

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, November 9, 2016

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf HS Board Rep Emmeline Roth
 John Rasmussen Keith Hennig HS Board Rep Ava Parker
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
 • American Education Week – November 13-19, 2016
- IV. Public Presentations.
- V. Information & Discussion:
 A. High School Student Board Representatives Report.
 B. 2018 Referendum Update.
 C. 2016-2017 Building Goals.
 D. Energy Fair.
 E. Additional Middle School Track Coach.
 F. School Board Election Timeline.
 G. Attendance at WASB Convention in January.
 H. Selection of Delegate and Alternate to WASB Convention in January.
 I. 2016-2017 Salary Increases for Support Staff, Food Service Workers, Custodians/Cleaners, and Director of Buildings and Grounds.
 J. First Reading of Policies:
 1. #251 - Organization for Administrative Purposes.
 2. #251 Exhibit – Organization Chart.
 3. #447 - Student Discipline: Detention, Suspension and Expulsion.
 4. #447.1 – Use of Seclusion and Physical Restraint by Staff
 5. #529.2 – Jury Duty Leave.
 K. Second Reading of Employee Handbook Committee Suggested Changes:
 #1 – Part 3, Support Staff, Pg. 61-62, Section 7, Vacation.
 #2 – Part 3, Support Staff, Pg. 65, Section 9, Sick and Personal Leave Benefits.
 #3 – Clerical Items.
- VI. Public Presentations.

- VII. Business (Action Items):
 - A. Approval of Staff Changes: Hiring of Middle School Girls Basketball Coach.

- VIII. Consent (Action Items):
 - A. Approval of Policies:
 - 1. #230 – Administrative Team.
 - 2. #323.1 – Special Observance Days.
 - 3. #323.2 – Patriotic Exercises.
 - B. Approval of October 26, 2016, Regular Meeting Minutes.

- IX. Future Agenda – November 30, 2016, 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: 11-2-16

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Wednesday, November 9, 2016

6:00 p.m.

District Board and Training Center

340 Fair Street (Door 36)

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

II. Approve Agenda.

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

III. Public Announcements/Recognition/Upcoming Events:

- American Education Week – November 13-19, 2016

IV. Public Presentations.

V. Information & Discussion:

- High School Student Board Representatives Report – HS Reps Ms. Roth and Ms. Parker have enclosed their report.
- 2018 Referendum Update – District Administrator, Mr. Roth, has sent out the Requests for Proposal (RFPs) for Architectural Firms. The Board will interview the firms on December 7 and December 14.
- 2016-2017 Building Goals – Enclosed are the building goals.
- Energy Fair – Mr. Roth has advertised for an Energy Fair Environmental Education Coordinator since August with no viable applicants. No Energy Fair will take place in 2017.
- Additional Middle School Track Coach – Middle School Track Coach, Mr. Curtis, would like the Board to consider hiring additional middle school track coach(s).
- School Board Election Timeline – Enclosed is the 2017 election timeline.
- Attendance at WASB Convention in January – Discussion on who is attending this convention will take place. The convention is January 17 – January 20, 2017, in Milwaukee. Deadline for early registration is December 9.

- H. Selection of Delegate and Alternate to WASB Convention in January – The Board needs to choose a delegate and alternate to attend the WASB Convention in January.
- I. 2016-2017 Salary Increases for Support Staff, Food Service Workers, Custodians/Cleaners, and Director of Buildings and Grounds – Mr. Roth would like to move forward with a 1.5% salary increase for these employee groups. Will ask for Board action at the November 30 meeting.
- J. First Reading of Policies:
 - 1. #251 - Organization for Administrative Purposes.
 - 2. #251 Exhibit – Organization Chart.
 - 3. #447 - Student Discipline: Detention, Suspension and Expulsion.
 - 4. #447.1 – Use of Seclusion and Physical Restraint by Staff
 - 5. #529.2 – Jury Duty Leave.
- K. Second Reading of Employee Handbook Committee Suggested Changes:
 - #1 – Part 3, Support Staff, Pg. 61-62, Section 7, Vacation.
 - #2 – Part 3, Support Staff, Pg. 65, Section 9, Sick and Personal Leave Benefits.
 - #3 – Clerical Items.

