

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, August 31, 2016

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 Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

- First Day of School, September 1, 2016

IV. Information & Discussion:

- A. Student Achievement as Measured by State, District and Classroom Assignments.
- B. Administrator Compensation Committee.

V. Budget Finance – Chair, Hammann:

- A. Discussion Items:
 - 1. 2016-2017 Budget Update.
 - 2. Evansville Education Foundation Update.
- B. Develop Budget Finance Agenda Items for September 28, 2016, Meeting.

VI. Business (Action Items):

- A. Approval of Staff Changes: Resignations of Environmental Education Coordinator/Energy Fair, Drama Coach and Forensics Advisor; Hiring of Food Service Workers, Educator Effectiveness Coach, Middle School Volleyball Coaches, and FFA Advisor and Extended Contract.

VII. Consent (Action Items):

- A. Approval of 2016-2017 FFA Overnight Field Trips.
- B. Approval of August 10, 2016, Regular and August 22, 2016, Special Meeting Minutes.

VIII. Policies – Chair, Hammann:

- A. Second Reading:
 - 1. #151 – Board Policy Adoption, Review and Implementation.
 - 2. #343.3 Rule (#343.31) – Online Learning/Virtual School Program-Administrative Rule.
 - 3. #345.62 – Graduation Exercises.
 - 4. #457 Rule (#457.1) – Suicide Prevention Procedures-Administrative Rule.
 - 5. #733 Rule (#733.1) – Energy Conservation-Administrative Rule.

- B. First Reading:
 - 1. #420 – School Admissions.
 - 2. #423 – Residency, Non-Residency, Tuition and Tuition Waiver.
 - 3. #423 Form – Enrollment Form.
 - 4. #423 Form 1 – Confidential Information Form.
 - 5. #420 Form (#423 Form 2) – Residency Determination Form.
 - 6. #420 Form 1 (#423 Form 3) – Tuition Agreement.
 - 7. #423.1 – Enrollment of Students Expelled From Another District.
 - 8. #423 (#423.2) – Admission of Foreign Exchange Students.

IX. Board Development – Chair, Braunschweig:

- A. Discuss 2016-2017 Continuous System Improvement (CSI) Plan.
- B. 2016 Wisconsin Association of School Boards (WASB) Fall Regional Meetings and Workshops.
- C. Develop Board Development Agenda for September 28, 2016, Meeting.

X. Future Agenda – September 14, 2016, Regular Meeting Agenda.

XI. Five Minute Break.

- XII. Executive Session –Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss employee's matters (promotion of current support staff member and District level staff); discuss negotiation strategy concerning the 2016-2017 contract with the Evansville Education Association covering teachers; and to discuss the District Administrator Evaluation.

XIII. Reconvene Into Open Session To Take Action, If Necessary, On Any Closed Session Items.

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.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, August 31, 2016
District Board and Training Center
340 Fair Street (Door 36)

- I. **Roll Call:** Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
Eric Busse Jane Oberdorf
John Rasmussen Keith Hennig

II. **Approve Agenda.**

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

III. **Public Announcements/Recognition/Upcoming Events:**

- First Day of School, September 1, 2016

IV. **Information & Discussion:**

- A. Student Achievement as Measured by State, District and Classroom Assignments – Ms. Murphy has enclosed information.
- B. Administrator Compensation Committee – District Administrator, Mr. Roth, shares: now that all other employee groups have completed new compensation models/plans, I believe it is time to address administrators' compensation. I recommend that the Board discuss the development of an Administrators Compensation Committee.

V. **Budget Finance – Chair, Hammann:**

- A. Discussion Items:
1. 2016-2017 Budget Update – Business Manager, Mr. Swanson, will give an update.
 2. Evansville Education Foundation Update – Ms. Hammann will give an update.
- B. Develop Budget Finance Agenda Items for September 28, 2016, Meeting.

VI. **Business (Action Items):**

- A. Approval of Staff Changes: Resignations of Environmental Education Coordinator/Energy Fair, Drama Coach and Forensics Advisor; Hiring of Food Service Workers, Educator Effectiveness Coach, Middle School Volleyball Coaches, and FFA Advisor and Extended Contract –

1. Resignation of Greg Vossekuil, Environmental Education Coordinator/Energy Fair, effective August 11, 2016.
2. Resignation of Alison Marlin, Environmental Education Coordinator/Energy Fair, effective August 9, 2016.
3. Resignation of Melissa Whitmore, as the High School Drama Coach and Forensics Advisor, effective August 15, 2016.

Suggested Motion: I move we accept the resignations of Greg Vossekuil, effective August 11, and Alison Marlin, effective August 9, as the Environmental Education Coordinators/Energy Fair; and Melissa Whitmore as the High School Drama Coach and Forensics Advisor, effective August 15.

4. *Hiring of Food Service Worker – Ellen Punzel, as a Cook I. Ellen was a prior employee in the District in the food-service department from 2011-2013. She is excited to return to the department in a different school and position. She has experience working with all school aged children and has been a volunteer here in the District as well. Ellen also has additional experience working with middle school aged students in her community. She will make a great addition to our department. Ellen will be paid \$12.50/hour.*
5. *Hiring of Food Service Worker – Nicole Walters, as a Cook II. Nicole comes with years of professional experience. She is an active member in the community and is excited to have the opportunity to work in a school district within her own community. She has past experience working within a school district. Nicole has experience in computer programs and will make a great addition to the support position within the food-service department. Nicole will be paid \$13.50/hour.*

Suggested Motion: I move we approve the hiring of: Ellen Punzel, Food Service Worker at \$12.50/hour and Nicole Walters, Food Service Worker at \$13.50/hour.

6. *Hiring of Educator Effectiveness Coach – Tristan McKittrick. Tristan has served as a New Teacher Mentor at JC McKenna Middle School from July 2013 to June 2016. His training with the Dane County New Teacher Project and his experience in mentoring initial and second-year educators in the District gives him the most appropriate knowledge and skills to fill the role of EE Coach. His close work with the Danielson Framework for Teaching and guiding others in their work with SLOs and PPGs makes Tristan an ideal candidate to be the EE Coach. Tristan will be paid a stipend of \$2,500.*
7. *Hiring of Middle School Volleyball Coach – Troy Hinkle, 7th grade volleyball coach. Troy will be replacing Rya Counes. Troy will be paid a stipend of \$1,476.*
8. *Hiring of Middle School Volleyball Coach – Jenny Katzenmeyer, 8th grade volleyball coach. Jenny will be replacing Katelyn Demrow. Jenny will be paid a stipend of \$1,907.*

Suggested Motion: I move we approve the hiring of: Tristan McKittrick, Educator Effectiveness Coach for a stipend of \$2,500; Troy Hinkle, 7th Grade Volleyball Coach for a stipend of \$1,476; and Jenny Katzenmeyer, 8th Grade Volleyball Coach for a stipend of \$1,907.

9. *Approve stipend of FFA Advisor and Extended Contract, Jim Kvalheim. Please approve the Ag/FFA Advisor Stipend of \$7,791 and 40 Days Extended Contract of \$9,060.*

Suggested Motion: I move we approve the stipend of \$7,791 FFA Advisor, and 40 days Extended Contract, \$9,060, for Jim Kvalheim.

VII. Consent (Action Items): Do you want to remove any item?

- A. Approval of 2016-2017 FFA Overnight Field Trips.
B. Approval of August 10, 2016, Regular and August 22, 2016, Special Meeting Minutes.

Suggested Motion: I move we approve the consent agenda items: 2016-2017 FFA Overnight Field Trips and the August 10, 2016, Regular and August 22, 2016 Special Meeting Minutes, as presented.

VIII. Policies – Chair, Hammann:

A. Second Reading:

1. #151 – Board Policy Adoption, Review and Implementation.
2. #343.3 Rule (#343.31) – Online Learning/Virtual School Program-Administrative Rule.
3. #345.62 – Graduation Exercises.
4. #457 Rule (#457.1) – Suicide Prevention Procedures-Administrative Rule.
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B. First Reading:

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7. #423.1 – Enrollment of Students Expelled From Another District.
8. #423 (#423.2) – Admission of Foreign Exchange Students.

IX. Board Development – Chair, Braunschweig:

- A. Discuss 2016-2017 Continuous System Improvement (CSI) Plan – *I will be looking for confirmation from the Board regarding the direction of the 2016-2017 CSI Committees and focus areas. The 2015-2016 CSI Committees and focus areas were:*
- *Teaching and Learning*
 - *Workforce Engagement and Development*
 - *Communication and Community Engagement*
 - *Technology*
 - *Facilities and Operations*
 - *Climate and Culture*

Will we retain all of the current committees or will we combine some committees?

- B. 2016 Wisconsin Association of School Boards (WASB) Fall Regional Meetings and Workshops – *Enclosed is some information on the 2016 WASB Fall Regional Meetings and Workshops. Do you want to attend?*
- C. Develop Board Development Agenda for September 28, 2016, Meeting.

- X. **Future Agenda – September 14, 2016, Regular Meeting Agenda** – *Enclosed is a draft of the meeting agenda.*

XI. Five Minute Break.

- XII. Executive Session** – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss employees matters (promotion of current support staff member and District level staff); discuss negotiation strategy concerning the 2016-2017 contract with the Evansville Education Association covering teachers; and to discuss the District Administrator Evaluation.

