

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Monday, June 12, 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](http://Evansville.k12.wi.us), and by forwarding the agenda to the Evansville Review, Union Bank & Trust and Eager Free Public Library.*

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

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

- Summer School – July 6 – July 26
- Back To School Days - August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

IV. Public Presentations.

V. Information & Discussion:

- A. Curriculum Referendum Purchase Recommendation for 6-12 Science.
- B. 2018 Potential Referendum Update.
- C. Rescinding Two Nonrenewal Notices of May 3, 2017.
- D. Policy #762-Food Service Management.
- E. First Reading of Policies:
  - 1. #364-School Counseling Services (School Counseling Services Guidance Program).
  - 2. #364.1-Developmental Guidance Program.
  - 3. #364.2-College Counseling Services.
  - 4. #364.3-Vocational Interest Inventory.
  - 5. #364.4-Individualized Testing and Guidance.
  - 6. #771-Use of Copyrighted Materials (Copyright Compliance).
  - 7. #771 Rule (#771.1)-Guidelines for Use of Copyrighted Materials (Steps for Obtaining Permission to Copyright).
  - 8. #811.1-Parental Involvement.
- F. Second Reading of Policies:
  - 1. #521-Involvement in Decision-Making.
  - 2. #720-Local Safety Programs.
  - 3. #721-Building and Grounds Inspections.
  - 4. #722.1-Staff Accident Reports.
  - 5. #723-Safety Response Plans.
  - 6. #723.1-Safety Drills.
  - 7. #723.2-Threats of Bombs or Other Havoc & Destruction.
  - 8. #822 (723.5)-News Media Relations.

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval to Rescind Two Nonrenewal Notices of May 3, 2017.
- B. Approval of Staff Changes: Resignation of Physical Therapist; Reduction of Teacher Contract; and Overload of Teacher Contract. Hiring of: Seasonal Groundskeeper; Speech and Language Pathologist; School Counselors; Special Education Teacher; Special Education Educational Assistant; and Co- and Extra Curricular Positions.
- C. Approval of 2017-2018 Staffing Proposal.

VIII. Consent (Action Items):

- A. Approval of Curriculum Referendum Purchase Recommendation for 6-12 Science.
- B. Approval of Policies:
  - 1. #510-Personnel Policy Goals and Objectives.
  - 2. #531.1-Teacher Job Description.
  - 3. #532-Faculty Contracts and Compensation Plans.
  - 4. #532.2-Faculty Negotiations.
  - 5. #860-Visitors to the Schools.
  - 6. #860 Form-Student Visitors Request Form.
- C. Approval of May 22, 2017, Regular Meeting Minutes.
- D. Approval of May Bills.

IX. Future Agenda – June 26, 2017, Regular Meeting Agenda.

X. 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: 6/5/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs  
Monday, June 12, 2017  
6:00 p.m.  
District Board and Training Center  
340 Fair Street (Door 36)

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

II. **Approve Agenda.**

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

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

- Summer School – July 6 – July 26
- Back To School Days - August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

IV. **Public Presentations.**

V. **Information & Discussion:**

- A. Curriculum Referendum Purchase Recommendation for 6-12 Science – *Director of Curriculum and Instruction, Ms. Murphy, has enclosed information. You will vote on this later in the meeting.*
- B. 2018 Potential Referendum Update – *Mr. Roth will give an update.*
- C. Rescinding Two Nonrenewal Notices of May 3, 2017 – *The Board will rescind two of the nonrenewal notices of May 3, 2017. Jolene Lenth will become the TRIS Resource/Reading Teacher, due to the retirement of Teresa Doyle-Meidinger. JoAnn Mumm will become the J.C. McKenna Business Education Teacher, replacing Mandy Firgens, who will replace Kyle McDonald at the High School. Employee Handbook language is enclosed. You will vote on this later in the meeting.*
- D. Policy #762-Food Service Management – *Board member suggested this policy come forward for discussion. Business Manager, Mr. Swanson, has enclosed information.*
- E. First Reading of Policies:
1. #364-School Counseling Services (School Counseling Services Guidance Program).
  2. #364.1-Developmental Guidance Program.

3. #364.2-College Counseling Services.
4. #364.3-Vocational Interest Inventory.
5. #364.4-Individualized Testing and Guidance.
6. #771-Use of Copyrighted Materials (Copyright Compliance).
7. #771 Rule (#771.1)-Guidelines for Use of Copyrighted Materials (Steps for Obtaining Permission to Copyright).
8. #811.1-Parental Involvement.

F. Second Reading of Policies:

1. #521-Involvement in Decision-Making.
2. #720-Local Safety Programs.
3. #721-Building and Grounds Inspections.
4. #722.1-Staff Accident Reports.
5. #723-Safety Response Plans.
6. #723.1-Safety Drills.
7. #723.2-Threats of Bombs or Other Havoc & Destruction.
8. #822 (723.5)-News Media Relations.

**VI. Public Presentations.**

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

- A. Approval to Rescind Two Nonrenewal Notices of May 3, 2017 – *Please approve the following:*

**Suggested Motion – I move to rescind the approved final notice of nonrenewal on May 3, 2017, for Jolene Lenth, for the 2017-2018 school year.**

**Suggested Motion – I move to rescind the approved final notice of nonrenewal on May 3, 2017, for JoAnn Mumm, for the 2017-2018 school year.**

- B. Approval of Staff Changes: Resignation of Physical Therapist; Reduction of Teacher Contract; and Overload of Teacher Contract. Hiring of: Seasonal Groundskeeper; Speech and Language Pathologist; School Counselors; Special Education Teacher; Special

Education Educational Assistant; and Co-and Extra Curricular Positions – Please approve the following:

1. Resignation of Melissa Staskal, Physical Therapist.

**Suggested Motion: I move to approve the resignation of Melissa Staskal, Physical Therapist, effective at the end of the 2016-2017 school year.**

2. Reduction of teacher contract for Penny Messling, to 87.5%. Ms. Messling is asking to reduce her contract for the 2017-2018 school year. Teacher, Mr. Krupke, is willing to pick up her one class as an overload for the 2017-2018 school year. Ms. Messling will be paid \$61,236.

**Suggested Motion – I move to approve the reduction of teacher contract for Penny Messling from 100% to 87.5% for the 2017-2018 school year, for a salary of \$ 61,236.**

3. Overload on teacher contract for Steve Krupke. Mr. Krupke will teach one class for Ms. Messling during his prep time. Mr. Krupke will be paid an additional 12.5% salary of \$8,748.

**Suggested Motion – I move to approve the overload on teacher contract for Steve Krupke, for the 2017-2018 school year, for additional 12.5% salary of \$8,748.**

4. Hiring of Pat Beggs, Seasonal Groundskeeper. Pat has been a custodian substitute for the past two years and continues in this role. He has an ag/farming background and will do machinery operation well. Pat is replacing Mindy Larson and will be paid \$12.50/hour.

**Suggested Motion – I move we approve the hiring of Pat Beggs, Seasonal Groundskeeper, at a rate of \$12.50/hour.**

5. Hiring of Christal Wolfgram, Speech and Language Pathologist. Christal has been a school-based Speech and Language Pathologist for five years and has experience in pre-kindergarten through intermediate level environments. Although passionate about fostering relationships with students and their families, she found family engagement difficult while working in her previous district. Christal sought out Evansville because of ECSD's reputation for community involvement and working closely with families. Christal believes her role is to support and nurture the growth of her students so that one day they will be independent. Christal enjoys outdoor activities and spending time with friends and family. Christal is replacing Mindy Johnson at Levi Leonard and will be paid a salary of \$49,096.

**Suggested Motion – I move we approve the hiring of Christal Wolfgram, Speech and Language Pathologist, at a salary of \$49,096.**

6. Hiring of Samantha McNamara, TRIS School Counselor. Samantha has experience working with youth in many different capacities: coaching, community programming, treatment facility, and school settings. She has experience working with some of the highest risk students in Rock County and the Beloit School Districts as well as students

*with special needs. Samantha loves working with students in grades 3-5, so she is very excited to work at TRIS. Samantha has demonstrated the ability to communicate effectively with all stakeholders, which has allowed her to develop successful relationships. In her free time, Samantha enjoys spending time with her husband and daughter, exercising, and spending time outdoors. Samantha is replacing Deb Arnold and will be paid a salary of \$45,274.*

**Suggested Motion – I move we approve the hiring of Samantha McNamara, TRIS School Counselor, at a salary of 45,274.**

- 7. Hiring of Garth Coats, Special Education Teacher. Garth has been the co-director of Evansville's Power of Positive Athletics (P.O.P.A.) program since 2006, coach of Evansville-Albany Varsity Football since 2010, 8<sup>th</sup> Grade Boys Basketball Head Coach since 2014, as well as served as the Freshmen Assistant Basketball Coach for 2 years, and worked as a Special Education Assistant at JC McKenna and Evansville High School for four years. Garth graduated from UW-Whitewater in 2011 with a Bachelors in Education and a minor in Coaching, however decided in 2016 to go back to school to earn a degree in Special Education. Due to a recent resignation, Garth has currently been fulfilling duties as a High School Special Educator under an emergency license. Garth considers it a dream come true to be able to come back to the school district that provided him with his stat in education and pathway to his future. He is honored to be an integral part of this school district and lifelong contributor to the community in which he takes immense pride. Garth will be paid a salary of \$38,072.*

**Suggested Motion – I move we approve the hiring of Garth Coats, Special Education Teacher, at a salary of \$38,072.**

- 8. Hiring of Jennifer Sumwalt, Special Education Educational Assistant. Jennifer comes to us with 12 years of experience as a Special Education Assistant and just under one year as a Teacher of the Deaf and Hard of Hearing. Jennifer has experience working in multiple grade levels and has shown tremendous capabilities in the high school setting. She understands how to promote student independence while seamlessly providing necessary supports. Jennifer is organized, takes initiative, and has experience with sign language. Jennifer believes that all students can learn and it is her job to educate in ways that are interesting, engaging, and accessible to all students. Jennifer will be at the high school and be paid \$15.00/hour.*

**Suggested Motion – I move we approve the hiring of Jennifer Sumwalt, Special Education Educational Assistant, at \$15.00/hour.**

- 9. Hiring of Penny Messling, .50 High School National Honor Society, for a salary of \$500. She is splitting this position with Amy Swartwout, .50 High School National Honor Society, for a salary of \$500.*

**Suggested Motion – I move we approve the hiring of Penny Messling, .50 High School National Honor Society, for a salary of \$500 and Amy Swartwout, .50 High School National Honor Society, for a salary of \$500.**

- C. Approval of 2017-2018 Staffing Proposal – *Please approve the attached proposed 2017-2018 staffing proposal. The Board had tabled this item at a previous meeting.*

**Suggested Motion – I move we approve the 2017-2018 certified staffing proposal as presented.**

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

- A. Approval of Curriculum Referendum Purchase Recommendation for 6-12 Science.  
B. Approval of Policies:  
1. #510-Personnel Policy Goals and Objectives.  
2. #531.1-Teacher Job Description.  
3. #532-Faculty Contracts and Compensation Plans.  
4. #532.2-Faculty Negotiations.  
5. #860-Visitors to the Schools.  
6. #860 Form-Student Visitors Request Form.  
C. Approval of May 22, 2017, Regular Meeting Minutes.  
D. Approval of May Bills.

**Suggested Motion – I move to approve the consent agenda items: curriculum referendum purchase recommendation for 6-12 Science; policies, #510-Perosnnel Policy Goals and Objectives; #531.1-Teacher Job Description; #532-Faculty Contracts and Compensation Plans; #532.2-Faculty Negotiations; #860-Visitors to the Schools; #860 Form-Student Visitors Request Form; May 22, 2017, regular meeting minutes; and the May bills, as presented.**

**Roll Call Vote –**

- IX. Future Agenda – June 26, 2017, Regular Meeting Agenda – *Enclosed is a draft of the June 26, 2017, meeting agenda.***

**X. Adjourn.**

**Suggested Motion – I move to adjourn the meeting.**

Upcoming Meetings:

- June 26, 2017
- July 17, 2017
- August 14, 2017
- August 28, 2017



Evansville Community School District  
 340 Fair Street  
 Evansville, Wisconsin 53536

TO: Evansville Community School District School Board  
 FROM: Alice A. Murphy, Director of Curriculum and Instruction  
 RE: **Curriculum Referendum Purchase Recommendation  
 Middle and High School Science**  
 DATE: June 12, 2017

The ECSD Curriculum Review Cycle indicates that K-12 Science is in the process of being thoroughly reviewed and considered for revision. The 2014-19 Curriculum Referendum has funding allocated for the purchase of recommended resources which will improve Science teaching and learning.

Review of Teaching Standards

During the past two school years, the 6-12 Science teachers have been conducting a thorough review of the Next Generation Science Standards. As they aligned their current curriculum with the NGSS, it has become apparent that necessary revisions need to be made at each grade level and for each course. Instructional gaps have been identified along with the need to incorporate more engineering and STEM projects.

Review of Instructional Programs, Materials and Equipment

To meet the identified needs, the Science teachers spent several months reviewing and rating current programs/resources based upon the following criteria:

- Instructional Design
- Student Experiences
- Teacher Instructional Materials
- Assessment Options
- Communication – Students, Parents

In many cases, publishers provided generous access to the teacher, student and parent materials in order to provide a full experience with the program. Digital resources were utilized and tested along with related leveled literacy materials.

Recommendations

Following careful review and collaboration, the Science teachers are recommending updated instructional resources for Middle and High School Science courses. The attached documents list the requested textbooks, digital licenses and subscriptions, equipment and mobile computing devices.

<u>Referendum Budget – K-12 Science Allocation</u>	<b>\$225,000.00</b>
Middle School	\$60,041.84
High School	\$74,807.00
<b>Balance</b>	<b>\$90,151.16</b>



**CURRICULUM REFERENDUM**  
**Purchase Requests for Middle School Science**  
**July 2017**

TEACHER	GRADE LEVEL	RESOURCE	COST
G. Vossekuil B. Curtis R. Fanning	Grade 6 Grade 7 Grade 8	<p><b>Textbooks</b></p> <p>Title: <b>iSCIENCE</b>  Physical iScience  Life iScience  Earth and Space iScience</p> <p>Professional Development  Shipping&amp;Handling</p> <p>Publisher: McGraw Hill  Quantity: 160</p>	<p>\$13,768.74  \$13,768.74  \$13,768.74</p> <p>\$2,500.00  <u>\$3,501.62</u>  <b>\$47,307.84</b></p>
		<p><b>Equipment</b></p> <p>Item: Chromebooks with Cart  Vendor: Technology Resource Advisors, Inc.  Quantity: 35 Chromebooks  35 Google Chrome management licenses  4 year warranty  1 Cart</p>	<p>\$12,734.00</p>
<b>TOTAL</b>			<b>\$60,041.84</b>

**CURRICULUM REFERENDUM**  
**Purchase Requests for High School Science**  
**July 2017**

TEACHER	COURSE	RESOURCE	COST
B. Benson	AP Environmental Science	<b>Textbooks</b> Title: <i>The Science Behind the Stories AP Edition, 6th Edition</i> ISBN: 9780134580562 Publisher: Pearson Quantity: 20	\$2,640
B. Benson	AP College Physics	<b>Textbooks</b> Title: <i>College Physics AP Edition, Digital Bundle 6 years</i> ISBN: 9781337735339 Publisher: Cengage Quantity: 13	\$2,574
B. Benson	Honors Physics Conceptual Physics AP Environmental Science	<b>Equipment</b> Item: <b>Lulzbot TAZ 3D Printer</b> Vendor: Aleph Objects, Inc. Quantity: 1 v6.0 with 1 year extended warranty	\$2,950
A. Marlin	Physical Science	<b>Textbooks</b> Title: <i>Glencoe Physical Science eStudent Editions</i> ISBN: 978-0-07-677452-4 Publisher: McGraw Hill Quantity: 120 ISBN: 978-0-07-677622-1 Publisher: McGraw Hill Quantity: 40 Textbooks	\$11,205
P. Messling	Anatomy	<b>Textbooks</b> Title: <i>Essentials of Human Anatomy &amp; Phys. HS premium Digital Bundle 6 years</i> ISBN: 978-0-07-897573-8 Publisher: McGraw Hill Quantity: 35	\$5,445
P. Messling	Chemistry	<b>Online License Renewal to accompany</b> Textbook: <i>Chemistry Matter and Change eStudent Edition 3 years</i> ISBN: 978-0-070677470-8 Publisher: McGraw Hill Quantity: 90	\$3,434
B. Stalder	Advanced Biology	<b>Textbooks</b> Title: <i>Campbell Biology in Focus, AP Edition eStudent Edition 6 years</i> ISBN: 9780134278919 Publisher: Pearson Quantity: 40	\$5,638
B. Stalder	Biology	<b>Textbooks</b> Title: <i>Glencoe Biology eStudent Edition 6 years</i> ISBN: 978-0-07-677439-5 Publisher: McGraw Hill Quantity: 145	\$9,329

B. Stalder	Biology Advanced Biology Anatomy	<b>Equipment</b> Item: Microscope-High School Biological - Model 131 CLED Vendor: NASCO Quantity: 11 @\$216.54	\$2,382
B. Stalder	Biology Advanced Biology	<b>Equipment</b> Item: Microscope-Nasco Advanced Stereo Microscope (30x&60x) Vendor: NASCO Quantity: 6 @\$269.24	\$1,616
B. Stalder	Biology Advanced Biology	<b>Equipment</b> Item: Molecular Modeling Kits Vendor: 3D Molecular Designs Quantity : 7 Kits (various prices)	\$2,126
B. Benson	Honors Physics Conceptual Physics AP Environmental Science	<b>Equipment</b> Item: Chromebooks with Cart Vendor: Technology Resource Advisors, Inc. Quantity 35 Chromebooks 35 Google Chrome management licenses 4 year warranty 1 Cart	\$12,734
B. Stalder	Biology Advanced Biology Anatomy	<b>Equipment</b> Item: Chromebooks with Cart Vendor: Technology Resource Advisors, Inc. Quantity: 35 Chromebooks 35 Google Chrome management licenses 4 year warranty 1 Cart	\$12,734
<b>TOTAL</b>			<b>\$74,807</b>

3. the mentor shall have elementary and/or secondary certification as a professional educator, and
  4. the mentor shall have knowledge and training in mentoring new teachers as required by PI34. This requirement is met through successful completion of three workshops provided through the Dane County New Teacher Project (DCNTP) or an equivalent. The three DCNTP workshops include:
    - a. instructional mentoring (16 hours),
    - b. coaching and observation (16 hours), and
    - c. analyzing student work (16 hours).
- B. Compensation:
1. Mentors will have access to the equivalent of one day (1) per month (not to exceed 10) release days for observation and post observation conferences with mentees.
  2. The mentor will be compensated at a rate determined by the Board for time spent on mentoring activities outside of the regularly contracted day. These activities include travel time, time needed to develop substitute plans for days out of the classroom for mentoring responsibilities, meetings, and other activities as approved by the Director of Instruction or his/her designee. A plan for these hours will need to be developed and approved on a quarterly basis. The number of hours will take into account the number of teachers who need mentoring.