VI. Public Presentations.

VII. Business (Action Items):

- A. Approval of Staff Changes: Hiring of Middle School Girls Basketball Coach.
 - 1. *Hiring of Jennifer Johnson, Middle School Girls Basketball Coach. Jennifer will replace Lauren Meredith as 7th grade girls’ basketball coach starting January 2, 2017. Jennifer currently is a first grade teacher at Levi Leonard Elementary School. She brings a personal passion for basketball to our middle school girls basketball program. Jennifer will be paid a stipend of \$1,476.*

Suggested Motion: I move we approve Jennifer Johnson, as the 7th Grade Middle School Girls Basketball Coach, for a stipend of \$1,476.

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

- A. Approval of Policies:
 - 1. #230 – Administrative Team.
 - 2. #323.1 – Special Observance Days.
 - 3. #323.2 – Patriotic Exercises.
- B. Approval of October 26, 2016, Regular Meeting Minutes.

Suggested Motion: I move we approve the consent agenda items: Policies, #230-Administrative Team; #323.1-Special Observance Days; and #323.2-Patriotic Exercises; and the October 26, 2016, Regular Meeting Minutes, as presented.

Roll Call Vote.

IX. Future Agenda – November 30, 2016, Regular Meeting Agenda – *Enclosed is a draft of the agenda.*

X. Adjourn.

Suggested motion: I move we adjourn the meeting.

FOR YOUR INFORMATION:

1. Upcoming Board Meetings:
 - a. November 30, Regular Board Meeting
 - b. December 7, Special Board Meeting (Interview Architectural Firms)
 - c. December 14, Regular Board Meeting
 - d. January 11, Regular Board Meeting
 - e. January 25, Regular Board Meeting

2. The Knights of Columbus made a donation to the Special Education Department in the amount \$1,000 from Evansville and \$1,260.86, from Madison.

HS Board Report

Emmeline Roth

Ava Parker

Previous

10/20

Volleyball @ East Troy

10/21

Football @ Fort Atkinson

10/22

Soccer home vs Sugar River

10/29

Cross Country State

Upcoming

11/11-13

Fall Play

11/18

Girls Varsity Hockey @ Fond du Lac

11/18

Girls Basketball @ Albany

11/19

Big Band Bash

11/21

High School Blood Drive

11/25

Boys Basketball @ Menasha

2016-2017 BUILDING GOALS

Levi Leonard Elementary School

As measured by Fountas & Pinnell Benchmark Assessment, Levi Leonard Elementary School will increase the percentage of students making one full academic year of growth (Fall to Spring) by 1% K-2.

- During the 2015-2016 89.5% of students collectively in grades kindergarten through second made one year of growth. 80% of students met the benchmarks collectively K-2.
- Kindergarten baseline data: 10 students less than 1-year growth and 9 below benchmark. 101 students were tested. 90% made 1-year growth and 89% above benchmark.
- First grade baseline data: 5 students less than 1-year growth and 40 below benchmark. 130 students were tested. 96% made 1-year growth and 70% were above benchmark.
- Second grade baseline data: 20 students less than 1-year growth and 19 below benchmark. 102 students were tested. 80% made 1-year growth and 82% were above benchmark.

As measured by Fountas & Pinnell Benchmark Assessment, Levi Leonard Elementary School will increase the percentage of students “closing the gap” by making over one full year of academic growth by 1% in first and second grade.

- First grade baseline data: The Fall assessment showed that 46 students were below benchmark at the beginning of first grade based on Fountas & Pinnell. 35 out of the 46 students made over one year of growth which is 76% of students.
- Second grade baseline data: The Fall assessment showed that 38 students were below benchmark at the beginning of first grade based on Fountas & Pinnell. 26 out of the 38 students made over one year of growth which is 68% of students.
- 73% of students below benchmark in grades 1 and 2 made over one year of growth based on the Fountas & Pinnell Assessment.

Theodore Robinson Intermediate School

The Goal of Theodore Robinson Intermediate School is to achieve exceptional Literacy growth for all students by steadily increasing the number of students meeting state proficiency targets for English Language Arts in Grades 3 through Grade 5, as measured annually by the Forward Exam.

Baseline Data: On the 2016 Forward Exam, 58.3% of students in Grades 3 through Grade 5 met or exceeded state proficiency targets for English Language Arts.