Suggested Motion: I move we move into executive session, under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss employees matters (promotion of current support staff member and District level staff); discuss negotiation strategy concerning the 2016-2017 contract with the Evansville Education Association covering teachers; and to discuss the District Administrator Evaluation.

Roll Call Vote -

- XIII. Reconvene Into Open Session To Take Action, If Necessary, On Any Closed Session Items.**

XIV. Adjourn.

Suggested Motion: I move we adjourn the meeting.

For Your Information:

Upcoming Meetings:

- September 14, Regular Board Meeting
- September 28, Regular Board Meeting and Annual Meeting of the Electors
- October 12, Regular Board Meeting
- October 26, Regular Board Meeting

MEMORANDUM

TO: Evansville Community School District School Board
FROM: Alice A. Murphy, Director of Instruction
RE: **Student Assessment Events 2016-17**
DATE: August 31, 2016

Student Achievement as Measured by State, District and Classroom Assessments

Regular assessment of student learning is necessary to ensure that instruction is aligned to standards and meets the needs of all learners with appropriate content, resources, and strategies. Quality assessment is a highly effective tool when it is used to measure the achievement of overall learning goals.

Assessment of student learning serves two primary functions:

1. To Improve daily teaching and learning

Assessment of student learning is important for serving as a meaningful source of information. For the teacher, the data helps to identify what is being taught effectively and what needs to be improved. Educators extend and enrich the learning experience based upon the data which indicates the level of student performance. For the student, quality feedback about their learning enables them to be make necessary adjustments to improve their knowledge and understanding.

2. Provide data for school and district accountability

Schools and school districts are responsible for meeting the assessment and accountability requirements of state and federal law by setting high standards for student achievement, measuring academic progress regularly, publicly reporting each school's performance annually, and taking action when students or groups of students are not making adequate progress.

The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program designed to provide information about what students know in core academic areas and whether they can apply what they know. More information about state assessment requirements can be found at Wisconsin Department of Public Instruction Office of Educational Accountability:
<http://dpi.wi.gov/osa-oea>

ECSD Student Assessment Events 2016-17

Assessment of student learning takes place in every classroom on a regular basis. To communicate about the scheduled assessment events, the District shares the *ECSD Assessment Calendar 2016-17*.

https://docs.google.com/document/d/1iB6Ae_dxXFEP_5G3qc-uXZQhQdDbUwBMIR3BYwWTxwA/edit?pli=1

Since the Assessment Calendar includes information about numerous assessment instruments, the *ECSD Assessments Events 2016-17* provides greater detail about each of these testing tools.

<https://docs.google.com/document/d/1hliuAfixfwz44al7XPuGKI-8x3NnkxeVJNJhHhk030/edit?pli=1#heading=h.cjdgxs>

Kindly contact Alice A. Murphy, Director of Instruction, for more information.

Evansville Community School District Assessment Calendar 2016-2017

LU TRIS: **MS** HS DW

Assessments Required by the State are indicated in Bold

Date	Grades	Test or Assessment Detail
September 6 – September 21, 2016	District Wide	STAR – Reading and Math
September 6 – September 16, 2016	3, 4, 5	QRI – Reading Inventory
September 6 – September 16, 2016	K, 2	Fountas and Pinnell-Reading Assessment
October 7, 2016 (tentative)	Levi	3-Year Old Screener
September 12 - October 7, 2016	1, 2	PALS-Phonological Awareness Literacy Screening
September 12, 2016	6, 7, 8	Writing Assessment
September 19 – September 23, 2016	1	Fountas and Pinnell
October 10 – November 4, 2016	4K, K	PALS
October 10, 2016	10, 11 (optional)	PSAT
December 5, 2016 – February 17, 2017	District Wide	ACCESS/ELLS
January 2 – January 6, 2017	1	Fountas and Pinnell
January 9 – January 20, 2017	District Wide	STAR
January 09 – February 17, 2017	K4, Kindergarten, 1, 2	PALS (Optional testing dates)
January 13 – January 27, 2017	2	Fountas and Pinnell
February 6 – February 10, 2017	Kindergarten	Fountas and Pinnell
February 10, 2017	8	Iowa Algebraic Aptitude Test
February 16, 2017	8	Technology Assessment Next Generation
February 28, 2017	11	The ACT Plus Writing – English, reading, math and Science
February 28-March 14, 2017	11	The ACT Plus Writing Assessment for Students Testing with Accommodations
March 1, 2017	11	ACT WorkKeys-Locating information, Reading for Information and Applied Math
March 1 - March 15, 2017	11	ACT Workkeys Assessment Window for Students Testing with Accommodations
March 21, 2017	11	The ACT Plus Writing (Make-up Date)
March 22, 2017	11	WorkKeys (Make-up Date)
March 20– May 5, 2017	3, 4, 5	FORWARD Exam - ELA, Math
March 20– May 5, 2017	6, 7, 8	FORWARD Exam - ELA, Math
March 20– May 5, 2017	4	FORWARD - Science and DRC - Social Studies
March 20– May 5, 2017	8	FORWARD - Science and DRC - Social Studies
March 20– May 5, 2017	10	DRC - Social Studies
April 24 - May 5, 2017	2	Fountas & Pinnell
April 24 – May 19, 2017	4K, K, 1, 2	PALS
April 24 – May 26, 2017	9, 10	ASPIRE-English, reading, writing, math and science
May 1, 2017 AM	9, 10, 11, 12	AP Chemistry
May 1, 2017 AM	9, 10, 11, 12	AP Environmental Science
May 1, 2017 PM	9, 10, 11, 12	AP Psychology
May 2, 2017 AM	9, 10, 11, 12	AP Spanish Language and Culture
May 2, 2017 AM	9, 10, 11, 12	AP Computer Science A
May 2, 2017 PM	9, 10, 11, 12	AP Art History
May 2, 2017 PM	9, 10, 11, 12	AP Physics 1: Algebra-Based
May 3, 2017 AM	9, 10, 11, 12	AP English Literature and Composition
May 3, 2017 PM	9, 10, 11, 12	AP Japanese Language and Culture
May 3, 2017 PM	9, 10, 11, 12	AP Physics 2: Algebra-Based
May 4, 2017 AM	9, 10, 11, 12	AP United States Government and Politics
May 4, 2017 PM	9, 10, 11, 12	AP Chinese Language and Culture
May 5, 2017 AM	9, 10, 11, 12	AP German Language and Culture
May 5, 2017 AM	9, 10, 11, 12	AP United States History
May 5, 2017 PM	9, 10, 11, 12	AP Computer Science Principles
May 8 – May 19, 2017	District Wide	STAR
May 8 – May 12, 2017	1	Fountas and Pinnell
May 8 – May 19, 2017	Kindergarten	Fountas and Pinnell
May 8 – May 12, 2017	3, 4, 5	QRI
May 12, 2017	7	Iowa Algebraic Aptitude Test

Evansville Community School District Assessment Events

	FALL	WINTER	SPRING	ASSESSMENT INSTRUMENT
4K	PALS	PALS	PALS	<p style="text-align: center;"><u>STATE Test: Required Participation</u></p> <ul style="list-style-type: none"> ★ ACCESS Assessment for English Language Learners ★ ACT ASPIRE - Early High School Assesses student readiness in English, mathematics, reading, science, and writing. ★ ACT Plus Writing Consists of English, mathematics, reading and science with a 30 minute essay test to measure writing skills. ★ ACT Work Keys An applied skills assessment system: applied mathematics, locating information and reading for information. ★ PALS - Phonemic Awareness Literacy Screening ★ FORWARD Exam Newly adopted state accountability measure. Assessment of reading, language and math. Will include science for grades 4 and 8. (In 2014-15 this test was called BADGER Examination for grades 3 - 8.) ★ DRC Newly adopted state accountability measure. Will test social studies in grades 4, 8 and 10. <p style="text-align: center;"><u>DISTRICT Assessments</u></p> <ul style="list-style-type: none"> • F&P - FOUNTAS AND PINNELL Benchmark assessment system provides a framework for evaluating student reading ability and aligning instruction with the continuum of literacy learning. • PALS Not required by the State in Winter but is administered as a choice by the District to monitor progress at mid-year. • QRI - Qualitative Reading Inventory Informal assessment of reading ability. • STAR Measures student skills in reading and math. Provides benchmark data three times each year. • TECHNOLOGY PROFICIENCY Provides data to indicate the level of technology proficiency of the 8th grade students. This assessment meets the WI requirement to measure these skills, annually.
K	PALS	STAR PALS F&P ACCESS	STAR PALS F&P	
1	STAR PALS F&P	STAR PALS F&P ACCESS	STAR PALS F&P	
2	STAR PALS F&P	STAR PALS F&P ACCESS	STAR PALS F&P	
3	STAR QRI	STAR ACCESS	STAR QRI FORWARD	
4	STAR QRI	STAR ACCESS	STAR QRI FORWARD	
5	STAR QRI	STAR ACCESS	STAR QRI FORWARD	
6	STAR	STAR ACCESS	STAR FORWARD	
7	STAR	STAR ACCESS	STAR FORWARD	
8	STAR	STAR Tech Proficiency ACCESS	STAR FORWARD	
9	STAR	STAR ACCESS	STAR ASPIRE	
10	STAR	STAR ACCESS	STAR ASPIRE DRC	
11	STAR	STAR ACCESS	STAR ACT Plus Writing ACT Work Keys	
12	STAR	STAR ACCESS		

MEMORANDUM

TO: BOARD OF EDUCATION, EVANSVILLE COMMUNITY SCHOOL DISTRICT
FROM: STEVE SWANSON, BUSINESS MANAGER
SUBJECT: 2016-2017 BUDGET UPDATE
DATE: AUGUST 31, 2016

As you recall, on June 29, 2016, a “preliminary” 2016-2017 budget was approved by the Board at a regularly scheduled Board meeting. In essence, this budget is simply an authorization for the District and administration to begin spending in preparation for the upcoming 2016-2017 school year. At this point in time, there are still many unknowns out there to make a clear projection on where exactly our budget will end up. We still have the 3rd Friday count to go through, summer school numbers to be finalized, final state aid, and final district equalization numbers just to name a few.