## **Section 6                    REDUCTION IN FORCE, POSITIONS AND HOURS**

### **6.01 Reasons for Reduction in Force**

- A. When in the judgment of the Board, a full or partial reduction in staff should occur; the Board agrees to effect such lay-offs at the end of the school year with written notification by April 30<sup>th</sup> for lay-offs due to enrollment decline and up to June 5<sup>th</sup> for layoffs due to budget constraints. Such notification shall provide the affected teacher with the reason(s) for said lay-off.
  
- B. In determining which teachers shall be laid-off, the Board shall take into account the

following factors respectively:

1. volunteers,
  2. academic training and certification as determined by the Department of Public Instruction,
  3. ability and performance as a teacher in the District per documented evaluation and letters of discipline by supervisory personnel,
  4. length of service in the District, and
  5. years of teaching experience.
- C. No teacher may be prevented from securing other employment during the period he/she is laid-off under this subsection. Such teachers shall be reinstated in inverse order of their being laid-off, if certified to fill the vacancies. They will be reemployed only if they accept the offer of employment within two (2) calendar weeks.
- D. The notice is to be sent to the last known address of the employee on file in the District records and therefore it is the responsibility of the employee to advise the District office of current address. Such reinstatement shall not result in a loss of credit for previous years of service. All salary increases and other benefits accrued at the time of layoff shall be restored to the teacher upon reinstatement. No new or substitute appointments may be made while there are laid-off teachers available who qualify to fill the vacancies for a period of two (2) years. Teachers laid-off shall restate their intention of availability by April 15<sup>th</sup> of each year during this period. Failure to notify the Board in writing each year will result in forfeiture of recall rights.

## **6.02 Reduction in Hours Resulting in Part-Time Status**

*Refer to State Statutes 118.22 and 118.24*

Those teachers contracted to teach on a regular part-time basis will be eligible for prorated benefits as determined by the District benefit providers.

## **6.03 Insurance Benefits Following Lay-Off/Nonrenewal**

Laid-off teachers, who are eligible, may continue group insurance coverage during the recall period, but not to exceed eighteen (18) months or federal COBRA parameters and guidelines, at their own expense. COBRA benefits are detailed in Part I of this *Handbook*.

June 7, 2017

Dear Board Members and Administration,

I am unable to attend the Board meeting on Monday June 12th due to a family commitment. This is my statement concerning the negative balance policy that needs to be put into effect by July 1, 2017.

In 2015 a new procedure was put into place to monitor and better address negative lunch balances. These new procedures were communicated to the families as well as the Administrative team. A lot of time and careful thought was put into this updated procedure including moving to a fully automated system to reduce errors. The new procedures proved to be effective for quite some time up until the fall of 2016. On November 1, 2016 I shared my concerns with Mr. Swanson and the Administrative team about the amount of students habitually on stop purchases and charging meals. This was not the intent of the new procedures and it was resulting in a lot of time spent documenting and reporting back to the buildings to request payment for these charges.

I met with the Administrative team on November 22, 2016 during a regularly scheduled Administrative Team meeting. We discussed the history of the procedures, the current negative balances and a possible solution to better the outcome of the current procedures. Understandably so, this was a sensitive topic as we talked about a possible means to have families take accountability for their balances and how we would obtain those results. No long term solutions were agreed upon at that time. I offered to work with Mr. Czerwonka to contact some of the habitual families and see if we couldn't make some progress in getting the debts paid down. We agreed to meet again at a later date to discuss the outcome of these efforts.

On January 24th, 2017 this topic was again on the table during an Administrative Team meeting. I was not brought into the conversation so I cannot speak of what was discussed.

Because all aspects of the proposed procedures are not congruent throughout the buildings, it is posing a daily challenge to not only document but also to address the negative balances. The current procedures have proven to be effective for the majority of the families. Unfortunately, there are habitual families that are taking advantage of this situation and that can be proven in the daily reports and charges.

Although this is a very tough and emotionally driven topic, I feel that a very straight forward policy that is sculpted around our updated procedures would prove to be the most effective. I'm confident that a policy can be written that is effectively consistent, includes the obligation to be fiscally responsible and also protects the wellbeing of our students.

I met with Mr. Swanson and Ms. Gard today to discuss all of these aspects and I feel like we have some solutions and options to move forward in this process that will convey all of these aspects.

I am certainly available to discuss this topic further and address any questions. Please feel free to reach me at [selmerr@evansville.k12.wi.us](mailto:selmerr@evansville.k12.wi.us) or at 882-3580.

Sincerely,

Rebecka Selmer

**Swanson, Steve**

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**From:** Selmer, Rebecka  
**Sent:** Monday, May 22, 2017 2:53 PM  
**To:** Swanson, Steve  
**Subject:** RE: Negative Lunch Balance Policy

Let me know if you need anything from me. I have several examples if you would like to borrow them I can drop them off in the morning.

Rebecka Selmer  
Food Service Director  
882-3580

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**From:** Swanson, Steve  
**Sent:** Monday, May 22, 2017 1:52:48 PM  
**To:** Selmer, Rebecka  
**Subject:** RE: Negative Lunch Balance Policy

Ok.... I'll bring it up tomorrow....

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**From:** Selmer, Rebecka  
**Sent:** Monday, May 22, 2017 10:45 AM  
**To:** Swanson, Steve <SwansonS@evansville.k12.wi.us>  
**Cc:** Mosher, Kelly <mosherk@evansville.k12.wi.us>  
**Subject:** Negative Lunch Balance Policy

Steve,

I spoke with a representative at DPI regarding the new requirement for negative lunch balance policies. After reviewing our current policies I do not believe that we meet those new requirements. A new policy needs to be in place by July 1st, 2017. Here are the requirements that need to be met:

- The policy needs to be in writing
- The policy needs to be distributed to all students and families
- The policy does not require board approval
- The policy needs to be detailed as to how negative lunch accounts will be handled such as alternate meals, how the meals will be charged, amount of days allowed to be negative, etc.
- The policy details as to how they will be handled can vary between grade levels
- The policy needs to be consistent
- The policy needs to be enforced throughout the entire district

I would assume that this is going to have to be a discussion that the Administration team has and hopefully can come to an agreed solution on. Please let me know if you need something specific from myself and Taher.

Thank you,



Food and  
Nutrition  
Service

DATE: July 8, 2016

Park Office  
Center

MEMO CODE: SP 46-2016

3101 Park  
Center Drive  
Alexandria  
VA 22302

SUBJECT: Unpaid Meal Charges: Local Meal Charge Policies

TO: Regional Directors  
Special Nutrition Programs  
All Regions

State Directors  
Child Nutrition Programs  
All States

The purpose of this memorandum is to address the need for school food authorities (SFAs) participating in the Food and Nutrition Service (FNS) National School Lunch Program (NSLP) and School Breakfast Program (SBP) to institute and clearly communicate a meal charge policy, which would include, if applicable, the availability of alternate meals. Because all students in participating schools may receive reimbursable school meals, all SFAs must have a policy in place for children who are participating at the reduced price or paid rate, but either do not have money in their account or in hand to cover the cost of the meal at the time of service. Such a policy ensures that school food service professionals, school administrators, families, and students have a shared understanding of expectations in these situations.

For the past several years, the U.S. Department of Agriculture (USDA) has been examining policies and practices relating to unpaid meals. This examination was undertaken in response to section 143 of the Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296; December 13, 2010) entitled "Review of Local Policies on Meal Charges and Provision of Alternate Meals." In addition, Congress required USDA to report on the feasibility of establishing national standards for meal charges and alternate meals and, if applicable, to make recommendations for implementation.

During that examination, FNS sought feedback from key stakeholders through a variety of forums and specifically sought strategies and insight from school food service administrators with direct experience managing meal charges. In addition, FNS undertook a thorough review of meal charge policies and practices provided by State and local officials. FNS was careful to consider a wide variety of communities and the scope of this issue, understanding that the effectiveness of a policy depends on the size of an SFA, its location, and even the demographics of the students it serves. FNS has determined that due to these variations, meal charge and alternate meal policies should continue to be made at the State or local level.



### **Establishing a Meal Charge Policy**

It is important that meal charge and alternate meal policies are clearly communicated to school administrators, school food service professionals, families, and students. Stakeholders at the local, State, and national levels emphasized that developing and communicating meal charge policies prevents confusion for students and families and promotes effective financial management of the school meal programs.

As stated in program regulations at 7 CFR 245.5, parents or guardians of all children in attendance at schools participating in a Federal school meal service program must be informed of the availability of reimbursable school meals and must be provided information about applying for free or reduced price meals. This is consistent with the Richard B. Russell National School Lunch Act (NSLA), which states at 42 U.S.C. 1758(b)(2)(A) that SFAs shall publicly announce the income eligibility guidelines for free and reduced price meals on or before the opening of school annually. Federal regulations at 7 CFR 210.12 also require that SFAs promote activities to involve students and parents or guardians in the school meal programs and inform families about the availability of the SBP. Including students, families, and the school community in establishing and developing a communication plan for the meal charge policy complements the public announcement of meal eligibility requirements in 7 CFR 245.5 and is consistent with the involvement required in 7 CFR 210.12.

Information about the availability of the school meal programs and their benefits may be communicated using a variety of methods, but the regulation requires that all families are notified. This notification is in addition to general releases such as public releases to local media outlets or those posted on school or district websites. For example, many school districts send the school meal application and instructions on how to apply in a back-to-school packet mailed to families. Consistent with this long-established practice, stakeholder feedback indicated that many SFAs also use existing notification methods to communicate their meal charge policies to parents, guardians, and students.

Based on these provisions, and consistent with key stakeholders' current practices, FNS has determined that students and their parents or guardians also must be informed about how students who pay the full or reduced price cost of a reimbursable meal are impacted by having insufficient funds on hand or in their account to purchase a meal. Therefore, no later than July 1, 2017, all SFAs operating NSLP and/or SBP must have a written and clearly communicated meal charge policy in order to ensure a consistent and transparent approach to this issue. Policies developed at the SFA level must be provided to the State agency during the Administrative Review.

### **Meal Charge Policy Considerations**

State agencies and SFAs have discretion in developing the specifics of individual policies including the level at which the policy is developed. Some State agencies may choose to develop a State-level meal charge policy to be implemented by all SFAs operating the NSLP and SBP throughout the State. If the State agency does not develop a State-level

policy, SFAs must develop and implement an SFA-level policy for each school operating the NSLP and SBP. While the policy is developed at the State or SFA-level, the policy may vary for elementary, middle, and high schools, as discussed below.

In developing a meal charge policy, FNS encourages adoption of policies that allow children to receive the nutrition they need to stay focused during the school day, minimize identification of children with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school food service account (NSFSA). However, the specific policy is at the discretion of the State agency or SFA, as applicable. Policies may allow students to charge all types of available reimbursable meals, offer alternate meals, impose a limit on charges, or allow neither meal charges nor offer alternate meals. Additionally, policies may be consistent for all students or vary based on student grade levels.

SFAs also must include policies regarding the collection of delinquent meal charge debt in the written meal charge policy. In establishing policies regarding collection of delinquent debt, SFAs are encouraged to consider the benefits of potential collections in the context of the costs that would be incurred to achieve those collections. Additional guidance on how Federal regulations and the definition of “bad debt” apply to the NSFSA when unpaid meal charges are not collected may be found in SP 47-2016, *Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments*, July 8, 2016.

Please note that, as with all aspects of program operations, food service management companies must operate in compliance with meal charge policies established by the State agency or SFA.

### **Policy Communications**

Whether developed at the State or SFA-level, SFAs must ensure that the policy is provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Additionally, SFAs are encouraged to include the policy in student handbooks and/or in online portals households use to access student accounts. SFAs are encouraged to use multiple methods to disseminate the policy. The written policy also could be provided again to the household through mail or email the first time the policy is applied to a specific student.

SFAs also must provide the meal charge policy to all school or SFA-level staff responsible for policy enforcement. This includes school food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspects of the meal charge policy. School social workers, school nurses, the homeless liaison, and other staff members that may assist students in need also should be informed of the policy. FNS also encourages SFAs to provide information about the policy to principals, assistant principals, and other administrators to ensure they are familiar with and supportive of the policy.

**Policy Development Resources**

FNS is currently developing resources that State agencies and SFAs can use in their efforts to create an effective meal charge policy. These resources, which will be available on the school meal programs website (<http://www.fns.usda.gov/school-meals/child-nutrition-programs>) in 2016, include:

- A handbook summarizing best practices that FNS collected from State agencies, SFAs, schools, and other key stakeholders working to overcome the challenge of unpaid meal charges;
- Webinars sharing ideas and strategies submitted from local-level officials during FNS’ open comment period about unpaid meal charges from October 2014 through January 2015; and
- Relevant policy memoranda and guidance documents developed by FNS, including guidance on the process of designating delinquent debt that has been determined to be uncollectable as bad debt and obtaining assistance to offset bad debt losses, and clarification on how the definition of “bad debt” applies to the NSFSFA when unpaid meal charges are not collected.

FNS recognizes that various strategies will be successful in large part based on the scope of the meal charge issue and unique local circumstances. The best practice resources available from FNS are designed to provide examples of strategies to use as a starting point when designing a meal charge policy that meets State and local needs.

State agencies are reminded to distribute this information to Program operators immediately. Program operators should direct any questions regarding this memorandum to the appropriate State agency. State agency contact information is available at <http://www.fns.usda.gov/cnd/Contacts/StateDirectory.htm>. State agencies should direct questions to the appropriate FNS Regional Office.

**Original Signed**

Angela Kline  
Director  
Policy and Program Development Division  
Child Nutrition Programs

## ***In a "Nutshell"*** **Unpaid Meal Charges**



USDA Policy Memorandum SP 46-2016 requires all School Food Authorities (SFAs) operating federal school meal programs to have a written and clearly communicated policy to address unpaid meal charges by July 1, 2017.

### **Unpaid Meal Charge Policy**

- Must explain how the SFA will handle situations where children eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service.
  - If a child has money to purchase a reduced price or paid meal at the time of the meal service, the child must be provided a meal. SFAs may not use the child's money to repay previously unpaid charges if the child intended to use the money to purchase that day's meal.
- Should be implemented and enforced SFA-wide.
- Local discretion to vary policy based on student grade level.
- Must be provided in **writing** (mail, email, back-to-school packet, student handbook, etc.) to all households at the start of each school year and to households transferring to the school district during the school year. Simply posting the policy to the school website does not meet the requirement.
- Must be provided in writing to all school or SFA-level staff who are responsible for policy enforcement. SFAs are encouraged to provide information about the policy to principals and other school or district administrators to ensure the policy is supported.
  - Schools may not enlist the assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts.
- SFAs are encouraged to review the policy on a regular basis (e.g., annual or bi-annual).

### **Alternate Meals**

- SFAs are not required by USDA to provide a meal to paid or reduced students with negative account balances, but if SFAs do provide an alternate meal, the following must be adhered to.

<b>Claiming Meal</b>	<b>Not Claiming but Charging</b>	<b>Not Claiming or Charging</b>
Must meet meal pattern  SFA may limit entrée choice to less expensive option  If Offer versus Serve, SFA must offer <ul style="list-style-type: none"> <li>• Lunch - 5 components</li> <li>• Breakfast - 4 items</li> </ul>	Each item must be priced individually  Each item must meet Smart Snacks  Item pricing is subject to nonprogram food regulation	Meal is provided free of charge  Meal does not need to meet Smart Snacks  Meal cost must be funded from a non-federal source and is subject to nonprogram food regulation  Food Service Fund may <b>NOT</b> absorb meal cost
<b>Must accommodate Special Dietary Needs</b>		

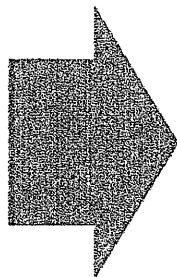
### Delinquent Debt

- When payment is overdue, the debt is classified as delinquent as long as it is considered collectable and efforts are being made to collect it.
- A debt owed to the Nonprofit School Food Service Account remains on the accounting documents until it is either collected or is determined to be uncollectable and written off.
- The debt may be carried over from year to year.

### Bad Debt

- When local officials determine further collection efforts for delinquent debt are useless or too costly, the debt must be reclassified as "bad debt."
- When this uncollectible debt becomes bad debt, it is written off as an operating loss.
- Food service funds may not be used to cover costs related to the bad debt.
- These losses must be restored using non-federal funds such as the school district's general fund, so a transfer must be made into the Nonprofit School Food Service Account to cover the loss.
- Once delinquent meal charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements.

When a child leaves the district or graduates, SFAs must attempt to return remaining student account funds. However, SFAs may encourage families that are not approved for free or reduced price meals to donate their remaining funds to cover unpaid meal charges that were uncollectable.



Households approved for reduced price meal benefits must receive a refund. There is a federal requirement that children eligible for reduced price meals pay a maximum of 40 cents per lunch and 30 cents for breakfast; retaining the unused funds would result in the per meal price exceeding these amounts.

### Resources

- SP 57-2016: *Unpaid Meal Charges: Local Meal Charge Policies*, July 8, 2016, <http://www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies>.
- SP 47-2016: *Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments*, July 8, 2016, <http://www.fns.usda.gov/unpaid-meal-chargesclarification-collection-delinquent-meal-payments>.
- SP 58-2016: *Unpaid Meal Charges Guidance*, <http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sp-58-2016.pdf>

Optional resources inside:

- Local meal charge policy checklist
- Sample outstanding balance letter
- Sample robo-call script
- USDA Unpaid Meal Charges webpage: <http://www.fns.usda.gov/school-meals/unpaid-meal-charges>.

Revised: June 28, 2004  
Revised: July 10, 2006  
Revised: September 8, 2008  
Revised: September 12, 2009

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## FOOD SERVICE MANAGEMENT

The District shall maintain food service accounts for each family to cover payments for student meals and ala carte items. No separate accounts will be allowed for individual family members. The District uses an automated food service accounting system to record food service deposits and to monitor food purchase transactions. The system functions as a debit system, similar to a checking account. Parents/guardians are expected to maintain their food service account with a positive balance.

Parents/guardians who claim that the financial condition of their family is such that they cannot afford to pay for the cost of their children's meals shall be invited to make application for free or reduced meals in accordance with federal regulations.

### FAMILY MEAL ACCOUNTS

1. All families who have students that attend the Evansville Community School District, and all district employees, shall have a family meal account.
2. Deposits may be made by electronic funds transfer, mailed to, or dropped off at the district office or dropped off at any of the schools. Deposits made no later than 8:30 a.m. will be reflected in service line balances that day. Deposits should be sent in an envelope which is labeled with a student's first and last name and the amount of the payment. All checks are to be made payable to the Evansville Community School District.
3. Families are encouraged to keep a minimum balance of \$10.00 and make minimum deposits of \$10.00.
4. Students who are eligible for free meals are eligible to receive one free lunch and breakfast daily. Ala carte items and additional meals do not qualify under free or reduced lunch federal guidelines.
5. Additional meals or ala carte food items may be purchased only if there is money in their family account.
6. There will be no adjustments to family meal accounts after 60 calendar days from purchase.

### MONITORING FAMILY MEAL ACCOUNTS

*Parents/guardians are responsible for maintaining sufficient funds in their family account.*

- They may use the software Family Access on the school's website ([www.evansville.k12.wi.us](http://www.evansville.k12.wi.us)) to monitor their food service activity and balances.
- Parents/guardians who do not have internet access may contact the food service department at 882-3580 to request information on their account.

