

**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. Additional Special Education Educational Assistant Position.
  - E. Youth Options Report.
  - F. Bullying Report.
  - G. First Reading of Policies:
    - 1. #152-Employee Handbook.
    - 2. #526.2-Professional Staff Member Remediation Procedure (Employee Remediation Procedure).
    - 3. #526.2 Form – Professional Staff Member Plan of Remediation Form (Plan of Remediation Form).
    - 4. #529-Discipline, Nonrenewal and Termination (Employee Discipline).
    - 5. #536.2-Suspension and Dismissal.
- 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 Additional Special Education Educational Assistant Position.

- B. Approval of Staff Changes: Resignations of Support Staff. Hiring of: High School .50 School Counselor; LMC Clerk; Special Education Educational Assistants; and Co-and Extra-Curricular Positions.
- C. Approval of 2017-2018 Preliminary Budget.
- D. Approval of Policies:
  - 1. #152-Employee Handbook.
  - 2. #526.2-Professional Staff Member Remediation Procedure.
  - 3. #526.2 Form – Professional Staff Member Plan of Remediation Form.
  - 4. #529-Discipline, Nonrenewal and Termination.
  - 5. #536.2-Suspension and Dismissal.

VII. Consent (Action Items):

- A. Approval of Policies:
  - 1. #521-Involvement in Decision-Making.
  - 2. #720-Local Safety Programs.
  - 3. #721-Building and Grounds Inspectors.
  - 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-News Media Relations.
- B. Approval of June 12, 2017, Regular and June 14, 2017, Special Meeting Minutes.

VIII. Policies – Chair, Hammann:

- A. Second Reading:
  - 1. #364-School Counseling Services.
  - 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.
  - 7. #771 Rule (#771.1)-Guidelines for Use of Copyrighted Materials.

IX. Future Agenda – July 17, 2017, Regular Board 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.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, June 26, 2017

6:00 pm

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 to approve the agenda as presented.**

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 – *Matt Wolfert of Bray Architects will present.*
- B. 2018 Potential Referendum Update – *The Administrative Team met with Bray Architects and the Citizens Advisory Committee is being formed.*
- C. Present Academic Standards – *Director of Curriculum and Instruction, Ms. Murphy, has enclosed information. You will take action at the July Board meeting.*
- D. Additional Special Education Educational Assistant Position – *From the Director of Student Services, Ms. Katzenberger: The domino effect created by an influx of incoming comprehensive needs in 5K requires ECSD to hire an additional 1.0 FTE Special Education Assistant for the 2017-2018 school year to meet the needs of all our PreK-12 students.*
- E. Youth Options Report – *High School Principal, Mr. Everson, shares: in summary, we had nine students take a total of 11 classes through Youth Options throughout the 2016-2017 school year. Locations for courses taken include Madison College, Black Technical College and Beloit College. Looking ahead to the 2017-2018 school year, we have only three students approved to take Fall courses – two at Madison College and one at UW-Rock County.*
- F. Bullying Report – *Director of Student Services, Ms. Katzenberger, has enclosed information.*
- G. First Reading of Policies: *These policies come forward, on the fast track, with the suggested language change by the District's lawyer. You will be voting on these later in this meeting.*

1. #152-Employee Handbook.
2. #526.2-Professional Staff Member Remediation Procedure (Employee Remediation Procedure).
3. #526.2 Form – Professional Staff Member Plan of Remediation Form (Plan of Remediation Form).
4. #529-Discipline, Nonrenewal and Termination (Employee Discipline).
5. #536.2-Suspension and Dismissal.

*Also enclosed are the suggested Employee Handbook changes from our lawyer. These will go before the Employee Handbook Committee in the fall.*

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

**A. Discussion Items:**

1. 2017-2018 Preliminary Budget Presentation – *Business Manager, Mr. Swanson, will present at the meeting.*
2. Schools Donations/Fund Raising Activities - *Donations and fund raising activities information is enclosed.*
3. Evansville Education Foundation Update – *Ms. Hammann will report on.*

**B. Develop Budget Finance Agenda Items for August 28, 2017, Meeting.**

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

**A. Approval of Additional Special Education Educational Assistant Position –**

**Suggested Motion: I move to approve an additional special education educational assistant position.**

**B. Approval of Staff Changes: Resignations of Support Staff. Hiring of: High School .50 School Counselor; LMC Clerk; Special Education Educational Assistants; and Co-and Extra-Curricular Positions –**

**Resignations of:**

1. *Resignation of Garth Coats, Special Education Educational Assistant, effective at the end of the 2016-2017 school year.*

**Suggested Motion: I move to approve the resignation of Garth Coats, Special Education Educational Assistant, at the end of the 2016-2017 school year.**

2. *Resignation of Jessie Backes, Business Services Assistant/Receptionist, effective June 30, 2017.*

**Suggested Motion: I move to approve the resignation of Jessie Backes, Business Services Assistant/Receptionist, effective June 30, 2017.**

3. *Resignation of Amy Connors, Special Education Educational Assistant, effective June 16, 2017.*

**Suggested Motion: I move to approve the resignation of Amy Connors, Special Education Educational Assistant, effective June 16, 2017.**

**Hiring of:**

4. *Stacie Kelso, One Year High School .50 School Counselor. Stacie comes to us with several years of experience working as a School Counselor at the High School level. She also has experiences in Safe and Drug Free Schools workshops, Safe Schools Ambassadors Anti-Bullying training, and tobacco-use prevention coordinator training. Stacie will be paid a salary of \$26,459.*

**Suggested Motion: I move to approve the hiring of Stacie Kelso, One Year High School .50 School Counselor, for a salary of \$26,459.**

5. *Suann Garvoille, LMC Clerk. Suann has worked for the last five years in the Albany School District as a Library Clerk and a para-professional. Suann brings a wealth of experience from technology integration, being a webmaster to organizing and managing a school library. With three children of her own, one in each elementary, middle and high school, Suann connects well with students of all ages and understands their different needs. Suann enjoys working with people and brings a positive attitude to her work environment. Suann will be paid \$13.50/hour.*

**Suggested Motion: I move to approve the hiring of Suann Garvoille, LMC Clerk, at \$13.50/hour.**

6. *Jenna Hurley, Special Education Educational Assistant. Jenna is a graduate of Evansville. She worked as an Assistant Teacher at Wee Ones Child Care Center in Evansville and gained experience as a Special Education Assistant (SEA) in Janesville and McFarland. Jenna has always been interested working with children with special needs and she is excited to do so in the community she lives in. Jenna will be paid \$12.50/hour.*

**Suggested Motion: I move to approve the hiring of Jenna Hurley, Special Education Educational Assistant, at \$12.50/hour.**

7. *Kendall Buttchen, Co-High School Boys Varsity Basketball Coach. Kendall will replace Steve Krupke, starting November 13, 2017. Kendall has 11 years of basketball coaching experience at the high school level. Kendall will be paid a stipend of \$2,209.50.*

8. *Ron Grovesteen, Co-High School Boys Varsity Basketball Coach. Ron will replace Steve Krupke, starting November 13, 2017. Ron will be paid a stipend of \$2,209.50.*

**Suggested Motion: I move to approve the hiring of Co-High School Boys Varsity Basketball Coaches, Kendall Buttchen and Ron Grovesteen, for each to receive a stipend of \$2,209.50.**