The next step in the budget process is to take this “preliminary” budget to the voters in the District for a public hearing. This will take place at the Annual Meeting to be held on Wednesday, September 28, 2016. Even though the voters may or may not approve the budget, it is still the responsibility of the Board to provide a budget sufficient enough to provide for the operations of the District for the upcoming school year. However, this “preliminary” budget is still not the “final” budget.

I have attached a couple of documents from the DPI website which detail the steps we need to take in order to get to that “final” budget by the end of October, 2016 where we will actually approve the tax levy. By the time this meeting rolls around, we will have all of the necessary information to create what DPI calls the “original” budget. This is their term for the “final” budget.

The “original” budget can then be amended by the board as many times as they wish during the school year with a 2/3 majority vote each time. Typically, the “original” budget is amended only once during the year, usually in May. At this point in the budget year, the numbers will reflect what actually took place financially in the District, and we can adjust the “original” budget accordingly.

School District Budget
School District Budget: Hearing and Adoption

The procedures which common, union high, and unified school districts should follow in formulating a budget, holding a public hearing, and adopting a budget are set forth in s. 65.90, Wis. Stats. www.legis.state.wi.us/rsb/stats.html. The steps involved in these required procedures are summarized as follows.

1. The staff and school board create a proposed budget that identifies revenues, expenditures, and fund balances for the budgeted year in addition to the two fiscal years proceeding the budgeted fiscal year. Budget detail is based upon the Wisconsin Uniform Financial Reporting Requirements (WUFAR) hierarchy of accounts. (see "Budget Adoption Format" worksheet in the Budget Hearing and Adoption Workbook)
2. A class 1 notice (one publication) is published which contains a summary of the proposed budget described in #1 above, notice of where the detailed budget may be examined, and notice of the time and place of the public hearing. Common and union high school districts must hold the budget hearing at the time and place of the annual meeting. (see "Budget Publication Format" worksheet and "Sample Public Hearing Notices" worksheet in the Budget Hearing and Adoption Workbook)
3. The public hearing is held, at which time, residents of the district have an opportunity to comment on the proposed budget. (see "Budget Adoption Format" worksheet in the Budget Hearing and Adoption Workbook)

Following the budget hearing, the electors at the annual meeting of common and union high school districts have the power to vote a tax for the purposes set forth in Section 120.10 (6) – (11). (The school board of a unified school district has the power to vote the tax.)

Section 120.12(3)(a) and (c) require that on or before November 1, a school board must determine if the tax voted at the annual meeting is sufficient to operate and maintain the schools for the school year. If the amount so determined is not sufficient, the school board shall raise the tax. The board may lower the tax if the amount so determined exceeds requirements. The tax levy shall not exceed limits established by Section 121.91. The taxes levied must be certified to municipalities on or before November 10.

4. The school board shall adopt an original budget at a school board meeting scheduled after the public hearing and no later than the meeting in which the school board sets the annual tax levy amount.

School District Budget Budget Hearing and Adoption Timelines

Budget Hearing:

All districts are required to hold a budget hearing. Common and UHS School Districts are required to hold the budget hearing at the same time and place as the annual meeting. Prior to the budget hearing, the school board must approve a proposed budget to present at the budget hearing.

- Publish notice of the budget hearing and the proposed budget summary.
 - Common School District – at least 10 days prior to the hearing
 - Unified & UHS Districts – at least 15 days prior to the hearing

Annual Meeting:

Common school districts shall hold an annual meeting on the 4th Monday in July at 8:00 p.m. and union high school districts shall hold an annual meeting on the 3rd Monday in July at 8:00 p.m. unless the electors at one annual meeting determine to thereafter hold the annual meeting on a different date or hour, or authorize the school board to establish a different date or hour. No annual meeting may be held before May 15th or after October 31st (s120.08(1)(a)).

- Publish a class 2 notice, under Chapter 985, of the time and place of the annual meeting, the last insertion to be not more than eight (8) days nor less than one (1) day before the annual meeting. Note: A class 2 notice requires a minimum of 2 insertions, one each week for consecutive weeks.
- **Revenue Limit Exemption for Energy Conservation s.121.91(4)(0)1.**

A school district that increased its revenue limit in the prior year by an amount levied for energy efficiency measures and renewable energy products is required to publish an evaluation of the identified energy performance indicators as an addendum to the published budget summary document under s.65.90, and in the school's newsletter or in the published minutes to the school board meeting. See <http://dpi.wi.gov/sfs/limits/exemptions/overview> and http://docs.legis.wisconsin.gov/code/admin_code/pi/15
- If a school board has established a trust described in s. 66.0603 (1m)(b)3 for post employment benefits, the annual meeting report shall state the amount in the trust, the investment return earned by the trust since the last annual meeting, the total of disbursements made from the trust since the last annual meeting, and the name of the investment manager if investment authority has been delegated under s.66.0603(3)(b). Further information regarding OPEB and this requirement is available at: <http://dpi.wi.gov/sfs/finances/fund-info/employee-benefit-trust-fund>
-

Original Budget Adoption:

- The school board shall adopt an original budget at a school board meeting scheduled after the public hearing and no later than the meeting in which the school district sets the amount of the tax levy.
- The school board must set the levy and adopt an original budget on or before November 1st.
- The school board must certify the levy to the municipalities on or before November 10th.

Budget Changes/Amendments:

- Changes in amounts of appropriation and the purposes (function) for which they are used must be approved by a two-thirds vote of the school board.
- Publish a class one notice of the budget change/amendment within 15 days of approval.

Budget Changes

The annual original budget provides the best estimates at the time of adoption of the resources and costs of the activities of the school district for the ensuing months of the school year. As the year progresses, there may be a need to change appropriations and purposes.

Districts are advised to use a budget format which shows amounts appropriated for expenditures according to functions. The reason for using function is that function means purpose, and s. 65.90 requirements apply when appropriations and/or purposes change.

Changes in amounts of appropriation and the purposes (functions) for which they are used must be approved by a two-thirds vote of the school board. A class one notice must be published within fifteen days (s. 65.90(5)(a)). ("Budget Change Format" worksheet in the Budget Hearing and Adoption Workbook) Because such changes range from minor changes to significant ones, a question does arise concerning when the two-thirds vote and publication are required. Pursuant to input from the Wisconsin Association of School Boards, school district officials, and legal counsel, the Department of Public Instruction recommends that the two-thirds vote and publication are required if the amount of appropriation and the purposes as presented in the line items of the adopted budget are changed. Changes in subordinate line items from which the adopted budget evolved (but which are not detailed in the adopted budget) do not require the two-thirds vote and publication.

EVANSVILLE AGRICULTURE DEPARTMENT
EVANSVILLE FFA
640 SOUTH FIFTH STREET
EVANSVILLE, WI 53536

PHONE (608) 882-3541

FAX (608) 882-6157

Advisor: James Kvalheim

July 25, 2016

To: School Board

From: Mr. Jim Kvalheim

Re: FFA Overnight Excursion Request to School Board for 2016-2017

***FFA Officer Training.** Fall (August or September). This will be a Friday to Saturday evening event. We will be doing team building activities, leadership training, and planning activities. During this trip the students will develop the Program of Activities for the entire year.

Student cost: snacks and a meal

Cost to district: The FFA will fund this leadership training

Location: Cabin or camping in Wisconsin Dells, Wyalusing State Park, or Green Lake

Transportation: School Van

Forms: overnight excursion forms will be completed

***National Convention in Indianapolis, Indiana October 19-22.** We'll be staying in a hotel in Indianapolis and will be traveling with a group of 55 from Janesville Craig, Janesville Parker, Edgerton and Evansville. For 10-12 students.

Student cost-\$125.00

Cost to District- Substitute Teacher for Wednesday, Thursday, Friday

The FFA Alumni will provide the rooming costs for each student to attend (approx..\$100)

Funds from fundraising will cover the rest ~\$50-\$100

Transportation: Coach bus

Number of Chaperones: 6-7 for entire bus-1 adult per school-Agriculture teachers

Mr. Kvalheim and will attend

Forms-students will all sign an Overnight Excursions form and an FFA Conduct form in addition to receiving an itinerary of the four day trip.

***212 degree Leadership Conference and 360 degree Advanced Leadership Training Conference.**

November 11th and 12th at the Chula Vista in Wisconsin Dells, WI. I will be taking 2-8 members with another school from the area.