- Upon request by the student, food service personnel will provide balance information to the student.
- Families will receive an automated phone message and/or email for negative balance accounts.

A regular meal will be denied if there are insufficient funds in the account. Families with extenuating circumstances should contact the building principal or the building principal may assist in making alternative arrangements if s/he is aware of extenuating circumstances.

#### OTHER ACCOUNT MANAGEMENT PROCEDURES

1. The Business Manager shall be expected to protect the taxpayers of the district by making a reasonable effort to collect all food service charges due the district. The Board of Education authorizes the Business Manager to collect food service charges which are 60 days delinquent. S/he shall use legal means including but not limited to small claims court or the services of a collection agency.
2. The balance of a family account shall be carried over at the end of the current school year to the subsequent school year. If a family no longer has children attending school or moves out of the district, balances over \$5.00 will be mailed provided no other fees are outstanding. (Balances under \$5.00 may be picked up at the District Office provided no other fees are outstanding.)

Legal Ref.: Sections 115.34 Wisconsin Statutes

118.13

120.10(16)

120.13(6)(10)

PI 9.03(1), Wisconsin Administrative Code

National School Lunch Act

Child Nutrition Act of 1966

No Child Left Behind Act of 2001

Child Nutrition and WIC Reauthorization Act of 2004

# **Evansville Community School District National School Lunch Program Negative Balance Policy**

## **Skyward Portal – The Ability to Pre-Pay for Meals**

The Evansville Community School District and Taher Food Service encourage parents/guardians to pre-pay meals for their children through the Skyward website, thereby eliminating situations that could develop during lunchtime because of negative balances or failure to bring lunch money to school.

- A. Pre-payments for lunch can be made through the Skyward website.
  - 1. Parents/guardians will be able to and are encouraged to monitor their children's breakfast/lunch account activity through the Skyward website online system. This system can be used to confirm payments have been received, make payments, and monitor account activity.
  - 2. The Skyward website also has the ability to automatically send out balance alerts to parents/guardians as their children draw down from their accounts.
- B. Cash and check payments will continue to be accepted at each school; however, payments made through the Skyward website via credit will be assessed up to a \$2.00 per transaction processing fee.

Registration for the Skyward website is currently available on the district home page, [www.ourschool.com](http://www.ourschool.com) under the parents tab at the top.

## **NEGATIVE BALANCE PROCEDURES FOR THE SCHOOL LUNCH PROGRAM**

Both the Evansville Community School District and Taher are committed to providing meals to students who choose to participate in the lunch program but also feel very strongly that there is an obligation for parents/guardians and/or students to satisfy all financial obligations to the lunch program in a timely manner. In order to provide students and parents/guardians in the Evansville Community School District with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding student lunch account balances will be implemented on January 2, 2017:

### **Students can purchase school lunch in two ways:**

- a) "Cash" Payments: Students who typically pay by "cash" (pay as you go) – and do not have any money on any given day or
- b) Skyward Payment: Students who "pay" from their Skyward account/balance whose account is in deficit.



**Students with No Money for Lunch or a Negative Skyward Account Balance:**

**Elementary/Intermediate School level: in both “a & b” above:**

***\$10.00 Negative Balance Threshold:***

1. The Food Service Office will send letters to parents/guardians of elementary/intermediate school students whose balance exceeds \$10.00.
2. A list of negative account balances of more than \$10.00 will be forwarded to each Principal by Taher.
3. Once the balance notification has been sent out, parents/guardians will have five (5) days to pay or make arrangements to pay the outstanding student balances. Students will be unable to participate in the program until the balance is paid or an arrangement to pay the balance is made.
4. Students with negative balances will receive a sandwich lunch (sandwich, fruit and milk) in place of the regular hot lunch that complies with USDA requirements.

***\$20.00 Negative Balance Threshold:***

1. Once balance notification has been sent out, parents will have five (5) days to pay or make arrangements to pay outstanding student balances.
2. Student accounts with balances higher than negative twenty dollars (-\$20.00) for which payment arrangements have not been made are subject to “closure” – the accounts will be closed out and they cannot participate in the lunch program until such time as the negative balance is addressed.
3. Under an extreme situation of nonpayment/communication, it may be necessary to withhold report cards should a negative balance remain outstanding with no follow up from the parent/guardian.

**Secondary Level: In both “a & b” above:**

1. No charging of the “regular/hot” school lunch is permitted.
2. The student will receive a “sandwich” lunch – sandwich, fruit, and milk in place of a regular/hot lunch that will be charged at full price to the student’s account. This meal maintains the USDA standards surrounding reimbursable meals and will be charged at full price to the student’s account.
3. Once balance notification has been sent out, parents will have five (5) days to pay or make arrangements to pay outstanding student balances.
4. Student accounts with balances higher than negative twenty dollars (-\$20.00) for which payment arrangements have not been made are subject to “closure” – the accounts will be closed out and they cannot participate in the lunch program until such time as the negative balance is addressed.
5. Under extreme situations of nonpayment/communication, it may be necessary to withhold report cards or diplomas should a negative balance remain outstanding with no follow up from the parent/guardian.

**Free/Reduced Lunch Applications:**

- A. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools as well as the district's website [www.ourschool.com](http://www.ourschool.com) under the "Parents" tab.
- B. If you need assistance filling out the forms or have any questions, please contact Steve Swanson in the school business office at (608)882-3383, or online at [swansons@evansville.k12.wi.us](mailto:swansons@evansville.k12.wi.us).

# Evansville Community School District National School Lunch Program Negative Balance Policy

The Evansville Community School District and Taher Food Service encourage parents/guardians to pre-pay meals for their children thereby eliminating situations that could develop during lunchtime because of negative balances or failure to bring lunch money to school.

The district offers two options for parents/guardians to pre-pay for meals.

- A. Pre-payments for lunch can be made through the e-Funds for Schools website located at <https://eps.mvpbanking.com/cgi-bin/efs/login.pl?access=55572> or can be accessed thru Family Access or the districts website/Food Service Department. A \$1.00 per transaction processing fee will be charged for each transaction.
- B. Cash and check payments will continue to be accepted at each school or district office.

Deposits may be made by electronic funds transfer, mailed to, dropped off at the district office or dropped off at any of the schools. Deposits made no later than 8:30 a.m. will be reflected in service line balances that day. Deposits should be sent in an envelope, which is labeled with the student's first and last name and the amount of the payment. All checks are to be made payable to the Evansville Community School District.

Parents/guardians will be able to and are encouraged to monitor their children's lunch account activity through Family Access. This system can be used to confirm payments have been received, make payments, and monitor account activity.

Family Access also has the ability to automatically send out auto email notifications to parents/guardians as the family lunch account draws below the \$15.00 amount.

## **NEGATIVE BALANCE PROCEDURES FOR THE SCHOOL LUNCH PROGRAM**

Both the Evansville Community School District and Taher are committed to providing meals to students who choose to participate in the lunch program but also feel very strongly that there is an obligation for parents/guardians and/or students to satisfy all financial obligations to the lunch program in a timely manner. In order to provide students and parents/guardians in the Evansville Community School District with the best possible service, clarity, and accountability surrounding the school lunch program, the following procedures regarding family lunch account balances will be implemented on July 1, 2017:

1. At 2:00 p.m. every day, e-Fund payments will automatically update to family lunch accounts.
2. At 2:05 p.m., an automated e-mail payer balance notification will be sent to family lunch account contacts with a negative balance of \$19.99 or less. A temporary stop will not be put on these accounts.
3. At 2:10 p.m., an automated utility will run and place temporary stops on all students who have a negative meal account balance of \$20.00 or higher.
4. At 2:15 p.m., another automated email payer balance notification will be sent to family lunch account contacts with a negative balance of \$20.00 or higher.
5. A printout will automatically generate at 2:16 p.m. listing all students in grade order who have temporary stops placed on their family lunch accounts. Accounts with temporary stops cannot be used for meal purchases until the temporary stop is removed. This printout will be available for each building principal and building administrative assistant on their Skyward dashboard. Building principals/administrative assistants will contact families about the temporary stop that will be effective the following day.
6. Any email notifications that come back undeliverable or any family lunch accounts with no email address will receive a personal phone call from the Food Service Department letting them know of the temporary stop effective the following day.
7. Each night, 5 days/week, at 5:30 p.m., School Messenger processes automated phone messages for family lunch accounts negative \$.01 or more. The voice mail message states the name of the account, and the account negative balance amount. The voice message also includes additional information pertaining to the account being stopped if there continues to be a negative \$20.00 or more. (Free/Reduced customers are exempt from this).
8. At 9:45 a.m. every day, e-Fund payments will automatically update to family lunch accounts.
9. At 10:00 a.m. every day, 5 days/week, an automated utility will run and remove the temporary stop for each student where the family lunch account is in the positive after monies have been posted for the day.
10. At 10:02 a.m. every day, a printout will automatically generate listing all students in grade order who have temporary stops still placed on their family lunch accounts. This printout will be available for each building principal and building administrative assistant on their Skyward dashboard. Building principals/administrative assistants will use this printout to communicate with their respective student(s) on "temporary stop" status. Students will not be able to purchase meals or any food items while on temporary stop status.

## **Students with No Money for Lunch or a \$20.00 Negative Lunch Account Balance:**

### **Elementary/Intermediate School level:**

1. Family lunch accounts with balances higher than negative twenty dollars (-\$20.00) for which payment arrangements have not been made are subject to a temporary stop status which prevents the student(s) from participating in the lunch program until such time as the negative balance is addressed. Students will be required to use a "Visitor Lunch Code" established for each building, and can continue to receive lunch with charges being paid by each building until parents/guardians are able to make the necessary deposit to the family lunch account. Parents/guardians will also be responsible for reimbursing each school for lunches charged during their negative balance period.

### **Secondary Level:**

1. Family lunch accounts with balances higher than negative twenty dollars (-\$20.00) for which payment arrangements have not been made are subject to a temporary stop status which prevents the student(s) from participating in the lunch program until such time as the negative balance is addressed. Students will be required to use a "Visitor Lunch Code" established for each building, and can continue to receive a standard lunch with charges being paid by each building until parents/guardians make the necessary deposit to the family lunch account. Parents/guardians will also be responsible for reimbursing each school for lunches charged during their negative balance period.

### **Free/Reduced Lunch Applications:**

- A. Parents/guardians are strongly encouraged to submit free/reduced lunch application forms annually as well as when their household information or income changes. Applications can be submitted at any time and are available during registration or through individual schools as well as the district's website [www.ECSD.org](http://www.ECSD.org) under the "Parents" tab.
- B. If you need assistance filling out the forms or have any questions, please contact Steve Swanson in the school business office at (608)882-3383, or online at [swansons@evansville.k12.wi.us](mailto:swansons@evansville.k12.wi.us).

Approved: May 11, 1987  
Revised: September 12, 2005  
Revised:  
1<sup>st</sup> Reading: 6-12-17

364

**Mandated Policy – How does this align with new counseling standards implemented 3-4 years ago?**

**SCHOOL COUNSELING SERVICES GUIDANCE PROGRAM**

The Evansville Community School District will provide a comprehensive school counseling program. School counselors, in collaboration with other District staff shall work together to effectively meet students' individual needs. The comprehensive school counseling program will be based on the American School Counselor Association (ASCA) national standards and shall be implemented for all students enrolled in the District.

The District supports the implementation of the American School Counselor Association (ASCA) national standards for students to include:

1. Academic Development
2. Career Development
3. Social/Emotional Development

As student needs vary, so shall programs, services and activities.

Legal Ref.: Sections 118.126 Wisconsin Statutes

118.13

121.02(1)(e)

PI 8.01(2)(e), Wisconsin Administrative Code

PI 9

The ASCA National Model: A Framework for School Counseling Programs

Local Ref.: Policy #411 – Equal Educational Opportunities

Policy #411.1 – Prohibition of Student Discrimination and Harassment

Policy #411.1 Form – Discrimination or Harassment Complaint Form

Policy #411.1 Rule – Student Discrimination Complaint Procedures

~~The Evansville School District shall maintain a developmental guidance program for all students from kindergarten through 12<sup>th</sup> grade. The program of guidance and counseling shall include: academic, vocational, personal-social information, student appraisal, placement, referral research and follow-up activities.~~

~~The philosophy of the guidance program shall be to assist students in:~~

~~(a) Developing adequate and realistic concepts of themselves;~~

~~————(b) Developing inter-personal relationships on the basis of self-respect;~~

~~———— (c) Developing problem-solving and decision-making skills; and~~

~~———— (d) Accepting increased responsibility for their educational and vocational development.~~

~~Guidance staff will participate on teams making decisions about students needs such as accelerated placement, BIT (building intervention team), and IEP (individual education program). In addition, guidance counselors may be asked to assist in the building level coordination of the District's assessment program.~~

~~Legal Ref.: Sections 118.126 Wisconsin Statutes~~

~~118.13~~

~~121.02(1)(e)~~

~~PI 8.01(2)(e), Wisconsin Administrative Code~~

~~PI 9~~

~~Local Ref.: Policy #410 Non-Discrimination, Harassment, or Bullying of Students~~

~~Policy #410A Complaint Procedures~~

Approved: January 11, 1988  
1<sup>st</sup> Reading: 6-12-17

364.1

**SUGGESTED FOR REMOVAL –**

**Do we have alternative policies? This seems particularly aligned with College and Career ready requirements.**

**DEVELOPMENTAL GUIDANCE PROGRAM**

The Evansville School District endorses the Wisconsin Department of Public Instruction's belief that learning, personal/social and career development needs of students in grades kindergarten through 12 can be more effectively met through a guidance program that systematically and comprehensively addresses developmental stages which students experience as they progress through school.

Therefore, the district's guidance counselors shall develop and implement a systematic approach to guidance services through a coordinated effort based upon the Wisconsin Developmental Guidance Model. The local K-12 program should integrate the multiple guidance services provided by counselors, teachers, parents, business representatives and community members in an effort to anticipate the personal/social, educational and career needs of our students and insure that these needs are met.



Approved: January 11, 1988  
1<sup>ST</sup> Reading: 6-12-17

364.2

**SUGGESTED FOR REMOVAL –**

**COLLEGE COUNSELING SERVICES**

The district's guidance and counseling services shall include the distribution of information regarding post-high school educational and training opportunities, entrance requirements, type, duration and cost of programs, and available educational facilities.

Students should be informed of testing requirements, available scholarships and financial aids for post-high school training. Counselors shall assist student efforts to enroll in post high school institutions by preparing and distributing official transcripts of high school work and achievements.

Approved: January 11, 1988  
1<sup>st</sup> Reading: 6-12-17

364.3

**SUGGESTED FOR REMOVAL –**

VOCATIONAL INTEREST INVENTORY

In order to help students to better understand their potential, abilities and limitations; clarify their feelings and attitudes; and identify their interests and strengths, the district's Guidance and Counseling Services shall include the use of Vocational Interest Inventories and aptitude batteries as counselors collect test data or information and interpret results to students, teachers and parents.

The use of Vocational Inventories and aptitude batteries should contribute to each student's self-understanding, maximum use of potential and appropriate career planning.

Approved: January 11, 1988  
1<sup>ST</sup> Reading: 6-12-17

364.4

**SUGGESTED FOR REMOVAL –**

**INDIVIDUALIZED TESTING AND GUIDANCE**

The Evansville guidance program shall include opportunities for individualized testing and counseling during which an individual student has the freedom to express his personal ideas and feelings and the counselor helps that person to collect, organize and analyze information from special individualized testing and other sources which may help to clarify goals and direct action.

The counselor shall interpret this information to the student and his/her parents in an effort to promote a common understanding of how individual interests, abilities and attitudes work together to influence career planning.

Approved: April 14, 1986  
Revised: October 11, 2004  
Revised:  
1<sup>st</sup> Reading: 6-12-17

771

## **MANDATED POLICY**

### **USE OF COPYRIGHTED MATERIALS COPYRIGHT COMPLIANCE**

Today's new technologies have made learning and information gathering more readily available than ever before and have made it easier to use and copy materials and media. It is the intention of the Evansville Community School District Board of Education that all copyright laws be observed in the District. It is also the intention of the Board to inform District employees and students of related copyright guidelines and to promote adherence to these guidelines.

Copyrighted materials or media may be used or copied only with the prior written permission of the copyholder, or when the use or copying constitutes a "fair use" as defined by law. Four factors shall be considered in determining whether or not a particular use is fair under the federal copyright law.

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Educators and students have access to print, images, Websites, moving-image media, and sound media in both analog and digital forms. In all cases, a digital copy is the same as a hard copy in terms of "fair use".

Also, today's technology allows for the creation of multi-media presentations by educators and students. It is the responsibility of course instructors to be familiar with copyright laws and to instruct students in responsible use of images, audio and print materials.

The District shall assume no liability for infringement of copyright by individual employees and others using school materials, media or equipment in violation of this policy. Violations by District employees and students may result in disciplinary action. Violations by any individual may result in criminal penalties.

Legal Ref.: Section 943.70 Wisconsin Statutes (Computer Crimes)  
Federal Copyright Law (17 U.S.C.)  
Technology Education and Copyright Harmonization Act (TEACH Act)  
Digital Millennium Copyright Act

Local Ref.: Policy #361 – Library and Instructional Material Selection and Adoption  
Policy #361.2 – Use of Video and Audio Recordings  
Policy #361.3 – Parent Permission for Use of Recordings  
Policy #363.2/554 – Acceptable Use and Internet Safety Policy for Students, Staff and Guests  
Policy #771.1 Rule – Guidelines for Use of Copyrighted Materials  
District Technology Plan

The Board recognizes that federal copyright law affects the educational use of copyrighted materials. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or changing a product is to fall within the bounds of fair use.

While the District encourages its staff to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of district staff to abide by the District's copying procedures and obey the requirements of the law. In no circumstances shall it be necessary for district staff to violate copyright requirements in order to perform their duties properly. The District cannot be responsible for any violations of the copyright law by its staff.

Any staff member who is uncertain as to whether reproducing or using copyrighted material complies with the district's procedures or is permissible under the law should contact their building library media specialist. The media specialist will also assist staff in obtaining proper authorization to copy or use protected material when such authorization is required.

The following prohibitions staff must adhere to by representatives of educators and authors/publishers:

- A. ~~Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works. Unless expressly permitted by agreement with the publisher and authorized by district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.~~
- B. ~~Staff shall not:~~
  - 1. ~~Use copies to substitute for the purchase of books, periodicals, music recordings, computer software or other copyrighted material except as permitted by district procedure;~~
  - 2. ~~Copy or use the same item from term to term without the copyright owner's permission;~~
  - 3. ~~Copy or use more than nine instances of multiple copying of protected material for one course in any one term;~~
  - 4. ~~Copy or use more than one short work or two excerpts from works of the same author in any one term; or~~
  - 5. ~~Copy or use protected material without including the notice of copyright present in the original work. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.~~

#### INSTRUCTION

Staff may make copies of copyrighted materials that fall within the following guidelines. Staff members who fail to follow this procedure may be held personally liable for copyright infringement.