C. Approval of 2017-2018 Preliminary Budget -

**Suggested Motion: I move to approve the 2017-2018 preliminary budget as presented.**

**Roll call vote -**

D. Approval of Policies:

1. #152 – Employee Handbook –

**Suggested Motion: I move to approve policy #152-Employee Handbook, as presented.**

2. #526.2-Professional Staff Member Remediation Procedure –

**Suggested Motion: I move to approve policy #526.2-Professional Staff Member Remediation Procedure, as presented.**

3. #526.2 Form – Professional Staff Member Plan of Remediation Form –

**Suggested Motion: I move to approve policy #526.2 Form-Professional Staff Member Remediation Form, as presented.**

4. #529-Discipline, Nonrenewal and Termination –

**Suggested Motion: I move to approve policy #529-Discipline, Nonrenewal and Termination, as presented.**

5. #536.2-Suspension and Dismissal –

**Suggested Motion: I move to approve policy #536.2-Suspension and Dismissal, as presented.**

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

A. Approval of Policies:

1. #521-Involvement in Decision-Making.
2. #720-Local Safety Programs.
3. #721-Building and Grounds Inspectors.
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-News Media Relations.

B. Approval of June 12, 2017, Regular and June 14, 2017, Special Meeting Minutes.

**Suggested Motion: I move to approve the consent agenda items: policies, #521-Involvement in Decision-Making; #720-Local Safety Programs; #721-Building and Grounds Inspectors; #722.1-Staff Accident Reports; #723-Safety Response Plans; #723.1-Safety Drills; #723.2-**

Threats of Bombs or Other Havoc & Destruction; and #822-News Media Relations; June 12, 2017 regular minutes and the June 14, 2017, special meeting minutes, as presented.

Roll call vote -

**VIII. Policies – Chair, Hammann:**

A. Second Reading:

1. #364-School Counseling Services.
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.
7. #771 Rule (#771.1)-Guidelines for Use of Copyrighted Materials.

**IX. Future Agenda – July 17, 2017, Regular Board Meeting Agenda – *Enclosed is a draft of the agenda.***

**X. Adjourn.**

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

Upcoming Meetings:

- July 17, Regular Board Meeting, 6:00 pm
- August 14, Regular Board Meeting, 6:00 pm
- August 28, Regular Board Meeting, 6:00 pm
- September 11, Regular Board Meeting, 6:00 pm
- September 25, Regular Board Meeting, 6:00 pm

## MEMORANDUM

To: ECSD Board of Education

From: Alice A. Murphy, Director of Instruction

Re: Parent/Guardian Notice of District Student Academic Standards That Are in Effect for 2017-18

Date: June 26, 2017

Under section 120.12(13) of the state statutes, as created by 2015 Wisconsin Act 55, (2015-17 state budget), each school district must annually notify parents and guardians of the academic standards that the school board has adopted and that will be in effect for the current school year. According to the new statute which was signed into law on July 12, 2015, the school board must annually include an agenda item for the first school board meeting of the school year that clearly identifies the academic standards adopted by the board. The specific academic subject content areas that must be addressed with this annual notice are reading, writing, mathematics, science, geography and history.

### NOTICE OF STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2017-18 SCHOOL YEAR

*In the Evansville Community School District, (ECSD), academic standards serve as rigorous goals for teaching and learning. Setting standards enables students, parents, educators and citizens to know what students should be learning at a given point in time. Clear statements about what students must know and be able to do are essential to ensure that our schools offer all students the opportunity to acquire the knowledge and skills necessary for success. ECSD aligns curriculum at all grade levels to the Wisconsin Academic Standards, including the Common Core State Standards (CCSS) for English Language Arts, Mathematics, Literacy in All Subjects, and Reading. These academic standards will be in effect for the 2017-18 school year.*

*Parents and guardians can access ECSD information about specific academic standards on the district website, Instructional Services Department: <https://sites.google.com/a/ecsdnet.org/c-i/dashboard> or at the Department of Public Instruction: [www.dpi.wi.gov/standards](http://www.dpi.wi.gov/standards).*

*Questions may be directed to the District Administrator, Jerry Roth or to the Director of Curriculum and Instruction, Marggie Banker.*

### Suggested motions:

"I move to approve the proposed NOTICE OF STUDENT ACADEMIC STANDARDS THAT ARE IN EFFECT FOR THE 2017-18 SCHOOL YEAR, as said proposed notice was presented to the Board in written form on June 26, 2017, in the Board's packet of supplemental materials, all pursuant to section 120.12(13)(b) and section 118.30(1g)(a) of the state statutes." -AND

"I move that the Board direct the administration to provide parents and guardians of District students with notice of the Board-adopted student academic standards that are in effect for the 2017-18 school year in a manner that is consistent with the requirements of section 120.12(13) of the state statutes."



## Bullying Report

### Definition of Bullying:

According to ECSD's Student Bullying policy, bullying is deliberate or intentional behavior using words or actions, intended to cause fear, humiliation, intimidation, or harm. Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Social (e.g. spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)
4. Between students and students, students and adults, or adults and adults
5. Motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

\*Of the 19 reported bullying incidents on Skyward, 16 were verbal (4 racial, 3 gender, 9 name calling/teasing), and three were physical.

There were no "Bully Alerts" submitted during the 2016-2017 school year.

\*Due to the small number of bullying incidents, building totals and subcategory totals have not been provided to ensure and maintain student confidentiality.

Revised: November 12, 2014

152

Revised: June 24, 2015

Revised: December 9, 2015

Revised:

1<sup>st</sup> Reading: 6/26/17

## EMPLOYEE HANDBOOK

The Evansville Community School District Employee Handbook is set by statutes and District policies. In case of a direct conflict between the Employee Handbook, and any specific provisions of an individual contract, the individual contract shall control.

An Employee Handbook Committee shall be established consisting of the three (3) Board members, District Administrator, and up to three (3) employee representatives from each employee group. The Committee will meet one time during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the entire Board during the Board's second meeting of the month. The Board will approve suggested changes quarterly, after three readings, with implementation of approved changes effective **immediately upon approval**. July 1 of each year.

The Committee will discuss and review all proposals regarding the Employee Handbook and forward recommendations to the Board for review and approval. Proposals may originate from administration, the Board and/or employees. Proposed new or revised Employee Handbook sections shall state their potential contribution in furthering the mission of the District. In some cases a proposed change will be considered a clerical item and will not go to the Committee or the Board. These changes have been identified as those that will not affect the functioning of or performance of any employee group. A list of these items may be found on the District website with the Employee Handbook.

An Employee Handbook section shall be adopted or amended after the Board has had three opportunities to read and discuss the proposals at successive Board meetings. Where implementation of a new or revised Employee Handbook section needs to occur prior to the next board meeting, the Board may approve the section of the Employee Handbook at the meeting where the first or second readings occur.

The Employee Handbook is intended to provide employees with information regarding policies, procedures, ethics, expectations and standards of the District; however, the Employee Handbook should not be considered all inclusive. Copies of Board Policies and the Employee Handbook are available in each administrative office to all personnel and are on the District website at [www.ecsdnet.org/](http://www.ecsdnet.org/). It is important that each employee is aware of the policies and procedures related to his/her position. The rights and obligations of all employees are governed by all applicable laws and regulations, including, but not limited by enumeration to the following: Federal laws and regulations, the laws of the State of Wisconsin, Wisconsin State Administrative Code and the policies of the Evansville Community School District Board of Education.