Student cost: \$50 The FFA and FFA Alumni will cover the remaining costs

Cost to district: ½ day substitute

Location: Wisconsin Dells, WI

Transportation: Bus shared with Janesville or surrounding schools

Number of chaperones: 1-Mr. Kvalheim will attend with chaperones from Janesville and other schools

Forms: overnight excursion forms will be completed

***Half-Time Leadership Workshop for 2 upperclassmen FFA Officers. Stevens Point, WI. January 13th and 14th. Leadership workshop for officers to motivate and encourage new ideas for the 2nd half of the year. FFA Advisor workshops for Mr. Kvalheim.**

Student cost: \$25 The Evansville FFA Chapter will cover the rest

Cost to district: 1 day substitute (Friday)

Location: Country Springs Hotel, Stevens Point, WI

Transportation: joint ride with Janesville FFA advisor and 2 members

Number of chaperones: 1-Mr. Kvalheim will attend

Forms: overnight excursion forms will be completed

***Wisconsin FFA Farm Forum February 17th and 18th in Wisconsin Rapids. I will be taking 2-4 FFA members that are Juniors in High School and have strong interests in production agriculture.**

Student cost: Free

Cost to district: ½ day substitute and the Evansville FFA (and the Rock County Farm Bureau) will cover the rest of the expenses

Location: Wisconsin Rapids, WI

Transportation: Carpool with another school, School Van

Number of chaperones: 1-2 -Mr. Kvalheim will attend

Forms: overnight excursion forms will be completed

***Evansville FFA Banquet Planning Extravaganza Sometime in February or March**

Student cost: Free

Cost to district: ½ day substitute and the Evansville FFA will cover the rest of the expenses

Location: Madison, Sun Prairie, or Wisconsin Dells

Transportation: School Van

Number of chaperones: 2 -Mr. Kvalheim will attend

Forms: overnight excursion forms will be completed

***Experiencing Discovery, Growth and Excellence (EDGE) Conference and 212 degrees of Leadership Workshop – Stevens Point, WI March 24th and 25th**
I will be taking 2-8 members in grades 7-10 with another school from the area.

Student cost: \$50

Cost to district: ½ day substitute

Location: Stevens Point, WI

Transportation: Vehicle shared with Janesville or surrounding schools

Number of chaperones: 1-Mr. Kvalheim will attend with chaperones from other schools

Forms: overnight excursion forms will be completed

***Wisconsin State FFA Convention**

June 12th - 15th at the Alliant Energy Center in Madison, WI

Leave at 7:30am Tuesday and return at 1:00pm on Thursday

Transportation: School Van

Chaperone: Mr. Kvalheim

Cost to District - \$0

Cost to Student No cost – but they will need money for Food for 2-3 lunch meals, souvenirs.

The Evansville FFA and Alumni will cover the cost of the Hotel Rooms.

Schedule of events in Brief:

Tuesday: Leave 7:30 a.m. on Tuesday Morning in official dress

Delegate business sessions, workshops, courtesy corps, possible tours, supper at Red Robin and Hypnotist Jim Wand in the evening.

Wednesday: award sessions, leadership workshops, State Degree Ceremony, courtesy corps, dance, band and chorus concerts, announce state officers!

Thursday: Last session, choir/band concert, drive back home ~ 1:00pm

***FFA Officer Training.** Spring (May, June). This will be a Friday to Saturday evening event, or if held in June it will be Monday through Wednesday. We will be doing team building activities, leadership training, and planning activities. During this trip the students will develop the Program of Activities for the entire year.

Student cost: snacks and a meal

Cost to district: The FFA will fund this leadership training

Location: Cabin or camping in Wisconsin Dells, Wyalusing State Park, or Green Lake

Transportation: Mr. Kvalheim's Vehicle or school van

Forms: overnight excursion forms will be completed

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, August 10, 2016, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by Vice President Eric Busse. Roll call was taken. Members present: Busse, Rasmussen, Hammann, Oberdorf, and Spanton Nelson. Absent: Braunschweig and Hennig.

APPROVE AGENDA

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve the agenda as presented. Discussion. Motion carried, 5-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Back To School Days –August 16, 3:00 pm – 7:00 pm
- First Day of School, September 1, 2016
- Annual School Board Meeting – September 28, 7:00 pm

PUBLIC PRESENTATIONS

Community member, Kathi Swanson, spoke on CSI plans.

INFORMATION & DISCUSSION

High School Ag Teacher, Mr. Kvalheim, presented the 2016-2017 FFA Overnight Field Trips. Discussion.

Director of Instruction, Ms. Murphy, and Science Teachers, Mr. Benson, and Ms. Stalder, presented the Applied Topics in Science proposal. Discussion.

The Continuous System Improvement (CSI) 2015-2016 final update presentations of: Teaching and Learning; Workforce Engagement and Development; Communication and Community Engagement; Technology; Facilities and Operations; and Climate and Culture were presented by administrators. Discussion. Discussion of the 2016-2017 school year goals began.

Director of Student Services, Ms. Katzenberger, presented the 2015-2016 physical restraint/seclusion report. Discussion.

High School Principal, Mr. Everson, presented the 2015-2016 Virtual School report. Discussion.

Mr. Everson presented a proposal to change the 2017 graduation date. Discussion.

Business Manager, Mr. Swanson, presented a 66:03 Teacher Job Share Agreement with Albany. Discussion.

Ms. Hammann presented for a first reading, policies: #151-Board Policy Adoption, Review and Implementation; #343.3 Rule (#343.31)-Online Learning/Virtual School Program-Administrative

Rule; #345.62-Graduation Exercises; #457 Rule (#457.1)-Suicide Prevention Procedures-Administrative Rule; #733 Rule (#733.1)-Energy Conservation-Administrative Rule.

PUBLIC PRESENTATIONS

Community member, Kathi Swanson, spoke on CSI changes.

Teacher, Ms. Stalder, spoke on CSI and the need for technology training.

BUSINESS (Action Items)

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve the change of the 2017 graduation date from June 11, 2017, to May 26, 2017. Motion carried, 5-0 (voice vote).

Motion by Ms. Oberdorf, seconded by Ms. Hammann, moved to approve the purchase of Applied Topics in Science items as presented. Motion carried, 5-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Hammann, moved to approve the 66:03 Teacher Job Share Agreement with Albany as presented. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to accept the resignations of: Kelli Ours, effective June 28, Leann Haegele, effective August 2, and Jennifer Hopkins, effective August 5, as Special Education Educational Assistants; Mindy Larson, Health/Attendance Clerk, effective July 19, and Seasonal Grounds, effective August 12; Jennifer Hansen, Food Service Worker, effective July 19; Donna Tofte, Food Service Worker, effective July 25; and Carrie Wahl, Teacher, effective July 31, 2016. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to hire Leann Haegele, Health/Attendance Clerk, at a rate of \$13.79/hour; Tracie Wuthrich, Physical Therapist Assistant, at a rate of \$25.00/hour; Tricia Jordan, Sheri Southers, and Gina Zagelow, Special Education Educational Assistants, at a rate of \$12.50/hour; Amy Hionis as Lunch Room Supervisor at \$12.50/hour and Crossing Guard at \$18.00/hour. Discussion. Motion carried, 5-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Ms. Oberdorf, moved we hire Kelli Ours, Special Education Teacher, at a salary of \$38,000; and Jennifer Johnson, Elementary Teacher, at a salary of \$41,976. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Spanton Nelson, moved we hire Karla Wickersham, as the High School Frosh Volleyball Coach, for a stipend of \$2,009; and Jena Schnabel, as the High School Junior Varsity Poms Coach, for a stipend of \$1,968. Discussion. Motion carried, 5-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Spanton Nelson, seconded by Ms. Oberdorf, moved to approve the consent items: Policies, #411-Equal Educational Opportunities; #411.1 Form-Discrimination or Harassment Complaint Form; #411.1-Prohibition of Student Discrimination and Harassment (Student Nondiscrimination/Harassment); #411.1 Rule-Student Discrimination Complaint Procedures, Administrative Rule; #411.2-Prohibition of Harassment on School Bus; #411.3-

Complaint Procedures; #411.3 (#411.4)-Prohibition of Student Bullying; #411.3 Form (#411.4)-Bullying Report; #751-Student Transportation Services; #751.1-Procedures for Student Transportation Services; #841-Sponsorships; #841 Rule-Sponsorship Administrative Rule; July 20, 2016, Regular Meeting Minutes; and the July Bills and Reconciliation, as presented. Motion carried, 5-0 (roll call vote).

FUTURE AGENDA

August 31, 2016, Regular meeting agenda discussed.

FIVE MINUTE BREAK

A five minute break was taken.

EXECUTIVE SESSION

Motion by Mr. Rasmussen, seconded by Ms. Oberdorf, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employees over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss an employee matter; and to discuss negotiation strategy concerning the 2016-2017 contract with the Evansville Education Association covering teachers. Motion carried, 5-0 (roll call vote).

ADJOURN

Meeting adjourned from executive session at 8:55 pm.

Submitted by John Rasmussen, Clerk

Approved: _____ Dated: _____ Approved: 8/31/16
Eric Busse, Vice President

Unapproved Minutes

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The special meeting of the Board of Education of the Evansville Community School District was held Monday, August 22, 2016, at 7:00 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 Spanton Nelson.

BUSINESS (Action Item)

Motion by Mr. Hennig, seconded by Ms. Spanton Nelson, moved to approve the resignation of Melissa Whitmore, Special Education Teacher, effective August 15, 2016. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to hire Megan Trotter, Special Education Teacher, at a salary of \$46,991. Discussion. Motion carried, 7-0 (voice vote).

EXECUTIVE SESSION

Motion by Mr. Hennig, seconded by Mr. Busse, moved to move into executive session, under Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely to discuss an employee matter (compensation of a certified staff member). Motion carried, 7-0 (roll call vote).