#### Authorized Reproduction and Use of Copyrighted Material in Books and Periodicals

In preparing for instruction, a teacher may make or have made a single copy of:

- A. ~~A chapter from a book;~~
- B. ~~An article from a newspaper or periodical;~~
- C. ~~A short story, short essay or short poem; or~~
- D. ~~A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.~~

#### Tests for Authorized Use

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include the notice of copyright present in the original work.

~~A. Brevity~~

- ~~1. A complete poem, if less than 250 words and if printed on not more than two pages, may be copied; excerpts from longer poems cannot exceed 250 words;~~
- ~~2. Complete articles, stories or essays of less than 2500 words may be copied. Excerpts from prose works of not more than 1000 words or 10% of the work—whichever is smaller—may be copied, but in any event, a minimum of 500 words may be copied;~~
- ~~3. Each numerical limit set forth above may be expanded to permit the completion of an unfinished line of a poem or an unfinished prose paragraph;~~
- ~~4. One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied;~~
- ~~5. "Special" works cannot be reproduced in full under any circumstances; however, an excerpt of not more than two published pages containing not more than 10% of the words in the text of such special work may be reproduced. What constitutes a "special" work is not clearly defined; however, special works include children's books combining poetry, prose or poetic prose with illustrations and which are less than 2500 words in their entirety.~~

~~B. Spontaneity—Copying should be at the "instance and inspiration" of the individual teacher; and the inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.~~

~~C. Cumulative Effect—Teachers are limited to using copied material for only one course in the school in which copies are made. No more than one short poem, article, story, essay or two excerpts from the same author may be copied, and no more than three works or excerpts can be copied from a collective work or periodical volume during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. The numerical limitations set forth above do not apply to current news periodicals, newspapers and current news sections of other periodicals.~~

Performances by teachers or students of copyrighted dramatic works without authorization from the copyright owner are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

Notwithstanding any of the foregoing, the copyright law prohibits using copies to create, replace or substitute for anthologies, compilations or collective works. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. "Consumable" works include: workbooks, exercises, standardized tests, test booklets and answer sheets. Teachers cannot substitute copies for the purchase of books, publishers' reprints or periodicals, nor can they repeatedly copy the same item from term to term. Teachers may not direct students to make their own copies nor can students be charged more than actual cost of photocopying.

Teachers may use copyrighted material in visual presentation form such as an overhead or computer projection.

Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy (containing the notice of copyright present on the original work) of:

- ~~A. An unpublished work which is in its collection solely for purposes of preservation and security or for deposit for research use in another qualified library or archives.~~

B. A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price.

A library may provide a single copy of copyrighted material to a student or staff member at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright present in the original work and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement and the library shall not make a copy if it has notice of any other use. The foregoing reproduction right shall not apply to musical works, motion pictures or other audiovisual works (other than an audiovisual work dealing with news), or pictorial, graphic or sculptural works (other than pictorial or graphic works published as illustrations, diagrams or similar adjuncts to works of which copies are reproduced hereunder).

At the request of a teacher, copies may be made for reserve use. The same limits apply as for single or multiple copies designated in "Authorized Reproduction and Use of Copyrighted Material in Print".

#### Authorized Reproduction and Use of Copyrighted Music

For academic purposes, other than performance, teachers may make a single copy of an entire performable unit (section), movement, aria, etc. from a printed musical work that is (1) confirmed by the copyright proprietor to be out of print or (2) unavailable except in a larger work, for purposes of preparing for instruction.

A teacher may make multiple copies not exceeding one copy per pupil for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a selection, movement, or aria. In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available, provided that purchased copies shall be substituted in due course.

A teacher may make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.

A teacher may make and retain a single copy of excerpts from recordings of copyrighted musical works owned by the school or the individual teacher for use as aural exercises or examination questions.

A teacher may edit or simplify purchased copies of music provided that the fundamental character of the music is not distorted. Lyrics shall not be altered or added if none exist.

Copying cannot be used to create, replace or substitute for anthologies, compilations or collective works; copying of consumable works is prohibited. Copying for the purpose of performance is prohibited, except in the case of an emergency as set forth above, and copying for the purpose of substituting for the purchase of music is prohibited, except as set forth in the first and second paragraphs above. All copies must include the copyright notice appearing on the printed copy.

Performance by teachers or students of copyrighted musical works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

If the requirements of the foregoing paragraph are not satisfied, performances of nondramatic musical works which are copyrighted are permitted without the authorization of the copyright owner, provided that:

- A. The performance is not for a commercial purpose;
- B. None of the performers, promoters or organizers are compensated; and
- C. (1) There is no direct or indirect admission charge; or (2) Admission fees are used for educational or charitable purposes only; provided that the copyright owner has not objected to the performance.

All other musical performances require permission from the copyright owner.

#### Off Air Recording of Copyrighted Programs

Television programs transmitted by television stations for reception by the general public without charge (hereinafter referred to as "broadcast programs") may be recorded off air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first forty five (45) consecutive calendar days after date of recording. Upon conclusion of this retention period, all off air recordings must be erased or destroyed immediately.

Off air recordings may be used once by individual teachers in the course of relevant instructional activities, and repeated once only when instructional reinforcement is necessary in classrooms and similar places devoted to instruction, during the first ten (10) consecutive school days in the forty five (45) calendar day retention period. "School days" are school session days not counting weekends, holidays, vacations, examination periods or other scheduled interruptions.

Off air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off air recording to meet the legitimate needs of teachers under these guidelines. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten (10) consecutive school days, off air recordings may be used up to the end of the forty five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes or any other non-evaluation purpose after the ten (10) day period.

Off air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off air recordings must include the copyright notice on the broadcast program as recorded.

#### Authorized Reproduction and Use of Video Rentals or Videos Purchased for Home

Videos may only be rented for classroom use from agencies or companies which allow for such use. Many retail video rental stores have strict license agreements prohibiting use with large, non-home audiences. These restrictions may also apply to the use of videos purchased for home use. Staff is expected to review and honor these agreements.

#### Authorized Reproduction and Use of Copyrighted Computer Software and CD-ROM Products



Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall comply with the copyright laws and any usage agreements that are applicable to the acquisition of software programs. To this end, the following guidelines shall be in effect:

- ~~A. All copyright laws and license agreements between the vendor and the district shall be observed;~~
- ~~B. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased or downloaded software on school equipment and to avoid the use of single copy software or CD-ROM products across a network with multiple users unless such use is permitted by the applicable license agreement;~~
- ~~C. A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the district shall make a back-up program in accordance with the terms of the applicable license agreement and attest that the program will be used for replacement purposes only.~~

#### THE FOUR STANDARDS OF FAIR USE

- ~~A. THE PURPOSE AND CHARACTER OF THE USE. The use must be for such purposes as teaching or scholarship and must be nonprofit.~~
- ~~B. THE NATURE OF THE COPYRIGHTED WORK. Staff may make single copies of the following for use in research, instruction or preparation for teaching: book chapters; articles from periodicals or newspapers; short stories, essays or poems; and charts, graphs, diagrams, drawings, cartoons or pictures from books, periodicals, or newspapers in accordance with these guidelines.~~
- ~~C. THE AMOUNT AND SUBSTANTIALITY OF THE PORTION USED. In most circumstances, copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.~~
- ~~D. THE EFFECT OF THE USE UPON THE POTENTIAL MARKET FOR OR VALUE OF THE COPYRIGHTED WORK. If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.~~

~~Legal References: PL 94-553 Federal Copyright Law of 1976  
Section 943.70 Wisconsin Statutes~~

GUIDELINES FOR USE OF COPYRIGHTED MATERIALS  
(~~STEPS FOR OBTAINING PERMISSION TO COPYRIGHT~~)

A. Limitations on Exclusive Rights: Fair Use

Many provisions of the federal copyright law affect the educational uses of copyright materials but the most generally applicable is Section 107 – Fair Use. “Fair use” applies four basic standards, which must be considered together when judging whether or not there has been a copyright infringement:

1. The purpose and character of the use. Is the copying being done for commercial or educational purposes?
2. The nature of the copyrighted work. Was the original work intended to be consumable?
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. How much is being copied? How important is the copied part to the entire work? How many copies are being made?
4. The effect of the use upon the potential market for or value of the work. Will the copyright owner suffer financial loss?

B. Definitions

1. Brevity – amount of material that can be copied from a work.
  - a. Poetry -
    - A complete poem if less than 250 words and if printed on not more than two pages.
    - If from a longer poem, an excerpt of not more than 250 words.
  - b. Prose -
    - A complete article, story or essay of less than 2,500 words; or,
    - An excerpt from any prose work of not more than 1,000 words or 10 percent of the work, whichever is less, but a minimum of 500 words.

*(Each of the numerical amounts stated above for poetry and prose may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.)*

- c. Illustration – One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
  - d. Special Works – Certain works in poetry, prose or in “poetic prose” that often combine language with illustrations (i.e., picture books) fall short of 2,500 words in their entirety. Not more than two of the published pages and containing not more than 10 percent of the words found in the text may be reproduced.
2. Spontaneity – timing of using the work.
    - a. The copying is at the instance and inspiration of the individual teacher.
    - b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

3. Cumulative Effect – amount of the work that is copied over time.
  - a. Copies are made for only one course in the school in which the copies are made.
  - b. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
  - c. There shall not be more than nine instances of such multiple copying for one course during one class term.

*(The limitations stated shall not apply to current news periodicals and newspapers and current news selections of other periodicals.)*

#### C. Specific Copyright Guidelines for Instructional Materials

The following copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

##### 1. Print, Music and Audiovisual Materials:

- a. According to the concept of “fair use” as outlined above, a single copy of any of the following may be made by or at the individual request of a staff member for research or use in teaching:
  - A chapter from a book;
  - An article from a periodical or newspaper;
  - A short story, short essay or short poem whether or not from a collective work;
  - A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.
- b. Multiple copies (not to exceed more than one copy per student) may be made by or at the request of an individual staff member for classroom use provided that:
  - The copying meets the tests of brevity and spontaneity as defined in Section B above;
  - The copying meets the cumulative effect test as defined in Section B above;
  - Each copy includes a notice of copyright.
- c. Notwithstanding any of the above, the following shall be prohibited:
  - Copying of or from works intended to be “consumable” including, but not limited to, workbooks, exercises, standardized tests and answer sheets;
  - Copying to create or replace anthologies;
  - Copying to substitute for the purchase of material;
  - Copying directed by a higher authority that would violate these guidelines;
  - Repeated copying of the same item by the same staff member from term to term.

##### 2. Video Recordings:

- a. Copies of any of the following video recordings may be made by or at the individual request of a staff member for classroom use:
  - “In house” productions;
  - Uncopyrighted works or works in the public domain;
  - Copies made under “permission to copy” arrangements.
- b. The following broadcast television programs may be copied off-air by or at the individual request of a staff member for classroom use:
  - Instructional television programs (subject to any specific rights limitations);

- Broadcast programs provided they are used within 10 school days of the original broadcast;
  - Programs with specified “permission to copy” arrangements.
- c. Programs may be copied off cable television only if permission to use a given program has been granted to all educators, or specifically to an individual teacher who has requested said permission. The publication Cable in the Classroom should be used to determine which, if any, rights have been granted for educational use.
- d. Taking the above into consideration, the following shall be prohibited:
- Copying from premium channels (HBO, The Disney Channel, Showtime, Cinemax, etc.) or non-broadcasted channels (ESPN, MTV, Nickelodeon, Arts and Entertainment, etc.);
  - Duplicating copyrighted video recordings;
  - Copying from one format to another;
  - Copying off-air or cable programs for the purpose of entertainment or reward;
  - Copying programs off broadcast or cable television at home for use in a school, except as allowed in item (b) of this section;
  - Using illegally obtained copies of video recordings in a school setting.
- e. Rented or purchased “Home Use Only” video recordings may be used in the classroom as part of face-to-face instruction only. They may not be used for the purpose of entertainment or reward.
- f. The viewing of video recordings with “Public Performance Rights” is not restricted.
3. Computer Software:
- a. Section 117 of the copyright law grants to the purchaser the right to copy a computer program if and only if:
- Such a copy is an essential step in the utilization of the program in conjunction with a machine; or
  - The copy is for archival purposes.
- b. The following computer software may also be copied by or at the individual request of a staff member for classroom use:
- “In house” productions;
  - Uncopyrighted works or works in the public domain.
- c. Material may be digitized using a computer scanner or similar device, if it is uncopyrighted work or a work in the public domain, or if it meets the “fair use” test outlined in Section A above.
- d. Material may be uploaded or downloaded, if it is uncopyrighted work or a work in the public domain or if it meets the ‘fair use’ test outlined in section A above.
- e. Notwithstanding the above, the following shall be prohibited:
- Copying copyrighted programs on District equipment;
  - Using illegal copies of copyrighted programs on District equipment;
  - Purchasing programs designed primarily as “break and entry” tools with District, state or federal funds;
  - Booting single copies of copyrighted programs into more than one machine without authorization from the copyright holder;
  - Using “archival” copies of software as additional copies;
  - Digitizing copyrighted material without permission from the copyright holder, using a computer scanner or similar device regardless of whether the

copyrighted material is textual, graphic, photographic, video, audio or any other medium;

- Downloading any copyrighted material without permission from the copyright holder from the Internet or other sources;
  - Making copies of downloaded (or uploaded) material on other computer storage mediums, such as by copying a downloaded file onto a computer disk or hard drive, without permission from the copyright holder.
- f. Staff members shall also adhere to state law provisions concerning the copying of data, information and computer programs or supporting documentation.
- g. Educators and students should be aware that reproduction or decompilation of copyrighted computer programs and portions thereof, for example the transfer of underlying code or control mechanisms, even for educational uses, are outside the scope of these guidelines.

#### 4. Music:

- a. Permissible uses include:
- Emergency copying to replace purchased copies, which are unavailable for an imminent performance;
  - Making copies of excerpts of works for academic purposes;
  - Editing or simplifying purchased works provided that the fundamental character of the work is not changed;
  - Making a single copy recording of a student performance;
  - Making a single copy of a copyrighted sound recording for the purpose of an aural exercise or examination.
- b. Notwithstanding the above, the following shall be prohibited:
- Copying to create or replace anthologies;
  - Copying of or from works intended to be “consumable” including but not limited to worksheets, exercises, test and answer sheets;
  - Copying for the purpose of performance, except for emergency use allowed in item (a) of this section;
  - Copying to substitute for the purchase of material;
  - Copying without the inclusion of the copyright notice.

#### 5. Libraries:

- a. According to the proviso of Section 108 of the copyright law, a library of any of its employees acting within the scope of the employment may reproduce copies of print works and phonorecords under the following specific circumstances:
- Purposes of preservation;
  - Purposes of private study, scholarship or research;
  - Purposes of interlibrary loan.
- b. Notwithstanding any of the above, the following shall be prohibited:
- Copying for direct or indirect commercial advantage;
  - The systematic reproduction for distribution of single or multiple copies;
  - Copying to substitute for a subscription to a work or the purchase of a work.
- c. The proviso under Section 108 does not apply to musical, pictorial, graphic, sculptural, motion picture or audiovisual works.
- d. Copies made under the proviso of Section 108 for interlibrary loan must include the notice of copyright.

D. Educational Multimedia

Fair use guidelines apply to student or teacher-created multimedia projects incorporating copyrighted works. Fair use ends when the multimedia project creator (educator or student) releases the project for general use, such as when others access it over the Internet or on a non-closed circuit distribution system. If broader dissemination occurs, the creator must then obtain permissions for all copyrighted portions and must include on the opening screen of the program that their presentation has been prepared under the fair use exemption of the U.S. Copyright Law and is restricted from further use.

E. Use of Copyrighted Materials in Distance Education Courses

The use of certain copyrighted materials in distance education courses, without permission by faculty and students, is permitted. According to the Technology, Education and Copyright Harmonization Act (TEACH Act), it is not copyright infringement for faculty and students of accredited, nonprofit education institutions to transmit performances or display copyrighted works as part of a course if certain conditions are met. If these conditions are not or cannot be met, use of the material will have to qualify as a “fair use,” or permission from the copyright holder must be obtained.

F. Use of Peer-to-Peer File Sharing

The District expects all employees and students to use electronic communications and computer resources made available through the District in a responsible way and to comply with copyright laws relative to such use. Peer-to-peer file sharing of copyright material is not allowed.

G. Web Page Information

Web based material is copyrighted just as print and audiovisual materials are and fair use guidelines apply.

H. Licenses and Contracts

Educators and students should determine whether specific copyrighted works, or other data or information are subject to a license or contract. Fair use and these guidelines shall not preempt or supersede licenses and contractual obligations.

Local Ref.: Policy #771 – Copyright Compliance

## STEPS FOR OBTAINING PERMISSION TO COPYRIGHT

### GUIDELINES FOR OBTAINING PERMISSION TO DUPLICATE

1. ~~Letter of Request~~
  - ~~Use letterhead/stationery.~~
  - ~~Include a permission form and self-addressed postage prepaid envelope for the copyright holder's convenience.~~
  - ~~Request a reply within two weeks of the date of the letter.~~
  
2. ~~Certified Mail, Return Receipt Requested~~
  - ~~Send all correspondence via certified mail, return receipt requested (with the "sender's receipt" date stamped by the postal service to provide proof of mailing).~~
  - ~~Retain copies of all correspondence and receipts.~~
  - ~~Establish a budget to cover postage costs.~~
  
3. ~~Follow-up Letter~~
  - ~~Required if there is no response.~~
  - ~~Attach a copy of the original request.~~
  - ~~Include another permission form with a self-addressed postage prepaid envelope.~~
  
4. ~~Permission Acknowledgment~~
  - ~~Complete this form after permission is granted, and provide this information, along with the duplicated materials, to the user of the materials.~~
  - ~~Honor a copyright holder's request for a specific bibliographic statement.~~
  
5. ~~Additional Copies Needed Beyond the Initial Request Letter~~
  - ~~Use this form when further permission is required.~~
  
6. ~~No Response From the Copyright Holder~~
  - ~~If a response is not received within three weeks after a follow-up letter has been sent, the District will proceed with using the materials until further information is received. The District's records will indicate an attempt to receive copyright clearances, since all correspondence will have been sent certified mail, return receipt requested, which provides proof that the copyright holder received the request (assuming the receipt is signed).~~

LETTER OF REQUEST

(DATE)

CERTIFIED MAIL  
RETURN RECEIPT REQUESTED  
RECEIPT NO.

Copyrights and Permissions Editor  
(Address)

Dear:

We are a public school district in Evansville, Wisconsin. We are requesting permission to duplicate materials needed for *(indicate purpose, including name of school, course and grade, instructor's full name and semester and year in which the material will be used)*.

The materials that we are interested in duplicating are:

- \_\_\_\_\_ Author:
- \_\_\_\_\_ Editor:
- \_\_\_\_\_ Title [including edition and volume]:
- \_\_\_\_\_ Copyright Date:
- \_\_\_\_\_ ISBN [for books] or ISSN [for periodicals]:
- \_\_\_\_\_ Exact pages [and complete chapters] to be duplicated:
- \_\_\_\_\_ Number of copies to be made:
- \_\_\_\_\_ Type of reprint [photocopy, audiotape, videotape, etc.]:

The duplicated materials will/will not be used with other photocopied materials.

Complete bibliographic credit will be given.

We would greatly appreciate your reply to our request by (DATE) so that we can proceed with (PURPOSE).

