

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, May 8, 2017

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

I. Roll Call: Mason Braunschweig Keith Hennig Thomas Titus
 Eric Busse Jane Oberdorf HS Board Rep Emmeline Roth
 Melissa Hammann John Rasmussen HS Board Rep Ava Parker

II. Approve Agenda.

III. Public Announcements/Recognition/Upcoming Events:

- Recognition of HS Board Rep Emmeline Roth
- Teacher Appreciation Week – Week of May 8
- End of Year Celebration – June 8
- Back To School Days - August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

IV. Public Presentations.

V. Information & Discussion:

- A. High School Student Board Representatives Report.
- B. Insurance Committee Discussion.
- C. 2017-2018 Preliminary Budget.
- D. 2018 Potential Referendum Update.
- E. Curriculum Referendum Purchase Recommendation-Math.
- F. 2017-2018 CESA 2 Contract.
- G. Middle/High School Student Handbook Proposed Changes.
- H. First Reading of Policies:
 - 1. #171-Board Meetings.
 - 2. #187-Public Participation at Board Meetings.
 - 3. #521-Involvement in Decision-Making.
 - 4. #531.1-Teacher Job Description.
 - 5. #532-Faculty Contracts and Compensation Plans.
 - 6. #532.2-Faculty Negotiations.
 - 7. #860-Visitors to the Schools.
 - 8. #860 Form-Student Visitors Request Form.
- I. Second Reading of Policies:
 - 1. #361-Instructional Materials Selection and Review (Library and Instructional Material Selection and Adoption).
 - 2. #361.2-IMC Instruction and Materials.
 - 3. #361.2 (#361.3)-Use of Video and Audio Recordings (Use of Multimedia Materials).

4. #361.2 Form (#361.3 Form)-Parent Permission For Use of Recordings (Use of Multi Media Materials).
5. #492-Recording or Photographing of Students (Imaging or Recording of Students).
6. #872-Request for Reconsideration of Instructional Materials (Public Complaints About Library and Instructional Materials).
7. #872 Form – Request for Reconsideration of Instructional Materials (Citizen’s Request for Reconsideration of a Work).

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of Staff Changes: Hiring of Director of Curriculum and Instruction; High School Social Studies Teacher; and Payroll and Benefit Specialist.
- B. Approval of 2017-2018 Staffing Proposal.
- C. Approval of Insurance Committee Recommendations.
- D. Approval of 2017-2018 Lunch Prices.

VIII. Consent (Action Items):

- A. Approval of Dane County New Teacher Project Shared Services Contract.
- B. Approval of Policies:
 1. #171-Board Meetings.
 2. #187-Public Participation at Board Meetings.
 3. #455.2-Automobile and Bicycle Use and Safety.
 4. #510-Personnel Policy Goals.
 5. #511-Equal Opportunity Employment.
 6. #511.1-Employee Discrimination Complaint Procedures.
- C. Approval of April 26, 2017, Regular Meeting Minutes.
- D. Approval of April Bills.

IX. Future Agenda – May 22, 2017, Regular Meeting Agenda.

X. Adjourn.

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

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

Posted:

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, May 8, 2017

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

- | | | | |
|---------------|--------------------|----------------|----------------------------|
| I. Roll Call: | Mason Braunschweig | Keith Hennig | Thomas Titus |
| | Eric Busse | Jane Oberdorf | HS Board Rep Emmeline Roth |
| | Melissa Hammann | John Rasmussen | HS Board Rep Ava Parker |

II. Approve Agenda.

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

III. Public Announcements/Recognition/Upcoming Events:

- Recognition of HS Board Rep Emmeline Roth
- Teacher Appreciation Week – Week of May 8
- End of Year Celebration – June 8
- Back To School Days - August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm

IV. Public Presentations.

V. Information & Discussion:

- A. High School Student Board Representatives Report - HS Reps. Ms. Roth and Ms. Parker have enclosed their report.
- B. Insurance Committee Discussion – Enclosed are the two options that the Insurance Committee came up with and was discussed at the April 26 Board meeting. You will act on this later in the meeting.
- C. 2017-2018 Preliminary Budget – Discussion will continue from previous meetings. Enclosed is an updated list of recommended items for reduction or elimination.
- D. 2018 Potential Referendum Update – Mr. Roth will give an update.
- E. Curriculum Referendum Purchase Recommendation-Math – Director of Curriculum and Instruction, Ms. Murphy, has enclosed information.
- F. 2017-2018 CESA 2 Contract – Enclosed is the 2017-2018 CESA 2 contract. You will act on this at the May 22 meeting.

- G. Middle/High School Student Handbook Proposed Changes – *The middle school has no student handbook changes for the 2017-2018 school year. Enclosed are the high school proposed changes.*
- H. First Reading of Policies:
1. #171-Board Meetings – *this comes forward from the April 26 meeting and you will act on this later in the meeting.*
 2. #187-Public Participation at Board Meetings – *this comes forward from the April 26 meeting and you will act on this later in the meeting.*
 3. #521-Involvement in Decision-Making.
 4. #531.1-Teacher Job Description.
 5. #532-Faculty Contracts and Compensation Plans.
 6. #532.2-Faculty Negotiations.
 7. #860-Visitors to the Schools.
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- I. Second Reading of Policies:
1. #361-Instructional Materials Selection and Review (Library and Instructional Material Selection and Adoption).
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VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of Staff Changes: Hiring of Director of Curriculum and Instruction; High School Social Studies Teacher; and Payroll and Benefit Specialist – *Please approve the following:*
1. *Hiring of Margaret Banker, Director of Curriculum and Instruction. Marggie has an extensive background in instructional leadership. She has served the past four years as Executive Director of Professional Leadership and Leadership Development in the Madison Metropolitan School District. Prior to that she served as School Support Team Leader and Instructional Resource Curriculum Leader for the Madison Metropolitan School District. Prior to serving as an administrator she worked in the Sun Prairie School District as a Librarian Media Specialist and High School English Teacher. Margaret will be paid a salary of \$101,500.*

Suggested Motion: I move we approve the hiring of Margaret Banker, Director of Curriculum and Instruction, at a salary of \$101,500.

2. *Hiring of Jerad Meuer, High School Social Studies Teacher. Jerad started his teaching career at Mukwonago High School, where he has taught the past 8 years. In addition to teaching, Jerad coached HS wrestling for several years and has expressed an interest in coaching wrestling and football here at Evansville. Jerad holds certification in Broad Field Social Studies, Geography and History, and is also a DPI licensed PDP reviewer. He founded and advised a HS history club while at Mukwonago, and also coordinated a Social Studies Department trip to Greece, Italy, and Spain. Jerad will be paid \$48,192.*

Suggested Motion: I move we approve the hiring of Jerad Meuer, High School Social Studies Teacher, at a salary of \$48,192.

3. *Hiring of Andrea Hovorka, Payroll and Benefit Specialist. Annie is a life long Evansville resident. After graduating from Evansville High School, Annie earned her Bachelor's Degree in Communications/Psychology from UW Eau Claire. Annie has worked for the last 8 years for Union Bank & Trust here in Evansville in the capacities of Human Resources and as an Administrative Assistant. Annie will be a great addition to our Business Office team. Annie will be paid \$21.50/hr*

Suggested Motion: I move we approve the hiring of Andrea Hovorka, Payroll and Benefit Specialist, at a rate of \$ 21.50.

- B. Approval of 2017-2018 Staffing Proposal – *Please approve the attached listing of certified staff for the 2017-2018 school year.*

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

- C. Approval of Insurance Committee Recommendations – *Please approve.*

Suggested Motion: I move we approve the Insurance Committee Recommendation of Option B, HRA with 15% employee contribution, increase deductible to \$400/single and \$800/family, reduce cash in lieu from \$4,000 to \$3,500, and move to HSA 1-1-18, for the 2017-2018 school year.

- D. Approval of 2017-2018 Lunch Prices – *Was discussed at the last meeting.*

Suggested Motion: I move we freeze the 2017-2018 lunch prices, and no increase to the milk price, as presented.

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

- A. Approval of Dane County New Teacher Project Shared Services Contract.
- B. Approval of Policies:
 1. #171-Board Meetings.
 2. #187-Public Participation at Board Meetings.
 3. #455.2-Automobile and Bicycle Use and Safety.
 4. #510-Personnel Policy Goals.
 5. #511-Equal Opportunity Employment.
 6. #511.1-Employee Discrimination Complaint Procedures.

- C. Approval of April 26, 2017, Regular Meeting Minutes.
- D. Approval of April Bills.

Suggested Motion: I move we approve the consent agenda items: Dane County New Teacher Project Shared Services Contract for 2017-2018; policies, #171-Board Meetings; #187-Public Participation at Board Meetings; #455.2-Automobile and Bicycle Use and Safety; #510-Personnel Policy Goals; #511-Equal Opportunity Employment; #511.1-Employee Discrimination Complaint Procedures; April 26, 2017, Regular Meeting Minutes; and the April bills, as presented.

Roll Call Vote –

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

X. Adjourn.

Suggested Motion: I move to adjourn the meeting.

Upcoming School Board Meetings –

- May 22
- June 12 (if needed)
- June 26
- July 17
- August 14

HS Board Report

Emmeline Roth

Ava Parker

Previous

4/21-23	Disney's The Little Mermaid Performance
4/29	State Solo Ensemble
5/4	Red Cross Blood Drive
5/6	Prom and Post Prom
5/8	HS Band Concert
5/10	Honors and Awards Night

Upcoming

5/13	Golf Boys Varsity Conference Meet at Janesville
5/17	Scholarship Night
5/19	HS Choir Concert
5/22	Regional Track Meet at Monroe
5/23	Softball Regional Game
5/25	Baseball Regional Game
5/26	Graduation!
6/1	Soccer Regional Game

Evansville Community School District
2017-2018 Health Insurance Rate Increase
HRA

2016-2017 PREMIUMS					
FAMILY	118.00	1,433.03	169,097.54	12	2,029,170.48
SINGLE	34.00	609.80	20,733.20	12	248,798.40
					2,277,968.88

86.0%

DISTRICT EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	3,600.00	424,800.00		
SINGLE	34.00	1,800.00	61,200.00		
			486,000.00	65%	315,900.00
PREMIUM					
FAMILY	118.00	1,232.41	145,423.88	12	1,745,086.61
SINGLE	34.00	524.43	17,830.55	12	213,966.62
					1,959,053.24
					2,274,953.24

EMPLOYEE EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	400.00	47,200.00		
SINGLE	34.00	200.00	6,800.00		
			54,000.00	65%	35,100.00
PREMIUM					
FAMILY	118.00	200.62	23,673.66	12	284,083.87
SINGLE	34.00	85.37	2,902.65	12	34,831.78
					318,915.64
					354,015.64
					2,807.49
					1,224.46

2017-18 PREMIUM INCREASE	
4.9%	111,620.48
0.0%	-

DEAN INCREASE
BOE APPROVED

2017-18 HRA INCREASE/DECREASE			
4,000.00	3,600.00	400.00	
2,000.00	1,800.00	200.00	

Dist Final Inc.	Emp. Final Inc.	Total
-	111,652.88	111,652.88

All Employees Annual Increase
111,652.88

Individual Emp. Increase % of \$50,000 annual salary

842.86	Family	1.7%
358.68	Single	0.7%

CASH IN LIEU			
Employees			Savings
73	\$ 4,000.00	\$ 292,000.00	
73	\$ 4,000.00	\$ 292,000.00	\$ -

2017-2018 PREMIUMS					
FAMILY	118.00	1,503.27	177,385.68	12	2,128,628.15
SINGLE	34.00	639.69	21,749.47	12	260,993.60
					2,389,621.76

DISTRICT EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	3,600.00	424,800.00		
SINGLE	34.00	1,800.00	61,200.00		
			486,000.00	65%	315,900.00
PREMIUM					
FAMILY	118.00	1,232.41	145,423.88	12	1,745,086.61
SINGLE	34.00	524.43	17,830.55	12	213,966.62
					1,959,053.24
					2,274,953.24

Total Additional Savings from HRA Decrease **0.00**

EMPLOYEE EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	400.00	47,200.00		
SINGLE	34.00	200.00	6,800.00		
			54,000.00	65%	35,100.00
PREMIUM					
FAMILY	118.00	270.86	31,961.80	12	383,541.54
SINGLE	34.00	115.26	3,918.91	12	47,026.98
					430,568.52
					465,668.52
					3,650.35
					1,583.15

OPTION A - HRA WITH NO CHANGE IN DEDUCTIBLE OR CASH IN LIEU

Evansville Community School District
2017-2018 Health Insurance Rate Increase
HRA

2016-2017 PREMIUMS					
FAMILY	118.00	1,433.03	169,097.54	12	2,029,170.48
SINGLE	34.00	609.80	20,733.20	12	248,798.40
					2,277,968.88

86.0%

DISTRICT EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	3,600.00	424,800.00		
SINGLE	34.00	1,800.00	61,200.00		
			486,000.00	65%	315,900.00
PREMIUM					
FAMILY	118.00	1,232.41	145,423.88	12	1,745,086.61
SINGLE	34.00	524.43	17,830.55	12	213,966.62
					1,959,053.24
					2,274,953.24

EMPLOYEE EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	400.00	47,200.00		
SINGLE	34.00	200.00	6,800.00		
			54,000.00	65%	35,100.00
PREMIUM					
FAMILY	118.00	200.62	23,673.66	12	284,083.87
SINGLE	34.00	85.37	2,902.65	12	34,831.78
					318,915.64
					354,015.64
					2,807.49
					1,224.46

2017-18 PREMIUM INCREASE	
4.9%	111,620.48
0.0%	-

DEAN INCREASE
BOE APPROVED

2017-18 HRA INCREASE/DECREASE

4,000.00	3,200.00	800.00
2,000.00	1,600.00	400.00

Dist Final Inc.	Emp. Final Inc.	Total
37,025.26	74,627.62	111,652.88
36,500.00		

525.26

All Employees Annual Increase	74,627.62
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Individual Emp. Increase	% of \$50,000 annual salary
698.39 Family	1.4%
326.98 Single	0.7%

Employees	CASH IN LIEU	Savings
73	\$ 4,000.00	\$ 292,000.00
73	\$ 3,500.00	\$ 255,500.00
		\$ 36,500.00

2017-2018 PREMIUMS					
FAMILY	118.00	1,503.27	177,385.68	12	2,128,628.15
SINGLE	34.00	639.69	21,749.47	12	260,993.60
					2,389,621.76

85.0%

DISTRICT EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	3,200.00	377,600.00		
SINGLE	34.00	1,600.00	54,400.00		
			432,000.00	65%	280,800.00
PREMIUM					
FAMILY	118.00	1,277.78	150,777.83	12	1,809,333.93
SINGLE	34.00	543.74	18,487.05	12	221,844.56
					2,031,178.49
					2,311,978.49
Total Additional Savings from HRA Decrease					-37,025.26

EMPLOYEE EXPENSE					
HRA					
DEDUCTIBLE					
FAMILY	118.00	800.00	94,400.00		
SINGLE	34.00	400.00	13,600.00		
			108,000.00	65%	70,200.00
PREMIUM					
FAMILY	118.00	225.49	26,607.85	12	319,294.22
SINGLE	34.00	95.95	3,262.42	12	39,149.04
					358,443.26
					428,643.26
					3,505.88
					1,551.44

OPTION B - HRA WITH 15% EMPLOYEE CONTRIBUTION, INCREASE DEDUCTIBLE TO 400/800, REDUCE CASH IN LIEU BY \$500 MOVE TO HSA 1-1-18

Evansville

Community School District School Board Meeting Information Updated May 8, 2017

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

<u>2017-2018 Budget Item</u>	<u>Working Budget Amounts</u>	
Current 2017-2018 Working Draft Budget Deficit	\$ (689,904)	
Administrative Team recommendation items for reduction or elimination:	<u>Saves</u>	<u>Priority</u>
1. Eliminate hard to fill positions line item (Bd. Approved 4/12)	\$ 75,000	1
2. No additional High School Computer Lab (Bd. Approved 4/12)	\$ 10,000	1
3. Reduce Administrator Travel Budgets (Bd. Approved 4/12)	\$ 4,000	1
4. Eliminate Atlas Curriculum Map (Bd. Approved 4/12)	\$ 6,000	1
5. Eliminate IEP Meetings Cost (Handbook Change Required)	\$ 2,267	1
6. Retirement Incentive (Reflects only 1 of 3 persons that accepted)	\$ 70,794	1
7. Eliminate CESA Transition Network (Bd. Approved 4/12)	\$ 3,500	1
8. Eliminate Data Retreat (Bd. Approved 4/12)	\$ 5,693	1
9. Eliminate History Hunters - 4th Grade (Bd. Approved 4/12)	\$ 1,500	1
10. Eliminate Educator Effectiveness Coaches (Bd. Approved 4/12)	\$ 10,000	1
11. Eliminate Gateway Distance Learning Contract (Bd. Approved 4/12)	\$ 6,000	1
12. Freeze Health Insurance Contributions @ 16-17 Level (Bd. Approved 3/8)	\$ 116,540	3
12. Freeze Health Insurance Contributions @ 2016-17 Level ACTUAL	\$ 111,653	3
13. Freeze all employee group salaries/wages @ 2016-17 Level	\$ 133,259	3
14. Eliminate Event Supervisors (Handbook Change Required)	\$ 6,000	4
15. Reduce Middle School LMS & replace with a Paraprofessional	\$ 41,225	1
16. Reduce 1 PE/Health Teacher @ the Middle School	\$ 97,604	1
17. Reduce English Language Arts - High School (Bd. Approved 4/12)	\$ 60,604	2
18. Reduce TRIS & LLE LMS Position and replace with a Paraprofessional	\$ 26,294	2
19. Reduce 1 EL Teacher	\$ 55,438	2
20. Reduce 1 K-12 Special Education Teacher (Bd. Approved 4/26)	\$ 77,901	4
Total Savings	\$ 698,861	
Adjusted (Deficit)/Surplus	\$ 8,957	

Priority 1 = Highest Priority / Priority 4 = Lowest

MEMORANDUM

TO: Evansville Community School District School Board
FROM: Alice A. Murphy, Director of Curriculum and Instruction
RE: **Curriculum Referendum Purchase Recommendation - Math**
DATE: May 8, 2017

The **2014-2019 Curriculum Referendum** includes a five-year Curriculum Development Cycle. During this cycle, all major curriculum areas will be reviewed and revised by curriculum teams and administrators, according to the following schedule:

- 2014-2017 K-12 English Language Arts, (Literacy), 6-12 Mathematics, 7-12 Spanish
- 2015-2018 K-12 Science, K-12 Health, K-12 Physical Education
- 2016-2019 K-12 Art, K-12 Social Studies
- 2017-2019 K-12 Music, 6-12 Career and Technical Education

During the 2015-16 school year, the 7-12 Math team completed a lengthy curriculum review and revision process. Following a pilot opportunity that began at the high school in September and the middle school in November of 2015, the recommendation of the secondary Math team was made for the adoption of:

Big Ideas Math Premium Package - Grade 7 - Algebra 2
Published by Houghton Mifflin Harcourt
6-Year Print and Digital (2016-22)

Grade 6 did not participate in the pilot or program adoption, due to the relatively recent adoption of the **GO MATH** program for Kindergarten - Grade 6. In April, 2016, the 6th grade students achieved solid performance results on the 2016 WI FORWARD exam, so there was no compelling evidence that there was a need to make a program change.

However, during 2016-17, the 6th Grade Math teacher has had nearly a full school year to try out both math programs, side by side, and to make a solid comparison between the two. Mr. Bethke has worked with the 7th and 8th Grade Math teachers to study the format of BIG IDEAS with the multiple pathways and instructional delivery methods. It is apparent that the increased instructional rigor presented with the BIG IDEAS program at Grade 7 and beyond, requires ECSD 6th graders to prepare differently.

Recommendation:

It is the recommendation of the Secondary Math Team that Grade 6 adopt BIG IDEAS beginning 2017-18:

Big Ideas Math 2017 Premium Package -Grade 6
Published by Houghton Mifflin Harcourt
5 Year Print and Digital (to coincide with the Grade 7-12 2016-22 subscription)

Curriculum Referendum Budget: **\$13,286.65**



Innovative Thinking. Tailored Delivery.

Gary Albrecht, Ph.D. • Agency Administrator

April 2017

Dear CESA 2 Superintendents, School Boards, and District Staff:

Please find your 2017-2018 contract with CESA 2 attached. As you will see, we have changed the format to better reflect the services provided by CESA 2 and show the new services and pricing structures available. We are continuously working to better serve the needs of our districts. The new services and pricing structures were developed in response to requests and feedback we received from CESA 2 districts.

New Services include:

- **Effective Practices 4-Day Packages for:**
 - Digital Learning
 - English Learners
 - Instruction
 - Literacy
 - Math
 - Science

These **pre-purchased packages provide a 15% discount** on the consultant daily rate. Additional days may be pre-purchased for the same \$850 rate. Districts may customize these days to include any combination of in-district coaching or training for individuals or groups of teachers and/or leadership teams. To ensure you receive the discounted rate, please return your contract no later than June 30, 2017. Districts may still purchase days after June 30, 2017, but they will be subject to the regular daily rate of \$1000/day.

- **Site Specific Technical Assistance**
- **Alternative Compensation Planning**
- **Assessment Audit - Assessment Implementation**
- **Leadership Team Coaching**
- **Statewide School Nutrition Program (Non-Prime Vendor)**
- **Systems Review Process**
- **Additional Itinerant Services, including:**
 - Occupational Therapy
 - Physical Therapy
 - Speech Language Pathology

The 2017-2018 Catalog of Services offers more information on the programs and services offered. Access the catalog via our website – [2017-2018 Catalog of Services](#)

The services for which your district contracted during 2016-2017 are shown with their appropriate fees. The fees reflect items contracted for during the previous year and any consortia membership(s), if applicable. **Please use the columns on the right of the contract to indicate services you will be renewing or adding for 2017-2018.**



Innovative Thinking. Tailored Delivery.

Gary Albrecht, Ph.D. • Agency Administrator

You will also see the adjusted membership fee on your 2017-2018 contract. As I indicated in my email to Superintendents earlier this month, the previous CESA 2 membership fee structure was not aligned with our costs. While CESA 2 had taken pride in the fact that we had not raised membership rates in over 30 years, we realized we put the budget challenges of districts ahead of our own for too long. We could not continue this practice and offer the level and quality of services expected by those we serve.

The new membership fee structure for 2017-2018 is a flat fee of \$1000 per district plus \$.50 per student.

Please note that you also have access to pre-bid contracts through CESA Purchasing, saving you time and money. With the pre-bid AEPA contracts, you can save time by not having to go out to bid for many products and services as that bid process has been done for you.

You may also find supporting documents for some programs included with your contract. Please be sure to read them carefully and return accordingly.

Please review your service contract and submit it to your board for approval at your earliest convenience. We appreciate your prompt return of the contract. Upon receipt of signed contracts from school districts, we will make appropriate employment commitments to our staff for the 2017-2018 school year.

Please understand the importance of receiving contracts before June 30, 2017. We need to secure staff contracts by July 1, 2017, and cannot guarantee that we will be able to fulfill contracts returned after June 30, 2017.

If you have questions or concerns regarding service contracts, please contact Marlene Gerstner at marlene.gerstner@cesa2.org or 262.473.1453.

We wish you our very best and look forward to working with you during the coming school year.

Gary L. Albrecht, Ph.D.
CESA 2 Agency Administrator



Please indicate the services to be placed on the contract for 2017-2018.

	Service	Fees	School District Services (based on 2016-2017)	Check to Renew	Check to Add
General Services	Administration	\$1,919	\$1,919.00		
	Driver Education - Students Pay Fees			<input type="checkbox"/>	<input type="checkbox"/>
	Van Delivery - *required for AT Academy, Library & PRC	\$700	\$700.00	<input type="checkbox"/>	<input type="checkbox"/>

Effective Practices for Instruction Effective Practices 4-Day Packages are custom services to include any combination of in-district coaching or training for individuals or groups of teachers and/or leadership teams.	Assistive Technology Academy*	\$3,350	\$3,350.00	<input type="checkbox"/>	<input type="checkbox"/>	Effective Practices Addl. Days
	Assistive Technology Library*	\$3,220	\$3,220.00	<input type="checkbox"/>	<input type="checkbox"/>	
	Effective Practices for (4 day package plus mileage)†					
	Digital Learning	\$3,400		New	<input type="checkbox"/>	
	English Learners	\$3,400		New	<input type="checkbox"/>	
	Instruction	\$3,400		New	<input type="checkbox"/>	
	Literacy	\$3,400		New	<input type="checkbox"/>	
	Math	\$3,400		New	<input type="checkbox"/>	
	Science	\$3,400		New	<input type="checkbox"/>	
	ESSA - Title I Extended Services	8% of Title I allocation			<input type="checkbox"/>	<input type="checkbox"/>
Instructional Technology Services	\$2,750			<input type="checkbox"/>	<input type="checkbox"/>	
Site Specific Technical Assistance	\$850/day			New	<input type="checkbox"/>	
Special Education Consultation	\$850/day			<input type="checkbox"/>	<input type="checkbox"/>	

Effective Practices for Systems	Alternative Compensation Planning	\$850/day		New	<input type="checkbox"/>
	Assessment Audit - Assessment Implementation	\$850/day		New	<input type="checkbox"/>
	Dialogue with Attorney	\$850	\$850.00	<input type="checkbox"/>	<input type="checkbox"/>
	Leadership Team Coaching	\$850/day		New	<input type="checkbox"/>
	Professional Resource Center - Level 1*	\$6,850		<input type="checkbox"/>	<input type="checkbox"/>
	Professional Resource Center - Level 2* <i>Includes a Needs Assessment visit with the PRC Consultant</i>	\$8,050		<input type="checkbox"/>	<input type="checkbox"/>
	Statewide School Nutrition Program	\$300		New	<input type="checkbox"/>
	Systems Support and Data Analysis	\$850/day		<input type="checkbox"/>	<input type="checkbox"/>
	Systems Review Process (4 day package plus mileage)†	\$3,400		New	<input type="checkbox"/>
	Transition Advisory Network	\$4,375	\$4,375.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Business/Staffing	Teacher of the Blind & Visually Impaired - itinerant	\$70/unit	\$33,530.00	<input type="checkbox"/>	<input type="checkbox"/>
	Teacher of the Deaf & Hard of Hearing - itinerant	\$70/unit		<input type="checkbox"/>	<input type="checkbox"/>
	Educational Audiology - itinerant	\$85/unit	\$3,995.00	<input type="checkbox"/>	<input type="checkbox"/>
	Occupational Therapy - itinerant	\$90/unit		New	<input type="checkbox"/>
	Orientation & Mobility - itinerant	\$70/unit	\$1,750.00	<input type="checkbox"/>	<input type="checkbox"/>
	Physical Therapy - itinerant	\$90/unit		New	<input type="checkbox"/>
	Speech Language Pathology - itinerant	\$90/unit		New	<input type="checkbox"/>
	JEDI Online Network	\$10,500	\$10,500.00	<input type="checkbox"/>	

Total			\$64,189.00		
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59,814.00

†additional days available for pre-purchase at \$850/day. In the "Check to Add" column, indicate number of days you are adding to the package.

After June 1, 2017, the 4 day package will be \$4,000 and additional days will be \$1,000/day.

Return via email: marlene.gerstner@cesa2.org or fax: 262.472.2269

District Administrator or designee's signature

for CESA 2 use only
Date received: _____

Reviewed by:
GA ____ BB ____ CD ____ MG ____ NB ____ TE ____



2017-2018 Contract

This contract made in duplicate between the Board of Control of Cooperative Educational Service Agency 2 (CESA 2) and Local Educational Agency (LEA).

WHEREAS CESA 2 has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

NOW, THEREFORE, CESA 2 hereby agrees to provide to the LEA, services to be performed by legally qualified personnel. Information pertaining to each service to be performed is included in the CESA 2 Catalog of Services.

CESA 2 agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized.

CESA 2 agrees to forward federal and/or state funds, which are due the LEA, as soon as possible after the receipt of said funds.

LEA agrees to pay for services rendered as follows:

*for services costing \$18,000.00 or less annually per line item, in one payment to be made in July.

*for services costing more than \$18,000.00 annually per line item, in tri-annual payments to be made in July, November and March.

All billings from CESA 2 will be on budgeted estimated costs, except the last billing which shall reflect the net actual costs of the service. (If all billings and payments are based on estimated costs, any overpayments or underpayments will be refunded or paid no later than 60 days from the closing of the fiscal year.)

Transportation of children, if any, will be furnished by each school district.

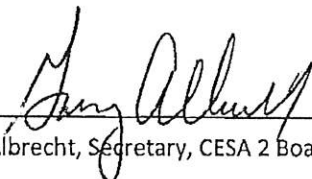
The LEA agrees to reimburse CESA 2 for its proportionate share of costs of the services provided under this contract including without limitation because of enumeration, unemployment insurance, litigation expense, collective bargaining and monetary awards of courts and agencies but no Board of Control may levy any taxes as per Sec. 116.03(4).

In witness whereof, the parties have set their hands this day and year written below.

Cooperative Educational Service Agency 2
1221 Innovation Drive, Suite 205
Whitewater, WI 53190



Nancy Thompson, Chairperson, CESA 2 Board of Control



Gary Albrecht, Secretary, CESA 2 Board of Control

School District of _____, 2017

President, Board of Education

Clerk, Board of Education

AUTOMOBILES AND OTHER VEHICLES

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

In an attempt to provide maximum safety for all students, the following procedures and rules will be followed by students who want to drive a motor vehicle to school and park in the school parking lot:

1. Students who drive their motorized vehicles to school and park vehicles on the school property, or work on them in the shop area, must complete a Parking Permit application available in the office and submit a **Parking Permit fee of \$80/year, \$40/semester or \$20/term** so that your vehicle is registered with the school. Registration must occur at the beginning first 3 days of school. **Parking Fees will not be refunded if a student's parking privileges are revoked. Parking permits will only be issued after all other fees have been paid.**
2. A parking tag is necessary and will be issued to all students who have a completed an approved Student Driving and Parking Permit application form. The parking tag must be affixed in the manner designated. Cycles must be registered and will be issued a registration sticker
3. All student vehicles must be properly parked in the designated areas in the front **student** parking lot West of the school, **or in designated lot with permission.**
4. Speed limits of 15 M.P.H., posted traffic patterns, and designated parking areas must be adhered to.
5. Students are not to be in, or on, any motor vehicle, or in the school parking lot during school hours, including noon hour, unless they are either legitimately entering or leaving the school grounds by motor vehicle.
6. Students are prohibited from driving their vehicles from the high school parking lot during the school day, including the noon hour. Students that have parent request slips or have been requested by a parent telephone call to leave during the school day for an acceptable reason, have been excused by the office, and have properly signed out may drive their automobiles from the school parking lot during the school day. It is the general policy of the school that once a student's car is parked on the school parking lot, it will remain there until the end of the school day. **Seniors will be able to leave during TRI time if they meet the behavioral and attendance requirements, and have parental permission.**
7. The use of recreational and/or non-licensed vehicles is prohibited on all Evansville School District grounds, parking lots and driveways.
8. Parking on school grounds is a privilege and not a right and thus a student election of this privilege is tantamount to consent for school officials to search their parked cars on school grounds.
9. **Penalties:** Students who are found to be in violation of the preceding rules and regulations will face disciplinary action which can include detention, suspension, expulsion, revocation of driving or parking privileges, towing of vehicle, or referral to the Evansville Police Department.

CLASS STANDING

Class standing (membership within a particular class) is determined not only by years of attendance, but also by accumulated credits. The following number of credits will be used to determine a student's specific class standing:

28 CREDITS REQUIRED FOR GRADUATION

0 - 6.00	accumulated credits = freshman
6.25 - 12.00	accumulated credits = sophomore

12.25 - 18.00 accumulated credits = junior
18.25 or above accumulated credits = senior

DAILY CLASS SCHEDULE

Beginning with the 2017-2018 school year, Evansville High School operates on an alternating A/B Block four period day. On most school days we will follow the regular bell schedule. Periodically through the year we will follow one of the following schedules: late start or staff development (early release). On those days, adjusted schedules will be given to all staff members and posted on the office window.

Regular Daily Schedule

Period 1	8:00	9:31
Advisory	9:36	9:58
Period 2	10:03	11:34
Period 3		
First Lunch	11:34	12:04
Class A	12:09	1:39
Class B	11:39	12:24
Second Lunch	12:24	12:54
Class C	12:54	1:39
Period 4	1:44	3:15

EHS A/B Block Bell Schedule 2017-2018 School Year

1st Block 8:00am – 9:28am (88 minutes)

2nd Block 9:33am – 11:01am (88 minutes)

1st Lunch 11:01am – 11:31am (30 minutes w/ passing period)

Tutoring/Resource/Intervention (TRI) 11:31am – 12:11pm (40 minutes)

Tutoring/Resource/Intervention (TRI) 11:06am – 11:46am (40 minutes)

2nd Lunch 11:46am – 12:16pm (30 minutes w/ passing period)

3rd Block 12:16pm – 1:43pm (87 minutes)

4th Block 1:48pm – 3:15pm (87 minutes)

ELECTRONIC MOBILE COMMUNICATION DEVICES

The Evansville Community School District prohibits a student from using or possessing an electronic communication device while on premises owned or rented by or under the control of a school of the Evansville District, unless the student must possess and use an electronic communication device for one of the following purposes:

- Medical
- School
- Educational
- Vocational

Parental communication or other legitimate purpose

Cell phones and other mobile devices shall not be used in a way disruptive of the learning environment. Unless otherwise indicated, the device shall be stored in the locker and shall not emit noise. The device may only be used during lunch in the commons, during passing times, before and after school, and in a classroom with explicit instructional purposes as indicated by the teacher, and in such a manner so as not to disrupt any school activity. Phones may not be used in restrooms or locker rooms at any time. Failure to follow these guidelines will result in confiscation of device. A detention will be assigned with the first and subsequent violations. The device will be returned only to the parent/guardian on all violations. Possession of a cell phone by high school students is a privilege and not a right. Serious or repeated violations of school policies while using a cell phone may result in the suspension of that privilege. In addition, students who violate school rules or policies while using a cell phone do not have a right to absolute privacy of the content in/on the cell phone.

GRADES

Midway through Each nine-week term time frame, students will receive a letter grade, which shows their academic progress in classes being taken. Mid-term grades, in addition to final exams, are used to determine the final course grades, which are recorded on the student's transcript. Reports of exemplary or unsatisfactory progress are completed every two to three weeks nine weeks.

VISITORS

Visitors will only be allowed during lunch times, if approved.

A visitor who is a guest of a student must be pre-approved by the building administrator at least one day before the visitation occurs. Pre-approval will be based upon completion of the "Visitors Request Form" (#860). All of the student's teachers will be polled regarding their consent to the visitation. One objection to the visitation will result in disapproval of the request. The host student is responsible for the conduct of the guest who must abide by all school policies and regulations. No student will be allowed more than two visitors per school year.

First Academic Standard

The student earned passing grades in a minimum of 20 credit hours (3.0 ninety minute blocks per day in high school) and currently enrolled in 20 credit hours.

Second Academic Standard

- A. Eligible if
- No F's were earned and a 1.5 GPA or higher was accumulated for the 9 week term time frame.
 - or
 - One F was earned but a 1.75 GPA or higher was accumulated for the 9 week term time frame.

- B. **On Probation if** Did not meet eligibility **Standard A** above
and
 Earned no more than one F but also
 accumulated a GPA from 1.25 - 1.74 for the
 9-week term **time frame**.
- C. **Ineligible if** Did not meet the eligibility or probationary
 standards listed above.

A student found academically **ineligible** is unable to compete in athletics for a **minimum of 15 consecutive school days**. If the sport is in session when the grades are submitted and a grade report is generated showing a student ineligible, the fifteen days will begin at that time.

~~Mid-term (4.5 week) 9 weeks grades or subsequent reports by teachers should be viewed as an academic warning. Mid-term (9 weeks time frame) grades and end of semester grades End-of-term (9 week) grades determine eligibility.~~

A student on probation must meet with the athletic director or designee to commit to a plan for academic remediation. If a probationary student-athlete follows this plan appropriately, he/she will remain eligible for competition for the next 15 consecutive school days. At the end of this 15-day period, the athletic director will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week **time frame** ~~grading period~~. A student on probation unwilling to commit and follow through with an academic remediation plan will be ineligible for competition for the entire/remaining 9-week **time frame** ~~grading period~~.

A student ineligible for competition must meet with the athletic director or designee at the beginning of the ineligibility period to commit to a plan for academic remediation if he/she wishes to attempt to regain eligibility sometime during the current 9-week **time frame** ~~grading period~~. An ineligible student is not allowed in competition for 15 consecutive school days. If the ineligible student has followed this plan appropriately, at the end of this 15-day period, the athletic director or designee will contact individual teachers for current grades which must meet the eligibility requirements or suspension will be immediate for the remainder of the 9-week **time frame** ~~grading period~~. An ineligible student who refuses to commit to and follow through with an academic remediation plan will be ineligible for the entire 9-week **time frame** ~~grading period~~.

Student athletes who were ineligible or probationary at the beginning of a given 9-week **time frame** ~~term~~ but follow the stated procedures to regain eligibility at the 15 day mark are eligible academically for the remainder of the 9-week **time frame** ~~term~~, provided that they submit a weekly grade check form from their teachers to the athletic director each week for the remainder of the **9-week time frame** ~~quarter~~. This form can be obtained from the office. If a student has incurred an academic ineligibility suspension and is not in continuous athletic participation from season to season, he/she must meet academic eligibility requirements in the grading period previous to his or her participation in a sport later in the year.

Student-athletes who are ineligible for competition for a period of time for academic or training rule violations must continue to attend practice sessions to remain eligible in that sport upon completion of the suspension.

Training Rule Penalties for Group A Violations:

First Violation -- Suspension from participation in 25% of the contests for the regular season with carry over into the next season if necessary. If the student has violated the code in the area of alcohol, drugs or tobacco/nicotine the student is required to successfully complete a Student Assistance Program (SAP) at their expense. A student may reduce the suspension to one contest provided the student has adhered to all requirements in the honesty clause **and successfully completed the SAP**. If an Evansville School administrator has reasonable suspicion that a specific athlete may have violated the District's athletic code, the administrator may question the student about a possible violation. In responding to any such questioning about the incident, it is expected that the student shall follow the expectations in the honesty clause. If the athlete's answer(s) is subsequently found to be untrue and it is determined that the athlete violated the honesty clause, the suspension will be doubled. (Example: 25% suspension for the first violation will become a 50% suspension.) Unless suspended from school, attendance at all practices is required during the ineligibility period and the student must complete the season in good standing.

LAUDE SYSTEM

Starting with the graduating class of 2019, Evansville High School will recognize graduating seniors through the Laude System. The Laude System acknowledges student achievement through a combination of student cumulative grade point average and the number of honor class points completed in their high school career. The cumulative grade point average and honor points mathematically create an overall Laude Score. Possible laude distinctions include Cum Laude (meaning "with honors"), Magna Cum Laude ("with great honor"), or Summa Cum Laude ("with highest honor").

Minimum qualifications for Cum Laude recognition at graduation are a 3.4 cumulative grade point average and a Laude score of 17 as calculated at the end of the 15th term. Cum Laude (white honors cord) designation requires a Laude score of 17 – 31.99; Magna Cum Laude (silver honors cord) 32 – 49.99; Summa Cum Laude (gold honors cord) 50 and more. Students receive 2.0 honor points for each AP course completed and 1.0 honor points for each Departmental Honors Course completed with a minimum grade of 'C'.

Transfer students will receive honors points toward the Laude System for Advanced Placement courses completed with a minimum grade of 'C'. Transfer students may request that equivalent honors courses they completed at other districts be evaluated by the principal for Laude point eligibility and award. Any disagreements are subject to the standard appeal process through the chain of command up to the Board of Education.

See Pages 2-3 for a listing of Laude eligible courses and an example of Laude Point distribution based on cumulative G.P.A.

Courses designated as honors are as follows:

DEPARTMENT	LAUDE POINTS EARNED UPON COMPLETION OF THE COURSE
English/Language Arts	AP Composition and Language 2.0 AP Composition and Literature 2.0
Math	Pre-Calculus/Trigonometry 1.0 AP Calculus AB 2.0 AP Calculus BC 2.0
Science	Anatomy and Physiology 1.0 Advanced Biology 1.0 AP Chemistry 2.0 Honors Physics 1.0 AP Environmental Science 2.0
Social Studies	AP US History 2.0
World Language	Spanish IV, Other Language IV 1.0 AP Spanish, Other Language AP 2.0
Art	AP Studio Art 2.0
Music	4 th year of band + A solo/duet (Solo & Ensemble) 2.0 4 th year of choir + A solo/duet (Solo & Ensemble) 2.0
FACS	Health Occupations 1.0
Agricultural Science	Large Animal Science 1.0
Business	CAPP Accounting 2.0 Accounting I 1.0 Business Law 1.0

Tech Ed	Engineering Drawing & Design (3D) 1.0 Building Construction Trades 1.0
JEDI (online AP courses)	All JEDI AP courses that are not offered onsite at EHS (e.g., AP Statistics; AP European History, etc.) will be awarded 2.0 –Laude points upon completion.
Youth Options college courses Online AP courses (non-JEDI) JEDI course special request Youth Apprenticeship Study Abroad Transfer student special course request	Unique situations such as those listed will be considered on an individual basis based on the rigor of the course.

The following chart shows examples of resultant Laude Point awards for a given cumulative G.P.A. The breakdown in award earned is variably highlighted, with the top section Summa Cum Laude, middle section Magna Cum Laude and lower section Cum Laude. This chart will be reviewed annually and revisions will be made when deemed necessary by the Administration. If revisions are made to this chart (and EHS student handbook), the revisions will go into effect with the next incoming Freshman class.

CGPA→		4.0	3.9	3.8	3.7	3.6	3.5	3.4
	20	80	78	76	74	72	70	68
	19.5	78	76.05	74.1	72.15	70.2	68.25	66.3
	19	76	74.1	72.2	70.3	68.4	66.5	64.6
	18.5	74	72.15	70.3	68.45	66.6	64.75	62.9
	18	72	70.2	68.4	66.6	64.8	63	61.2
H	17.5	70	68.25	66.5	64.75	63	61.25	59.5
O	17	68	66.3	64.6	62.9	61.2	59.5	57.8
N	16.5	66	64.35	62.7	61.05	59.4	57.75	56.1
O	16	64	62.4	60.8	59.2	57.6	56	54.4
R	15.5	62	60.45	58.9	57.35	55.8	54.25	52.7
S	15	60	58.5	57	55.5	54	52.5	51
	14.5	58	56.55	55.1	53.65	52.2	50.75	49.3
	14	56	54.6	53.2	51.8	50.4	49	47.6
	13.5	54	52.65	51.3	49.95	48.6	47.25	45.9
P	13	52	50.7	49.4	48.1	46.8	45.5	44.2
O	12.5	50	48.75	47.5	46.25	45	43.75	42.5
I	12	48	46.8	45.6	44.4	43.2	42	40.8
N	11.5	46	44.85	43.7	42.55	41.4	40.25	39.1
T	11	44	42.9	41.8	40.7	39.6	38.5	37.4
S ↓	10.5	42	40.95	39.9	38.85	37.8	36.75	35.7
	10	40	39	38	37	36	35	34
	9.5	38	37.05	36.1	35.15	34.2	33.25	32.3
	9	36	35.1	34.2	33.3	32.4	31.5	30.6
	8.5	34	33.15	32.3	31.45	30.6	29.75	28.9
	8	32	31.2	30.4	29.6	28.8	28	27.2
	7.5	30	29.25	28.5	27.75	27	26.25	25.5
	7	28	27.3	26.6	25.9	25.2	24.5	23.8
	6.5	26	25.35	24.7	24.05	23.4	22.75	22.1
	6	24	23.4	22.8	22.2	21.6	21	20.4
	5.5	22	21.45	20.9	20.35	19.8	19.25	18.7
	5	20	19.5	19	18.5	18	17.5	17
	4.5	18	17.55	17.1	16.65	16.2	15.75	15.3
	4	16	15.6	15.2	14.8	14.4	14	13.6
	3.5	14	13.65	13.3	12.95	12.6	12.25	11.9
	3	12	11.7	11.4	11.1	10.8	10.5	10.2
	2.5	10	9.75	9.5	9.25	9	8.75	8.5
	2	8	7.8	7.6	7.4	7.2	7	6.8
	1.5	6	5.85	5.7	5.55	5.4	5.25	5.1
	1	4	3.9	3.8	3.7	3.6	3.5	3.4

EVANSVILLE COMMUNITY SCHOOL DISTRICT
POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Tuesday, April 18, 2017, at 6:00 pm in the District Office Conference Room.

Committee Members Present: Melissa Hammann and Jane Oberdorf.

Approve March 21, 2017, Minutes: Motion by Ms. Oberdorf, seconded by Ms. Hammann, moved to approve the March 21, 2017, minutes as presented. Motion carried, 2-0 (voice vote).

New Business:

Policy #521 – Involvement in Decision Making – Suggested by WASB and Administration to remove this policy that is not required. Discussion. Policy to go to Board for a first reading for removal.

Policy #531.1 – Teacher Job Description – Suggested revisions by Administration. Discussion. Policy to go to Board for a first reading.

Policy #532 – Faculty Contracts and Compensation Plans – Suggested by Administration to remove this policy that is not required and is covered in Employee Handbook. Discussion. Policy to go to Board for a first reading for removal.

Policy #532.2 – Faculty Negotiations – Suggested by Administration to remove this policy that is not required and is covered under State Statute. Discussion. Policy to go to Board for a first reading for removal.

Policy #536.2 – Suspension and Dismissal – This policy is on hold until Administration hears from the District's lawyer.

Policy #720 – Local Safety Programs – Policy reviewed by CSI – Facilities, Operations and Transportation. Discussion. Policy to go to Board for a first reading with suggested changes.

Policy #721 – Building and Grounds Inspections – Policy reviewed by CSI – Facilities, Operations and Transportation. Discussion. Policy to go to Board for a first reading.

Policy #722.1 – Staff Accident Reports – Policy reviewed by CSI – Facilities, Operations and Transportation. Discussion. Policy to go to Board for a first reading.

Policy #723 – Emergency Plans/Disaster Plans – Policy reviewed by CSI – Facilities, Operations and Transportation. Discussion. Policy to go to Board for a first reading with suggested changes.

Policy #723.1 – Fire Drills – Policy reviewed by CSI – Facilities, Operations and Transportation. Discussion. Policy to go to Board for a first reading with suggested changes.

Policy #723.2 – Threats of Bombs or Other Havoc & Destruction – Policy reviewed by CSI – Facilities, Operations and Transportation. Discussion. Policy to go to Board for a first reading with suggested changes.

Policy #723.5/822 – News Media Relations – Policy reviewed by CSI – Facilities, Operations and Transportation and Administration. Discussion. Policy to go to Board for a first reading with suggested changes.

Policy #860 – Visitors to the Schools – Suggested revisions by Administration. Discussion. Policy to go to Board for a first reading with suggested changes.

Policy #860 Form – Visitors Request Form – Suggested revisions by Administration. Discussion. Policy to go to Board for a first reading.

Set Next Meeting Date: Next meeting is May 16, 2017, at 6:00 pm.

Adjourn: Motion by Ms. Oberdorf, seconded by Ms. Hammann, moved to adjourn the meeting. Motion carried, 2-0 (voice vote). Meeting adjourned at 6:41 pm.

Submitted by Kelly Mosher, Administrative Assistant

Approved: _____ Dated: _____ Approved: 5-16-17
Melissa Hammann, Chair

unapproved minutes

Revised: July 16, 2007

Revised: August 9, 2010

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Revised: September 11, 2013

Revised:

1st Reading: 5/8/17

BOARD MEETINGS

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

Regular Meetings –

The Evansville Board of Education shall meet on the second (2nd) **Monday** ~~Wednesday~~ of each month at a place designated by the Board with due notice. The regular meeting time will be set annually at the reorganization meeting. The public may address the Board regarding any issue during public presentations in accordance with Board policy.

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

Committee Meetings –

Board committees of the whole will meet on the **fourth (4th) Monday** ~~or last Wednesday~~ of the month. Items may also be placed on the agenda for Board **discussion and** action as needed.

Special Meetings –

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

Organizational Meeting –

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

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

Annual District Business Meeting –

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

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

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

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

Revised: ~~August 13, 2001~~
Revised: December 13, 2010
Revised: June 10, 2013
Revised:
1st Reading: 5/8/17

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PUBLIC PARTICIPATION AT BOARD MEETINGS

Citizens of the District are welcome to appear at Board meetings to voice their concerns and provide input. At the same time, citizens should bear in mind that even though Board meetings are open to the public, they are not meetings of the public. Hence, it is necessary to maintain order at Board meetings.

At the Board's first regular meeting of the month, normally the second **(2nd) Monday** ~~Wednesday~~ of the month, Public Presentation segments will provide the opportunity for the audience to bring forward an item of interest, not already on the agenda or comment on items on the agenda. A registration form (Blue Card) should be filled out and submitted by the end of this segment for anyone wishing to comment during this section. At Committee of the Whole meetings, normally the fourth **(4th) Monday** or ~~last Wednesday~~ of the month, only comments related to items on the agenda may be offered. The Board will verify that if there is a concern, the community member has first discussed the issue with the appropriate staff member as needed.

In accordance with the intent of the open meetings law, the Board can not respond or take action on any item not published on the agenda but may ask questions to seek further information.

Should audience members, or members of the public in general, want to request an item for a future agenda, they should contact a Board member who will forward the item to the Board President or District Administrator who will consider the item for a future agenda as appropriate. Items for future agendas should be submitted for consideration to the Board President or District Administrator at least one full week prior to the meeting. Such factors as time, agenda and urgency of the proposed request will also be considered.

The Board/Committee can not hear complaints of school personnel. The Board President or Chairperson will redirect any such comments to the District Administrator for follow up per other District procedures.

Letters written to the Board will be distributed to Board Members in their Board mailboxes for review.

The following guidelines will allow the Board to receive public input and continue to conduct the business of the District in an orderly and efficient manner. Each speaker shall be allowed up to five minutes to address an issue or express an opinion. However, the time to speak maybe decreased by the President due to time constraints of a meeting. The Board may set a time limit for discussion of an issue, to accommodate the number of speakers, and may decide if a separate hearing is needed on an issue. Any deviation from these guidelines shall be at the discretion of the Board President.

1. Any individual may register with the District Administrator or his/her designee beginning 15 minutes before the time scheduled for a Board meeting or a public hearing.
2. Full address of their place of residence must be on registration forms.
3. Citizens can express an opinion in writing on the registration form. All Board members will read these opinions.
4. If a person wants to speak on more than one issue, a registration card should be submitted for each issue.
5. Public appearances at regular or special board meetings and committee meetings will be permitted at the point of the meeting as indicated in the meeting notice/agenda. The members of the audience should not comment or interrupt during the Board's discussion unless specifically invited to speak.
6. Registrants will be called to speak according to the order in which they have registered.
7. Each speaker must rise and note his/her name for the record.
8. A process monitor can be appointed to assist in enforcing the time limits.
9. There shall be no interruptions by other persons in the audience.
10. The Board members or District Administrator may ask questions during or after the presentation.
11. The Board President may rule a presentation repetitive or out of order and terminate it.
12. The Board President, at his/her discretion may ask for public input during a meeting.
13. Persons presenting written documents are strongly urged to bring at least 15 copies for Board members, key administrators, and the press.

Legal Ref.: Section 19.81 Wisconsin Statutes (Declaration of Policy)
19.83 (2) (Meetings of Governmental Bodies)
19.84(2) (Public Notice)
19.85 (Exemptions)

Approved: December 8, 1986
Reviewed: November 8, 2004
1st Reading: 5/10/17
8

521

Suggested by WASB to Remove -

INVOLVEMENT IN DECISION-MAKING

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

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

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

Approved: January 14, 1990
Revised: January 12, 2004
Revised:
1st Reading: 5/10/17

531.1

Job Description Manual?

EVANSVILLE TEACHER JOB DESCRIPTION

I. QUALIFICATIONS

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

II. GENERAL RESPONSIBILITIES

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

III. DUTIES

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

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

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

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

Local Ref.: Employee Handbook

Approved: December 8, 1986

532

Revised: March 14, 2005

1st Reading: 5/10/17
03

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

FACULTY CONTRACTS AND COMPENSATION PLANS

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

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

Legal Ref.: Sections 111.70 Wisconsin Statutes
118.21
121.02(1)(a)
PI 34, Wisconsin Administrative Code

Local Ref.: Evansville Education Association (EEA) Master Agreement
Evansville Education Association Auxiliary (EEAA) Master Agreement
Food Service Master Agreement
Custodian Master Agreement

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

5.02 Employee Contracts

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

- A. In assigning teaching duties, first consideration will be given to the primary professional competence of the teacher and to the experience in other fields as a teacher. No teacher shall be subject to teaching assignments other than those specified in his/her area of certification.
- B. A teacher shall be given written notice of renewal of his/her contract for the ensuing school year on or before May 15th 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 15th, 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 15th, shall accept or reject, in writing, such contract no later than June 15th.
- C. At least fifteen (15) days (April 30) prior to giving written notice of refusal to renew a teacher's contract for the ensuing year, the Board shall inform the teacher in writing that the Board is considering nonrenewal of the teacher's contract. The teacher has the right to a private conference with the Board if the teacher files a request with the Board within five (5) days after receiving notice of refusal to renew the contract for the ensuing year.
- D. If the individual's contract status as of September 1st will differ from the status in effect at the time the contract was signed, such status must be declared at the time of contract signing or the last day of the current school year, whichever is later.

Approved: December 8, 1986

532.2

Revised: March 14, 2005

1st Reading: 5/10/17
OS

Suggestion to Remove as is covered under State Statute

FACULTY NEGOTIATIONS

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

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

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

Legal Ref.: Section 111.70 Wisconsin Statutes

Revised: June 8, 2009

Revised: April 8, 2013

Revised: March 12, 2014

Revised:

1st Reading: 5/10/17
08

860

VISITORS TO THE SCHOOLS

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

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

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

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

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

Approved: December 10, 2001

860 Form

Revised:

1st Reading: 5/10/17
03

STUDENT VISITORS REQUEST FORM
TERM _____

Student Name: _____

Visitor Name: _____

Home Address: _____

Parent's/Guardian's Name (if appropriate): _____

Phone Number: _____

Date of Visit: _____

Visitor Relationship to Student: _____

Reason for Visit: _____

Visitor's School: _____

Phone Number: _____

Principal's Name: _____

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

_____ Approval Granted

_____ Approval Denied

_____ Administrator Signature

Revised: February 9, 2004

361

Revised: April 14, 2008

Revised:

1st Reading: 4/26/17; 2nd Reading: 5/8/17

MANDATED POLICY

~~LIBRARY AND INSTRUCTIONAL MATERIAL SELECTION AND ADOPTION~~ INSTRUCTIONAL MATERIALS SELECTION AND REVIEW

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

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

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

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

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

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

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

Approved: January 11, 1988
1st Reading: 4/26/17; 2nd Reading: 5/8/17

361.2

SUGGESTION TO REMOVE – NOT REQUIRED

IMC INSTRUCTION AND MATERIALS

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

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

USE OF MULTIMEDIA MATERIALS

USE OF VIDEO AND AUDIO RECORDINGS

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

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

General School Use of Recordings

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

Classroom Use of Commercially – Produced Recordings

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

Teachers must preview recordings for offensive language and inappropriate content.

1. Recordings shown to students must adhere to the following rating guidelines:
 - a. Elementary Grades (4K-5) Rated G
 - b. Middle School Grades (6-8) Rated PG
 - c. High School Grades (9-12) Rated PG-13
2. The District recognizes that on occasion unique circumstances dictate that a waiver from the above regulations be granted so that a recording can be shown to younger students. In any such case, approval must be granted by the building principal prior to gaining permission from parents/guardians.
3. Parents/guardians must receive one week advance written notice when teachers plan to use commercial recordings that are beyond the threshold for the age group, as outlined above. Such notice must include an accurate description of the contents of the recording, why the recording is being used and information about where it may be obtained/rented for parent/guardian review. At the high school level, a list of all video recordings to be used in a course may be distributed to parents/guardians at the beginning of the course.

4. Unrated commercial video recordings released following 1967 and video recordings which have an NC-17 (No Children under 17 years of age) or X rating may not be shown to students at any school at any time in the District.
5. Unrated commercial video recordings introduced prior to the introduction of the Motion Picture Association of America's rating system in 1968 may be used, but special care must be taken to ensure that such recordings are appropriate for the age and maturity of the students who will view them.
6. Audio recordings/games are also subject to rating systems and should not be used if rated for mature audiences, or contain explicit language.
7. Parents/guardians may request that in lieu of viewing a recording as described in items (1) or (2) above, their child be given a meaningful, related alternative activity associated with the same learning objective.
8. Objections to or complaints concerning the use of a specific recording may be made in accordance with the Board's policy on handling concerns about educational materials.

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

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

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

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

Approved: August 13, 2001

361.3 361.2 Form

Reviewed: June 29, 2016

Revised:

1st Reading: 4/26/17; 2nd Reading: 5/8/17

USE OF MULTI-MEDIA MATERIALS

PARENT PERMISSION FOR USE OF RECORDINGS

Dear Parent/Guardian:

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

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

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

Principal,

+++++

Student Name: _____ Teacher: _____

___ My child has permission to use the recording

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

___ I would like to attend the presentation with my child

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

Parent/Guardian Signature: _____ Date: _____

Approved: April 8, 1996

492

Revised: May 14, 2001

Revised:

1st Reading: 4/26/17; 2nd Reading: 5/8/17

~~IMAGING OR RECORDING OF STUDENTS~~

RECORDING OR PHOTOGRAPHING OF STUDENTS

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

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

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

1. When video/audio recording devices are in use to monitor public areas of a school facility (i.e. hallways, entrance areas, parking areas, cafeterias, etc.) for security purposes, signs shall be posted at the facility entrances to notify persons utilizing the facility of this security measure.
2. Students shall only be video/audio recorded and photographed in accordance with established District procedures. Such procedures shall identify the conditions under which parental/guardian consent shall be required.
3. Video/audio recordings and photographs of students shall be kept confidential to the extent required by state and federal laws, and the District's student records policy and procedures.
4. Video/audio recording will not be conducted in private areas such as locker rooms, athletic locker rooms, changing rooms and bathrooms at any time.

Parent/Guardian Consent

1. Video/audio recordings and photographs of students may be utilized by teachers, administrators or their designees within the District for educational purposes without advance consent of a student's parent/guardian.
2. Waiver forms of release shall be required from parents/guardians when:
 - a. Students participating in class activities are recorded or photographed and the video/audio recordings or photographs are going to be viewed or heard by individuals other than authorized teachers, administrators and students.
 - b. Students are to be involved in formal interviews using video or audio recordings or photographs by outside news media sources.
 - c. Students identified as having special educational needs are recorded or photographed in a special education setting.

3. Parent/guardian permission shall not be required when:
 - a) A student has voluntarily chosen or been allowed by his/her parent(s)/guardian to participate in, or be a spectator at, a school related activity that is open to the public such as an athletic event, concert, theatrical presentation, dance, etc.
 - b) The student has chosen to be an officially designated school leader or role model, such as athlete, member of Homecoming Court, student council, etc. for which there is the potential for informal contact with news media.
 - c) The student has voluntarily chosen to participate in a class project for which the recording or photographs will not be viewed/listened to by persons other than members of the class.
 - d) Stock video or generic photographs (i.e., yearbook individual and group photos) are being obtained in public places (i.e., hallways, auditoriums, gymnasiums, parking areas, general classroom areas, playgrounds, athletic fields, etc.) by the District.
 - e) Outside news media record or photograph students in areas that cannot be effectively shielded from the public, such as playgrounds, parking lots, athletic fields. etc.

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

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

Revised: July 9, 2001
Revised: February 9, 2004
Revised:
1st Reading: 4/26/17; 2nd Reading: 5/8/17

872

~~PUBLIC COMPLAINTS ABOUT LIBRARY AND INSTRUCTIONAL MATERIALS~~

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

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

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

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

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

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

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

Approved: July 9, 2001
Revised: February 9, 2004
Revised:
1st Reading: 4/26/17; 2nd Reading: 5/8/17

872-Form

~~CITIZEN'S REQUEST FOR RECONSIDERATION OF A WORK~~

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL MATERIALS

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

Evansville Community School District
Proposed 2017-2018 Staffing

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

Evansville

Community School District

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

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

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

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

LUNCH FEE SCHEDULE

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

MEMORANDUM

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT A

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

BUDGET AND PLAN OF OPERATION

a.

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

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

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

b. Invoiced July 1 on an annual basis.

Dane County New Teacher Project

April 26, 2017

Services	2015-16	2016-17	2017-18
Reduced Rates for National New Teacher Center, Teacher Induction and Instructional Coaching Professional Development	No Cost	No Cost	No Cost
Focused District Consults(1 per district)	No Cost	No Cost	No Cost
Menu of Induction related Site Visits	No Cost	No Cost	No Cost
Beginning Teacher and Mentor Social	\$1,000		
Quarterly District Council Meetings	\$400	\$200	\$200
Board Meetings	\$200	\$200	\$200
District Induction Team Work Day	\$720	\$720	\$600
Beginning Teacher Regular Education Seminars	\$11,100	\$11,000	\$13,280
Mentor Support for 1:1 Mentors	\$2,820	\$1,500	\$1,900
Monthly Release Mentor Forums(Mentors supporting more than one Beginning Teacher)	\$1,944	\$1,500	\$1,100
Program Leader Meetings	\$450	\$250	\$200
Principal Engagement	\$2,100	\$2,000	\$1,800
DCNTP Capacity Building, National Professional Development (NPLN, Symposium, Trainers Academy)	\$12,200	\$15,400	\$13,900
Office Rent/Expenditures	\$5,600	\$5,600	\$3,800
DCNTP Chairperson(salary only; 45 FTE of 220 day contract)	\$45,760	\$45,760	\$45,760
DCNTP Co-Chairperson(highest estimated salary)			\$50,000
DCNTP Project Manager(hourly salary only; 25 hrs./week)	\$25,760	\$25,760	\$25,760
Total	\$110,054	\$109,890	\$158,500
Evansville: Shared Service Consortium Fee	2015-16	2016-17	2017-18
	\$6,800.00	\$6,735.00	\$8,000.00

Revised: July 16, 2007

Revised: August 9, 2010

Revised: September 11, 2013

Revised:

1st Reading: 5/8/17

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BOARD MEETINGS

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

Regular Meetings –

The Evansville Board of Education shall meet on the second (2nd) ~~Monday~~ **Monday** ~~Wednesday~~ of each month at a place designated by the Board with due notice. The regular meeting time will be set annually at the reorganization meeting. The public may address the Board regarding any issue during public presentations in accordance with Board policy.

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

Committee Meetings –

Board committees of the whole will meet on the **fourth (4th) Monday** ~~or last Wednesday~~ of the month. Items may also be placed on the agenda for Board **discussion and** action as needed.

Special Meetings –

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

Organizational Meeting –

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

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

Annual District Business Meeting –

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

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

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

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

Revised: ~~August 13, 2001~~
Revised: December 13, 2010
Revised: June 10, 2013
Revised:
1st Reading: 5/8/17

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PUBLIC PARTICIPATION AT BOARD MEETINGS

Citizens of the District are welcome to appear at Board meetings to voice their concerns and provide input. At the same time, citizens should bear in mind that even though Board meetings are open to the public, they are not meetings of the public. Hence, it is necessary to maintain order at Board meetings.

At the Board's first regular meeting of the month, normally the second **(2nd) Monday** ~~Wednesday~~ of the month, Public Presentation segments will provide the opportunity for the audience to bring forward an item of interest, not already on the agenda or comment on items on the agenda. A registration form (Blue Card) should be filled out and submitted by the end of this segment for anyone wishing to comment during this section. At Committee of the Whole meetings, normally the fourth **(4th) Monday** or ~~last Wednesday~~ of the month, only comments related to items on the agenda may be offered. The Board will verify that if there is a concern, the community member has first discussed the issue with the appropriate staff member as needed.

In accordance with the intent of the open meetings law, the Board can not respond or take action on any item not published on the agenda but may ask questions to seek further information.

Should audience members, or members of the public in general, want to request an item for a future agenda, they should contact a Board member who will forward the item to the Board President or District Administrator who will consider the item for a future agenda as appropriate. Items for future agendas should be submitted for consideration to the Board President or District Administrator at least one full week prior to the meeting. Such factors as time, agenda and urgency of the proposed request will also be considered.

The Board/Committee can not hear complaints of school personnel. The Board President or Chairperson will redirect any such comments to the District Administrator for follow up per other District procedures.

Letters written to the Board will be distributed to Board Members in their Board mailboxes for review.

The following guidelines will allow the Board to receive public input and continue to conduct the business of the District in an orderly and efficient manner. Each speaker shall be allowed up to five minutes to address an issue or express an opinion. However, the time to speak maybe decreased by the President due to time constraints of a meeting. The Board may set a time limit for discussion of an issue, to accommodate the number of speakers, and may decide if a separate hearing is needed on an issue. Any deviation from these guidelines shall be at the discretion of the Board President.

1. Any individual may register with the District Administrator or his/her designee beginning 15 minutes before the time scheduled for a Board meeting or a public hearing.
2. Full address of their place of residence must be on registration forms.
3. Citizens can express an opinion in writing on the registration form. All Board members will read these opinions.
4. If a person wants to speak on more than one issue, a registration card should be submitted for each issue.
5. Public appearances at regular or special board meetings and committee meetings will be permitted at the point of the meeting as indicated in the meeting notice/agenda. The members of the audience should not comment or interrupt during the Board's discussion unless specifically invited to speak.
6. Registrants will be called to speak according to the order in which they have registered.
7. Each speaker must rise and note his/her name for the record.
8. A process monitor can be appointed to assist in enforcing the time limits.
9. There shall be no interruptions by other persons in the audience.
10. The Board members or District Administrator may ask questions during or after the presentation.
11. The Board President may rule a presentation repetitive or out of order and terminate it.
12. The Board President, at his/her discretion may ask for public input during a meeting.
13. Persons presenting written documents are strongly urged to bring at least 15 copies for Board members, key administrators, and the press.

Legal Ref.: Section 19.81 Wisconsin Statutes (Declaration of Policy)
19.83 (2) (Meetings of Governmental Bodies)
19.84(2) (Public Notice)
19.85 (Exemptions)

Approved: January 11, 1988

455.2

Revised: November 27, 2000

1st Reading: 4/12/17; 2nd Reading: 4/26/17; 3rd Reading: 5/8/17

SUGGESTION TO REMOVE – NOT REQUIRED

AUTOMOBILE AND BICYCLE USE AND SAFETY

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

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

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

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

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

Approved: December 8, 1986

510

Revised: January 10, 2005

1st Reading: 4/12/17; 2nd Reading: 4/26/17; 3rd Reading: 5/8/17

SUGGESTION TO REMOVE – NOT REQUIRED

PERSONNEL POLICY GOALS

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

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

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

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

Revised: February 11, 2002

511

Revised: July 9, 2012

Revised:

1st Reading: 4/12/17; 2nd Reading: 4/26/17; 3rd Reading: 5/8/17

Mandated Policy

EQUAL OPPORTUNITY EMPLOYMENT

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

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

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

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

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

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

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

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

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

EMPLOYEE DISCRIMINATION COMPLAINT PROCEDURES

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

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

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

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

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

Maintenance of Complaint Records:

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

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

Local Ref.: Policy #511 – Equal Opportunity Employment

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, April 26, 2017, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by District Administrator, Mr. Roth. Roll call was taken. Members present: Braunschweig, Busse, Hammann, Oberdorf, Rasmussen, and Titus. Absent: Hennig.

APPROVE AGENDA

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

ANNUAL BOARD REORGANIZATION

Mr. Roth opened nominations for President. Mr. Busse nominated Mr. Braunschweig. Nominations closed. Vote: 6-0 (paper vote). Mr. Braunschweig elected as President.

Mr. Braunschweig opened nominations for Vice President. Mr. Rasmussen nominated Mr. Busse. Nominations closed. Vote: 6-0 (paper vote). Mr. Busse elected as Vice President.

Mr. Braunschweig opened nominations for Clerk. Mr. Busse nominated Mr. Rasmussen. Nominations closed. Vote: 6-0 (paper vote). Mr. Rasmussen elected as Clerk.

Mr. Braunschweig opened nominations for Treasurer. Ms. Oberdorf nominated Ms. Hammann. Nominations closed. Vote: 6-0 (paper vote). Ms. Hammann elected as Treasurer.

Mr. Braunschweig opened appointment for Deputy Clerk. Mr. Rasmussen appointed Ms. Mosher as Deputy Clerk. Vote: 6-0 (hand vote). Ms. Mosher appointed Deputy Clerk.

Mr. Braunschweig led discussion of Board Committees, Committee Structure and Board Assignments. Discussion. Mr. Braunschweig will join the 4K and the Co-and Extra-Curricular sub-committees; Mr. Titus will join the CSI-Climate and Culture; Mr. Rasmussen will be replaced on the Employee Handbook sub-committee with Mr. Titus; and Mr. Rasmussen will serve on the Insurance sub-committee. Mr. Rasmussen will serve as the CESA2 Representative and Ms. Hammann as the Evansville Education Foundation Representative.

Mr. Braunschweig led discussion of Board meeting times and day of week, suggesting that the meetings be held on Mondays. Discussion. Consensus to meet on the second and fourth Monday at 6:00 pm of each month. Policy #171.2 for Board approval at the May 8 meeting to reflect this change.

Mr. Braunschweig led discussion for setting the Annual Meeting date. Discussion. Consensus to hold the Annual Meeting on Monday, October 23, 2017, at 7:00 pm.

Mr. Braunschweig presented the document, What Every New Board Member Needs to Know.

Mr. Braunschweig asked all to review the documents in their Board binders.

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Money Smart Week Wisconsin – April 22-29, 2017
- School Nutrition Employee Week – May 1-5, 2017
- Back To School Days – August 8, 3:00-7:00 pm and August 16, 10:00-2:00 pm
6:20

Mr. Roth gave an update on the 2018 potential referendum; kick-off meeting with Bray Associates and JP Cullen, the week of May 1st.

Director of Curriculum and Instruction, Ms. Murphy, presented the Dane County New Teacher Project Shared Services Contract for 2017-2018. Discussion.

BUDGET FINANCE

Business Manager, Mr. Swanson, presented the 2017-2018 lunch prices; no increase. Discussion.

Mr. Swanson presented an update on the 2017-2018 preliminary budget: an estimated final Fund 10 budget; an updated list of recommended items for reduction or elimination; and the proposed 2017-2018 certified staffing. Discussion.

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

Mr. Swanson and staff member, Ms. Schullo, presented two options from the Insurance Committee: Option A – HRA with no change in deductible or cash in lieu and Option B – HRA with 15% employee contribution, increase deductible to \$400/\$800, reduce cash in lieu by \$500, and move to HSA 1-1-18. Discussion. Insurance Committee recommends Option B. Consensus of Board, Option B.

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

BUSINESS (Action Items)

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to accept the retirements at the end of the 2016-2017 school year for: Mindy Johnson, Levi Speech and Language Teacher, and thank her for serving 31 years in the District; and Debra Arnold, TRIS School Counselor, and thank her for serving 21 years in the District. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve, from the recommended items list, #20, reduce 1 K-12 Special Education Position. Discussion. Motion carried, 5-1 (Hammann)(voice vote).

Motion by Mr. Busse, seconded by Ms. Oberdorf, moved to approve the proposed Employee Handbook changes: #1 – Part II, Certified Staff, Pg. 40, Section 1, 1.02-Administratively Called Meetings. Discussion. Motion failed, 0-6 (voice vote).

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved to approve the proposed Employee Handbook changes: #3 – Part II, Certified Staff, Pg. 48 and 49, Section 6, 6.01, B – Add New #4-

Co-and/or Extra-Curricular Service in the District, as proposed by the Board. Discussion. Motion failed, 0-6 (voice vote).

CONSENT (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to approve the consent agenda items: policy #532.1-Staffing Hard to Fill Positions and the April 12, 2017, Regular Meeting Minutes, as presented. Motion carried, 6-0 (roll call vote).

POLICIES

Ms. Hammann presented for a first reading, policies: #361-Library and Instructional Material Selection and Adoption (Instructional Materials Selection and Review); #361.2-IMC Instruction and Materials; #361.3 (361.2)-Use of Multimedia Materials (Use of Video and Audio Recordings); #361.3 Form (361.2 Form)-Use of Multi-Media Materials (Parent Permission for Use of Recordings); #492-Imaging or Recording of Students (Recording or Photographing of Students); #872-Public Complaints About Library and Instructional Materials (Request for Reconsideration of Instructional Materials); and #872-Form-Citizen’s Request for Reconsideration of a Work (Request for Reconsideration of Instructional Materials).

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

BOARD DEVELOPMENT

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

Board Development agenda for May 22, 2017, meeting discussed.

FUTURE AGENDA’S

May 3 special meeting agenda and May 8, 2017, regular meeting agenda shared.

EXECUTIVE SESSION

Motion by Mr. Rasmussen, seconded by Mr. Titus, moved to convene into closed session under Wisconsin State Statute 19.85(1)(c) and 118.22(3) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (teachers), and conduct private conferences for the purpose of considering nonrenewal of teachers. Motion carried, 6-0 (roll call vote).

ADJOURN

Meeting adjourned from executive session at 8:48 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____
Mason Braunschweig, President

Approved: 5/8/17

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, May 22, 2017

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Mason Braunschweig 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. 2018 Potential Referendum Update.
 B. 2017 Open Enrollment.
- V. Budget Finance – Chair, Hammann:
 A. Discussion Items:
 1. 2016-2017 Final Budget.
 2. 2017-2018 Preliminary Budget.
 3. 10 Year Capital Improvement Plan and Fund 46 (Long-Term Capital Imp
 4. Evansville Education Foundation Update.
 5. Insurance Committee Update.
- VI. Business (Action Items):
 A. Approval of Staff Changes:
 B. Approval of 2016-2017 Final Budget.
 C. Approval of 2017-2018 CESA 2 Contract.
 D. Approval of 2017 Open Enrollment Applications.
 E. Approval of High School Student Handbook Changes.
- VII. Consent (Action Items):
 A. Approval of Policy:
 1. #
 B. Approval of Curriculum Referendum Purchase Recommendation-Math.
 C. Approval of May 3 Special and May 8, 2017, Regular Meeting Minutes.
- VIII. Policies – Chair, Hammann:
 A. First Reading:
 1. #
 B. Second Reading:
 1. #
- IX. Board Development – Chair, Braunschweig:
 A. 2016-2017 Continuous System Improvement (CSI) Plan.
- X. Future Agenda – June 26, 2017, Regular Board Meeting Agenda.
- XI. Adjourn.