Legal Ref.: Section 120.12(2) Wisconsin Statutes (School Board Duties)

Local Ref.: Policy #151- Board Policy Development  
Employee Handbook, Appendix A

# Current policy

Revised: March 8, 1993

526.2

Revised: November 14, 2005

Revised: January 14, 2013

## EMPLOYEE REMEDIATION PROCEDURE

The Evansville Community School District believes that employees within the District should be given ample opportunity to reach their professional potential. If an employee is determined to be deficient by his/her supervisor, the employee will be given an opportunity to remediate the deficiency (ies).

When an employee's performance is judged to be deficient, the supervisor shall notify the employee that a remediation procedure is beginning. The notification shall be written and given to the employee during a conference held for that purpose. At the conference, the employee will receive a written remediation plan which will include the following:

1. Statement of Deficiency: This section includes a specific statement pertaining to the deficiencies.
2. General Statement of Plan of Assistance: This section includes the purpose of the plan, the role of the supervisor, a directive statement that the plan is to be followed, and what action will occur if desired improvements are not achieved.
3. Program to be Followed: This section includes a very specific statement as to what is expected of the employee (refer to all areas stated in #1 above), a series of reasonable activities and time lines for each area of deficiency, and what assistance will be offered by the supervisor or other resources.
4. Monitoring System: This section includes the schedule of conferences and observations to determine progress, the method of altering or adjusting the program and a specific time for final assessment of the plan.
5. Final Evaluation: This section includes a final assessment of the satisfactory or unsatisfactory achievement of the plan.
6. Recommendation: This section includes the supervisor's recommendation regarding the future status of the employee.
7. Employee Group Representation: The employee will be notified that they may bring a colleague or employee group representative to each meeting related to the remediation procedure.
8. Guidelines

- a. The Supervisor(s) shall assist the employee as soon as possible when concerns about performance arise.
  - Use of the “Employee Evaluation Form”.
  - Use of corrective supervision process, if appropriate. Supervisors may suggest the use of assistance services through District providers to an employee involved in remediation prior to recommended suspension, dismissal or non-renewal. If a deficiency continues, following the above procedures, the supervisor may recommend suspension, dismissal or non-renewal.
- b. Each plan of remediation will follow the policy, Plan of Remediation Form. Each plan of remediation will be reviewed by members of the administrative team and must be approved by the District Administrator, prior to being presented to the employee.
- c. The Board will be notified during executive session of each employee who is placed on a plan of remediation.

Legal Ref.: Sections 118.43(3)(d) Wisconsin Statutes (Achievement Guarantee Contracts)  
121.02(1)(q) (School District Standards)  
PI 8.01(2)(q) Wisconsin Administrative Code

Local Ref.: Policy #526.2 Form - Plan of Remediation Form

# Legal Proposed Policy

Revised: March 8, 1993  
Revised: November 14, 2005  
Revised: January 14, 2013

526.2

EMPLOYEE Revised: \_\_\_\_\_, 2017

## PROFESSIONAL STAFF MEMBER REMEDIATION PROCEDURE

Policy: The Evansville Community School District believes that employees within the District professional staff members should be given ample opportunity to meet District requirements, and reach their professional potential. If an employee professional staff member is determined to be deficient by his/her supervisor, the employee he or she will generally be given an opportunity to remediate the deficiency(ies) any deficiencies. A supervisor should act promptly when concerns about performance arise. The District retains the right to end the remediation procedure, and proceed to nonrenewal or termination at any time, in its sole discretion.

Process: When an employee's performance is judged to be deficient, the supervisor shall will generally notify the employee in writing that a remediation procedure is beginning. The notification shall be written and given to the employee during a conference held for that purpose. At or shortly after the conference, the employee will receive a written remediation plan which will. The remediation plan will generally follow the Professional Staff Member Plan of Remediation Form (Policy 526.2 Form). A plan of remediation for a teacher will be drafted by the supervising administrator, reviewed by members of the administrative team and approved by the District Administrator. A plan of remediation for an administrator will be drafted by the District Administrator. The Board may be advised during executive session of professional staff members who have been placed on a plan of remediation.

A remediation plan will generally include the following:

1. Statement of Deficiency: This section includes a specific statement pertaining to the deficiencies.
2. General Statement of Plan of Assistance Remediation: This section includes the purpose of the plan, activities for improvement, the role of the supervisor, a directive statement that the plan is to be followed, resources available, time lines for improvement, and what action will may occur if desired improvements are not achieved.
3. Program to be Followed: This section includes a very specific statement as to what is expected of the employee (refer to all areas stated in #1 above), a series of reasonable activities and time lines for each area of deficiency, and what assistance will be offered by the supervisor or other resources.
4. Monitoring System: This section includes the The Plan should describe/schedule of conferences and observations to determine progress, the method of altering or adjusting

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~~the program, activities, review conferences, etc., and a specific timeline for final assessment of the plan performance.~~

~~5.4. Final Evaluation: This section includes the final assessment of the satisfactory or unsatisfactory achievement completion of the plan.~~

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~~6.5. Recommendation: This section includes the supervisor's recommendation regarding the future status of the employee.~~

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~~7.6. Employee Group Teacher Representation: The employee A teacher will be notified that they he or she may bring a colleague or employee group representative to each meeting related to the remediation procedure.~~

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#### ~~8. Guidelines~~

~~a. The Supervisor(s) shall assist the employee as soon as possible when concerns about performance arise.~~

- ~~• Use of the "Employee Evaluation Form".~~
- ~~• Use of corrective supervision process, if appropriate. Supervisors may suggest the use of assistance services through District providers to an employee involved in remediation prior to recommended suspension, dismissal or non-renewal. If a deficiency continues, following the above procedures, the supervisor may recommend suspension, dismissal or non-renewal.~~

~~b. Each plan of remediation will follow the policy, Plan of Remediation Form. Each plan of remediation will be reviewed by members of the administrative team and must be approved by the District Administrator, prior to being presented to the employee.~~

~~c. The Board will be notified during executive session of each employee who is placed on a plan of remediation.~~

~~7. Nothing in this policy is intended to create any contractual rights or establish a procedure that must be followed or standard that must be met prior to consideration of nonrenewal or termination of any of any teacher or administrator.~~

Legal Ref.: ~~Sections~~ 118.43(3)(d) Wisconsin Statutes (Achievement Guarantee Contracts)

~~-121.02(1)(q) (School District Standards)  
PI 8.01(2)(q) Wisconsin Administrative Code~~

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Local Ref.: Policy #526.2 Form — Professional Staff Member Plan of Remediation Form

# Proposed policy

Revised: March 8, 1993

526.2

Revised: November 14, 2005

Revised: January 14, 2013

Revised: \_\_\_\_\_, 2017

## PROFESSIONAL STAFF MEMBER REMEDIATION PROCEDURE

**Policy:** The Evansville Community School District believes that professional staff members should be given an opportunity to meet District requirements, and reach their professional potential. If a professional staff member is determined to be deficient by his/her supervisor, he or she will generally be given an opportunity to remediate any deficiencies. A supervisor should act promptly when concerns about performance arise. The District retains the right to end the remediation procedure, and proceed to nonrenewal or termination at any time, in its sole discretion.

