunkin #356987, Stoughton, WI, 53589, US	49.96
Eithun Jennifer	AVID breakfast (Fandrey)	Piggly Wiggly #168, Edgerton, WI, 53534, US	13.73
Eithun Jennifer	AVID year end celebration event	Wasc, 608-2063092, WI, 53704, US	2,000.00
Eithun Jennifer	catering for Senior Breakfast	Hy-Vee Fitchburg 1184, Fitchburg, WI, 53719, US	3,830.00
Eithun Jennifer	clip boards	Amzn Mktpl US 7r5ug9zz3, Amzn.Com/Bill, WA, 9810	134.8
Eithun Jennifer	Collegeboard AP Econ online workshop - Week 1 (Renlund)	Collegeboard Workshops, 877-3491550, NY, 10023, US	175
Eithun Jennifer	Collegeboard AP Econ online workshop - Week 2 (Renlund)	Collegeboard Workshops, 877-3491550, NY, 10023, US	175
Eithun Jennifer	conference plate	Erffmeyer And Son Co I, Milwaukee, WI, 53223, US	29
Eithun Jennifer	extra tassels	Www.Mwscholastic.Com, Mount Horeb, WI, 53572, US	400
Eithun Jennifer	gratuity for delivery	Walmart.Com Av, 800-966-6546, AR, 72716, US	7
Eithun Jennifer	gratuity for delivery of staff luncheon supplies	Walmart.Com At, 800-966-6546, AR, 72716, US	20

Card Reconciler	Description of Purchase	Vendor	Amount
Eithun Jennifer	laminating pouches	Amazon.Com 7z4rx8gn3 A, Amzn.Com/Bill, WA, 98109	29.58
Eithun Jennifer	medals	Erffmeyer And Son Co I, Milwaukee, WI, 53223, US	9
Eithun Jennifer	medals	Erffmeyer And Son Co I, Milwaukee, WI, 53223, US	18
Eithun Jennifer	medals	Erffmeyer And Son Co I, Milwaukee, WI, 53223, US	27
Eithun Jennifer	paint	Nasco Fort Atkinson, Fort Atkinson, WI, 53538, US	32.95
Eithun Jennifer	pencils, stickers, worry dolls	Teachers Discovery, Auburn Hills, MI, 48326, US	284
Eithun Jennifer	pizzas for band	Pizza Hut #023463, Oregon, WI, 53575, US	185.87
Eithun Jennifer	prom decorations	Tct M&n Party Store, 800-831-8417, MN, 55110, US	103.47
Eithun Jennifer	rocks and paint supplies for new staff recognition (staff luncheon)	Michaels Stores 3745, Middleton, WI, 53562, US	69.63
Eithun Jennifer	sketchmate pencil classroom pack	Nasco Fort Atkinson, Fort Atkinson, WI, 53538, US	157.56
Eithun Jennifer	snacks and bottled water	Walmart.Com Aa, 8009666546, AR, 72716, US	82.97
Eithun Jennifer	staff luncheon supplies	Walmart.Com Aa, 8009666546, AR, 72716, US	17.78
Eithun Jennifer	staff luncheon supplies	Walmart.Com Aa, 800-966-6546, AR, 72716, US	57
Eithun Jennifer	staff luncheon supplies	Walmart.Com Aa, 800-966-6546, AR, 72716, US	272.78
Eithun Jennifer	stoles	Www.Mwscholastic.Com, Mount Horeb, WI, 53572, US	570
Eithun Jennifer	summer school snacks	Walmart.Com Aa, 800-966-6546, AR, 72716, US	86
Eithun Jennifer	summer school snacks	Walmart.Com Aa, 8009666546, AR, 72716, US	88.38
Eithun Jennifer	Teacher Leadership in Writing: Yearlong registration (Temeyer)	Uw Madison Soe Place, 608-2635140, WI, 53706-1707,	1,200.00
Eithun Jennifer	texturizer	Nasco Fort Atkinson, Fort Atkinson, WI, 53538, US	11.64
Eithun Jennifer	UW Whitewater field trip lunch	Aladdin - Uw Whitewate, Whitewater, WI, 53190, US	115.95
Eithun Jennifer	winter musical poster	Thysse, 6082496951, WI, 53575, US	42.27
Fabel Kathryn	flowers and flower pots for the graduation ceremony.	Kopkes Greenhouses, Oregon, WI, 53575, US	14.95
Fabel Kathryn	Flowers for graduation ceremony	Menards Madison West W, Madison, WI, 53719, US	8.45
Fabel Kathryn	Flowers, soil, and flower pots for graduation ceremony	Wal-Mart #1138, Madison, WI, 53719, US	68.04
Fabel Kathryn	lunch for Pride Crew	Pizza Hut #023463, Oregon, WI, 53575, US	100.89
Fabel Kathryn	Plant Stands and soil for graduation ceremony	Menards Monona Wi, Monona, WI, 53716, US	40.15
Fischer Julie	Audible Subscription	Audible Ui5nv8tm3, Amzn.Com/Bill, NJ, 07102, US	242.12
Fischer Julie	Bagels - End of Year Staff Breakfast	Panera Bread #601567 O, 608-354-0524, WI, 53703, US	99.82
Fischer Julie	Book Club Dues - Galica	Sp Book Love Found, North Conway, NH, 03860, US	65
Fischer Julie	Book Study Books - Galica	Amzn Mktp US Ob1p09q93, Amzn.Com/Bill, WA, 98109	60.08
Fischer Julie	Book: Lost at School/Zurawik	Amzn Mktp US S55lt5003, Amzn.Com/Bill, WA, 98109	22.26
Fischer Julie	Correction of Tax Charged	The Ups Store 3617, Stoughton, WI, 53589, US	-76.55
Fischer Julie	End of Semester Project Student Prizes	Wm Supercenter #3857, Monona, WI, 53713, US	78.94
Fischer Julie	File Folders - Anderson	Amazon.Com Kd97o7u23 A, Amzn.Com/Bill, WA, 98109	22.28
Fischer Julie	Hominid Skull Set	Carolina Biologic Supp, 8003345551, NC, 27215, US	652.5
Fischer Julie	Jawsome T-Shirts	Sq Ak Apparel Llc, Gosq.Com, WI, 53575, US	1,376.00
Fischer Julie	Name Banners - Compton/Rucker	The Ups Store 3617, Stoughton, WI, 53589, US	73.26
Fischer Julie	Name Banners. Tax Correction Requested.	The Ups Store 3617, Stoughton, WI, 53589, US	76.55
Fischer Julie	Nameplates: Avalos/Starke	Adasignfact, 4408403415, OH, 44134, US	62

Card Reconciler	Description of Purchase	Vendor	Amount
Fischer Julie	Refund of Cancelled Audible Subscription	Audible, Amzn.Com/Bill, NJ, 07102, US	-242.12
Fischer Julie	Student Admission Slips (fulfillment of backorder from January.)	Ssl Ecomm, 888-388-3224, WI, 54942, US	93.45
Fischer Julie	Student Lunch - Panther Press	Pizza Hut #023463, Oregon, WI, 53575, US	53.99
Fischer Julie	TVs/Mounts for Rms 213 and 220	Amzn Mktp US N125e76k3, Amzn.Com/Bill, WA, 9810	431.9
Fuller Andrea	Every Teacher a Leader Lunch	Cousins Subs #1178, Oregon, WI, 53575, US	176.97
Granberg Gregory	June Subscription for SignUp Genius	Signupgenius, Charlotte, NC, 28226, US	11.99
Guzzetta Wendy	pizza for kindergarten	Pizza Pit - Oregon, Oregon, WI, 53575, US	61.71
Hasan Naomi	markers	Amzn Mktp US 7s8ev9gz3, Amzn.Com/Bill, WA, 9810	17.97
Hasan Naomi	Scunci Elastics	Amzn Mktp US Zi4uu6143, Amzn.Com/Bill, WA, 9810	7.99
Hasan Naomi	Tape and rubber bands	Amazon.Com 5p6u08ev3 A, Amzn.Com/Bill, WA, 9810	20.97
Hasan Naomi	Zipper repair kit solution- 8 sets auto lock sliders	Amzn Mktp US Wg1kn0ek3, Amzn.Com/Bill, WA, 9810	9.17
Heitz Katie	2022-23 WASB Membership Renewal	Wisconsin Association, 608-257-2622, WI, 53703, US	10,453.00
Heitz Katie	Books for New Admin	Amazon.Com Nv3jk6w83, Amzn.Com/Bill, WA, 98109,	46.9
Heitz Katie	Books for New Admin	Amazon.Com C542a3lv3, Amzn.Com/Bill, WA, 98109,	63.92
Heitz Katie	Dinner @ Workshop	Tst Gordys Boat House, Fontana, WI, 53125, US	515.01
Heitz Katie	Duplicate Payment - Refund	Wisconsin Association, 608-257-2622, WI, 53703, US	-145
Heitz Katie	EdWeek Subscription refunded 6/20	Edweek Print Digital, Phoenix, AZ, 85072-2022, US	97
Heitz Katie	EdWeek Subscription Renewal - Charge Reversal	Edweek Print Digital, Phoenix, AZ, 85072-2022, US	-97
Heitz Katie	Flowers for retirement	Kopkes Greenhouses, Oregon, WI, 53575, US	29.99
Heitz Katie	Gift Mailed to Retiree	Usps Po 5662500697, Oregon, WI, 53575, US	9.25
Heitz Katie	Legal Postings in Observer	Wisconsin Media Group, 920-8942828, WI, 53042, US	408.58
Heitz Katie	Master Teacher	Masterteach, 8006699633, KS, 66505, US	80.9
Heitz Katie	NSPRA - Lunch Refund	Nspra, 3015190496, MD, 20855, US	-22
Heitz Katie	Office Supplies- Computer Monitor Privacy Screens	Amzn Mktp US 7i01v5bz3, Amzn.Com/Bill, WA, 9810	89.97
Heitz Katie	Parking at Dinner for Workshop	Village Of Fontana, Fontana, WI, 53125, US	2.74
Heitz Katie	Refund for room not used at Workshop	Lakelawn Resort Rooms, Delavan, WI, 53115, US	-247.14
Heitz Katie	Room Rental @ Workshop	Tst Gordys Boat House, Fontana, WI, 53125, US	316.5
Heitz Zain	Down payment for new office alarms	H&s Protection Systems, 7153440727, WI, 54481, US	4,000.00
Heitz Zain	RCI Health Office, rental fees and supplies	Premium Waters Inc, 6123794141, MN, 55413, US	28.49
Heitz Zain	RCI Health Office, rental fees and supplies	Premium Waters Inc, 6123794141, MN, 55413, US	154.73
Hermes Mary	Board Silly games Summer School	Amzn Mktp US Yq6q10if3, Amzn.Com/Bill, WA, 9810	32.07
Hermes Mary	Board Silly games summer school	Amzn Mktp US S49t77au3, Amzn.Com/Bill, WA, 9810	33.27
Hermes Mary	Board Silly games summer school	Amzn Mktp US M57e17ha3, Amzn.Com/Bill, WA, 9810	65.32
Hermes Mary	Board Silly games Summer School	Amzn Mktp US Wf2lq4go3, Amzn.Com/Bill, WA, 9810	1,473.02
Hermes Mary	Board Silly Summer School course games	Amzn Mktp US Z895w3hh3, Amzn.Com/Bill, WA, 9810	59.94
Hermes Mary	Board Silly summer school course games	Amzn Mktp US 602gq2yz3, Amzn.Com/Bill, WA, 9810	1,664.99
Hermes Mary	Diamond Painting and DIY Cards summer school course supplies	Amzn Mktp US 246ad4153, Amzn.Com/Bill, WA, 9810	361.35
Hermes Mary	Diamond Painting summer school course supplies	Amzn Mktp US Hn8v620x3, Amzn.Com/Bill, WA, 9810	522.79
Hermes Mary	DIY Cards summer school course supplies	Amazon.Com Zs7st62h3 A, Amzn.Com/Bill, WA, 9810	4.88

Card Reconciler	Description of Purchase	Vendor	Amount
Hermes Mary	DIY Cards summer school supplies	Amzn Mktp US Uz9tj9pf3, Amzn.Com/Bill, WA, 98109	965.14
Hermes Mary	Fast ForWord supplies summer school	Amzn Mktp US 8e6zw83w3, Amzn.Com/Bill, WA, 98109	12.36
Hermes Mary	Fast ForWord supplies summer school	Amzn Mktp US Ug4m38593, Amzn.Com/Bill, WA, 98109	17.12
Hermes Mary	FAst ForWord supplies Summer School	Amzn Mktp US Q93ki2qg3, Amzn.Com/Bill, WA, 98109	20.97
Hermes Mary	Fast ForWord supplies summer school	Amzn Mktp US Nx4ng7dq3, Amzn.Com/Bill, WA, 98109	39.94
Hermes Mary	Fast ForWord supplies summer school	Amzn Mktp US 8m6u01ub3, Amzn.Com/Bill, WA, 98109	785.48
Hermes Mary	Movin and Groovin summer school refund	Amzn Mktp Us, Amzn.Com/Bill, WA, 98109, US	-110
Hermes Mary	Movin and Groovin summer school supplies	Amzn Mktp US Jm7i37jv3, Amzn.Com/Bill, WA, 98109	80.62
Hermes Mary	Music Composition subscription Summer School	Flat.Io Subscription, Claymont, DE, 19703, US	50
Hermes Mary	Say Yes to math 7/8 curriculum	Mathforlove.Com, Seattle, WA, 98107, US	95
Hermes Mary	YMCA 4K Graduation Supplies	Amzn Mktp US Zn5mz7hm3, Amzn.Com/Bill, WA, 98109	6.99
Hermes Mary	ymca classroom supplies	Amazon.Com 1p5kc2lb3, Amzn.Com/Bill, WA, 98109, US	6.8
Hermes Mary	ymca classroom supplies	Amazon.Com Go7iu5p43, Amzn.Com/Bill, WA, 98109, US	11.18
Jameson David	Cheer Team Camp Supplies	Elite Sportswear, 8003454087, PA, 19604, US	482.1
Jameson David	Cheer Team Summer Camp Supplies	Varsity Spirit Corp, Memphis, TN, 38115, US	21.1
Jameson David	Lunch for Track Team State Meet	Jimmy Johns - 417, La Crosse, WI, 54601, US	192.91
Jameson David	Tickets for Coaches to State Track Meet	Gofan High School Tix, Alpharetta, GA, 30005, US	35.6
Jameson David	Track Team State Meet for rooms	Uwl Business Services, La Crosse, WI, 54601-3742, US	1,552.50
Jameson David	Track Team State Meet Lunch	Dominos 2005, La Crosse, WI, 54601, US	63.92
Jameson David	Track Team State Meet Parking Pass	Uwlax, Lacrosse, WI, 54601, US	51.38
Jameson David	Track Team State Meet Team Dinner	Olive Garden 0021492, Onalaska, WI, 54650, US	410.37
Johnson Nathan	Chemistry supplies	Dorn True Value Oregon, Oregon, WI, 53575, US	17.98
Johnson Nathan	Chemistry Supplies	Dorn True Value Oregon, Oregon, WI, 53575, US	17.98
Johnson Sarah	art organizer, timers. 1st grade budget	Amzn Mktp US 0w85f9a63, Amzn.Com/Bill, WA, 98109	136.93
Johnson Sarah	birthday favors, puzzles, paint: KG Budget	Amzn Mktp US 5x8oe1pz3, Amzn.Com/Bill, WA, 98109	116.95
Johnson Sarah	crayons, KG budget	Amzn Mktp US 307xe8po3, Amzn.Com/Bill, WA, 98109	33.6
Johnson Sarah	crayons, KG classroom budget	Amzn Mktp US M42kx0xr3, Amzn.Com/Bill, WA, 98109	16.8
Johnson Sarah	drawstring bags- first grade budget	Amzn Mktp US Yd8mn0303, Amzn.Com/Bill, WA, 98109	69.99
Johnson Sarah	drinks staff meeting	Target 00010603, Madison, WI, 53717, US	37.41
Johnson Sarah	food staff celebration	Kwik Trip 37200003723, Oregon, WI, 53575-0000, US	20.97
Johnson Sarah	front garden	The Home Depot #4909, Madison, WI, 537110000, US	49.42
Johnson Sarah	furniture-principal office	Wf Wayfair3726222163, 8662638325, MA, 02116, US	108.99
Johnson Sarah	furniture-printer stand	Wf Wayfair 2682363605, Boston, MA, 02116, US	126.59
Johnson Sarah	gift bags staff	Target 00010603, Madison, WI, 53717, US	10.5
Johnson Sarah	gifts staff	Bath And Body Works 51, Middleton, WI, 53562, US	22.5
Johnson Sarah	glue, world language budget, classroom incentives, markers	Amzn Mktp US Xv73j5gj3, Amzn.Com/Bill, WA, 98109	64.37
Johnson Sarah	KG handwriting needs-building purchase	Amzn Mktp US Ny88u2gs3, Amzn.Com/Bill, WA, 98109	401.56
Johnson Sarah	office baskets. storage	Amazon.Com Nm7on5ot3, Amzn.Com/Bill, WA, 98109, US	31.66
Johnson Sarah	office envelopes- supplies	Amzn Mktp US 8m6ra83n3, Amzn.Com/Bill, WA, 98109	47.7

Card Reconciler	Description of Purchase	Vendor	Amount
Johnson Sarah	office furniture- principal	Emmons Business Interi, Jreaves@cowiw, WI, 53204, U	878.39
Johnson Sarah	Paxis- national training staff 7/19-7/20	Paxis Institute, 877-467-2947, AZ, 85750-6213, US	1,620.00
Johnson Sarah	pencil pouches, puzzles, KG budget	Amzn Mktp US Lm4ac9j23, Amzn.Com/Bill, WA, 9810	121.19
Johnson Sarah	office supplies, classroom incentives, spec ed, magnets, markers	Amzn Mktp US Tc58412y3, Amzn.Com/Bill, WA, 9810	55.79
Johnson Sarah	planner, office of principal supplies	Target 00010603, Madison, WI, 53717, US	88.43
Johnson Sarah	scissors, dot markers, folders and velcro: Speech and language budget	Amzn Mktp US 1163683o3, Amzn.Com/Bill, WA, 9810	95.14
Johnson Sarah	supplies-student incentives	Amzn Mktp US MI9he0e73, Amzn.Com/Bill, WA, 9810	42.87
Johnson Sarah	world language budget, spelling game, books	Amazon.Com S62yq7wd3 A, Amzn.Com/Bill, WA, 9810	79.1
Johnson Sarah	world language supplies	Teacherspayteachers.Co, 6465880910, NY, 10003, US	19.8
Kannal Andrea	SCN Spring 2022 Course for DK	Madison Coll Student P, 608-2592957, WI, 53704-2599,	528.05
Kissling Sara	Accounting conference	Club Quarters Central, Chicago, IL, 60603, US	955.21
Kissling Sara	Dinner	Roanoke, Chicago, IL, 60602, US	66.94
Kissling Sara	Dinner	Tst Remingtons, Chicago, IL, 60602, US	75.96
Kissling Sara	parking	South Loop, Chicago, IL, 60604, US	75
Klepinger Heather	21-22 Service Awards - Apparel Order	Badger Sporting Goods, Madison, WI, 53713, US	895
Klepinger Heather	Add funds to Raptor Account	Raptor Technologies, 7138808902, TX, 77008, US	1,000.00
Kuehl Lora	end of the year gift for officers	Tst Firefly Coffeeshou, 608-835-6238, WI, 53575, US	60
Larson Darrell	eye bolt	Dorn True Value Oregon, Oregon, WI, 53575, US	15.99
Larson Darrell	liners,brushes,rollers	Hallman Lindsay Paints, Madison, WI, 53716, US	112
Larson Darrell	paint	Hallman Lindsay Paints, Madison, WI, 53716, US	249.41
Larson Darrell	utility knives	Dorn True Value Oregon, Oregon, WI, 53575, US	19.47
Lease Nathaniel	Basics of Taxidermy Summer School	Amzn Mktp US 0t2yv93c3, Amzn.Com/Bill, WA, 98105	197.2
Lease Nathaniel	Cylinder Head	Allied Motor Parts, East Port, GA, 30344, US	635
Lease Nathaniel	Exhaust	Badger Welding Supplie, Madison, WI, 53703, US	2,182.00
Lease Nathaniel	F1 Race Car Build Summer School	Amzn Mktp US O95962t13, Amzn.Com/Bill, WA, 9810	32.97
Lease Nathaniel	F1 Race Car Build Summer School	Amzn Mktp US B35rf9gs3, Amzn.Com/Bill, WA, 98105	163.9
Lease Nathaniel	Head Return	1791 Lkq Online, 8008273673, CO, 80221, US	-391
Lease Nathaniel	Specialty Tools	Auto Value Oregon, Oregon, WI, 53575, US	93.87
Lease Nathaniel	Specialty Tools	Harbor Freight Tools 1, Madison, WI, 53711, US	248.07
Lease Nathaniel	Track Registration	Milesplit Meet Reg, Longwood, FL, 32779, US	68.25
Marks Alexander	Deposit for Field Trip	Madison Childrens Mus, 6082566445, WI, 53703, US	60
Marks Alexander	Summer Playground Staff Training Supplies	Bills Food Center, Oregon, WI, 53575, US	7.94
Marks Alexander	Summer Playground Staff Training Supplies	Pizza Hut #023463, 6088355555, WI, 53575, US	77.15
Marks Alexander	Summer Playground Supplies	Kwik Trip 30200003020, Oregon, WI, 53575-0000, US	4.29
Marks Alexander	Summer Playground Supplies	Amzn Mktp US 778v548u3, Amzn.Com/Bill, WA, 9810	7.96
Marks Alexander	Summer Playground Supplies	Amzn Mktp US 6z8hs7eq3, Amzn.Com/Bill, WA, 98105	8
Marks Alexander	Summer Playground Supplies	Bills Food Center, Oregon, WI, 53575, US	19.98
Marks Alexander	Summer Playground Supplies	Bills Food Center, Oregon, WI, 53575, US	26.14