Goal: On the 2017 Forward Exam, 60% of students in Grades 3 through Grade 5 will meet or exceed state proficiency targets for English Language Arts.

To ensure that all students make at least one year of growth, we will use data from our QRI Reading Assessment given in the Fall and Spring. To provide targeted intervention, we will use data from the Fall STAR Assessment as well as our Fall QRI Reading Assessment.

JC McKenna Middle School

Academic Building Goal:

Upon conclusion of the 2016-2017 School Year, 60% of our students at JC McKenna Middle School will meet literacy targets of proficient or advanced under the parameters of the Forward Exam.

*Data will be collected from the results of the 2017 Forward Exam

Social/Emotional Building Goal

By the end of the 2016-2017 School Year, all students at JC McKenna will identify at least two adults in the building that they trust and have a positive connection with.

*Baseline data will be collected through a student online survey identifying adults in our building that students feel a connection with. Students indicating they have no connection with adults at JCM will be identified and focused interventions will be implemented. A survey given at the end of the 16-17 school year indicated there were 32 students in that category. We will be giving the initial survey the week of November 4th to collect this year's baseline data.

Evansville High School

1. Implement a consistent school wide content area writing exercise to address literacy issues. One specific subset of data we hope to address is struggling male writers as shown by the ACT and Aspire Data.
 - a. **Goal:** As measured by ACT test data, EHS 11th graders will increase writing proficiency by 10 percent as compared from 2014-2015 and 2015-2016 averages, to 2016-2017 data, as a result of implementation of school wide content area writing.
2. Each staff member will be in charge of 2-5 identified students to track during the year. (We will identify more freshmen after we get more into the school year.)
 - a. **Goal:** We will reduce term and semester course failures by 10 percent compared from 2014-2015 and 2015-2016 averages, to 2016-2017 data, as a result of increased focus on individual student relationships and interventions.
3. Research and investigate a building schedule change that may be more conducive to long-term learning retention and AP course/exam scheduling.
 - a. **Goal:** We will reach a Building Leadership Team consensus regarding the prospect of moving to an A/B Block Schedule by November 12, 2016 (followed by official proposal to Admin Team and School Board), with the potential targeted implementation of the 2017-2018 school year.

<u>District</u>	<u>Participants</u>	<u># of Coaches</u>	<u>Ratio</u>	Compiled: Spring 2016
Parkview	25	2	12.5 to 1	
Brodhead	60	2	30 to 1	
Clinton	60	4	15 to 1	
Beloit Turner	75	4	18.75 to 1	
Edgerton	80	3	26.6 to 1	
Stoughton	80	4	20 to 1	
McFarland	120	5	24 to 1	
Evansville	120	3	40 to 1	

WASB SCHOOL DISTRICT ELECTION SCHEDULE

2017 SPRING ELECTION

The Wisconsin Association of School Boards (WASB) has prepared the *School District Election Schedule* as a reference for common, union high, and unified school districts for use throughout the upcoming primary and election season. The main sections of this publication are the following:

- **2017 Spring Election Schedule At-A-Glance**
(a convenient and concise list of critical dates and events)
- **Part I: Overview of Ballot Access Documents**
- **Part II: Key Tasks and Deadlines Organized by Date**
- **Part III: List of Elections Commission and Ethics Commission Forms**
(electronically linked in the PDF edition of this publication, which is available to WASB members on the WASB website)

In addition to contacting the WASB with election-related questions, districts are encouraged to contact their county and municipal clerks and the Elections Commission (608-266-8005) for information on local rules, operational matters, and related issues. Specific questions about campaign finance can be directed to the Ethics Commission (608-266-8123). School board clerks should also monitor the two commissions' websites for potential training opportunities and for election-related publications and guidance. The *Election Administration Manual for Wisconsin Election Officials* (available at <http://elections.wi.gov/clerks/education-training/election-administration-manual>) and the *Campaign Finance Overview - Local Candidates* (available at http://ethics.wi.gov/sites/default/files/general/cf_overview_local_candidates_2016.pdf) may be particularly useful resources.

The WASB *School District Election Schedule* is designed to provide general information and commentary as a service to WASB members based on current law and agency guidance as it existed at the time of publication. It should not be relied upon as legal advice. If legal advice is needed, the services of the school district's designated legal counsel should be obtained.