RECONVENE INTO OPEN SESSION TO TAKE ACTION, IF NECESSARY, ON ANY CLOSED SESSION ITEMS

Motion by Mr. Hennig, seconded by Mr. Busse, moved to offer Marcela Tyson, \$63,052 in salary. Motion carried, 7-0 (voice vote).

ADJOURN

Motion by Mr. Hennig, seconded by Mr. Rasmussen, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 7:39 pm.

Submitted by John Rasmussen, Clerk

Approved: _____ Dated: _____ Approved: 8/31/16
Mason Braunschweig, President

Revised: July 12, 2012
Revised: August 13, 2014
Revised:

151

1st Reading: 8/10/16; 2nd Reading: 8/31/16

BOARD POLICY ADOPTION, REVIEW AND IMPLEMENTATION

Policymaking is the primary method by which school boards exercise their statutory authority and board powers. Therefore, the Evansville Community School District Board of Education shall adopt written policies to guide the actions of those to whom it delegates authority and to serve as the basis for School District operations and decision making.

In the development of policies, the Board and/or administration may consult, as appropriate, with individuals and groups affected by the policy and those with expertise related to the policy topic. All District policies should serve an identified purpose, be supportive of the District's vision, mission and goals, provide clear guidance, be in compliance with applicable legal requirements, and be consistent with related District policies and provisions of employee handbooks.

The District Administrator and Policy Committee share a continuing responsibility to review policies and suggest modifications to them as may be required. District policies shall be reviewed by the Policy Committee on a regular basis and updated as necessary. Proposals for new policies or changes to existing policies may be initiated in writing by any Board member, District employee or community member. The written request shall be referred to the Policy Committee for study prior to consideration by the Board. The submission of a policy proposal does not guarantee consideration of the proposal by the full Board.

Adoption of new or revised policies is solely the responsibility of the Board. Upon recommendation by the Committee, any new or revised policy will be submitted to the Board in writing. Each policy shall be properly noticed and shall be read at three consecutive Board meetings. Where implementation of a policy needs to occur prior to the third reading, the Board may approve the policy where the first or second readings occur. An affirmative vote by the majority of the Board shall be required for adoption. The Board may adopt, amend or suspend a policy at any time should the need arise.

When policies are updated or revised, this could have an impact on ancillary policies associated with the changed policy. In that case, these housekeeping reference changes will be implemented after one Board reading for notification purposes. Other items that could be considered housekeeping changes include English Language corrections, changing the policy number or other change that does not change the substance of the policy in any way.

The Board recognizes that while policymaking is its responsibility, the implementation of District policies is the responsibility of the District Administrator. The District Administrator shall develop administrative guidelines and exhibits as necessary to ensure effective and consistent policy implementation. Administrative guidelines and exhibits may be presented to the Board for informational purposes, but shall not be acted upon by the Board unless deemed appropriate or necessary by the Board and/or administration.

Legal Ref.: Section 120.13 Wisconsin Statutes (School Board Powers)

Approved: June 14, 2010
Revised: April 9, 2014
Revised: March 9, 2016
Reviewed:
1st Reading: 8/10/16; 2nd Reading: 8/31/16

ONLINE LEARNING/VIRTUAL SCHOOL PROGRAM – ADMINISTRATIVE RULE

The Evansville Community School District participates as a member of the JEDI Virtual School consortium. JEDI is a public charter school that provides educational services to families whose students are seeking an educational option in the form of online coursework.

Online course options through JEDI include single course offerings or full-time enrollment in the virtual school.

I. JEDI Single Course Option:

A. Course Enrollment Approval:

The following criteria may be used to determine if students are permitted to enroll in virtual school online courses:

1. The course is not offered face-to-face by the District.
2. In rare cases, although the course is offered by the District, the student is unable to take the course due to an unavoidable scheduling conflict or special circumstance.
3. The course is needed to meet an individual education plan, a differentiated education plan, a 504 plan, or a plan to remediate credits for graduation.
4. The student is considered a qualified candidate according to the following criteria:
 - a) Course availability.
 - b) Seats open in available courses.
 - c) Course prerequisites are met.
 - d) Past successful academic record in online courses.
 - e) Past academic record in traditional courses.
 - f) Teacher recommendation.
 - g) Parent recommendation.
 - h) Student interview.
 - i) Other valid indicators deemed necessary by the District.
5. Approval by the principal.

B. Enrollment Procedures:

The following procedures and guidelines apply to students enrolled full-time in the District:

1. Students and parents/guardians shall discuss JEDI single course options with a school counselor and the District JEDI coordinator. The District JEDI coordinator shall review a syllabus and expected course pacing for each class of interest to determine the best options for the student and report to the counselor and the family regarding their findings.
2. Students shall indicate their intention to enroll in JEDI single courses during the normal course scheduling process for the following academic year. The District JEDI coordinator shall provide registration materials to families indicating JEDI single course options with detailed instructions for when they are due.
3. Not less than two weeks prior to the beginning of the term for which the student wishes to enroll in the class, the student and parent shall complete the JEDI single

- course registration form and submit it to the counseling office with the tuition payment.
4. Students who have submitted applications and tuition payments in the designated timeline shall have access to the JEDI class platform by day one of the term enrolled.
 5. Enrollment in virtual school online courses at other times of the year due to individual circumstances such as illness or expulsion will be decided on a case by case basis.
 6. Student may enroll in up to two online courses per year.
- C. A decision denying a request for a virtual school full-time or single course enrollment may be appealed to the District Administrator.
- II. JEDI Virtual School Full-Time Option:
Students wishing to enroll full-time in the JEDI virtual school program as an alternative to traditional programming may request a meeting with parents, counselor, and a JEDI District Coordinator. School officials will then meet to determine the best placement of the student.
- A. Full-time virtual school students must complete all Evansville High School Graduation Requirements in order to receive a diploma from Evansville High School.
 - B. Full-time virtual school students may request to rent a laptop provided by the District for a fee of \$50 annually
- III. Virtual School and Online Course Policies and Procedures:
- A. Wisconsin Statutes for attendance apply.
 - B. Acceptable internet and technology use policies, and all other applicable District policies apply.
 - C. Students will be held accountable to the policies and procedures outlined in the JEDI Virtual School Student and Family Handbook.
 - D. Grades received for virtual/online course work will count the same as other course grades. All grades received from virtual/online courses will be recorded on the official student transcript.
 - E. Students are required to participate in state mandated assessments.
 - F. Students may participate in extra-curricular activities offered by the District contingent upon them meeting the conditions of participation.
 - G. Tuition Cost:
 1. Students enrolled in single courses are responsible for the tuition associated with the course and must provide the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.
 2. Single courses which are taken by student choice for the purpose of student interest, enrichment opportunity, or to enhance a current course grade (retake the course) when a comparable course is offered by the school, will be charged the cost of tuition, without reimbursement.
 3. Course time extensions to complete the course are set within allowable ranges by JEDI. Students who exceed the standard time extensions will be responsible for the additional cost incurred by JEDI.

Local Ref.: Policy #343.3 – Online Learning/Virtual School Program

Revised: October 13, 2003

345.62

Revised: June 27, 2011

Revised: March 11, 2015

Revised:

1st Reading: 8/10/16; 2nd Reading: 8/31/16

GRADUATION EXERCISES

Completion of the requirements for an Evansville High School diploma is viewed as the minimum academic achievement for all students in the school district. The Evansville Community School District Board of Education wishes to recognize this important accomplishment in a publicly celebrated graduation ceremony. The exercises shall focus on all members of the graduating class and include active student participation. Individual recognition will be given to the academic honor students of the class and to foreign exchange students.

Graduation exercises shall be held the Friday evening of Memorial Day weekend. Students shall be monitored for their progress toward graduation beginning in their freshman year. All efforts will be made to assist the students to graduate. Students who have satisfactorily completed all requirements for graduation may participate in the graduation exercises. Students who graduate early may participate in the next scheduled graduation ceremony. All students participating in graduation exercises shall be expected to maintain proper conduct and abide by all school rules and regulations. Students participating in the graduation ceremony will be seated alphabetically by last name. The practice of including an invocation and benediction as part of the official graduation ceremony is not permitted.

The graduation status of all students shall be reviewed by the school counselor after completion of the junior year. If graduation status is questionable, students and their parents/guardians shall be notified by letter before the beginning of the school year and again at the end of the first semester of the senior year. If it becomes apparent that successful completion is not possible, the parents/guardians of the students who do not meet the requirements for graduation will be informed that the student in question is not eligible to participate in the graduation ceremony.

Legal Ref: Section 118.33 Wisconsin Statutes (High School Graduation Standards)
PI 18 of the Wisconsin Administrative Code

Approved: January 9, 1989

~~457.1~~ 457 Rule

Revised: August 9, 2010

Revised:

1st Reading: 8/10/16; 2nd Reading: 8/31/16

SUICIDE PREVENTION PROCEDURES
Administrative Rule

When any person employed by the Evansville Community School District shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming him- or herself through an attempted suicide, or has attempted suicide, that person is to report the situation immediately. The procedure to report this situation is as follows:

1. Contact the school psychologist or the counselor. Do not leave the suicidal student without adult supervision for any amount of time while making this contact. If the student's life is in imminent danger, summon law enforcement personnel, or contact Rock County Crisis Intervention.
2. Student services staff shall make parent contact to establish a safety plan for the remainder of the day.
3. After the immediate crisis has been resolved, student services staff will meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student. The BIT (Building Intervention Team) will assign a specific case manager to monitor the student and provide follow up information.
4. All teachers involved with the student shall be notified of student status and will be assisted appropriately dealing with the student.