Card Reconciler	Description of Purchase	Vendor	Amount
Marks Alexander	Summer Playground Supplies	Tst Ziggys Bbq Smokeh, Oregon, WI, 53575, US	80
Marks Alexander	Summer Playground Supplies	Amzn Mktp US Ad9ix2343, Amzn.Com/Bill, WA, 9810	109.42
Marks Alexander	Summer Playground Supplies	Amzn Mktp US 6491335e3, Amzn.Com/Bill, WA, 9810	183.79
Marks Alexander	Summer Playground Trip to Ziggys	Tst Ziggys Bbq Smokeh, Oregon, WI, 53575, US	72.67
McCartney LaDelta	Ceiling Tiles	L&w Supply 7353, 6082444495, WI, 53718, US	184.32
McCartney LaDelta	Laundry Soap	Dollar General 14977, Brooklyn, WI, 53521, US	11.95
McCartney LaDelta	Lemon Deodorizer	Amzn Mktp US 9h6n381w3, Amzn.Com/Bill, WA, 9810	61.6
McCartney LaDelta	Masks	Dorn True Value Oregon, Oregon, WI, 53575, US	19.17
McCartney LaDelta	Screw driver & drill bits	Amzn Mktp US 9t5tc9j03, Amzn.Com/Bill, WA, 98109,	30.99
McCartney LaDelta	Spackle paint supplies	Dorn True Value Oregon, Oregon, WI, 53575, US	21.93
McCartney LaDelta	T Square Sand blocks	Dorn True Value Oregon, Oregon, WI, 53575, US	38.95
McCartney LaDelta	Tools Paint supplies	Dorn True Value Oregon, Oregon, WI, 53575, US	117.89
Miller Amy	AL Professional Resources Equity	Amazon.Com H27lh22b3, Amzn.Com/Bill, WA, 98109,	89.85
Miller Amy	CE Spark Supplies	Ofroyo, Oregon, WI, 53575, US	49.65
Miller Amy	CE Supplies Pickleball	Amazon.Com 1h5e08g93 A, Amzn.Com/Bill, WA, 9810	39.99
Miller Amy	Elementary AL Math resources	Sp Smi2021, Tualatin, OR, 97062, US	441
Miller Amy	Hope Squad Supplies	Amzn Mktp US 1p59u9793, Amzn.Com/Bill, WA, 9810	21.96
Miller Amy	Hope Squad Supplies	Amzn Mktp US R92wk20j3, Amzn.Com/Bill, WA, 9810	140.39
Miller Amy	Hope Squad Supplies	Badger Sporting Goods, 608-2741353, WI, 53713, US	500
Miller Amy	OHS Hope Squad Supplies	Amzn Mktp US Zq9fd4vt3, Amzn.Com/Bill, WA, 98109	739.32
Miller Amy	Pickleball supplies for youth	Pickleballcentral, Kent, WA, 98032, US	606.63
Miller Amy	Professional Resources AL	Amazon.Com Dj1hl0yx3, Amzn.Com/Bill, WA, 98109, 1	119.8
Miller Amy	Summer Playground field trip dues	Keva Sports Center - D, Middleton, WI, 53562, US	120
Miller Amy	Supplies for CE Spark	Top Promotions, Middleton, WI, 53562, US	231.39
Newton Kara	aCER 23.8" MONITORS	Amazon.Com Ya2le3bp3 A, Amzn.Com/Bill, WA, 9810	259.98
Newton Kara	address labels	Amazon.Com D18ns52j3, Amzn.Com/Bill, WA, 98109,	26.99
Newton Kara	Final Bill Internet Service Oregon	Spectrum, 855-707-7328, MO, 63131, US	279.99
Newton Kara	Lego Logo Summer School Supplies	Wal-Mart #1176, Stoughton, WI, 53589, US	121.5
Newton Kara	monthly message service fee	Mailgun Technologies,, San Antonio, TX, 78205, US	80
Newton Kara	monthly phone service	Tds Metrocom, 8552202592, WI, 53717, US	1,083.18
Newton Kara	monthly subscription fee	Github, San Francisco, CA, 94107, US	4
Newton Kara	patch cables	Monoprice, Inc., 8772712592, CA, 91730, US	261.99
Newton Kara	pizza	Pizza Hut #023463, Oregon, WI, 53575, US	23.97
Newton Kara	Postage for repair	Ups 1zt725150329561033, 800-811-1648, GA, 30328, U	12.9
Novinska Ronald	color paint, and can paint	Pioneer Athletics, Cleveland, OH, 44135, US	1,152.25
Novinska Ronald	misc	Dorn True Value Oregon, Oregon, WI, 53575, US	8.12
Novinska Ronald	mulch for HS	Jrs Mulch Sales Inc, Madison, WI, 53704, US	862.5
Novinska Ronald	pipe coupler for kifco water reel	First Supply Madison, Monona, WI, 53713-4803, US	35.75
Novinska Ronald	sprayer tips	Heartland Ag - Defores, Deforest, WI, 53532, US	67.55

Card Reconciler	Description of Purchase	Vendor	Amount
Novinska Ronald	water can	Dorn True Value Oregon, Oregon, WI, 53575, US	13.99
Petersen Caitlin	MCV Gas Card	Kwik Trip 37200003723, Oregon, WI, 53575-0000, US	43.8
Russell Nicholas	CE Playground Staff CPR certs	American Red Cross, 800-733-2767, DC, 20006, US	60
Russell Nicholas	Fish Tank Filter basket replacement	Amzn Mktp US H11c748i3, Amzn.Com/Bill, WA, 98109, US	47.99
Russell Nicholas	Fish Tank Filter Sponges	Amzn Mktp US Fs2m15dd3, Amzn.Com/Bill, WA, 98109, US	63.63
Russell Nicholas	XL Gloves	Amzn Mktp US Er6w64oc3, Amzn.Com/Bill, WA, 98109, US	19.98
Russell Nicholas	XXL Gloves	Amzn Mktp US 5p89g6y83, Amzn.Com/Bill, WA, 98109, US	27.58
Scinico Janee	2nd grade supplies	Wal-Mart #3857, Monona, WI, 53713, US	24.46
Scinico Janee	Refund for Spark storage bins	Amazon.Com, Amzn.Com/Bill, WA, 98109, US	-99.99
Scinico Janee	Spark storage bins	Amazon.Com Jo7ii0jl3, Amzn.Com/Bill, WA, 98109, US	99.99
Scinico Janee	Storage bins for Spark	Amazon.Com Gm3667rp3 A, Amzn.Com/Bill, WA, 98109, US	99.99
Seiter Kati	tuba cleaning/repair	Ward Brodt Music, Fitchburg, WI, 53719, US	154
Seiter Kati	tuba cleaning/repair	Ward Brodt Music, Fitchburg, WI, 53719, US	164
Seiter Kati	Tuba Repair & Cleaning	Ward Brodt Music, Fitchburg, WI, 53719, US	164
Seiter Kati	Tuba Repair & Cleaning	Ward Brodt Music, Fitchburg, WI, 53719, US	164
Spears Douglas	10 gallons of paint and two sleeves of painters tape for OMS	Hallman Lindsay Paints, Madison, WI, 53716, US	498.98
Spears Douglas	Repair flat tire on john deere mower (OMS)	Butchs Repairs, Oregon, WI, 53575, US	31
Spears Douglas	replace broken caster wheel on orchestra piano (OMS)	Dorn True Value Oregon, Oregon, WI, 53575, US	9.49
Spencer Grant	Boys Hockey Team Socks	Badger Sporting Goods, 608-2741353, WI, 53713, US	5,500.00
Spencer Grant	Boys Soccer Supplies	Badger Sporting Goods, 608-2741353, WI, 53713, US	840
Spencer Grant	Refund for video board converter exchange	Amzn Mktp Us, Amzn.Com/Bill, WA, 98109, US	-65
Spencer Grant	State Champion Coach Gift	Erffmeyer & Son Co Inc, 414-3547800, WI, 53223, US	142.17
Spencer Grant	State Girls Soccer Bus (6/18)	Kobussen Buses, 920-7660606, WI, 54130, US	1,512.88
Spencer Grant	State Soccer Admin Admission Tickets	Gofan Wiaa Division 2, Alpharetta, GA, 30005, US	62.75
Spencer Grant	State Soccer Coach Bus 6-16	Badger Coaches, 608-2551511, WI, 53718, US	1,159.80
Spencer Grant	Track State Shirts	Badger Sporting Goods, 608-2741353, WI, 53713, US	375
Spencer Grant	Youth Volleyball Camp Shirts	Badger Sporting Goods, 608-2741353, WI, 53713, US	650
Stace Ryan	CNC Fuse	Amzn Mktp US Up3aj7k53, Amzn.Com/Bill, WA, 98109, US	13.98
Tarran Sherri	Coffee for annual buildings and grounds inservice and training	Tst Firefly Coffeeshop, 608-835-6238, WI, 53575, US	54.74
Tarran Sherri	First aid kits for seasonal custodians	Amzn Mktp US Qa5u44qn3, Amzn.Com/Bill, WA, 98109, US	25.98
Tarran Sherri	Garbage pick ups	Pellitteri Waste Systems, 608-2576232, WI, 53713, US	3,233.09
Tarran Sherri	Glass white board for Zain's new office	Amazon.Com Sz5cj4zy3 A, Amzn.Com/Bill, WA, 98109, US	299.98
Tarran Sherri	Nameplate for do office	Amzn Mktp US 0h4wm3883, Amzn.Com/Bill, WA, 98109, US	12.79
Tarran Sherri	Summer school storage	U-Haul Moving & Storage, 800-789-3638, WI, 53913, US	101.95
Tarran Sherri	Summer school storage	U-Haul Moving & Storage, 800-789-3638, WI, 53711, US	179.9
Tarran Sherri	Summer school supply storage	U-Haul Moving & Storage, 800-789-3638, WI, 53711, US	129
Tarran Sherri	Summer school supply storage	U-Haul Moving & Storage, 800-789-3638, WI, 53913, US	136.1
Tarran Sherri	Wireless keyboard and mouse for Zain	Amazon.Com K01v40n43 A, Amzn.Com/Bill, WA, 98109, US	64.99
Tomasiewicz Sarah	Taste Test Ingredients	Walmart.Com Aa, 800-966-6546, AR, 72716, US	32.13

Card Reconciler	Description of Purchase	Vendor	Amount
Towns Brian	food, 6.3.22, receipt	Bills Food Center, Oregon, WI, 53575, US	14.35
Towns Brian	RadioCo, 6/24/22, invoice	Radio Co, Manchester M4, M4 3DU, GB	49
Wacker Ann	8 ALEKS Subscriptions for Summer	Mhealeks, 7142457191, NY, 10019, US	207.12
Wacker Ann	Bookcases for classrooms	School Specialty Llc, 888-388-3224, WI, 54942, US	2,317.14
Wacker Ann	Books for Bookroom	Amzn Mktp US Hh5gu7u13, Amzn.Com/Bill, WA, 9810	697.08
Wacker Ann	Cancellation of order - lunch for custodian staff	Subway 12325, 6088358384, WI, 53575, US	-61.47
Wacker Ann	Cart for Health Office	Amazon.Com U998k1lp3, Amzn.Com/Bill, WA, 98109,	57.52
Wacker Ann	Classroom Rug for Kindergarten (Smith)	Rtr Kids Rugs, 8006259590, AL, 35473, US	359.95
Wacker Ann	Kickers, Back to the Ice Age Books for Bookroom	Amazon.Com W41kb7sw3, Amzn.Com/Bill, WA, 98109	71.64
Wacker Ann	Lunch for 3 students - student support	Buffalo Wild Wings 041, 608-2680025, WI, 53719, US	33.48
Wacker Ann	Lunch for custodian staff	Subway 12325, 6088358384, WI, 53575, US	61.47
Wacker Ann	lunch for custodian staff	Subway 12325, 6088358384, WI, 53575, US	8.01
Wacker Ann	lunch for custodian staff	Subway 12325, Oregon, WI, 53575, US	52.23
Wacker Ann	Noise Reduction Headphones	Amzn Mktp US Qi9pl91e3, Amzn.Com/Bill, WA, 98109	58.7
Wacker Ann	Rug for kindergarten classroom - Beirne	Lakeshore Learning Mat, 3105378600, CA, 90895, US	532.53
Wacker Ann	stacking stools/laminating sheets PTO - Beirne	Amazon.Com Qn89d92c3 A, Amzn.Com/Bill, WA, 9810	93.49
Wacker Ann	Zipties for building Justice on Both Sides, Cultivating Genius - Books for Admin	Amzn Mktp US Eb69k3463, Amzn.Com/Bill, WA, 9810	57.58
Weinert Juanita	CPR for Student--Required to work in a child care center (Grace)	Cpr Select, 888-3335187, NJ, 07751, US	19.95
Weinert Juanita	CPR for Student--Required to work in a child care center (Sammy)	Cpr Select, 888-3335187, NJ, 07751, US	19.95
Welton Carol	aimswebPlus year end overage digital subscriptions 21-22 school year	Awl Pearson Education, Prsoncs.Com, NJ, 07458, US	338
Welton Carol	Clinical Services for 5/31/2022	Sq New Beginnings Cou, Gosq.Com, WI, 53711, US	260
Welton Paul	Material - texture spray	Dorn True Value Oregon, Oregon, WI, 53575, US	16.99
Welton Paul	Material and supplies	Hallman Lindsay Paints, Madison, WI, 53716, US	220.63
Welton Paul	Tools - drill bit	Lawson Products, 8668379908, IL, 60631, US	17.51
Welton Paul	Tools and supplies	Lawson Products, 8668379908, IL, 60631, US	43.14
Welton Paul	Tools, and supplies	Lawson Products, 8668379908, IL, 60631, US	313.79
Welton Paul	wheels for a cart	Tractor Supply #2236, Stoughton, WI, 53589, US	149.96
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	34
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	51
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	62
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	77
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	77
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	80
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	102
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	104
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	119
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	155

Card Reconciler	Description of Purchase	Vendor	Amount
Wesson James	repair	Ward Brodt Music, Fitchburg, WI, 53719, US	250
Wesson James	repair - ward brodt	Ward Brodt Music, Fitchburg, WI, 53719, US	92
Wesson James	repair - ward brodt	Ward Brodt Music, Fitchburg, WI, 53719, US	98
Wesson James	Repair - Ward Brodt	Ward Brodt Music, Fitchburg, WI, 53719, US	124
Wesson James	Repair - Ward Brodt	Ward Brodt Music, Fitchburg, WI, 53719, US	148
Wesson James	repair ward brodt	Ward Brodt Music, Fitchburg, WI, 53719, US	85
Wesson James	Repair Ward Brodt	Ward Brodt Music, Fitchburg, WI, 53719, US	182
Zoesch John	30 foot cleaning kit	Amzn Mktp US Fn18s7po3, Amzn.Com/Bill, WA, 98101	96.99
Zoesch John	drano, work gloves, drain auger	Menards Monona Wi, Monona, WI, 53716, US	52.68
Zoesch John	Pest. training manual	P A T Dept Of Agronomy, 608-2627588, WI, 53706-1400	52.75
Zoesch John	PVC caps to cover light footings on playground	Amzn Mktp US Te3050tq3, Amzn.Com/Bill, WA, 98101	159.24
Zoesch John	tv screen wipes	Amzn Mktp US Ka4fl2gl3, Amzn.Com/Bill, WA, 98109	16.97
Zoesch John	Washers, funnel, garden staples, corner brace	Menards Monona Wi, Monona, WI, 53716, US	14.82
		Total Transactions	200704.84

STAFFING RETIREMENTS/RESIGNATIONS

August 8, 2022

FTE	Position	Staff Member
1.0	Administrative Intern - BKE	Kyle Blechner - resignation effective July 27, 2022
1.0	Administrative Intern - OMS	Stacey Starke - resignation

NEW STAFFING ASSIGNMENTS/CONTRACT CHANGES

2022-23 School Year

Board Meeting: August 8, 2022

FTE	Position	Staff Member	Education
1.0	Second grade FES	Kendall Wilhelmson. We recommend Kendall for the second grade position at FES. Kendall is a recent graduate of UW-Madison in Regular Education and Special Education. She completed her student teaching at NKE. We are excited to offer her a contract!	BS
1.0	Kindergarten NKE	Kristina Olafsson. We recommend Kristina for the kindergarten position at BKE. Kristina has eight years of experience teaching in early elementary education, most recently in the Barneveld School District. We are excited to welcome her to our District!	MA
1.0	Art PVE	Jessica Shively. We recommend Jesscia for the art position at PVE. Jessica has eleven years of experience teaching art, most recently in Virginia. She previously taught art at BKE. We are thrilled to welcome her back to our District!	MA
1.0	4th Grade PVE	Jessica Reid. We recommend Jessica for the 4th grade position at PVE. Jessica has eight years of experience teaching in early elementary education, most recently in Tennessee. We are thrilled to welcome her to our District!	MA
1.0	Counselor OMS	Asa Miura. We recommend Asa for the counselor position at OMS. Asa has 17 years of experience as a middle school counselor in the Verona School District. We are thrilled to welcome him to our District!	MA
1.0	English OMS	Julia Flynn. We recommend Julia for the English position at OMS. Julia is a recent graduate of UW-Madison in English and Spanish with a MS in Curriculum and Instruction in Secondary English Education. She completed her student teaching in the Sun Prairie School District. We are excited to offer her a contract!	MA

CHANGE IN ASSIGNMENT / CONTRACT

Name	Prior Assignment	New Assignment

August 8, 2022 Board Donations

Donation Date	Donor Name	Donation	Purpose of Donation
7/25/2022	Pure Integrity Homes Inc.	\$1,000.00	Pure Integrity Scholarship
8/4/2022	Kerri Modjeski	\$100.00	A Team Scholarship



OREGON SCHOOL DISTRICT

Employee Handbook

Oregon School District
123 East Grove Street
Oregon, WI 53575
www.OregonSD.org

2022-2023 School Year

Effective: _____

Proposed Changes Are in Purple

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Welcome to the Oregon School District

We are excited to have you as an important part of the Oregon School District.