Edited by the WASB staff

Published October 2016 by:

WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.
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Madison, WI 53703
608-257-2622 or 877-705-4422 (Toll-Free)
Website: wasb.org

SCHEDULE AT-A-GLANCE

2017 SPRING ELECTION

NOVEMBER 2016

- 22
- Deadline for Publication of Type A Notice of Election
- On or About 22
- Prepare Packet of Information for Potential Candidates

DECEMBER

- 1
- Earliest Date for Circulation of Nomination Papers, If Required
(NOTE: Nomination Papers Are Not Required in Many School Districts)
- 1 - Jan. 3
- Most Candidates Will File Campaign Registration Statements, Declarations of Candidacy, and Nomination Papers (If Required) during this Period
- 23
- Deadline for Incumbents to File Notice of Noncandidacy (5:00 p.m.)
- On or About 31
- Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance January Continuing Report (for Period Ending December 31)

JANUARY 2017

- On or After 1
- Eligible Candidate Committees May Claim/Renew Reporting Exemption for 2017
- 3
- Candidate Deadline for Filing All Documents Needed to Establish Eligibility to Appear on the Ballot (5:00 p.m.)
 - Clerk Makes Initial Determination of Candidates' Eligibility for Ballot
- 10
- Drawing of Lots for Ballot Order; Certify Ballot Eligibility to County Clerk(s)
 - When a Primary is Required, Notice to Municipal Clerks of Primary Election
- 16
- Deadline for Non-Exempt Committees to File January Continuing Report
- 17
- Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- On or Before 30
- If Primary Election is Being Held, Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)

FEBRUARY

- On or About 3
- If Primary Election is Being Held, Clerk Notifies Non-Exempt Committees of Deadline for Filing Preprimary Campaign Finance Report
- 7 - 13
- Deadline for Non-Exempt Committees to File Preprimary Report
- 14
- Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- 17
- Write-in Candidate Registration Deadline for Primary Election
- On or Before 20
- If Primary Election is Being Held, Choose Board of Canvassers
- 20
- If Primary Election is Being Held, Notice of Primary Election
- 21
- Spring Primary Election
- On or About 21
- If Primary Election Held, Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)
- On or About 22
- If Primary Election Held, Receipt of Election Materials and Related Duties

FEBRUARY *(continued)*

- On or About 22 - 28 • If Primary Election Held, Canvass of Primary Returns and Written Determination of Primary Results
- On or About 22 - Mar. 3 • If Primary Election Held, Recount Request May Be Filed
- On or About 24 - Mar. 3 • If Primary Election Held, Drawing of Lots for Ballot Order
- If Primary Election Held, Certify Nominations and Ballot Order to County Clerk(s)

MARCH

- On or Before 13 • Provide Municipal Clerk with Ballots (If Separate Paper Ballots Are Utilized)
- On or About 17 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Preelection Campaign Finance Report
- 21 - 27 • Deadline for Non-Exempt Committees to File Preelection Report
- 28 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent
- 31 • Write-in Candidate Registration Deadline for Spring Election

APRIL

- On or Before 3 • Choose Board of Canvassers
- 3 • Notice of Spring Election
- 4 • Spring Election
- On or About 4 • Issue Open Meetings Law Notice of Board of Canvassers Meeting(s)
- After 4 • Campaign Committees May File Campaign Finance Termination Report
- On or About 5 • Receipt of Election Materials and Other Related Duties
- 5 - 11 • Canvass of Election Returns and Written Determination of Election Results
- On or About 5 - 14 • Recount Request May Be Filed
- On or About 10 - 14 • Clerk Issues Certificate(s) of Election
- Clerk Notifies Municipal and County Clerks of School District Officers
- On or Before 24 • School Board Members Take and File Official Oath
- 24 • School Board Members Take Office
- 24 - May 24 • Election of School Board Officials (i.e. Board Officers)

JUNE

- On or About June 30 • Clerk Notifies Non-Exempt Committees of Deadline for Filing Campaign Finance July Continuing Report (for Period Ending June 30)

JULY

- 17 • Deadline for Non-Exempt Committees to File July Continuing Report
- 18 • Clerk Performs Duties with Respect to Campaign Finance Reports that Have Been Filed or that Are Delinquent

Approved: July 8, 1985
Revised: September 11, 2006
Reviewed: April 23, 2012
Revised:
1st Reading: 11/9/16

251

ORGANIZATION FOR ADMINISTRATIVE PURPOSES

The **Evansville Community School Board of Education** expects the district administrator to establish clear understandings on the part of all personnel of the working relationship in the school system.