Annually staff will be provided the District's Youth Suicide Prevention Resources and Services notice.

Legal Ref. Sections 115.365 Wisconsin Statutes (Assistance to Schools for Suicide Prevention Programs)

118.01(2)(d)7 (Educational Goals and Expectations)

118.295 (Suicide Intervention; Civil Liability Exemption)

Local Ref.: Policy #457 – Suicide Prevention/Intervention Program

ENERGY CONSERVATION Administrative Rule

These guidelines are not intended to be all-inclusive. Our hope is that all staff and users will follow them on a consistent basis.

Objectives:

1. Ensure adequate comfort of students, staff and other users of facilities.
2. Control and manage cost.
3. Ensure a healthful school environment in compliance with applicable government requirements.
4. Set an example as a responsible user of energy and natural resources.

Responsibilities:

1. Staff, students and users of the facility should strive to utilize all district resources in an environmentally conscious manner.
2. The custodian is responsible for control of common areas, i.e., halls, cafeteria, etc.
3. Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
4. The principal is responsible for overall energy usage of his/her building.
5. The Director of Buildings & Grounds will perform routine audits of all facilities and communicate the audit results to the appropriate personnel.
6. The Director of Buildings & Grounds will provide regular reports to principals indicating performance with regard to energy savings.

General:

1. All unnecessary lighting in unoccupied areas should be turned off. Teachers should utilize natural lighting where appropriate and make certain that lights are turned off when leaving an empty classroom for more than 10 minutes.
2. All lights will be turned off when students and teachers leave school.
3. Outside lighting should be off during daylight hours.
4. Gym lights should not be left on for extended periods unless the gym is being utilized.
5. All lights, except security lighting, will be turned off when facilities are not occupied. Exceptions may be made for homecoming or other times when safety and protection of persons or property require additional lighting.
6. During unoccupied periods, custodians will turn on lights only in the areas in which they are working.
7. Educational efforts will be made to help staff refrain from turning lights on unless definitely needed and to understand that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
8. Coffee makers, hot plates, toaster ovens, and other appliances, not required for instructional purposes, or deemed by the Safety Coordinator as a potential safety hazard, shall not be kept in classrooms.
9. Effective with the 2005-2006 school year, refrigerators, space heaters, and microwave ovens, other than as needed for instructional or health reasons, will be removed from classrooms. Such appliances will be confined to staff and faculty planning rooms or centrally located spaces where they can be appropriately used and monitored.

10. Doors and windows between conditioned space and non-conditioned space should remain closed as much as possible.
11. Exhaust fans should be turned off every day and during unoccupied hours.
12. Office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times, unless equipped with a power saver mode. Fax machines may remain on.
13. Computers, including network equipment, should be turned off according to guidelines set by the network administrator.
14. PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, monitors should be set to "sleep" after 10 minutes of inactivity.
15. Areas of water intrusions will be repaired and standing water eliminated.
16. Positive building pressure will be maintained.
17. A moisture extraction plan should be implemented when cleaning carpets.

Cooling Season Occupied Set Points: 74° F Heating Season Occupied Set Points: 68° F
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Modifications may be made in cooperation with Director of Buildings and Grounds to deal with unique situations.

Air Conditioning Equipment:

1. Occupied temperature settings shall NOT be set below 74° F.
2. During unoccupied times, room air conditioning equipment should be turned off. The unoccupied period begins at the end of the regular school day, unless community activities are scheduled. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left. Efforts will be made to operate air conditioning in occupied zones only.
3. Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
4. Outside air dampers will be closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels should not exceed 60% at any time.
7. MERV (Minimal Efficiency Rating Value) 7-8 filtration is recommended (screens tiny microbes which helps minimize dust, mold and other particles that can trigger asthma attacks).
8. The district wide maintenance program will ensure clean coils and drain pans.
9. Air conditioning should be utilized in classrooms during the summer months only when classrooms are scheduled for summer school or other community activities. Relative humidity levels should be monitored to verify level remains below 60%. Air conditioning may be used by exception as needed (e.g. cleaning crew, maintenance, etc.).
10. Keep doors closed as much as possible in areas which have evaporative coolers such as the high school, kitchens, cafeterias and gymnasiums.

Heating Equipment:

1. Efforts will be made to operate heating systems in occupied zones only, except as noted below.
2. Occupied temperature settings will NOT be above 68° F.
3. The unoccupied temperature setting will be 55° F (i.e., setback). This may be adjusted to a 60° F setting during extreme weather.
4. The unoccupied time will begin at the end of the regular school day, unless the area is used for community activities.
5. Domestic hot water systems should be set no higher than 120° F or 140° F for cafeteria service (with dishwasher booster).

Approved: ~~January 11, 1988~~

Revised: ~~January 11, 1993~~

Revised: April 13, 1998

Revised: April 9, 2014

Revised:

1st Reading: 8/31/16

420

SCHOOL ADMISSIONS

Any student seeking entrance into the Evansville Community School District must meet the entrance age and reside within the establishment boundaries of the District, except for those whose enrollment is permitted under the Wisconsin Public School Open Enrollment Law and those accepted as nonresident tuition students.

Students seeking entrance to Evansville Schools under the Wisconsin Public School Open Enrollment program must do so by completing the Wisconsin Department of Public Instruction Application Form PI-9410.

It shall be the responsibility of a student's parent/guardian or a person of legal age entering the School District to complete official registration forms prior to assignment by the principal to a grade level or schedule of classes. Each building principal shall have authority to determine the grade level at which a student shall be placed. The district administrator, or designee, shall assign a student to a school.

Students transferring to Evansville from other public or private school systems must provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. Students entering the District from a home-based private educational program must provide any available academic information and may be required to take appropriate academic tests to assist in making a placement. All students must satisfy minimum standard for admission to high school.

Parents/guardians of students admitted to the District's elementary and secondary schools shall present immunization records as required by law. In addition, students are encouraged to have a complete physical prior to entering school.

The District will not enroll any student who has been expelled from another district during the time period of this expulsion. If there is no firm date set on the length of the expulsion by the expelling district, this matter should be resolved between the student and the other district involved.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)

118.135 (Eye Examinations and Evaluations)

118.14 (Age of Pupils)

118.145 (Admission to High School)

118.51 (Full-Time Open Enrollment)

118.52 (Course Options)

118.53 (Attendance by Pupils Enrolled in a Home-Based Private Educational Program)

120.13(1)(f)(h) (School Board Powers)

121.77 (Admission of Nonresident Pupils)

121.84 (Tuition Waiver: Special Cases)

252.04 (Immunization Program)

Wisconsin Administrative Code – PI 9.03(1)

McKinney-Vento Homeless Education Assistance Act

Local Ref.: Policy #411 – Equal Educational Opportunities

Revised: May 10, 1993
Revised: April 13, 1998
Revised: May 12, 2003
1st Reading: 8/31/16

423

FOR REMOVAL AS IS COVERED IN #420-SCHOOL ADMISSIONS

RESIDENCY, NON-RESIDENCY, TUITION AND TUITION WAIVER

A student who is a resident of the School District has the right to a tuition free education, provided that student has not been expelled from Evansville or other schools. Whenever there is a question of whether or not a student is a resident, an investigation must take place by the district administrator or designee, with the final determination to be made by the School Board. In establishing residency students applying for open enrollment will comply with the open enrollment policies. A student must meet both of the following guidelines:

1. A student's residency is defined by his or her physical presence, not that of the parent/guardian. For purposes of a student's physical presence, a student may live with parents/guardians, relatives, non-relatives or no one at all.
2. A student must reside in the District for a primary purpose other than the education program in order to receive free tuition.

Forms 423A and 423B should be used in determining residency.

If it is determined that the student is not a resident of the District, the student may attend schools of the District on a tuition basis with approval of the School Board. The Board shall make a written agreement with the student's parents/guardians or adult student for the payment of tuition (form 423C). Non-resident tuition for each semester shall be paid in advance at the time of registration.

Tuition waiver may be granted by the School Board under the following conditions:

1. A student who is a resident of the School District and is included in the third Friday in September enrollment count can complete the school year in the District without payment of tuition even though the student is no longer a resident of the School District. The parent/guardian or adult student is responsible for providing transportation. Said permission will be granted by the District Administrator.
2. A student who has gained 12th grade status and is a resident of the School District at the time of gaining such status can complete Grade 12 in the District even though the student is no longer a resident of the School District. Said permission will be granted by the District Administrator. The parent/guardian or adult student is responsible for providing transportation.
3. The District accepts students from programs recognized by WIAA or NASSP. Students from foreign countries who participate in recognized programs may attend

the School District without payment of tuition and may be provided with hot lunch. Foreign students wishing to attend school in the District who possess an F-1 visa shall be required to pay tuition. The high school principal has the discretion to limit the number of foreign exchange students for any given school year.

4. A student whose parent/guardian demonstrates plans to become a resident of the District within an eighteen (18) week period may attend school in the District with the District Administrator's approval. The parent/guardian must indicate in writing that they will move into the District within the 18-week period. If residence is established within the 18 weeks, the matter is dropped and the family is considered to be in good standing. If residence is not established, the parent/guardian must again apply for permission to reside outside the District and have their student(s) continue to attend in Evansville. Another written application for enrollment may be filed for the next 18 weeks. This process can be repeated for a period of time not exceeding one school year. Any requests beyond the one school year will be accompanied by payment covering the entire period requested. None of this payment will be refunded unless the family establishes residency prior to the estimated date. The parent/guardian is responsible for transportation during any period of time that they live outside of the District.