It is our belief that professional relationships based on mutual respect are key to serving the needs of all students in the Oregon School District ("District"). It is through a collective commitment to the District's vision and goals that we can be a district of distinction.

This Employee Handbook ("Handbook") is designed to answer questions that you may have with respect to policies and practices for District employees. Please take the time to read the handbook and keep it for future reference. A copy of the handbook and updates are on the District's website.

None of the statements and policies contained in this Handbook constitutes a guarantee of employment, a guarantee of any other right or benefit, or a contract of employment, express or

implied. The District reserves the right to modify, revoke, suspend or terminate any or all of the statements and policies described in this Handbook at any time. The Handbook is not intended to create, or be construed to constitute, a contract between the District and any of its employees. The Handbook supersedes any and all previous labor agreements and handbooks.

The Superintendent is responsible for the administration of the policies described in this Handbook. Final interpretation of any of the policies in this Handbook is vested solely in the Oregon School Board of Education.

If you have questions regarding this document, you are welcome to contact your school administrator, supervisor or the Director of Human Resources at 608-835-4015.

Best Wishes for a Great School Year!

Section 1: District Overview

1.01 Mission Statement of the Oregon School District

The District's mission is to educate students by helping them acquire the skills, knowledge and attitudes needed to achieve their individual potential, to contribute to a changing society and to be receptive to learning as a lifelong process. The mission will be accomplished by delivering high quality programs through the joint efforts of students, staff, parents and community.

1.02 District Decision-making

All District decisions should have as their guiding principle District students and their learning. In order to focus District decision-making on students and their learning, all substantive decision-making should utilize the following parameters to evaluate the appropriateness and value of any decision under consideration:

- Is the decision in alignment with District policies, including Board Position Papers and strategic plans;
- Is the decision consistent with research and best educational practices;
- Does the decision include an appropriate assessment plan, tools, benchmarks, and data-set;
- Is the decision in compliance with local, state, and federal laws;
- Is the decision's implementation within budget parameters; and
- Is the decision student-centered?

The District measures success in four main categories: Competence, Character, Culture and Community. District schools will work within the school leadership team framework to develop, monitor and assess goals for students in the areas of academic competency, culture, character and community. Data is continuously collected and analyzed and reported annually to the Oregon School District Board of Education ("Board").

The Board Position Papers outlining a broad strategic plan for the District are found on the website at [School Board / School District Policies](#):

- 136 Assessment for Student Achievement - May 2010
- 135 Visioning for the Future - June 11, 2007
- 134 Accountability For Student Achievement -2003
- 133 Board Position Statement On Alcohol And Drug Usage-2000
- 132 Commitment To Continuous Improvement-1992
- 131 The Oregon Successful School Initiative (Ossi)-1991
- 138 The Path Forward-2016

1.03 Culture of the Oregon School District

The District operates under the model of "continuous improvement," with students at the center of the decision-making process. The District recognizes the importance of each member of the school community and strives to maintain a nurturing working and learning environment for all. The District is committed to providing a working environment based on fair and reasonable rules and guidelines. By promoting its individual and collective successes, the District benefits the entire Oregon-area community.

1.04 District Schools

The District educates its students in the following buildings and programs:

- Community partnership 4K program
- Brooklyn Elementary School (Early childhood - 4)
- Netherwood Knoll Elementary School (Early childhood - 4)
- Prairie View Elementary School (Early childhood – 4)
- Forest Edge Elementary School (Early childhood - 6)
- Rome Corners Intermediate School (5 -6)
- Oregon Middle School (7-8)
- Oregon High School (9-12)
- Oregon Alternative School Integrated Studies (OASIS)
- Oregon Night School

1.05 Organizational Structure

The Board operates within a policy governance model. School District Policies can be found on the District Webpage [School Board / School District Policies](#)

The Superintendent reports to the Board and is responsible for administrative operations in accordance with the Board's overall vision and strategic plan as described in Board Position papers.

1.06 Policies and Procedures Resource Booklet

In order to comply with Federal, State and local laws, the District maintains a "Staff Handbook" that is posted on the District's web page under Human Resources. District employees are required to comply with the procedures outlined in this Booklet.

Section 2: Employment Policies

2.01 Scope of Employment

Subject to the procedures and standards set forth in these policies and federal and state law, District employment is at-will. Employees may be disciplined or terminated from employment at the District's discretion in accordance with these policies and federal and state law.

To the extent that employment is covered by an individual contract, the terms of that contract supersede the terms of this Handbook.

In any case where there is a conflict between this Handbook and a collective bargaining agreement, the terms of the collective bargaining agreement shall supersede the provisions of this Handbook.

Employment rights and obligations are also set forth in the School District Policies, which can be accessed on the district Web-site at the link: [School Board / School District Policies](#)

Employees are required to comply with all School District Policies. District employees are also required to review and comply with all policies and procedures related to COVID-19 for the health and safety of our school community. Those can be found on the District's web page under Human Resources.

2.02 Employment Opportunities

The District will determine when and how a vacancy or new position should be filled. The selection of any applicant to fill a job vacancy or new position shall be made on the basis of relative ability, experience and qualifications. Job vacancies will be announced internally and externally if necessary as determined by the District. The District reserves the right to establish job requirements, to determine an applicant's qualifications, and to select an applicant who the District determines to be the best qualified applicant for employment. The District may temporarily fill a position while processing the permanent vacancy or publicly soliciting employment applications from non-employees. The District reserves all rights to transfer employees and/or make changes in employees' assignments with or without posting the position(s). District employees shall have the ability to request internal job transfers and such requests will be considered at the District's discretion.

As required by state law, all employees must successfully complete a physical and Tuberculosis (TB) screening and then test if needed. If either is not successfully completed within 30 days of employment, the employment will be terminated except in extraordinary circumstances as determined by the Director of Human Resources.

2.03 Employment of Relatives

Members of an employee's immediate family will be considered for employment solely on the basis of qualifications and pursuant to the hiring processes applicable to all potential applicants for a District job. Immediate family members of current employees may not be hired if that employment would:

1. Create a supervisor/subordinate relationship with that family member;
2. Create the potential for an adverse impact on work performance; or
3. Create either an actual conflict of interest or the appearance of a conflict of interest.

This policy also applies to assigning, transferring, or promoting an employee.

No employee may use the employee's position to bring about the employment or promotion of a member of the employee's family.

No employee may participate in any final decision in any employment matter involving an employee who is a family member.

For purposes of this policy, immediate family members are defined as: spouse; child; spouse's child; sibling; parent or parent-in-law; brother- or sister-in-law; uncle, aunt, niece, nephew, or spouse thereof; grandparent or grandparent-in-law; and fiancé or fiancée. This section also applies to members of the employee's household.

This section shall not apply to temporary employees who are employed for a limited term not exceeding sixteen (16) weeks duration in any twelve (12) month period.

2.04 Equal Opportunity

The District shall not discriminate against any employee or applicant for employment on the basis of age, religion, color, ethnicity, race, national origin, gender, sexual orientation, gender identity and/or preference, disability, economic status, creed, marital status, handicap, military or veteran status, ancestry, arrest or conviction record, political affiliation, genetic information, homeless status, or any other status protected by state and federal laws and regulations, and/or described in [Board Policy 157](#).

The District believes a diverse community helps to achieve excellence by promoting a culture of learning, appreciation and understanding. Each member of the District's community should treat everyone with care and respect, and to value differences in the District.

2.05 Evaluations

To ensure that all employees perform their jobs to the best of their abilities, the District uses a performance appraisal system which stresses the importance of employees being recognized for demonstrating effective performance and receiving appropriate suggestions for improvement as necessary. Consistent with this goal, supervisors will formally evaluate staff performance.

The performance appraisals provide an opportunity for employees to discuss with their supervisor any concerns they have regarding their position or performance. The goal of the performance appraisal is to enhance the employee's job performance while establishing good communication channels between the employee and the supervisor.

Support staff employees will be evaluated in the first year of employment with the District. Following the first year, support staff employees shall be evaluated at least once every three (3) years. Certified personnel will be evaluated in accordance with state law and the Department of Public Instruction.

Supervisors will have the discretion to evaluate employees more often. Employees will receive written copies of their evaluation. In the event an employee feels the evaluation is incomplete or inaccurate, the employee may put their objections in writing and attach it with the evaluation.

Factors addressed in the evaluation may include the employee's quality of work, quantity of work, dependability, adaptability, job knowledge, judgment, initiative, ability to get along with others, attitude and attendance. A performance review may or may not be accompanied by a change in salary or duties.

2.06 Personnel Records

Employee personnel records are subject to Wisconsin's Public Records Law. The District Human Resources Director shall be the official custodian of employee personnel records and responsible for the maintenance of the official personnel files for all employees and the disclosure of such information. If the District determines it must release personnel records pursuant to a request under the open records law, copies of such documents will be presented to the employee if required by law. The employee may have a right to circuit court review of the District's decision to release the records due pursuant to state law.

Each employee shall immediately notify the Human Resources Department in writing of any change in the employee's name, mailing address, phone number, email address, marital status, number of dependents, and emergency contacts.

Employees may inspect their own personnel records two (2) times per year pursuant to Section 103.13, Wisconsin Statutes. Employees must make such request in writing to the Human Resources Department. The District shall respond within seven (7) working days of the request and arrange for the inspection or copying of the records. The District may charge a reasonable fee, not to exceed the actual cost to the District, for records copied for the employee. If an employee believes a correction should be made to the employee's employment record, the District and employee may agree to such a change. If there is not an agreeable employment record change, the employee may submit a written statement for placement in the employee's personnel file identifying the basis for the employee's disagreement with that provision in the employment record.

2.07 Discrimination, Bullying and Hate Speech

The District, its employees and students shall not engage in discrimination, harassment or bullying, of any type. Federal law prohibits discrimination with respect to religion, race, color, national origin, sex, age and handicap. State law prohibits discrimination also with respect to ancestry, color, physical, mental, emotional or learning disability, pregnancy, marital or parental status, sexual orientation, arrest or conviction record and military service. In addition, the Board prohibits discrimination or harassment based on transgender status including gender expression, gender identity and gender nonconformity. Finally, pursuant to Title IX, the District does not discriminate on the basis of sex in its education programs or activities.

To learn more or to file a complaint, see [Board Policies 157](#) (Non-Discrimination), [163](#) (Anti-Bullying), [164](#) (Anti-Hate Speech) and [166](#) (Sexual Harassment - Employees).

The District's Title IX Coordinators are:

Maggie Zywicki
Oregon High School
456 N. Perry Pkwy
Oregon, WI 53575
P: (608) 835-4303
E: mazywicki@oregonsd.net

Amie Mitchell
Oregon High School
456 N. Perry Pkwy
Oregon, WI 53575
P: (608) 835-4471
E: ammittchell@oregonsd.net

2.08 Personal Appearance

District employees are expected to dress and act in a manner consistent with the position they hold. District employees are expected to present a personal appearance that projects a positive image of the District. This applies whether the employee is in-person or is working online.

2.09 Family and Medical Leave

Employees may be eligible for Family Medical Leave as provided by federal and Wisconsin law. Employees shall be required to substitute their accrued leave as permitted by federal or state law. This does not apply to leave under the Families First Coronavirus Response Act or similar legislation. For more information, including rights and responsibilities, see the District's webpage under Human Resources: [Employee Leaves](#)

2.10 AODA Drug Free Workplace

In order to protect the health, welfare and safety of students and employees, no school employee shall possess, dispense or in any way transfer possession, or be under the influence of alcohol during working hours or while involved in school-sponsored activities; or illegally manufacture,

distribute, dispense, possess, use or be under the influence of a controlled substance in: any school building or on school premises; in any school-owned vehicle used to transport students to and from school or school activities; or, off school property during any school-sponsored or school-approved activity, event or function where students are under the District's jurisdiction.

Failure to abide by this policy shall result in suspension or dismissal of the employee in accordance with provisions of this Handbook or other procedures established by the Board.

See [Board Policy 561](#)

2.11 Copyright

See [Board Policy 351](#)

2.12 Cell Phones / Recording

In order to protect student and staff confidentiality, and to comply with the Public Records Law, employees may not record (whether audio or video) any work-related meetings, trainings or other events without the express permission of the Director of Athletics, the Director of Business Services, the Director of Curriculum & Instruction, the Director of Human Resources, the Director of Pupil Services or the District Superintendent. This does not apply to events open to the public.

See [Board Policy 562](#)

2.13 Controversial Topics

See [Board Policy 358](#)

2.14 Political Activity

Employees may participate in political activities, but only to the extent that such activities do not interfere with the employee's job duties or which use or create the appearance that the employee is using District employment for political purposes.

This does not apply to limit the rights of employees to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection.

2.15 Preventing Inappropriate Relationships with Students

See [Board Policy 432](#) (Code of Conduct)

2.16 Proprietary Materials & Intellectual Property

See [Board Policy 351](#)

2.17 Solicitations

In the interest of maintaining a proper business environment and preventing interference with District work and inconvenience to its students and employees, the District establishes the following rules related to solicitations and distribution of literature on District property by employees.

- Employees may not distribute literature or printed materials of any kind, sell merchandise, solicit financial contributions or solicit for any other cause during work time, except as authorized by the Superintendent.
- Employees may not distribute literature at any time in working areas, except as authorized by the Building Administrator.
- Non-employees may not solicit or distribute literature on District premises except as permitted by Board Policy.

"Work time" includes the working time of both the employee doing the soliciting and/or distributing and the employee to whom the soliciting and/or distributing is directed. "Work time" does not include break periods, meal periods or any other specified periods during the workday when employees are not, with the permission of their supervisor, engaged in performing their work tasks.

"Working areas" includes all areas of District premises which it owns or has control in which work time activities are taking place and also includes the public areas of the premises.

This does not apply to limit the rights of employees to engage in lawful, concerted activities for the purpose of collective bargaining or other mutual aid or protection.

2.18 Use of Equipment/Facilities

See [Board Policy 912](#)

2.19 Weapons

See [Board Policy 437](#)

2.20 Whistle Blower

See [Board Policy 563](#)

2.21 Access to the District's Electronic Communications System for District Employees

Employees have no expectation of privacy in District-provided equipment or in District's electronic communications such as email, internet, telephones or servers. See [Board Policy 771](#)

2.22 Technology Help

Technology help can be obtained through the following resources:

- Tech Department Website (login required):
<http://sites.google.com/a/oregonsd.net/technology/>
- Submit a help ticket: <http://helpdesk.oregonsd.net>
- Via email: helpdesk@oregonsd.net
- On the phone: Dial extension 4025. (608-835-4025 from off campus)
- Personal assistance: Contact one of the following people

The Tech Department (district wide) and Technology Paraprofessionals (located in each building) are available to help fix minor computer problems, help staff and students to use District-owned computer hardware and software, and help with large group instruction in the computer lab.

Information Technology Literacy Trainers are available to help employees learn how to use technology, help develop technology integrated lessons for content areas, and model integrated teaching methods.

Library Media Specialists (librarians) can help employees find appropriate computer software and audio/visual materials for classes, as well as help with information literacy, research skills, and, of course, traditional literacy.

2.23 Arrest or Conviction

The District's priority is to provide a safe learning environment for staff and students. Employees shall inform the Director of Human Resources as soon as practicable and without delay, if they are arrested, ticketed and/or convicted of a criminal offense, an offense involving minors or firearms, or a traffic violation involving operating under the influence; or they are the subject of a child abuse or neglect report.

2.24 Media Relations

The District is proud of its staff and students and their accomplishments, and seeks to share those accomplishments with the media in a manner that is consistent with the OSD branding manual, complies with student confidentiality laws and is done in collaboration with the student's family. All communication with the Oregon Observer, Fitchburg Star, or other media by staff involving

the District or its students regarding school business performed as part of their job duties, student recognition, student work product or co-curriculars (except for media interviews directly after a performance/game) shall be approved in advance by the Director of Communications. This language does not apply to media relations involving collective action, or when an employee is speaking as a member of the public about matters of public concern when protected by the First Amendment.

Section 3: Conditions of Employment

3.01 Classification of Employees

District positions are categorized for purposes of wages and salaries, benefit eligibility, legal compliance and internal and external reporting requirements. Jobs are categorized by the Fair Labor Standards Act (FLSA) and Wisconsin's Wage and Hour laws as either "exempt" from overtime or "non-exempt." These laws establish minimum wage and salary criteria, and define whether or not an employee is entitled to overtime compensation.

If a position is categorized as non-exempt, pay is calculated on an hourly basis. Non-exempt employees are entitled to overtime pay, calculated at one and one-half (1.5) times the regular hourly rate for all hours worked beyond forty (40) in a workweek.

Positions categorized as exempt are those that are exempt from overtime pay provisions. Employees in exempt positions are paid a fixed salary and are not paid additional salary for hours worked beyond forty (40) in a workweek. Full-time salaried employees are regularly scheduled to work at least forty (40) hours per week. This category includes teaching staff.

District positions fall within the following categories, whether exempt or nonexempt: See Appendix A.

3.01.01 Full Year Employee (Administration/Support Staff)

Employees who are regularly scheduled to work up to forty (40) hours per week for twelve (12) months per year.

3.01.02 School Year Employee (Administration, Teacher, Licensed, Support Staff)

Employees who are scheduled to work less than two hundred sixty (260) days per year.

3.01.03 Part-time Employee

Employees who are regularly scheduled to work less than forty (40) hours per week. Employees regularly scheduled to work less than twenty (20) hours per week or employees who are less than a 0.5 FTE are not eligible for insurance benefits.

3.01.04 Interim Employee

An employee who is hired to replace a staff member who is on an approved leave-of-absence. An employee who is hired after July 1 for a teaching or licensed non-represented contract position may be offered an interim contract.

3.01.05 Substitute Employee

An employee who is hired to replace an employee who is unavailable for work. ~~Typically this person is employed for not more than twelve (12) weeks.~~

3.01.06 Summer and Student Employee

Employees hired to work during the summer when school is not in regular session or high school or college students hired on a limited-term basis.

3.01.07 Job Sharing Employees

Job Sharing occurs when two (2) certified teachers are approved to share one (1) full-time equivalent (FTE) teaching position pursuant to the following terms:

3.01.07.01

Job sharing requires the joint approval of the teachers involved, the building administrator and the Superintendent.

3.01.07.02 Eligibility

- Only employees who have completed two years of District service at the time the job share begins will be considered for job sharing.
- Applicants must apply as a team.
- Teachers must be certified to teach the subject and/or grade levels involved in the shared job.
- Job shares are approved on a one-year basis.
- The Superintendent or designee may limit the number of job shares per grade level and within the school.

3.01.07.03 Application

- The teachers requesting to share a teaching position for the ensuing school year shall submit a job share application that includes a proposed work plan to their respective building administrator by March 1 of the school year preceding the school year for which the job share is requested.

- All job shares will be approved on a case-by-case basis and may be rejected based on a number of academic factors, including but not limited to the number of transitions it causes for students and the age of the students in the class.
- The District retains sole discretion with respect to approving or denying job shares.

3.01.07.04 Contract Responsibilities

- The job share agreement shall result in both teachers agreeing to share a prorated portion of the teaching position during the period of the job share. The teachers agree that they do not have any rights to their previous positions and/or their previous FTE status after the conclusion of the job share.
- Any time necessary for the coordination of the teaching assignment responsibilities shall be performed on the job sharing teachers' own time and not on the District's.
- Both job sharing teachers are required to attend all parent/teacher conferences, special education meetings for individual students, in-service/staff development activities, late start/early release and other similar required staff meetings. Job sharing teachers are required to attend faculty meetings on days they are not scheduled to work unless excused by the building principal.
- In the event a job-sharing teacher will be absent, the teacher who will be absent is responsible for contacting the job-sharing partner to give the partner the right of first refusal to substitute at their regular pay rate. After discussion with the partner, the teacher who will be absent will notify the District of the absence and whether or not a substitute needs to be hired.