A self-addressed envelope postage prepaid and a copyright permission form are enclosed for your convenience. If there will be a fee for permission to duplicate, please advise us immediately because limited funds are available for copyright fees. If you request a fee, please include your social security or taxpayer identification number.

We appreciate your consideration in granting us permission to duplicate your materials to improve our classroom instruction.

Sincerely,

PERMISSION FORM



Copyrights and Permissions Editor  
(Address)

HAS PERMISSION TO DUPLICATE THE FOLLOWING MATERIALS:

\_\_\_\_\_ AUTHOR:  
\_\_\_\_\_ EDITOR:  
\_\_\_\_\_ TITLE [including edition and volume]:  
\_\_\_\_\_ COPYRIGHT DATE:  
\_\_\_\_\_ ISBN [for books] or ISSN [for periodicals]: \_\_\_\_\_  
\_\_\_\_\_ XACT PAGES and COMPLETE CHAPTERS:  
\_\_\_\_\_ NUMBER OF COPIES:  
\_\_\_\_\_ TYPE OF REPRINT [photocopy, audiotape, videotape, etc.]:

THESE MATERIALS WILL BE USED WITH OTHER PHOTOCOPIED MATERIALS.  
Yes \_\_\_\_\_ No \_\_\_\_\_

COMPLETE BIBLIOGRAPHIC CREDIT WILL BE GIVEN.

This form, when properly signed, grants formal permission to duplicate the material stated above for educational use at Evansville, Wisconsin.

DATE: \_\_\_\_\_ , \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Typed or Printed Name)

\_\_\_\_\_ (Title)

PERMISSION ACKNOWLEDGMENT

PERMISSION TO DUPLICATE HAS BEEN GRANTED TO  
THE EVANSVILLE COMMUNITY SCHOOL DISTRICT

AUTHOR:

EDITOR:

TITLE:

COPYRIGHT DATE:

ORIGINAL SOURCE:

REPRINTED FROM:

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EXACT PAGES and COMPLETE CHAPTERS:

NUMBER OF COPIES:

TYPE OF REPRINT [photocopy, audiotape, videotape, etc.]:

REPRINTED WITH PERMISSION FROM:

DATE: \_\_\_\_\_, \_\_\_\_\_

AUTHORIZED SIGNATURE:

\_\_\_\_\_  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
\_\_\_\_\_  
(Title)

ADDITIONAL COPIES REQUEST

(DATE)

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

RECEIPT NO.

Copyrights and Permissions Editor  
(Address)

Dear:

In the past we have received permission to duplicate up to (number) copies of your material on the enclosed permission form. The material is valuable for (reason). Thank you for granting permission to duplicate your material. We again need your permission to duplicate (number) copies of your material because (reason).

Please inform us (DATE) if possible, so that we can complete our plans to use the material for educational purposes. For your convenience, we have enclosed a self-addressed, postage prepaid envelope in which to return the enclosed permission form.

We appreciate your consideration of this matter.

Sincerely,

FOLLOW-UP LETTER

(DATE)

CERTIFIED MAIL

RETURN RECEIPT REQUESTED

RECEIPT NO.

Copyright and Permissions Editor

(Address)

Dear:

We have not yet received a reply to our (DATE) letter to you, in which we requested your permission to use certain copyrighted material. A copy of our letter is enclosed, along with a permission form and a self-addressed postage prepaid envelope.

As stated in our prior letter, your copyrighted material would greatly benefit our educational program. Please consider responding by (DATE), so arrangements can be completed for using this material.

Thank you for your cooperation and prompt attention to this request.

Sincerely,

## **NOT REQUIRED – SUGGEST TO REMOVE**

### PARENTAL INVOLVEMENT

#### Rationale

It is the goal of the School District of Evansville to develop strong partnerships with the home. Working as partners, parents/guardians and educators can increase student achievement and develop positive attitudes about self and school.

The key factor in the home-school partnership is the relationship between the teacher and the parent/guardian. Teachers are professionals who manage a variety of instructional resources. Parents/guardians are essential in the learning process of their children. Organizational support from the school board, district administrators, and building principals enables teachers and parents/guardians to develop effective partnerships.

We believe that collaboration among family, school and community is essential to quality education and effective guidance of educational decision-making. Therefore we will maintain a communication network to maximize the resources of family, school, and community.

#### Policy

The partnership between home and school will be supported by:

1. A communication network that fosters home and school partnerships to promote positive student attitudes and improve student achievement.
  - a. The School District's Administrative Team will annually plan and initiate the following activities designed to communicate expectations for student progress and solicit parental/guardian input:
    1. Media Notices
    2. Pamphlets, Handbooks and Websites
    3. School Performance Reports
    4. Student Report Cards
    5. Student Progress Reports
    6. Parent/Guardian / Teacher Conferences
    7. Technology Conferencing (telephone, internet, etc.)
    8. Surveys
    9. Advisory Committees
  - b. The School District's Administrative Team will regularly evaluate the effectiveness of the District communication networks.
    1. Are expectations clearly communicated?
    2. Is student progress accurately reported?
    3. Are parent/guardian and student interests and ideas actively solicited and considered?
    4. Is parent/guardian feedback encouraged and acknowledged?

5. Are educators, parents/guardians, and children trained to utilize the communication network?
2. A self-study of parental/guardian involvement practices at each school. A team of parents/guardians, teachers and the school principal will regularly conduct a self-study by answering questions that are fundamental to effective home-school partnerships.
  - a. Are all aspects of the school climate open, helpful and friendly?
  - b. Are communications with parents/guardians frequent, clear, and two-way?
  - c. Are parents/guardians treated as partners when school improvements are being planned?
  - d. Are parents/guardians encouraged to take an active role in shaping their children's learning and behavior?
  - e. Are parents/guardians encouraged to comment on school policies and to share in the decision-making?
  - f. Are parents/guardians and community members encouraged to participate in volunteer activities at school?
  - g. Are partnerships sought with all families in the school?
3. Unique parent/guardian partnerships may be developed to address the requirements of specialized programs that are operated by or collaborate with the school district.
  - a. Title 1 (of the Elementary and Secondary Education Act) and Title III
  - b. IDEA (Individuals with Disabilities Education Act)
  - c. School Improvement Teams (Site Teams, SIT, BIT)
  - d. Head Start (pre-school for eligible children)
  - e. Exchange Center (parenting education and support services for families)

The Evansville Community School District and staff will provide leadership in the development of clear avenues of parental/guardian involvement. Full realization of the partnership will be achieved through the on-going commitment and active participation by both home and school.

Legal Ref.: Title 1 of the Education Consolidation and Improvement Act of 1981  
Elementary and Secondary School Improvement Amendments of 1988 (Section 1018 subsection (c))  
Improving America's Schools Act of 1994  
No Child Left Behind Act of 2001

Local Ref.: Policy #342.5, Title 1 Programs

Approved: December 8, 1986  
Reviewed: November 8, 2004  
1<sup>st</sup> Reading: 5/8/17; 2<sup>nd</sup> Reading: 6-12-17

521

~~Suggested by WASB to Remove~~

## INVOLVEMENT IN DECISION-MAKING

~~It shall be the policy of The Evansville Community School District Board of Education to~~ encourages employee participation in decision-making for the school District. All professional personnel shall be encouraged to assist in the formulation of recommended ~~educational~~ policy for the District. Formal employee recommendations which relate to the overall school program shall be submitted in writing to the district administrator for presentation to the Board.

In the development of rules, regulations, and arrangements for the operation of the school system, the district administrator shall include in the planning stage, whenever feasible, those employees who will be affected by such provisions.

The district administrator shall develop channels for the communication of ideas and feelings regarding the operation of the schools. He/she shall weigh with care the counsel given by employees, both certified and non-certified, and shall inform the Board of such counsel in presenting reports of administrative action and in presenting recommendations of Board action.

Approved: March 13, 1995

720

Revised: May 14, 2007

Revised:

1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17

**Law or rule, requires district to make local decision.**

#### LOCAL SAFETY PROGRAMS

School safety is critical to everyone involved with the District. To meet this concern, school safety programs shall be developed and implemented in the District. All safety programs shall be designed to:

- Provide a safe and healthy school and work environment for students and employees;
- Protect the safety of students, employees and other persons present on district property or at school-sponsored events to the extent reasonably possible;
- Comply with safety regulations, state codes and orders of the Department of Workforce Development, the Department of Health and Human Services, the Department of Public Instructions and applicable local safety and health codes and regulations;
- Minimize mechanical hazards and unsafe conditions in school facilities and on school grounds so as to prevent accidents;
- Inform students and employees of safety procedures and practices;
- Provide instruction in accident prevention, fire prevention, emergency procedures, road safety, and protective behaviors in appropriate grades and classes (through guidance and health); and

A school safety plan will be developed and in effect for each school in the District. Each school safety plan shall be developed consistent with district policies and legal requirements and shall include:

- 1) Measures to prevent violence, disruptions, and unsafe conditions;
- 2) Intervention strategies to help maintain a safe environment; and
- 3) Procedures for responding to a crises should it occur.

School safety plans shall be reviewed on a regular basis and revised as necessary and appropriate.

The Buildings & Grounds Director shall coordinate all activities related to the safety programs, with other district staff and consultants as necessary, for safety inspections, and implement local safety programs. Building principals shall be responsible for supervising the safety programs in their assigned buildings and for keeping staff members informed of pertinent state and local regulations and recommendations relating to safety in the schools.

Legal Ref.: Sections 101.055 Wisconsin Statutes (Public Employee Safety and Health)

101.11 (Employer's Duty to Furnish Safe Employment and Place)

115.33 (Inspection of School Buildings)

118.07 (Health and Safety Requirements)

118.075 (Indoor Environmental Quality in Schools)

118.08 (School Zones; Crossings)

118.09 (Safety Zones)

120.12(5) (School Board Duties)

121.02(1)(i) (School District Standards)

167.32 ((Safety at Sporting Events)

PI 8.01(2)(i) Wisconsin Administrative Code

Local Ref.: District Safety Manual



## BUILDING AND GROUNDS INSPECTIONS

Safety inspections are one of the principal means of determining possible causes of accidents before they cause injury.

The finding of unsafe conditions by means of inspection and addressing them promptly is one of the best methods for management to demonstrate to employees its interest and sincerity in accident prevention. Inspections also help to promote safety awareness among employees, students, and visitors. Regular facility inspections also encourage individual employees to inspect their own immediate work areas.

Inspections should not be limited to search for unsafe physical conditions, but should also include examination to detect unsafe practices. Other consultants should be used as necessary to ensure compliance with state health and safety standards.

1. Buildings should be inspected at least annually and reports filed with the District Office by June.
  - A. The inspection is to be done jointly by the Buildings & Grounds Director and the building principals using appropriate checklists.
  - B. The following specialists should be active participants during the inspections of areas under their supervision:
    1. Food service
    2. Playground
    3. Technical Education career areas
    4. Science (labs)
    5. Art
2. Heating, plumbing and electrical facilities are to be inspected as required by the Building & Grounds Director in concert with contracted specialists in these areas.

Legal Ref.: Sections 115.33(3) Wisconsin Statutes (Inspection of School Buildings)  
120.12(5)(12) (School Board Duties)  
PI 8.01(2)(i) Wisconsin Administrative Code

## STAFF ACCIDENT REPORTS

For life-threatening injuries, call 911 immediately and disregard information below. Use procedures below for injury reporting procedures.

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the building administrator or designated supervisor. The building administrator or designated supervisor will immediately put the staff member in touch with a District designated on-call triage service to process the report.

The procedure is as follows:

Instructions for reporting non-life threatening work related injuries:

1. Employee notifies principal/supervisor immediately following injury;
2. The principal/supervisor will initiate a call to a District designated on-call triage service on behalf of the injured employee and then give the employee privacy to complete the call to a District designated on-call triage service;
3. The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) specially trained to perform telephonic triage;
4. The RN will recommend first aid self-treatment or refer the injured employee for an off-site medical evaluation by a District designated on-call triage service medical provider;
5. The RN will fax after-care instruction sheets in English or Spanish to a designated location at the workplace for the injured employee at the conclusion of the call, which will summarize any recommended self-treatment protocol;
6. For all injuries that are called to the service, standardized reports will be generated at the conclusion of the call that capture the most important information relative to the potential work related injury that was reported.

Timely reporting is an essential practice for all potential work related injuries to ensure the best possible outcomes.

Should you have any questions about the process outlined above, please contact the Business Manager.

Legal Ref.: Section 121.02(1)(g)(i) Wisconsin Statutes (School District Standards)  
146.81-146.84 (Miscellaneous Health Provisions)  
PI 8.01(2)(g)(i), Wisconsin Administrative Code

Approved: April 14, 1986

723

Revised: June 11, 2007

Revised:

1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17

## EMERGENCY PLANS/DISASTER SAFETY RESPONSE PLANS

The Evansville Community School District Board of Education recognizes its responsibility to provide facilities, equipment and training that may minimize the effects of school emergency situations. It is the responsibility of the District to develop school emergency situations that will provide as much protection as possible for children while at school and on their way to and from school, and to provide adequate instruction so that the school emergency plans may be carried out with the greatest possible speed and safety.

The district administrator, safety coordinator, and building principals will involve and work with appropriate local and county officials to develop plans for:

- 1) evacuating the buildings;
- 2) sheltering during hazardous weather;
- 3) soft lockdowns;
- 4) full lockdowns; and
- 5) civil disasters.

Drills shall be held as appropriate per state regulations to implement such plans to allow for order and efficiency in the event of a true emergency.

Legal Ref.: Section 118.07 Wisconsin Statutes (Health and Safety Requirements)

Local Ref.: District Safety Manual

Approved: April 14, 1986  
Revised: June 11, 2007  
Revised:  
1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17

723.1

## FIRE SAFETY DRILLS

Safety drills are to be conducted at least once a month throughout the school year. Building principals shall inform staff of the exact plans for each building. Appropriate security and local emergency officials shall also be notified.

Each teacher shall be responsible for orienting students, who have classes in his/her room, as to the proper evacuation procedures to ensure students are able to follow the appropriate drill criteria quickly and safely.

During drills or actual events, all staff are responsible for supervising and directing students. The building principal, or designee, shall maintain a report of safety drills at the school District Office for review and submission as required by state law.

All occupants, with no exceptions, shall leave the building whenever an alarm is sounded. A school public address system, if available, shall be used as a warning device in the event the alarm system malfunctions.

Legal Ref.: Section 118.07(2) Wisconsin Statutes (Health and Safety Requirements)

Local Ref.: District Safety Manual

Revised: July 9, 2001  
Revised: June 11, 2007  
Revised:  
1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17

723.2

## THREATS OF BOMBS OR OTHER HAVOC & DESTRUCTION

Safety of students and staff is of paramount importance to **the** Evansville Community School District Board of Education. Therefore, the Board directs administrators to develop plans for each building in the case of threats of bombs or other havoc and destruction. Such plans shall include procedures for evacuation and return in conjunction with law enforcement officials. Plans shall include procedures for normal school days, after-school or co-curricular activities, and public events.

Any student found guilty of such threats shall be disciplined according to procedures that appear in the student handbook.

Any class time missed because of the interruption shall be made up according to Board direction.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes (School Board Duties)  
120.13(1) (School Board Powers)  
120.44 (School Board Powers and Duties)

Local Ref.: District Safety Manual

Approved: January 13, 1986

723.5/822

Revised: May 14, 2007

Revised:

1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17

## NEWS MEDIA RELATIONS

The Evansville Community School District recognizes the responsibility of the news media to provide to the community accurate and timely information concerning the objectives, achievements, needs and conditions of the District's schools and their instructional programs.

While it is our intent to cooperate with the news media to insure complete and accurate coverage of newsworthy events in the District, it is also our intent to safeguard our students from unwarranted disruption to their instructional program. Therefore, during the scope of the regular school day, the following guidelines will apply to members of the news media when attempting to obtain school information:

1. Representatives of the press and media will be expected to obtain permission from the District Administrator or designee prior to interacting with staff or students on school property during school hours.
2. If the press or media receive District permission to contact an individual school, principals may validly deny, at their discretion, media interviews on the grounds that it would disrupt instruction, that pupils should not be used for public opinion surveys, or that parents would object to such publicity for their children, particularly if the subject is a sensitive one. The principal must minimize unnecessary interruption of instructional time.
3. Reporters will be expected to limit the scope of the interview to a specific individual and/or specific topic/issue for which the permission was granted. It is the intent that the building principal be informed if the subject matter deviates from the identified purpose of the interview.
4. Interviews of all students are subject to written parental permission.
5. Parents/guardians of students enrolled in a special education program must provide written consent before their child is photographed, interviewed and/or identified in articles, photos or videotapes in a special education setting.
6. Student and staff interviews conducted during class time will be granted only if they pertain to media coverage of the class in session or if such coverage has been approved in advance by the building principal.
7. Any interview of a student during school hours, on school property while under the District's supervision will require that an administrator/designee be made aware of said interview. The District will retain the right to have an administrator/designee present during the interview if it deems such a presence is warranted.
8. News releases of a political or controversial nature, as well as those concerning the overall operation of the District's schools or their actions, policies and positions of the District, or those involving more than one school shall be made only by the Board of Education, District Administrator, or his/her designee.
9. Employees speaking on behalf of the District with the media must first receive authorization to do so from the District Administrator.

Legal Ref.: Sections 19.81 Wisconsin Statutes (Declaration of Policy)  
19.90 (Use of Equipment in Open Session)

Local Ref.: Policy #522, Staff Conduct  
District Safety Manual

Evansville Community School District  
Proposed 2017-2018 Staffing

2017-2018 TEACHING STAFF PROPOSAL								
Position	LLE	TRIS	JCM	HS	District	Current	Proposed	Change
						2016-2017	2017-2018	
						FTE	FTE	FTE
Agriculture Teacher				1		1.00	1.00	0.00
Alternative Education Teacher				1		1.00	1.00	0.00
Art Teacher	1	1	1	1		4.00	4.00	0.00
Business Education Teacher			1	2		3.00	3.00	0.00
Early Childhood Teacher	1					1.00	1.00	0.00
Elementary Teacher	22	17				39.00	39.00	0.00
English Language Arts Teacher			4	5		9.00	8.00	(1.00)
ESL Teacher	0.5	0.5	0.5	0.5		2.00	1.00	(1.00)
FACE Education Teacher			1	1		2.00	1.00	(1.00)
G/T Reading Teacher			0.5	0.5		1.00	1.00	0.00
G/T/Resource/Reading Teacher	1	1				2.00	2.00	0.00
Instrumental Music Teacher			1	1		2.00	2.00	0.00
Library Media Specialist	0.5	0.5	1	1		3.00	1.00	(2.00)
Mathematics Teacher			3	5		8.00	8.00	0.00
Occupational Therapist					2	2.00	2.00	0.00
Physical Education/Health Teacher	1.5	1.5	3	2		8.00	8.00	0.00
Physical Therapist					1	1.00	1.00	0.00
Reading Specialist	1	1	1			3.00	3.00	0.00
School Counselor	1	1	1	1.5		4.50	4.50	0.00
School Nurse					1	1.00	1.00	0.00
School Psychologist	0.5	0.5	0.5	0.5		2.00	2.00	0.00
Science Teacher			3	4		7.00	7.00	0.00
Social Studies Teacher			3	3.5		6.50	6.50	0.00
K-12 Social Worker					1	1.00	1.00	0.00
Spanish Teacher				2		2.00	2.00	0.00
Spanish /English Language Arts Teacher			2			2.00	2.00	0.00
Special Education Teacher	3	3	4	5		15.00	15.00	0.00
Speech/Language Pathologist					3	3.00	3.00	0.00
Technology Education Teacher			1	2		3.00	3.00	0.00
Vocal Music	0.85	1	1	1		3.85	3.85	0.00
<b>Total</b>	<b>33.85</b>	<b>28</b>	<b>32.5</b>	<b>40.5</b>	<b>8</b>	<b>142.85</b>	<b>137.85</b>	<b>(5.00)</b>

June 1, 2017

Mr. Jerry Roth and Board Members of the Evansville Community School District,

Please accept this letter as notification of my resignation, after serving the Evansville Community School District for the past six years as a full-time Physical Therapist. I will be resigning from my school year duties effective June 30, 2017 and my extended school year duties effective July 28, 2017.