**Process:** When an employee's performance is judged to be deficient, the supervisor will generally notify the employee in writing that a remediation procedure is beginning during a conference held for that purpose. At or shortly after the conference, the employee will receive a written remediation plan. The remediation plan will generally follow the Professional Staff Member Plan of Remediation Form (Policy 526.2 Form). A plan of remediation for a teacher will be drafted by the supervising administrator, reviewed by members of the administrative team and approved by the District Administrator. A plan of remediation for an administrator will be drafted by the District Administrator. The Board may be advised during executive session of professional staff members who have been placed on a plan of remediation.

A remediation plan will generally include the following:

1. **Statement of Deficiency:** This section includes a statement pertaining to the deficiencies.
2. **Statement of Plan of Remediation:** This section includes the purpose of the plan, activities for improvement, the role of the supervisor, resources available, time lines for improvement, and what action may occur if desired improvements are not achieved.
3. **Monitoring System:** The Plan should describe/schedule observations, activities, review conferences, etc., and a timeline for final assessment of performance.
4. **Final Evaluation:** This section includes the final assessment of the satisfactory or unsatisfactory completion of the plan.
5. **Recommendation:** This section includes the supervisor's recommendation regarding the future status of the employee.
6. **Teacher Representation:** A teacher will be notified that he or she may bring a colleague or employee group representative to each meeting related to the remediation procedure.

7. Nothing in this policy is intended to create any contractual rights or establish a procedure that must be followed or standard that must be met prior to consideration of nonrenewal or termination of any of any teacher or administrator.

Legal Ref.: Sections 118.43(3)(d) Wisconsin Statutes (Achievement Guarantee Contracts)  
121.02(1)(q) (School District Standards)  
PI 8.01(2)(q) Wisconsin Administrative Code

Local Ref.: Policy #526.2 Form – Professional Staff Member Plan of Remediation Form



Plan of Remediation Form

Name of Employee: \_\_\_\_\_

Supervising Administrator: \_\_\_\_\_

Date(s) Reviewing with Employee: \_\_\_\_\_

Employee will be notified that he/she may bring a colleague or employee group representative to each meeting regarding remediation.

**Statements of Deficiencies:**

(Include specific statements pertaining to the deficiencies, current level of performance and supporting evidence.)

**Plan of Remediation:**

(Define specific expectations for each area of deficiency, activities for improvement, assistance provided by the supervisor, resources and time lines for improvement.)

**Monitoring System:**

(Schedule; observations, activities, review conferences and a timeline for final assessment of performance)

**Final Evaluation:**

(Include a final assessment of the progress/performance - employee will be rated as satisfactory or unsatisfactory.)

**Recommendation:**

(Supervisor's recommendation regarding future employment status of the employee)

# Legal Proposed policy

Approved: January 14, 2013  
Revised: \_\_\_\_\_, 2017

526.2 Form

## Professional Staff Member Plan of Remediation Form

Name of Teacher or Other Professional Staff Member: \_\_\_\_\_

Supervising Administrator: \_\_\_\_\_

Date(s) Reviewing with Employee: \_\_\_\_\_

### **Statements of Deficiencies:**

(Include specific statements pertaining to the deficiencies, current level of performance and supporting evidence.)

### **Plan of Remediation:**

(Define specific expectations for each area of deficiency, activities for improvement, assistance provided by the supervisor, resources and time lines for improvement.)

### **Monitoring System:**

(Describe/schedule observations, activities, review conferences, etc., and a timeline for final assessment of performance.)

### **Final Evaluation:**

(Include a final assessment of the progress/performance – employee will be rated as satisfactory or unsatisfactory.)

### **Recommendation:**

(Supervisor's recommendation regarding future employment status of the employee.)

# Current policy

Approved: July 30, 2012  
Revised: January 14, 2013

529

## EMPLOYEE DISCIPLINE

The Evansville Community School District has high expectations for all employees and supports each employee as he/she continuously seeks to improve. When an employee's behaviors or actions do not meet the expectations of the District, administration may take the appropriate measures to address concerns.

Any employee may be suspended with or without salary and fringe benefits by the District Administrator for insubordination, misconduct, immorality, inefficiency, or any other reason based on facts known by the District Administrator and considered unacceptable for an employee of the District. Suspension shall be for such time as may be necessary to complete the investigation and may be extended in the event dismissal proceedings are started. The suspension may be extended for such time as is necessary to complete dismissal proceedings.

If the District Administrator determines from the investigation that the suspension was warranted, the suspension period will be without salary and fringe benefits. If the investigation determines that the suspension was not warranted, the staff member will then receive salary and fringe benefits for the term of his/her suspension. Suspension may or may not lead to dismissal.

Legal Ref.: Sections 118.21 and 118.22 Wisconsin Statutes  
118.24 (School District Administrator)  
118.30(2)(c) (Pupil Assessment)

# Legal proposed policy

Approved: July 30, 2012  
Revised: January 14, 2013  
Revised: \_\_\_\_\_, 2017

529

## EMPLOYEE DISCIPLINE, NONRENEWAL AND TERMINATION

### Discipline and Termination Generally

The Evansville Community School District has high expectations for all employees and supports each employee as he/she continuously seeks to improve. When an employee's behaviors or actions do not meet the expectations of the District, administration ~~The Board~~ retains the right to issue discipline consistent with state and federal law and applicable Board policies. ~~may take the appropriate measures to address concerns.~~ Supervisory individuals below the District Administrator may issue oral and written warnings, and may recommend paid and unpaid suspensions. The District Administrator may issue oral and written warnings, and may suspend an employee with or without pay, may terminate the employment of support staff, and may recommend certified staff for nonrenewal or termination. The District Administrator has the discretion to determine the appropriate level of discipline within his or her authority, and may discipline and terminate employees for any lawful reason.

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### Nonrenewal and Termination of Certified Staff

Contracts of full time teachers are subject to nonrenewal as prescribed in §118.22, Wis. Stats., for any reason ~~lawful reason~~, by a majority vote of the full membership of the Board. Contracts of part-time teachers are not subject to §118.22, Wis. Stats.

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Teachers may be terminated upon a majority vote of the full membership of the Board pursuant to any applicable provisions of their individual teacher contracts.

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Contracts of certified staff subject to Wis. Stat. §118.24 may be nonrenewed by the Board as prescribed in §118.24(6) and (7), Wis. Stats. and any applicable provisions of the contract.

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Administrators and directors may be terminated by the Board pursuant to any applicable provisions of their written employment contracts.

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### Due Process

The District will afford employees due process as required by law.

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### Right to Grieve Discipline and Termination

An employee may grieve discipline, nonrenewal and termination to the extent permitted by the District's employee grievance procedure, Board Policy 527.3.

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Any employee may be suspended with or without salary and fringe benefits by the District Administrator for insubordination, misconduct, immorality, inefficiency, or any other reason based on facts known by the District Administrator and considered unacceptable for an employee of the District. Suspension shall be for such time as may be necessary to complete the

investigation and may be extended in the event dismissal proceedings are started. The suspension may be extended for such time as is necessary to complete dismissal proceedings.

If the District Administrator determines from the investigation that the suspension was warranted, the suspension period will be without salary and fringe benefits. If the investigation determines that the suspension was not warranted, the staff member will then receive salary and fringe benefits for the term of his/her suspension. Suspension may or may not lead to dismissal.