Non-resident special education students may be accepted into the School District on a tuition basis or through a 66:03 consortium agreement.

Legal Ref.: Sections 121.77 Wisconsin Statutes
121.78
121.80-121.84

Local Policy: 428 and 428A

20__-20__ (School Year)
EVANSVILLE COMMUNITY SCHOOL DISTRICT ENROLLMENT FORM

Student: _____ **DOB:** _____ **Gender:** _____ **Grade:** _____ **Grad Yr:** _____
 (Please provide full middle name)

Race: _____ **Place of Birth:** _____ **Home Phone:** _____
 (City/State/County)

Language: _____ **E-Mail Address for contact purposes:** _____

Address: _____ **City:** _____

Township: _____ **County:** _____

School Last Attended: _____ **Bus Rider (Yes/No):** _____
 (For new students only)

Household #1	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father Only	<input type="checkbox"/> Foster Home	<input type="checkbox"/> Joint Custody	<input type="checkbox"/> Legal Guardian
(Primary Payor)	<input type="checkbox"/> Mother Only	<input type="checkbox"/> Parent	<input type="checkbox"/> Stepparent	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian					
Name: _____		Second Phone: _____		Type: _____	
Language: _____					
Employer: _____		Other Phone: _____		Type: _____	
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian					
Name: _____		Second Phone: _____		Type: _____	
Employer: _____		Other Phone: _____		Type: _____	

Household #2	<input type="checkbox"/> Both Parents	<input type="checkbox"/> Father Only	<input type="checkbox"/> Foster Home	<input type="checkbox"/> Joint Custody	<input type="checkbox"/> Legal Guardian
	<input type="checkbox"/> Mother	<input type="checkbox"/> Parent	<input type="checkbox"/> Stepparent	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian					
Name: _____		Home Phone: _____		Receives Report Cards (Y/N) _____	
Address: _____				Receives Forms (Y/N) _____	
Township: _____		County: _____			
Second Phone: _____		Type: _____			
Employer: _____		Other Phone: _____		Type: _____	
<input type="checkbox"/> Father <input type="checkbox"/> Mother <input type="checkbox"/> Stepfather <input type="checkbox"/> Stepmother <input type="checkbox"/> Guardian					
Name: _____		Second Phone: _____		Type: _____	
Employer: _____		Other Phone: _____		Type: _____	

Siblings:

Name	Birthdate	Grade	Gender

20__-20__ (School Year)
EVANSVILLE SCHOOL DISTRICT ENROLLMENT FORM

Student: _____ DOB: _____ Gender: _____ Grade: _____ Grad Yr: _____

EMERGENCY INFORMATION (Please do not list self)

Please list name of **LOCAL PERSON** to contact in case of emergency or illness and a parent cannot be reached.

Primary Contact: _____ Phone: _____

Relationship: _____

Secondary Contact: _____ Phone: _____

Relationship: _____

In case of emergency, clinic in Evansville: _____ Dean _____ Mercy

In case of emergency, dentist in Evansville: _____

In case of emergency, hospital: _____

Please indicate any known medical concerns of your child (i.e. seizures, diabetic, bee stings, food allergies, asthma, etc.)

If allergies, what reaction (i.e. breathing difficulty, rash, etc.) _____

Please list any medications your child takes during the school day _____

Please list any other medications your child takes _____

Please list any specific concerns/past injuries or disabilities your child has that the school should be aware of

Exceptional Education: Were you enrolled in any special program? _____ Yes _____ No _____ Special Education?

If yes, which program? _____ Gifted and Talented _____ Title 1 _____ Learning Disability _____ Emotional Behavior Disability
 _____ Cognitive Disability _____ Speech/Language _____ Visually Impaired _____ 504 Plan
 _____ Physically Handicapped _____ Hearing Impaired _____ English Language Learner
 _____ Other _____

Consent is hereby given for my child

- (1) To go on any school sponsored field trip _____ Yes _____ No
- (2) To be photographed/videotaped in school activities _____ Yes _____ No
- (3) For medical treatment in case of an emergency _____ Yes _____ No
- (4) Custodial/Non-Custodial Parent has equal rights to discuss child's progress with the educational staff, review student records, & receive copies of all reports _____ Yes _____ No (If No, please complete Confidential Info Form)

Privacy Information

_____ Check here if formally requesting that directory data for your child not be disclosed pursuant to the Family Educational Rights and Privacy Act and State Statute .118.125(1)(b) and (2)(J). (Example: child could not be in yearbooks, programs, or honor listings.)

_____ Check here if you do not want your child's information distributed to the military.

I certify that all information contained in this student enrollment form is true and complete, accurate, and not misleading to the best of my knowledge. I understand that any false statements, incomplete statements, or misrepresentations may subject me to any and all applicable civil and criminal penalties. A copy of this authorization shall be effective as the original.

Parent/Guardian Signature _____ Date _____

FOR REMOVAL – Will use as an internal document

Evansville Community School District
Confidential Information Form

Dear Parent(s)/Guardian(s):

Many school age children are members of families that have experienced divorce. If this is the situation in your family then you are aware of the fact that courts resolve custody issues in a variety of ways. Generally the custodial and non-custodial parents/guardians both continue to have certain parental/guardian rights (to discuss student progress with the educational staff, review student records, and receive copies of progress reports and report cards). Occasionally the court issues restraining orders against one of the parents/guardians in the custody agreement. Frequently the school gets caught in the middle and does not know what parental/guardian rights the custodial and non-custodial parents/guardians possess. The District will assume that both parents/guardians may continue to exercise parental/guardian rights, unless we have a copy of a court order that specifies restraints against the parental/guardian rights of the non-custodial parent/guardian.

IF APPLICABLE COMPLETE AND RETURN TO THE DISTRICT OFFICE

CONFIDENTIAL INFORMATION

Student _____ Grade _____

Custodial Parent/Guardian _____
(Parent with whom the student resides while attending school)
Address _____ Phone _____

Joint-Custodial () / Non-Custodial Parent () Place X in proper space.

Name _____ Phone Number _____
Address _____

Are there any court orders curtailing or restricting the rights and privileges of either parent with respect to either parent's right to be kept informed of the students' progress and activities or limiting the parental right to visit at school or have a child released in either parent's custody?

Yes _____ (Date of Court Order _____) No _____

Note: Please provide a certified copy of any applicable portions of court orders that limit these parental rights. Include the county (legal jurisdiction) in which the court order has been filed.

A copy of this policy and the questionnaire will be sent to the Joint Custodial/Non Custodial parent.

Signature: _____ Date _____
Parent/Guardian

**EVANSVILLE COMMUNITY SCHOOL DISTRICT
RESIDENCY DETERMINATION FORM**

Student's Name _____ Date of Birth _____

Present Address: _____

Name of individual with whom student will be living:

Address: _____ Phone # _____

Relationship to student: _____

Please state the specific reason for the student's request to attend the Evansville Community School District. Be as complete and specific as possible.

Is student's primary purpose to participate in the education programs of Evansville Community School District? ___ yes ___ no

If yes, are you requesting tuition be waived? ___ yes ___ no

If yes, provide explanation _____

Do parent(s)/guardian(s) and person(s) the student is residing with have permission to receive report cards and forms and have access to student records? ___ Yes ___ No

If answer is no, please provide explanation:

Do person(s) that student is living with have permission to give consent for medical treatment in case of an emergency? ___ Yes ___ No

If answer is no, please provide explanation:

Who will be responsible for school fees/food service monies and what name should be used as primary payor? _____

Does student receive special education services (i.e. IEP)? ___ Yes ___ No

If answer is yes, provide parent(s)/guardian(s) and person(s) the student is residing with the brochure entitled "Special Education Rights for Parents and Children".

Do WIAA requirements apply? ___ Yes ___ No

Will the student be participating in Athletics, Pom-Poms, Cheerleading? ___ Yes ___ No

If above two questions are answered yes, please provide information regarding WIAA Eligibility.

Parent(s)/Guardian(s) _____

Person(s) Student is residing with _____

Date _____

Approved: May 12, 2003
Revised:
1st Reading: 8/31/16

423 Form 3 420 Form 1

**EVANSVILLE COMMUNITY SCHOOL DISTRICT
TUITION AGREEMENT**

Student's Name _____ Date of Birth _____

Parents/Guardians, Adult Student name: _____

Address: _____

Phone: _____

If tuition is required and student is admitted, I agree to pay tuition.

Signature of Parent/Guardian or Adult Student (Date)

District Administrator's Approval of recommendation: Yes ___ No ___

Board's decision: Yes ___ No ___

If application refused, explain:

Tuition Charged _____ Payment Due _____ Date Paid _____

(Signature of Business Manager) (Date)

(Signature of Board of Education Clerk) (Date)

Approved: May 13, 1996
1st Reading: 8/31/16

423.1

FOR REMOVAL AS IS INCLUDED IN 420-SCHOOL ADMISSIONS

ENROLLMENT OF STUDENTS EXPELLED FROM ANOTHER DISTRICT

The Evansville Community School District will not enroll any student who has been expelled from another district during the time period of this expulsion.