I am sincerely grateful for my time in this district, spent with many hard-working and dedicated staff members. This district is comprised of administrators, teachers, and support staff that are committed to our student's well-being and education. It has been an honor to serve alongside you.

I cannot say enough about the students and families I have worked with in the past 6 years. They have taught me how to open my eyes to life and the things that really matter. Their sense of wonder, exploration, drive for learning and determination to succeed are immeasurable. I have been richly blessed by working with such amazing and gifted children and they will live in my heart forever.

Kind regards,

*Melissa Staskal, PT*

Melissa Staskal

Physical Therapist

*Rec'd 6-5-17  
km*



Approved: December 8, 1986

510

Revised: January 10, 2005

1<sup>st</sup> Reading: 4/12/17; 2<sup>nd</sup> Reading: 4/26/17; 3<sup>rd</sup> Reading: 5/8/17; 4<sup>th</sup> Reading: 6-12-17

**SUGGESTION TO REMOVE—NOT REQUIRED**

**PERSONNEL POLICY GOALS AND OBJECTIVES**

**The Evansville Community School District recognizes that highly qualified staff members, committed to providing the best education to students, are essential to the successful operation of the school system. To that end, the Board of Education is committed to hiring and retaining such staff. The personnel policies of the Board reflect this commitment.**

**The personnel goals are:**

- 1. To recruit, select and employ the best qualified personnel within the budget limitations.**
- 2. To provide appropriate orientation, mentoring and professional development for employees.**
- 3. To ensure that employee skills and abilities are used as effectively as possible.**
- 4. To evaluate employees in a manner that contributes to the continuous improvement of staff performance.**
- 5. To have an employee compensation program sufficient to attract and retain highly qualified employees.**
- 6. To maintain an atmosphere conducive to respectful collaborative relationships.**

**All personnel policies will be administered by the District Office personnel under the supervision of the District Administrator.**

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

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

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

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

**Remove from Policy Manual and put this version in Shared Files-Job Description**

**EVANSVILLE TEACHER  
JOB DESCRIPTION**

**I. QUALIFICATIONS**

Possesses a valid Wisconsin teacher certification in the subject area(s) or grade level(s) of employment and demonstrates proficient performance in the knowledge, skills and dispositions detailed in the Wisconsin Teacher and/or Pupil Services Standards.

**II. GENERAL RESPONSIBILITIES**

1. Actively pursues the vision and mission of the District, to engage students in learning subject matter, and academic and personal skills that foster student development as able and responsible citizens.
2. Ethical behavior consistent with professionalism, board policy, and law.
3. Satisfy the conditions of the Master Agreement between the Board of Education and the Evansville Education Association.

**III. DUTIES**

Teachers are expected to demonstrate competency and strive to perform at a distinguished level in executing the following duties:

1. Planning and Preparation
  - Demonstrates knowledge of content
  - Demonstrates knowledge of students and their diverse needs
  - Selects appropriate instructional goals
  - Demonstrates knowledge of resources
  - Designs coherent instruction
  - Assesses student learning in order to guide instruction
2. Classroom Environment
  - Creates an environment of respect and rapport
  - Establishes a culture for striving and engaged learning
  - Manages classroom procedures
  - Manages student behavior
  - Organizes physical space
3. Instruction
  - Communicates clearly and accurately
  - Uses appropriate questioning and discussion techniques
  - Engages every student in learning
  - Incorporates assessment
  - Demonstrates flexibility and responsiveness
4. Professional Responsibilities
  - Reflects on teaching
  - Maintains accurate records
  - Communicates with families
  - Contributes to the school and district
    1. Participates in curriculum review and revision

2. Participates in school events and activities
3. Contributes to school and districts projects
- Pursues professional growth and development, demonstrating inquiry and learning
5. Budgeting
  - Determines the need for classroom/instructional supplies and equipment
  - Assists in the preparation of the budget and completes the appropriate forms in a timely manner
  - Orders, receives and accounts for the purchased items according to school and district procedures
6. Performs other professional duties as assigned by the principal or designee.

Legal Ref.: Sections 118.19 Wisconsin Statutes (Teacher Certificate and Licenses)  
121.02(1)(a)(q) (School District Standards)  
PI 3 & 34 of Wisconsin Administrative Code

Local Ref.: Employee Handbook

Approved: December 8, 1986

532

Revised: March 14, 2005

1<sup>st</sup> Reading: 5/8/17; 2<sup>nd</sup> Reading: 5/22/17; 3<sup>rd</sup> Reading: 6/12/17

**Suggestion to Remove as is covered in Employee Handbook, pg. 45**

#### FACULTY CONTRACTS AND COMPENSATION PLANS

Contracts with individual faculty members shall be in writing. All employee contracts for new, increased, decreased, or renewed positions shall be considered at a Board meeting which shall be properly noticed and announced as such.

It should be clearly understood that no part of any negotiated agreement is to be considered as part of the Board's policy manual. The Board considers its Policy Manual and any negotiated agreement to be separate and independent documents because of their differing methods of construction. Policies in this section that cite negotiated agreements are included for reference only. Should a conflict arise between Board policies and a negotiated agreement, the language in the agreement takes precedence.

Legal Ref.: Sections 111.70 Wisconsin Statutes

118.21

121.02(1)(a)

PI 34, Wisconsin Administrative Code

Local Ref.: Evansville Education Association (EEA) Master Agreement

Evansville Education Association Auxiliary (EEAA) Master Agreement

Food Service Master Agreement

Custodian Master Agreement

2. A reasonable attempt will be made to initiate transfers by June 1<sup>st</sup>.
3. When an involuntary transfer is necessary, the following criteria may be considered:
  - a. a teacher's academic training and certification as determined by the Department of Public Instruction,
  - b. ability and performance as a teacher in the District as per current documented evaluation by immediate supervisory personnel, and
  - c. length of service to the District.
4. The involuntarily transferred teacher shall be given a minimum of forty-five (45) working days for adjustment in the new assignment area prior to any evaluations being conducted.

## 5.02 ~~Employee Contracts~~

*Refer to Policies: 532 – Faculty Contracts and Compensation Plans  
533 – Staff Recruitment and Hiring*

- A. In assigning teaching duties, first consideration will be given to the primary professional competence of the teacher and to the experience in other fields as a teacher. No teacher shall be subject to teaching assignments other than those specified in his/her area of certification.
- B. A teacher shall be given written notice of renewal of his/her contract for the ensuing school year on or before May 15<sup>th</sup> of the school year during which said teacher holds a contract by the District Administrator or designee. If no such notice is given on or before May 15<sup>th</sup>, the contract of teaching service then in force shall be continued for the ensuing school year. A teacher receiving a notice of renewal or contract for the ensuing year, or a teacher who does not receive a notice of renewal or refusal of his/her contract for the ensuing school year on or before May 15<sup>th</sup>, shall accept or reject, in writing, such contract no later than June 15<sup>th</sup>.
- C. At least fifteen (15) days (April 30) prior to giving written notice of refusal to renew a teacher's contract for the ensuing year, the Board shall inform the teacher in writing that the Board is considering nonrenewal of the teacher's contract. The teacher has the right to a private conference with the Board if the teacher files a request with the Board within five (5) days after receiving notice of refusal to renew the contract for the ensuing year.
- D. If the individual's contract status as of September 1<sup>st</sup> will differ from the status in effect at the time the contract was signed, such status must be declared at the time of contract signing or the last day of the current school year, whichever is later.

Approved: December 8, 1986

532.2

Revised: March 14, 2005

1<sup>st</sup> Reading: 5/8/17; 2<sup>nd</sup> Reading: 5/22/17; 3<sup>rd</sup> Reading: 6/12/17

**Suggestion to Remove as is covered under State Statute**

FACULTY NEGOTIATIONS

The Evansville Board of Education and the Evansville Education Association (EEA) enter into professional negotiations for the purposes of establishing a democratic atmosphere in which to work, provide quality education under good working conditions, and providing an orderly method for disposing of grievances and disputes.

Teaching is a profession requiring specialized qualifications. The success of the educational program in the Evansville School District depends upon the maximum utilization of the abilities of teachers who are satisfied with the conditions under which their services are rendered.

It is the obligation of the Board and the EEA to negotiate in a fair and timely manner and of the faculty to continue to function in a professional manner during the negotiation period. The Board wishes to maintain positive employer-employee relations in the daily operation of the School District.

Legal Ref.: Section 111.70 Wisconsin Statutes

## VISITORS TO THE SCHOOLS

The Evansville Community School District Board of Education and the staff welcome members of the community and other interested persons to visit the schools. Visitors are welcome whether to conduct business or take an interest in our students and programs. Visits should be pre-arranged with the building principal.

1. Any adult visitor during the hours (7:20 a.m. – 4:00 p.m.)(e.g., volunteer, community member, parent/guardian, salesperson, visiting student) must register at the school's main office before going anywhere in the building and wear an ID badge or sticker.
2. A K-8 grade student visitor who is a guest of a student must be pre-approved by the building administrator or designee at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Student Visitors Request Form." The visiting student shall abide by all school policies and regulations.
3. A 9-12 grade student visitor, who is a guest of a student, is allowed to visit during lunch hours only. A student visitor must be pre-approved by the building administrator or designee at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Student Visitors Request Form." The visiting student shall abide by all school policies and regulations.

Principals or designee shall have complete authority to exclude from the school any visitor whom they have reason to believe poses a threat to safety or security or interferes with the educational process.

Legal Ref.: Sections 118.07(4) Wisconsin State Statutes (Health and Safety Requirements)  
120.12(1) (School Board Duties)  
120.13(35) (School Board Powers)  
120.44(2) (School Board Powers and Duties)  
121.02(1)(i) (School District Standards)  
301.475

Local Ref.: Policy #830 – Use of School Facilities  
Policy #860 Form – Student Visitors Request Form

Approved: December 10, 2001

860 Form

Revised:

1<sup>st</sup> Reading: 5/8/17' 2<sup>nd</sup> Reading: 5/22/17; 3<sup>rd</sup> Reading: 6/12/17

STUDENT VISITORS REQUEST FORM  
TERM \_\_\_\_\_

Student Name: \_\_\_\_\_

Visitor Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Parent's/Guardian's Name (if appropriate): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

Visitor Relationship to Student: \_\_\_\_\_

Reason for Visit: \_\_\_\_\_

Visitor's School: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Principal's Name: \_\_\_\_\_

To be considered for approval, all of your teachers must sign below in the appropriate space.  
Their signature indicates approval.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Approval Granted

\_\_\_\_\_ Approval Denied

\_\_\_\_\_ Administrator Signature



EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, May 22, 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, Hammann, Hennig, and Titus. Absent: Busse, Oberdorf and Rasmussen.

**APPROVE AGENDA**

Motion by Mr. Hennig, seconded by Mr. Titus, moved to approve the agenda as presented. Motion carried, 4-0 (voice vote).

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- High School Commencement – May 26, 7:00 pm
- End of Year Celebration – June 8
- Back To School Days – August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

**INFORMATION & DISCUSSION**

District Administrator, Mr. Roth, had nothing new to report on the 2018 potential referendum.

Mr. Braunschweig led discussion of the 2017 open enrollment applications. Discussion.

Mr. Braunschweig led discussion of bringing back the 2017-2018 reduced special education position. Discussion.

**BUDGET FINANCE**

Business Manager, Mr. Swanson, presented the 2016-2017 final budget. Discussion.

Mr. Swanson presented the 10 year Capital Improvement Plan and Fund 46 (Long-Term Capital Improvement).

Ms. Hammann had nothing to report on the Evansville Education Foundation.

Budget Finance agenda for June 26, 2017, meeting discussed.

**BUSINESS (Action Items)**

Motion by Mr. Hennig, seconded by Mr. Titus, moved that the Board ratify the May 22, 2017, memo from Mr. Roth to an eligible teacher, as an accurate statement of the Board's decision to extend the time to accept the Retirement Incentive Benefit. Motion carried, 4-0 (voice vote).

Motion by Mr. Hennig, seconded by Ms. Hammann, moved to accept the teacher retirement at the end of the 2016-2017 school year for Teresa Doyle-Meidinger, as the TRIS GT/Resource/Reading Teacher, and thank her for serving 20 years in the District. Motion carried, 4-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Titus, moved to accept the hiring of Cindy Zblewski, New Teacher Mentor, for a stipend of \$2,500. Discussion. Motion carried, 4-0 (voice vote).

Motion by Ms. Hammann, seconded by Mr. Hennig, moved to add a new special education position for next school year. Motion carried, 4-0 (voice vote).

Motion by Mr. Hennig, seconded by Ms. Hammann, moved to approve the 2016-2017 final budget as presented. Motion carried, 4-0 (voice vote).

Motion by Ms. Hammann, seconded by Mr. Hennig, moved to accept all applications INs and Applications OUT of the District, including the grade 5 IN student. Motion carried, 4-0 (voice vote).

### **CONSENT (Action Items)**

Motion by Mr. Hennig, seconded by Mr. Titus, moved to approve the consent agenda items: policies, #361-Instructional Materials Selection and Review; #361.2-IMC Instruction and Materials; #361.2-Use of Video and Audio Recordings; #361.2 Form-Parent Permission For Use of Recordings; #492-Recording or Photographing of Students; #872-Request for Reconsideration of Instructional Materials; #872 Form-Request For Reconsideration of Instructional Materials; Curriculum Referendum Purchase Recommendation-Math; 2017-2018 CESA 2 Contract; and the May 3 and May 10 special meeting minutes and the May 8, 2017, regular meeting minutes, as presented. Motion carried, 4-0 (roll call vote).

Motion by Ms. Hammann, seconded by Mr. Titus, moved to approve the High School Student Handbook changes as presented. Discussion. Motion carried, 3-1 (Hammann)(voice vote).

### **POLICIES**

Ms. Hammann presented for a first reading, policies: #720-Local Safety Programs; #721-Building and Grounds Inspections; #722.1-Staff Accident Reports; #723-Safety Response Plans; #723.1-Safety Drills; #723.2-Threats of Bombs or Other Havoc & Destruction; and #723.5/822-News Media Relations. Discussion.

Ms. Hammann presented for a second reading, policies: #531.1-Teacher Job Description; #532-Faculty Contracts and Compensation Plans; #532.2-Faculty Negotiations; #860-Visitors to the Schools; and #860 Form-Student Visitors Request Form. Discussion.

### **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. Discussion.

Mr. Braunschweig led discussion of the upcoming summer Board meeting dates. Discussion. The Board will meet on June 12, June 26, July 17, and August 14, and 28.

Board Development agenda for June 26, 2017, meeting discussed.

### **FUTURE AGENDA**

June 12, 2017, meeting agenda shared.

### **ADJOURN**

Motion by Mr. Hennig, seconded by Mr. Titus, moved to adjourn the meeting. Motion carried, 4-0 (voice vote). Meeting adjourned at 6:56 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_  
Mason Braunschweig, President

Approved: 6/12/17

CHECK DATE	CHECK CHE			ACCOUNT		
	NUMBER	TYP	VENDOR	AMOUNT	NUMBER	
05/01/2017	81639	R	DEAN HEALTH PLANS	10,091.01	10 L 000 000	811631 000
05/01/2017	81639	R	DEAN HEALTH PLANS	2,948.17	27 L 000 000	811631 000
05/01/2017	81639	R	DEAN HEALTH PLANS	796.07	10 L 000 000	811631 000
05/01/2017	81639	R	DEAN HEALTH PLANS	424.45	27 L 000 000	811631 000
05/01/2017	81639	R	DEAN HEALTH PLANS	4,934.52	10 L 000 000	811631 000
05/01/2017	81639	R	DEAN HEALTH PLANS	2,607.17	27 L 000 000	811631 000
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05/01/2017	81640	R	DELTA DENTAL OF WISC	308.09	27 L 000 000	811632 000
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05/01/2017	81641	R	DELTAVISION	156.84	27 L 000 000	811636 000
05/01/2017	81641	R	DELTAVISION	121.42	10 L 000 000	811636 000
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05/01/2017	81642	R	MADISON NATIONAL LIF	133.90	27 L 000 000	811633 000
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05/01/2017	81643	R	SUN LIFE FINANCIAL	273.35	10 E 000 230	291000 000
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05/10/2017	81644	R	FIDUCIARY TRUST INTE	1,274.00	10 L 000 000 811670 000
05/10/2017	81645	R	METLIFE	75.00	10 L 000 000 811670 000
05/10/2017	81646	R	MG TRUST COMPANY	742.50	10 L 000 000 811670 000
05/10/2017	81646	R	MG TRUST COMPANY	7.50	27 L 000 000 811670 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	-1,100.00	10 E 000 335 256610 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	149.56	10 E 400 341 256770 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	174.83	10 E 400 411 123000 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	431.29	10 E 400 411 240000 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	53,896.40	10 E 000 341 256710 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	6,907.68	27 E 000 341 256750 011
05/10/2017	81648	R	RINGHAND BROTHERS IN	847.20	10 E 400 341 162319 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	505.28	10 E 400 341 162104 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	637.51	10 E 400 341 162204 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	601.12	10 E 400 341 162106 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	638.02	10 E 200 341 162319 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	164.62	10 E 400 341 256770 926
05/10/2017	81648	R	RINGHAND BROTHERS IN	36.52	10 E 400 341 256770 944
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05/10/2017	81648	R	RINGHAND BROTHERS IN	189.07	10 E 400 341 256740 954
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05/10/2017	81648	R	RINGHAND BROTHERS IN	500.00	10 E 200 411 161309 000
05/10/2017	81648	R	RINGHAND BROTHERS IN	54.78	21 E 100 411 240000 100
05/10/2017	81648	R	RINGHAND BROTHERS IN	225.32	21 E 100 341 256770 716
05/10/2017	81648	R	RINGHAND BROTHERS IN	453.57	21 E 300 341 256770 729
05/10/2017	81648	R	RINGHAND BROTHERS IN	99.78	21 E 300 411 161307 730
05/11/2017	81649	R	ANDRE, MICHAEL	48.00	10 E 400 310 162204 000
05/11/2017	161700694	A	AUL/MIDAMERICA	1,433.03	10 E 000 299 292000 000
05/11/2017	81650	R	BROKL, JERRY	60.00	10 E 400 310 162204 000
05/11/2017	81651	R	DAVIS, JAMES	48.00	10 E 400 310 162204 000
05/11/2017	81652	R	EAGER, ANNA	350.00	10 E 400 411 240000 000
05/11/2017	81653	R	FELDMANN, KYLE	60.00	10 E 400 310 162204 000
05/11/2017	81654	R	GESCHKE, SCOTT	48.00	10 E 400 310 162204 000
05/11/2017	81654	R	GESCHKE, SCOTT	48.00	10 E 400 310 162204 000
05/11/2017	81655	R	GROSS, MARK	90.00	10 E 400 310 162106 000
05/11/2017	161700695	A	HAGEN, CHRISTOPHER	60.00	10 E 400 310 162104 000
05/11/2017	161700696	A	HEGGE, JON	55.00	10 E 200 310 162319 000
05/11/2017	81656	R	HUBBARD, CARL	60.00	10 E 400 310 162204 000
05/11/2017	81657	R	HUFFMAN, SCOTT	60.00	10 E 400 310 162204 000
05/11/2017	81658	R	KALSCHUR, GARY	48.00	10 E 400 310 162204 000
05/11/2017	81659	R	KAMMERUDE, THOMAS	60.00	10 E 400 310 162204 000
05/11/2017	161700697	A	KRUPKE, STEVEN	48.00	10 E 400 310 162104 000
05/11/2017	161700697	A	KRUPKE, STEVEN	48.00	10 E 400 310 162104 000
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05/11/2017	161700698	A	LAMBRECHT, RICHARD	55.00	10 E 200 310 162319 000
05/11/2017	161700698	A	LAMBRECHT, RICHARD	55.00	10 E 200 310 162319 000
05/11/2017	81660	R	MCKAY, BRIAN	60.00	10 E 400 310 162106 000
05/11/2017	81661	R	MILTON HISTORICAL SO	315.00	21 E 300 411 256770 727
05/11/2017	81662	R	MIXDORF, WAYNE	90.00	10 E 400 310 162106 000
05/11/2017	161700699	A	NEIS, GERALD	60.00	10 E 400 310 162104 000
05/11/2017	161700700	A	NICHOLSON, CHRIS	60.00	10 E 400 310 162104 000
05/11/2017	161700701	A	PFEIL, MICHAEL	60.00	10 E 400 310 162204 000
05/11/2017	81663	R	RINGQUIST, WAYNE	60.00	10 E 400 310 162104 000

