

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, April 26, 2017

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

I. Roll Call: Mason Braunschweig Keith Hennig Thomas Titus
 Eric Busse Jane Oberdorf
 Melissa Hammann John Rasmussen

II. Approve Agenda.

III. Annual Board Reorganization.

- A. Election of Officers.
- B. Discussion of Committees, Determine Committee Structure, and Make Assignments.
- C. Determine Meeting Times and Dates.
- D. Set the Annual Meeting Date.
- E. What Every Board Member Needs to Know, About the District.
- F. Review of Board Binder and:
 - 1. Legal Authority and Duties of Board Members (Policy #150).
 - 2. Open Meetings Law (Brochure).
 - 3. How Agendas are Set (Policy #171.2).
 - 4. How Board Meetings are Conducted (Policies #171 and #172).
 - 5. Purpose and Structure of Minutes (Policy #184).
- G. Appoint a Board Member as Evansville Education Foundation Representative.
- H. Appoint Delegate Representative to CESA 2.

IV. Public Announcements/Recognition/Upcoming Events:

- Money Smart Week Wisconsin – April 22-29, 2017
- School Nutrition Employee Week – May 1-5, 2017
- Back To School Days – August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

V. Information & Discussion:

- A. 2018 Potential Referendum Update.
- B. Dane County New Teacher Project Shared Services Contract for 2017-2018.

VI. Budget Finance – Chair, _____:

- A. Discussion Items:
 - 1. 2017-2018 Lunch Prices.
 - 2. 2017-2018 Preliminary Budget.
 - 3. Evansville Education Foundation Update.
 - 4. Insurance Committee Update.

B. Develop Budget Finance Agenda Items for May 31, 2017, Meeting.

VII. Business (Action Items):

- A. Approval of Staff Changes: Teachers Retirements.
- B. Approval of 2017-2018 Item for Reduction or Elimination: Reduce 1 K-12 Special Education Teacher Position.
- C. Approval of Proposed Employee Handbook Changes:
 - #1 – Part II, Certified Staff, Pg. 40, Section 1, 1.02-Administratively Called Meetings.
 - #3 – Part II, Certified Staff, Pg. 48 and 49, Section 6, 6.01, B – Add New #4-Co-and/or Extra-Curricular Service in the District.

VIII. Consent (Action Items):

- A. Approval of Policy:
 - 1. #532.1-Staffing Hard to Fill Positions.
- B. Approval of April 12, 2017, Regular Meeting Minutes.

IX. Policies – Chair, _____:

- A. First Reading:
 - 1. #361-Library and Instructional Material Selection and Adoption (Instructional Materials Selection and Review).
 - 2. #361.2-IMC Instruction and Materials.
 - 3. #361.3 (361.2)-Use of Multimedia Materials (Use of Video and Audio Recordings).
 - 4. #361.3 Form (361.2 Form)-Use of Multi-Media Materials (Parent Permission for Use of Recordings).
 - 5. #492-Imaging or Recording of Students (Recording or Photographing of Students).
 - 6. #872-Public Complaints About Library and Instructional Materials (Request for Reconsideration of Instructional Materials).
 - 7. #872-Form-Citizen’s Request for Reconsideration of a Work (Request for Reconsideration of Instructional Materials).
- B. Second Reading:
 - 1. #455.2-Automobile and Bicycle Use and Safety.
 - 2. #510-Personnel Policy Goals.
 - 3. #511-Equal Opportunity Employment.
 - 4. #511.1-Employee Discrimination Complaint Procedures.

X. Board Development – Chair, _____:

- A. 2016-2017 Continuous System Improvement (CSI) Plan.
- B. Develop Board Development Agenda for May 31, 2017, Meeting.

XI. Future Agenda’s – May 3, 2017, Special Board Meeting and May 10, 2017, Regular Board Meeting Agenda.

XII. Executive Session - Convene into closed session under Wisconsin State Statute 19.85(1)(c) and 118.22(3) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (teachers), and conduct private conferences for the purpose of considering nonrenewal of teachers.

XIII. Reconvene Into Open Session, To Take Action on Any Closed Session Items, As Necessary.

XIV. Adjourn.

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Upon reasonable notice, all reasonable efforts will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: 4/20/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, April 26, 2017

District Administrator, Mr. Roth, will open the meeting.

- I. **Roll Call:** Mason Braunschweig Keith Hennig Thomas Titus
 Eric Busse Jane Oberdorf
 Melissa Hammann John Rasmussen

II. Approve Agenda.

Suggested Motion: I move we approve the agenda as presented.

III. Annual Board Reorganization.

- A. Election of Officers – District Administrator, Mr. Roth, will open the floor for nominations so that the Board may vote on a President. Paper will be provided for paper vote. Following the election of the President, the President will facilitate the election of the other board officers. Refer to policy #141-Board Officers that is enclosed.

Mr. Roth asks for nominations for President:

_____ nominated _____

_____ nominated _____

Nominations closed.

Vote –

_____ is President

President runs the meeting – asks for nominations for Vice President:

_____ nominated _____

_____ nominated _____

Nominations closed.

Vote –

_____ is Vice President

President asks for nominations for Clerk:

_____ nominated _____

_____ nominated _____

Nominations closed.

Vote –

_____ is Clerk

President asks for nominations for Treasurer:

_____ nominated _____

_____ nominated _____

Nominations closed.

Vote –

_____ is Treasurer

President asks for appointment of Deputy Clerk, Kelly Mosher:

_____ appoints Kelly Mosher as Deputy Clerk

Vote –

B. Discussion of Committees, Determine Committee Structure, and Make Assignments – *Enclosed is a listing of the current Committee assignments. Please consider which committee you would like to serve on and if you are interested in being the Board Member Chairperson of a Committee.*

C. Determine Meeting Times and Dates – *Does the Board want to continue meeting on the second and fourth or last Wednesday of the month, per policy #171.2? The start times of the meetings need to be set also.*

Consensus to meet on _____ (day of the week), at _____ (time).

D. Set the Annual Meeting Date – *The Board needs to set the annual meeting date. The meeting needs to take place between May 15 and October 31. Business Manager, Mr. Swanson, suggests Wednesday, October 25th, at 7:00 pm.*

Consensus to have the Annual Meeting on _____ (day of the week), at _____ (time).

- E. What Every Board Member Needs to Know, About the District – *The enclosed document has been updated, and will be updated after the meeting. You may want to keep this in your Board Binder as a reference.*
- F. Review of Board Binder and:
1. Legal Authority and Duties of Board Members (Policy #150).
 2. Open Meetings Law (Brochure).
 3. How Agendas are Set (Policy #171.2).
 4. How Board Meetings are Conducted (Policies #171 and #172).
 5. Purpose and Structure of Minutes (Policy #184).
- G. Appoint a Board Member as Evansville Education Foundation Representative – *Ms. Hammann is our current Board appointed member of the Evansville Education Foundation (EEF).*

Consensus to appoint Board Member _____ to serve as EEF Board Representative.

- H. Appoint Delegate Representative to CESA 2 – *Mr. Rasmussen has served as the delegate. CESA stands for Cooperative Educational Services Agency, and have their office in Whitewater. CESAs develop programs and provide services that are not as cost effective for districts to provide on their own. They are primarily funded by user fees. We determine each year what services we will contract with CESA 2.*

Consensus to appoint Board Member _____ to be the CESA 2 Delegate Representative.

IV. Public Announcements/Recognition/Upcoming Events:

- Money Smart Week Wisconsin – April 22-29, 2017
- School Nutrition Employee Week – May 1-5, 2017
- Back To School Days – August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

V. Information & Discussion:

- A. 2018 Potential Referendum Update – *Mr. Roth will give an update.*
- B. Dane County New Teacher Project Shared Services Contract for 2017-2018 – *Director of Curriculum and Instruction, Ms. Murphy, as enclosed information. You will take action on this at the May 10 meeting.*

VI. Budget Finance – Chair, _____:

A. Discussion Items:

1. 2017-2018 Lunch Prices – Business Manager, Mr. Swanson, has enclosed information. You will take action on this at the May 10 meeting.
2. 2017-2018 Preliminary Budget – Mr. Swanson has enclosed an updated Administrative Team recommendation list of items for reduction or elimination. You will take action on item #20-reduce 1 K-12 special education teacher position later in the meeting. Enclosed is the 2017-2018 staffing listing that you will take action on at the May 10 meeting.
3. Evansville Education Foundation Update – Ms. Hammann will give an update.
4. Insurance Committee Update – The Insurance Committee met on Wednesday, April 19 and will bring their recommendation before the Board.

B. Develop Budget Finance Agenda Items for May 31, 2017, Meeting.

VII. Business (Action Items):

- A. Approval of Staff Changes: Teachers Retirements – Please approve the retirements for:
1. Mindy Johnson, Levi Speech and Language Teacher, effective at the end of the 2016-2017 school year.
 2. Debra Arnold, TRIS School Counselor, effective at the end of the 2016-2017 school year.

Suggested Motion: I move we accept the retirements at the end of the 2016-2017 school year for: Mindy Johnson, Levi Speech and Language Teacher, and thank her for serving 31 years in the District; and Debra Arnold, TRIS School Counselor, and thank her for serving 21 years in the District.

- B. Approval of 2017-2018 Item for Reduction or Elimination: Reduce 1 K-12 Special Education Teacher Position – Discussion took place earlier in the meeting.

Suggested Motion: I move we approve, from the recommended items list, #20, reduce 1 K-12 Special Education Position.

- C. Approval of Proposed Employee Handbook Changes:
#1 – Part II, Certified Staff, Pg. 40, Section 1, 1.02-Administratively Called Meetings.
#3 – Part II, Certified Staff, Pg. 48 and 49, Section 6, 6.01, B – Add New #4-Co-and/or Extra-Curricular Service in the District.

Enclosed is an update from the last meeting, on item #3 – a proposal by the Board.

Suggested Motion – I move we approve the proposed Employee Handbook changes: #1 – Part II, Certified Staff, Pg. 40, Section 1, 1.02-Administratively Called Meetings.

#3 – Part II, Certified Staff, Pg. 48 and 49, Section 6, 6.01, B – Add New #4-Co-and/or Extra-Curricular Service in the District, as proposed by the Board.

VIII. Consent (Action Items): Do you want to remove any items?

A. Approval of Policy:

1. #532.1-Staffing Hard to Fill Positions.

B. Approval of April 12, 2017, Regular Meeting Minutes.

Suggested Motion: I move to approve the consent agenda items: policy #532.1-Staffing Hard to Fill Positions and the April 12, 2017, Regular Meeting Minutes, as presented.

Roll call vote.

IX. Policies – Chair, _____:

A. First Reading:

1. #361-Library and Instructional Material Selection and Adoption (Instructional Materials Selection and Review).

2. #361.2-IMC Instruction and Materials.

3. #361.3 (361.2)-Use of Multimedia Materials (Use of Video and Audio Recordings).

4. #361.3 Form (361.2 Form)-Use of Multi-Media Materials (Parent Permission for Use of Recordings).

5. #492-Imaging or Recording of Students (Recording or Photographing of Students).

6. #872-Public Complaints About Library and Instructional Materials (Request for Reconsideration of Instructional Materials).

7. #872-Form-Citizen’s Request for Reconsideration of a Work (Request for Reconsideration of Instructional Materials).

B. Second Reading:

1. #455.2-Automobile and Bicycle Use and Safety.

2. #510-Personnel Policy Goals.

3. #511-Equal Opportunity Employment.

4. #511.1-Employee Discrimination Complaint Procedures.

X. Board Development – Chair, _____:

A. 2016-2017 Continuous System Improvement (CSI) Plan – Dates of upcoming meetings:

- *Communication and Community Engagement – TBD*

- *Staff and Student Teaching and Learning – May 2*

- *Technology – April 25*

- *Facilities, Operations and Transportation – May 1*

- *Climate and Culture – May 16*

B. Develop Board Development Agenda for May 31, 2017, Meeting.

XI. Future Agenda's – May 3, 2017, Special Board Meeting and May 10, 2017, Regular Board Meeting Agenda – *Enclosed are drafts of the agendas for the upcoming meetings.*

XII. Executive Session - Convene into closed session under Wisconsin State Statute 19.85(1)(c) and 118.22(3) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (teachers), and conduct private conferences for the purpose of considering nonrenewal of teachers.

Suggested Motion: I move we convene into closed session under Wisconsin State Statute 19.85(1)(c) and 118.22(3) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (teachers), and conduct private conferences for the purpose of considering nonrenewal of teachers.

Teachers Sable Schwab, Jolene Lenth and JoAnn Mumm have requested to meet with the Board.

XIII. Reconvene Into Open Session, To Take Action on Any Closed Session Items, As Necessary.

XIV. Adjourn.

Suggested Motion: I move we adjourn the meeting.