Legal Ref.: Secs. 118.21 and 118.22 Wisconsin Statutes  
, and 118.24 (School District Administrator), Wis. Stats.  
118.30(2)(c) (Pupil Assessment)

Local Ref: Policy 527.2, Employee Grievances  
Policy 527.2 Form – Grievance Form  
Policy 527.3 – Employee Grievance Procedures  
Policy 527.4 – Impartial Hearing Officer Selection Procedures

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# Proposed policy

Approved: July 30, 2012  
Revised: January 14, 2013  
Revised: \_\_\_\_\_, 2017

529

## DISCIPLINE, NONRENEWAL AND TERMINATION

### Discipline and Termination Generally

The Board retains the right to issue discipline consistent with state and federal law and applicable Board policies. Supervisory individuals below the District Administrator may issue oral and written warnings, and may recommend paid and unpaid suspensions. The District Administrator may issue oral and written warnings, and may suspend an employee with or without pay, may terminate the employment of support staff, and may recommend certified staff for nonrenewal or termination. The District Administrator has the discretion to determine the appropriate level of discipline within his or her authority, and may discipline and terminate employees for any lawful reason.

### Nonrenewal and Termination of Certified Staff

Contracts of full time teachers are subject to nonrenewal as prescribed in §118.22, Wis. Stats., for any reason lawful reason, by a majority vote of the full membership of the Board. Contracts of part-time teachers are not subject to §118.22, Wis. Stats.

Teachers may be terminated upon a majority vote of the full membership of the Board pursuant to any applicable provisions of their individual teacher contracts.

Contracts of certified staff subject to Wis. Stat. §118.24 may be nonrenewed by the Board as prescribed in §118.24(6) and (7), Wis. Stats. and any applicable provisions of the contract.

Administrators and directors may be terminated by the Board pursuant to any applicable provisions of their written employment contracts.

### Due Process

The District will afford employees due process as required by law.

### Right to Grieve Discipline and Termination

An employee may grieve discipline, nonrenewal and termination to the extent permitted by the District's employee grievance procedure, Board Policy 527.3.

Legal Ref.: Secs. 118.21, 118.22, and 118.24, Wis. Stats.  
Local Ref: Policy 527.2, Employee Grievances  
Policy 527.2 Form – Grievance Form  
Policy 527.3 – Employee Grievance Procedures  
Policy 527.4 – Impartial Hearing Officer Selection Procedures

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# Current policy

Approved: December 8, 1986

536.2

Revised: March 8, 1993

Revised: May 10, 2004

## SUSPENSION AND DISMISSAL

This District shall strive to assist personnel in every reasonable way possible to perform their duties satisfactorily. Every reasonable effort shall be made to avoid the necessity of dismissing personnel at any level. The Board may suspend, dismiss, or non-renew any employee upon recommendation of the district administrator.

Any staff member being considered for suspension or dismissal should be referred to the Employee Assistance Program (E.A.P) representative. Ordinarily suspension or dismissal will be carried out in accordance with any of the following: an unsuccessful improvement plan developed as part of a progressive discipline process: excess absenteeism, violation of contracts, policies, state laws, child protection regulations, or for any other conduct deemed detrimental to the District.

Legal Ref.: Sections 118.22 Wisconsin Statutes

Local: EEA Master Agreement

EEAA Master Agreement

Food Service Master Agreement

Custodian Master Agreement

# Legal proposed policy

Approved: ~~December 8, 1986~~ \_\_\_\_\_ 536.2

Revised: ~~March 8, 1993~~

Revised: ~~May 10, 2004~~

## SUSPENSION AND DISMISSAL

~~This District shall strive to assist personnel in every reasonable way possible to perform their duties satisfactorily. Every reasonable effort shall be made to avoid the necessity of dismissing personnel at any level. The Board may suspend, dismiss, or non-renew any employee upon recommendation of the district administrator.~~

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~~Legal Ref.: Sections 118.22 Wisconsin Statutes~~

~~Local: EEA Master Agreement~~

~~EEAA Master Agreement~~

~~Food Service Master Agreement~~

~~Custodian Master Agreement~~



# Legal proposed changes

[Part II, Certified Staff, pp. 43-44]

## Section 4 DISCIPLINE AND DISCHARGE

### 4.01 Standards for Nonrenewal

~~Contracts of full time teachers~~ Teachers employed in the District are subject to nonrenewal on a statutory basis as prescribed in § 118.22, Wis. Stats. ~~Contracts of part-time teachers are not subject to § 118.22, Wis. Stats.~~

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### 4.02 Newly Hired Teachers

~~Newly hired teachers will be evaluated three (3) times in each of their first three (3) years of employment. Teachers employed in the District are subject to nonrenewal on a statutory basis as prescribed in § 118.22, Wis. Stats. Such nonrenewal shall be exclusively subject to the provisions of § 118.22, Wis. Stats. and is not covered by the grievance procedure noted in the Grievance Policy 527.2.~~

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### 4.03 Standards for Discipline and Termination

~~Refer to Policy 536.2—Suspension and Dismissal 529 - Discipline, Nonrenewal and Discharge~~

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~~Refer to State Statutes 118.22 and 118.24~~

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### 4.044.03 Representation

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting may be delayed until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

### 4.054.04 Disciplinary Materials

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

### 4.064.05 Termination of Employment

~~Refer to Policy 529 - Discipline, Nonrenewal and Discharge~~

~~Refer to Policies: 533.1—Criminal Background Checks~~

~~536.2—Suspension and Dismissal~~

~~Refer to State Statutes 118.22 and 118.24~~

# Proposed change

[Part II, Certified Staff, pp. 43-44]

## **Section 4                    DISCIPLINE AND DISCHARGE**

### **4.01    Standards for Nonrenewal**

Contracts of full time teachers employed in the District are subject to nonrenewal on a statutory basis as prescribed in §118.22, *Wis. Stats.* Contracts of part-time teachers are not subject to §118.22, *Wis. Stats.*

### **4.02    Standards for Discipline and Termination**

*Refer to Policy 529 - Discipline, Nonrenewal and Discharge*

### **4.03    Representation**

In the event any employee is called to a meeting with representatives of the District for the purpose of issuing discipline or discharge, or for the purpose of investigating circumstances that may lead to discipline or discharge, the employee has the right to request representation. In the event the employee chooses to have representation, the meeting may be delayed until appropriate representation may be obtained. Nothing in this provision shall prevent the District from removing an employee from the work place if immediate action is required.

### **4.04    Disciplinary Materials**

Copies of any disciplinary material(s) shall be provided to the employee before such material is placed in an employee's personnel file.

### **4.05    Termination of Employment**

*Refer to Policy 529 - Discipline, Nonrenewal and Discharge*

# Legal proposed changes

## Section 2 SUPPORT STAFF SUPERVISION AND EVALUATION

### 2.01 Evaluation

*Refer to Policies: 526.1 – Employee Evaluation*

~~526.2 – Employee Remediation Procedure~~

~~526.2 Form – Plan of Remediation Form~~

The primary purpose of evaluation is to provide continuous improvement in the quality of service required of each employee.