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05/11/2017	81664	R	SARBACKER, ALBERT	48.00	10	E	400 310 162104 000
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05/11/2017	161700702	A	SEILS, CHARLES	60.00	10	E	400 310 162204 000
05/11/2017	81665	R	SEMMENS, WILLIAM	55.00	10	E	200 310 162319 000
05/11/2017	81666	R	SKEMP, GREG	60.00	10	E	400 310 162204 000
05/11/2017	81667	R	STALKER, MIKE	48.00	10	E	400 310 162204 000
05/11/2017	81667	R	STALKER, MIKE	60.00	10	E	400 310 162104 000
05/11/2017	81668	R	WHITEWATER AQUATIC C	508.50	21	E	300 411 256770 727
05/11/2017	81669	R	YOSS, DAVID	48.00	10	E	400 310 162204 000
05/16/2017	81671	R	ALL 'N ONE	30.36	27	E	000 348 256250 011
05/16/2017	81671	R	ALL 'N ONE	23.00	10	E	000 348 253500 000
05/16/2017	81671	R	ALL 'N ONE	35.58	10	E	000 348 253500 000
05/16/2017	81671	R	ALL 'N ONE	32.57	10	E	000 348 253500 000
05/16/2017	81671	R	ALL 'N ONE	40.76	27	E	000 348 256250 011
05/16/2017	81671	R	ALL 'N ONE	32.04	10	E	000 348 253500 000
05/16/2017	81671	R	ALL 'N ONE	74.16	27	E	000 348 256250 011
05/16/2017	81671	R	ALL 'N ONE	37.14	27	E	000 348 256250 011
05/16/2017	81672	R	ANDRE, MICHAEL	96.00	10	E	400 310 162204 000
05/16/2017	81673	R	AT & T	258.82	10	E	000 355 263300 000
05/16/2017	81674	R	AUDIO ENGINEERING CO	599.75	10	E	400 435 120000 000
05/16/2017	81674	R	AUDIO ENGINEERING CO	1,524.75	10	E	400 411 240000 000
05/16/2017	81674	R	AUDIO ENGINEERING CO	4,400.25	10	E	400 435 120000 000
05/16/2017	81675	R	AWSA-WFEA	70.00	10	E	200 942 240000 000
05/16/2017	161700703	A	BACKES, JESSICA	19.68	10	E	000 342 232111 000
05/16/2017	161700704	A	BADGER WATER LLC	33.80	10	E	300 411 240000 000
05/16/2017	161700704	A	BADGER WATER LLC	8.00	10	E	300 411 240000 000
05/16/2017	161700704	A	BADGER WATER LLC	25.85	10	E	300 411 240000 000
05/16/2017	161700704	A	BADGER WATER LLC	8.00	10	E	200 411 240000 000
05/16/2017	161700704	A	BADGER WATER LLC	33.80	10	E	200 411 240000 000
05/16/2017	161700704	A	BADGER WATER LLC	41.75	10	E	200 411 240000 000
05/16/2017	81676	R	BELOIT COLLEGE	2,616.00	10	E	400 389 431000 898
05/16/2017	81676	R	BELOIT COLLEGE	2,616.00	10	E	400 389 431000 898
05/16/2017	81676	R	BELOIT COLLEGE	2,616.00	10	E	400 389 431000 898
05/16/2017	81677	R	BFG SUPPLY CO	1,186.56	10	E	400 411 131000 000
05/16/2017	81677	R	BFG SUPPLY CO	113.80	10	E	400 411 131000 000
05/16/2017	161700705	A	BLU'S FROYO SHOPPE	99.50	50	E	000 411 257000 000
05/16/2017	161700705	A	BLU'S FROYO SHOPPE	100.00	50	E	000 411 257000 000
05/16/2017	161700705	A	BLU'S FROYO SHOPPE	9.00	50	E	000 411 257000 000
05/16/2017	161700706	A	BODELL, PAUL	125.00	21	E	400 310 163000 760
05/16/2017	81678	R	BOUZIANE, ROBERT	90.00	10	E	400 310 162106 000
05/16/2017	81679	R	BRIGHTSTAR CARE	437.50	27	E	000 310 214000 341
05/16/2017	81679	R	BRIGHTSTAR CARE	637.50	27	E	000 310 214000 341
05/16/2017	81679	R	BRIGHTSTAR CARE	650.00	27	E	000 310 214000 341
05/16/2017	81680	R	BRODHEAD SCHOOL DIST	561.96	10	E	000 382 256710 000
05/16/2017	161700707	A	CAROLINA BIOLOGICAL	409.65	10	E	300 411 120000 005
05/16/2017	161700707	A	CAROLINA BIOLOGICAL	391.88	10	E	300 411 120000 005
05/16/2017	161700707	A	CAROLINA BIOLOGICAL	221.28	10	E	300 411 120000 005
05/16/2017	161700708	A	CARTER & GRUENEWALD	61.39	10	E	000 324 253400 000
05/16/2017	81681	R	CENGAGE LEARNING	836.00	10	E	400 411 132000 000
05/16/2017	81681	R	CENGAGE LEARNING	1,663.75	10	E	400 411 132000 000
05/16/2017	81681	R	CENGAGE LEARNING	3,575.00	10	E	400 411 132000 000
05/16/2017	81682	R	CHARTER COMMUNICATIO	562.96	10	E	000 355 263300 000
05/16/2017	81682	R	CHARTER COMMUNICATIO	1,325.00	10	E	000 310 266400 000
05/16/2017	81683	R	COLLINS, KYLE	48.00	10	E	400 310 162204 000
05/16/2017	161700709	A	CRM	225.50	50	E	000 324 257000 000

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	ACCOUNT		
				AMOUNT	NUMBER	
05/16/2017	161700709	A	CRM	205.25	50 E 000 324	257000 000
05/16/2017	161700710	A	DANE COUNTY CLERK	61.87	10 E 000 310	231400 000
05/16/2017	81684	R	DARVISH, MAHMOOD	90.00	10 E 400 310	162106 000
05/16/2017	81685	R	DBGT TECHNOLOGIES	174.31	21 E 400 411	162104 781
05/16/2017	81686	R	E & D WATER WORKS IN	33.00	10 E 100 411	240000 000
05/16/2017	81686	R	E & D WATER WORKS IN	33.00	10 E 100 411	240000 000
05/16/2017	81687	R	ECONOPRINT	1,314.80	21 E 400 411	163000 760
05/16/2017	81688	R	EVANSVILLE HIGH SCHO	25.00	10 R 000 292	500000 000
05/16/2017	81689	R	EMPLOYEE BENEFITS CO	236.25	10 E 000 310	252500 000
05/16/2017	81689	R	EMPLOYEE BENEFITS CO	232.50	10 E 000 310	252500 000
05/16/2017	81689	R	EMPLOYEE BENEFITS CO	232.50	10 E 000 310	252500 000
05/16/2017	81690	R	EQUAL RIGHTS DIVISIO	30.00	10 E 400 411	240000 000
05/16/2017	81691	R	EVANSVILLE BLOOMS	56.25	21 E 400 411	162206 780
05/16/2017	81692	R	EVANSVILLE ELECTRIC	530.00	10 E 000 310	266400 990
05/16/2017	81693	R	EVANSVILLE YOUTH BAS	60.00	10 E 000 411	253300 000
05/16/2017	161700711	A	FANTA STROIK, KELLY	63.23	21 E 200 411	122600 736
05/16/2017	161700711	A	FANTA STROIK, KELLY	22.61	21 E 400 411	162109 787
05/16/2017	81694	R	FIDELITEC LLC	50.70	10 E 000 310	252500 000
05/16/2017	161700712	A	FIRGENS, AMANDA	118.10	21 E 200 411	125000 731
05/16/2017	81695	R	FOLLETT SCHOOL SOLUT	79.90	10 E 000 470	120000 990
05/16/2017	81695	R	FOLLETT SCHOOL SOLUT	275.47	10 E 001 432	222200 000
05/16/2017	81697	R	FULL COMPASS SYSTEMS	164.79	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	59.94	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	54.12	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	116.44	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	25.92	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	2,877.00	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	129.10	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	25.48	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	299.09	21 E 400 411	163000 760
05/16/2017	81697	R	FULL COMPASS SYSTEMS	1,387.85	21 E 400 411	162104 781
05/16/2017	161700713	A	GARD, LINDA	80.25	10 E 000 342	232111 000
05/16/2017	81698	R	GDC TAG NETWORK	132.00	10 E 000 941	172000 132
05/16/2017	81699	R	GILDNER, JUSTINE	200.00	21 E 400 310	163000 760
05/16/2017	81700	R	GOLZ ELECTRIC	240.68	10 E 400 323	253301 000
05/16/2017	81701	R	GOPHER SPORT	575.33	10 E 300 411	143000 000
05/16/2017	81702	R	HEALY AWARDS INC	9.47	10 E 400 411	240000 000
05/16/2017	161700714	A	HEGGE, JON	125.00	10 E 400 310	162319 000
05/16/2017	81703	R	HEID MUSIC CO	580.75	21 E 200 411	240000 744
05/16/2017	161700715	A	HEINEMANN	1,285.90	10 E 300 411	240000 000
05/16/2017	81704	R	HJ PERTZBORN	264.35	10 E 200 323	253302 000
05/16/2017	81705	R	HOMB, LOREN	125.00	10 E 400 310	162319 000
05/16/2017	161700716	A	HONEYWELL INC.	2,009.89	10 E 400 323	253303 000
05/16/2017	161700716	A	HONEYWELL INC.	5,077.41	10 E 000 327	253300 990
05/16/2017	161700717	A	HOWLETT, KRISTIN	149.40	10 E 200 411	240000 000
05/16/2017	81706	R	J.W. PEPPER & SON IN	65.00	10 E 400 411	125500 000
05/16/2017	81706	R	J.W. PEPPER & SON IN	135.00	10 E 400 411	125500 000
05/16/2017	161700718	A	JICHA, BRIAN	60.00	10 E 400 310	162204 000
05/16/2017	81707	R	JONES SCHOOL SUPPLY	52.50	10 E 400 411	240000 000
05/16/2017	81707	R	JONES SCHOOL SUPPLY	375.43	10 E 400 411	240000 000
05/16/2017	81708	R	KALSCHUR, GARY	96.00	10 E 400 310	162204 000
05/16/2017	81709	R	KLAEHN, DEREK	20.00	10 E 000 411	253300 000
05/16/2017	81710	R	KLITZMAN, CURTIS	20.00	10 E 000 411	253300 000
05/16/2017	161700719	A	KNOTT, JASON	1,620.00	10 E 000 310	252500 000
05/16/2017	161700720	A	KREBSBACH, KERI	62.20	10 E 400 411	125400 000
05/16/2017	161700720	A	KREBSBACH, KERI	36.52	10 E 400 411	125400 000

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05/16/2017	161700721	A	KRUCKENBERG, CATHY	22.14	21	E	200 411 240000 200
05/16/2017	161700722	A	KRUPKE, STEVEN	48.00	10	E	400 310 162104 000
05/16/2017	161700723	A	KUEHL, JARED	60.00	10	E	400 310 162106 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	21.03	10	E	000 348 253500 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	1,183.11	10	E	000 335 256610 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	40.43	10	E	000 348 253500 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	124.93	10	E	000 348 253500 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	929.87	10	E	000 335 256610 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	1,261.77	10	E	000 335 256610 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	13.72	10	E	000 348 253500 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	2,036.07	10	E	000 335 256610 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	1,224.56	10	E	000 335 256610 000
05/16/2017	161700725	A	LANDMARK SERVICES CO	-17.39	10	E	000 348 253500 000
05/16/2017	81711	R	LEARNING EXCHANGE	179.26	10	E	300 411 240000 000
05/16/2017	161700726	A	MACGILL AND CO	336.08	10	E	000 416 214000 000
05/16/2017	161700727	A	MAINSTAGE THEATRICAL	276.53	10	E	400 323 253301 000
05/16/2017	81712	R	MARTINEZ, FRANCISCO	16.50	50	L	000 000 815900 000
05/16/2017	81713	R	MCCANN'S ROOTER SEWE	140.00	10	E	200 323 253302 000
05/16/2017	81714	R	MENARDS	94.80	10	E	000 411 253300 000
05/16/2017	161700728	A	MESDJIAN, RAFFI	60.00	10	E	400 310 162106 000
05/16/2017	161700729	A	MIDWEST SCHOLASTIC	511.00	10	E	400 411 240000 000
05/16/2017	161700729	A	MIDWEST SCHOLASTIC	5.92	10	E	400 411 240000 000
05/16/2017	161700729	A	MIDWEST SCHOLASTIC	20.00	10	E	400 411 240000 000
05/16/2017	81715	R	MILTON HIGH SCHOOL	100.00	10	E	400 943 162319 000
05/16/2017	161700730	A	MJ CARE, INC.	412.50	27	E	000 310 252000 019
05/16/2017	161700730	A	MJ CARE, INC.	561.00	27	E	000 310 252000 019
05/16/2017	81716	R	MONROE ENGRAVING INC	181.20	21	E	400 411 162205 772
05/16/2017	161700731	A	MUMM, JOANN	101.65	10	E	000 386 221200 107
05/16/2017	161700733	A	NASCO	16.00	10	E	300 411 143000 000
05/16/2017	161700733	A	NASCO	344.18	10	E	400 411 121000 000
05/16/2017	161700733	A	NASCO	1,082.70	10	E	400 411 126000 000
05/16/2017	161700733	A	NASCO	472.59	10	E	300 411 143000 000
05/16/2017	161700733	A	NASCO	40.46	10	E	100 411 143000 000
05/16/2017	161700733	A	NASCO	221.40	10	E	100 411 143000 000
05/16/2017	161700733	A	NASCO	194.21	10	E	200 411 121000 000
05/16/2017	81717	R	NEFF COMPANY	429.24	21	E	400 411 240000 756
05/16/2017	81719	R	OFFICE DEPOT	19.07	21	E	100 411 121000 711
05/16/2017	81719	R	OFFICE DEPOT	31.14	21	E	100 411 121000 711
05/16/2017	81719	R	OFFICE DEPOT	58.99	21	E	100 411 121000 711
05/16/2017	81719	R	OFFICE DEPOT	57.75	21	E	100 411 121000 711
05/16/2017	81719	R	OFFICE DEPOT	108.00	10	E	100 411 240000 000
05/16/2017	81719	R	OFFICE DEPOT	731.78	10	E	300 411 240000 000
05/16/2017	81719	R	OFFICE DEPOT	82.88	10	E	300 411 240000 000
05/16/2017	81719	R	OFFICE DEPOT	150.67	10	E	300 411 240000 000
05/16/2017	81719	R	OFFICE DEPOT	30.99	10	E	300 411 240000 000
05/16/2017	161700734	A	OFFICE PRO	44.58	10	E	100 411 120001 001
05/16/2017	161700734	A	OFFICE PRO	62.94	10	E	200 411 122000 000
05/16/2017	161700735	A	PFEIL, MICHAEL	60.00	10	E	400 310 162204 000
05/16/2017	81720	R	PIGGLY WIGGLY	30.87	10	E	000 411 232000 000
05/16/2017	81720	R	PIGGLY WIGGLY	39.39	10	E	400 411 120000 900
05/16/2017	81720	R	PIGGLY WIGGLY	67.01	21	E	200 411 240000 200
05/16/2017	81720	R	PIGGLY WIGGLY	109.93	10	E	200 411 240000 000
05/16/2017	81721	R	ROBERTS, WILLIAM	60.00	10	E	400 310 162104 000
05/16/2017	81722	R	ROCK COUNTY DEPARTME	170.21	10	E	000 411 253300 000
05/16/2017	81723	R	ROTH, MICHAEL	48.00	10	E	400 310 162204 000
05/16/2017	81724	R	SAN A CARE INC	77.92	10	E	000 411 253300 000