Time _____

Upcoming Meetings:

- May 3, Special Board Meeting – 6:00 pm
- May 10, Regular Board Meeting – 5:30 pm PLEASE NOTE THE TIME
- May 31, Regular Board Meeting – 6:00 pm
- June 14, Meeting if Needed – 6: 00 pm
- June 28, Regular Board Meeting – 6:00 pm
- July 19, Regular Board Meeting – 6:00 pm

BOARD OFFICERS

The Evansville Community School District Board of Education shall elect a President, Vice President, Clerk and Treasurer from among its members to serve as officers of the Board. Board officers shall be elected annually at the organizational meeting of the Board, which is to be held on or within 30 days after the fourth (4th) Monday in April. Voting for Board officers shall be done by nomination and voice vote, unless a secret ballot process is requested.

Board officers shall serve a one-year term, from one organizational meeting until the next. In the event of an officer's absence or inability to act, or a Board officer vacancy, the Board shall elect another Board member to discharge the officer's duties using the same voting method as outlined above. When an officer is elected to fill a vacancy, the person elected to fill the vacancy shall serve until the next organizational meeting. As noted below, the Vice President shall automatically carry out the duties and responsibilities of the President in his/her temporary absence or inability to act.

Removal of any Board officer from his/her position as an officer prior to the expiration of his/her term as an officer shall be handled in accordance with the requirements of state law.

Board officers shall perform the following duties:

The President shall:

1. Prepare the agenda for all regular and special board meetings in consultation with the District Administrator.
2. Ensure that public notice is given for all meetings of the Board.
3. Preside at all meetings of the Board and see that the minutes are properly recorded, approved and signed.
4. Decide all questions of parliamentary procedures.
5. Have the right to discuss and vote on all matters and motions.
6. Appoint all Board committees.
7. Countersign all checks and other orders for the disbursement of District funds.
8. Defend the District from actions brought against it and prosecute actions brought by the District.
9. Sign all District contracts.
10. Serve as spokesperson for the Board.
11. Perform all other duties required by law or assigned by the Board.

The Vice-President shall:

1. Perform the duties assigned to the President in the event of the President's absence or inability to act.
2. Perform all other duties as assigned by the Board.

The Clerk shall:

1. Have the care and custody of the records, books and documents of the Board. Draw orders on the School District treasurer as directed by an annual or special meeting or the School Board and record all orders drawn on the school district treasurer.
2. Enter in the record book provided by the Board, the minutes of its meetings, orders, resolutions, and other proceedings.
3. Attest any written contract to which the District may be a party when such contract shall have been authorized by the Board.
4. Before the spring election, appoint two citizens at large to serve as the Board canvassers. If the District clerk is a candidate at the election being canvassed, the other two members shall designate a third member.
5. Report the name and post office address of each officer of the School District within ten days after the election or appointment of the officer to the clerk and treasurer of each municipality having territory within the School District.
6. Annually, as specified by statute, deliver to the clerk of each municipality a certified statement showing that proportion of the amount of taxes voted to be collected in such year, if any, for the annual payment of any loan of the School District.
7. Within five days after receipt of notification from the School Board of the same of a new school, notify the post master of the name and address. On school vacations the clerk shall direct what disposition shall be made of the mail.
8. Have authority to administer the oath of office to School Board members.
9. Act as clerk and record the proceedings of annual and special meetings.
10. Enter in the record book copies of all of the proceedings of a meeting returned by a temporary School District clerk.
11. Furnish each teacher with a copy of the contract between the teacher and the school board.
12. Perform all other duties required by law or assigned by the Board.

The Treasurer shall:

1. Account for all monies belonging to the District, or coming into its possession, and shall render a report when so required by the Board.
2. Apply for, receive and sue for all money appropriated to or collected for the School District and disburse the same in accordance with State Statutes. Disburse money upon written order of the clerk after vouchers have been filed.
3. Enter in his/her account books all money received and disbursed by him/her, specifying the source from which it was received, the person to whom it was paid and the object for which it was paid.
4. Present to the annual meeting a written statement of all monies received and disbursed during the preceding year.
5. Deposit all funds of the School District in a public depository deposit designated by the School Board under State Statute.
6. Withdraw funds of the School District under State Statutes.
7. Collaborate with the Business Manager.
8. Perform all other duties required by law or as assigned by the Board.

Legal Ref.: Sections 120.05(1) Wisconsin Statutes (School Board Officials)
120.15 (School District President Duties)
120.16 (School District Treasurer Duties)
120.17 (School District Clerk Duties)

**COMMITTEE LIST
AS OF April 24, 2017**

BOARD COMMITTEES AND ASSIGNMENTS

<u>Board Committees of the Whole:</u>	<u>Board Member Chairs:</u>
Board Development	Braunschweig
Budget Finance	Melissa Hammann
<u>Board Sub-Committees:</u>	<u>Board Members:</u>
4K (as needed)	Hammann, (vacant)
Co-And Extra-Curricular (as needed)	Hammann, (vacant)
Continuous System Improvement (CSI): - Staff and Student Teaching and Learning - Communication and Community Engagement - Technology - Climate and Culture - Facilities and Operations	Board/Admin Team Members: Hammann, Hennig, Admin Team Oberdorf, Roth, Dorn Busse, Everson, Knott, Martin, Murphy (vacant), Katzenberger, Knott Braunschweig, Cashore, Rasmussen, Roth, Shulta, Swanson
Employee Handbook (3x/school year)	Hammann, Hennig, Rasmussen
Insurance (October – February)	Braunschweig, (vacant)
Policy Development	Hammann, Oberdorf
<i>(The Board Committees above are posted in accordance with the Open Meeting Law)</i>	
<u>Other:</u>	
<u>CESA 2 Representative: John Rasmussen</u>	
<u>Evansville Education Foundation: Hammann</u>	
<u>Negotiations/Compensation Assignments:</u>	<u>Board Members:</u>
Support Staff (Custodians, Food Service, Educational Assistants, Administrative Assistants, Clerks)	Braunschweig, Busse, Hammann
Teachers	Braunschweig, Busse, Hammann

Approved: June 10, 1985
Revised: August 13, 2001
Revised: November 12, 2014

171.2

MEETING AGENDAS

The District Administrator, under the direction of the Board President, shall prepare all agendas for meetings of the Board. In doing so, the District Administrator shall consult as appropriate with other Board members and with members of the Administrative Team.

Items of business may be suggested by any Board member, staff member, or citizen of the district. The inclusion of these items shall be at the discretion of the District Administrator based upon time restrictions and the interests of the district. If a citizen's request is received prior to agenda dissemination, the Board shall include on the agenda an opportunity for the citizen, or a group of citizens, to address the Board at the meeting.

The Board shall follow the order of business set up by the agenda unless altered by a majority vote of the members present. The Board, however, may not revise policies or adopt new ones unless such action has been taken in accordance with the Board's policy adoption procedures.

The agenda, together with supporting materials, shall be distributed to Board members no later than on the Friday prior to the meeting of the Board, so they can give items of business careful consideration.

In accordance with the open meetings law notice, the agenda shall be made available to the media and to any other person upon request.

Legal Ref.: Section 19.83 Wisconsin Statutes (Meetings of Governmental Bodies)
19.84 (Public Notice)
120.11 (School Board Meetings and Reports)
120.43 (2) (School Board Meetings)

2017 School Board Meetings/Times Thus Far:

May 3	Special Board Meeting	6:00 pm
May 10	Regular Board Meeting	5:30 pm
May 31	Regular Board Meeting	6:00 pm
June 14	Meeting Only if Needed	6:00 pm
June 28	Regular Board Meeting	6:00 pm
July 19	Regular Board Meeting	6:00 pm

What Every New Board Member Needs To Know

– About The District –

District Information:

1. Name Of School District: **Evansville Community School District**

2. School District Address: **340 Fair Street** **Evansville WI 53536**

3. Main District Phone Number: **608-882-5224** **Fax: 608-882-6564**

4. Web Site: **www.ecsdnet.org**

5. Superintendent: Phone: Cell Phone: E-mail:

Jerry Roth	882-3386	751-9868	rothj@evansville.k12.wi.us
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6. Superintendent's

Administrative Assistant Phone: Fax: E-mail:

Kelly Mosher	882-3387	882-6564	mosherk@evansville.k12.wi.us
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7. Board Members: Phone: E-mail:

Mason Braunschweig	295-1785	<u>BraunschweigM@evansville.k12.wi.us</u>
Eric Busse	882-0405	<u>bussee@evansville.k12.wi.us</u>
Melissa Hammann	882-9993	<u>HammannM@evansville.k12.wi.us</u>
Keith Hennig	290-6279	<u>hennigk@evansville.k12.wi.us</u>
Jane Oberdorf	882-6265	<u>OberdorfJ@evansville.k12.wi.us</u>
John Rasmussen	882-6525	<u>rasmussenj@evansville.k12.wi.us</u>
Thomas Titus	608-490-1705	<u>TitusT@evansville.k12.wi.us</u>

8. Communities Served By The District: **City of Evansville, towns of Brooklyn, Union, Porter, Janesville, Magnolia, Center, and Rutland.**

9. Number Of Employees In District: **247 (does not include crossing guards or substitutes).**

10. What Employee Groups Are In Place?

Evansville Education Association – Dee Jay Redders/Kim Katzenmeyer: 2015-16, 145 members.

Evansville Educational Association Auxiliary – Cathy Schuett; 2015-16, 38 members.

Teamsters Union Local No. 695 (Custodians) – Kevin Wells, 2015-16, 15 members.

Teamsters Union Local No. 695 (Food Service) – Liz Uher, 2015-16, 14 members.

11. Grade Levels Served By The District: **Early Childhood (3-4 year old special education), Grades 4K-12**

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

12. Number Of Students Enrolled: Total: **1,854 (3rd Friday, September 2016)**

Early Childhood **6**; 4K-2 Levi Leonard Elementary **485**; 3-5 Theodore Robinson Intermediate **386**;
JC McKenna Middle 6-8 **426**; and Evansville High School **551**

13. Student Population:

Ethnic Groups by Percentage: **White - 91.4%; Hispanic - 5%; Black - 1.4%;**

American Indian - .1%; Asian - 1%; Multi – 1.1%

Percentage of English Language Learners: **.2% (35 students)**

Primary languages spoken at home other than English: **Spanish; Greek; Chinese**

Percentage of students receiving free or reduced lunch: **23%**

14. Number Of Square Miles The District Covers: **165 square miles**

15. Home To School Transportation: Contracted to: **Ringhand Brothers, Inc.**

16. Number Of Schools: Total: **4**

Pre-schools **0** Elementary schools **2** Middle schools **1** High schools **1**

Charter schools **0** Adult Ed. **0** JEDI Virtual **1**

17. District Office Departments: Name of Department Head: Phone Number:

District Office Departments:	Name of Department Head:	Phone Number:
Business Manager	Steve Swanson	882-3383
Director of Instruction	Alice Murphy	882-3382
Director of Student Services	Janessa Katzenberger	882-3391
Technology Manager	Larry Martin	882-3390
Director of Buildings and Grounds	Steve Shulta	882-3388

18. District Documents On District Website:

Mission Statement and Vision Statement – on Home Page

Budget – Departments page, then Business Services

District Fund 10 Operating Budget = \$20,205,904

Policy Book - School Board and Employee Handbook

School Year Calendar- Main Page at bottom

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

Current District Issues:	Status Of The Issue:
School District Budget	Work in progress
CSI (Continuous System Improvement)	Work in progress

19. District Schools:

Name of School:	Grade Levels:	Principal:	Phone Number:
Levi Leonard Elementary	Early Childhood - 2	Joanie Dobbs dobbsj@evansville.k12.wi.us	882-3104
Theodore Robinson Intermediate	3-5	Barbara Dorn dornb@evansville.k12.wi.us	882-3842
JC McKenna Middle	6-8	Jason Knott knottj@evansville.k12.wi.us	882-3302
Evansville High	9-12	Scott Everson eversons@evansville.k12.wi.us	882-3508

Board Information:

1. Board Meeting Dates And Times:

2nd and 4th (or last) Wednesday of Each Month, 6:00 pm, in the District Board and Training Center, 340 Fair Street, Enter Door 36

2. Board Officers:

Role:

President: Mason Braunschweig	Facilitate all board meetings, plan agendas, follow-up with District Administrator, participate in WASB training, and communicate with WASB.
Vice-President: Eric Busse	Conduct meetings in Presidents' absence.
Clerk: John Rasmussen	Work with Deputy Clerk as needed to sign required documents.
Treasurer: Melissa Hammann	Serves as Chair of Finance Committee and works with business manager.
Deputy Clerk: Kelly Mosher	Clerk work done in timely manner.

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

3. Order Of Items On The Board Meeting Agendas:

1. Roll Call	7. Business (Action Items)
2. Approve Agenda	8. Consent Agenda (Action Items)
3. Public Announcements/Upcoming Events	9. Set Next Agenda
4. Public Presentations	10. Executive Session (When Needed)
5. Information & Discussion Items	11. Adjourn
6. Public Presentations	

4. Board Committee Of The Whole: Board Member Chairs/Administrators:

Board Development	Braunschweig
Budget Finance	Melissa Hammann

5. Board Sub-Committees: Board Members:

Employee Handbook (3x/school year)	Hammann, Hennig, Rasmussen
Insurance (October-February)	Braunschweig, (vacant)
Policy Development	Hammann, Oberdorf
Continuous System Improvement (CSI):	Board and Admin. Team:
- Staff and Student Teaching and Learning	Hammann, Hennig, Admin Team
- Communication and Community Engagement	Oberdorf, Roth, Dorn
- Technology	Busse, Everson, Knott, Martin, Murphy
- Climate and Culture	(vacant), Katzenberger, Knott
- Facilities and Operations	Braunschweig, Rasmussen, Cashore, Shulta, Swanson, Roth

6. Governance Norms – How we behave toward members of the governance team and others:

Group/Meeting Agreement

1. We listen carefully and respectfully seeking first to understand what the other person is saying. Then we speak clearly and concisely seeking to be understood by the other person.
2. We address issues, not individuals.

***What Every New Board Member Needs to Know
– About Governance Team Operations –***

3. There are no side conversations. If we have something to say to our neighbor that cannot wait, we request an opportunity to caucus and go out of the room or we wait our turn.
4. We conduct ourselves within commonly understood principals of integrity, professionalism and accountability.
5. We speak and write directly to the question – we don't sidetrack the discussion – we stay on point.
6. We will strive to be prepared by reviewing available board materials and other District related communications in a timely manner.
7. We encourage all members to actively participate and contribute to group discussions.
8. We strive for consensus and do not publicly criticize the decisions of the majority.
9. We celebrate the District's accomplishments.
10. We enjoy what we are doing and we have fun.

7. Governance Protocols – **How we do business: May 2, 2011, Meeting**

How the board meeting agenda is developed and reviewed and by whom: Policy #171.2
Placing items on the board meeting agenda: Policy #171.2
Obtaining additional information about board meeting agenda items before the meeting: Policy #171.2
Obtaining answers to questions about board meeting agenda items before the meeting:
Alerting the board president of the desire to speak on a particular agenda item: Policy #187
Introducing new ideas for the board's consideration:
Responding to staff or community complaints or concerns at board meetings: Policy #187
Communications between and among the board, board members and the superintendent:
Communications between the board and other staff: Policy #521.1
Responding to community or staff complaints or concerns outside of board meetings: Policy #871

**What Every New Board Member Needs to Know
– About Governance Team Operations –**

How, when and whom to notify about visiting school sites or participating in district activities: Policy #521
Individual board member requests for information from staff:
Board member participation on district committees and in district activities: Policy #185
When and how the board conducts a self-evaluation:
When and how the board evaluates the superintendent: Policy #225 & 225.1

8. Governance Documents:

District Policies -
<http://www.ecsdnet.org/district/policies.cfm>

District Budget Development
Calendar

Board Bylaws – (100 Series of Policy Book) -
<http://www.ecsdnet.org/district/policies-100-199.cfm>

Location of District Policy Book:
Policy #151.2

Employee Handbook

9. Board Member Benefits:

Stipend:	Voted on at the annual meeting. Currently \$1,500, officers receive an additional \$100.
Health Benefits:	None.
Attending conferences / educational meetings / community events: Policies #164 and #671.2	District pays lodging and registration.
Making reservations for conferences / workshops / district business trips:	Kelly Mosher
Travel Expenses and Reimbursements: Policies #164 and #671.2 Form	Travel and meals reimbursed if submitted.

– About The District – About Governance Team Operations –

NOTES:

4/18/17

BOARD POWERS AND RESPONSIBILITIES

The Evansville Community School District Board of Education shall provide for a school system and establish general policies in keeping with the wishes of the community and the requirements of the state law. It is understood that the members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board member, except when such statement or action is in pursuance of specific instructions from the Board.

The Board shall function as a legislative body only, providing for executive control of the schools through the direction of the district administrator. The individual participation of Board members shall take place in scheduled Board and committee meetings, which is the basic manner in which they fulfill their responsible positions. The method of participation is through discussion, deliberation, debate and voting.

No Board member, by virtue of his/her office, shall exercise any administrative responsibility with respect to the schools or, as an individual, command the services of any school employee.

The responsibilities of the Board shall be:

- 1) To select the district administrator and support him/her in the discharge of his/her duties.
- 2) To select school personnel upon nomination and recommendation of the district administrator.
- 3) To consider and act on policies for the school program.
- 4) To require and evaluate the reports of the district administrator concerning the progress of the financial status of the schools.
- 5) To consider, revise and adopt an annual budget recommended by the district administrator.
- 6) To consult with the district administrator and committees on their recommendations.
- 7) To assist in presenting to the public the needs and progress of the education system.
- 8) To perform specific duties mandated by statutes.
- 9) To periodically evaluate the Board's own performance.
- 10) To investigate irregularities in the school system.

All Board members are expected to attend all Board meetings, preview the Board packets, and be prepared to participate.

Convening in Closed Session

A meeting may be convened in closed session only when the board or subunit is first properly convened in open session, and only to consider matters under one or more of the exemptions in s.19.85(1). A motion to close shall be carried by majority vote. The vote of each member on the motion must be recorded in the minutes.

Before the motion is adopted, the presiding officer must announce the nature of the business to be considered in closed session and the specific statutory exemption or exemptions by which the closed session is claimed to be authorized. The announcement shall become part of the record of the meeting.

No business may be taken up at any closed session except that which relates to matters contained in the presiding officer's announcement of the closed session. *Section 19.85(1).*

Ballots, Voting and Records

Except for the election of officers of the governmental body, no secret ballot may be used to determine any election or decision. Any member of the governmental body may require that a vote be taken at any meeting in such a manner that each member's vote is ascertained and recorded, except for the election of board officers. *Section 19.88(1) and (2).*

The motions and roll call votes of each meeting of a governmental body shall be recorded, preserved and open to public inspection to the extent prescribed in the public records law. *Section 19.88(3).*

Exclusion of Members

No duly elected or appointed member of a governmental body may be excluded from any meeting of such body. Unless the rules of the governmental body provide to the contrary, no member of the body may be excluded from any meeting of a subunit of that governmental body. If the member is not a member of the subunit, attendance at the subunit's meeting may trigger additional notice requirements. *Section 19.89.*

Recording, Filming and Photographing

Whenever a board or a subunit holds a meeting in open session, the board or subunit must make a reasonable effort to accommodate any person desiring to record, film or photograph the meeting. However, this does not permit recording, filming or photographing a meeting in a manner that interferes with the conduct of the meeting or the rights of the participants. *Section 19.90.*

Penalty and Enforcement

A member of a governmental body may be subject to a forfeiture for violation of the open meetings law. No member of a governmental body is liable under the open meetings law on account of his or her attendance at a meeting held in violation of the open meetings law if he or she makes or votes in favor of a motion to prevent the violation from occurring, or if, before the violation occurs, his or her votes on all relevant motions were inconsistent with all those circumstances which cause the violation. *Section 19.96.*

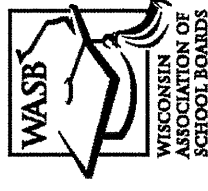
Any action taken at a meeting of a governmental body held in violation of the open meetings law is voidable by a court. *Section 19.97(3).*

Attorney General's Interpretation

Any person may request advice from the Attorney General as to the applicability of the open meetings law under any circumstances. The Wisconsin Department of Justice publishes *Wisconsin Open Meetings Law: A Compliance Guide*, available at www.doj.state.wi.us.

WISCONSIN ASSOCIATION OF
SCHOOL BOARDS, INC.
122 W. Washington Avenue, Suite 400
Madison, Wisconsin 53703
608-257-2622 or Toll Free 877-705-4422
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wasb.org

REVISED DECEMBER 2015



Open Meetings Law

A Summary for Wisconsin School Boards

The open meetings law is found in sections 19.81 to 19.98 of the Wisconsin Statutes. There are other statutory requirements for calling, noticing and conducting regular and special school board meetings that are not discussed in this summary (see ss. 120.11 and 120.43, for example). Also, for the open meetings requirements related to collective bargaining, read ss. 19.82(1), 19.85(3), 19.86 and 111.70(4)(cm)2.

Coverage

The open meetings law covers "meetings" of "governmental bodies." A school board is a "governmental body" covered by the open meetings law. The law also is applicable to formally constituted subunits of the board, such as board-created committees. However, any board or committee formed for or meeting for the purpose of collective bargaining is not a "governmental body" covered by the open meetings law. *Section 19.82(1)*.

"Meeting" means the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power and duties delegated to or vested in the body. Whenever the members of a governmental body meet to engage in governmental business, be it discussion, decision or information gathering, the open meetings law applies if the number of members present is sufficient to determine the body's course of action regarding a proposal discussed at the meeting. If one-half or more of the members of a governmental body are present, the law "rebuttably presumes" that it is a "meeting" covered by the open meetings law. The term "meeting" does not include any social or chance gathering or conference which is not intended to avoid the law. *Section 19.82(2)*.

Convening in Open Session

Every meeting of a governmental body, including contemplated closed sessions, must be preceded by public notice and initially convened in open session. All discussion and action, formal or informal, must be initiated, deliberated and acted upon in open session, except where the meeting has been properly closed for a purpose permitted by s.19.85. During a period of public comment, a governmental body may discuss any matter raised by the public. *Section 19.83*.

"Open session" means a meeting which is held in a place reasonably accessible to members of the public and open to all citizens at all times.

Public Notice

Content

Public notice must set forth the time, date, place and subject matter of the meeting, including that intended for any contemplated closed session, in such form as is reasonably likely to apprise members of the public and news media thereof. Notice of a contemplated closed session should refer to the specific statutory exemption. The public notice may provide for a period of public comment. *Section 19.84(2)*.

Timing

Public notice of every meeting must be given at least 24 hours prior to the meeting's commencement. If for good cause this is impossible or impractical, shorter notice may be given, but never less than two hours in advance. *Section 19.84(3)*.

Separate notice must be given for each meeting, at a time and date reasonably close to the time and date of the meeting. *Section 19.84(4)*.

Intent to reconvene in open session within 12 hours after a closed session must be noticed at the same time and in the same manner as notice of the meeting convened prior to closed session. *Section 19.85(2)*.

Whom to Notify

In addition to any notice required by other statutes, notice of meetings must be given (1) to the public, (2) to news media who have filed written requests, and (3) to the official newspaper, or if none, to a news medium likely to give notice in the area. *Section 19.84(1)*.

Subunit Exception

Formal subunits of school boards may meet without public notice during or immediately after a lawful meeting of the school board to discuss or act on a matter which was the subject of the board meeting. The presiding officer of the board meeting must publicly announce the time, place and subject matter of the meeting of the subunit in advance at the board's meeting. *Section 19.84(6)*.

Closed Sessions

A meeting may be convened in closed session under one or more of the exemptions provided in s. 19.85(1), including the following exemptions that have been used by school boards:

- (a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.
- (b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, and taking of formal action on any such matter; provided that the public employee or person licensed is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held.
- (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
- (d) Considering strategy for crime detection or prevention.
- (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- (f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
- (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- (h) Consideration of requests for confidential written advice from the elections commission under s. 5.05(6a) or the ethics commission under s. 19.46(2), or from any county or municipal ethics board under s. 19.59(5).

BOARD MEETINGS

All meetings of the Evansville Community School District Board of Education shall be open to the public. Notice of all meetings must be given to the public in compliance with the state statutes. Please note, executive sessions of a meeting are closed to the public.

Regular Meetings –

The Evansville Board of Education shall meet on the second Wednesday of each month at a place designated by the Board with due notice. The regular meeting time will be set annually at the reorganization meeting. The public may address the Board regarding any issue during public presentations in accordance with Board policy.

The regular meeting of the Board may be changed following consultation of the Board president with the district administrator and a straw poll of remaining Board members. Meetings may be adjourned to a specific date, at the direction of the Board President, for the consideration of unfinished business.

Committee Meetings –

Board committees of the whole will meet on the 4th or last Wednesday of the month. Items may also be placed on the agenda for Board action as needed.

Special Meetings –

Special school board meetings will be scheduled following consultation of the Board president with the district administrator, and a straw poll of remaining board members.

Organizational Meeting –

The annual organizational meeting of the Evansville Board of Education shall be held at the first meeting of the Board on or within 30 days of the fourth Monday in April.

The purpose of the organizational meeting shall be to elect a president, a vice-president, a clerk and a treasurer. The floor will be opened for nominations for each office, which will be voted on by voice vote, roll call, or paper ballot.

Annual District Business Meeting –

The Annual District Business Meeting, which includes a budget hearing, will be held between May 15 and September 30 in a prominent location. The date and time of the meeting to be set no later than the May board meeting. All citizens of the Evansville Community School District shall be encouraged to attend and participate.

The school district clerk or designee shall publish a Class 2 Notice, under Ch. 985, of the time and place of the annual meeting, the last insertion to be not more than eight days nor less than one day before the annual meeting.

Legal Ref.: Section 120.11 Wisconsin Statutes (School Board Meetings and Reports)
19.83 (Meetings of Governmental Bodies)

Local Ref.: Policy #187-Public Participation at Board Meetings

EXECUTIVE SESSIONS

The Evansville Community School District Board of Education shall convene all meetings of the Board and its committees in open session except during consideration of certain confidential business items as specified in Wisconsin State Statutes for which the Board may convene in executive (closed) session.

Executive sessions must be convened from within the structure of an open meeting. The Board President must announce to those present at the meeting the general nature of the business to be considered at the closed session. No other business will be taken up during that session. The motion to convene an executive session shall reference the specific statutory exemption(s) authorizing the closed session and must be approved by a majority vote recorded via the roll call process.

The Board will not commence an open session, subsequently convene in a closed session, and then reconvene into an open session within a 12-hour period, unless public notice of the subsequent open session was given at the same time and in the same manner as the public notice of the initial meeting.

Meeting minutes shall reflect that the Board convened in closed session and the statutory exemption(s) cited.

Legal Ref.: Sections 19.59 Wisconsin Statutes (Codes of Ethics for local government officials, employees and candidates)

19.85 (Exemptions)

120.11(4) (School Board Meetings and Reports)

BOARD MINUTES

A complete and accurate set of minutes of each Evansville Community School District Board of Education meeting shall be kept by the Board clerk or designee. They shall constitute the official record of proceedings of the Board including:

- A record of all action taken by the Board, with the vote of each member.
- A record of all resolutions, orders, procedures and motions.

Copies of the minutes shall be made available to all Board members prior to the meeting at which the minutes are to be approved.

The minutes on motions and voting (including minutes of closed session) are subject to public inspection to the extent authorized by the Public Records Law.

The minutes of any regular or special Board meeting shall be submitted for publication within forty-five days after the meeting. The minutes shall become permanent records of the Board and shall be filed in the District Office with the district administrator and posted on the District web site.

Each committee chair shall be responsible for making sure that minutes are recorded for each committee meeting and for submitting a copy of the minutes to the District Office with the district administrator and to each Board member.

Legal Ref.: Sections 19.21(6) Wisconsin Statutes (Custody and Delivery of Official Property and Records)

19.35(1) (Access to Records; Fees)

19.85 (Exemptions)

19.88 (Ballots, Votes and Records)

120.11(4) (School Board Meetings and Reports)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas the state of Wisconsin recognizes personal financial literacy as an essential element of a complete and balanced education for all students; and

Whereas students today face financial choices that have expanded well beyond what their parents or grandparents dealt with as teens and young adults; and

Whereas the economic stability of our communities and resulting growth of our state's economy will be influenced by the personal financial literacy skills our students gain during their school years; and

Whereas high-quality personal financial literacy education involves a wide range of partners, including educators, business and civic leaders and organizations, and local, regional, and statewide organizations; and

Whereas personal finance requires an interdisciplinary approach over a student's educational career and beyond to best prepare tomorrow's citizens for difficult financial decisions ahead; and

Whereas during this week we encourage everyone in Wisconsin to promote the role that personal financial literacy education has in producing engaged, successful college- and career-ready students;

Therefore, be it resolved that April 22 – 29, 2017, be declared
Money Smart Week in Wisconsin.

MONEY SMART WEEK WISCONSIN



Tony Gu

State Superintendent of Public Instruction



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas School nutrition employees provide nutritious, well-balanced, reasonably-priced meals to more than 500,000 Wisconsin school children each day; and

Whereas Meals prepared and served by school nutrition employees may significantly enhance the student learning environments, allowing children to concentrate on graduating with the skills and knowledge they need to be successful in the workplace or toward further studies, a primary goal of Every Child a Graduate, College and Career Ready; and

Whereas School nutrition employees creatively nurture partnerships with parents, teachers, community groups, and governmental personnel to promote the nutritional values of their programs; and

Whereas School nutrition employees provide a caring, respectful school food service environment;

Therefore, be it resolved that I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim May 1-5, 2017, as

SCHOOL NUTRITION EMPLOYEE WEEK

IN THE STATE OF WISCONSIN, AND I COMMEND THIS OBSERVATION TO ALL CITIZENS.



Tony Evers

State Superintendent of Public Instruction



MEMORANDUM

To: The Evansville Board of Education
From: Alice A. Murphy, Director of Curriculum and Instruction
Date: April 26, 2017
Re: Dane County New Teacher Project Shared Service Contract 2017-18

The Dane County New Teacher Project (DCNTP) is a consortium of school districts that was established in August 2002 in response to Wisconsin law PI-34. PI-34 provided for changes in teacher licensure, mentorship of new teachers, and requirements for hiring and training “highly qualified” staff.

The Evansville Community School District (ECSD) has been a DCNTP consortium member since 2009 and relies on DCNTP support to provide services to our initial educators in years 1 and 2 of teaching as well as our Teacher Mentors. DCNTP collaborates with the District in the development and improvement of our teacher induction program helping us to continually improve how we acculturate, support, and form the professional behaviors of initial educators as they begin teaching in our schools.

The DCNTP provides high quality, standards-based, professional development for educators who work with new teachers to help them improve their instructional practice. DCNTP workshops are developed to serve teacher mentors as well as school administrators at all levels. Evansville representatives attend a number of the following professional development and work group opportunities:

- District Council – serves as the steering committee for the DCNTP, connecting local practice with national updates from the New Teacher Center in Santa Cruz, CA
- Principal Breakfasts – facilitates the work of principals to connect their evaluation of new teachers with the work of teacher mentors in their district
- Induction Program Leader Coffee – support is provided to induction leaders of member districts to discuss issues related to the mentor program implementation, sustainability, and responsiveness to changes related to educator quality
- Mentor Refreshers – re-tooling for mentors already trained in foundational courses offered by the consortium
- Release Mentor Forums – networking and problem-solving opportunities for full time mentors of consortium member districts
- Beginning Teacher Standards-Based Seminars – address core issues that support new teacher induction such as communicating with parents, assessing student learning, PDP support, and meeting the needs of diverse learners

ECSD uses the services of the DCNTP to train all new mentors. Teacher mentors attend four foundational workshops:

- Instructional Mentoring: strategies and tools for mentoring initial educators
- Observation and Conferencing: data collection and its use in providing constructive criticism to initial educators
- Using Data to Inform Instruction: using classroom data to improve instructional practices in the classroom
- Designing Effective Instruction: using tools and protocols to support teachers as they plan assessment-driven instruction aligned to content standards

The DCNTP serves and supports new teacher induction practices in sixteen area school districts including: Belleville, Cambridge, DeForest, Diocese of Madison, Evansville, Madison, Marshall, McFarland, Middleton-Cross Plains, Monona Grove, Mount Horeb, Oregon, Stoughton, Sun Prairie, Verona, and Waunakee. Member districts pay a consortium fee based upon total student enrollment

and receive a reduced rate for foundational workshops through the DCNTP. Mentors and administrative staff may attend the mentor and new teacher seminars/forums and other work groups at no cost. Member districts also have access to support from the Program Chair, Tom Howe, to work on site for specific needs.

The current ECSD teacher mentor is Marcela Tyson. Ms. Tyson's 3-year term expires at the end of the 2016-17 school year. Our mentor works with year-one and year-two initial educators to provide frequent coaching support in the classroom, reflective practice through local meetings and DCNTP Beginning Teacher Standards-Based Seminars, and facilitate the development of the initial educator's first Professional Development Plan for license renewal. The teacher mentor works with the Director of Curriculum and Instruction to administer the program and provide for program changes based upon state and national influences on teacher professional practice.

**2017-2018 School Year SHARED
SERVICE CONTRACT Dane
County New Teacher Project (SEC.
66:0301)**

Parties to a resolution adopted by each of the following school districts:

- 1) Belleville School District
- 2) Cambridge School District
- 3) DeForest School District
- 4) Diocese of Madison
- 5) Evansville Community School District
- 6) Madison Metropolitan School District
- 7) Marshall School District
- 8) McFarland School District
- 9) Middleton-Cross Plains Area School District
- 10) Monona Grove School District
- 11) Mount Horeb Area School District
- 12) Oregon School District
- 13) Stoughton Area School District
- 14) Sun Prairie Area School District
- 15) Verona Area School District
- 16) Waunakee Community School District

Said school districts hereby mutually agree, pursuant to the provisions of s.66:0301 Wis. Stats., to the following conditions:

1. That said above parties agree and contract for the operation of a **66:0301** program as hereinafter set forth;
2. Hereinafter the Waunakee Community School District is to be the operator and fiscal agent;
3. That said fiscal agent will account for all financial transactions in Fund 99;
4. That estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
5. That variation from the budget will require prior approval of all school district parties hereto;
6. That Exhibit A attached hereto and incorporated herein by reference includes the plan for operation, and plan of payments to said operator or fiscal agent by each school district.

EXHIBIT A

As an addendum to the shared services contract (Sec. 66:0301) for the Dane County New Teacher Project.

BUDGET AND PLAN OF OPERATION

a.

Item	Estimated Cost
Reduced Rates for National New Teacher Center, Teacher Induction and Instructional Coaching Professional Development	No Cost
Focused District Consults (1 per district)	No Cost
Menu of Induction related Site Visits	No Cost
Quarterly District Council Meetings	\$200
Board Meetings	\$200
District Induction Team Work Day	\$600
Beginning Teacher Regular Education Seminars	\$13,280
Mentor Support for 1:1 Mentors	\$1,900
Monthly Release Mentor Forums (Mentors supporting more than one Beginning Teacher)	\$1,100
Program Leader Meetings	\$200
Principal Engagement	\$1,800
DCNTP Capacity Building, National Professional Development (NPLN, Symposium, Trainers Academy)	\$13,900
Office Rent/Expenditures	\$3,800
DCNTP Chairperson (salary only; 45 FTE of 220 day contract)	\$45,760
DCNTP Co-Chairperson (highest estimated salary)	\$50,000
DCNTP Project Manager (hourly salary only; 25 hrs./week)	\$25,760
Total	\$158,500

Six-tier system based on the estimated increase, from \$110,000 (in 2016-17) to \$158,500, to cover the half-time salary and benefits of a new co-chair.

Tier	Enrollment	Number of Tier Districts	Percentage of even split and cost	Total
1	8000 and up	Two: Madison, Sun Prairie	150%--\$15,000	\$30,000
2	6600-7800	One: Middleton-Cross Plains	125%--\$12,500	\$12,500
3	5000-6600	Two: Diocese of Madison (Dane Co. area only), Verona	100%--\$10,000	\$20,000
4	3900-4500	Two: Oregon, Waunakee	95%--\$9,500	\$19,000
5	2200-3700	Five: De Forest, McFarland, Monona Grove, Mount Horeb, Stoughton	90%--\$9,000	\$45,000
6	800-2000	Four: Belleville, Cambridge, Evansville, Marshall	80%--\$8000	\$32,000
			TOTAL:	\$158,500

b. Invoiced July 1 on an annual basis.

Dane County New Teacher Project

April 26, 2017

Services	2015-16	2016-17	2017-18
Reduced Rates for National New Teacher Center, Teacher Induction and Instructional Coaching Professional Development	No Cost	No Cost	No Cost
Focused District Consults(1 per district)	No Cost	No Cost	No Cost
Menu of Induction related Site Visits	No Cost	No Cost	No Cost
Beginning Teacher and Mentor Social	\$1,000		
Quarterly District Council Meetings	\$400	\$200	\$200
Board Meetings	\$200	\$200	\$200
District Induction Team Work Day	\$720	\$720	\$600
Beginning Teacher Regular Education Seminars	\$11,100	\$11,000	\$13,280
Mentor Support for 1:1 Mentors	\$2,820	\$1,500	\$1,900
Monthly Release Mentor Forums(Mentors supporting more than one Beginning Teacher)	\$1,944	\$1,500	\$1,100
Program Leader Meetings	\$450	\$250	\$200
Principal Engagement	\$2,100	\$2,000	\$1,800
DCNTP Capacity Building, National Professional Development (NPLN, Symposium, Trainers Academy)	\$12,200	\$15,400	\$13,900
Office Rent/Expenditures	\$5,600	\$5,600	\$3,800
DCNTP Chairperson(salary only; 45 FTE of 220 day contract)	\$45,760	\$45,760	\$45,760
DCNTP Co-Chairperson(highest estimated salary)			\$50,000
DCNTP Project Manager(hourly salary only; 25 hrs./week)	\$25,760	\$25,760	\$25,760
Total	\$110,054	\$109,890	\$158,500

Evansville: Shared Service Consortium Fee	2015-16	2016-17	2017-18
	\$6,800.00	\$6,735.00	\$8,000.00

Evansville

Community School District

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-5224
Fax: (608) 882-6564

Steve Swanson
Business Manager
swansons@evansville.k12.wi.us

Jessie Backes
Business Services Assistant
backesj@evansville.k12.wi.us

To: Evansville Board of Education
From: Steve Swanson, Business Manager
Re: School Meal Prices
Date: April 26, 2017

The Child Nutrition Reauthorization Healthy, Hunger-Free Kids Act of 2010 includes requirements for setting school meal prices. Districts must follow the new regulations in order to continue to receive meal reimbursements. District meal price information is collected annually by DPI to show compliance with the new law.

CHILD NUTRITION REAUTHORIZATION HEALTHY, HUNGER-FREE KIDS ACT OF 2010 Sec. 205. Equity in school lunch pricing - Effective SY beginning July 1, 2011, schools are required to charge students for paid meals at a price that is on average equal to the difference between free meal reimbursement and paid meal reimbursement; Schools that currently charge less are required to gradually increase their prices over time until they meet the requirement; Schools may choose to cover the difference in revenue with non-Federal funds instead of raising paid meal prices.

Below are the required meal prices for the 2017-2018 school year. The pricing reflects no increase to the lunch price for grades K-5, 6-12, and no increase to the milk price.

LUNCH FEE SCHEDULE

<u>Lunch Prices</u> 2016-2017	<u>Daily</u>	<u>Lunch Prices</u> 2017-2018	<u>Daily</u>
Elementary/Intermediate School	\$2.40	Elementary/Intermediate School	\$2.40
Middle School	\$2.75	Middle School	\$2.75
High School	\$2.75	High School	\$2.75
Adults	\$4.00	Adults	\$4.00
Milk (1/2 Pint)	\$.40	Milk (1/2 Pint)	\$.40
Reduced Lunch	\$.40	Reduced Lunch	\$.40

Evansville

Community School District School Board Meeting Information Updated April 26, 2017

340 Fair Street
Evansville, WI, 53536
Phone: (608) 882-5224
Fax: (608) 882-6564

<u>2017-2018 Budget Item</u>	<u>Working Budget Amounts</u>	
Current 2017-2018 Working Draft Budget Deficit	\$ (689,904)	
Administrative Team recommendation items for reduction or elimination:	<u>Saves</u>	<u>Priority</u>
1. Eliminate hard to fill positions line item (Bd. Approved 4/12)	\$ 75,000	1
2. No additional High School Computer Lab (Bd. Approved 4/12)	\$ 10,000	1
3. Reduce Administrator Travel Budgets (Bd. Approved 4/12)	\$ 4,000	1
4. Eliminate Atlas Curriculum Map (Bd. Approved 4/12)	\$ 6,000	1
5. Eliminate IEP Meetings Cost (Handbook Change Required)	\$ 2,267	1
6. Retirement Incentive (Reflects only 1 of 3 persons that accepted)	\$ 70,794	1
7. Eliminate CESA Transition Network (Bd. Approved 4/12)	\$ 3,500	1
8. Eliminate Data Retreat (Bd. Approved 4/12)	\$ 5,693	1
9. Eliminate History Hunters - 4th Grade (Bd. Approved 4/12)	\$ 1,500	1
10. Eliminate Educator Effectiveness Coaches (Bd. Approved 4/12)	\$ 10,000	1
11. Eliminate Gateway Distance Learning Contract (Bd. Approved 4/12)	\$ 6,000	1
12. Freeze Health Insurance Contributions @ 16-17 Level (Bd. Approved 3/8)	\$ 116,540	3
12. Freeze Health Insurance Contributions @ 2016-17 Level ACTUAL	\$ 111,653	3
13. Freeze all employee group salaries/wages @ 2016-17 Level	\$ 133,259	3
14. Eliminate Event Supervisors (Handbook Change Required)	\$ 6,000	4
15. Reduce Middle School LMS & replace with a Paraprofessional	\$ 41,225	1
16. Reduce 1 PE/Health Teacher @ the Middle School	\$ 97,604	1
17. Reduce English Language Arts - High School (Bd. Approved 4/12)	\$ 60,604	2
18. Reduce TRIS & LLE LMS Position and replace with a Paraprofessional	\$ 26,294	2
19. Reduce 1 EL Teacher	\$ 55,438	2
20. Reduce 1 K-12 Special Education Teacher	\$ <u>77,901</u>	4
	Total Savings	\$ <u>701,128</u>
	Adjusted (Deficit)/Surplus	\$ <u>11,224</u>

Priority 1 = Highest Priority / Priority 4 = Lowest

Evansville Community School District
Proposed 2017-2018 Staffing

Position	LLE	TRIS	JCM	HS	District	Current 2016-2017 FTE	Proposed 2017-2018 FTE	Change FTE
Agriculture				1		1	1	0
Alternative Education				1		1	1	0
Art	1	1	1	1		4	4	0
Business Education			1	2		3	3	0
Early Childhood	1					1	1	0
Elementary Teacher	22	17				39	39	0
English Language Arts			4	5		9	8	(1)
English Language (ESL)	0.5	0.5	0.5	0.5		2	1	(1)
FACS (Family and Consumer Science)			1	1		2	1	(1)
GT/Reading Teacher			0.5	0.5		1	1	0
GT/Reading Teacher	1	1				2	2	0
Instrumental Music			1	1		2	2	0
Library Media Specialist	0.5	0.5	1	1		3	1	(2)
Mathematics			3	5		8	8	0
Occupational Therapist					2	2	2	0
Physical Education/Health Education	1.5	1.5	3	2		8	8	0
Physical Therapist					1	1	1	0
Reading Specialist	1	1	1			3	3	0
School Counselor	1	1	1	1.5		4.5	4.5	0
School Nurse					1	1	1	0
School Psychologist	0.5	0.5	0.5	0.5		2	2	0
Science			3	4		7	7	0
Social Studies			3	3.5		6.5	6.5	0
Social Worker					1	1	1	0
Spanish				2		2	2	0
Spanish/English Language Arts			2			2	2	0
Special Education	3	3	4	5		15	14	(1)
Speech/Language Pathologist					3	3	3	0
Technology Teacher			1	2		3	3	0
Vocal Music	0.85	1	1	1		3.85	3.85	0
								0
Total	33.85	28	32.5	40.5	8	142.85	136.85	(6)

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM MARCH 13, 2017, COMMITTEE MEETING							
#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Approved Board Action		Date
					YES	NO	
1	Janessa Katzenberger	Part II - Certified Staff	Pg. 40, Section 1, 1.02 - Administratively Called Meetings	X			
2	Jerry Roth	Part II - Certified Staff	Pg. 40, Section 1, 1.04 and 1.05 - add Supervision of Co/Extra-Curricular Events	X		Mr. Roth rescinded this change during 3/22/17 Board meeting.	
3	Scott Everson	Part II - Certified Staff	Pg. 48 and 49, Section 6, 6.01, B - add new #4 #3 - co- and/or extra-curricular service in the District	X			

Clerical Items - None

3/6/17 March 13 proposed changes for committee
 1st Reading: March 22, 2017
 2nd Reading: April 12, 2017
 3rd Reading: 4/26/17 Board Approved/Denied

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Monday, March 13, 2017, at 4:30 pm in the District Board and Training Center.

Attendance

Members in attendance: John Rasmussen, Brian Benson, Keith Hennig, Michelle Klopp, Jerry Roth and Mark Schwartz. Absent: Melissa Hammann, Steve Scherber and Catherine Schuett.

Appoint Someone to Take the Minutes

Mr. Schwartz volunteered to take the minutes.

Approve January 9, 2017, Minutes

Motion by Mr. Henning, seconded by Mr. Roth, moved to approve the January 9, 2017, minutes as presented. Motion carried, voice vote.

Review

Policy #152 – Employee Handbook, Appendix A, Employee Handbook Proposed Change Form, and Employee Handbook Clerical Items guide sheet. Same as in previous meeting.

Review Suggested Employee Handbook Changes From Each Employee Group Representative, District Office, and Policy Committee

#1 – Part II, Certified Staff, Pg. 40, Section 1, 1.02-Administratively Called Meetings.

Michelle Klopp voiced concern about the language from “(IEP) meeting which may be held any day of the week at any time” to be more specific. Mr. Henning commented that Monday through Friday may be an appropriate adjustment to the language.

Mr. Benson expressed concern of the language regarding teacher notification before 3:15 as plans and schedules may already be in place. Mr. Henning suggested “48 hours notice whenever possible” was a potential wording to consider.

#2 – Part II, Certified Staff, Pg. 40, Section 1, 1.04 and 1.05 – Add Supervision of Co/Extra Curricular Events.

Michelle Klopp expressed concern over legal and contractual issues in regard to assigning teachers hours outside the school day.

#3 – Part II, Certified Staff, Pg. 48 and 49, Section 6, 6.01, B – Add New #3-Co-and/or Extra-Curricular Service in the District.

The Committee voted 5-0 (Michelle Klopp abstained) to change #3 and #4 around in the order of proposed factors with consideration to the determination of potential teacher lay-offs.

Clerical Items – None.

Adjourn

Motion by Mr. Hennig, seconded by Mr. Schwartz, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 4:55 pm.

Approved _____
John Rasmussen, Chair

Email Approval From Committee Members: 3/22/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Janessa Katzenberger

Employee Handbook Part: II: Certified Staff

Employee Handbook Page/Section/Section #: Pg. 40, Section 1, Section #1.02

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

All required meetings will be held on Mondays and Wednesdays and last no later than 4:15 pm with the exception of Individual Educational Plan (IEP) meetings which may be held any day of the week at any time that works best for the IEP team. Teachers will be notified of their professional responsibility to participate in individual or group meetings before 3:15 pm. Teachers can be excused from such duty at the principal's or designee's discretion. Coaches and advisors will be excused at 3:15 pm on each school day during their season.

DISTRICT OFFICE USE ONLY

Form received: 3-6-17

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: Reduces IEP Meeting costs by \$2267

Legal Impact: None

Current –

1.02 Administratively Called Meetings

All required meetings, except IEP (individual educational plans) meetings, will be held on Monday and Wednesdays only and last no later than 4:15 pm. IEP meetings may be held Monday through Thursday and teachers will be paid for time spent after 4:00 pm for IEP meetings. Teachers will be notified of their obligation to participate in individual or group meetings before 3:15 pm. Teachers can be excused from such duty at the principal's or designee's discretion. Coaches and advisors will be excused at 3:15 pm on each school day during their season.

Proposed –

1.02 Administratively Called Meetings

All required meetings will be held on Mondays and Wednesdays and last no later than 4:15 pm with the exception of Individual Educational Plan (IEP) meetings which may be held any day of the week at any time that works best for the IEP team. Teachers will be notified of their professional responsibility to participate in individual or group meetings before 3:15 pm. Teachers can be excused from such duty at the principal's or designee's discretion. Coaches and advisors will be excused at 3:15 pm on each school day during their season.

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Scott Everson

Employee Handbook Part: 6.0 Reduction in Force, Positions, and Hours

Employee Handbook Page/Section/Section #: Page 48-49; Section 6.01, part B

Suggested Revision: Add factor #3: "Co- and/or extra-curricular service in the district"
How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

To better provide our students with opportunities to pursue the arts, athletics, and other activities.

DISTRICT OFFICE USE ONLY

Form received: 3-17-15

Board of Education Approval of Change: YES ___ or NO ___; Action Date _____

Cost Impact and Amount: None

Legal Impact: None

Certified Staff – Pg. 48 and 49, Section 6, 6.01, B –

Current –

B. In determining which teachers shall be laid-off, the Board shall take into account the following factors respectively:

1. volunteers,
2. academic training and certification as determined by the Department of Public Instruction,
3. ability and performance as a teacher in the District per documented evaluation and letters of discipline by supervisory personnel,
4. length of service in the District, and
5. years of teaching experience.

Proposed –

B. In determining which teachers shall be laid-off, the Board shall take into account the following factors respectively:

1. volunteers,
2. academic training and certification as determined by the Department of Public Instruction,
4. ~~3.~~ co-and/or extra-curricular service in the District,
3. ~~4.~~ ability and performance as a teacher in the District per documented evaluation and letters of discipline by supervisory personnel,
5. length of service in the District, and
5. years of teaching experience.

Per
Handbook
minutes

Certified Staff – Pg. 48 and 49, Section 6, 6.01, B –

Current –

- B. In determining which teachers shall be laid-off, the Board shall take into account the following factors respectively:
1. volunteers,
 2. academic training and certification as determined by the Department of Public Instruction,
 3. ability and performance as a teacher in the District per documented evaluation and letters of discipline by supervisory personnel,
 4. length of service in the District, and
 5. years of teaching experience.

Proposed by Everson/Committee –

- B. In determining which teachers shall be laid-off, the Board shall take into account the following factors respectively:
1. volunteers,
 2. academic training and certification as determined by the Department of Public Instruction,
 3. ability and performance as a teacher in the District per documented evaluation and letters of discipline by supervisory personnel,
 4. **co-and/or extra-curricular service in the District,**
 5. length of service in the District, and
 6. years of teaching experience.

Proposed by School Board –

- B. In determining which teachers shall be laid-off, the Board shall take into account the following factors respectively:
1. **those who volunteer,**
 2. **those lacking** academic training and certification as determined by the Department of Public Instruction,
 3. **those with compromised** ability and performance as a teacher in the District per documented evaluation and letters of discipline by supervisory personnel,
 4. **those with no co-and/or extra-curricular service in the District,**
 5. length of service in the District, and
 6. length of **overall teaching service,**

STAFFING HARD TO FILL POSITIONS

The Evansville Community School District Board of Education values all staff and their contributions to creating a positive learning environment. The Board also acknowledges the challenges brought by Labor Market Forces in the attraction and retention of high quality staff in shortage areas. Addressing the issues piecemeal can lead to unexpected expenditures and may increase staff anxiety regarding pay equity. Therefore, the Board recommends this policy to create continuity in the area of hard-to-fill positions.

The Board, in its sole discretion shall grant a salary adjustment to any teacher in a shortage area. Shortage areas are defined by the Board annually and shall be based on a combination of the DPI emergency license applications for the most recent year and the Administrative Team's experience in hiring for these positions.

The granting of the additional salary adjustment is only applicable during individual contract year(s) in which the staff member is certified and teaching in particular teaching assignment and certification area that was provided additional salary adjustment. If the staff member transfers or is reassigned outside of the area where additional salary adjustment was provided to an area where the above certification(s) or degree(s) are not required, or they no longer possess such required industry certification(s) or degree(s), they shall forfeit the salary adjustment. If such transfer or reassignment occurs during the course of an individual contract year, the employee's salary adjustment shall be pro-rated for the portion of the contract year where they possessed the certification(s)/industry degree(s) and were teaching in the area that received the additional salary adjustment.

The offer of the above additional salary adjustment is at the sole discretion of the District. The District may modify, amend or delete this additional salary adjustment without violating the non-renewal provisions set forth in state statutes. Such modification, amendment or deletion shall not affect the other terms and conditions of the teacher's individual contract. Such modification, amendment or deletion of the salary adjustment is not subject to the District grievance procedure.

Process:

1. The Board shall annually prioritize shortage areas using the most current emergency DPI license data and district experience. The Business Manager (or Curriculum Director) shall provide the annual updates of DPI emergency license data and the Administrative Team shall provide the list based on hiring experience to the Policy Committee. Annually by September 1, a spreadsheet indicating historical data shall be maintained by the Business Manager going forward for both lists.
2. A successful candidate for shortage area is offered a base salary commensurate with the compensation schedule.
3. Additional salary shall be offered depending on Board priority list.
4. Such supplemental salary is linked to the position and not the candidate/employee.
5. The district shall identify all employees in shortage areas.
6. The plan shall be phased in by September 1, 2023, with the hardest to fill positions beginning in September 1, 2017, and descending in priority order in the following years.

7. Effective with fiscal year 2017-2018 budget, the District **is encouraged to** ~~shall~~ create a budget line item for the purpose of funding the hard to fill positions. This fund shall be a percentage of all district employee salaries.
8. Shortage areas may fluctuate over time and must be reviewed annually to remain market sensitive.
9. Supplemental salary offer shall be contingent on market forces, including but not limited to market averages for that position and the number and quality of applicants.

Legal Ref.: Section 118.22 (Wisconsin Statutes) (Renewal of Teacher Contracts)

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, April 12, 2017, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Rasmussen, Hammann, Oberdorf, Hennig, and HS Rep Roth. Absent: Spanton Nelson and HS Rep Parker.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the agenda as presented. Motion carried, 6-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Week of the Young Child – April 17.
- Back To School Days - August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

PUBLIC PRESENTATIONS

Staff member Chrissy Humberg, spoke in opposition of a proposed change in the Employee Handbook on the layoff language.

Staff members Sable Schwab, Kim Katzenmeyer, and Beth Oswald spoke in opposition of the proposed budget items for elimination or reduction.

Community member, Amanda Koenecke, spoke on safety issues.

INFORMATION & DISCUSSION

J.C. McKenna Middle School staff, Mike Czerwonka, Mandi Firgens, and Mike Maves, and student Makayla presented the schools mentors program.

HS Rep Roth presented the high school events.

Business Manager, Mr. Swanson, shared documents on the 2017-2018 health insurance premiums and presented information on HRA (Health Reimbursement Account) and HSA (Health Savings Account) that the Insurance Committee have been reviewing. Discussion.

Mr. Swanson presented additional scenarios on the 2017-2018 preliminary budget. Discussion.

Mr. Roth gave update on the 2018 potential referendum of approving Construction Manager services with JP Cullen later in the meeting, and presented information on creating a Citizens Advisory Committee and timeline. Discussion.

Mr. Braunschweig presented the official school board election results.

Mr. Braunschweig shared that a special meeting will be held on May 3, 2017, at 6:00 pm to determine final nonrenewals.

Ms. Hammann presented for a first reading, policies: #455.2-Automobile and Bicycle Use and Safety; #510-Personnel Policy Goals; #511-Equal Opportunity Employment; and #511.1-Employee Discrimination Complaint Procedures. Discussion.

Ms. Hammann presented for a second reading, policy-Staffing Hard to Fill Positions. Discussion.

Mr. Rasmussen presented for a second reading, proposed Employee Handbook changes: #1-Part II-Certified Staff, Pg. 40, Section 1, 1.02-Administratively Called Meetings and #3-Part II-Certified Staff, Pg. 48 and 49, Section 6, 6.01, B-add new #4-co-and/or extra-curricular service in the District. Discussion.

PUBLIC PRESENTATIONS

Staff member, Mike Maves, spoke in opposition of the proposed Employee Handbook change of language on Administratively Called Meetings.

Staff member, Chrissy Humberg, spoke in opposition of a proposed change in the Employee Handbook on the layoff language.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to enter into contract negotiations with JP Cullen for Construction Manager services. Motion carried, 6-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Rasmussen, moved to accept the retirement of Deborah Herbers, J.C. McKenna Middle School Teacher, effective at the end of the 2016-2017 school year, and thank her for serving in the District for 27 years. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved, from the recommended items list, #1, we eliminate Hard to Fill Positions Line Item from the 2017-2018 budget. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved, from the recommended items list, #2, we do not add an additional high school computer lab for the 2017-2018 school year. Discussion. Motion carried, 5-1 (Hammann)(voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved, from the recommended items list, #3, we reduce the Administrator travel budgets for the 2017-2018 school year. Motion carried, 6-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved, from the recommended items list, #4, we eliminate Atlas Curriculum Map for the 2017-2018 school year. Motion carried, 6-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved, from the recommended items list, #7, we eliminate CESA Transition Network for the 2017-2018 school year. Discussion. Motion carried, 5-1 (Hammann)(voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved, from the recommended items list, #8, we eliminate the Data Retreat for the 2017-2018 school year. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved, from the recommended items list, #9, we eliminate History Hunters, 4th grade. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Hennig, seconded by Ms. Oberdorf, moved, from the recommended items list, #10, we eliminate the Educator Effectiveness Coaches. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved, from the recommended items list, #11, we eliminate Gateway Distance Learning Contract. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved, from the recommended items list, #17, we reduce an English Language Arts position at the high school. Discussion. Motion carried, 5-1 (Hamman)(voice vote).

CONSENT (Action Items)

Motion by Ms. Oberdorf, seconded by Mr. Busse, moved to approve the consent agenda items, policies: #341.31-Human Growth and Development; #350-Extended Instructional Programs; #440-Student Rights and Responsibilities; #453-School Health Services; #453.1-Emergency Nursing Services; #453.2-Student Immunizations; #453.3-Communicable Diseases; the March 22, 2017, Regular Meeting Minutes; and the March bills, as presented. Motion carried, 6-0 (roll call vote).

FUTURE AGENDA

April 26, 2017, regular meeting agenda discussed.

EXECUTIVE SESSION

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to convene into closed session under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (teachers), and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiations strategy concerning the 2017-2018 contract with the Evansville Education Association covering teachers and the Evansville Education Association Auxiliary covering support staff; discuss and approve preliminary notice of consideration of nonrenewal of teachers; and discipline of support staff member. Motion carried, 6-0 (roll call vote).

RECONVENED IN OPEN SESSION TO TAKE ACTION, IF NECESSARY, ON ANY OPEN OR CLOSED SESSION ITEMS

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to terminate support staff person, Nicole Fischer. Motion carried, 5-0-1 (Hamman abstained)(voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to issue preliminary nonrenewal notice to Jolene Lenth, JoAnn Mumm, and Sable Schwab. Motion carried, 5-1 (Hamman)(voice vote).

ADJOURN

Motion by Mr. Hennig, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 10:29 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 4/26/17
Mason Braunschweig, President

Unapproved minutes

MANDATED POLICY

~~LIBRARY AND INSTRUCTIONAL MATERIAL SELECTION AND ADOPTION~~

~~The Board believes that school libraries and learning materials centers (LMCs) are a fundamental part of the educational program. The availability of many materials in a variety of formats allows students and teachers to select the media best suited for individual need and mode of learning.~~

~~The District shall provide and maintain quality school libraries and LMCs. The district administrator shall develop rules, regulations and procedures to insure the quality of content in these resources and their systematic maintenance as current resources for teachers and students. The district administrator shall annually request sufficient funds to maintain these services at a high level.~~

~~Students shall have access to a wide and current range of library and instructional materials with a variety of levels of difficulty. Materials shall have broad appeal, different points of view, and accurately depict the cultural diversity and pluralistic nature of American society.~~

~~The Board is legally responsible for all matters relating to the operation of the schools, the Board delegates the responsibility for the selection of instructional materials to the professionally trained personnel employed by the District. Materials which require a major expense (\$10,000) or reflect a change in methodology shall be approved by the board.~~

~~Selection of materials involves many people: principals, librarians, teachers, supervisors, and specialists. The responsibility for coordinating the selection of library and instructional materials and making the recommendation for purchase rests with the district administrator.~~

~~The district administrator and the professional staff must consider the following objectives when selecting library and instructional materials:~~

- ~~1. To choose instructional materials with an awareness of the student's mental ability, reading ability, emotional maturity, and the lessons s/he will derive from specific reading.~~
- ~~2. To promote and provide materials that will enrich and support the curriculum.~~
- ~~3. To provide materials that will stimulate growth in problem solving, factual knowledge, literary appreciation, aesthetic values and ethical standards.~~
- ~~4. To provide a background of information that will enable students to make intelligent judgements in their daily lives.~~
- ~~5. To provide materials on opposing ideas of controversial issues so that users may develop, under guidance, the practice of critical analysis.~~
- ~~6. To provide materials that realistically represent our pluralistic society and reflect the contributions made by these groups and individuals to our American heritage.~~

INSTRUCTIONAL MATERIALS SELECTION AND REVIEW

The legal responsibility for instructional materials used in the Evansville Community School District rests with the Evansville Community School District Board of Education. The selection of instructional materials is delegated to the appropriate professionally trained certified personnel who shall complete this responsibility in accordance with this policy and established selection criteria and procedures. Materials which require a major expense (\$10,000) or reflect a change in methodology shall be approved by the Board.

The District provides instructional materials, including library media materials, to accomplish the goals and objectives of the school system. Classroom instructional materials are provided that meet specific curriculum goals. School library media centers provide materials for various levels of learning with a wide range of appeal and different points of view to support the curriculum, encourage independent study and research, foster literacy and learning skills, and promote personal reading enjoyment.

The Board delegates to the District the responsibility to provide instructional materials that meet the following standards:

1. Enrich and support the curriculum taking into consideration the varied interests, abilities and maturity levels of the students served.
2. Stimulate growth in factual knowledge, literary appreciation, aesthetic values and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide a diversity of viewpoints so that students may develop, under guidance, the practice of analytical reading and thinking.
5. Represent many religious, ethnic and cultural groups and show how these contributed to the American heritage.
6. Provide students with options for constructive use of leisure time.
7. Provide content that is valid, relevant, appropriate and up-to-date.
8. Contain format quality and variety.

The Board recognizes the right of any resident of the District to object to instructional materials. The review of questioned materials shall be treated objectively, as an important routine action, and in accordance with established District procedures. Every effort shall be made to consider the best interests of the students, school, curriculum and the community.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
121.02(1)(h) (School District Standards)
PI 8.01(2)(h) Wisconsin Administrative Code
PI 9.03(1)(e)

Local Ref.: Policy #411 – Equal Educational Opportunities
#361.2 – Use of Video and Audio Recordings
#872 – Request for Reconsideration of Instructional Materials
#872 Form – Request for Reconsideration of Instructional Materials Form

Approved: January 11, 1988
1st Reading: 4/26/17

361.2

SUGGESTION TO REMOVE – NOT REQUIRED

IMC INSTRUCTION AND MATERIALS

The role of the district's Instructional Media Centers (IMC) is to support and enrich the education programs, curriculum plan and learning activities of each school. It is the duty of the centers to provide a wide range of materials at all levels of difficulty, which represent useful information, differing points of view and diversity of appeal.

The building IMCs should provide a multiplicity of educational support services, library resources, and audio-visual technology to our students, members of the faculty and citizens who reside in the Evansville School District.

Approved: May 11, 1987

Revised: June 11, 2001

Revised: August 13, 2001

Revised: August 15, 2005

1st Reading: 4/26/17

361.3 361.2

USE OF MULTIMEDIA MATERIALS

The Evansville Community School District allows the use of video media (such as DVD's, videotapes, and films) and other multi-media materials for instructional purpose following a careful evaluation of content and level, and providing provisions of the copyright law (see teacher handbook) are followed. The Board expects teachers to use professional judgment when selecting and using multimedia materials for instructional purposes. Such materials must adhere to the following guidelines:

- a. Multimedia materials should not be used if the primary value is for entertainment or has been frequently used by students at home. Teachers are urged to consult with students and honor their request for an alternate activity if students are very familiar with the materials. Segments or excerpts may be more appropriate than showing an entire video.
- b. All multimedia materials must be carefully previewed and evaluated by the teacher and be determined to meet identified learning objectives before they are used with students. Good taste and professional judgment must always be exercised when selecting materials for classroom use.
- c. Videos should not be shown without consistent use of study guides, teacher-directed discussion, and/or written evaluation.
- d. Teachers should use caution in the use of video media for the purpose of rewarding student behavior, having entertainment as its primary value. Staff must get prior approval from the building principal or designee for any use of this type. Videos shall never be used as "filler".
- e. For District curricular and co-curricular activities, staff will adhere to age/grade appropriate ratings set forth by the Motion Picture Association of America and other such rating organizations. Because all students in a grade are not of the same age, appropriateness will be determined by the age of the majority of students.
- f. The District recognizes that teachers may have valid educational purposes for not complying with ratings. An example of this would be using an R-rated film with the students in grades 7 and 8. Teachers must receive approval from the building principal and/or director of instruction, and parents/guardians must receive one week written notice when a teacher intends to use rated materials that exceed the age appropriate rating. If parent(s)/guardian(s) so requests, their child will be given a meaningful, related alternative activity associated with the same learning objective.

Objections to or complaints concerning the use of a specific video recording may be made in accordance with the Board's policy on handling complaints about educational material.

~~Student videos must be recorded under strict guidelines and must be previewed before being shown in any district class. Students are expected to abide by the following specific guidelines when developing videos to show in the classroom:~~

- ~~a. No weapons or real guns are allowed to be shown in the video. If a student needs to represent a weapon because of a plot, it must be an obvious prop and receive prior permission from the teacher.~~
- ~~b. Students are expected to use appropriate language in their video.~~
- ~~c. All content should be consistent with what is appropriate for the classroom. What is permissible on television may not be permissible for the classroom. Teacher/supervisor judgment is required.~~
- ~~d. All drug, alcohol, and tobacco references must be done responsibly and with prior permission from the teacher.~~
- ~~e. The video must have credits either before or after the film.~~
- ~~f. All dialogue must be clear and understood.~~
- ~~g. If a student breaks the law when preparing and/or showing the video, the video will be turned over to the appropriate law enforcement agency.~~
- ~~h. All copyright laws will be followed and enforced.~~

USE OF VIDEO AND AUDIO RECORDINGS

Definition: A *video recording* is any media presented in video or digital format, in part or in its entirety.

Definition: An *audio recording* is any media presented in audio or digital format, in part or in its entirety.

General School Use of Recordings

1. Current copyright laws must be followed when using any video or audio recording.
2. Publicly broadcast television programs may be used for educational purposes. However, the recordings must be shown within 10 days of the broadcast and may only be retained for an additional 45 days for evaluation purposes.
3. The District will purchase an annual “Movie Copyright Compliance Site License” which allows an unlimited number of legal exhibitions of all commercial recordings. This license allows recordings to be shown legally anywhere in our District facilities.

Classroom Use of Commercially – Produced Recordings

All recordings must be carefully previewed and evaluated by the teacher before they are used with students. Professional judgment in assessing age appropriateness for the educational environment must be exercised when selecting recordings for classroom use. Further, there must be a direct connection between the recording and curricular content currently being taught in the classroom. Recordings should not be used for reward and/or entertainment purposes only.

Teachers must preview recordings for offensive language and inappropriate content.

1. Recordings shown to students must adhere to the following rating guidelines:
 - a. Elementary Grades (4K-5) Rated G
 - b. Middle School Grades (6-8) Rated PG
 - c. High School Grades (9-12) Rated PG-13
2. The District recognizes that on occasion unique circumstances dictate that a waiver from the above regulations be granted so that a recording can be shown to younger students. In any such case, approval must be granted by the building principal prior to gaining permission from parents/guardians.
3. Parents/guardians must receive one week advance written notice when teachers plan to use commercial recordings that are beyond the threshold for the age group, as outlined above. Such notice must include an accurate description of the contents of the recording, why the recording is being used and information about where it may be obtained/rented for parent/guardian review. At the high school level, a list of all video recordings to be used in a course may be distributed to parents/guardians at the beginning of the course.
4. Unrated commercial video recordings released following 1967 and video recordings which have an NC-17 (No Children under 17 years of age) or X rating may not be shown to students at any school at any time in the District.
5. Unrated commercial video recordings introduced prior to the introduction of the Motion Picture Association of America's rating system in 1968 may be used, but special care must be taken to ensure that such recordings are appropriate for the age and maturity of the students who will view them.
6. Audio recordings/games are also subject to rating systems and should not be used if rated for mature audiences, or contain explicit language.
7. Parents/guardians may request that in lieu of viewing a recording as described in items (1) or (2) above, their child be given a meaningful, related alternative activity associated with the same learning objective.
8. Objections to or complaints concerning the use of a specific recording may be made in accordance with the Board's policy on handling concerns about educational materials.

Student/staff produced recordings must be recorded under strict guidelines and must be previewed before being shown in any district class. Students are expected to abide by the following specific guidelines when developing videos to show in the classroom:

1. No weapons or real guns are allowed to be shown in the video. If a student needs to represent a weapon because of a plot, it must be an obvious prop and receive prior permission from the teacher.
2. Students are expected to use appropriate language in their video.
3. All content should be consistent with what is appropriate for the classroom. What is permissible on television may not be permissible for the classroom. Teacher/supervisor judgment is required.

4. All drug, alcohol, and tobacco references must be done responsibly and with prior permission from the teacher.
5. The video must have credits either before or after the film.
6. All dialogue must be clear and understood.
7. If a student breaks the law when preparing and/or showing the video, the video will be turned over to the appropriate law enforcement agency.
8. All copyright laws will be followed and enforced.

Legal Ref.: Section 943.70 Wisconsin Statutes (Computer Crimes)
PL 94-553 Federal Copyright Law of 1976 [17 USC]

Local Ref.: Policy #771 – Copyright Compliance
Policy #771.1 – Steps for Obtaining Permission to Copyright
Policy #872 – Request for Reconsideration of Instructional Materials
Policy #872 Form – Citizens Request for Reconsideration of Instructional Materials

USE OF MULTI-MEDIA MATERIALS

Dear Parent/Guardian:

Your son/daughter's class will be using multi-media materials that exceeds the appropriate rating for his/her age. What & when _____.

The learning objectives for viewing the materials are: _____

As parent/guardian, you have the option to preview the materials, use the materials with the class, or request an alternative educational activity. Please indicate your preference on the form below, and return it to your child's teacher.

If you have further questions, please contact your child's teacher at 882-_____.

Sincerely,

Building Principal

+++++

Student Name: _____

_____ My child has permission to use the material.

_____ I would like to preview the materials.

_____ I would like to attend class with my child.

_____ I would like my child to be provided with an alternative educational activity.

Parent/Guardian Signature: _____

PARENT PERMISSION FOR USE OF RECORDINGS

Dear Parent/Guardian:

As a part of an upcoming unit of study, your child’s class is planning to view or listen to a video/audio recording that exceeds the appropriate rating for his/her age. You are being informed of this at least one week in advance of the presentation so that you can respond to the teacher.

Title of the Recording	
Rating of the Recording	
Description of the Content	
Educational Purpose and Value to the Student Learning	

Parents have the option to preview the resource in advance and/or to request an alternative activity. Kindly indicate your preference on the form below and return to the teacher.

Principal,

+++++

Student Name: _____ Teacher: _____

___ My child has permission to use the recording

___ I would like to preview the recording prior to the presentation

___ I would like to attend the presentation with my child

___ I would like my child to be provided with an alternative educational activity

Parent/Guardian Signature: _____ Date: _____

IMAGING OR RECORDING OF STUDENTS

~~The district recognizes the privacy rights of individual students and the goal is to protect these student rights. Of particular concern are images or recordings of students in any medium. Therefore, each year parents/guardians will be required to sign a waiver regarding images and records for school sponsored activities. These include photography, videotaping, audiotaping, and digital imaging and recording.~~

~~The district recognizes that imaging and recording has become part of instructional processes. In order to ensure confidentiality, all such production will be used for instructional or professional purposes only, and will not be shared with outside individuals or entities without expressed written consent of parents or guardians. Classroom events open to the public will be governed by the waiver. Individual students will be allowed to exclude themselves from photographs, video, or other such reproduction of classroom activities if they desire.~~

~~Performance or events open to the general public, such as athletic, musical and artistic performances and events, will be exempt from this policy.~~

~~During normal school hours, on school premises, and for any purpose, all individuals and representatives of the press/media will be expected to obtain permission from the building principal or a designee prior to interaction with staff or students. This means parents must check with the office before making images and recordings of classroom events. The Evansville School District will cooperate with parents, the press, and electronic media as much as possible when they initiate requests to interview, film, tape, or make images of students or staff. The principals will take action to minimize unnecessary interruptions of instructional time.~~

RECORDING OR PHOTOGRAPHING OF STUDENTS

Video/audio recording and/or photographing of students may be used in the Evansville Community School District as a facet of instruction for enhancing learning, to assist in providing a safe and secure learning environment and to monitor/record student achievement/behavior.

The District shall observe measures intended to protect the rights of individuals regarding participation in, and use of video/audio recording and photographing.

The following provisions outline the extent to which that protection can, and will be provided:

1. When video/audio recording devices are in use to monitor public areas of a school facility (i.e. hallways, entrance areas, parking areas, cafeterias, etc.) for security purposes, signs shall be posted at the facility entrances to notify persons utilizing the facility of this security measure.
2. Students shall only be video/audio recorded and photographed in accordance with

established District procedures. Such procedures shall identify the conditions under which parental/guardian consent shall be required.

3. Video/audio recordings and photographs of students shall be kept confidential to the extent required by state and federal laws, and the District's student records policy and procedures.
4. Video/audio recording will not be conducted in private areas such as locker rooms, athletic locker rooms, changing rooms and bathrooms at any time.

Parent/Guardian Consent

1. Video/audio recordings and photographs of students may be utilized by teachers, administrators or their designees within the District for educational purposes without advance consent of a student's parent/guardian.
2. Waiver forms of release shall be required from parents/guardians when:
 - a. Students participating in class activities are recorded or photographed and the video/audio recordings or photographs are going to be viewed or heard by individuals other than authorized teachers, administrators and students.
 - b. Students are to be involved in formal interviews using video or audio recordings or photographs by outside news media sources.
 - c. Students identified as having special educational needs are recorded or photographed in a special education setting.
3. Parent/guardian permission shall not be required when:
 - a) A student has voluntarily chosen or been allowed by his/her parent(s)/guardian to participate in, or be a spectator at, a school related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
 - b) The student has chosen to be an officially designated school leader or role model, such as athlete, member of Homecoming Court, student council, etc. for which there is the potential for informal contact with news media.
 - c) The student has voluntarily chosen to participate in a class project for which the recording or photographs will not be viewed/listened to by persons other than members of the class.
 - d) Stock video or generic photographs (i.e., yearbook individual and group photos) are being obtained in public places (i.e., hallways, auditoriums, gymnasiums, parking areas, general classroom areas, playgrounds, athletic fields, etc.) by the District.
 - e) Outside news media record or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields. etc.

Legal Ref.: Sections 118.125 Wisconsin Statutes (Pupil Records)
Chapter 19, Subchapters II and IV (General Duties of Public Officials)
Family Educational Rights and Privacy Act
Federal Copyright Law [17 U.S.C.]

Local Ref.: Policy #347 – Student Records
Policy #363.2/554 – Acceptable use and Internet Safety Policy for Students, Staff and Guests
Policy #731.3 – Privacy in Locker Rooms
Policy #751.3 – Use of Video Cameras on School Buses
Policy #771 – Copyright Compliance
Policy #823 – Open Records Policy and Procedures for Access to Public Records

Revised: ~~March 13, 2000~~

Revised: July 9, 2001

872

Revised: February 9, 2004

Revised:

1st Reading:4/26/17

~~PUBLIC COMPLAINTS ABOUT LIBRARY AND INSTRUCTIONAL MATERIALS~~

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

The **Evansville Community School District Board of Education** ~~reserves to itself the final responsibility~~ **is responsible** for all library and instructional materials used and curricula taught in the District schools. It is the intent of the Board that all students in the District shall be provided access to a current, balanced collection of instructional materials, which presents information accurately and without bias. The Board recognizes that without a free and vigorous exchange of ideas, learning and teaching cannot take place effectively.

The Board also recognizes that District residents **and employees** have a right to express concern about the educational programs of their schools. When citizens have concerns about particular courses or library or instructional materials, these concerns shall be stated in writing using **the policy form and submitted to the building principal**. ~~Form 872~~, **The written concern will be** carefully considered, and accorded the courtesy of a prompt, written reply by school personnel. All such replies will be based upon the instructional goals of the District, upon course objectives, and upon the criteria for selection of library and instructional materials.

The instructor or ~~librarian~~ **library media specialist (LMS)** whose course or instructional materials **have** ~~has been~~ questioned shall be the first to reply to a complaint. If the complainant is not satisfied, s/he shall have the right to appeal to the district administrator who may appoint a review panel to hear their appeal in person. The review panel shall include, but may not be limited to, a teacher or ~~librarian~~, **LMS**, other than the one whose selection is in question, the building principal, the director of instruction, and a parent who has been involved in curricular discussions. The panel members may be adjusted by the district administrator if s/he deems it prudent and necessary. The Board shall serve as the final level of appeal. The library or instructional materials or the curriculum in question will not be removed or changed in any way during the complaint and appeal process. **Alternate curricular materials will always be provided upon request.**

Concerned ~~district residents~~ **individuals** shall be treated with respect at all times. However, no ~~parent~~ **individual** or group of persons has the legal right to abridge the rights of other parents, ~~and teachers or of children~~ **students** to have access to the information which is part of the educational program.

~~Staff members shall attempt to accommodate serious religious or moral objections to particular instructional materials by providing alternate materials whenever doing so is feasible and retains the integrity of the curriculum. However, attempts by parents or students to control what others read and study will be subject to careful scrutiny and questioned by school employees and the Board.~~

~~The Evansville Community School District prohibits harassment or discrimination against any pupil in any program or activity on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other basis protected by law.~~

Legal Ref.: Sections 115.77 Wisconsin Statutes (Local Educational Agency Duties)
118.03 (Textbooks)
118.13 (Pupil Discrimination Prohibited)
120.13(5) (School Board Powers)
121.02(1)(h) (School District Standards)
PI 8.01(2)(h) Wisconsin Administrative Code
PI 9.03(1)(e)

Local Ref.: Policy #411 – Equal Educational Opportunities
#361 – Instructional Materials Selection and Review
#361.2 – Use of Video and Audio Recordings
#872 Form – Request For Consideration of Instructional Materials

Approved: July 9, 2001
Revised: February 9, 2004
Revised:
1st Reading: 4/26/17

872-Form

CITIZEN'S REQUEST FOR RECONSIDERATION OF A WORK

Provide exact citation of material in question (book, title, author, edition, exact version of video or DVD, etc.): _____

Request initiated by _____

Telephone _____ Address _____

City _____ Zip Code _____

Complaint represents:

_____ himself/herself

_____ (name of organization) _____

_____ (identify other group) _____

Be brief here. Add additional pages as necessary.

1. To what in the work do you object? Please be specific; cite pages, passages, etc. _____

2. What of value is there in this work? _____

3. What do you feel might be the result of using this work? _____

4. For what age group would you recommend this work? _____

5. Did you read/view/listen to the entire work? Yes No If no, what pages or sections?

6. Are you aware of the judgement of this work by critics? _____

7. What do you believe is the theme or purpose of this work? _____

8. What would you prefer the school do about this work?

_____ Do not assign or lend it to my child.

_____ Require parent permission before using the material in class.

_____ Withdraw it from all students.

9. In its place, what work of equal value would you recommend that would convey as valuable a picture and perspective of a society or a set of values? _____

Signature of Complainant _____ Date

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Request Initiated by	
Name:	
Phone:	
Address:	
Instructional Material to be Reconsidered	
Provide the exact citation of the instructional material in question. (Title, author, version, location in the school, etc.)	
Describe your objection to the instructional material. (Be as specific as possible. List quotations, passages, pages, etc. to describe the content which is being addressed.)	
Request for Resolution	
What are you asking to be done?	
Submit to building principal.	
Signature:	Date:
Received by:	Date:

Approved: January 11, 1988
Revised: November 27, 2000
1st Reading: 4/12/17; 2nd Reading: 4/26/17

455.2

SUGGESTION TO REMOVE – NOT REQUIRED

AUTOMOBILE AND BICYCLE USE AND SAFETY

Driving a car or other motor vehicle to school is a privilege granted to students by the state, school and parents. In the interest of student safety, students to whom school bus transportation is provided by the district are encouraged to ride the school bus to and from school.

In an attempt to provide maximum safety for all students, the administration shall develop procedures and rules to be followed by students who want to drive a motor vehicle to school and park on the school lot. Principals shall publish appropriate rules and regulations in student handbooks.

Students who attend Evansville Public Schools may ride their bicycles to school at their own risk. The school district shall not be responsible for the student's personal safety while not on school property, or the damage to, loss or theft of the bicycle.

Any student who rides his/her bicycle to school shall be responsible for parking the bicycle in a designated area established by the administration and for adhering to bicycle safety regulations that are published in the student handbook.

Kindergarten students are allowed to ride bicycles to school, but must ride with a parent or guardian.

Approved: December 8, 1986
Revised: January 10, 2005
1st Reading: 4/12/17; 2nd Reading: 4/26/17

510

SUGGESTION TO REMOVE – NOT REQUIRED

PERSONNEL POLICY GOALS

The personnel policies of the school district are an essential part of the program of public education in the community. The philosophy of a school district and the community is generally reflected in these policies.

Through its personnel policies, the Board wishes to establish conditions that will attract and hold the best qualified personnel for all positions who will devote themselves to the education and welfare of our students.

Provisions for the implementation of adopted personnel policies should include channels of communication and procedures for the handling of professional and ethical problems, through which all persons or groups affected, may voice their opinions.

To keep its personnel policies and the corresponding administrative regulations in the highest state of effectiveness to achieve the above purpose, the district administrator is directed to establish and supervise the procedures needed.

Mandated Policy

EQUAL OPPORTUNITY EMPLOYMENT

The Evansville Community School District is an equal opportunity employer. Personnel hiring and administration of policies shall be conducted in a way that does not discriminate against employees or applicants on the basis of:

- race, religion, political or religious affiliation, disability, gender or sexual orientation, age, national origin, citizenship, marital status, ancestry, color, creed, pregnancy
- arrest or conviction record not substantially related to a person's job or activity in the school, military service (including membership in the national guard, state defense force or any other United States or Wisconsin reserve component of the military forces)
- use or nonuse of a lawful product off school premises during nonworking hours
- declining to attend a meeting or to participate in any communication about religious matters or political matters
- the authorized use of family or medical leave or worker's compensation benefits
- genetic information
- or any other reason prohibited by applicable law.

Exceptions to this policy may only be made in accordance with state and federal law.

Reasonable accommodations shall be made for qualified individuals with a disability unless such accommodations would impose an undue hardship to the District as determined by the District Administrator. A reasonable accommodation is a change or adjustment to job duties or work environment that permits a qualified applicant or employee with a disability to perform the essential functions of a position or enjoy the benefits and privileges of employment compared to those enjoyed by employees without disabilities. Employees desiring a reasonable accommodation should make such a request to the District Administrator, or the District Administrator's designee.

The District shall take initiatives to provide equal employment opportunity in all personnel actions and procedures, including, but not limited to, recruitment, hiring, training, transfers, promotions, compensation, and other benefits. This policy is to be administered not only without prejudicial and discriminatory regard to any protected status which includes the factors outlined above, but special efforts in recruitment and employment shall be taken to overcome barriers to equal employment opportunities.

Application forms, hiring practices and personnel administration shall be periodically evaluated relative to equal opportunity employment.

Discrimination complaints shall be processed in accordance with established procedures. The administrative staff shall be responsible for effectively implementing all nondiscrimination policies.

Legal Ref.: Sections 111.31 – 111.395 Wisconsin Statutes (Fair Employment)
118.195 (Discrimination Against Handicapped Teachers Prohibited)
118.20 (Teacher Discrimination Prohibited)
Titles VI and VII of the Civil Rights Acts of 1964,
Title IX Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Pregnancy Discrimination Act
Immigration and Nationality Act
Americans with Disabilities Act of 1990
Genetic Information Nondiscrimination Act of 2008
Civil Rights Act of 1991

Local Ref.: Policy #511.1 – Employee Discrimination Complaint Procedures
Policy #512 – Employee Harassment
Policy #533 – Staff Recruitment and Hiring
Policy #533.1 – Criminal Background Checks

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

Any employee who believes that the Evansville Community School District has inadequately applied the principles and/or regulations of Title VI, Title VII, Title IX, Section 504 or the Americans with Disabilities Act, or has in some way violated the District's equal employment opportunity policy may bring forward a complaint as outlined below:

Stage 1: Any employee who believes s/he has a valid complaint shall discuss the basis of the complaint with his/her supervisor. The supervisor and employee shall attempt to resolve the complaint promptly. The complaint should be in writing and describe in detail the facts of the situation. The supervisor shall keep a written record of the discussion. The supervisor shall render a decision in writing, to the complainant, and the complainant shall sign as notice receipt.

Stage 2: If the complaint is not resolved in Stage 1, the complainant may file the complaint with the district administrator, or designee. The complaint must be in writing. The district administrator, or designee, shall arrange a meeting to discuss the complaint. Subsequent meetings may be scheduled as agreed to by both parties to work towards a resolution. The district administrator, or designee, shall issue a decision, in writing, to the complainant after the final meeting regarding the complaint.

Stage 3: If the complainant is not satisfied with the district administrator's decision, the complainant may pursue alternate actions available under state or federal laws (e.g., appeal to State Superintendent of Public Instruction, filing of complaint with Equal Rights Division of the Department of Workforce Development; the U.S. Office for Civil Rights – Region V and/or the courts having proper jurisdiction).

Responses to discrimination complaints shall be within timelines established by law.

Maintenance of Complaint Records:

For the purpose of documenting compliance, records will be kept for each complaint filed and, at a minimum, should include:

1. The name and address of the complainant and his/her title or status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name and address of the respondents.
5. The stages of process followed, and the resolution, date and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

Local Ref.: Policy #511 – Equal Opportunity Employment

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**Board of Education Special Meeting Agenda
Wednesday, May 3, 2017
6:00 pm
District Board and Training Center
340 Fair Street (Door 36)**

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

I. Roll Call: Mason Braunschweig Keith Hennig Thomas Titus
 Eric Busse Jane Oberdorf
 Melissa Hammann John Rasmussen

II. Business (Action Items):
 A. Approval of Final Nonrenewal of Certified Staff.

III. Adjourn.

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Upon reasonable notice, all reasonable efforts will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted:

EVANSVILLE COMMUNITY SCHOOL DISTRICT

**Board of Education Regular Meeting Agenda
Wednesday, May 10, 2017
5:30 p.m.**

**District Board and Training Center
340 Fair Street (Door 36)**

Note, public notice of this meeting given by posting at the District Office, Levi Leonard Elementary School Office, Theodore Robinson Intermediate School Office, J.C. McKenna Middle School Office, High School Office, Evansville School District Web Site: Evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.

- I. Roll Call: Mason Braunschweig Keith Hennig Thomas Titus
 Eric Busse Jane Oberdorf HS Board Rep Emmeline Roth
 Melissa Hammann John Rasmussen HS Board Rep Ava Parker
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
 - Back To School Days - August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm
 - Recognition of HS Board Rep Emmeline Roth
- IV. Public Presentations.
- V. Information & Discussion:
 - A. High School Student Board Representatives Report.
 - B. Insurance Committee Discussion.
 - C. 2017-2018 Preliminary Budget.
 - D. 2018 Potential Referendum Update.
 - E. 2017 Open Enrollment.
 - F. Middle/High School Student Handbook Proposed Changes.
 - G. 2017-2018 School Calendar Proposed Changes.
 - H. First Reading of Policies:
 - I. Second Reading of Policies:
- VI. Public Presentations.
- VII. Business (Action Items):
 - A. Approval of Staff Changes: Hiring of Director of Curriculum and Instruction.
 - B. Approval of 2017-2018 Staffing Proposal.
 - C. Approval of Insurance Committee Recommendations.
 - D. Approval of 2017-2018 Lunch Prices.
 - E. Approval of Open Enrollment Applications.
- VIII. Consent (Action Items):
 - A. Approval of Dane County New Teacher Project Shared Services Contract.
 - B. Approval of Policies:
 1. #455.2-Automobile and Bicycle Use and Safety.
 2. #510-Personnel Policy Goals.
 3. #511-Equal Opportunity Employment.
 4. #511.1-Employee Discrimination Complaint Procedures.
 - C. Approval of April 26, 2017, Regular and May 3, 2017, Special Meeting Minutes.
 - D. Approval of April Bills.
- IX. Future Agenda – May 31, 2017, Regular Meeting Agenda.
- X. Executive Session –
- XI. Reconvene Into Open Session To Take Action, If Necessary, On Any Open or Closed Session Items.
- XII. Adjourn.