### 2.02 Procedures

*Refer to Policies: 526.1 – Employee Evaluation*

~~526.2 – Employee Remediation Procedure~~

~~526.2 Form – Plan of Remediation Form~~

- A. During the first three (3) weeks of the school year, building principals or district level administrators shall orient all new support staff regarding evaluation and individual professional improvement and instruments to be used for the purpose of evaluation. The building principal or district level administrator shall counsel the support staff concerning the proper performance of the assigned duties of the support staff by both formal and informal observations and subsequent formal evaluation or individual professional improvement conference. The purpose of the orientation is to achieve mutual understanding of the system. No evaluation or improvement conference shall take place until the orientation has been completed.
- B. Evaluative and individual professional improvement criteria shall be established by the District Administrative Team with input from the employee group.
- C. A written performance evaluation is to be made by the building principal and/or immediate supervisor. Non-managerial employees in the support staff employee group may provide information to administrators for use in performance evaluation(s). The written evaluation(s), however, shall be prepared by an administrator, director, business manager, or food service provider with input from professional staff.
- D. All employees will be evaluated at least annually.
- E. All formal evaluations of the work performance of an employee shall be conducted openly and within full knowledge of the employee.
- F. The Administrator conducting the evaluation meeting will notify the employee at least five (5) days in advance of the meeting time, place and that it is an evaluation conference. Within five (5) days following the evaluation meeting, the employee may request a second meeting for clarification and/or discussion of any concerns. A copy signed by the employee and evaluator shall be submitted for filing in the employee's permanent file by May 1<sup>st</sup>. No employee shall be required to sign a blank evaluation form. Support staff are encouraged to respond to the evaluation in writing and this response shall accompany the evaluation report.

- G. The building principal, district level administrator or appropriate supervisor shall provide the employee with assistance to improve the quality of job performance and to eliminate difficulties noted in the evaluation. ~~When the formal evaluation instrument notes serious deficiencies and they are not corrected, the employee remediation procedure may be implemented.~~
- H. Employee evaluation shall be discussed between the employee and the administration at the request of either party. Any employee shall have the right to reply in writing. His/her reply to such evaluation shall be attached to the file copy.
- I. Support staff will be notified of all documentation placed in their personnel files. Support staff have the right to review contents of their personnel file relating to performance evaluation and individual professional improvement, according to §103.13, Wis. Stats.

### **2.03 Evaluators**

*Refer to Policies: 526.1 – Employee Evaluation*

~~*526.2 – Employee Remediation Procedure*~~

~~*526.2 Form – Plan of Remediation Form*~~

# Proposed change

## Section 2 SUPPORT STAFF SUPERVISION AND EVALUATION

### 2.01 Evaluation

*Refer to Policies: 526.1 – Employee Evaluation*

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- E. All formal evaluations of the work performance of an employee shall be conducted openly and within full knowledge of the employee.
- F. The Administrator conducting the evaluation meeting will notify the employee at least five (5) days in advance of the meeting time, place and that it is an evaluation conference. Within five (5) days following the evaluation meeting, the employee may request a second meeting for clarification and/or discussion of any concerns. A copy signed by the employee and evaluator shall be submitted for filing in the employee's permanent file by May 1<sup>st</sup>. No employee shall be required to sign a blank evaluation form. Support staff are encouraged to respond to the evaluation in writing and this response shall accompany the evaluation report.
- G. The building principal, district level administrator or appropriate supervisor shall provide the employee with assistance to improve the quality of job performance and to eliminate difficulties noted in the evaluation.

- H. Employee evaluation shall be discussed between the employee and the administration at the request of either party. Any employee shall have the right to reply in writing. His/her reply to such evaluation shall be attached to the file copy.
- I. Support staff will be notified of all documentation placed in their personnel files. Support staff have the right to review contents of their personnel file relating to performance evaluation and individual professional improvement, according to §103.13, *Wis. Stats.*

**2.03 Evaluators**

*Refer to Policies: 526.1 – Employee Evaluation*

# Legal proposed changes

## 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.~~
- BD. 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.
- C.E. Temporary Employees:  
Employees who are hired for an entire school year to replace an employee on a leave shall be bargaining unit members. ~~The District will explain to said temporary employees at the time of hiring that they will not have an expectation of employment beyond the current school year and will, therefore, be non-renewed.~~

# Proposed change

## 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. 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.
  
- C.. Temporary Employees:  
Employees who are hired for an entire school year to replace an employee on a leave shall be bargaining unit members.



### FUND RAISING ACTIVITIES

Building/Organization: \_\_\_\_\_ Levi Leonard

Date of Fund Raiser	Student Group	# Students Involved	Amount of Funds Raised	Cost of Items	Net Profits	Use of Funds Raised
9/19/2016	Levi Leonard	381	\$10,246.50			Cherrydale Fundraiser
9/26/2016	Levi Leonard	K-2	\$170.00			Little Blue Tattoos
10/17/2016	PTO popcorn	K-2	\$136.86			
11/4/2016	Art to Remember	K-2	\$1,827.30			Purchasing on art supplies
11/4/2016	Book Fair	K-2	\$523.00			
11/15/2016	PTO popcorn	K-2	\$136.00			
12/1/2016	Book Fair	K-2	\$446.50			
12/12/2016	PTO popcorn	K-2	\$147.44			
1/9/2017	PTO popcorn	K-2	\$138.85			
1/23/2017	JDRF Gym	K-2	\$244.40			diabetes donation
2/7/2017	PTO popcorn	K-2	\$137.90			
2/27/2017	Book Fair	K-2	\$1,694.90			
3/20/2017	PTO popcorn	K-2	\$80.00			
4/25/2017	PTO popcorn	K-2	\$66.20			
5/5/2017	PTO popcorn	K-2	\$78.80			
			\$16,074.65			<b>TOTAL</b>

Due to District Office by June 15, each year.

Approved: February 12, 2007

374 Exhibit 3

**FUND RAISING ACTIVITIES**

Building/Organization: Theodore Robinson Intermediate

Date of Fund Raiser	Student Group	# Students Involved	Amount of Funds Raised	Cost of Items	Net Profits	Use of Funds Raised
All School Year	Popcorn Sales	383	704.82	364.15	340.67	Cost of fixing machine and items needed for supplies
March-April	Art to Remember	383	3249.25	1719.50	1529.75	Art room supplies - replacements
February	3 <sup>rd</sup> Grade Music Concert	106	357.09		357.09	Music equipment
December	4 <sup>th</sup> Grade Music Concert	150	412.75		412.75	Music equipment
January	5 <sup>th</sup> Grade Music Concert	127	409.65		409.65	Music equipment
May-June	Book Fair	383	2993.84	3022.06	-28.22	Library/teacher supplies
Sept.-Oct.	Geckler Fall Fundraiser	383	8837.00	5106.67	3730.33	Playground equip/any items needed and used for students
	Totals		16964.40	10212.38	<b>6752.02</b>	