3.01.07.05 Compensation & Benefits

- Teachers approved for job sharing positions shall receive their annual salary pro-rated by the job sharing percentage according to their current salary and shall receive payment for additional full days when required by the District (e.g. parent/teacher conferences).
- Teachers approved for job sharing positions shall receive a prorated share of benefits available for full-time teachers.

3.01.07.06 Termination of Job Share Positions During the School Year

In the event one person leaves the District for whatever reason, the remaining job share teacher shall be required to return to full-time status for the balance of the school year.

The District reserves the right to modify or terminate the job share for compelling reasons if the job share is not in the best interest of the District and the remaining

teacher shall be required to return to full-time status for the balance of the school year.

3.01.08 Temporary Employee

Employees hired for a specific project for a specific length of time, **which is less than a full school year**. ~~usually will not exceed ninety (90) working days per year.~~

3.02 Employee Work Schedules

3.02.01 School Year Calendar

The District school calendar will be developed by administration with input from community, employees and parents; and approved by the Board. The District will determine the structure of the days within that calendar, e.g., instructional, in-service, and workdays. All school year staff and part-time staff shall attend all in-service and professional development days on the school calendar for the full session unless excused by their immediate supervisor. They will be compensated at their regular hourly rate for the time above their FTE. For staff with a contract, their “regular hourly rate” is defined as their contract salary divided by the number of days in their contract divided by 8.

3.02.02 Work Day

The District will determine the work day and work week for District employees giving consideration to the District's operational needs and educational goals. The standard work day for all full-time employees shall be eight (8) hours.

The standard work week for all full-time employees shall be forty (40) hours Monday through Friday, except for weekend employees.

Employees are expected to work scheduled hours as assigned and will be paid for all hours scheduled and worked or on approved paid leave.

District exempt staff and licensed employees are considered professional educators and will work such hours as required to fulfill their obligations, but shall be present in their assigned building(s) at least eight (8) hours during each school day, unless excused by their building administrator or immediate supervisor.

3.02.03 Teacher Preparation Time

Teaching staff **who are full-time** will be provided with the following preparation time during a school day:

- ~~K-4~~ A minimum of ~~225~~ **300** minutes per week of preparation time during the student day. The District will make its best effort to provide an equivalent amount

of preparation time during the student day for ~~half-day kindergarten, early childhood and PK-4 specials~~ rotations teachers.

- 5-6 ~~Two (2) prep periods during the student day.~~ A minimum of 375 minutes per week of preparation time during the student day. The District will make its best effort to provide an equivalent amount of preparation time during the student day for 5-6 rotations teachers.
- For teachers who teach in both K-4 and 5-6, the District will make its best efforts to provide a minimum of 325 minutes per week of preparation time during the student day.
- 7-12 Two (2) prep periods during an eight (8) period day.

Travel time for staff members who are assigned in more than one building will not count in their preparation time calculation.

3.02.04 Lunch Period

Non-exempt employees scheduled to work six (6) hours or more per day shall have an unpaid thirty (30) minute duty-free lunch period set by the employee's immediate supervisor. If an employee is required to work during this time, the lunch period will be considered as time worked and paid. Duty free lunch breaks that occur within the school building will be taken within the staff break rooms of the employee's building, or in another area designated by the building administrator. Exempt employees shall take lunch breaks as determined by their schedule.

3.02.04.01 Food Service

Food Service employees are allowed an unpaid thirty (30) minute duty-free lunch period scheduled by the immediate supervisor for each employee who works through the hours of 11:00 am - 1:30 pm. Lunch will be taken as scheduled unless prior approval is granted by the immediate supervisor. Lunch will be provided on serving days.

3.02.04.02 Part-time Teachers

Part-time teachers employed during the entire lunch service period of their building(s) shall be provided with a paid daily duty free lunch period of at least thirty (30) continuous minutes.

3.02.05 Breaks

Breaks may be established by an employee's immediate supervisor or building administrator.

3.02.06 Overtime

Non-exempt employees shall be compensated at one and one-half times the employee's normal hourly rate for hours actually worked in excess of forty (40) hours in a work week. Vacation time and holidays shall count towards hours in excess of 40 hours but personal and sick leave shall not.

There may be times when an employee believes the employee needs to work overtime to complete District work. In that case, the overtime must be approved in advance by the employee's supervisor. Overtime should be kept to a minimum and shall be utilized to relieve specific, occasional peaks in workloads or emergencies.

3.02.07 Emergency Closing

Non-exempt employees requested to work by their immediate supervisor on days in which there is an emergency closing shall be paid time and a half for all hours worked. Exempt employees requested to work by their immediate supervisor on days in which there is an emergency closing shall receive vacation hours for the time worked.

Non-exempt employees and exempt employees other than school year employees who are neither able to nor required to work these day(s) may:

1. be paid through sick leave deduction
2. request not to be paid
3. work the day(s)

If a day(s) is required to be made up on a day the employee was not scheduled to work, employees will be expected to work and may:

1. have a sick day returned.
2. be paid.

3.02.08 Call In

Non-exempt employees required to return to the work site after completion of their workday (or on a day not scheduled to work) shall receive a minimum of two (2) hour's pay (and may be required to work two (2) hours) or pay for time actually worked, whichever is greater, except for scheduled in-services. This provision does not apply to an employee who volunteers to provide building supervision to rental groups and is not required to perform District work.

3.02.09 Work Stoppage

There shall be no work stoppages or withholding regular assigned duties and teaching assignments. Any employee who, through individual or group action, causes a work stoppage or interruption of the school schedule through withholding of regularly assigned

duties and teaching assignments shall be subject to disciplinary action, up to and including discharge.

3.02.10 School Year Staff Who Work In The Summer

Regular school year staff who are non-exempt and are hired to work in a summer position, other than for summer school, shall be paid their school year hourly rate. Summer employment is at will from year to year and is not subject to the just cause standard. Summer work is not eligible for retroactive pay due to any wage increase in the fiscal year.

Staff shall be able to use up to eight (8) hours of accrued sick leave during the summer. Staff shall earn up to one hour of sick leave for every 20 hours worked up to a maximum of eight (8) hours to be added to their accrued sick leave at the end of their summer employment.

Staff shall be eligible for the July 4 holiday pay provided they work at least 40 hours in the summer prior to July 1 and are scheduled to work at least 80 hours after July 4.

Section 4: Benefits, Leaves and Compensation

4.01 Benefit Eligibility

Employees regularly scheduled at least twenty (20) hours per week during the school year and/or are at least 0.5 FTE are eligible for the following insurance benefits with the premium contribution being pro-rated as the percentage of employment. Employees who discontinue employment with the District will be covered through the month of their last day of employment. Eligibility for coverage is dependent upon the terms of each insurance plan.

4.01.01 Athletic Event Admission

Employees will receive free admission to regular season District-sponsored athletic events for themselves and one guest upon presentation of their school identification badge.

4.01.02 Changes in Coverage (COBRA)

Employees and their dependents covered under District insurance plan(s) may have a right to continue coverage under those plans upon a reduction in scheduled work or separation from employment with the District. Questions regarding COBRA insurance continuation should be addressed to the Human Resources Department.

4.01.03 Health Insurance

The District agrees to pay ninety percent (90%) of the premium for a single or ninety percent (90%) of the premium for a family of the lowest cost health insurance plan offered by the District for those employees eligible to complete and who have chosen to complete the District-sponsored wellness incentive, and for those employees who received an approved exception. The District agrees to pay eighty-eight percent (88%) of the premium for a single or eighty-eight percent (88%) of the premium for a family of the lowest cost health insurance plan offered by the District for those eligible employees who chose not to complete the District-sponsored wellness incentive.

This benefit is prorated based on the employee's FTE. For example:

If an employee selects the lowest cost health plan and works 32 hours/week (0.80 FTE) per week, the District will pay 72% ($80\% \times 90\%$) of the premium of that plan. If the employee selects a higher priced health plan, the employee is responsible for the difference between 72% of the lowest cost plan and the more expensive plan.

If an employee has no earnings due to absence from work (due to illness) and has used all accumulated sick leave or is on long term disability, the Employer will continue paying for insurance at the same premium level for the balance of the year (June 30) for those on approved **family** medical leave or long-term disability.

Employees who terminate employment may elect to continue to receive the same health insurance benefits as full-time employees at their expense as pursuant to state or federal laws. The premium must be received by the District by the 10th of the month preceding monthly billing.

4.01.04 Dental Insurance

The District agrees to pay ninety (90%) of the premium for a single or ninety percent (90%) of the premium for a family for dental group insurance plan.

4.01.05 Employee Assistance Program

The District provides an Employee Assistance Program (EAP) called **LifeMatters**. The program is available to assist all of District employees and their family members in addressing a wide variety of issues, including:

- Financial questions such as planning a budget, preparing for a financial setback, and developing savings strategies;
- Emotional concerns such as worry, anger, fear, and anxiety; and
- Relationship and parenting issues that may develop as a result of increased stress, tension and disruption to daily routines

Professional counselors are available at any time by calling [800-634-6433](tel:800-634-6433) for a confidential discussion. In addition, a referral can be provided to a local counselor for up to three face-to-face counseling sessions at no cost.

The company also has a web site (mylifematters.com) with articles, tip sheets, financial calculators, videos, checklists, and interactive learning sessions related to a broad range of emotional and financial concerns. The employee level password to the site is **ORE1**.

4.01.06 Flexible Spending Accounts (Section 125)

The District maintains a Cafeteria Plan (Section 125) that allows employees to make pre-tax contributions for their health and dental insurance premiums and other qualifying expenses. In order to participate in the Section 125 Plan, employees must make the appropriate election. Questions about the Section 125 Plan, qualifying expenses and applicant limits can be answered by the Human Resources Department.

4.01.07 Food Service

Employees can use food service accounts to charge their meal purchases provided the account has a positive balance. In addition, the Food Service Department has several made to order options available for pre-order from the High School on full school days which can be referenced on the Food Service Department's website. Orders must be placed by 8:30 a.m. for same day delivery. If an Employee has a remaining balance of more than \$10.00 after separating employment, it will be refunded to the Employee. If the balance is \$10.00 or less, the balance will be donated to Oregon School District to help families in need with unpaid meal balances. If an Employee has outstanding amounts owed to the Oregon School District, the Employee shall authorize the Oregon School District to deduct those amounts from payroll.

4.01.08 Liability Insurance

The District provides liability coverage for District employees subject to the terms and conditions of the insurance policies.

4.01.09 Life Insurance

The Employer agrees to pay up to a maximum of fifty percent (50%) of the cost of a life insurance plan. The terms of the insurance plan will be provided to each employee at the time of hire by the Human Resources Department.

4.01.10 Long-term Disability Insurance

The Employer pays the full premium for employee long-term disability insurance. The terms of the insurance plan will be provided to each employee at the time of hire by the Human Resources Department.

4.01.11 Pool Benefit

The District provides employees free access to open swims at the Oregon Pool upon presentation of school-issued identification badges. In addition, family passes to the pool are available to staff to purchase for the price of an individual pass.

4.01.12 Wisconsin Retirement & Voluntary Retirement Savings Plan

4.01.12.01 Wisconsin Retirement System

The District participates in the Wisconsin Retirement System. Employee eligibility, and the District and employee premium amounts and manner of payment will be as required by state law.

4.01.12.02 Sick Leave Accumulation

An Employee who chooses to retire at age 55 and who have ten or more years of continuous service shall be paid out for unused sick leave according to their rate of pay according to the following schedule:

- Ten (10) to fifteen (15) years- See §4.02.03.03
- Fifteen (15) or more Years of Employment – one day for every four (4) accrued days;
- Twenty (20) or more Years of Employment – one day for every three (3) accrued days.

4.01.12.03 Retiree Health and Dental Insurance Plan

Employees who have completed ten (10) years of service in the District at the completion of the 2010-11 school year shall receive up to four (4) years of health and dental insurance benefit at the premium rate in effect during the final year of employment, once they reach the age of fifty-five (55) years.

The District contribution for health and/or dental insurance shall cease at the time of the retiree's Medicare eligibility. In order to continue coverage under the District's health or dental insurance plan, retirees and their spouses must enroll for Medicare Parts A & B when eligible.

Any retired employee who has attained full social security retirement or greater and desires to remain under the carve-out health and/or full dental insurance benefits shall be able to do so upon enrollment in both Parts A & B of Medicare. The cost of the above insurance(s) will be paid by the retiree.

Eligibility for coverage is contingent upon the Plan's consent to provide such coverage.

4.01.13 Deferred Compensation Plan – 403 b/457

Employees may participate in tax deferred compensation plans 403b and 457 provided by the State of Wisconsin for plans approved by the District. Participation in an approved tax deferred program shall be made on a form to be provided by the District. Salary deductions per paycheck shall be a **minimum of ten (10) dollars**, ~~and in multiples of five (5) dollars.~~

Employees are responsible for computing the legally allowable maximum deposit.

Enrollments, discontinuation or changes in authorized deductions to tax deferred programs can be made two (2) weeks before the affected payroll date during a school year, and by May 1 for all remaining paychecks in that contract year. An employee is limited to two (2) changes in deferral amount per calendar year.

4.01.14 Retirement Contribution for 403(b)

For employees who have at least 10 (ten) years of service and are at least 55 years old, but do not qualify for Retiree Health and Dental Benefit Plan (Section 4.01.12.03, above), and are not yet eligible for Medicare, the District will contribute to the Employee's 403(b) account (with a vendor from the District's list) as follows:

- For employees that have District-sponsored family health coverage for a minimum of six (6) months, One Thousand Dollars (\$1,000) for each year of service;
- For employees covered by District-sponsored single health coverage for a minimum of six (6) months, Five Hundred Dollars (\$500) for each year of service; or
- For those employees who do not qualify for any of the benefits above, Two Hundred Fifty Dollars (\$250) for each year of service.
- For employees who have a combination of single and family benefits for six (6) months or more, the District will contribute \$1,000 for each year of service.

4.01.15 Benefits Information with Time Away from Work

Employees on unpaid leave may opt to pay for their own health, dental and life insurance in order to maintain the group rate if they are in good financial standing with the District and if the insurance carriers are willing to provide such coverage and if the premium for the period is received in the District Office by the 10th of the month preceding monthly billing.

4.02 Leaves

4.02.01 Holidays

All full-time District employees shall receive their regular straight time rate of pay for designated holidays. The District recognizes the following paid holidays for staff by category of employment:

Holiday	Full Year Employees	Teachers & LNR	Administrative Assistants	Food Service & Paraprofessionals
Fourth of July	X			
Labor Day	X	X	X	X
Thanksgiving	X	X	X	X
Friday after Thanksgiving	X		X	X
Christmas Eve	X		X	
Christmas Day	X		X	
New Year's Eve	X		X	
New Year's Day	X		X	
Friday before Easter	X		X	X
Memorial Day	X	X	X	X

Should any of the above listed holidays fall on a Saturday or Sunday, the District will decide what day shall be observed as the holiday.

An employee who is required to work on a holiday shall be paid time and one-half (1 ½) their rate of pay for hours worked in addition to holiday pay.

Employees on an unpaid leave of absence or layoff are not eligible for holiday pay. Absence attributable to paid vacations, paid jury duty or funeral leave shall not affect an employee's eligibility for holiday pay provided that the employee otherwise works the employee's scheduled work hours on the preceding and following days.

4.02.02 Vacation

4.02.02.01 Accrual

Full Year employees shall be entitled to annual paid vacation. Vacation time is prorated for full-year part-time employees.

During the first fiscal year of employment, employees may take up to 10 days of vacation if approved, to be prorated after July 1 based on the date of hire.

After the first year of employment, employees shall be allocated vacation as follows:

Second Year	10 days
Third Year	10 days
Fourth Year	12 days
Fifth Year	12 days
Sixth Year	15 days
Seventh Year	15 days
Eighth Year	16 days
Ninth Year	17 days
Tenth Year	18 days
Eleventh Year	19 days
Twelfth Year +	20 days

There is a maximum total vacation accumulation of twenty (20) days. **Employees may roll over a maximum of 40 hours of vacation unless approved by the Business Manager due to unique circumstances. Employees may not accumulate more than 200 hours.** ~~not to exceed the maximum number of hours of 160.~~

Any employee regularly scheduled to work a four (4) day, ten (10) hour work week which encompasses Saturday and Sunday shall equate to 1.25 days under this provision.

Should an employee's employment end during the fiscal year, the employee's vacation shall be prorated, and the employee will be required to reimburse the District for all vacation time used that is more than the prorated amount.

4.02.02.02 Scheduling

~~Vacation may not be accumulated unless agreed to in writing by the Business Manager, except where the employee would suffer loss of earned vacation time due to the District's refusal to grant a timely request for vacation usage to be taken in the month of June. Vacations carried forward under the preceding sentence will be used during the ensuing twelve (12) months.~~

Vacation will be scheduled with the approval of the immediate supervisor. Requests for approval will be submitted by the Employee at least fourteen 14 days in advance.

Timely vacation requests will be considered approved unless the Employee receives a denial within 3 days of submitting the request. Plans should not be made until the leave is approved. Approval may be subject to having sufficient work coverage.

Vacation may be used in fifteen (15) minute increments.

4.02.02.03 Payment upon Retirement or Death

In the case of termination, retirement or any employee's death, an employee or the employee's estate will be paid accrued and unused vacation.

4.02.03 Sick Leave

4.02.03.01 Accrual

4.02.03.01.01 Teachers

Each staff member will be entitled to seventy-two (72) hours per year of absence due to personal illness with unlimited accumulation. When failure to fulfill the contract occurs, then the sick leave hours used will be prorated at the rate of eight (8) work hours per month and pay for any excess hours used will be deducted from the final check.

Teachers who work summer school shall earn one hour of sick leave for every 20 hours worked to be added to their accrued sick leave at the end of the extended employment. Staff shall be able to use up to four hours of their accrued sick leave during summer school provided they find a substitute except in an emergency.

4.02.03.01.02 Administrative Assistants

Sick leave days will be prorated based on FTE:

- 10 month (205 days) – maximum of 9 days of sick leave
- 11 month (230-240 days) – maximum of 9 days of sick leave
- 12 month (260 days) – maximum of 10 days of sick leave

School years staff who work summer school shall earn one hour of sick leave for every 20 hours worked to be added to their accrued sick leave at the end of the extended employment. Staff shall be able to use up to four hours of their accrued sick leave during summer school provided they find a substitute except in an emergency.

Sick leave will be allowed unlimited accumulation year-to-year.

4.02.03.01.03 Licensed

Each staff member will be entitled seventy-two (72) hours per year of absence. Sick leave days will be prorated based on FTE.

When failure to fulfill the contract occurs, then the sick leave days used will be prorated at the rate of eight (8) hours per month and pay for any excess hours used will be deducted from the final check.

Sick Leave will be allowed to unlimited accumulation year to year.

School year staff who work summer school shall earn one hour of sick leave for every 20 hours worked to be added to their accrued sick leave at the end of the extended employment. Staff shall be able to use up to four hours of their accrued sick leave during summer school provided they find a substitute except in an emergency.

4.02.03.01.04 Food Service

Sick leave shall be established on the basis of one (1) day (8 hours) per month of employment, up to a maximum of nine (9) days per school year. Sick leave days will be prorated based on FTE.

School year staff who work summer school shall earn one hour of sick leave for every 20 hours worked to be added to their accrued sick leave at the end of the extended employment. Staff shall be able to use up to four hours of their accrued sick leave during summer school provided they find a substitute except in an emergency.

Sick leave will be allowed unlimited accumulation year-to-year.

Sick leave will be recorded and taken in no less than fifteen (15) minute increments.

4.02.03.01.05 Custodial

Full time employees will be provided eighty (80) hours of sick leave per year prorated based on FTE.

Sick leave will be allowed unlimited accumulation year-to-year.

Sick leave will be recorded and taken in no less than one (1) hour increments.

4.02.03.01.06 Paraprofessionals

A school year Paraprofessional will receive nine (9) days (72 hours) for ten (10) months of employment prorated based on FTE.

School year staff who work summer school shall earn one hour of sick leave for every 20 hours worked to be added to their accrued sick leave at the end of the extended employment. Staff shall be able to use up to four hours of their accrued sick leave during summer school provided they find a substitute except in an emergency.

Sick leave will be allowed unlimited accumulation year-to-year.

Sick leave will be recorded and taken in no less than 15 minute increments.

4.02.03.01.07 District Support Staff

A full-time District Support Staff employee will receive thirteen (13) days (104 hours) of sick leave. Sick leave days will be prorated based on FTE. Sick leave will be allowed unlimited accumulation year-to-year.

4.02.03.02 Use of Sick Leave

Sick leave shall be requested in advance when possible and include a general rationale for use as described below. Sick leave will be allowed for:

- A. Illness of the employee / Medical appointments
 - a. Employees shall seek medical attention and provide a physician's statement to the District in the event that an illness lasts longer than five (5) consecutive working days or upon request from the Director of Human Resources when possible.
 - b. Disability due to pregnancy and/or childbearing is considered an illness.
- B. Serious illness, injury or medical appointment involving the employee's immediate family. Immediate family means spouse, children, parents, grandparents, foster parents, brothers, sisters, stepchildren, grandchildren and other relatives of the employee, the employee's spouse living in the employee's household, or the employee's long-term companion. Employees shall provide a physician's statement to the District in the event that an illness lasts longer than five (5) consecutive working days or upon request from the Director of Human Resources when possible.
- C. Death of a member of the employee's immediate family.
- D. Other leave may be granted by the Superintendent.

All absences under sick leave shall be deducted from accumulated leave benefits.

Sick leave may be used in fifteen (15) minute increments.

4.02.03.03 Separation from Employment

Employees who separate from District employment with ten (10) or more years of service shall be paid from their accumulated sick leave at the time of separation one day for every five (5) days of accumulated sick leave.

4.02.04 Personal Leave

4.02.04.01 Accrual

Full Year Employees: Each employee shall accumulate up to sixteen (16) personal leave hours per year, prorated based upon FTE status.

School Year Employees: Sixteen (16) personal leave hours will be granted per year, prorated based upon FTE status.

This leave may be used under the following conditions:

Personal Leave days may be accumulated up to a maximum of five (5) days. Any personal leave days in excess of five (5) days will be transferred to the employee's sick leave total, which can be accumulated to an unlimited number of days.

Personal leave requests will not be used for the day before or after a holiday or vacation period except when approved by the employee's immediate supervisor.

4.02.04.02 Use

An employee will notify the immediate supervisor at least 2 school days in advance of taking such leave unless in an emergency situation. Personal leave must be approved by the supervisor prior to use. Plans should not be made until the leave is approved. Timely leave requests not denied or approved within 24 hours of the leave is considered approved. Approval may be subject to having sufficient work coverage. School year employees are encouraged to provide a rationale for the leave to assist with prioritization of approval of coverage.

The number of employees per building allowed to take such leave shall be at the building administrator's discretion. The number of Paraprofessionals allowed to take such leave shall be one (1) per day for each section K-8 and 9-12. The number of food service employees allowed to take such leave shall be one (1) per day for each section K-12.

Full Year employees are required to provide the rationale for use of personal time to their immediate supervisor. Hours taken as personal leave shall be used for court appearances, legislative hearings, income tax audit or any similar personal business which can only be conducted during work hours.

Personal leave requests will not be used for the day before or after a holiday or vacation period except when approved by their immediate supervisor.

4.02.05 Child Rearing Leave

Child rearing leave shall be granted once for the care of any one dependent child to a teacher or licensed employee who has completed one full school year of teaching and who is committed to return to District employment.

Such leave shall be granted on a full semester basis to a maximum of two (2) full semesters. Employees shall inform Human Resources if they plan to return to the District after their leave no later than March 1 for the subsequent year absent extenuating circumstances.

A request for child rearing leave must be made to the Human Resources Department forty-five (45) days prior to commencement of the leave. The requirement of a forty-five (45) day prior request may be waived by the Superintendent.

4.02.06 Emergency Leave

Employees will be permitted to use up to a maximum of forty (40) work hours in any one (1) school year for emergency leave. Emergency leave will be allowed for:

- Illness or injury to a member of one's family or long-term companion living within the same household.
- Death of a member of the family or long-term companion living within the same household.
- Death of a close friend.

Emergency leave must be approved by the employee's immediate supervisor. Emergency leave for reasons other than listed above may be granted by the Human Resources Director or the Superintendent.

All absences due to emergency leave will be deducted from accumulated sick leave benefits or other leave available if the employee is out of sick leave.

4.02.07 Jury Duty Leave

Employees called for jury duty will be granted leave. There shall be no deduction from any accumulation of sick leave for time spent on jury duty. This leave will be at full pay less the amount of pay received from the court. If the amount of pay received from the court is greater than full pay, the employee is entitled to the greater amount. This provision applies only to those days in which the employee was scheduled to receive compensation from the District.

4.02.08 Military Leave

Employees shall be afforded the rights and benefits provided under state and federal law for military leave.

4.02.09 Leave of Absence

A leave that does not involve paid time off or Family Medical Leave is categorized as an unpaid leave of absence.

Employees may request an unpaid personal leave of absence in writing in advance to the Human Resources Director. Such request must set forth the period of leave and the reason for such leave. Approval of such requests are at the District's sole discretion. No leave will be granted for the purpose of seeking other employment. If medically related, the employee shall provide medical documentation stating the nature of and verifying the necessity for the leave. Employees must use all accumulated and unused paid leave before unpaid leave will be approved.

No benefits shall accrue during an unpaid leave of absence. An employee may continue the employee's health insurance during an approved leave of absence in accordance with applicable state and federal continuation requirements at the employee's own expense.

An employee on unpaid leave of absence shall give at least one week's written notice before returning to work. If the leave was medically related, the District may require medical documentation that the employee is fit to return to work. An employee returning from an approved leave of absence shall be reinstated into the employee's former position subject to operational considerations.

Failure to report back to work at the expiration of any leave shall be considered a voluntary resignation.

4.02.10 Professional Leave

Professional leave may be granted to teachers and licensed staff to enable an employee to attend professional meetings and make presentations provided permission has been applied for in advance and approved by the Superintendent. Reimbursement will be made for authorized expenses. Approved professional leave will be granted at full pay

less the amount of pay received for attending/participating in the activity. Reimbursed expenses will not be deducted.

Professional consultant leave may be granted to teachers and licensed staff to enable an employee to make a paid presentation or to provide paid consultation to other school districts or educational organizations. Permission for professional consultant leave must be applied for in advance and be approved by the Superintendent. Approved professional consultant leave will be granted at full pay provided that the District is reimbursed for substitute teacher costs. The consulting teacher may retain the fee for providing services. Expenses related to performance of consultant duties are not the responsibility of the District. A maximum of three (3) professional consultant leave days per school year may be granted to an individual teacher.

4.02.11 Sabbatical Leave

Teaching staff may be granted sabbatical leave after six (6) years of uninterrupted teaching with the District

No more than two (2) teachers shall be absent on sabbatical leave at any one time.

Requests for sabbatical leave are to be made in writing to the superintendent before March 1 of the year preceding the school year for which the leave is sought.

Such leave will be granted for the purpose of study, foreign teaching or other approved reasons for a period not to exceed one year.

All fringe benefits will continue to be in force.

Years of service will continue to accrue.

A teacher will remain in the District's employ for the period of two (2) years following the teacher's return from a one year sabbatical leave, or reimburse the District for funds received and funds paid on the teacher's behalf for fringe benefits while on leave. If a teacher is granted less than a one year sabbatical, (e.g. one semester full-time or one year part-time), the employment obligation and reimbursement will be prorated.

The teacher shall be paid at the rate of fifty percent (50%) of his/her current salary as of the date such leave begins.

No sabbatical leave shall be granted for less than one full semester.

All such leaves are subject to the approval of the Board, and subject to the conditions established at that time.

In the event that a teacher has a specific grant which will afford him/her some financial aid, the Board and the OEA will mutually adjust the provisions of the Sabbatical Leave.

At no time shall the total of payments from the grant and the teacher's District salary exceed one hundred percent (100%) of the salary which would have been paid by the Board.

4.02.12 Sick Leave Bank

The Sick Leave Bank (SLB) is intended to provide for hardship situations, such as a catastrophic illness or accident.

4.02.12.01 Administration of the Sick Leave Bank

The following employee groups will have separate Sick Leave Banks:

- Teachers and Licensed Non-Represented Staff
- Paraprofessionals
- Custodial
- Food Service
- Administrative Assistants
- District Support

The administration of the Sick Leave Bank shall be performed by a standing committee consisting of two employees from the group, one Human Resources representative and one administrator. The committee shall elect one member to act as chairperson. Any vote authorizing use of the sick leave bank must include a vote from either the Employee Services representative or administrator.

Requests for Bank time must be made in writing, and submitted to the Human Resources Department. Bank days may be used for the same reasons as indicated above. Employees shall exhaust all paid leave before accepting sick leave bank donations.

Human Resources will notify the members of the SLB committee, which will meet within ten (10) working days after receipt of the application. The committee will render a decision within five (5) working days.

A quorum shall consist of a majority of the committee members present. Authorization for withdrawals from the SLB shall be made by a majority of the members present and voting.

Withdrawals from the Sick Leave Bank may not exceed the number of days available in the SLB.

4.02.12.02 Appeal

If a request is denied by the SLB Committee, it may be appealed to the Business Manager by the employee so denied within five (5) working days. The Business Manager will render a decision within five (5) working days.

4.02.13 Worker's Compensation

The District shall maintain Worker's Compensation insurance coverage of all employees in the manner provided by Wisconsin Statutes covering injuries incurred in the course of their District employment.

Any employee who sustains an injury while engaged in District employment shall report the injury to the employee's immediate supervisor as soon as possible but within twenty-four (24) hours.

OSHA rules require that the District must report all work-related fatalities to OSHA within 8 hours and all work-related in-patient hospitalizations, amputations and loss of an eye within 24 hours.

4.02.14 Administrative Intern Leave

- A. Teachers who serve as Administrative Interns will be granted a one-year leave of absence from their teaching responsibilities for up to three years.
- ~~B. Interim teachers will be hired for one year to fill the Administrative Intern positions on a temporary basis.~~
- C. Administrative Interns will be able to return to their previous teaching assignment if the position exists or similar position as determined by the District.
- D. Administrative Interns will receive all applicable benefits.
- E. Administrative Interns will assist the administrative team in the completion of the Danielson Teacher Assessment and Performance model. An administrator will make the final decision on a teacher's evaluation.

4.02.15 Bone Marrow and Organ Donor Leave

Employees may take leave for the purpose of serving as a bone marrow or organ donor as provided by the Wisconsin Bone Marrow and Organ Donation Leave Act.

4.03 Compensation

4.03.01 Compensation Plan

The Board will determine employee compensation as part of its normal budget process and through bargaining base wage rates as required by state law.

4.03.02 Pay Day

4.03.02.01 Non-Exempt Staff

Non-Exempt Staff will be required to submit timesheets twice a month indicating the time and date worked for each day.

4.03.02.02 Exempt Employee Annualized Payroll Cycle (Certified Staff)

4.03.02.02.01 School Year Employees:

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

School Year Payroll: For employees who do not voluntarily request to be paid on a twelve (12) month payroll cycle, the payroll cycle shall be on a ten-(10-) month basis and shall be placed on a twenty (20) payroll cycle.

4.03.02.02.02 Full Year Employees:

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

4.03.02.03 Payroll Dates

The payroll dates shall be the 10th and 25th of each month. If the 10th or 25th of the month fall on a weekend, the payroll date will be the preceding Friday. If a paid holiday falls on the 10th or 25th, payroll deposits shall be issued on the preceding day. The first pay date of the school year for school year employees will be September 10th or the first day of school, whichever is later.

4.03.02.04 Direct Deposit Payment Method

All employees shall participate in a direct payroll deposit plan. Direct deposit statements will be available online through Skyward's Self Service Link the day prior to each pay day. Direct deposit changes may be made after giving thirty (30) calendar days notice in writing. Each non-exempt employee shall be able to

access information online indicating the number of hours for which straight time hourly pay is received and the number of hours for which the overtime rate of pay is received. Each exempt employee shall be able to access information on the employee's salary received. In addition to the above, each employee shall have access to electronic records indicating the number of accumulated sick leave days, the number of personal days remaining to the employee's credit, and the number of vacation days to be taken and the number remaining.

4.03.02.05 Definitions for Payroll Purposes Only

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

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

The Human Resources Department shall set the pay periods annually prior to July 1. The schedule shall be on the District's website on the Human Resources page.

4.03.03 Co-Curricular Activities

The Board will establish an Activity Schedule for compensation for co-curricular activities as part of its normal budget process.

The administration will select four specific dates in the months of November, ~~January~~, February, March and June at the beginning of each year for the activity payroll. Exempt staff can choose to be paid on these dates, or within 30 days of performing their duties. Exempt staff performing duties identified as year-long on the Activity Schedule will also have the option of one payment at the end of the activity. Non-exempt staff will be paid within 30 days of performing their duties.

Staff on the 30-day payment option will be paid after the approved timesheets have been submitted. Other staff will be paid when all related check-out procedures are complete. Staff performing duties under the Activity Schedule will be issued separate co-curricular contracts for these duties. The contracts are valid for one school year and are not subject to the grievance procedure and/or Wis. Stats. § 118.22. All employment for co-curricular positions is at-will.

4.03.04 Teacher Extra Payments

4.03.04.01 Additional Assignments

Teaching staff will perform professional services related to the school program that may be assigned to the teacher by the Board or by any authorized member of

the District according to the laws, rules and regulations of the State of Wisconsin and this employing District.

Teaching staff may be assigned to and expected to participate in advising and supervising activities without extra compensation except those enumerated on the extra pay schedule. A teacher may refuse an assignment provided the assignment is accepted by another teacher. Assignments will be made on a rotating basis. Assignment of duties shall be distributed as evenly as possible among staff members.

A teacher may be requested to voluntarily accept an additional class on an extended basis.

Compensation for an added class which does not require an additional preparation shall be ten percent (10%) of that teacher's base salary per year, not including extracurricular pay.

If the assignment involves an additional preparation, the compensation shall be a percentage of the teacher's base salary, not including extracurricular pay. The percentage shall be obtained by dividing the total periods in a day into one (for example, for an eight (8) period day, it would be 1/8th or 12.5%).

Payment for an additional class assignment to cover a portion of a teaching year shall be prorated on a daily basis in accordance with the above provisions. Such payment presumes the added class will take place within a class period normally assigned for lesson preparation.

A teacher may be requested to voluntarily accept an additional class on a daily basis. A teacher will be compensated for this added class or assignment during the school day with a payment of ~~\$18.00~~ \$25.00 per class period (40 to 50 minutes in length).

Payment for IEP or 504 meetings that occur during the school year ~~during summer time or for meeting time before 7:30 a.m. or after 3:30 p.m. for PK-6, and before 8:00 a.m. or after 4:00 p.m. for 7-12~~ shall be ~~\$18.00~~ \$25.00 per hour for the time spent in the IEP or 504 meeting. Payment for IEP or 504 meetings in the summer shall be the teacher's hourly rate at the time of the meeting.

4.03.04.02 Interviewing

Staff may voluntarily participate in the staff interviewing process where requested by the immediate supervisor.

4.03.04.03 Teachers as Learners

Where educators are required to participate in professional growth beyond their

regular contract, days will be paid at the rate of pay for summer curriculum or inservice based on a daily rate of 1/190th of \$40,000 for educators with a Bachelor's Degree or \$44,000 for educators with a Master's Degree.

4.03.04.04 Teachers as Teachers

The salary for professional workshop development teaching is based on the base salary of the staff member for the previous school year and on the number of hours taught during the work day. The daily salary for this teaching will be based on the daily rate of 1/190th of the salary for full time teaching times the number of hours taught per day divided by six (6) based on the daily rate that is in effect as of July 1.

The salary for summer school for courses not for credit shall be the educator's regular hourly rate based on the minutes of instruction with students, plus 1 hour of prep per week. Additional prep time may be approved by the Summer School Principal depending on the course. The salary for summer school for 9-12 courses for credit towards graduation shall be the educator's regular hourly rate based on the minutes of instruction with students, plus 1 hour of prep per week.

These calculations shall be based on the daily rate that is in effect as of July 1.

4.03.04.05 Teachers as Curriculum Developers

Rate of pay for summer curriculum or in-service will be based on a daily rate of 1/190th of \$40,000 for educators with a Bachelor's Degree or \$44,000 for educators with a Master's Degree.

Teachers serving on Subject Area Committees (SACs) will participate in summer curriculum work. Compensation will be calculated by prorating the teacher's contractual salary at a rate of 1/190th per day based on the daily rate that is in effect as of July 1.

4.03.04.06 Teacher with Extended Responsibilities

The rate for a teacher who is employed beyond the regular contract period shall generally be the teacher's regular hourly rate in effect at the time of the work, but the District may provide another means of compensation provided it informs the teacher prior to the teacher accepting the assignment.

4.03.04.07 Special Education Release Time

Upon request, special education teachers will be given the following release time per student each school year to complete state mandated paperwork, which does not include the IEP meeting time:

1. Up to eight (8) hours for initial evaluations per student for the primary evaluator/designated case manager.
2. Up to two (2) hours for re-evaluations per student.
3. Up to two (2) hours for annual IEP per student.

The scheduling of the release time will be at the discretion of the building administrator.

The District reserves the option to assign initial evaluations or testing associated with re-evaluations to other appropriately licensed teachers, such as a special education support teacher.

4.03.04.08 Online Teaching

The Oregon School District provides online courses to its students. Teachers who instruct online courses outside the contract day during the school year with the Online Coordinator will be compensated as follows for students per semester who enroll in the course:

- One to nine (1-9) online students = Two Hundred and Fifteen Dollars (\$215) per student.
- Ten to nineteen (10-19) students = One Hundred Seventy-Five Dollars (\$175) per student.
- Twenty or more (20+) students = One Hundred Sixty-Eight Dollars (\$168) per student.

4.04 Graduate Credit Reimbursement

The Board will provide a credit reimbursement for graduate school credits that are pre-approved by the District, are not during contracted time and not part of a Master's Degree program up to \$210 per credit for a maximum of three credits per semester and six credits per summer. For courses completed by August 31, the District will provide reimbursement in the fall where all required paperwork is submitted by the deadline.

4.05 Interest-Free Loan for Graduate-Level Credits

The District will provide to employees interest-free loans for the purpose of paying for approved graduate-level courses that relate to the employee's job responsibilities and that advance the goals and mission of the District. The amount available to each employee is for the exact cost of the credits and may not exceed \$1250.00 per semester (OSD calendar). The employee agrees to repay the loan in equal installments deducted from the employee's paycheck each pay period during the school year in which the loan is provided. Employees must make an application to the District by the required deadline using the District loan request application form. Disbursement of funds to the employee will be made upon timely receipt of application, course approval, submission of documentation demonstrating the cost of the credits, and execution of a contract approving the payroll deduction. Approved graduate-level courses for the purpose of this loan

are presumed to be the same as those governed under the credit reimbursement section of the handbook, however the Superintendent has the discretion to approve or deny requested courses that fall outside the existing approved course list. Employees that secure approval for this interest-free loan may also be eligible to receive credit reimbursement.

4.06 Interest-Free Loan for the Personal Acquisition of Technology

The District will provide employees interest-free loans for the purpose of helping them acquire technology that will assist in their job responsibilities and is related to the goals and mission of the District. The amount available to each employee is for the exact cost of the equipment (not to include sales tax), and may not exceed \$1250.00 per semester (OSD calendar). The employee agrees to repay the loan in equal installments deducted from the employee's paycheck each pay period during the semester in which the loan is provided. Employees must make an application to the District prior to the required deadline using the District loan request application form. Disbursement of funds to the employee will be made upon timely receipt of application, purchase approval, submission of documentation demonstrating the cost of the purchase and execution of a contract approving the payroll deduction. Approved technology purchases generally will cover, but are not limited to, items like desktop computers, laptops, notebooks, tablets, and items considered tools that support employee research, instruction and/or curriculum development.

Section 5: Rules of Conduct and Discipline

5.01 General Rules of Conduct

Employees are representatives and ambassadors of the District and are expected to model competence, character, integrity and positive behaviors and leadership while adhering to the highest of standards in the profession of education.

In order to further the District's pursuit of its mission and to provide for its effective operation and the safety and well-being of all who interact with the District, employees are expected to follow these policies and general rules of conduct. The rules of conduct are not intended to restrict the legitimate rights and activities of employees, but rather are intended to help employees by defining and protecting the rights and safety of all persons working, attending or visiting the District.

Employees are expected to acquaint themselves with these rules as well as with other work rules specific to their building. The following list is not exclusive and other conduct may subject an employee to discipline and corrective action. Violations of policy include, but are not limited to:

5.01.01 Attendance and Punctuality

The District expects prompt and regular attendance from all employees. This means that all employees must be at their appointed work stations on time and fully ready and able to

work at their starting time. Proper attendance and punctuality are important in order to maintain a good performance record.

Accurately recording time worked is the responsibility of every employee. Federal and state laws require the District to keep an accurate record of time worked in order to calculate employee pay and benefits.

Unnecessary tardiness and absenteeism has a disruptive impact on District operations and may result in discipline and ultimately termination of employment.

Employees are required to call in and report absences or tardiness to their supervisor before the start of the work day unless circumstances prevent the employees from calling in. If an emergency situation exists, the employee must notify the supervisor at the earliest reasonable time.

The following acts shall be violations of work rules and may be grounds for disciplinary action:

- A. Failure to report promptly at the starting time of a shift; leaving before the scheduled quitting time of a shift; or failure to notify the proper authority of impending absence or tardiness;
- B. Unexcused or excessive absenteeism, **which includes unpaid leave**, or failure to report to work;
- C. Abuse of sick leave privileges, including but not limited to claiming inability to work due to illness or injury when in fact no such illness or injury exists which prevents working; and
- D. Failure to observe break time periods.
- E. Submitting inaccurate or falsified time, attendance or leave records.
- F. Failure to comply with health or safety policies and procedures
- G. including those related to COVID-19.

If an employee fails to report to work as scheduled, without the appropriate prior approval or leave, for a minimum of three working days during a fiscal year, the District may consider the employee's position abandoned and take one of the following actions:

- (a) Terminate the employee for cause effective the last day worked; or**
- (b) Consider the employee as having resigned, effective as of the end of the last day worked.**

The District shall notify the employee in writing about the action taken.

5.01.02 Personal Appointments

Employees are encouraged not to schedule personal appointments during regularly scheduled hours of work. If it is necessary to be absent or to leave for a personal appointment, an employee must notify the supervisor as soon as possible, but no later than the day before such an appointment.

The time absent must be recorded and employees will not be paid for the time missed from work unless sick leave or other paid leave is permitted and available for use.

5.01.03 Personal Communications

Employees should take care of personal business outside of work. The District recognizes that there may be times when this is not possible. To minimize the disruption to the work day and other employees, the District expects that employees will make prudent use of District telephones and personal cell phones or other electronic communication devices for personal use. Personal communications should be made during lunch or break periods to minimize disruption of the workday, whenever possible. Misuse or abuse of this personal communication privilege may result in disciplinary action, up to and including termination.

Employees should request that friends and relatives call at work only in emergencies.

Personal use of District telephones for long distance calling, fax machines and copiers is not permitted without prior District approval and may be cause for disciplinary action, up to and including discharge.

5.01.04 Work Performance

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action:

- A. Insubordination, disobedience, failure or refusal to follow the written or oral instructions of supervisory authority, or failure to carry out work assignments;
- B. Failing to fully cooperate in any District investigation, which includes but is not limited to refusing to participate, providing evasive, untruthful or misleading information.
- C. Neglecting job duties and responsibilities;
- D. Failing to obtain or maintain a current license, certification or other qualifications required by law or the District as a condition of continued employment, which includes but is not limited to failing to respond to requests from DPI.
- E. Disclosing confidential or proprietary information (such as student records, personnel records, passwords, etc.) to unauthorized persons, or sharing keys or pogs with unauthorized persons.
- F. Intentionally falsifying records or giving false information relating to any matters relevant to District affairs to other District, State or Federal officers or employees responsible for record keeping or for enforcement of District, State or Federal law;
- G. Failure to observe all safety rules and practices on the job, including failure to use protective equipment and clothing;

- H. Failure to observe all safety rules and practices in the District, including in the use of vehicles and equipment;
- I. Attempting to keep secret or unavailable information or records which are public records or which rightfully should be furnished to other District employees, including unauthorized destruction of records; and,
- J. Failure by a supervisor to take appropriate action to enforce or to deal with infractions of these work rules by employees under his/her supervision;

5.01.05 Use of District-Owned Property

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action:

- A. Abuse or misuse of District property, materials or equipment including motor vehicles;
- B. Stealing or unauthorized possession of District property, equipment, or materials;
- C. Unauthorized use of District property or equipment including but not limited to vehicles, telephones, computers, copy machines, or mail service; and,
- D. Selling, giving away or otherwise transferring District property or the use of District property to any person unless specifically authorized to do so by the Business Manager, Superintendent or Board.

5.01.06 Personal Actions and Appearances

Violations of work rules include, but are not limited to, the following and may be grounds for disciplinary action:

- A. Commission of a Federal or State crime during the hours of employment as a District employee or involving the use of any District property or facility;
- B. Threatening, attempting to inflict, or inflicting bodily harm upon students, fellow employees, representatives of other agencies, or members of the public while working as a District employee, except when exercising a privilege conferred by law, and then only to the extent that such activity is legally privileged;
- C. Threatening, intimidating, interfering with, using abusive language, or failing to maintain professional boundaries toward fellow employees, students or members of the public while working as a District employee, including slurs based upon race, creed, gender, or place of national origin;
- D. Sexual or other harassment of students, fellow employees, representatives of other agencies, or members of the public while working as a District employee;
- E. Unauthorized possession of weapons on the job or during hours;
- F. Making or disseminating false, defamatory or malicious statements concerning students, other employees, supervisors or officers of the District;
- G. Unauthorized possession or use of alcoholic beverages or controlled substances during work hours, while on District time or property, or while engaging in District business;
- H. Reporting to work under the influence of alcohol or controlled substances;

- I. Use of alcohol or controlled substances when such affects the employee's performance of job duties;
- J. Reporting to work in a condition reasonably likely to be unsafe to the employee, other employees, members of the public or to physical property due to the influence of medication or due to illness;
- K. Unauthorized possession, lending, borrowing, or duplication of District keys or credit cards; careless or improper use of District keys or credit cards; or failure to report promptly the loss of District keys or credit cards;
- L. Intentionally, carelessly or negligently damaging or destroying property owned by members of the public while performing duties as an employee; and
- M. Use of tobacco products or electronic cigarettes or related devices in or on District buildings or property or while engaged in job duties.
- N. If staff charge for outside instructional services or special education programming outside of contract hours for any District student during the school year, whether as an individual or while working for a third party, staff must inform the District Superintendent so the District may ensure the student is receiving the free and appropriate public education the District is required to provide to its students. Staff shall not charge for services that would violate this legal requirement, or other state or federal laws. Staff may not use school property, District-owned materials or resources for personal financial gain without express permission from the District Superintendent. This provision does not apply to a staff member providing such services through the District's Community Education and Recreation Department or through any entity who provides services in partnership with the District. It also does not apply to instructional services not offered by the District, such as lessons for instruments for students PK-3.

5.02 Discipline

The following procedures outline generally the steps available in administering employee discipline. These procedures are not all inclusive and the District may pursue other discipline methods appropriate to a situation.

5.02.01 Factors for Consideration

When considering the application or degree of disciplinary actions the following may be considered:

- The seriousness and circumstances of the particular offense;
- The employment history of the employee involved, including length of service; and
- The frequency, date and nature of prior disciplinary actions taken with respect to the employee.
- Prior disciplinary actions by the District involving similar circumstances and the discipline imposed in those circumstances pursuant to the Employee Handbook.

5.02.02 Available Corrective Activity

The following employee discipline actions, set forth in ascending order of severity, are available to the District. The District may impose discipline at the level it deems appropriate under the circumstances and is not required to follow a progression through these levels:

A. Oral Reprimand:

This involves a face-to-face meeting between the immediate supervisor and the employee to discuss the unsatisfactory areas of the employee's work performance or conduct and suggestions for improvements. The occurrence of such discussions should be documented by the supervisor, and a copy of such documentation placed in the employee's personnel record. The employee shall be notified of the placement of the reprimand in the personnel record.

B. Written Reprimand:

This involves a written statement outlining the causes of the reprimand and indicating that disciplinary action will result if not corrected. Where applicable, references to previous oral reprimands should be noted. The written reprimand should be discussed with the employee at the time it is given and a copy should be placed in the employee's personnel file.

C. Suspension Without Pay:

This involves a removal from work without pay for a varying length of time. Notice of the suspension must be in writing with copies going to the employee, the Board and the employee's personnel record. The written notice of suspension shall state the reason for the suspension and the length and dates of the suspension and shall bear the Superintendent's signature.

D. Alternatives to Suspension:

a. Reassignment: Under some circumstances, reassignment of an employee to another job situation may be appropriate either as a disciplinary action, as a means of assisting the employee in avoiding disciplinary actions in the future or as a means of increasing productivity. Where appropriate, the Superintendent may offer the employee reassignment in lieu of other disciplinary actions, if another position is available. If the employee declines reassignment, other disciplinary actions appropriate to the employee's conduct may be imposed.

b. Demotion: In some circumstances, the Superintendent may recommend demotion or transfer-demotions as a disciplinary action. However, disciplinary demotions should only be made if there is reasonable belief that the action will improve the employee's conduct.

E. Discharge: This involves the employee's termination as a District employee.

Section 6: Separation from Employment

6.01 Forms of Separation

All separations from District employment shall be designated as one of the following: resignation, retirement, layoff, disability or dismissal. The termination date is recognized as the last day on the payroll.

6.01.01 Resignation/Retirement

Resignation/Retirement is a voluntary, permanent separation initiated by the employee. It is expected that employees will give as much notice as possible in order to facilitate recruitment and orientation of new employees. School year employees shall submit their written notice of retirement no later than April 1. School year educators and licensed non-represented employees that submit their written notice of retirement by March 1 shall receive a one-time payment of \$300 on their last paycheck as an early notification incentive. Full year employees shall submit their written notice of retirement at least thirty (30) days in advance. Employees shall submit their resignation in writing at least two (2) weeks in advance of their planned departure. Failure to do so may result in the employee being assessed the penalties set forth in §6.02.

6.01.02 Layoff

A layoff is the termination or reduction of employment due to a shortage or stoppage of work or funds, functional reorganization, abolishment of a position, student enrollment or other similar reasons.

6.01.03 Disability

An employee may be separated from District employment when the employee is unable to perform the required duties due to physical or mental illness, injury or disease with or without a reasonable accommodation, if such accommodation provides an undue hardship, or the employee poses a direct threat to the employee's self or others. School year employees shall notify the Human Resources Director no later than March 1 whether they are able to return the following school year absent extenuating circumstances.

6.01.04 Termination

Termination is the involuntary separation from employment of a District employee.

6.02 Resignation Fee - Certified Staff

In the event a teacher or licensed non-represented staff fails to fulfill the term of an individual contract, other than for health reasons, the teacher shall be liable for the costs associated with recruitment and replacement. The amount to be assessed in lieu of the cost associated with recruitment and replacement from June 16 through duty year will be \$500.

The amount to be assessed above will not apply to teachers retiring or an interim teacher leaving so a full-time teacher could return.

6.03 Retirement Eligibility

Retirement eligibility is established by the Wisconsin Retirement System standards.

6.04 Reduction in Force

If the Board determines to reduce the number of teaching or administrative positions, it will follow the provisions of Sections 118.22 and 118.24, Stats.

Otherwise the Board may consider the following when determining the employee subject to lay-off:

- Normal attrition from resignations and retirements;
- Volunteers for layoff;
- Qualifications and certifications;
- District operational needs; and
- Length of service.

6.05 Grievance Procedure

6.05.01 Purpose

The purpose of this grievance procedure is to provide a way for District employees to resolve grievances concerning discipline, termination, or workplace safety. The District believes that it is in the best interests of both employees and the District that all matters in dispute between the employee and the District first be addressed informally in an effort to resolve them, prior to engaging this Grievance Procedure.

This Grievance Procedure is intended to comply with Wis. Stat. §66.0509(1m). This procedure does not create a contract of employment.

6.05.02 Definitions

“Grievance” means a written complaint related to the discipline or termination of an employee or to “workplace safety.”

“Employee Termination” shall be construed to mean the involuntary separation from employment of a District employee. “Termination” does not include layoff, failure to be recalled from layoff, furlough or reduction in workforce, job transfer, non-disciplinary demotion, reduction in or elimination of position, reduction in hours, resignation, voluntary quit, abandonment, end of employment due to disability, retirement, or death,

and end of employment and/or completion of an assignment of limited term (such as a co-curricular contract or assignment), temporary, seasonal, substitute, or part-time employees.

“Employee discipline” shall be construed to mean a suspension without pay, or a demotion or reduction in rank, pay, or other benefits, imposed by the employer for disciplinary reasons. “Employee discipline” does not include oral or written reprimands, performance evaluations, performance improvement plans, administrative leave or suspension with pay, or any other employment action such as wage, benefit or salary adjustments, transfers or other change in assignment.

“Probationary period”: All employees shall be on probation for a period of two years of service from the date of hire. This period may be extended by mutual agreement between the Human Resources Director and the employee. During the probationary period, employees shall not be disciplined, terminated or nonrenewed for arbitrary or capricious reasons, meaning that the decision was so unreasonable as to be without a rational basis.

When calculating the probationary period, should the District be closed for in-person instruction for more than 21 calendar days due to public health or other emergencies, the Director of Human Resources has the discretion to extend the probationary period until the two-year Educator Effectiveness Cycle or other evaluation cycle is completed in consultation with the employee’s evaluator and employee. Employees will be notified in writing of any extension.

"Just cause" as used in §6.05.06(A) and §6.05.07(D) shall apply to all employees who have successfully completed a probationary period and mean an assessment as to whether:

1. The administrative decision is consistent with the Employee Handbook or other District policies;
2. The process leading to the administrative decision was fair;
 - a. In making this finding, consideration will be given as to whether:
 - i. the employee knew or should have known of the District's expectations;
 - ii. the employee was provided with notice of the administration's intent to discipline or terminate the employee ; and
 - iii. the employee was provided with an opportunity to discuss informally with the administration the intended action prior to the decision being made.
3. The administrative decision has a reasonable basis in fact.
4. In terminations, the employee knew what the charges were at least 7 days in advance of the impartial hearing so as to have a reasonable opportunity to prepare a defense to those charges.

“Workplace safety” shall be construed to refer to an existing condition that endangers an employee’s health and safety, or any workplace policy or procedure established by state

or federal law or the Board to protect the safety and health of employees in the school district and, as used in this section, is alleged by an employee to have been violated and to have adversely affected the employee's safety at the employee's workplace.

6.05.03 Time Limits

If an employee fails to comply with any time periods or other procedures of this policy, the grievance will be deemed resolved and the employee shall have no further right to pursue or appeal a grievance decision. If the District fails to comply with any time periods or other procedures of this policy, the employee may advance the grievance to the next level, and there shall be no other consequence or remedy for the employer's failure to comply with any time periods or other procedures. A grievance may be withdrawn by the employee at any time. Once a grievance is withdrawn, it cannot be reopened or re-filed. The parties may mutually agree to extend any time deadline. Such extensions shall be non-precedential.

6.05.04 Procedure for Termination of an Employee

A. Termination of an Employee with a Contract for a Definite Term

The procedure for terminating an employee during the term of a Wis. Stat. Section 118.22 or 118.24 contract is as follows:

- a. The Superintendent or designee (or in the case of the termination of the Superintendent, an individual designated by the Board President) shall notify the employee, in writing, that the Superintendent or designee intends to recommend that the Board terminate the employee's contract during its term at the next regularly scheduled Board meeting or a Special Board meeting. The notice shall include the basis on which the recommendation for termination will be presented to the Board at the informal conference. The employee will be provided information prior to the Board meeting as to the basis for the recommendation so as to allow a reasonable opportunity to prepare a defense prior to the Board meeting.
- b. At the Board meeting to hear the termination recommendation, the Board shall hold an informal conference in which the Superintendent or designee (or in the case of the termination of the Superintendent, an individual designated by the Board President) will present a summary of the factual basis for and argument in support of the recommendation for termination the employee may have a representative present at the conference. The employee and the employee's representative may present a summary of any facts and arguments in response. An informal conference for purposes of this Grievance Policy and Procedure, is not an evidentiary hearing, i.e., there shall be no swearing of witnesses and no direct or cross examination of witnesses; and the rules of evidence do not apply.
- c. The Board shall decide whether to accept the administration's recommendation for termination of the contract during its term. Any decision to terminate a contract during its terms must be approved by four Board members. The Board shall issue its decision, in writing, within

seven (7) days of the informal hearing. If the Board accepts the recommendation to terminate the employee, the Board shall inform the employee, in writing, that the Board has terminated the employee's contract/employment and that, if the employee wishes to appeal the termination decision, the employee shall file an appeal requesting an "Impartial Hearing" at §6.05.05(D) of the Grievance Procedure, by filing a completed grievance form with the Board President within the time limits set forth in §6.05.05(D). If no appeal is filed, the Board's decision shall become final.

B. Non-Renewal of a Teacher or Administrator Contract

The procedures for non-renewal of a teacher or administrator contract set forth in Wis. Stat. §§ 118.22 and 118.24, respectively, shall be applicable. If the Board non-renews the contract of a teacher or administrator, pursuant to Wis. Stat. §§ 118.22 or 118.24, and the teacher or administrator wishes to appeal the non-renewal decision, the teacher or administrator shall file an appeal requesting an "Impartial Hearing" at §6.05.05(D) of this Grievance Procedure, by filing a grievance form with the Board President within twenty-one (21) days of receiving final, written notice of non-renewal from the Board. If no appeal is filed, the Board's decision shall be final.

C. Other Employee Terminations

Prior to the termination of an employee in circumstances not covered by Sections A and B, above, the Human Resources Director shall hold an informal conference, with reasonable notice, with the employee to advise the employee of the District's intent to terminate the employee. The notice shall be in writing and include the factual grounds on which the intent to terminate the employee is based. The employee shall be allowed to have a representative present at this conference. The employee and the representative shall have an opportunity to present any facts and arguments in response. After this meeting, if the administration decides to terminate an employee under this section, the employee may file a grievance under §6.05.05(A). If no appeal is filed, the administrative decision shall be final.

6.05.05 Process

A. Written Grievance Submission

Only the employee who is subject to the discipline or termination or directly impacted by the issue of workplace safety may file a grievance. The employee must file a grievance within seven (7) calendar days of the date the employee knew or reasonably should have known of the termination, employee discipline or workplace safety issue. The grievance must be in writing on the Employee Grievance Form available on the District website. On the form, the grievant shall: (1) identify the category of grievance (i.e., termination of an employee without a contract with a definite term, discipline, or workplace safety); (2) describe the attempts to resolve the complaint informally; (3) identify the facts supporting the grievance; (4) specify the policy, rule, regulation, or law alleged to have been

violated, and the rationale supporting the grievance; and (5) describe the relief requested. The grievance must be given to the Superintendent. If the grievant is the Superintendent, the grievance must be given to the Board President.

B. Representatives

Any party involved in the grievance may have a representative present at all levels once the grievance has been filed in writing.

C. Administrative Decision

The Superintendent shall act on the grievance within fourteen (14) calendar days of receipt of the written grievance, unless the Superintendent is the Grievant in which case the response shall be provided by the Board. The written response shall contain a statement of the basis for the decision to sustain or deny the grievance, the information used to reach the decision, and, if denied, the deadline for the Grievant to appeal the grievance to an Impartial Hearing Officer. The Superintendent is encouraged to meet with the Grievant to discuss the grievance.

D. Impartial Hearing

If the grievant wishes to appeal the administrative decision or a Board decision described in §6.05.04; the grievant must file a written appeal with the Board President within seven (7) calendar days of receipt of the administrative decision or Board decision, requesting a hearing before an Impartial Hearing Officer. The hearing shall take place within a reasonable time. The Impartial Hearing Officer shall file a written decision within thirty (30) days after the hearing is concluded, unless the Impartial Hearing Officer notifies the parties that more time is needed and provides the reasons for the extension. Additional information regarding the Impartial Hearing process is found in §6.05.06 below.

E. Appeal of Impartial Hearing Officer's Decision

If either party is aggrieved by the decision rendered by the Impartial Hearing Officer, the aggrieved party may file a written appeal with the Board within ten (10) days of receiving the Impartial Hearing Officer's decision. If no appeal is filed within ten (10) days, the decision of the Impartial Hearing Officer shall become final. Additional information regarding the Board's review on appeal of an Impartial Hearing Officer's decision is found in §6.05.06, below.

6.05.06 Procedure for Impartial Hearing.

1. Standard of Review

At the hearing, the administration shall present evidence as to the process utilized in reaching the administrative decision and the factual basis on which the administrative decision was based. The Impartial Hearing Officer shall uphold the administrative decision to terminate or discipline an employee upon a finding of the applicable standard as defined in §6.05.02. The employee shall then present particular facts and arguments to support the employee's contention that the decision is not supported by the applicable standard as defined in 6.05.02.

The review of an administrative decision concerning a workplace safety grievance shall be upheld if it has a reasonable basis in fact.

2. Impartial Hearing Officer

The Impartial Hearing Officer shall be chosen by the District from either the staff or Commissioners of the Wisconsin Employment Relations Commission or an ad hoc arbitrator selected from a list provided by the WERC.

3. Impartial Hearing Officer Responsibilities and Authority

The Impartial Hearing Officer will do the following:

- a. Screen the grievance and determine whether it falls within one of the categories subject to the grievance procedure and whether it has been timely filed.
- b. Notify the parties of the time and location for the hearing at least two (2) weeks before the hearing.
- c. Subpoena witnesses as necessary to ensure their testimony when requested by either party.
- d. Make evidentiary findings and conclusions. In the case of a grievance related to a termination, a teacher contract non-renewal under Wis. Stat. § 118.22, an administrator contract non-renewal under Wis. Stat. § 118.24, or discipline, the Impartial Hearing Officer shall determine whether a full evidentiary hearing is needed to afford the employee procedural due process, and, if so, shall allow the grievant to present evidence, call and question witnesses, cross-examine adverse witnesses, obtain copies of evidentiary materials and argue his or her case. The rules of evidence shall not apply at any hearing, but the Impartial Hearing Officer may exclude or limit irrelevant, repetitive, or redundant evidence or any evidence lacking probative value. The Impartial Hearing Officer, in the conduct of the proceeding, shall be mindful of the desire for a speedy and inexpensive resolution of any appeal.
- e. If the grievance is meritorious, in whole or in part, determine what relief is necessary to provide recompense to the grievant in a grievance that involves termination, contract nonrenewal under Wis. Stat. §§ 118.22 or 118.24, or discipline. In a grievance concerning workplace safety, determine what action is necessary to correct the hazardous condition. The Impartial Hearing Officer may not award attorney's fees or litigation expenses against the District at any time for any reason.
- f. The Impartial Hearing Officer shall be confined to consideration of the precise issue(s) submitted on the grievance form, shall apply the applicable standard of review in §6.05.06(A), and shall have no authority to determine any other issue or make observations or declarations of opinion which are not directly essential in reaching the determination.
- g. The hearing shall be recorded using an audio recorder or a court reporter. The grievant shall be given the opportunity to

have the hearing conducted in open session, subject to such other legal requirements relating to confidentiality or privacy, which may apply to the subject matter of the hearing, e.g. pupil confidentiality.

- h. The Impartial Hearing Officer shall issue a written decision no more than thirty (30) days after the hearing is concluded, unless the Impartial Hearing Officer notifies the parties that more time is needed and the reasons therefore.
 - i. The Impartial Hearing Officer shall inform the parties that an appeal of the decision may be taken to the Board if filed within ten (10) days of the receipt of the decision of the Impartial Hearing Officer, and that if no appeal is timely filed, the decision of the Impartial Hearing Officer shall become final.

6.05.07 Procedure for Board Review on Appeal of Impartial Hearing Officer's Decision

- A. A party aggrieved by the decision rendered by the Impartial Hearing Officer may file a written appeal with the Board within ten (10) days of receiving the Impartial Hearing Officer's decision. If no appeal is filed within ten (10) days, the Impartial Hearing Officer's decision shall become final.
- B. Except for grievances involving an employee termination (regardless of whether the employee has a contract for a definite term) or teacher or administrator contract non-renewal under Wis. Stat. §§ 118.22 or 118.24, the Board may, at its sole discretion, assign an appeal panel of at least three members of the Board, for the purpose of considering appeals under the grievance procedure.
- C. The Board President shall give ten (10) days notice to the parties of an appeal hearing before the Board or appeal panel, if such a hearing is necessary. The Board or appeal panel shall review the grievance on the record established by the Impartial Hearing Officer unless it determines that additional information is needed. Each party may make a brief oral presentation to the Board or appeal panel to summarize their position. The appeal hearing shall be recorded and shall be held in closed session, unless the parties are allowed to present additional information, in which case the grievant shall be given the opportunity to have the evidentiary portion of the appeal hearing conducted in open session, subject to such other legal requirements relating to confidentiality or privacy, which may apply to the subject matter of the hearing, e.g. pupil confidentiality.
- D. The Board or appeal panel shall make every reasonable effort to meet, consider and decide the appeal within sixty (60) days after receipt of the appeal. The Board or appeal panel may affirm, reverse, or modify the administrative decision. The Board shall review the record created by the Impartial Hearing Officer under the applicable standard set forth in §6.05.02.
- E. The Board or appeal panel shall make every effort to send to the grievant and the District Administrator a written statement of its decision within a reasonable time after hearing the appeal.

- F. The Board's decision on appeal shall be final.
- G. This policy is not intended to create substantive rights enforceable in federal or state court, but rather serves as a policy guideline for the District with respect to the discipline and termination of employees.
- H. This policy does not preclude employees from enforcing any right under federal and state law pursuant to statutory enforcement mechanisms.

6.05.08 Retaliation Prohibited

No reprisals of any kind shall be taken by the Board or by an employee of the District against any party in interest or other employee on account of his/her filing a grievance or participating in a filed grievance.

APPENDIX A

SAFE HARBOR POLICY

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. To ensure that you are paid properly for all time worked and that no improper deductions are made, you must record correctly all work time and review your payroll promptly to identify and to report all errors.

Review Your Paycheck

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention within the fiscal year, we promptly will make any correction that is necessary. Please review your paycheck when you receive it to make sure it is correct. If you believe a mistake has occurred or if you have any questions, please use the reporting procedure outlined below.

Non-exempt Employees

If you are eligible for overtime pay or extra pay, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on either your electronic or paper timesheet provided by the District. At the end of each pay period, you should timely submit your electronic or paper timesheet for verification and approval. When you receive each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each workweek. You should not work any hours outside of your scheduled work day unless your supervisor has authorized the unscheduled work in advance. Do not start work early, finish work late, work during a meal break or perform any other extra or overtime work unless you are authorized to do so and that time is recorded on your timesheet. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform but fail to report on your timesheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

Exempt Employees

If you are classified as an exempt salaried employee, you will receive a salary which is intended to compensate you for all hours that you may work for the District. This salary will be established at the time of hire or when you become classified as an exempt employee. You will receive your full salary for any workweek in which work is performed. However, your salary is subject to certain deductions. For example:

- Family and Medical Leave absences (either full or partial day absences);
- Unpaid disciplinary suspensions;
- The first or last week of employment in the event you work less than a full week; or
- Liquidated damages for breach of contract.

Your salary also may be reduced for certain types of deductions, such as: your portion of health, dental, life insurance or disability premiums; flex plan contributions, state, federal or local taxes, social security; Wisconsin Retirement System or voluntary contributions to a 403(b)/457 plan.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information

It is a violation of the District's policy for any employee to falsify a timesheet, or to alter another employee's timesheet. It is also a serious violation for any employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time card to under- or over-report hours worked. If any supervisor or employee instructs you to (1) incorrectly or falsely under- or over-report your hours worked, (2) alter another employee's time records to inaccurately or falsely report that employee's hours worked, or (3) conceal any falsification of time records or to violate this policy, do not do so. Instead, report it immediately to the Director of Human Resources.

If you have questions about deductions from your pay, please contact Payroll immediately. If you believe your wages have been subject to any improper deductions or your pay does not accurately reflect all hours worked, you should report your concerns immediately to Payroll. If you have not received a satisfactory response within five business days after reporting your concern to Human Resources and you are unsure who to contact to correct the problem, please immediately contact the Director of Human Resources.

Every report will be fully investigated and corrective action will be taken, up to and including termination of any employee(s) who violates this policy.

In addition, the District will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

ACKNOWLEDGMENT AND RECEIPT OF EMPLOYEE HANDBOOK

I have received a copy of the Oregon School District Employee Handbook (the “Handbook”).

I agree to review the Handbook thoroughly and to familiarize myself with its contents. I understand that I am responsible for knowing and complying with the policies and terms contained in this Handbook, and to keep informed of any changes to this Handbook.

I understand that nothing contained in this Handbook is intended to create any contractual right, express or implied, to employment or to any particular term or condition of employment.

I understand that the Oregon School District reserves the right to revise, update, amend or terminate any policy or term in this Handbook at any time.

Employee Name (please print)

Primary Location

Employee Signature

Date

(Please return this signed and dated Acknowledgement of Receipt to your Immediate Supervisor. You may wish to keep a copy for your records.)

613: Sale and Disposal of School Property

613.01 – The Oregon School District recognizes that occasionally items of equipment or supplies may no longer be of use to the district. The Board of Education directs its administrative staff to carefully screen any requests that items be declared obsolete or excess.

613.02 – Budget Holders or the Building principal will inform the Business Manager of any excess property in his or her building that are included on the fixed asset inventory (~~\$3,000~~5,000 value and over). The Business Manager will maintain an inventory of such items and circulate it to all school administrators in order to best utilize the property in the school district.

613.03 – Disposal of Equipment, Materials, Furnishings and Supplies (Excluding Books) *Note: The district reserves the right to accept or reject any and all quotations, to waive irregularities and informalities, and to award the sale of items, to the party(ies) deemed most advantageous to the district. All sale items are sold as is, where is, with no warranty expressed or implied.*

- 613.03.1: Items with resale value(s) insufficient to defray sale costs may be disposed of by:
- 613.03.2: Delivering to an approved recycling or refuse collection site, or
- 613.03.3: Used with purchases or contracts which include trade-ins.
- 613.03.4: Disposed of in another manner approved by the business manager or designee.

613.04 – Items valued from \$5000.00 to \$15,000.00 may be disposed of by the business manager or designee as follows:

- 613.04.1: Sold at public auction or sale by the district or other governmental agency after a two (2) week advanced public notification in the district's official newspaper and website.
- 613.04.2: Sold to any individual after statutory notification and receiving two (2) written quotes. The district reserves the right to negotiate with the party providing the highest quote.
- 613.04.3: Sold by advertising and receiving sealed bids pursuant to statutory competitive bidding requirements, or
- 613.04.4: Sold by an electronic auction process in which buyers compete for purchasing surplus equipment, furnishings or supplies at the highest purchase price in an open and interactive environment.

613.05 – Disposal of items with resale values greater than \$15,000.00 requires Board of Education approval. Upon obtaining Board approval, the business manager or designee may sell the item(s) as follow:

- 613.05.1: Sold by advertising and receiving sealed bids pursuant to statutory competitive bidding requirements or by obtaining two or more written quotes, or

- 613.05.2: Sold by an electronic auction process in which buyers compete for purchasing surplus equipment, furnishings or supplies at the highest purchase price in an open and interactive environment.

613.06 – Disposal of items with resale values greater than \$20,000.00

- 613.06.1: Requires Board of Education approval and will be sold by advertising and receiving sealed bids pursuant to statutory competitive bidding requirements.

613.07 – Revenues Received from Property Sold

- 613.07.1: Items sold by the district shall be placed in the appropriate district wide fund.

613.08 – Disposal of Books

- 613.08.1: ~~Books (textbooks, library books, etc.) Library books and materials will be disposed through which are no longer suitable for the library collection may be removed from circulation and offered to staff for instructional use.~~ Surplus textbooks, library books, and other reference materials may be disposed of by conveying the property and title to another school district, governmental agency, public library, or suitable non-partisan charitable organization, etc. If no willing recipient is found after a good will effort, the items may be disposed of after consultation with the Director of Learning and Student Achievement or designee.
- 613.08.2: The Library Media Specialists will ~~schedule~~ regularly review text and library book collections as needed throughout the year and coordinate disposal by selling, recycling, or other means available.

613.09 – Disposal of Computers

- 613.09.1: Under supervision from the technology director or designee, the District may dispose of surplus computers and related technology equipment by conveying the property and title to another school district or governmental agency, or sold to any individual after the required two (2) week public notification period and receiving two (2) written quotes. The district reserves the right to negotiate with the party providing the highest quote.
Computers and other technology equipment which is not operational or has a fair market value of less than \$~~25~~100 may be recycled or disposed.

613.10 – Disposal of Real Property

- 613.10.1: Real property is a parcel of land and everything that is permanently attached to the land ~~described as land, buildings, or other structures on the land.~~
- 613.10.2: The Board of Education must authorize and approve the sale or lease of real property.

Legal Reference: Wi. State Statutes (120.10(12))

Approved: April 6, 1989

Revised: February 25, 2013

**OREGON SCHOOL DISTRICT
2022-2023 School Year**

 X Action
 Discussion
 Information

TO: Board of Education
FROM: Dr. Leslie Bergstrom
DATE: August 8, 2022

AGENDA ITEM: C3 School Resource Officer Agreement 2022-23

INITIATED BY: Dr. Leslie Bergstrom
SUBMITTED BY: Dr. Leslie Bergstrom, Andy Weiland and Jina Jonen

SUPPORTING DATA

The current School Resource Officer (“SRO”) Agreement is in place through August 31, 2022. The Agreement states in paragraph 3 that:

joint strategic planning will be used to develop annual goals for the SRO Program, develop strategies for the SRO to use in fostering positive relationships with youth, and develop strategies to resolve problems affecting youth and to protect students.

We have been working with the Village of Oregon and the Oregon Police Department regarding the SRO Program goals, strategies and outcomes for the 2022-23 school year, as well as revising the SRO Agreement based on feedback from the community.

You can find the proposed Agreement for 2022-23 along with the recommended goals and strategies attached as Appendix A.

Once approved, we will continue to update the SRO information on our website here: [School Resource Officer \(SRO\)](#)

SUMMARY AND RECOMMENDATION:

The Board of Education approve the attached School Resource Officer Agreement for 2022-23.

SUPERINTENDENT:

ACTION BY BOARD: Motion: _____ Second: _____ Vote: _____
Revisions, if any _____

C3

School Resources Officer Program Agreement

This School Resource Officer Program Agreement (“SRO Agreement”) is made this _____ day of _____, 2022 by and between the OREGON SCHOOL DISTRICT (“District”) and the VILLAGE OF OREGON (the “Village”) as follows:

The purpose of this SRO Agreement is to establish a School Resource Officer Program and to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve, have a shared understanding of the goals of the School Resource Officer Program.

The parties want the School Resource Officer (“SRO”) to receive the necessary support and training to ensure a safe school environment while building relationships, offering student support, maintaining a positive educational environment, respecting the rights of students and improving the overall school climate.

The parties acknowledge that the School Resource Officer Program provided for in this Agreement will be supervised by the Oregon Police Department Chief Jennifer Pagenkopf (the “Chief”). The parties further acknowledge that the SRO will be directly supervised by the Oregon Police Department Lieutenant Chad Schaub (the “Lieutenant”).

The Village and the District agree to the following:

Role of the School Resource Officer within the Context of the Educational Mission of the School

1. The SRO is a full-time law enforcement officer with sworn law enforcement authority, trained in school-based policing and crisis response, employed by the Village to work with the school using community-oriented policing concepts. The mission of the School Resource Officer Program is to improve school safety and the educational climate at the school. The Chief, Lieutenant, and the SRO will be the official points of contact for the Oregon Police Department as it pertains to school safety planning. The District agrees to include the SRO and/or other law enforcement personnel in all safety planning in accordance with school policy 717.02 School Safety Plans.

2. The SRO Program’s goals are: providing safe learning environments in our schools, providing valuable resources to school staff members, fostering positive relationships with youth, developing strategies to resolve problems affecting youth and protecting all students, so that they can reach their fullest potential. The SRO has three main roles: educator, informal

counselor/mentor, and law enforcement officer. As an educator, the SRO may work with students to positively influence student behavior and to mitigate more serious behaviors. As an informal counselor/mentor, the SRO may address school violations in an effort to positively impact student behavior and character and may refer students to school personnel as necessary. As a law enforcement officer, the SRO shall abide by federal, state, and local laws.

3. The Village and the District shall collaborate to meet with stakeholders as needed to discuss the SRO Program. The Chief, Lieutenant, and such representatives as the District designates, will participate in joint strategic planning relating to the SRO program. Among other things, joint strategic planning will be used to develop annual goals for the SRO Program, develop strategies for the SRO to use in fostering positive relationships with youth, and develop strategies to resolve problems affecting youth and to protect students. *See Appendix A.*

4. The SRO shall be integrated into the school community through participation in faculty and student meetings, and attending assemblies and co-curricular activities as appropriate.

5. The SRO shall maintain activity reports and submit those reports to the appropriate building-level school administrators, the District's in-house legal counsel and the Chief and Lieutenant. The reports shall include a summary of activities to build relationships; preventive actions; incidents or calls for law enforcement service; incidents that involve the meet and consult process; student searches; student questioning conducted by the SRO; types of enforcement actions taken by the SRO; and, referrals to the juvenile justice system. Reports shall be maintained and shared in accordance with student confidentiality and privacy laws. Should there be a question as to student confidentiality, the SRO shall consult with the District's in-house legal counsel prior to the release of information.

6. The District and the Village seek to ensure a safe and respectful school environment conducive to student learning. This Agreement provides general guidance to the parties regarding the SRO and other law enforcement actions involving the District. When further communication or discussion is needed or is otherwise outlined in this Agreement, the parties agree to engage in a "meet and consult" process. For example, the meet and consult process may be used in an effort to agree on how a matter involving a potential criminal act will be investigated, how and when a student's parents/guardians will be contacted, and what type of disposition would be most appropriate. When a representative of either party requests to meet and consult, the SRO and the District's in-house legal counsel, or their designees, and such additional personnel as either party deems appropriate, shall meet and consult as soon as practicable and without delay. Notwithstanding the foregoing:

a. Except as otherwise required by law or this Agreement, the District retains the final authority to make its own decisions regarding contacting a student's parents/guardians, conducting its own investigation, and permitting law enforcement to conduct an investigation on school premises, without first engaging in the meet and consult process.

b. Except as otherwise required by this Agreement (such as when the investigation is done off school premises), the Oregon Police Department retains the final authority to determine that all or part of a criminal investigation should be undertaken without first engaging in the meet and consult process.

7. The parties acknowledge a strong preference for resolving certain types of violations through the school disciplinary process, rather than through the municipal court or criminal justice system. For example, incidents involving disturbances or disruptions of school activities, loitering, profanity, and minor physical altercations not involving weapons or serious injuries, should generally be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a citation or referral for criminal or delinquency proceedings). The parties will use their best efforts to use the meet and consult process to resolve any disagreements regarding the appropriate disposition of a violation of law prior to the issuance of the citation, the referral or the disposition where practicable under the circumstances. The District retains the final authority to decide whether to subject a student to school discipline, and the Oregon Police Department retains the final authority to decide whether to refer a violation of criminal or civil law to the legal system.

8. The parties seek to ensure the safety and security of students while also ensuring a positive environment conducive to student learning. They understand that, during the school day, school administrators stand *in loco parentis*, meaning they "stand in the shoes" of the parent. **This means the school has certain responsibilities regarding its students.** Accordingly, the following guidelines apply to the SRO and/or other law enforcement officers:

a. Students shall not be taken into custody at school except where there are reasonable grounds to believe the student poses a real and immediate threat to student, staff or public safety, or pursuant to a warrant, or with the District's prior approval.

b. When a student is taken into custody, it shall be done in a manner least disruptive to the educational environment, and respectful of the student's privacy, as permitted by the circumstances.

c. The student's parent/guardian shall be notified of a child being taken into custody as soon as practicable **and without delay** by the SRO and/or school administration.

d. For issues that did not occur at school, do not involve school-sponsored events, do not involve transportation services provided by the District, or do not involve potential school disciplinary issues, students shall not be questioned at school except where: (i) the student poses a real and immediate threat to safety, (ii) pursuant to a warrant or other state law (such as child abuse/neglect statute); (iii) with permission from the student's parent/guardian; or (iv) with permission from the District's in-house legal counsel. In all cases, questioning shall be done in a manner that is least disruptive to the educational environment, and that is respectful of the student's privacy, to the extent permitted by the circumstances.

e. In the event a criminal act may have been committed at school, at a school activity, or while using transportation services provided by the District, or in the case of potential school disciplinary issues, the SRO or other law enforcement may question students at school within the following parameters:

i. the questioning shall occur in a time, place and manner that is confidential and is least disruptive to the learning environment as practicable given the circumstances;

ii. a school administrator or their designee, not the SRO or other law enforcement officer, shall notify the student of the need for a meeting if the student is at school, except when otherwise agreed during the meet and consult process, where there is an emergency situation, or law enforcement has a warrant or other court order;

iii. a school administrator shall be offered the opportunity to be present during questioning unless otherwise agreed during the meet and consult process, unless prohibited by law or there is an emergency;

iv. if the student is suspected of committing a crime, the SRO or other law enforcement officer shall contact the student's parent/guardian in advance of questioning, and the parent/guardian will have a reasonable amount of time to be present for the questioning if so desired, except where otherwise agreed during the meet and consult process, or unless the Lieutenant or Detective Sergeant determines otherwise due to immediate concerns for public safety, emergency circumstances, or where required by law;

v. the SRO shall notify the parent/guardian of any questioning of students as soon as practicable **and without delay** after the questioning except where there are safety concerns to doing so or it is prohibited by law.

f. The SRO or other law enforcement may use their cameras or other recording devices only to record audio and/or video in performance of their duties in accordance with Village policy or state law. The SRO or other law enforcement officers may use such devices on school property only in the following circumstances: 1) at events outside the school day that are open to the public; 2) in public areas outside the school building such as the parking lot or athletic fields; 3) while in the SRO's office or other areas in the course of investigating potential criminal activity; 4) at the request of District staff; or 5) in emergency situations.

Information Sharing

9. The District designates the SRO a “school official” as provided in the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, and 118.125(2)(d) of the Wisconsin Statutes.

a. An SRO may be provided access to student records information maintained by the school district only as needed by the SRO to perform his or her duties as SRO. An SRO may also be granted access to student records information in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose student records information consistent with FERPA and Wisconsin pupil records law. Should there be a question as to student confidentiality, the SRO shall consult with the District’s in-house counsel prior to the release of information. All other information shared with law enforcement shall be in accordance with state and federal law. Should the SRO or law enforcement seek records other than directory data, or security camera recorded footage pursuant to the approved process, all requests shall be made to the District’s in-house counsel. The District agrees to process requests in a timely manner.

b. The District may allow the SRO access to the school security cameras upon request to the applicable school administrator, the Director of Business Services or the District’s in-house counsel where the SRO has a legitimate educational and/or safety interest, and in accordance with Board Policy 931: Electronic Surveillance of Public Areas. The SRO understands that the SRP cannot share the information with the Oregon Police Department or other third parties except where allowed by law. Should unauthorized access occur, the District reserves the right to revoke access except where required by law.

10. Records created and maintained by the SRO for the purpose of ensuring the safety and security of persons or property in the school, district, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by the SRO. (This provision does not prohibit school personnel from complying with the notice and reporting requirements of seclusion or restraint of a student by the SRO as specified in 118.305(4) of the Wisconsin Statutes.)

School Resource Officer Training Requirements

11. The SRO shall join the National Association of School Resource Officers, the cost of which shall be split equally between the parties. The SRO shall receive such training as is necessary to permit the SRO to effectively advance the school's educational mission in the context of his or her duties as SRO. *See Appendix B.* Training topics, goals, and objectives shall be determined jointly by representatives of the school and the Oregon Police Department. Training shall be provided in the following areas:

- a. Training as set forth by the agreement with the Suburban Training Consortium. Training Sessions will be conducted to provide the SRO with appropriate in-service training such training specifically designated for SROs, updates in the law, firearm training, and other tactical training as paid for by the Village.
- b. Non-violent Crisis Intervention to be provided for and paid by the District;
- c. Equity training to provided for and paid by the District;
- d. Trauma informed practices and student mental health training as provided for by the District; and
- e. Other appropriate trainings as mutually agreed upon by the parties.

Program Assessment

12. The School Resource Officer Program will be assessed semi-annually jointly by the District and the Village, after the first semester and after the end of the school year. The following areas will be used to evaluate the program:

- a. Success of established goals and objectives;

- b. Contacts with students, staff and citizens (citations, arrests, community and school outreach activities, etc.);
- c. Success of meet and consult process;
- d. Success of collaborative strategic planning; and
- e. Student, staff, family and community feedback.

Structure and Funding for School Resource Officer Program

13. The District agrees to reimburse the Village for the SRO's salary and employment benefits in accordance with the applicable salary schedules and employment practices of the Village for the time spent performing the SRO duties, including but not necessarily limited to: benefits, worker's compensation, and unemployment compensation for a total 700 hours annually.

14. The Village agrees to employ one SRO during the term of this SRO Agreement. The individual assigned to be the SRO for the District shall be by mutual agreement of the Village and the District. The District shall participate in the selection process. The SRO shall be an employee of the Village and shall be subject to the administration, supervision and control of the Village, except as such administration, supervision and control is subject to the terms and conditions of this SRO Agreement. At no time shall the SRO be an employee of the District.

15. The Board shall provide the SRO with access to an air-conditioned and private office which shall contain a telephone which may be used for business purposes; a location for files and records which can be properly locked and secured; a desk with drawers, a chair, work table, filing cabinet, and office supplies; access to a computer; and other supplies and forms required in the performance of the SRO's duties. The District shall have access to the office.

16. As an employee of the Village, the SRO shall follow the chain of command as set forth in Village Policies and Procedures, as well as follow the SRO Agreement and Board policies and expectations for the District's professional staff. The Village shall have the power and authority to supervise and discipline the SRO. In the performance of his/her duties, the SRO shall coordinate and communicate with the school administrators.

17. The maximum number of hours that a SRO officer shall be on duty in a work week shall be 40 hours per the union contract. The SRO shall be present in the schools during times that students are in session. The SRO may be called to respond to an emergency or provide

assistance to the Village during normal school duty hours, which shall not serve to reduce the compensation paid by the District under this SRO Agreement. The SRO may make up the hours in a manner determined by mutual agreement of the Parties. In the event the SRO must be absent from the schools, the SRO shall notify the Chief and Lieutenant, the District's in-house legal counsel and the Building Principals. The Village agrees to assign another officer to substitute for the absent SRO if requested by the District, unless the Village lacks the personnel needed to provide a substitute SRO.

Insurance and Indemnification

18. The Village shall purchase and maintain in full force and effect during the term of this SRO Agreement a general comprehensive liability insurance policy with coverage in an amount of not less than One million dollars (\$1,000,000) for any acts or omissions that occur or claims that are made during the term of the SRO Agreement.

19. The Village agrees to hold the District, its agent and employees free, harmless and indemnified from and against any and all claims, suits or causes of actions arising from or in any way out of the performance of the duties of the SRO officers or the SRO Program.

Duration

20. This Agreement shall become effective September 1, 202² and remain effective until August 31, 202³, whereupon it must be reviewed by the District and the Village before being renewed.

21. Either party may terminate this memorandum of understanding by serving written notice to all other signatories at least thirty (30) days in advance of such termination. A termination by a signatory shall eliminate the presence of the School Resource Officer at the Oregon School District. Should the Agreement be terminated, the Village of Oregon shall reimburse the Oregon School District for any amounts paid for hours not worked by the SRO.

OREGON SCHOOL DISTRICT

VILLAGE OF OREGON

By: Dr. Leslie Bergstrom

By: _____

Its: Superintendent

Its: _____

Date: _____

Date: _____

APPENDIX A
SCHOOL RESOURCE OFFICER (SRO) STRATEGIC PLANNING 2022-23

Working Draft :August 8, 2022

The SRO Program Agreement states in paragraph 3 - "joint strategic planning will be used to develop annual goals for the SRO Program, develop strategies for the SRO to use in fostering positive relationships with youth, and develop strategies to resolve problems affecting youth and to protect students."

2022-23 Annual Goals and Strategies For SRO Program

	Goal	Rationale	Strategies / Success Indicators
1	Continue to help maintain a safe school environment, build trust, provide mentorship and function as an educational resource for students.	<p>In the 2020-21 Dane County Youth Survey, 83% of OHS students reported feeling safe at school and 88% of OMS students.</p> <p>In the 2019-20 school year, 30% of the SRO's time was spent engaging in prevention, education, informal counseling and mentorship. In 2020-21 and 2021-22, the SRO also spent 30%.</p>	<p>Engage with students at all buildings during peak times, such as arrival, dismissal, passing time, lunch and recess.</p> <p>Wear an OSD polo shirt when possible.</p> <p>Keep Google calendar up to date and use it to schedule meetings.</p> <p>Mentor at least one student each semester.</p> <p>Record a video introducing the SRO to students at the start of the school year, and at least one other video on a topic of interest to the students, in consultation with In-House Counsel.</p> <p>Have a table at least monthly in OHS and OMS commons at lunch to meet students, talk about Speak Up Speak Out and answer questions.</p>
2	For the 2022-23 school year, the SRO shall spend at	In the 2019-20 school year, 26% of the SRO's time was spent building	Eat lunch and engage with students at RCI, OMS and OHS at least once a week.

	least 60% of the SRO's time building strong, positive relationships with students.	relationships. In 2020-21, the SRO spent 50%. In 2021-22, the SRO spent 58%.	<p>Play with students at RCI during recess at least once a week.</p> <p>Engage with students and families during arrival or dismissal at OMS at least once a week.</p> <p>Participate in at least one Connections class per month at OMS.</p> <p>Attend at least one Athletic event each in fall, winter and spring seasons, and engage with students and their families.</p>
3	Participate in the District's work around Equity	<p>In the 2020-21 Dane County Youth Survey, 76% of OHS students reported feeling they belong at their school.</p> <p>Educational Equity is one of the District's Five Values. Equity is also part of the OPD's mission statement.</p>	<p>Participate in District professional development that focuses on equity and offering an inclusive environment for every student.</p> <p>Attend and engage with students at a minimum of one meeting of each of the following groups: Multicultural Student Union at OMS and at OHS; Gay Straight Alliance; and Superintendent's Council. Attend and engage with our student groups as invited.</p> <p>Participate in book study with OHS students</p> <p>Participate in Non-Violent Crisis Intervention training.</p> <p>Complete District-approved training on working with students with disabilities and students with mental health concerns.</p> <p>Complete the appropriate trainings in the New Educator Pathway for the 2022-23 school year.</p>
4	Continue to	Our top priority is school	Review research and present at OSD School

	enhance school safety	safety.	<p>Safety meetings regarding best practices to keep schools safe.</p> <p>Collaborate with district staff, area law enforcement agencies and fire departments to conduct at least one tabletop simulation per school per year.</p> <p>Participate in monthly OSD School Safety meetings.</p> <p>Coordinate safety drills with OSD staff.</p> <p>Conduct monthly perimeter walks at each school with the Director of Transportation & Safety to review and improve safety practices.</p> <p>Continue the collaboration between District leadership, and local, regional and state law enforcement agencies regarding the Speak Up, Speak Out system.</p>
5	Garner feedback about the SRO Program through Student, Staff, Family and Community Engagement	OSD Values include Educational Equity and Strong Family & Community Partnerships.	<p>The following will be directed and implemented by District Leadership:</p> <p>Regularly review SRO activity reports, police contacts, and program data;</p> <p>Conduct focus groups with students, staff, families and the community to gather feedback about the SRO Program;</p> <p>Include SRO Program-related questions in the District's student and family surveys; and</p> <p>Implement a direct feedback mechanism about the SRO Program through the SRO page on the OSD website.</p>

APPENDIX B

SRO Training Completed and Scheduled 2022

Officer Schewe was selected as the new SRO on May 27, 2022.

Course Name	Hours	Year Attended	Course Description
Campus Safety Training: Introduction to Behavioral Intervention Teams	1	2022	This training is an interactive course that provides an overview of Behavioral Introduction Teams. It identifies the role and purpose of a Behavioral Intervention Team (BIT). Additionally, strategies to implement a BIT in any school will be explored.
Protect Our Youth Online	6	2022	This training is provided by Department of Justice - Internet Crimes Against Children. The topics covered are Multi-level approach to preventing child exploitation, self-generated content and sextortion awareness, and several panel discussions.
An Introduction to SRO Programs	3	2022	The course focuses on the mission of the National Association of School Resource Officers (NASRO) to provide the highest quality of training to school-based law enforcement officers. This program provides an overview of school-based law enforcement programs and illuminates the critical need for further SRO training.
Suburban In-Service Training (Active Shooter)	8	2022	Active Shooter Incident Management (ASIM) training. Conducted table top scenarios of active shooter response involving multiple first responding agencies. Completed skill building movement, stairwells, and room entry/clearing training. Conducted large scale active shooter responses to scenarios created by active shooter instructors.
Suburban In-Service Training (OIS, Firearms, and Defense Tactics)	8	2021	Wisconsin Department of Justice - Division of Criminal Investigation provided a presentation on investigating officer involved shootings. The Wisconsin Professional Police Association (Police Officer Union) spoke about officer involved shootings as well. There was a training module regarding defense tactics (officer override scenarios and interactions with uncooperative individuals) and proficiency shooting for firearms.

The Call: Serving Those with Behavioral and Cognitive Disabilities	1	2022	The Call is a video-based simulation in which learners assume the roles of three different law enforcement officers in an interactive movie, make decisions for these officers and experience the consequences of their choices. The program trains officers on best practices for the recognition and response to incidents involving civilians with mental illness. Topics covered include properly assessing the situation, effective communication techniques, active listening, de-escalation and crisis intervention.
Suburban In-Service Training (EVOC)	8	2022	Emergency Vehicle Operation Training (EVOC) completed as part of a bi-annual requirement. Officers are trained and demonstrate emergency vehicle operations in simulated real world scenarios. Officer participated in operations, deploying tire deflation devices and high risk traffic stop scenarios.
Intoximeter Recertification Training	2	2022	This program is designed to recertify applicants for a permit to operate evidential breath alcohol instrumentation in accordance with Wis. Stat. § 343.305(10)(b).
National Association of School Resource Officers: Basic SRO Course	40	2022 (To be completed in August)	Designed for law enforcement officers and school safety professionals working in an educational environment and with school administrators. The course provides tools for officers to build positive relationships with both students and staff. The course is also beneficial for educational professionals dedicated to providing a safe learning environment and provides a more in-depth understanding of the role and functions of an SRO.
Preventing Problems by Promoting Positive Practices	1	2022	IADLEST Certified and highly-interactive training course advances community policing by further enhancing positive police interactions with students and school personnel in school environments. Participants utilize the SARA problem-solving method of community policing to improve the elements of a positive school climate: school physical and learning environments, relationships, engagement, safety and discipline. Topics cover implicit biases, adolescent behavior, effective discipline, and much more.

Hate Crimes Training for Law Enforcement	1	2022	Hate/bias crimes seriously threaten our democratic society, which is built on the strength of its diversity. These crimes represent a particularly heinous form of physical and/or verbal violence, in which thousands of Americans are victimized each year because of their skin color, ethnicity, religion, gender, or sexual orientation. This course gives an overview of hate crimes based on recent statistics from the FBI.
Anti-Bias Training for Law Enforcement	2	2022	People in cities, suburbs, and towns served by law enforcement are a rich tapestry of races, ethnicities, religions, and cultures. This diverse group of individuals deserves to be treated with kindness, compassion, and respect. Unfortunately, tragedies can result when there is an adversarial relationship or misunderstanding between law enforcement and the community. Recognizing diversity without bias when serving the community will reduce misunderstandings, confusion, and stereotypes while promoting knowledge and awareness for the officer. In this two-hour course, we will explore many effective strategies to help you to connect with the community along with recommendations you can use immediately.
LGBTQ+ Awareness Training	4	In Progress (To be completed in August)	The course discusses the difference between sexual orientation and gender identity and how these two aspects of identity relate to each other and to race, culture and religion. The course will define terminology used to describe sexual orientation and gender identity. The course will identify ways to create an inclusive workplace and to support LGBTQ+ co-workers. The course will identify key moments in the LGBTQ+ civil rights movement. The course will understand how hate crimes and domestic violence impact LGBTQ+ people.
Hate Crime Investigations For Law Enforcement	1	In Progress (To be completed in August)	This course prepares law enforcement first responders to recognize, document and investigate hate crimes. Students will learn about state and federal hate crime laws, how to support hate crime victims, and hate crimes trends in the United States. The course is inclusive of all hate crime bias motivation types including sexual orientation and gender identity.

Basic Threat Assessment Team Course	8	To be completed in August	The Basic Threat Assessment Team course is for school administrators, mental health professionals, security personnel and law enforcement. This course explains why threat assessment is an important part of violence prevention in schools, who should be part of school-based threat assessment team, the investigative themes important in threat assessment, how to determine the severity of the threat, and how to determine the appropriate response to concerning behavior. Attendees will work in small teams to complete tabletop exercises and discuss appropriate outcomes.
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SRO Training Completed Prior To 2022-23

Officer Schewe has completed other relevant training prior to 2022-23. Here are some examples:

Course Name	Hours	Year Attended
Better Policing: LGBTQ	2	2021
Suicide Prevention Training	8	2020
Active Shooter Training	8	2019
School Resource Officer Conference	24	2018
Racial and Implicit Bias Workshop	8	2017
School Resource Officer Conference	18	2017
Crisis Intervention Training	40	2015
Active Shooter Training	8	2015