If there is no firm date set on the length of the expulsion by the expelling district, this matter should be resolved between the student and the other district involved.

Ref.: Wis. Statute: 1995 Wis. Act 29

CURRENT POLICY
ADMISSION OF FOREIGN EXCHANGE STUDENTS

A maximum of three foreign exchange students may be enrolled in the District tuition free each school year. General instructional fees, classroom related charges and lunch monies are the responsibility of the foreign exchange student, his/her parents/guardians or sponsors. The Board may review and approve foreign exchange students in excess of the stated maximum as deemed appropriate.

Each foreign exchange student shall be represented by a bona fide organization recognized by the Board, and there shall be a reciprocal provision whereby a student of the District shall be able to enroll in a foreign school under essentially the same conditions as a foreign student may enroll in a District school. The District accepts students from AFS and Rotary International. Other program participants may be accepted with District Administrator approval.

Admission of Foreign Exchange Students

1. Students participating in the programs should have sufficient knowledge of English to allow them to function adequately in the school environment with minimal need for special language instruction.
2. Notification of student placement should be given to the school the student will be attending prior to the student's departure from the student's native country. Exceptions must have the approval of the building administrator.
3. No more than a total of three (3) foreign exchange students and no more than two (2) from the same nation may be placed in one high school by all participating organizations. Priority for available placements will be given to organizations with long-standing commitment for placing students in Evansville.
4. The organization representing the foreign student shall establish to the satisfaction of the administration that an adult in this District has the authority to act in loco parentis. The adult supervisor must be financially and otherwise responsible.
5. The sponsoring organization will be responsible for arranging for payment of any required student fees and related costs such as school pictures and lunches.
6. All credentials or other data supporting the request of the proposed student shall be furnished the District prior to the time when the prospective student exits from his/her native country.
 - a. The administration reserves the right to examine the request and the credentials of the student for whom the application is being made.
 - b. All requests shall be submitted to and processed by the building principal.
7. Foreign students accepted under this policy and procedure shall be treated as resident students.
8. Foreign students living with their legal parent/guardian in the District shall not be considered under this policy.
9. Student academic records must precede or accompany the student's enrollment in the high school.
10. A certificate of attendance will be issued to the student upon successful completion of the school year. Students meeting Evansville High School graduation standards will be issued a regular diploma.
11. Failure of individual organizations to abide by these guidelines may result in future non-participation in exchange programs with that organization.

PROPOSED POLICY

ADMISSION OF FOREIGN EXCHANGE STUDENTS

A maximum of three foreign exchange students may be enrolled in the **Evansville Community School** District tuition free each school year. General instructional fees, classroom related charges and lunch monies are the responsibility of the foreign exchange student, his/her parents/guardians or sponsors. The Board may review and approve foreign exchange students in excess of the stated maximum as deemed appropriate.

Each foreign exchange student shall be represented by a bona fide organization recognized by the Board, and there shall be a reciprocal provision whereby a student of the District shall be able to enroll in a foreign school under essentially the same conditions as a foreign student may enroll in a District school. The District accepts students from AFS and Rotary International. Other program participants may be accepted with District Administrator approval **using the list from the Council on Standards for International Educational Travel (CSIET). Ideally, all credentials and arrangements shall be completed by August 15. However, acknowledging the difficulty of securing host family commitments, the school will accept applications until school starts. (Note: The U.S. State Department federal J-visa regulations generally permit the placement of exchange program students up to August 31 for the upcoming academic year unless all slots are filled.)**

Expectations/Responsibilities of Student Exchange Programs

1. Notification of student placement should be given to the school the student will be attending prior to the student's departure from the student's native country. Exceptions must have the approval of the building administrator.
2. The organization representing the foreign student shall establish to the satisfaction of the administration that an adult in this District has the authority to act in loco parentis. The adult supervisor must be financially and otherwise responsible.
3. The sponsoring organization will be responsible for arranging for payment of any required student fees and related costs such as school pictures and lunches.
4. All credentials or other data supporting the request of the proposed student shall be furnished the District prior to the time when the prospective student exits from his/her native country.
 - a. The administration reserves the right to examine the request and the credentials of the student for whom the application is being made.
 - b. All requests shall be submitted to and processed by the building principal.
5. Student academic records must precede or accompany the student's enrollment in the high school.
6. Failure of individual organizations to abide by these guidelines may result in future non-participation in exchange programs with that organization.

Expectations/Responsibilities of the District

1. No more than a total of three (3) foreign exchange students and no more than two (2) from the same nation may be placed in one high school by all participating organizations. Priority for available placements will be given to organizations with long-standing commitment for placing students in Evansville.

2. Foreign students accepted under this policy and procedure shall be treated as resident students, with all rights and responsibilities therein.
3. Foreign students living with their legal parent/guardian in the District shall not be considered under this policy.
4. A certificate of attendance will be issued to the student upon successful completion of the school year. Students meeting Evansville High School graduation standards will be issued a regular diploma.

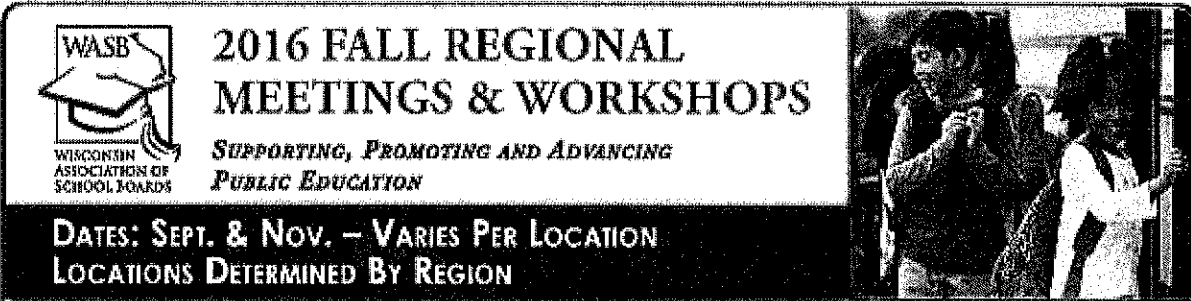
Expectations/Responsibilities of the Student

1. Students participating in the programs should have sufficient knowledge of English to allow them to function adequately in the school environment with minimal need for special language instruction.
2. Students shall be at least 16 years old and less than 19 years old prior to the first day of school.
3. Students are subject to all rights and responsibilities of resident students.

Legal Ref.: Sections 120.13(1) Wisconsin Statutes (School Board Powers)
121.84(1)(c) (Tuition Waiver; Special Cases)

Mosher, Kelly

From: Wisconsin Association of School Boards <events@wasb.org>
Sent: Monday, August 1, 2016 3:42 PM
To: Mosher, Kelly
Subject: 2016 Fall Regional Meeting - Region 12



Fall Regional Meeting

Join us at your Regional Meeting - **Oct. 6 at Stoughton High School**. Network with area board members, celebrate accomplishments, and learn about WASB's activities and plans.

The Regional Meeting feature presentation will highlight the school board's role in continuous improvement. Led by an experienced WASB consultant, this interactive session is intended to give school board members an opportunity to take a closer look at how they are measuring improvement and learn what other boards are doing.

Other highlights include a report from WASB Executive Director John Ashley. In addition, a workshop will be held before the Regional Meetings. Register for both the Regional Meeting and workshop and receive a discount.

View event in full detail

Event Schedule

Registration

Registration

Location and directions

More Info.

Pre-Regional Meeting Workshop

Coming to Order: How to Plan and Conduct Effective School Board Meetings - [More information](#)

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EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, September 14, 2016

6:00 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 Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf HS Board Rep Emmeline Roth
 John Rasmussen Keith Hennig HS Board Rep _____
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
 - Annual School Board Meeting – September 28, 7:00 pm
 - Welcome High School Student Board Representatives – Emmeline Roth and _____
 - Introduction of District Office and K-5 New Staff
- IV. Public Presentations.
- V. Information & Discussion:
 - A. Continuous System Improvement (CSI) 2016-2017 CSI/District Goals.
 - B. Annual Meeting Update.
 - C. First Reading of Policies:
 - D. Second Reading of Policies:
 1. #420 – School Admissions.
 2. #423 – Residency, Non-Residency, Tuition and Tuition Waiver.
 3. #423 Form – Enrollment Form.
 4. #423 Form 1 – Confidential Information Form.
 5. #420 Form (#423 Form 2) – Residency Determination Form.
 6. #420 Form 1 (#423 Form 3) – Tuition Agreement.
 7. #423.1 – Enrollment of Students Expelled From Another District.
 8. #423 (#423.2) – Admission of Foreign Exchange Students.
- VI. Public Presentations.
- VII. Business (Action Items):
 - A. Approval of Staff Changes:
- VIII. Consent (Action Items):
 - A. Approval of Policies:
 1. #151 – Board Policy Adoption, Review and Implementation.
 2. #343.3 Rule (#343.31) – Online Learning/Virtual School Program-Administrative Rule.
 3. #345.62 – Graduation Exercises.
 4. #457 Rule (#457.1) – Suicide Prevention Procedures-Administrative Rule.
 5. #733 Rule (#733.1) – Energy Conservation-Administrative Rule.
 - B. Approval of August 31, 2016, Regular Meeting Minutes.
 - C. Approval of August Bills and Reconciliation.
- IX. Future Agenda – September 28, 2016, Regular Meeting Agenda and Annual Meeting.
- X. Adjourn.