**Due to District Office by June 15, each year**



**FUND RAISING ACTIVITIES**

**High School 2017**

Date of Fundraiser	Student Group	# Students	Amount Raised	Cost of Items	Net Profits	Use of Funds Raised
7/15/2016	Volleyball	30-40	\$ 8,192.00	\$ 3,276.00	\$ 4,528.00	equipment
8/8/16-9/12/16	Football	75-80	\$ 7,600.00	\$ 3,300.00	\$ 4,600.00	equipment & supplies
8/20/2016	Soccer	0	\$ 286.00	\$ -	\$ 286.00	equipment
8/6/2016	Varsity Poms	10	\$ 970.00	\$ 225.00	\$ 745.00	pay for choreographer
10/5/2016	Choir/Band	120	\$ 23,823.45	\$ 16,654.50	\$ 7,168.95	New York trip
10/16/2016	Panama	10	\$ 3,835.00	\$ 2,301.00	\$ 1,534.00	Panama expenses
11/14/16-11/18/16	Choir/Band	90-120	\$ 4,467.00	\$ 2,680.20	\$ 1,786.80	New York trip
1/13/2017	Choir/Band	70	\$ 11,851.50	\$ 10,552.48	\$ 1,299.02	New York trip
1/30/2017	Panama	14	\$ 2,054.00	\$ 1,322.50	\$ 731.50	Group costs for Panama trip
2/13/2017	Class 2018	?	\$ 70.05	\$ -	\$ 78.05	Prom
2/24/2017	Boys Basketball	40	\$ 2,005.00	\$ 173.32	\$ 1,861.68	equipment
3/5/2017	Future Farmers of America	?	\$ 465.00	\$ 261.49	\$ 203.51	FFA Contest
3/17/2017	Nat'l Honor Society	0	\$ 252.97	\$ 227.67	\$ 25.30	End of year breakfast & grad stohls
Spring 2017	Softball	21	8000	2590	\$ 2,709.00	new backstop for Varsity Field
			\$ 73,871.97	\$ 43,564.16	\$ 27,556.81	



All Donations/Grants to the Evansville Community School District  
Year \_2016-17\_

Month i.e. July	Item/Project	Source	Value	Contact
	Metal walls for staff lounge	Blue Scope	\$1,688	Build Strong
2016-17	New Student T-shirts	K-8 PTO	\$112	Eileen Bradley
2016-17	Harriet Tubman play @ UWW	K-8 PTO	\$1180	Eileen Bradley
2016-17	Ink/Paper - Large Format Printer	K-8 PTO	\$700	Eileen Bradley
2016-17	Scholastic Mags for Classrooms	K-8 PTO	\$1000	Eileen Bradley
2016-17	Sheet Music	K-8 PTO	\$1000	Eileen Bradley
	TOTAL FOR THE SCHOOL YEAR		\$3992.00	

Any item or cash that is above \$5,000 in value or more, must be presented to the Board for approval and recognition.

# EVANSVILLE HIGH SCHOOL

## DONATIONS 2016-2017

Date	Amount	purpose/given to	donated by
November	\$3,000	Art department	Handy Art
May	\$250	Art department	Larry Dobbs
May	\$2,000	Music department -piano	Pape family
February	\$ 500.00	Music department	Evansville Fund
January	\$ 200.00	Music department - clinician services donated	Craig Mason
April	\$ 700.00	Band - alti saxophone	Brent Teske
November	\$ 1,600.00	Varsity Basketball Team Travel Gear	Dave Olsen
May	\$ 2,500.00	Future Farmers of America	Monsanto
May	\$ 1,000.00	Girl's Basketball	Evansville Inferno
	\$ 1,000.00	Tables & Chairs (Steve Shulta picked up)	Title Company
September	\$ 466.00	Evansville High School General Account	Stephan & Ardis Zwicky Grant
	\$ 13,216.00		

**All Donations/Grants to the Evansville Community School District (Student Services)  
Year 2016-2017**

Month	Item/Project	Source	Value	Contact
September	Rifton Supine Stander	Bridget Rolek	\$4200.00	Bridget Rolek
September	Armedica Mat Table	Bridget Rolek	\$750.00	Bridget Rolek
September	Switch Toys	Bridget Rolek	\$170.00	Bridget Rolek
September	Tool Shop Foot Pump	JoMarie Oakeson	\$5.00	JoMarie Oakeson
September	Bubble Blowers	JoMarie Oakeson	\$30.00	JoMarie Oakeson
September	Standing Mirror	Bridget Rolek	\$149.00	Bridget Rolek
September	Bubble Blower	Bridget Rolek	\$66.00	Bridget Rolek
September	Head Switch Toggle and Mount	Bridget Rolek	\$140.00	Bridget Rolek
September	Step by Step Switch	Bridget Rolek	\$165.00	Bridget Rolek
September	Switch Activated Vibrating Snake	Bridget Rolek	\$40.00	Bridget Rolek
September	Check/Donation	Knights of Columbus	\$1260.86	Bob Bruketa
October	Check/Donation	Knights of Columbus	\$1000.00	Bob Bruketa
<b>TOTAL FOR THE SCHOOL YEAR</b>			<b>\$7975.86</b>	

Any item or cash that is above \$5,000 in value or more, must be presented to the Board for approval and recognition.



**All Donations/Grants to the Evansville Community School District  
Year 2016-17**

Month	Item/Project	Source	Value	Contact
i.e. July	Metal walls for staff lounge	Blue Scope	\$1,688	Build Strong
January	Conference table and 10 chairs	Title Team	\$500	Linda Martin
February	8 Modular Desks	Title Team	\$400	Linda Martin
April	8 Modular Desks	UW Credit Union	\$400	Cheryl Weiseusel
April	Library Furniture	UW Credit Union	\$500	Cheryl Weiseusel
May	Great Dane 3 ero-turn mower	UW Credit Union	\$3500	Cheryl Weiseusel
June	15 Conference Chairs	UW Credit Union	\$300	Cheryl Weiseusel
TOTAL FOR THE SCHOOL YEAR			\$7,288	

Any item or cash that is above \$5,000 in value or more, must be presented to the Board for approval and recognition.

**All Donations/Grants to the Evansville Community School District (District Office)**  
**Year 2016-2017**

Month	Item/Project	Source	Value	Contact
August	Reading/Enhance Reading Gr. 5	EEF Grant	\$500.00	Mary Koehl/Stephanie Johnson
August	Wiggle While You Work	EEF Grant	\$310.00	Mary Koehl/Carrie Wahl
August	No More Summer Slide	EEF Grant	\$600.00	Mary Koehl/Deb Fritz
August	Maker Space Ozobots	EEF Grant	\$1,200.00	Mary Koehl/JoAnn Mumm
August	Trail Hike (Club?)	EEF Grant	\$150.00	Mary Koehl/John Hanson
August	Jazz Coaches	EEF Grant	\$450.00	Mary Koehl/Amanda Schmidman
Sept 14	Rebounding Machine	Evansville Youth Basketball	\$6,274.99	Steve Krupke/Denver Reese
	<b>TOTAL FOR THE SCHOOL YEAR</b>			\$9,484.99

Any item or cash that is above \$5,000 in value or more, must be presented to the Board for approval and recognition.

Brd Mtgs/donations  
6/13/17

Approved: December 8, 1986

521

Reviewed: November 8, 2004

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

## INVOLVEMENT IN DECISION-MAKING

The Evansville Community School District Board of Education encourages employee participation in decision-making for the District. All professional personnel shall be encouraged to assist in the formulation of recommended 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; 3<sup>rd</sup> Reading: 6/26/17

**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

Approved: April 14, 1986

721

Revised: May 14, 2007

Revised:

1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17; 3<sup>rd</sup> Reading: 6/26/17

## 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

Revised: May 14, 2012  
Revised: February 11, 2013  
Revised:

722.1

1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17; 3<sup>rd</sup> Reading: 6/26/17

## 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; 3<sup>rd</sup> Reading: 6/26/17

## 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

723.1

Revised: June 11, 2007

Revised:

1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17; 3<sup>rd</sup> Reading: 6/26/17

## 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

723.2

Revised:  
1<sup>st</sup> Reading: 5/22/17; 2<sup>nd</sup> Reading: 6/12/17; 3<sup>rd</sup> Reading: 6/26/17

## 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; 3<sup>rd</sup> Reading: 6/26/17

## 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  
Evansville, Wisconsin

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

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Hammann, Hennig, Oberdorf, Rasmussen, and Titus.