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05/16/2017	81725	R	SARBACKER, ALBERT	48.00	10 E	400 310 162104 000
05/16/2017	161700736	A	SCHENK, BOB	48.00	10 E	400 310 162204 000
05/16/2017	161700737	A	SCHOLASTIC INC	393.25	21 E	300 411 161307 730
05/16/2017	81726	R	SEW MANY THREADS, LL	1,246.00	21 E	400 411 163000 760
05/16/2017	81726	R	SEW MANY THREADS, LL	304.00	21 E	400 411 162211 776
05/16/2017	161700738	A	SHI INTERNATIONAL CO	510.08	10 E	000 480 266400 000
05/16/2017	81727	R	SHOEMAKER, BRENDON	90.00	10 E	400 310 162106 000
05/16/2017	81728	R	SPRADING, KYLE	400.00	21 E	400 310 163000 760
05/16/2017	81729	R	TAHER	38,495.74	50 E	000 310 257000 000
05/16/2017	161700739	A	TEACHER'S DISCOVERY	29.03	10 E	000 411 171000 391
05/16/2017	161700740	A	TECHNOLOGY RESOURCE	958.00	10 E	200 411 240000 000
05/16/2017	161700740	A	TECHNOLOGY RESOURCE	0.00	10 E	002 439 222200 000
05/16/2017	161700740	A	TECHNOLOGY RESOURCE	3,210.00	10 E	002 434 222200 000
05/16/2017	81730	R	THE OMNI GROUP	84.00	10 E	000 310 252500 000
05/16/2017	81731	R	TEACHERS ON CALL	838.20	10 E	100 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	1,986.30	10 E	200 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	838.20	10 E	300 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	2,039.64	10 E	400 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	3,143.57	27 E	000 370 159100 011
05/16/2017	81731	R	TEACHERS ON CALL	838.20	10 E	100 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	1,400.20	10 E	200 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	488.95	10 E	300 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	3,459.50	10 E	400 310 120200 000
05/16/2017	81731	R	TEACHERS ON CALL	2,080.90	27 E	000 370 159100 011
05/16/2017	81732	R	TRUGREEN	850.00	10 E	000 310 253300 000
05/16/2017	161700741	A	TURNER, JOHN	125.00	10 E	400 310 162319 000
05/16/2017	161700742	A	TYSON, MARCELA	39.59	10 E	000 342 171000 391
05/16/2017	81733	R	UPS	3.78	10 E	000 353 263300 000
05/16/2017	161700743	A	VOIGT MUSIC CENTER	4.45	10 E	400 411 125500 000
05/16/2017	161700744	A	WE ENERGIES	469.42	10 E	000 331 253300 000
05/16/2017	161700744	A	WE ENERGIES	2,538.28	10 E	100 331 253300 000
05/16/2017	161700744	A	WE ENERGIES	2,022.01	10 E	200 331 253300 000
05/16/2017	161700744	A	WE ENERGIES	2,148.62	10 E	300 331 253300 000
05/16/2017	161700744	A	WE ENERGIES	1,416.99	10 E	400 331 253300 000
05/16/2017	81734	R	WELDERS SUPPLY COMPA	14.58	10 E	400 411 136000 000
05/16/2017	81734	R	WELDERS SUPPLY COMPA	97.50	10 E	400 411 136000 000
05/16/2017	81735	R	WEST MUSIC	657.38	10 E	300 411 125000 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	3.98	10 E	000 411 253300 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	83.97	10 E	400 411 136000 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	14.98	10 E	000 411 253300 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	10.09	10 E	000 411 253300 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	96.66	10 E	000 411 253300 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	15.98	10 E	000 411 253300 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	74.96	10 E	400 411 136000 000
05/24/2017	81737	R	DAVE'S ACE HARDWARE	56.60	10 E	000 411 253300 000
05/24/2017	81738	R	AMC THEATRES	1,260.84	21 E	300 411 256770 729
05/24/2017	81739	R	AMERICAN AWARDS & PR	394.36	10 E	400 411 162319 000
05/24/2017	81740	R	ANDRE, MICHAEL	48.00	10 E	400 310 162204 000
05/24/2017	81741	R	ARNDT, RICHARD	60.00	10 E	400 310 162104 000
05/24/2017	161700745	A	BADGER SPORTING GOOD	89.95	10 E	400 411 162204 000
05/24/2017	161700746	A	BLU'S FROYO SHOPPE	82.50	50 E	000 411 257000 000
05/24/2017	161700746	A	BLU'S FROYO SHOPPE	100.00	50 E	000 411 257000 000
05/24/2017	81742	R	BLU'S FROYO SHOPPE	40.00	21 E	200 411 240000 744
05/24/2017	81743	R	BODELL, PATRICK	125.00	21 E	400 411 163000 760
05/24/2017	81744	R	BRIGHTSTAR CARE	650.00	27 E	000 310 214000 341
05/24/2017	81745	R	CARUSO, DOMANIK	333.84	27 E	000 341 256790 011



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	NUMBER	TYP		AMOUNT	NUMBER		
05/24/2017	81746	R	CITY OF EVANSVILLE	60.00	21	E 200 411 240000	744
05/24/2017	81747	R	CRESSWELL, ANDREW	90.00	10	E 400 310 162106	000
05/24/2017	161700747	A	CRM	495.96	50	E 000 324 257000	000
05/24/2017	161700747	A	CRM	480.12	50	E 000 324 257000	000
05/24/2017	161700748	A	CZERWONKA, MIKE	21.40	10	E 200 342 212000	000
05/24/2017	81748	R	DARVISH, MAHMOOD	60.00	10	E 400 310 162106	000
05/24/2017	161700749	A	DOBBS, JOANIE	67.23	21	E 100 411 240000	100
05/24/2017	81749	R	EVANSVILLE GOLF ASSO	600.00	10	E 400 943 162321	000
05/24/2017	81749	R	EVANSVILLE GOLF ASSO	3,300.00	10	E 400 310 162321	000
05/24/2017	81750	R	EVANSVILLE REVIEW	143.50	10	E 000 351 232000	000
05/24/2017	81751	R	GATEWAY TECHNICAL CO	288.24	27	E 000 370 436000	341
05/24/2017	81752	R	UW MADISON-MADISON G	44.00	21	E 200 411 240000	741
05/24/2017	81753	R	GUNDERSON, DAVID JR	60.00	10	E 400 310 162204	000
05/24/2017	81754	R	HALL, MICHAEL	60.00	10	E 400 310 162204	000
05/24/2017	81755	R	HALLETT, ZACHARY	60.00	10	E 400 310 162106	000
05/24/2017	81756	R	HAWKER, PATRICK	72.65	10	E 400 310 162204	000
05/24/2017	161700750	A	HEGGE, JON	80.00	10	E 400 310 162319	000
05/24/2017	161700751	A	HONEYWELL INC.	939.43	10	E 400 323 253303	000
05/24/2017	161700752	A	HOWLETT, KRISTIN	156.04	10	E 200 411 240000	000
05/24/2017	81757	R	J & D ENTERPRISES	1,333.10	10	E 000 324 253400	000
05/24/2017	81758	R	J.W. PEPPER & SON IN	746.99	10	E 400 411 125500	000
05/24/2017	161700753	A	JOHNSON, STEPHANIE	62.65	21	E 300 411 240000	300
05/24/2017	81759	R	JUGS SPORTS INC	172.71	10	E 400 411 162104	000
05/24/2017	81760	R	KLITZMAN, JOLENE	20.00	10	E 000 411 253300	000
05/24/2017	161700754	A	KOSTROUN, ROBERT	185.46	10	E 000 411 232000	000
05/24/2017	161700754	A	KOSTROUN, ROBERT	410.98	10	E 000 411 232000	000
05/24/2017	161700754	A	KOSTROUN, ROBERT	21.98	10	E 000 411 232000	000
05/24/2017	81761	R	KRANTZ, BLAINE	60.00	10	E 400 310 162204	000
05/24/2017	81762	R	KYLMANEN, DALE	65.00	10	E 400 310 162104	000
05/24/2017	81762	R	KYLMANEN, DALE	60.00	10	E 400 310 162104	000
05/24/2017	161700755	A	LAKELAND CHEMICAL SP	642.97	10	E 000 411 253300	000
05/24/2017	161700756	A	LAMBRECHT, RICHARD	80.00	10	E 400 310 162319	000
05/24/2017	81763	R	LIFETOUCH NATIONAL S	591.95	21	E 300 411 240000	300
05/24/2017	81764	R	MAJOR MANUFACTURING	67.20	10	E 000 411 253300	000
05/24/2017	81765	R	MARTY, SCOTT	72.65	10	E 400 310 162204	000
05/24/2017	81766	R	MASON, CRAIG	100.00	21	E 200 411 125000	731
05/24/2017	81767	R	MURRAY, DAVID	90.00	10	E 400 310 162106	000
05/24/2017	161700757	A	NEIS, GERALD	60.00	10	E 400 310 162104	000
05/24/2017	81768	R	NEW VISION THEATRES	915.16	21	E 100 411 256770	718
05/24/2017	161700758	A	NICHOLSON, CHRIS	60.00	10	E 400 310 162104	000
05/24/2017	81769	R	O'LEARY, RUSSELL	60.00	10	E 400 310 162204	000
05/24/2017	161700759	A	OFFICE PRO	37.00	21	E 100 411 240000	100
05/24/2017	161700759	A	OFFICE PRO	29.65	27	E 000 411 158000	341
05/24/2017	161700759	A	OFFICE PRO	38.80	10	E 100 411 240000	000
05/24/2017	161700759	A	OFFICE PRO	5.99	10	E 000 411 232000	000
05/24/2017	161700759	A	OFFICE PRO	49.07	10	E 000 411 232000	000
05/24/2017	81770	R	OLSEN, JELAINE LISA	875.00	27	E 000 370 436000	341
05/24/2017	81771	R	PIGGLY WIGGLY	161.91	21	E 300 411 240000	300
05/24/2017	81771	R	PIGGLY WIGGLY	45.47	21	E 200 411 240000	744
05/24/2017	161700760	A	PROFESSIONAL PEST CO	46.00	10	E 000 310 253300	000
05/24/2017	161700760	A	PROFESSIONAL PEST CO	36.00	10	E 000 310 253300	000
05/24/2017	161700760	A	PROFESSIONAL PEST CO	31.00	10	E 000 310 253300	000
05/24/2017	161700760	A	PROFESSIONAL PEST CO	36.00	10	E 000 310 253300	000
05/24/2017	161700760	A	PROFESSIONAL PEST CO	46.00	10	E 000 310 253300	000
05/24/2017	81772	R	RHYME BUSINESS PRODU	3,076.71	10	E 000 678 281000	000
05/24/2017	161700761	A	RHYME BUSINESS PRODU	4,035.92	10	E 000 350 263300	000

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05/24/2017	161700762	A	RIDDLE, MICHAELA	638.75	10	E	000 310 252500 000
05/24/2017	81773	R	ROBERTS, WILLIAM	78.50	10	E	400 310 162104 000
05/24/2017	81774	R	ROCK'N ROLLZ SANDWIC	40.00	21	E	200 411 240000 744
05/24/2017	81775	R	SARBACKER, ALBERT	48.00	10	E	400 310 162104 000
05/24/2017	161700763	A	SATHASIVAM, ANANDA	90.00	10	E	400 310 162106 000
05/24/2017	161700764	A	SCHENK, BOB	48.00	10	E	400 310 162104 000
05/24/2017	161700764	A	SCHENK, BOB	48.00	10	E	400 310 162204 000
05/24/2017	161700765	A	SCHULZ, DALE	333.61	21	E	400 411 160000 903
05/24/2017	81776	R	SEMMENS, WILLIAM	80.00	10	E	400 310 162319 000
05/24/2017	81777	R	SEW MANY THREADS, LL	1,369.00	21	E	200 411 240000 742
05/24/2017	81778	R	SHOEMAKER, BRENDON	60.00	10	E	400 310 162106 000
05/24/2017	81779	R	STUART, ERIKA	16.55	21	E	000 411 120000 024
05/24/2017	81780	R	TAAMALLAH, MOKTAR	60.00	10	E	400 310 162106 000
05/24/2017	81781	R	TEACHERS ON CALL	3,632.20	10	E	100 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	1,470.05	10	E	200 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	838.20	10	E	300 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	2,848.83	10	E	400 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	3,491.23	27	E	000 370 159100 011
05/24/2017	81781	R	TEACHERS ON CALL	122.80	10	E	000 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	1,676.40	10	E	100 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	1,400.20	10	E	200 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	628.65	10	E	300 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	3,222.65	10	E	400 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	2,405.70	27	E	000 370 159100 011
05/24/2017	81781	R	TEACHERS ON CALL	245.60	10	E	000 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	2,235.20	10	E	100 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	911.25	10	E	200 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	279.40	10	E	300 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	3,362.35	10	E	400 310 120200 000
05/24/2017	81781	R	TEACHERS ON CALL	2,548.89	27	E	000 370 159100 011
05/24/2017	81782	R	THE TWISTED KONE	40.00	21	E	200 411 240000 744
05/24/2017	161700766	A	VELASQUEZ-KLOPP, MIC	11.99	21	E	100 411 121000 711
05/24/2017	161700767	A	VOSSEKUIL, GREGORY	90.00	10	E	200 411 240000 000
05/24/2017	81783	R	WELSH, SARAH	58.85	27	E	000 341 256750 011
05/24/2017	81784	R	WERNER, EDWARD	48.00	10	E	400 310 162204 000
05/24/2017	81785	R	YOSS, DAVID	48.00	10	E	400 310 162204 000
05/25/2017	81786	R	FIDUCIARY TRUST INTE	1,274.00	10	L	000 000 811670 000
05/25/2017	81787	R	METLIFE	75.00	10	L	000 000 811670 000
05/25/2017	81788	R	MG TRUST COMPANY	742.50	10	L	000 000 811670 000
05/25/2017	81788	R	MG TRUST COMPANY	7.50	27	L	000 000 811670 000
05/26/2017	81789	R	EVERGREEN GOLF COURS	60.00	10	E	400 943 162321 000
05/26/2017	81790	R	HUBBARD, CARL	101.00	10	E	400 310 162104 000
05/26/2017	81791	R	ROBERTS, WILLIAM	13.50	10	E	400 310 162104 000
05/26/2017	161700768	A	THEOBALD, TIM	65.00	10	E	400 310 162104 000
05/30/2017	81792	R	ANDERSON, JHAYSON	90.00	10	E	400 310 162106 000
05/30/2017	161700769	A	BADGER SPORTING GOOD	90.00	10	E	400 411 162319 000
05/30/2017	161700769	A	BADGER SPORTING GOOD	581.89	10	E	400 411 162319 000
05/30/2017	161700770	A	BLU'S FROYO SHOPPE	100.00	50	E	000 411 257000 000
05/30/2017	81793	R	BOUZIANE, ROBERT	60.00	10	E	400 310 162106 000
05/30/2017	81794	R	BRIGHTSTAR CARE	637.50	27	E	000 310 214000 341
05/30/2017	161700771	A	CESA #2	25.00	10	E	000 386 221200 107
05/30/2017	81795	R	FAOUZI, ABDUL	90.00	10	E	400 310 162106 000
05/30/2017	81796	R	FOLLETT SCHOOL SOLUT	366.55	10	E	003 432 222200 000
05/30/2017	81797	R	FURRER, ERNIE	60.00	10	E	400 310 162104 000
05/30/2017	81798	R	KORFMACHER, CARL	20.00	10	E	000 411 253300 000
05/30/2017	161700772	A	MADER, TODD	60.00	10	E	400 310 162106 000

CHECK	CHECK CHE	ACCOUNT
DATE	NUMBER TYP VENDOR	AMOUNT NUMBER
05/30/2017	81799 R MADISON METROPOLITAN	80.00 10 E 000 941 172000 132
05/30/2017	81799 R MADISON METROPOLITAN	120.00 10 E 000 941 172000 132
05/30/2017	81800 R MCCORMICK, PATRICK	60.00 10 E 400 310 162204 000
05/30/2017	81801 R TAAMALLAH, MOKTAR	90.00 10 E 400 310 162106 000
05/30/2017	81802 R VIROQUA HIGH SCHOOL	25.00 10 E 400 943 162321 000
05/30/2017	81803 R WI ASSOC OF AGRICULT	0.00 10 E 400 942 131000 420
05/30/2017	81804 R WARDWELL, JULIE	75.00 10 E 400 191 162319 000
05/30/2017	161700773 A WOGAMAN, MATT	90.00 10 E 400 310 162106 000
05/30/2017	16170019 M EVANSVILLE WATER & L	97.00 10 E 200 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	76.80 10 E 200 338 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	9.84 10 E 200 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	230.80 10 E 200 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	212.12 10 E 200 338 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	177.16 10 E 200 339 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	162.00 10 E 200 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	139.20 10 E 200 338 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	14.91 10 E 400 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	3.76 10 E 400 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	22.57 10 E 400 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	3.76 10 E 400 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	49.75 10 E 400 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	3.76 10 E 400 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	5,437.36 10 E 100 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	331.49 10 E 100 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	434.39 10 E 100 338 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	3,213.02 10 E 300 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	642.38 10 E 300 339 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	60.89 10 E 300 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	162.41 10 E 300 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	214.86 10 E 300 338 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	15,380.61 10 E 400 336 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	816.52 10 E 400 339 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	362.40 10 E 400 337 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	413.50 10 E 400 338 253300 000
05/30/2017	16170019 M EVANSVILLE WATER & L	3,803.16 10 E 200 336 253300 000
05/30/2017	16170020 M U.S. CELLULAR	236.15 10 E 000 355 263300 000

Totals for checks 508,309.63

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Monday, June 26, 2017**

**6:00 pm**

**District Board and Training Center**

**340 Fair Street (Door 36)**

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

- I. Roll Call: Mason Braunschweig      Keith Hennig      Thomas Titus  
                 Eric Busse                              Jane Oberdorf  
                 Melissa Hammann                      John Rasmussen
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Back To School Days – August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm
- IV. Information & Discussion:
- A. Presentation on Facility Study Concept, Plan, and Objectives – Bray Architects.
  - B. 2018 Potential Referendum Update.
  - C. Present Academic Standards.
  - D. Youth Options Report.
  - E. Bullying Report.
- V. Budget Finance – Chair, Hammann:
- A. Discussion Items:
    - 1. 2017-2018 Preliminary Budget Presentation.
    - 2. Schools Donations/Fund Raising Activities.
    - 3. Evansville Education Foundation Update.
  - B. Develop Budget Finance Agenda Items for August 28, 2017, Meeting.
- VI. Business (Action Items):
- A. Approval of Staff Changes:
  - B. Approval of 2017-2018 Preliminary Budget.
- VII. Consent (Action Items):
- A. Approval of Policies:
    - 1. #152-Employee Handbook.
    - 2. #521-Involvement in Decision-Making.
    - 3. #526.2-Professional Staff Member Remediation Procedure (Remediation Procedure).
    - 4. #526.2 Form – Professional Staff Member Plan of Remediation Form.
    - 5. #529-Discipline, Nonrenewal and Termination (Employee Nonrenewal and Termination).
    - 6. #536.2-Suspension and Dismissal.

7. #720-Local Safety Programs.
  8. #721-Building and Grounds Inspectors.
  9. #722.1-Staff Accident Reports.
  10. #723-Safety Response Plans.
  11. #723.1-Safety Drills.
  12. #723.2-Threats of Bombs or Other Havoc & Destruction.
  13. #822-News Media Relations.
- B. Approval of June 12, 2017, Regular Meeting Minutes.

VIII. Policies – Chair, Hammann:

A. Second Reading:

1. #364-School Counseling Services (School Counseling Services Guidance Program).
2. #364.1-Developmental Guidance Program.
3. #364.2-College Counseling Services.
4. #364.3-Vocational Interest Inventory.
5. #364.4-Individualized Testing and Guidance.
6. #771-Use of Copyrighted Materials (Copy Compliance).
7. #771 Rule (#771.1)-Guidelines for Use of Copyrighted Materials (Steps for Obtaining Permission to Copyright).
8. #811.1-Parental Involvement.

IX. Board Development – Chair, Braunschweig:

- A. Continuous System Improvement (CSI) Plan.
- B. Develop Board Development Agenda Items for August 28, 2017, Meeting.

X. Future Agenda – August 14, 2017, Regular Board Meeting Agenda.

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: