

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, February 8, 2017

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 Ava Parker

- II. Approve Agenda.

- III. Public Announcements/Recognition/Upcoming Events:
 - Career and Technical Education Month - February 1-28, 2017
 - SkillsUSA Week – February 5-11, 2017
 - Future Business Leaders of America (FBLA) Week– February 5-11, 2017
 - Open Enrollment – February 6 – April 28, 2017
 - Family, Career and Community Leaders of America (FCCLA) Week – February 12-18, 2017
 - School Bus Driver Week – February 13 – 17, 2017
 - FFA Week – February 18-25, 2017

- IV. Public Presentations.

- V. Information & Discussion:
 - A. High School Student Board Representatives Report.
 - B. Architectural Firm Agreement.
 - C. 2017-2018 Preliminary Budget.
 - D. Second Friday January Attendance Report.
 - E. Naming of the Varsity Soccer Field.
 - F. 2018 Potential Referendum Update.
 - G. Second Reading of Employee Handbook Suggested Proposed Changes:
 - #1. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods.
 - #2. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle Pay Periods.
 - #3. Part 1, All Staff, Pg. 30, Section 9, 9:01-9:03, Jury Duty.
 - #4. Clerical Items.
 - H. First Reading of Policies:
 1. #363-Access to Educational Technology.
 2. #363.2/554-Acceptable Use and Internet Safety Policy for Students, Staff and Guests.
 3. #363.3-Assistive Technology (Technology Concerns for Students With Special Needs).
 4. #375-Activities When School Is Cancelled or Not In Session.
 5. #723.3-Emergency Closings.

- I. Second Reading of Policies:
 1. #352-School Sponsored Excursions.
 2. #352.1-Overnight Excursion Regulations.
 3. #352.1 Form-Overnight Excursion-Parent/Guardian Permission.
 4. #352.2 (#352.3)-Planning and Supervision of School Trips.

- VI. Public Presentations.

- VII. Business (Action Items):
 - A. Approval of Architectural Firm Agreement.

- VIII. Consent (Action Items):
 - A. Approval of Policies:
 1. #342-Programs for Students With Disabilities.
 2. #342.1-Local Agency Special Education Program.
 3. #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary.
 - B. Approval of January 25, 2017, Regular and January 28, 2017, Special Meeting Minutes.
 - C. Approval of January Bills.

- IX. Future Agenda – February 22, 2017, Regular Meeting Agenda.

- X. 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; name to discuss the District Administrator Evaluation.

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: 2/1/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Wednesday, February 8, 2017

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

- | | | | |
|----------------------|--------------------|-----------------|----------------------------|
| 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 Ava Parker |

II. **Approve Agenda.**

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

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

- Career and Technical Education Month - February 1-28, 2017
- SkillsUSA Week – February 5-11, 2017
- Future Business Leaders of America (FBLA) Week– February 5-11, 2017
- Open Enrollment – February 6 – April 28, 2017
- Family, Career and Community Leaders of America (FCCLA) Week – February 12-18, 2017
- School Bus Driver Week – February 13 – 17, 2017
- FFA Week – February 18-25, 2017

IV. **Public Presentations.**

V. **Information & Discussion:**

- A. High School Student Board Representatives Report – HS Reps Ms. Roth and Ms. Parker have enclosed their report.
- B. Architectural Firm Agreement – District Administrator, Mr. Roth, Business manager, Mr. Swanson, and the District's legal counsel has reviewed the attached Agreement. You will act on this later in the meeting.
- C. 2017-2018 Preliminary Budget – Currently the Administrative Team is looking at all possibilities and continue to meet about the budget.
- D. Second Friday January Attendance Report – Enclosed are the reports.

- E. Naming of the Varsity Soccer Field - Board member, Sandi Spanton Nelson, asked that this be on the agenda. Enclosed is our policy #940-Naming School District Facilities and Events.
- F. 2018 Potential Referendum Update – Bray Architects has sent out the RFPs for the Construction Managers. The Board will interview firms on March 8 and March 22, at their regular meetings.
- G. Second Reading of Employee Handbook Suggested Proposed Changes:
 - #1. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods.
 - #2. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle Pay Periods.
 - #3. Part 1, All Staff, Pg. 30, Section 9, 9:01-9:03, Jury Duty.
 - #4. Clerical Items.
- H. First Reading of Policies:
 - 1. #363-Access to Educational Technology.
 - 2. #363.2/554-Acceptable Use and Internet Safety Policy for Students, Staff and Guests.
 - 3. #363.3-Assistive Technology (Technology Concerns for Students With Special Needs).
 - 4. #375-Activities When School is Cancelled or Not In Session.
 - 5. #723.3-Emergency Closings.
- I. Second Reading of Policies:
 - 1. #352-School Sponsored Excursions.
 - 2. #352.1-Overnight Excursion Regulations.
 - 3. #352.1 Form-Overnight Excursion-Parent/Guardian Permission.
 - 4. #352.2 (#352.3)-Planning and Supervision of School Trips.

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of Architectural Firm Agreement.

Suggested Motion: I move we approve the Architectural Firm Agreement with Bray Architects, as presented.

Roll Call Vote -

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

- A. Approval of Policies:
 - 1. #342-Programs for Students With Disabilities.
 - 2. #342.1-Local Agency Special Education Program.
 - 3. #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary.
- B. Approval of January 25, 2017, Regular and January 28, 2017, Special Meeting Minutes.
- C. Approval of January Bills.

Suggested Motion: I move we approve the agenda items: policies, #342-Programs for Student With Disabilities, #342.1-Local Agency Special Education Program, and #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary; January 25, 2017, Regular and January 28, 2017, Special Meeting Minutes; and the January bills, as presented.

Roll Call Vote -

IX. Future Agenda – February 22, 2017, Regular Meeting Agenda – *Enclosed is the agenda.*

X. 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; name to discuss the District Administrator Evaluation.

Suggested Motion: I move we 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 the District Administrator Evaluation.

Roll Call Vote –

Adjourn –

Suggested Motion – I move we adjourn the meeting –

FOR YOUR INFORMATION:

1. Upcoming Board meetings:
 - February 22
 - March 8 – will interview Construction Managers as part of meeting – meeting will last longer
 - March 22 – will interview Construction Managers as part of meeting – meeting will last longer
 - April 12

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas the Association for Career and Technical Education has designated February 1-28, 2017, as Career and Technical Education Month; and

Whereas career and technical education increases graduation rates and improves academic performance through meaningful experiences, thus improving the quality of their education, engaging students, preparing them for careers and post-secondary education, and giving all students leadership opportunities in their fields and in their communities; and

Whereas career and technical education programs provide Americans with a school-to-careers connection and are the backbone of a strong, well-educated workforce, which fosters productivity, innovation, and entrepreneurship, in business and industry and contributes to America's leadership in the global marketplace; and

Whereas profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

Whereas the ever-increasing cooperative efforts of career and technical educators with business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade.

Therefore, be it resolved that I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim February 1-28, 2017, as

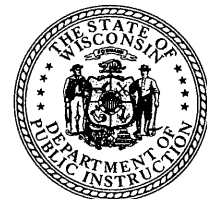
CAREER AND TECHNICAL EDUCATION MONTH

in the State of Wisconsin, and I commend this observance to all citizens.



Tony Evers

State Superintendent of Public Instruction



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas the national SkillsUSA Association has designated February 5-11, 2017, as SkillsUSA Week; and

Whereas career and technical education provides students with a school-to-careers connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to our leadership in the national and international marketplace; and

Whereas career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing, and mathematics, thus improving the quality of their education, motivating at-risk students and giving all students leadership opportunities in their fields and in their communities; and

Whereas career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential life satisfaction; and

Whereas the ever-increasing cooperative efforts of career and technical educators, business, and industry stimulate the growth and vitality of our economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade; and

Whereas SkillsUSA – a state and national organization for students preparing for technical, skilled, and service occupations in high schools, technical colleges, and universities – helps its members become world-class workers and responsible Americans.

Therefore, be it resolved that I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim February 5-11, 2017, as

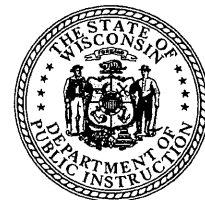
SKILLSUSA WEEK

in the State of Wisconsin, and I commend this observance to all citizens.



Tony Evers

State Superintendent of Public Instruction



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas Future Business Leaders of America (FBLA) is a nonprofit education association representing the largest business career student organization in the world with a quarter million students preparing for careers in business and business-related fields; and

Whereas FBLA functions as an integral part of the instructional program of the business education curriculum in secondary schools to help students develop the skills and knowledge necessary for college and career success through career and technical education, which fosters productivity in business and industry contributing to our leadership in the national and international marketplace; and

Whereas FBLA members, advisers, state officers, alumni, and sponsors be commended for their dedication to developing leaders for the future by bringing business and education together in a positive working relationship through innovative leadership and career development programs; and

Whereas The FBLA theme of *Legacy of Leadership* for the 2016-2017 school year celebrates their seventy-fifth national anniversary providing opportunities for members to embrace the motto *Service, Education, and Progress* in their daily lives by making connections between school and careers while understanding the realities of the contemporary business world.

Therefore, be it resolved that I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim February 5-11, 2017, as

FBLA WEEK

in the State of Wisconsin, and I commend this observance to all citizens.



Tony Evers

State Superintendent of Public Instruction



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas Family, Career and Community Leaders of America (FCCLA), the national nonprofit student organization for Family and Consumer Sciences students through grade 12, helps youth assume their roles in society through Family and Consumer Sciences education in areas of personal growth, family life, career preparation, and community involvement; and

Whereas the organization extends classroom learning through participation in national programs and chapter activities that develop leadership for young men and women as they plan, make decisions, and carry out and evaluate programs of action as they work with other youth and adults in their school and community; and

Whereas FCCLA offers members an opportunity to work together for common purposes for the improvement of themselves, their families and their communities; and

Whereas the week of February 12-18, 2017, has been designated NATIONAL FCCLA WEEK with the theme, "*Unlimited Possibilities.*"

Therefore, be it resolved that I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim February 12-18, 2017, as

FCCLA Week

in the State of Wisconsin, and I commend this observance to all citizens.



A handwritten signature in black ink that reads "Tony Evers".

State Superintendent of Public Instruction



WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

A Proclamation

Whereas the National FFA Organization has designated February 18-25, 2017, as FFA Week; and

Whereas FFA and agriculture education provide a strong foundation for the youth of America and the future of the food, fiber, and natural resources systems; and

Whereas FFA promotes premier leadership, personal growth, and career success among its members; and

Whereas FFA and agricultural education ensure a steady supply of young professionals to meet the growing demands in the science, business, and technology of agriculture; and

Whereas the FFA motto, "learning to do, doing to learn, earning to live, living to serve," gives direction of purpose to these students who take an active role in succeeding in agricultural education; and

Whereas FFA promotes citizenship, volunteerism, patriotism, and cooperation; and

Whereas career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential life satisfaction; and

Whereas members, advisors, state officers, alumni, sponsors and staff of the Wisconsin Association of FFA be commended for their dedication to developing leaders for the future of the agriculture industry in the State of Wisconsin;

Therefore, be it resolved that I, Tony Evers, State Superintendent of Public Instruction, do hereby proclaim February 18-25, 2017, as

FFA WEEK

in the State of Wisconsin, and I commend this observance to all citizens.



Tony Evers

State Superintendent of Public Instruction



HS Board Representatives: Emmaline Roth, Ava Parker

Previous Events:

January 23rd: Boys Varsity Basketball @ home vs Waterloo

January 24th: Wrestling @ home, Girls basketball @ Clinton, Girls hockey @ mandt hockey arena

January 26th: Wrestling @ Jefferson, Boys Basketball @ Brodhead, RVC honors Choir @
edgerton

January 28th: Jazz fest @ UWGB, Poms regionals

January 30th: RVC honors band @ jefferson,

February 7th: Pre Solo and Ensemble

Upcoming Events:

February 14th: Boys Basketball @ Whitewater, Boys Wrestling TBD @ Edgerton

February 17th: Girls Basketball @ home vs. Jefferson

February 18th: Winter Dance @ EHS

February: 27th: Spring Sports Meeting

March 2nd: Girls Basketball @ home WIAA sectionals

March 3rd: Boys Basketball @ home WIAA tournament

March 6th: Jazz Concert @ PAC

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>	<u>2016-17</u>
	<u>12-Sep</u>	<u>18-Sep</u>	<u>10-Sep</u>	<u>16-Sep</u>	<u>21-Sep</u>	<u>20-Sep</u>	<u>19-Sep</u>	<u>9-Jan</u>	<u>18-Sep</u>	<u>8-Jan</u>	<u>16-Sep</u>	<u>13-Jan</u>
	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled
S/L Only	4	5		5	2			2				1
ECH	13	12	17	15	14	12	10	12	9	10	6	7
4K									122	122	105	107
K	146	148	131	124	145	104	106	111	87	88	122	123
K-1									33	31	33	36
1	130	154	148	126	122	145	81	83	113	114	89	91
2	<u>139</u>	<u>130</u>	<u>144</u>	<u>143</u>	<u>122</u>	<u>118</u>	143	145	99	103	136	137
	432	449	440	413	405	379	376	387	463	468	491	502
3	156	141	138	142	152	121	126	124	144	147	107	105
4	147	151	134	136	140	147	127	127	120	122	151	151
5	<u>130</u>	<u>144</u>	<u>144</u>	<u>138</u>	<u>138</u>	<u>144</u>	139	141	129	129	128	127
	433	436	416	416	430	412	392	392	393	398	386	383
6	146	126	144	143	139	138	148	150	143	145	129	135
7	112	146	133	140	144	134	137	137	147	147	145	147
8	<u>135</u>	<u>107</u>	<u>146</u>	<u>136</u>	<u>141</u>	<u>142</u>	135	135	139	138	152	150
	393	379	423	419	424	414	420	422	429	430	426	432
9	161	134	115	151	137	144	147	141	142	134	137	138
10	134	154	126	105	144	130	133	136	141	147	132	131
11	133	123	141	128	99	138	128	127	138	142	140	138
12	<u>145</u>	<u>131</u>	<u>127</u>	<u>143</u>	<u>118</u>	<u>100</u>	139	141	133	134	142	139
	573	542	509	527	498	512	547	545	554	557	551	546
District	<u>1,831</u>	<u>1,806</u>	<u>1,788</u>	<u>1,775</u>	<u>1,757</u>	<u>1,717</u>	<u>1,735</u>	<u>1,746</u>	<u>1,839</u>	<u>1,853</u>	<u>1,854</u>	<u>1,863</u>

EVANSVILLE COMMUNITY SCHOOL DISTRICT
As of 1/13/2017 count date

Home-Schooled Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	35/36	11/12	46/1854; 48/1863
2015-2016	37/33	10/8	47/1839; 41/1853
2014-2015	19/40	8/12	27/1735; 52/1746
2013-2014	46/45	13/12	59/1717; 57/1696
2012-2013	46	17	63 / 1,757
2011-2012	45	19	64 / 1,788
2010-2011	39	12	51 / 1,788
2009-2010	36	16	52 / 1,803
2008-2009	31	13	44 / 1,831

Open Enrollment Out

School Year	Pre K-8			High School			Total	Never Attended Evansville	Previous Home Schooled
	Virtual	Janesville	Other	Virtual	Janesville	Other			
2016-17	12/11	17/17	53/52	3/3	11/11	21/21	117/115	95	13
2015-16	10/10	17/17	57/56	1/1	11/10	22/21	118/115	93/93	12/12
2014-15	14/12	14/14	39/38	5/5	13/13	16/17	101/99	78/79	11
2013-14	8/8	11/11	54/53	3/3	9/9	14/14	99/98	76	7
2012-13	10	12	37	5	11	10	85	69	4
2011-12	1	11	24	6	13	7	62	49	1
2010-11	2	13	20	5	6	5	51	7	2
2009-10	1	13	23	9	5	9	60	46	2
2008-09	1	13	19	11	7	7	58	47	1

Open Enrollment In

School Year	Pre K-8		High School		Total	Previously Attended Evansville
	Janesville	Other	Janesville	Other		
2016-17	8/6	45/45	2/2	22/23	77/76	59/59
2015-16	0/0	42/42	6/6	20/20	68/68	47/47
2014-15	1/1	33/33	5/5	20/20	59/59	44
2013-14	2/2	30/28	6/4	12/12	50/46	41/37
2012-13	2	25	4	11	42	34
2011-12	4	18	4	12	38	38
2010-11	6	20	4	11	41	38
2009-10	8	19	0	16	43	29
2008-09	8	21	0	18	47	19

2016-2017 Open Enrolled Out by grade level	
4K	10/9
KG	3/3
01	6/6
02	5/5
03	8/8
04	7/7
05	14/14
06	7/6
07	11/11
08	11/11
09	10/10
10	7/7
11	9/9
12	9/9

Total 117/115

2016-2017 Open Enrolled In by grade level	
4K	9/9
KG	10/9
01	2/2
02	9/9
03	5/4
04	2/2
05	3/3
06	4/4
07	5/5
08	4/4
09	6/7
10	3/3
11	8/8
12	7/7

Total 77/76

2016-2017 Homeschooled by grade level	
4K	n/a
KG	5/5
01	4/4
02	4/4
03	4/5
04	2/2
05	6/6
06	6/6
07	2/2
08	3/3
09	1/1
10	3/3
11	3/4
12	3/3

Total 46/48

JEDI Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	2/1	2/4	4/1854; 5/1863
2015-2016	0	4/5	4/1839; 5/1853
2014-2015	2/2	3/6	5/1735; 8/1746
2013-2014	4	0	4/1696

Alternative Education – GEDO 2

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017		16/16	16/1854; 16/1863
2015-2016		14/14	14/1839; 14/1853
2014-2015	0/0	12/13	12/1735; 13/1746
2013-2014	0	2	2/1696

Part-Time Home-Schooled Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	2/2.5	0/.5	2/1854; 3/1863
2015-2016	3/3	0	3/1839; 3/1853
2014-2015	2/2	0/0	2/1735; 2/1746

Private Schools

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	16/16	5/6	21/1854; 22/1863
2015-2016	16/16	3/3	19/1839; 19/1853

HomeSchool Athletes/Co-Curricular

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	1 – Fall Only	1 – Fall Only	2/1854
2015-2016	1/2	1/1	2/1839; 3/1853

NAMING SCHOOL DISTRICT FACILITIES AND EVENTS

The Evansville Community School District Board of Education is responsible for naming School District facilities. Names shall be selected with great care to honor the District tradition of strong community partnership.

Names for facilities may originate from members of the Board, District employees, students, or members of the community. A nomination, in writing, which shall contain rationale for such nomination, may be solicited from, or offered by, the public. Such nominations should be directed to the District employee responsible for the facility or event, who then will forward the nomination to appropriate District officials and the Board. The Board will set the terms of naming a particular facility or event as suits its circumstances. Once a facility or event has been officially named, it shall not be renamed except for compelling reasons to be determined by the Board.

Criteria that shall be considered when naming school facilities are:

1. Only a District facility with a specific purpose may be named. Only ongoing events or events of substantial importance may be officially named.
2. A facility or event may be named after a geographic location and/or a section of the District it serves.
3. If a facility or event is to be named after a person, that person shall be of exemplary character; have made an outstanding contribution to education, humanity or the community; have displayed outstanding leadership; or be a person of historical significance. If named after a District employee, that person shall be retired from all District affiliations or departed for a minimum of one year.
4. Facilities or events may also be named after major contributors to the District without whom the event or new facilities would not have been possible.
5. Parts of facilities or events may be named after individuals using the same criteria for recognition of individuals.

Legal Ref.: Section 120.17(9) Wisconsin Statutes (Notification of Postmaster of New School Names)

Local Ref.: Policy #842 - Donation and Memorial Signage

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM JANUARY 9, COMMITTEE MEETING							
#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Action		Date
					YES	NO	
1	Beth Oswald	Part 1 - All Staff	Pg. 26, Section 5, 5.01 - Payroll Cycle - Pay Periods	Yes			
2	Mandi Firgens, Dave Kopf, Greg Vossekuil	Part 1 - All Staff	Pg. 26, Section 5, 5.01 - Payroll Cycle - Pay Periods	No			
3	Melissa Hammann, Jane Oberdorf	Part 1 - All Staff	Pg. 30, Section 9, 9.01 - 9:03 - Jury Duty	Yes			

Clerical Items -

Remove any reference to policy # 529.2 - Jury Duty.

12/22/16

January 9 proposed changes for committee

1st Reading: 1/25/17

2nd Reading: 2/8/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Monday, January 9, 2017, at 4:30 pm in the District Board and Training Center.

Attendance

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

Appoint Someone to Take the Minutes

Ms. Mosher volunteered to take the minutes.

Approve October 3, 2016, Minutes

Motion by Mr. Scherber, seconded by Ms. Hammann, moved to approve the October 3, 2016, 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 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods and #2 – Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods – Mr. Roth presented these two suggested language changes and pointed out the differences between the two. Discussion. Consensus to recommend to the Board to approve request #1 and deny request #2.

#3 – Part 1, All Staff, Pg. 30, Section 9, 9.01-9:03, Jury Duty – Ms. Mosher presented suggested change. Policy #529.2 – Jury Duty has been eliminated from the Policy Manual. Discussion. Consensus to recommend to the Board for approval.

Clerical Items – Ms. Mosher suggests removing any reference to policy #529.2 – Jury Duty, as has been removed from the Policy Manual. Consensus to remove as clerical item.

Next Meeting Date

Reminder that the next meeting will be Monday, March 13, 4:30 pm.

Adjourn

Motion by Mr. Roth, seconded by Mr. Scherber, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 4:51 pm.

Submitted by Kelly Mosher, District Administrative Assistant

Approved: _____, Chair
John Rasmussen

Approved: _____

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: Beth A. Oswald

Employee Handbook Part: Section 5, Pay Periods

Employee Handbook Page/Section/Section #: Section 5, 5.01 & 5.02, page 26,

Suggested Revision:

Salaried employees should be given the choice of either 20 or 24 pay periods annually, to be paid bi-monthly on the 10th and 25th of each month (September - June for those choosing 20 pays, or September - August for those choosing 24 pays).

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

In the spirit of its Mission Statement, if we want our district to play an "active partnership with families and the community" we must start with our own employees. Teachers' family budgets and their and economic impact in the community will likely suffer during the months they do not receive paychecks. As salaried employees, teachers should not have to feel economic hardship by being paid only during the school year, yet almost 78% have said that is the case with only 20 payroll dates. Salaried employee payroll should not be terribly costly to calculate or distribute through the required direct deposit process, as it is computerized. Additionally, the District Vision Statement calls for "Highly Effective Staff." Staff will likely be more effective if they are not financially stressed and can focus on what is important - teaching our students.
*(The 78% of staff mentioned in this section refers the the results of a 2013 survey sent by the district.)

DISTRICT OFFICE USE ONLY

Form received: 2-21-16 km

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

Cost No additional cost to the District. Teachers Do have this option now, with July & August paychecks given to

Impact and Amount: them at the end of June. A. Swanson

Legal Impact: None A. Swanson

#1

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: Mandi Firgens, Dave Kopf, Greg Vossekuil

Employee Handbook Part: Section 5: Pay Periods

Employee Handbook Page/Section/Section #: Page 26 / Section 5

Suggested Revision:

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

Teachers shall have their wages annualized over 26 pay periods beginning July 1 of each year and ending June 30 of each year. Teachers will receive pay every other Friday during the fiscal year.

DISTRICT OFFICE USE ONLY

Form received: 12-20-16 km

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

Cost Impact and Amount: No additional cost to the District - would not start this fiscal year.

Legal Impact: None - May impact teachers pay for retirement in the first year. *S. Swanson*

Section 5 PAY PERIODS

Refer to State Statutes 109.03(1)(b)

5.01 Payroll Cycle

A. School Year Employees:

1. Teachers: Teachers shall have their wages annualized over 20 or 24 pay periods beginning September 10 of each year and ending June 30 of each year. Teachers will receive pay on the 10th and 25th of each month. ~~Teachers who chose 24 pay periods will receive six (6) direct deposits of pay in June (10th and 25th) and four (4) additional days in June to be determined.~~ *25 or Aug 25*
2. Hourly Employees: Hourly employees will be paid bi-monthly on the 10th and 25th of each month.

- #### B. Calendar Year Employees:
- All employees scheduled to work the calendar year will be placed on the twenty-four (24) pay period cycle. Pay dates will be the 10th and 25th of each month.

5.02 Payroll Dates

If the payday falls on a Saturday, Sunday or a holiday, employees will be paid on the previous business day prior to the tenth (10th) or twenty-fifth (25th).

5.03 Direct Deposit Payment Method

The District will pay all employees through direct deposit on each pay date. Employees may change financial institutions at any time.

5.04 Definitions for Payroll Purposes

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

5.05 Salary Deferrals –Tax Sheltered Annuities (TSA)

The District will maintain a TSA program without regard to the employee's current or former employee's contribution amounts. Employees shall have the opportunity to participate in the District's Internal Revenue Service (IRS) Code 403(b) Savings Program and invest their money through salary deferral in annuities and other qualifying IRS Code 403(b)(7) investment vehicles (collectively referred to as an "Investment Vehicle").

#1 + #2

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: Melissa Hammann/Jane Oberdorf

Employee Handbook Part: Part 1 - All Employees

Employee Handbook Page/Section/Section #: pg. 30, Section 9, 9.01-Jury Duty-9.03

Suggested Revision:

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

See attached sheet

DISTRICT OFFICE USE ONLY

Form received: 10-24-16 RW

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

Cost Impact and Amount: None S. Swanson

Legal Impact: None S. Swanson

Section 9 - JURY DUTY LEAVE – pg. 30

CURRENT:

9.01 Jury Duty

Refer to Policy 529.2 – Jury Duty Leave

9.02 Employee Notice

An employee must notify his/her immediate supervisor as soon as notice of jury duty is received. Also the employee is expected to contact his/her supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

9.03 Payment for Time Out on Jury Duty

Refer to Policy 529.2 – Jury Duty Leave

PROPOSED NEW LANGUAGE:

9.01 Jury Duty

Employees shall be granted time off with pay to report for jury duty. Employee must return to work if not required to be present for jury duty for the entire workday.

9.02 Employee Notice

An employee must notify his/her immediate supervisor as soon as notice of jury duty is received. Also the employee is expected to contact his/her supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

9.03 Payment for Time Out on Jury Duty

Compensation received for jury duty (exclusive of travel pay or pay for jury duty on non-school days) shall be turned into the Payroll Department in the District Office.

An employee shall be allowed to appear in court when receiving a subpoena without loss of pay. This time missed from his/her duties shall be taken from personal business days or sick leave days if personal business days are not available. If the appearance is school related, no missed time will be taken from the staff member's personal business days or sick leave days.

Recommendation to Remove – Not Required

ACCESS TO EDUCATIONAL TECHNOLOGY

The Board recognizes that educational technology is a valued resource for students and staff in the implementation of the District Curriculum. The District believes that all students should have access to educational technologies such as instructional television, distance learning, computer technology, telecommunications, etc. The Board is committed to providing appropriate hardware, software, professional development, and support to make this possible. The successful utilization of these technologies requires the responsibility of each staff member and student to use these tools for the express purpose of learning within the context of the District curricula.

The District will establish technology plans that monitor the use of technology through the following criteria:

- Equity of access for all students and staff to technology.
- Training for students and staff in how to use technology effectively in the classroom.
- District support including coordination, application, and technical assistance for each school.

Legal Ref.: Sections 120.13(1) Wisconsin Statutes
943.70
947.0125
PL 94-553, 1976 Federal Copyright Law
Children's Internet Protection Act
Neighborhood Children's Internet Protection Act

Revised: ~~August 14, 2006~~

Revised: July 20, 2009

Revised: June 13, 2011

Revised:

363.2/554

1st Reading: 2/8/17

Mandated Policy

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS, STAFF AND GUESTS

I. Statement of Purpose

The Evansville Community School District (District) provides an Information Technology (IT) Network/System to students, staff, and guests to enhance teaching and learning and to facilitate communication. To that end, the District will set high expectations for network users by:

- Increasing student achievement through instructional integration of technology;
- Developing students who are **college and** career-ready ~~and life-long learners~~;
- Continually improving professional development and curriculum materials that are accessible, realistic, and usable by all;
- Providing and supporting a well-planned infrastructure that is able to respond to the rigorous demands of integrated technology;
- Promoting the ethical use of technology; and
- Providing an environment of support and respect.

By accessing the District IT Network (computers, servers, networking equipment, software programs and electronic communication), users can build the skills necessary for success as life-long learners in a rapidly-changing world.

It is the purpose of this policy to advise users about District guidelines for acceptable use of District IT Network/Systems, personal property and accompanying privileges and disciplinary consequences for misuse. Before the District provides network access, students ~~and staff~~ must agree to abide by this policy by submitting their signed consent. **Staff agreement to this policy is implicit with employment.**

II. Acceptable Use

The District IT Network is an important learning resource which must be accessed responsibly in order to maintain a positive learning environment. Individual users must be sensitive to the impact their actions may have across the network.

- The District IT Network resources will be used to support teaching and learning consistent with District education goals.
- The District will comply with Wisconsin statutory requirements and administration rules related to technology.
- Network users will have no expectation of privacy on the District IT Network or on any device that is connected to it, including personal property.

III. No Guarantee/Liability

The District does not guarantee the permanence or reliability of the IT Network or the accuracy and quality of information obtained through its services.

The District will not assume responsibility for the loss of information or damage to any devices connected to District IT Network by any user. Nor will it accept responsibility to

pay users for any claims, losses, or expenses incurred as a result of accessing the District IT Network.

IV. **Security**

District IT Network security ensures system stability and protects system users and District data.

Staff must notify the technology department if they find a possible security problem on the IT Network. Students and guests must notify a teacher or principal. Do not demonstrate the problem to other users.

Hacking and other illegal activities are prohibited. Using the District's IT Network and Internet access to gain unauthorized access to other computers or computer systems is prohibited.

Users are responsible for their individual account activity and must not share their passwords and account information with others.

V. **Digital Citizenship Netiquette**

When communicating electronically, user etiquette must be appropriate and polite, as if one were speaking face-to-face with somebody.

The use of on-line social network sites and other Web 2.0 tools will be allowed for valid school related purposes in a directly supervised setting. All other uses are prohibited.

Staff shall not post any information regarding students on Internet sites that are not created for school related purposes. Student information may be posted as referenced in District policy. In addition, staff shall not link to or accept students as "friends" on personal social networking sites, Web 2.0 forums and gaming networks that are not for educational purposes. Any Internet communication (e.g. sites, pages, blogs or Wikis) created for a school related organization or department need to be preapproved by the building administrator. Any Internet communication that was not approved will be asked to close, shutdown or remove the Internet communication.

Cyberbullying is harassment and/or intimidation through the use of digital media/devices. System users will not use electronic technology to bully or harass another individual. Harassment includes repeatedly acting in a manner that annoys or upsets another person or knowingly posting hurtful information about a person or organization.

The District will provide instruction on standards of Internet safety regarding the appropriate use of social networking sites and communication tools, including the dangers of cyberbullying and sharing inappropriate and/or obscene media. To guard personal safety, users should not reveal personal information such as last name, address or telephone number. The system will not be used to access or transmit information that can be considered to be offensive, obscene, or harmful to minors.

VI. **Copyright**

System users will abide by the District copyright policy. Further, pirating, which is the illegal copying, downloading, installing or selling of software or copyrighted material, is prohibited. District IT Network users must adhere to software licensing requirements. ~~for the District-purchased programs and personally-purchased programs that have been~~

~~approved to run on District equipment.~~ Copyright laws that regulate the public showing of films also apply to “video-on-demand” (e.g. Netflix) and personal copies of copyrighted movies and music. Consult the school library media specialist for licensing information.

VII. **Monitoring**

Routine maintenance and monitoring of the District IT Network may reveal that a user was or is violating the District’s acceptable use policy or the law. If such an infringement were to occur, an individual investigation would be requested by the district administrator or his or her designee. Network users are reminded that any materials stored on the District’s IT Network may be discoverable and subject to release under state public open records laws.

VIII. **Personal Property**

Personally owned electronic devices may access the Internet through the District IT Wireless Network. Users will adhere to all policies that apply to the use of the system. **Student personal property may be searched by district administrator or his or her designee** and/or confiscated if the District has a reasonable suspicion that policy has been violated or there is a safety threat. Personal devices connecting to the District’s IT Wireless Network must be used for educational purposes and may not interfere with instruction or disrupt the learning environment.

IX. **Privileges/Discipline**

The District will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the system.

In the event there is an allegation that a user has violated the District acceptable use policy or other rules and policies, an investigation will take place and the user will be given due process rights.

- Staff discipline shall be governed by relevant District policies and/or **Employee Handbook.** ~~master agreements.~~
- Students will be given the opportunity to be heard as outlined in the student handbook for each school. Student disciplinary consequences will be individualized to meet specific concerns related to the violation and help the student develop the self-discipline necessary for appropriate use of technology.

Guest user accounts may be suspended with or without notice.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
118.125 (Pupil Records)
120.12(1) (School Board Duties)
120.13(1) (School Board Powers)
943.70 (Computer Crimes)
944.21 (Obscene Material or Performance)
947.0125 (Unlawful Use of Computerized Communication Systems)
947.013 (Harassment)
Children’s Internet Protection Act
Neighborhood Children’s Internet Protection Act
Children’s Online Privacy Act
Family Educational Rights and Privacy Act
Federal Copyright Law (17 U.S.C.)
Technology Education and Copyright Harmonization Act (TEACH Act)

Electronic Communications Privacy Act (I 8 U.S.C § 2510-2522)
Federal Family Educational Rights and Privacy Act
Broadband Data Improvement Act of 2008 (Title II)
Chapter 19, Subchapters II and IV General Duties of Public Officials
Chapter Adm, 12 Wisconsin Administrative Code
Electronic Records Management – Standards and Requirement

Local Ref.: Policy #771 - Copyright Compliance
Policy #347 - Exhibit Student Records Notice
Policy #536.2 - Suspension and Dismissal
High School Student Handbook
J.C. McKenna Middle School Student Handbook
Theodore Robinson Intermediate School Student Handbook
Levi Leonard Elementary School Student Handbook
Employee Handbook

Mandated Policy

ASSISTIVE TECHNOLOGY

The Evansville Community School District Board of Education is committed to provide assistive technology for students to receive equitable access to the general education curriculum and/or environment. The District recognizes that students with disabilities and other students with special needs may require assistive technology devices and/or services to help them benefit from their educational program and achieve related standards and goals.

The District shall provide students with disabilities with special education and related services, based on their individualized education programs (IEP), as required by law. A student's need for assistive technology shall be determined on a case-by-case basis. If the IEP team determines that a particular assistive technology device and/or service is needed in order for the student to benefit from his/her education program, it will be included in the student's IEP.

For purposes of this policy and its implementation, an "assistive technology device" means any item, piece of equipment or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain or improve functional capabilities of students with disabilities. "Assistive technology service" means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device. The term includes:

- 1. Evaluation of needs of a student with a disability, including a functional evaluation of the student's customary environment.**
- 2. Purchasing, leasing or otherwise providing for the acquisition of assistive technology devices by students with disabilities.**
- 3. Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices.**
- 4. Coordinating and using other therapies, interventions or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs.**
- 5. Training or technical assistance for a student with a disability or, if appropriate, that student's family.**
- 6. Training or technical assistance for professionals, employers or others who provide services to, employ or are otherwise substantially involved in the major life functions of students with disabilities.**

Those students having special needs but not requiring a formal IEP according to law (for example, migrant students, homeless students, students living with poverty and English Language Learners), will also be considered for assistive technology devices and/or services on a case-by-case basis. The District is committed to the concept of universal design for learning. This means that, to the greatest extent possible, the District shall recognize and accommodate all learners' individual differences.

**Legal Ref.: Chapter 115, Subchapter V Wisconsin Statutes (Children With Disabilities)
Individuals with Disabilities Education Act (as amended)
Enhancing Education Through Technology Act of 2001 (Title II, Part D)
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act**

~~TECHNOLOGY CONCERNS FOR STUDENTS WITH SPECIAL NEEDS~~

- ~~A. A student's need for assistive technology shall be determined on a case by case basis. If the Individualized Educational Plan (IEP) team determines that a particular assistive technology device is required for the student to be provided a favorable benefit from his/her education program, the technology must be provided to implement the IEP.~~
- ~~B. Assistive technology may be provided as special education, related services, or supplemental aids and services for students with disabilities who are educated in regular classes.~~
- ~~C. The District is responsible for evaluation in areas in which assistive technology may be a factor. Determination of need for assistive technology will be determined by the following process:~~
- ~~1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty. This includes a review of existing information and data. During this review the IEP Team decides other information necessary to make an informed decision about the need for assistive technology.~~
 - ~~2. If existing data does not provide all needed information, team members gather baseline data:
 - ~~• The team reviews the problem that is now clearly identified, generates possible solutions, and develops a trial plan of the solutions.~~
 - ~~• During a specified time frame, the trials are completed and data is collected.~~
 - ~~• The team analyzes new data and makes decisions about the longer term use or permanent acquisition of one or more assistive technology tools.~~~~
 - ~~3. If specific assistive technology is identified as being needed, it is written in the student's IEP.~~
- ~~D. Those students having special needs but not requiring a formal IEP according to law will also be considered for assistive technology devices and/or services on a case by case basis to be determined by the following process:~~
- ~~1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty by individuals or a team comprised of classroom or special education teacher, guidance counselor, librarian, district technology coordinator, and/or building principal. This includes a review of existing information and data. During this review a team decides other information necessary to make an informed decision about the necessity for assistive technology.~~
 - ~~2. If existing data does not provide all needed information, team members gather baseline data:
 - ~~• The team reviews the problem that is now clearly identified, generates possible solutions, and develops a trial plan of the solutions.~~
 - ~~• During a specified time frame, the trials are completed and data is collected.~~
 - ~~• The team analyzes new data and makes decisions about the longer term use or permanent acquisition of one or assistive technology tools.~~~~
 - ~~3. If specific assistive technology is identified as being needed, a request is made of the appropriate district staff for consideration and procurement.~~

~~Legal Ref.: Chapter 115, subchapter V, Wisconsin Statutes
Individuals With Disabilities Education Act Amendments of 1997~~

Approved: May 11, 1987
Revised: May 13, 2002
1st Reading: 2/8/17

375

TO REMOVE AS WILL INCLUDE IN POLICY 723.3-EMERGENCY CLOSINGS

ACTIVITIES WHEN SCHOOL IS CANCELLED OR NOT IN SESSION

There will be no practices of any kind conducted on those school days when school has been closed due to inclement weather or other reasons. Competitions or performances will be conducted at the discretion of the district administrator or designee. The decision shall be announced as broadly as possible.

Any extension in the existing scope of co-curricular or extracurricular activities (i.e. longer seasons, holiday tournaments, etc.) shall be contingent on the prior approval of the school board.

Release of students from practices of activities during vacation periods or other times school is not in session will be made by common arrangement and mutual agreement between the concerned parent(s)/guardian(s) and the appropriate coach or other activity advisor or director. Unresolved problems in this regard may be appealed to the program director and/or building principal.

Revised: July 10, 2006
Revised: July 16, 2007
Revised: October 9, 2013
Revised:
1st Reading: 2/8/17

723.3

EMERGENCY CLOSINGS

The District Administrator shall have authority to close the district schools in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. This decision shall be based on the prevailing conditions across the district. Individual circumstances may vary. It is a parental decision to keep a child home should their circumstances lead them to a different conclusion.

When determining whether or not to close school due to hazardous weather, the District Administrator shall consult, as applicable, with the District bus Contractor, Buildings and Grounds director/Safety Coordination, other area districts, National Weather Service, law enforcement, county health and emergency management agencies. Upon reaching a decision to close the schools, the District Administrator will post the announcement on the District website, and notify local television and radio stations who participate in announcing school closings, and **families will be notified electronically**. This information will be communicated annually to families.

There will be no practices of any kind conducted on those school days when school has been closed due to inclement weather or other reasons. Competitions or performances will be conducted at the discretion of the district administrator or designee. The decision shall be announced as broadly as possible.

Any extension in the existing scope of co-curricular or extracurricular activities (i.e. longer seasons, holiday tournaments, etc.) shall be contingent on the prior approval of the school board.

Release of students from practices of activities during vacation periods or other times school is not in session will be made by common arrangement and mutual agreement between the concerned parent(s)/guardian(s) and the appropriate coach or other activity advisor or director. Unresolved problems in this regard may be appealed to the program director and/or building principal.

The District Administrator shall develop other plans as necessary for the closing of the schools, late start, and early dismissal to provide for orderly procedures. It is the responsibility of each family to have a plan in place for their child(ren) should schools start late or end early.

Every effort will be made to have school cancellation/late start notification posted by 6:15 a.m. and early dismissal by 11:00 a.m.

The District shall, at a minimum make up all days/hours necessary to guarantee the receipt of state aids and/or necessary to meet the minimum annual school year requirements (days and hours) of the State of Wisconsin.

Legal Ref.: Sections 115.01(10) Wisconsin Statutes (Classifications)
120.12(27) (School Board Duties)
121.02(1)(f)(i) (School District Standards)
PI 8.01(2)(f), Wisconsin Administrative Code

SCHOOL SPONSORED EXCURSIONS

The Evansville Community School District Board of Education shall allow field trips and other school related excursions if such activities are judged to be of value by the principal. All out-of-school trips must have administrative approval.

Each overnight trip will be considered on its individual merits, but the school board will take into consideration at least the following in making a decision: (a) the educational purpose and the sponsor of the event (if any); (b) the number of school days to be missed; (c) the effect of the trip on other school activities; (d) the financial impact on individual families; (e) completion of proper arrangements. Such trips may be approved on a rotating basis to avoid conflicts and to the greatest extent possible, budgetary limitations for the district and students.

Funding arrangement for each trip must be approved by the building principal. Principals may approve overnight trips of only one night. Trips involving overnight stays of more than one night are permissible with principal support and approved by the board, including funding arrangements. The board should be informed of recurring annual trips after the initial year.

Parent permission slips must be signed in order for students to participate on all out-of-district school related excursions. All transportation for school-sponsored trips will be in accordance with state statutes.

The District reserves the right to require students to return home if student conduct warrants such action. The cost associated with the return to the home will be borne by the student and the family.

School transportation vehicles will normally be furnished for all school-sponsored excursions. Public transportation may be requested when deemed advisable by the building principal. All such travel shall be subject to budgetary limitations. School vehicles may not be used for trips which are not sponsored and/or financed by the school district. If it is necessary or advisable to use private motor vehicles to transport students, such vehicles shall be driven by a staff member or parent/guardian, and insurance and liability rest with the driver and vehicle owner. Students shall not be permitted to drive vehicles which transport other students.

The District is not responsible for student insurance coverage on school-sponsored excursions. The District advises all participants to acquire insurance coverage as is appropriate to the excursion, especially for extended or out-of-country travel. Participants on out-of-country excursions should adhere to all public health and medical recommendations and requirements.

Teachers and other school personnel shall accompany students on all excursions and shall assume responsibility for their proper conduct. The teacher or district-sanctioned person in charge of the group is responsible just as if the activity were conducted at school. Chaperones should provide close supervision and always be accessible to students. Chaperones are expected to conduct themselves as they would during a normal teaching day. Chaperones will be required to complete a background check.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
118.12(2)(a) (Duties and Powers of School Boards)
118.13 (Pupil Discrimination Prohibited)
120.12(2) (School Board Duties: General Supervision)
120.13(1) (School Board Powers)
121.54(7) (Transportation by School Districts)
895.437 (Use of Lodging Establishments)

Local Ref.: Policy #352.1 – Overnight Excursion Regulations
Policy - #352.2 – Planning and Supervision of School Trips
Policy #352.1 Form – Overnight Excursion-Parent/Guardian Permission

OVERNIGHT EXCURSION REGULATIONS

1. Excessive noise, disruptive or harassing behavior or any other serious misbehavior may result in the student or group being sent home at the expense of the parents/guardians. The decision shall be made by the school official in charge of the trip.
2. The presence of drugs and alcohol on or about a student is prohibited. If any student is found to be in possession of or using illegal drugs, said student shall be sent home immediately at the expense of his/her parents/guardians. There shall be no drinking of alcohol or entering taverns or bars during the entire trip. Any student who uses or is found to possess alcohol, tobacco/nicotine or other drugs on the trip may be sent home after the parents/guardians have been notified. The expense incurred by such action ~~will~~ **shall** be paid by the student and his/her parents/guardians.
3. Bag inspection may be held at any time by the chaperones.
4. Smoking/vaping/electronic cigarettes or any other use of tobacco products is prohibited at any time.
5. No student is to leave the housing accommodations ~~in~~ after dark, unless accompanied by a chaperone.
6. No student is to leave his/her room after bed check in the evening.
7. All students ~~will~~ **shall** participate in all tours and other group activities.
8. For the safety of each student, parents/guardians ~~will~~ **shall** be expected to notify the school of any physical limitation or restriction their child may have which school officials should be aware (i.e., diabetes, fainting spells, epilepsy, etc.).
9. If any student is **arrested or cited for any criminal or civil infraction** ~~found guilty of any misdemeanor or criminal act~~ while on the class trip, the responsibility of paying any fine ~~will~~ **shall** be borne by the student/parents and those parents/guardians ~~will~~ **shall** be responsible for providing transportation home.
10. Each participating student must sign an agreement to abide by all rules and regulations, and his/her parent/guardian must give written permission for the student to go on the class trip.

Local Ref.: Policy #352 – School Sponsored Excursions
Policy #352.1 Form – Overnight Excursions-Parent/Guardian Permission
Policy #352.2 – Planning and Supervision of School Trips

OVERNIGHT EXCURSION – PARENT/GUARDIAN PERMISSION

Destination: _____ Date(s) of trip: _____

Student's Name: _____

Address: _____

Parent/Guardian Name: _____

Phone: _____

Alternate Contact Person: _____

Phone: _____

Physician: _____

Phone: _____

1. If emergency medical attention is necessary, I agree to have my **child student** taken to the nearest medical facility and to have medical attention rendered as deemed necessary by the attending physician.

INSURANCE GROUP & SUBSCRIBER NUMBERS: _____

2. If your **child student** has any medical disability, allergies, medication requirement, etc., please list them below. PLEASE BE COMPLETE AND SPECIFIC:

3. My **child student** does _____, does not _____, have any permission to swim on this trip. NOTE: Supervision of the pool area may not be provided.

4. Any other restrictions? Explain.

5. I have read the financial arrangements, the itinerary and guidelines for rules of conduct for this trip and do hereby give my consent for the student named to participate on this trip.

Parent/Guardian Signature

Date

PLANNING AND SUPERVISION OF SCHOOL TRIPS

A sponsoring teacher shall request a field trip by completing a “Field Trip Request Form” and submitting it to the building principal. The form should be completed a minimum of one week in advance of the actual trip. All field trips ~~shall will~~ be approved or disapproved, in writing, by the principal. Parental approval ~~shall must~~ be obtained before a student is allowed to participate in a field trip. A list of students participating in a field trip ~~shall will~~ be provided to the school office and all chaperones. Students may be assessed a fee to cover field trip costs.

Adequate adult supervision ~~shall must~~ be provided for each field trip. The number of chaperones and their duties ~~shall will~~ vary depending upon the nature of the field trip and the grade level of the students. Volunteer chaperone duties ~~shall will~~ be determined by the teacher prior to the principal’s final review and approval of the trip.

Staff trained to deal with the health needs of students on the trip should be included as chaperones. The health or medical needs should be reviewed at least one week prior to departure and the school nurse consulted to deal with health needs in time to develop contingency plans.

The staff member in charge, and other school personnel who assist, shall be responsible for knowing the trip site in relationship to any unusual hazards, safety conditions and/or special facilities. The staff member in charge is responsible for chaperones knowing their responsibilities. They should also:

1. Know and enforce all rules and regulations related to the place or site to be visited, as well as the school rules.
2. Discuss standards for vehicle safety, conduct and courtesy with all students prior to the trip.
3. Make it clearly understood that no discourtesy, disobedience or defiant behavior **shall will** be tolerated.
4. Caution students to respect the property and rights of others.
5. Provide a statement of expectations and responsibilities for chaperones and a list of students in their charge.
6. Staff member in charge **shall will** have at least one first aid kit, ~~and~~ **a list of student’s health related needs, copies of medication forms, a plan in place for dispensing medications, and all student contact information.**
7. ~~For overnight excursions, make sure all chaperones and students have all contact information.~~
8. Chaperones on duty should be easily identified by students with a name tag or other identifier.
9. ~~For overnight excursions, the staff member in charge must have copies of medication forms and a plan in place for dispensing medications.~~

All staff and volunteer chaperones ~~shall will~~ abide by the following guidelines:

- a. Chaperones are directly responsible to the staff member in charge of the scheduled activity.

- b. Chaperones **shall** ~~will~~ assume only those responsibilities as designated by the staff member in-charge.
- c. Chaperones **shall** ~~will~~ ride to and from the area of destination with the students in the same means of transportation provided for the students.
- d. Chaperones **shall** ~~will~~ have a list of students and emergency phone numbers available to them.
- e. Chaperones **shall** ~~will~~ abstain from use of alcohol, controlled substances or tobacco/vaping/electronic cigarettes during the duration of the trip.
- f. Chaperones **shall** ~~will~~ follow procedures outlined by the staff member in charge in cases of emergency.

Legal Ref.: Sections 118.001 Wisconsin Statutes (Duties and Powers of School Boards)
118.12(2)(a) (Duties and Powers of School Boards)
118.13 (Pupil Discrimination Prohibited)
120.12(2) (School Board Duties: General Supervision)
120.13(1) (School Board Powers)
121.54(7) (Transportation by School Districts)
895.437 (Use of Lodging Establishments)

Local Ref.: Policy #352 – School Sponsored Excursions
Policy #352.1 – Overnight Excursion Regulations
Policy #352.1 Form – Overnight Excursion-Parent/Guardian Permission

Revised:

1st Reading: 1/11/17; 2nd Reading: 1/25/17; 3rd Reading: 2/8/17

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Evansville Community School District Board of Education is committed to providing a free and appropriate education to all students, including student with a special education disability, within its jurisdiction in accordance with pertinent state and federal laws and is committed to providing a meaningful educational experience for all students, including students with disabilities. All students with disabilities ages 3-21 shall receive special education programming and related services to meet their individual needs.

The Board recognizes that special education programs and services are part of the total education program in the District and not a separate entity. The Board also recognizes the legal requirement that students with disabilities be educated in the least restrictive environment as appropriate to their individual needs. The District will provide appropriate special education and related services to all students with special education disabilities in accordance with federal and state laws and compliance requirements.

Specific educational programs and services for students with disabilities shall be determined by the student's individualized education program (IEP) team and be based on an assessment of the student's individual needs. Students with disabilities shall participate in academic assessments required by law and the District, with or without accommodations, or in alternate assessments as outlined in the student's IEP.

The District shall appoint the Director of Student Services to act on behalf of the Board of Education on all initial referrals of students with disabilities. The Director of Student Services or program designee shall assign an IEP team with expertise in assessing and developing services and programs for students with disabilities. All District special education programs and placement of District students with special education disabilities are under the direction and supervision of the Director of Student Services.

Within the parameters of state and federal laws governing the operation of programs for students with disabilities, there are due process safeguards for parent rights and appeal. The District's procedural safeguards notice is based on a model developed by the United States Department of Education with adaptations made by the Wisconsin Department of Instruction for use by Wisconsin school districts and other local education agencies. The District shall adhere to all such provisions. The notice, titled Special Education Procedural Safeguards: Rights for Parents and Children, is available through the office of the Director of Student Services.

Legal Ref.: Chapter 115, Subchapter V Wisconsin Statutes
Sections 118.13 (Pupil Discrimination Prohibited)
118.30 (Pupil Assessment)
121.54(3) (Transportation by School Districts)
PI 11, Wisconsin Administrative Code
Individuals with Disabilities Education Act
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act
ESSA 2015

Approved: March 20, 2000
Revised: August 11, 2003
Revised: May 12, 2008

342.1

1st Reading: 1/11/17; 2nd Reading: 1/25/17; 3rd Reading: 2/8/17

For Removal as is Incorporated into Proposed #342.

LOCAL AGENCY SPECIAL EDUCATION PROGRAM

The Board of Education is committed to providing a free and appropriate education to all school-age students with a special education disability within its jurisdiction in accordance with pertinent state and federal laws.

The District recognizes special education services are a part of the student's total educational program in the District and not a separate entity. The District also recognizes the legal requirement of educating students with special education disabilities in the least restrictive environment.

The District shall provide appropriate special education services to all students identified with special education disabilities in compliance with the Wisconsin Department of Public Instruction (DPI) Model Local Educational Agency Special Education Policies and Procedures (revised: November 2007).

All District special education programs and placement of District students with special education disabilities are under the direction and supervision of the Director of Student Services. Copies of the District adopted DPI Model Local Educational Agency Special Education Policies and Procedures are available through the office of the Director of Student Services.

Legal Ref.: Chapter 115, subch. V, Wisconsin Statutes
Sections 118.13 , 118.30,118.51, 118.52,121.54(3),121.78(3)
PI 11 Wisconsin Administrative Code
Individuals with Disabilities Education Act (as amended)
American With Disabilities Act of 1990
Section 504
Rehabilitation Act of 19973
No Child Left Behind Act of 2001

TASK/FORMS	WHAT IS DONE	WHO IS RESPONSIBLE	COMMENTS
REFERRAL Form A-1 (optional for reevaluations)	School personnel & others required to make a referral under 115.777 inform the child's parent that a referral is going to be made before submitting the referral.	Any school personnel and others required to make a referral under 115.777 must make a referral if they reasonably believe a child is a child with a disability.	Referral must be in writing (A-1 or other means) and must include the name of the child and the reasons why the person believes that the child is a child with a disability. LEA documents and dates referral when received.
INITIAL EVALUATION Form A-2 ¹	Parents notified of referral and appointment of IEP team; asked to give consent for evaluation; given procedural safeguards.	LEA (Local Education Agency)	IEP team includes: parents, at least 1 regular ed. teacher of the child, at least 1 special ed. teacher (or where appropriate, special ed. provider of the child) LEA representative, individual who can interpret the evaluation results (may be one of the above); the child whenever appropriate, others who have knowledge or special expertise about the child including related services personnel as appropriate. Notice includes qualifications of IEP team participants and names if known.
Form A-3 (no additional data) Form A-4 (additional data) Form I-1 (as needed) Form A-9 (if meeting held)*	Identify existing data, including information from the parent; determine if additional data needed. Parents notified of determination.	IEP Team (Individualized Education Plan). LEA provides notice	Parents participate in decision and are notified of determination. If additional data needed, parents notified of areas to be evaluated, tests and other evaluation materials to be administered, qualifications of individuals who will conduct the evaluation, & their names if known. IEP team meeting optional.
	Administer tests & other evaluation materials as may be needed.	IEP Team participants who will be administering tests and other evaluation materials	
	Prepare participant summary of findings that will assist with program planning.	IEP team participants who conduct additional assessments, tests, or other eval. materials	Intent is that the summary include the educational implications of the assessment results, and that the summary be brief (generally, no more than one pg.).
Form A-9 ^{1*}	IEP team meets and determines eligibility for special education. Parents participate in determination	IEP Team LEA provides meeting notice	"Child with a disability" means a child who by reason of any impairment listed in 115.76(5) needs special education and related services.
Child found to be a child with a disability Forms I-1 through I-7 as needed	Prepare evaluation report. Ask IEP team participants if they would like a copy of the report or additional time before developing the IEP.	IEP Team LEA	If determined child is a child with a disability, document determination of eligibility.
Child found not to be a child with a disability Forms I-1 through I-8 as needed, and Form A-5	If determined child is <u>not</u> child with a disability, parents given notice of findings and evaluation report.	IEP Team LEA	If determined child is <u>not</u> a child with a disability, identify educational needs and any services offered by LEA or others that may benefit child.

TASK/FORMS	WHAT?	WHO?	COMMENTS
REEVALUATION Form A-6 ¹	Notify parents of intent to reevaluate and appointment of IEP team. Procedural safeguards given.	LEA	Reevaluation occurs when conditions warrant, parent or teacher requests, but at least once every three years.
Form A-7 (no additional data). Form A-8 (additional data needed) Form I-1 (as needed) Form A-9 (if meeting held)*	Identify existing data (including information from the parent) and determine if additional data needed. Parents notified of determination.	IEP Team LEA provides notice	Parents participate in decision and are notified of determination. If additional data needed, parents notified of areas to be evaluated, tests and other evaluation materials to be administered, qualifications of individuals who will conduct the evaluation, and their names, if known. IEP team meeting optional.
Form A-8	Obtain consent if additional tests or other evaluation materials need to be conducted.	LEA	If additional data needed, parents notified of areas to be evaluated, tests and other evaluation materials to be administered, qualifications of individuals who will conduct the evaluation, and their names, if known.
	Administer tests and other evaluation materials as needed	IEP Team participants who will be administering tests and other evaluation materials	
	Prepare participant summary of findings that will assist with program planning	IEP team participants who conduct additional assessments, tests, or other evaluation materials	Intent is to summarize educational implications of tests and other evaluation conducted. and that summary be brief (generally no more than one page)
Form A-9 ¹ *	IEP Team meets and determines continuing eligibility for special education or additional needs.	IEP Team LEA provides meeting notice	"Child with a disability" means a child who by reason of any impairment listed in 115.76(5) needs special education and related services.
Child found to be a child with a disability Forms I-1 through I-7 as needed.	Prepare evaluation report. Ask IEP team participants if they would like a copy of the report or additional time before developing the IEP.	IEP Team LEA	If determined that child continues to be a child with a disability, document determination of eligibility.
If child found not to be a child with a disability Forms I-1 through I-8 as needed, and Form A-5	Prepare evaluation report. Parents receive notice of findings and the evaluation report.	IEP team LEA	If determined child does not continue to be a child with a disability, identify educational needs and identify programs that may benefit the child.

TASK/FORMS	WHAT?	WHO?	COMMENTS
IEP Form I-2 Forms I-9 through I-15 as needed.	IEP team develops IEP.	IEP Team	Includes present levels of performance; annual goals incl. benchmarks or short-term objectives; projected dates, frequency, location, duration of special ed., related services, and supplementary aids and services; explanation of extent to which the child will not participate with nondisabled peers; participation in statewide and districtwide assessments; transition for ages 14 and 16; how progress toward annual goals will be measured and reported to parents; transfer of rights at age of majority; consideration of special factors
PLACEMENT Form I-16 and I-17	Placement decision made to implement IEP. Consent required for initial placement. Copy of evaluation report given to parents if not already requested. Annual notice for continuing placement. Copy of IEP provided with placement notice.	IEP Team LEA	Placement includes school building and LEA.

NOTES:

¹Procedural Safeguards: A Procedural Safeguards Notice is sent upon initial evaluation (Form A-2), with notice of reevaluation (Form A-6), and with any invitation to an IEP team meeting (Form A-9). The written notice includes a full explanation of procedural safeguard in accordance with 115.792 written so it can be easily understood by the general public and in the parents' native language, unless it is clearly not feasible to do so.

*IEP Team Meetings: Whenever there is an IEP team meeting, parents must be notified in writing prior to the meeting. The meeting is held at a mutually agreeable time and place. Notice includes the purpose of the IEP team meeting, date, time and location. Parents have the right to bring other people who have knowledge or special expertise about their child to the meeting. (DPI Form A-9).

LEA (Local Education Agency) IEP (Individualized Education Plan)

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, January 25, 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 Spanton Nelson.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the agenda as presented. Motion carried, 7-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Open Enrollment – February 6 – April 28, 2017
- Back To School Days – Tuesday, August 8, 3-7:00 pm and Wednesday, August 16, 10:00 am-2:00 pm.

INFORMATION & DISCUSSION

J.C. McKenna Middle School staff, Ms. Kruckenberg, Ms. Firgens, and Ms. Holm presented the All STARRS (Students That Are Respectful, Responsible and Safe) program.

Athletic Director, Mr. Cashore, presented the need for an additional JV baseball level 2 and an additional coach. Discussion.

District Administrator, Mr. Roth, presented a sample school start date waiver for 2018-2019. Discussion.

Ms. Hammann led discussion on hard to fill positions. Discussion.

Ms. Hammann presented the Administrator Compensation Committee 2016-2017 recommendations. Discussion.

Mr. Roth gave an update on the 2018 potential referendum.

BUDGET FINANCE

Business Manager, Mr. Swanson, presented the 2015-2016 financial audit statements. Discussion.

Ms. Hammann gave an update on the Evansville Education Foundation.

Ms. Hammann gave an update on the Certified Staff Compensation Committee.

Administrator Compensation Committee update discussed earlier.

Mr. Swanson gave an update on the Insurance Committee work. Discussion.

Budget Finance agenda for February 22, 2017, meeting discussed.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to approve the District asking DPI to waive the school year start date. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve hiring Tess Thornton, as a Middle School Track Coach, for a stipend of \$1,476. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve an additional JV baseball level 2, and an additional coach. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Spanton Nelson, moved to approve the Administrators' Compensation Committee 2016-2017 recommendations as presented. Discussion. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Spanton Nelson, seconded by Mr. Hennig, moved to approve the consent items: policy #343.3 Rule-Online Learning/Virtual School Program-Administrative Rule and the January 11, 2017, regular meeting minutes, as presented. Motion carried, 7-0 (roll call vote).

POLICIES

Ms. Hammann presented for a first reading, policies: #352-School Sponsored Excursions; #352.1-Overnight Excursion Regulations; #352.1 Form-Overnight Excursion-Parent/Guardian Permission; and #352.2 (#352.3)-Planning and Supervision of School Trips. Discussion.

Ms. Hammann presented for a second reading, policies: #342-Programs for Students With Disabilities; #342.1-Local Agency Special Education Program; and #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary.

FIRST READING OF EMPLOYEE HANDBOOK SUGGESTED PROPOSED CHANGES

Mr. Braunschweig presented for a first reading, suggested proposed Employee Handbook changes: #1, Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods; #2, Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle Pay Periods; #3, Part 1, All Staff, Pg. 30, Section 9, 9.01-9.03, Jury Duty; and #4, Clerical Items.

BOARD DEVELOPMENT

Mr. Braunschweig shared the upcoming meeting dates of the Continuous System Improvement (CSI) Plan for: Climate and Culture; Communication and Community Engagement; Facilities, Operations and Transportation; Staff and Student Teaching and Learning; and Technology.

Mr. Busse, Ms. Hammann, Mr. Swanson, and Mr. Roth debriefed on attending the Wisconsin Association of School Board January Convention.

Board Development agenda for February 22, 2017, discussed.

FUTURE AGENDA'S

January 28, 2017, special meeting agenda/financial retreat and February 8, 2017, regular meeting agenda discussed.

ADJOURN

Motion by Mr. Busse, seconded by Mr. Hennig, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 7:36 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 2/8/17
Mason Braunschweig, President

UNAPPROVED MINUTES

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

A special meeting of the Board of Education of the Evansville Community School District was held Saturday, January 28, 2017, at 8:02 am 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, Hennig, and Braunschweig. Absent: Spanton Nelson.

INFORMATION & DISCUSSION

Business Manager, Mr. Swanson, presented a school finance introduction that included revenue limits, state general equalization aid, tax levy, mill rate, referendum debt, and fund balance. Discussion.

Mr. Swanson presented the budget development process for 2017-2018.

Mr. Swanson presented the Baird Forecast Model. Discussion.

Mr. Swanson presented 2017-2018 open enrollment limits. Discussion.

Mr. Swanson presented the 2017-2018 budget, which included expenses and revenue. Discussion. The District is looking at an estimated \$689,000 deficit.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grade 4K, 23 open enrollment applications will be accepted. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Oberdorf, moved that in grade KG, 20 open enrollment applications will be accepted. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grade 1, five (5) open enrollment applications will be accepted. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grade 2, two (2) open enrollment applications will be accepted. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grade 3, seven (7) open enrollment applications will be accepted. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grade 4 and 5, we deny any open enrollment applications due to class size limits and space. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grades 6-12, we will not consider the availability of space (we will accept applications). Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grades 4K-2 and 6-8, we deny applications of students who qualify to receive special education services due to space and caseload. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grades 3-5, we approve applications of students who qualify to receive special education services up to four (4) weighted spaces due to space and caseload. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grades 9-12, we approve applications of students who qualify to receive special education services up to six (6) weighted spaces due to space and caseload. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved that in grades 4K-12, we deny applications of students who qualify to receive special education related services in the areas of occupational therapy, physical therapy, and speech and language due to space and caseload. Motion carried, 6-0 (voice vote).

ADJOURN

Motion by Mr. Rasmussen, seconded by Ms. Oberdorf, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 9:47 am.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 2/8/17
Mason Braunschweig, President

CHECK	CHECK	CHE		
DATE	NUMBER	TYP	VENDOR	AMOUNT
01/06/2017	80980	R	COMMUNICATIONS ENGIN	11,107.60
01/06/2017	80981	R	EVANSVILLE HIGH SCHO	189.80
01/06/2017	80982	R	LEUZINGER, RICHARD	60.00
01/06/2017	80983	R	MARTINSON, JAY	60.00
01/06/2017	80984	R	MULDER, DALE	165.00
01/06/2017	80985	R	NIELSEN, DAVE	165.00
01/06/2017	80986	R	REUKAUF, ERIC	85.00
01/06/2017	161700392	A	SCHAAF, TODD	165.00
01/06/2017	161700393	A	SCHOLASTIC INC	309.81
01/06/2017	161700394	A	SEILS, ANDY	48.00
01/06/2017	80987	R	SIMENSON, DANIEL	48.00
01/06/2017	80988	R	SOLDNER, LEROY	96.00
01/06/2017	80989	R	TAUTGES, THOMAS	60.00
01/06/2017	80990	R	VLACH, GEORGE	165.00
01/10/2017	80991	R	FIDUCIARY TRUST INTE	1,274.00
01/10/2017	80992	R	METLIFE	75.00
01/10/2017	80993	R	MG TRUST COMPANY	750.00
01/11/2017	80994	R	RINGHAND BROTHERS IN	63,994.27
01/13/2017	80995	R	DAVE'S ACE HARDWARE	113.56
01/13/2017	80996	R	ADVANCED DISPOSAL	1,382.59
01/13/2017	80997	R	ALL 'N ONE	157.67
01/13/2017	80998	R	AT & T	258.82
01/13/2017	80999	R	AWSA-WFEA	185.00
01/13/2017	161700395	A	BADGER WATER LLC	67.65
01/13/2017	81000	R	BATTERIES PLUS	724.54
01/13/2017	81001	R	BLU'S FROYO SHOPPE	50.00
01/13/2017	161700396	A	BOARDMAN & CLARK LLP	264.00
01/13/2017	81002	R	BRASHI, DON	60.00
01/13/2017	81003	R	BRIGHTSTAR CARE	950.00
01/13/2017	81004	R	BRODHEAD SCHOOL DIST	535.20
01/13/2017	81005	R	BRUCE COMPANY	276.00
01/13/2017	81006	R	BUCKY'S PORTABLE TOI	250.00
01/13/2017	81007	R	CAPITAL NEWSPAPERS	150.00
01/13/2017	161700397	A	CARTER & GRUENEWALD	86.11
01/13/2017	81008	R	CARRIG, JONATHAN	48.00
01/13/2017	161700398	A	CESA 6	2,250.00
01/13/2017	81009	R	CESA 8	70.46
01/13/2017	81010	R	CHANNING BETE COMPAN	557.04
01/13/2017	81011	R	CHARTER COMMUNICATIO	1,887.82
01/13/2017	161700399	A	CITY GLASS COMPANY	75.00
01/13/2017	81012	R	CLUB'S CHOICE	2,200.20
01/13/2017	81013	R	DECKER EQUIPMENT	2,761.26
01/13/2017	81014	R	EMPLOYEE BENEFITS CO	937.50
01/13/2017	81015	R	EQUAL RIGHTS DIVISIO	52.50
01/13/2017	81016	R	EVANSVILLE BLOOMS	60.00
01/13/2017	81017	R	EVANSVILLE REVIEW	666.50
01/13/2017	161700400	A	FLINN SCIENTIFIC INC	469.16
01/13/2017	81018	R	GARD, AVA	500.00
01/13/2017	81019	R	GATEWAY TECHNICAL CO	6,000.00
01/13/2017	81020	R	GRAINGER PARTS	390.16
01/13/2017	161700401	A	GROVESTEEEN, RONALD	87.00
01/13/2017	81022	R	HEARTLAND BUSINESS S	27,126.86
01/13/2017	161700402	A	HEINEMANN	341.00
01/13/2017	161700403	A	HELLENBRAND INC	2,584.83
01/13/2017	161700404	A	HONEYWELL INC.	3,785.86
01/13/2017	161700405	A	HURDA, DANA	66.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
01/13/2017	81023	R	JOST, PATRICK	48.00
01/13/2017	81024	R	JUNIOR LIBRARY GUILD	3,673.80
01/13/2017	81025	R	KAFKA, GRANT	60.00
01/13/2017	161700406	A	KNOTT, JASON	174.99
01/13/2017	81026	R	KRONING, SHELDON	48.00
01/13/2017	161700408	A	LANDMARK SERVICES CO	5,834.16
01/13/2017	81027	R	LUND, ROSE	161.56
01/13/2017	161700409	A	MCDANIEL, KATIE	10.00
01/13/2017	81028	R	MENARDS	79.41
01/13/2017	81029	R	MEYERS, JOHN	48.00
01/13/2017	161700410	A	MIDAMERICA ADMINISTR	165.00
01/13/2017	161700411	A	MILLS, CAROLYN	31.32
01/13/2017	81030	R	NEHER ELECTRIC SUPPL	1,552.95
01/13/2017	81031	R	OCCUPATIONAL HEALTH	252.00
01/13/2017	81032	R	OFFICE DEPOT	386.83
01/13/2017	161700412	A	OFFICE PRO	439.00
01/13/2017	81033	R	OLSEN, JELAINE LISA	770.00
01/13/2017	161700413	A	PAPENDIECK, SANDRA	21.73
01/13/2017	81034	R	PETTERSON PLUMBING I	113.75
01/13/2017	161700414	A	PICKERING, DEANNA	43.75
01/13/2017	81035	R	PIGGLY WIGGLY	155.00
01/13/2017	81036	R	PIONEER MANUFACTURIN	119.00
01/13/2017	81037	R	POLCYN, TIMOTHY	60.00
01/13/2017	81038	R	RAPP, BOB	60.00
01/13/2017	81039	R	RBS ACTIVEWEAR	2,069.70
01/13/2017	161700415	A	RHYME BUSINESS PRODU	2,967.31
01/13/2017	81040	R	RIDDELL INC	100.00
01/13/2017	161700416	A	RIEL, TONY	23.86
01/13/2017	81041	R	ROCK VALLEY PRINCIPA	100.00
01/13/2017	81042	R	ROCK VALLEY PUBLISHI	182.40
01/13/2017	81043	R	SAN A CARE INC	27,412.74
01/13/2017	81044	R	SCHINDLER ELEVATOR C	276.96
01/13/2017	81045	R	SCHILLER, NOAH	500.00
01/13/2017	161700417	A	SEILS, ANDY	48.00
01/13/2017	161700418	A	SUMMIT COMPANIES	402.00
01/13/2017	81046	R	SUPER TEACHER WORKSH	250.00
01/13/2017	161700419	A	THEOBALD, TIM	0.00
01/13/2017	81047	R	TEACHERS ON CALL	21,128.21
01/13/2017	81048	R	TRANE US INC	266.34
01/13/2017	81049	R	UPS	7.12
01/13/2017	161700420	A	VAN LEUVEN M.D., CAT	4,000.00
01/13/2017	81050	R	VANCE, MARK	48.00
01/13/2017	161700421	A	WE ENERGIES	19,438.51
01/18/2017	81051	R	BLUE DEVIL BOWL	100.00
01/25/2017	81052	R	FIDUCIARY TRUST INTE	1,274.00
01/25/2017	81053	R	METLIFE	75.00
01/25/2017	81054	R	MG TRUST COMPANY	750.00
01/30/2017	81055	R	AMERICAN AWARDS & PR	104.64
01/30/2017	161700422	A	APEX BUILDING CONSUL	9,500.00
01/30/2017	81056	R	APPLIANCE WORKS	80.43
01/30/2017	81057	R	ARROWHEAD LIBRARY SY	841.25
01/30/2017	81058	R	ATLAS, FREDERICK	48.00
01/30/2017	161700423	A	BACKES, JESSICA	42.12
01/30/2017	161700424	A	BADGER SPORTING GOOD	21.78
01/30/2017	81059	R	BEACON ATHLETICS	268.00
01/30/2017	81060	R	BIER, THOMAS	50.00

CHECK	CHECK CHE			
DATE	NUMBER	TYP	VENDOR	AMOUNT
01/30/2017	81061	R	BLACKHAWK TECHNICAL	75.00
01/30/2017	81062	R	BLU'S FROYO SHOPPE	121.50
01/30/2017	81063	R	BOEGLI, WADE	60.00
01/30/2017	81064	R	BRIGHTSTAR CARE	1,725.00
01/30/2017	161700425	A	BUSSE, ERIC	191.47
01/30/2017	81065	R	C.A.P. INC	336.00
01/30/2017	161700426	A	CAERT	679.96
01/30/2017	81066	R	CARRIG, JONATHAN	100.00
01/30/2017	81067	R	COMPANY K SCHOOL DAY	260.00
01/30/2017	161700427	A	CZERWONKA, MIKE	29.43
01/30/2017	161700428	A	DEFORREST HIGH SCHOOL	42.00
01/30/2017	81068	R	DVORAK LANDSCAPE SUP	681.10
01/30/2017	81069	R	E & D WATER WORKS IN	49.50
01/30/2017	81070	R	EMPLOYEE BENEFITS CO	236.25
01/30/2017	81071	R	EVANSVILLE BLOOMS	10.50
01/30/2017	161700429	A	FANTA STROIK, KELLY	412.00
01/30/2017	81072	R	FENTON JR, THOMAS	48.00
01/30/2017	81073	R	FIDELITEC LLC	12.00
01/30/2017	161700430	A	FIRGENS, AMANDA	78.11
01/30/2017	161700431	A	FIRST SUPPLY LLC - M	624.49
01/30/2017	81074	R	FURRER, ERNIE	50.00
01/30/2017	81075	R	GARVOILLE, LARRY	60.00
01/30/2017	161700432	A	GARVOILLE, STEVE	60.00
01/30/2017	161700433	A	HAMMANN, MELISSA	191.68
01/30/2017	81076	R	HEARTLAND BUSINESS S	1,752.08
01/30/2017	81077	R	HEID MUSIC CO	290.40
01/30/2017	161700434	A	HEINEMANN	659.47
01/30/2017	161700435	A	HERBERS, DEBORAH	264.98
01/30/2017	81078	R	HODGSON, CHAD	60.00
01/30/2017	81079	R	HOMB, ROGER	48.00
01/30/2017	81080	R	IDEAL PRINTING WI LL	416.00
01/30/2017	81081	R	IMHOFF, TOM	60.00
01/30/2017	81082	R	INSECT LORE	601.00
01/30/2017	81083	R	JOST, PATRICK	48.00
01/30/2017	161700436	A	KATZENBERGER, JANESS	56.71
01/30/2017	81084	R	KIDS KORNER	43,875.00
01/30/2017	81085	R	KLOPFENSTEIN, JEFFRE	50.00
01/30/2017	81086	R	KRESS, NANCY	68.32
01/30/2017	81087	R	KRONING, SHELDON	48.00
01/30/2017	81088	R	LAW, CHRISTOPHER	60.00
01/30/2017	81089	R	LIFETOUCH NATIONAL S	2,157.10
01/30/2017	161700437	A	MACK, TAYLOR	92.96
01/30/2017	161700438	A	MAGIC MOMENTS	14,625.00
01/30/2017	81090	R	MAKE MUSIC	140.00
01/30/2017	161700439	A	MARLIN, ALISON	100.00
01/30/2017	161700440	A	MARTIN, LAURA	34.70
01/30/2017	81091	R	MASON, CRAIG	300.00
01/30/2017	81092	R	MCFARLAND HIGH SCHOO	230.00
01/30/2017	81093	R	MENARDS	576.94
01/30/2017	81094	R	MEYERS, JOHN	48.00
01/30/2017	161700441	A	NORTH AMERICAN MECHA	272.00
01/30/2017	161700442	A	NASCO	208.71
01/30/2017	81095	R	NEHER ELECTRIC SUPPL	387.50
01/30/2017	81096	R	O'LEARY, RUSSELL	85.00
01/30/2017	161700443	A	OAKESON, JOMARIE	189.18
01/30/2017	81097	R	OFFICE DEPOT	358.76

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
01/30/2017	161700444	A	OFFICE PRO	167.27
01/30/2017	81098	R	OLSEN, JELAINÉ LISA	1,260.00
01/30/2017	81099	R	PATHWAY PRESCHOOL	42,750.00
01/30/2017	81100	R	PIGGLY WIGGLY	137.44
01/30/2017	81101	R	PLATTEVILLE HIGH SCH	50.00
01/30/2017	161700445	A	PROQUEST LLC	1,249.50
01/30/2017	81102	R	RHYME BUSINESS PRODU	3,076.71
01/30/2017	161700446	A	RHYME BUSINESS PRODU	2,751.50
01/30/2017	81103	R	ROBERT W. BAIRD & CO	2,250.00
01/30/2017	161700447	A	ROTH, JERRY	160.50
01/30/2017	81104	R	SAN A CARE INC	1,381.52
01/30/2017	81105	R	SCHAEFER, DEREK	60.00
01/30/2017	161700448	A	SCHOLASTIC INC	426.95
01/30/2017	81106	R	SCOTT, ELISSA	50.00
01/30/2017	161700450	A	SEILS, ANDY	248.00
01/30/2017	81107	R	SMITH, DAVID	48.00
01/30/2017	81108	R	STAMPFLI, DOUGLAS	60.00
01/30/2017	81109	R	STUART, ERIKA	39.00
01/30/2017	161700451	A	SUPER HOLIDAY TOURS	20,000.00
01/30/2017	81110	R	TAHER	37,378.22
01/30/2017	81111	R	TEACHERS ON CALL	8,238.49
01/30/2017	81112	R	UPS	11.37
01/30/2017	81113	R	VANCE, MARK	48.00
01/30/2017	161700452	A	VERNIER SOFTWARE AND	137.62
01/30/2017	81114	R	VEX ROBOTICS	213.65
01/30/2017	161700453	A	VOIGT MUSIC CENTER	0.65
01/30/2017	81115	R	WEE ONES	19,125.00
01/30/2017	81116	R	WENDT, HEIDI	50.00
01/30/2017	81117	R	WSRA	1,140.00
01/30/2017	81118	R	YOSS, DAVID	200.00
01/13/2017	80426	M	CREEKSIDE PLACE	0.00
01/13/2017	80899	M	WACPC INC	0.00
01/13/2017	161700155	M	YOUTH FRONTIERS INC	0.00
01/23/2017	161700406	M	KNOTT, JASON	0.00
01/31/2017	16170011	M	EVANSVILLE WATER & L	35,947.70
01/31/2017	16170012	M	U.S. CELLULAR	232.35
Totals for checks				497,117.63

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	4,183.00	0.00	394,669.92	398,852.92
21	GIFTS/DONATIONS	0.00	0.00	36,598.96	36,598.96
27	SPECIAL EDUCATION FUND	15.00	0.00	24,101.03	24,116.03
50	FOOD SERVICE	0.00	0.00	37,549.72	37,549.72
***	Fund Summary Totals ***	4,198.00	0.00	492,919.63	497,117.63

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

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, February 22, 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 Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Open Enrollment – February 6 – April 28, 2017
 - Back To School Days – August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm
- IV. Information & Discussion:
- A. 2018 Potential Referendum Update – Review Construction Managers RFPs.
 - B. School Perceptions Survey.
 - C. 2017-2018 4K.
- V. Budget Finance – Chair, Hammann:
- A. Discussion Items:
 - 1. 2017-2018 Preliminary Budget.
 - 2. Evansville Education Foundation Update.
 - 3. Certified Staff Compensation Committee Update.
 - 4. Administrators Compensation Committee Update.
 - 5. Insurance Committee Update.
 - B. Develop Budget Finance Agenda Items for March 22, 2017, Meeting.
- VI. Business (Action Items):
- A. Approval of Staff Changes:
 - B. Approval of School Perceptions Survey.
 - C. Approval of Employee Handbook Suggested Proposed Changes:
 - #1. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle, Pay Periods.
 - #2. Part 1, All Staff, Pg. 26, Section 5, 5.01, Payroll Cycle Pay Periods.
 - #3. Part 1, All Staff, Pg. 30, Section 9, 9:01-9:03, Jury Duty.
 - #4. Clerical Items.
- VII. Consent (Action Items):
- A. Approval of Policies:
 - 1. #352-School Sponsored Excursions.

2. #352.1-Overnight Excursion Regulations.
 3. #352.1 Form-Overnight Excursion-Parent/Guardian Permission.
 4. #352.2 (#352.3)-Planning and Supervision of School Trips.
- B. Approval of February 8, 2017, Regular Meeting Minutes.

VIII. Policies – Chair, Hammann:

A. Second Reading:

1. #363-Access to Educational Technology.
2. #363.2/554-Acceptable use and Internet Safety Policy for Students, Staff and Guests.
3. #363.3-Assistive Technology (Technology Concerns for Students With Special Needs).
4. #375-Activities When School is Cancelled or Not In Session.
5. #723.3-Emergency Closings.

IX. Board Development – Chair, Braunschweig:

- A. 2016-2017 Continuous System Improvement (CSI) Plan.
- B. Develop Board Development Agenda for March 22, 2017, Meeting.

X. Future Agenda's – January 28, 2017, Special Meeting/Financial Retreat and February 8, 2017, Regular Meeting Agendas.

XI. 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:

CONTINUOUS SYSTEM IMPROVEMENT (CSI) SUB-COMMITTEE'S 2016-2017 GOALS

Staff and Student Teaching and Learning

The Goal of the Evansville Community School District is to achieve exceptional Literacy growth for all students by steadily increasing the number of students meeting state proficiency targets for English Language Arts in Grades 3 through Grade 11, as measured annually by the respective state assessments.

2016 - 2020 Grades 3-8 FORWARD EXAM, Grades 9 & 10 ACT ASPIRE, Grade 11 ACT

Growth targets begin with the baseline in 2015-16: 50.2% of Grades 3-11 students reaching proficiency in English Language Arts.

To meet expectations with continuous improvement results, growth targets increase as follows:

<u>School year</u>	<u>% of increase</u>	<u>% Proficient or Advanced</u>
2016-17	1%	51.2%
2017-18	2%	53.2%
2018-19	3%	56.2%
2019-20	3%	59.2%

Communication and Community Engagement

By May 2017, internal communication will improve by .10 on a 4.0 (2016 composite score = 2.79) scale as measured by the District Communication Survey.

Technology

Develop and implement a comprehensive professional development plan that supports staff in integrating best practices in teaching and learning to develop student proficiency in utilizing information literacy and technology.

Facilities and Operations

Goal 1 – Reduce energy consumption District-wide by 3% during the 2016-2017 Fiscal Year.

Goal 2 – Begin assessing current and future needs of the facilities & operations area, and start to produce a 5 – year plan to address those needs.

Climate and Culture

To build a sustainable positive school climate through a supportive environment in which staff model attitudes and value expectations fostered by respect, effective communication, positive relationships, involvement, and collaborative decision-making. This will be achieved through the implementation of focus groups that gather data through guided conversations with staff in their buildings.