**APPROVE AGENDA**

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

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- 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

**PUBLIC PRESENTATIONS**

None.

**INFORMATION & DISCUSSION**

Director of Curriculum and Instruction, Ms. Murphy, presented curriculum referendum purchase recommendation for 6-12 science. Discussion.

District Administrator, Mr. Roth, gave an update on the 2018 potential referendum; Citizens Advisory Committee recruitment and Administrative Team meeting with Bray/JP Cullen.

Mr. Braunschweig presented rescinding two nonrenewal notices of May 3, 2017, of Jolene Lenth and JoAnn Mumm.

Ms. Hammann and Mr. Swanson led discussion on policy #762-Food Service Management and the new requirement for negative lunch balances. Discussion.

Ms. Hammann presented for a first reading, policies: #364-School Counseling Services (School Counseling Services Guidance Program); #364.1-Developmental Guidance Program; #364.2-College Counseling Services; #364.3-Vocational Interest Inventory; #364.4-Individualized Testing and Guidance; #771-Use of Copyrighted Materials (Copyright Compliance); #771 Rule (#771.1)-Guidelines for Use of Copyrighted Materials (Steps for Obtaining Permission to Copyright); and #811.1-Parental Involvement. Discussion. Policy #811.1 to go back to Policy Committee.

Ms. Hammann presented for a second reading, policies: #521-Involvement in Decision-Making; #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 #822 (723.5)-News Media Relations.

## **PUBLIC PRESENTATIONS**

None.

## **BUSINESS (Action Items)**

Motion by Mr. Hennig, seconded by Mr. Busse, moved to rescind the approved final notice of nonrenewal on May 3, 2017, for Jolene Lenth, for the 2017-2018 school year. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to rescind the approved final notice of nonrenewal on May 3, 2017, for JoAnn Mumm, for the 2017-2018 school year. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the resignation of Melissa Staskal, Physical Therapist, effective at the end of the 2016-2017 school year. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved 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. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the overload on teacher contract for Steve Krupke, for the 2017-2018 school year, for additional 12.5% salary of \$8,748. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the hiring of Pat Beggs, Seasonal Groundskeeper, at a rate of \$12.50/hour. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the hiring of Christal Wolfgram, Speech and Language Pathologist, at a salary of \$49,096. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the hiring of Samantha McNamara, TRIS School Counselor, at a salary of \$45,274. Motion carried, 7-0 (voice vote).

Motion by Ms. Oberdorf, seconded by Mr. Busse, moved to approve the hiring of Garth Coats, Special Education Teacher, at a salary of \$38,072. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the hiring of Jennifer Sumwalt, Special Education Educational Assistant, at \$15.00/hour. Motion carried, 7-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to 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. Motion carried, 7-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the 2017-2018 certified staffing proposal as presented. Discussion. Motion carried, 7-0 (voice vote).

**CONSENT (Action Items)**

Motion by Ms. Hammann, seconded by Mr. Busse, moved to approve the consent agenda items: curriculum referendum purchase recommendation for 6-12 science; policies, #510-Personnel 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 May bills, as presented. Motion carried, 7-0 (roll call vote).

**FUTURE AGENDA**

June 26, 2017, meeting agenda shared.

**ADJOURN**

Motion by Mr. Hennig, seconded by Mr. Titus, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 7:03 pm.

Submitted by John Rasmussen, Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 6/26/17  
Mason Braunschweig, President

Unapproved minutes

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

The special meeting of the Board of Education of the Evansville Community School District was held Wednesday, June 14, 2017, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Hammann, Hennig, Oberdorf, Rasmussen, and Titus.

**BUSINESS (Action Item)**

Motion by Mr. Hennig, seconded by Mr. Busse, moved to accept the resignation of Margaret Banker, Director of Curriculum and Instruction. Motion carried, 7-0 (voice vote).

**EXECUTIVE SESSION**

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved we contemplate convening into closed session under Wisconsin State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; namely discuss Administrator positions. Motion carried, 7-0 (roll call vote).

**RECONVENED INTO OPEN SESSION, TO TAKE ACTION ON ANY CLOSED SESSION ITEMS, AS NECESSARY**

Reconvened in open session at 6:19 pm.

Motion by Mr. Titus, seconded by Mr. Busse, moved to approve the transfer of Scott Everson from High School Principal to the Director of Curriculum and Instruction for a salary of \$101,500. Motion carried, 7-0 (voice vote).

Motion by Mr. Titus, seconded by Mr. Busse, moved to approve the transfer of Jason Knott from J.C. McKenna Middle School Principal to High School Principal for a salary of \$105,000. Motion carried, 7-0 (voice vote).

Motion by Mr. Titus, seconded by Mr. Busse, moved to approve the transfer of Joanie Dobbs from Levi Leonard Elementary Principal to J.C. McKenna Middle School Principal for a salary of \$94,962.

Motion by Mr. Titus, seconded by Mr. Rasmussen, moved we hire Mark Schwartz as the Levi Leonard Elementary Principal for a salary of \$91,000. Motion carried, 6-0-1 (Oberdorf recused).

**ADJOURN**

Motion by Mr. Hennig, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 6:21 pm.

Submitted by John Rasmussen, Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved: 6/26/17  
Mason Braunschweig, President

Approved: May 11, 1987  
Revised: September 12, 2005  
Revised:  
1<sup>st</sup> Reading:6/12/17; 2<sup>nd</sup> Reading: 6/26/17

364

**Mandated Policy –**

**SCHOOL COUNSELING SERVICES**

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

Approved: January 11, 1988  
1<sup>st</sup> Reading: 6/12/17; 2<sup>nd</sup> Reading: 6/26/17

364.1

**SUGGESTED FOR REMOVAL –**

**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; 2<sup>nd</sup> Reading: 6/26/17

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; 2<sup>nd</sup> Reading: 6/26/17

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; 2<sup>nd</sup> Reading: 6/26/17

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.

## **MANDATED POLICY**

### **USE OF COPYRIGHTED MATERIALS**

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

## GUIDELINES FOR USE OF COPYRIGHTED MATERIALS

### 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

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Monday, July 17, 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
  - First Day of School for Students – September 5, 2017
- IV. Public Presentations.
- V. Information & Discussion:
- A. 2016-2017 Health and Nursing Services Report.
  - B. 2018 Potential Referendum Update.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Notice of District Student Academic Standards That Are in Effect for the 2017-2018 School Year.
  - B. Approval of Staff Changes:
  - C. Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$5,000,000; Issuance of Tax and Revenue Anticipation Promissory Notes; and Participation in the PMA Levy and Aid Anticipation Notes Program.
- VIII. Consent (Action Items):
- A. Approval of
  - B. Approval 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 (Copy Compliance).
    - 7. #771 Rule (#771.1)-Guidelines for Use of Copyrighted Materials (Steps for Obtaining Permission to Copyright).
  - C. Approval of June 26, 2017, Regular Meeting Minutes.
  - D. Approval of June Bills.
- IX. Future Agenda – August 14, 2017, Regular Board Meeting Agenda.
- X. Adjourn.