Lines of direct authority shall be those approved by the Board and shown on district organization charts.

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

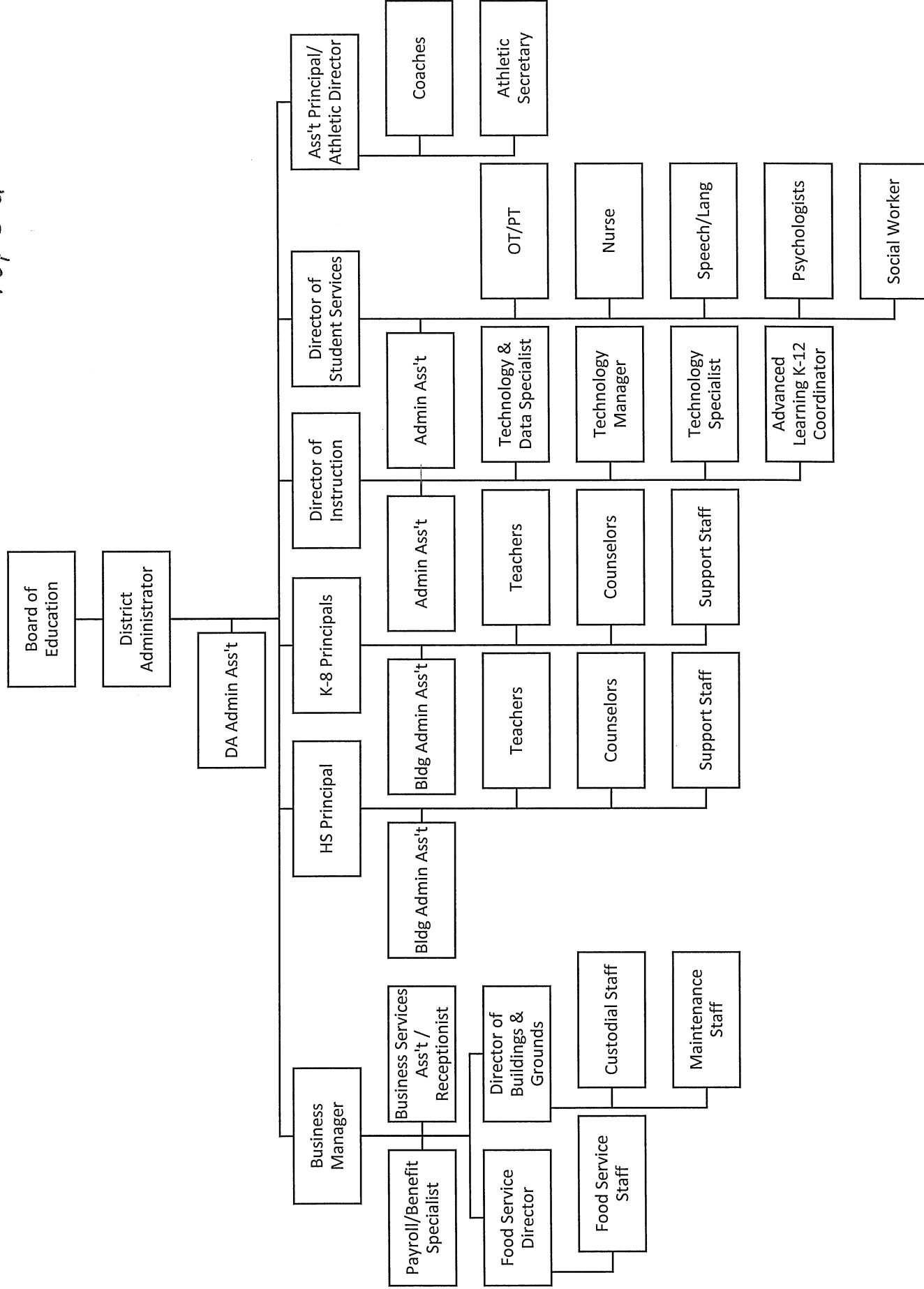
It is expected that the established lines of authority will serve most purposes, but all personnel shall have the right to appeal any decision made by an administrative officer to the next higher administrative authority.

Additionally, the lines of authority do not restrict in any way the cooperative, sensible working together of all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility; when the staff is working together, the lines represent avenues for a two-way flow of ideas to improve the program and operations of the school system.

Local Ref.: #251 Exhibit – Organization Chart

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 ORGANIZATION CHART

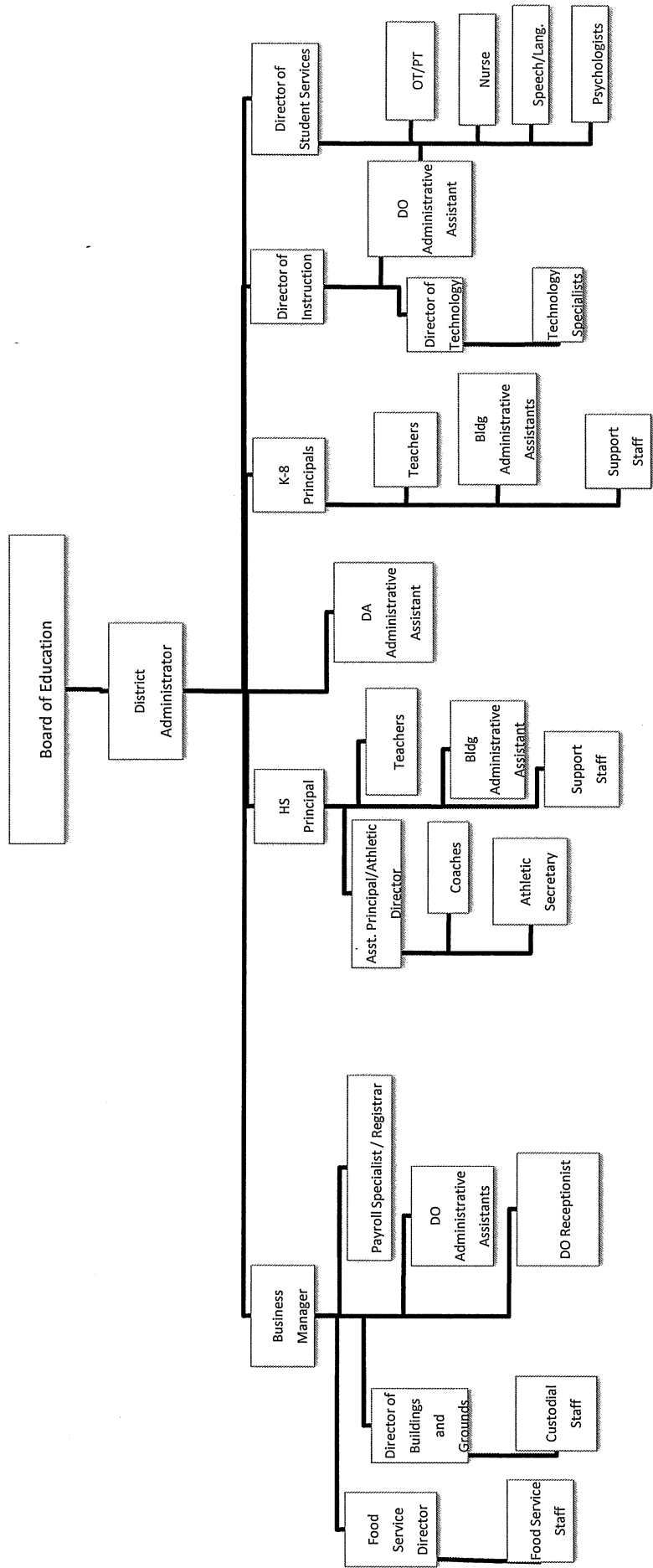
Proposed



Current

Revised: September 11, 2006
Revised: November 9 2009
Revised: June 11, 2012

EVANSVILLE COMMUNITY SCHOOL DISTRICT
ORGANIZATIONAL CHART



STUDENT DISCIPLINE: DETENTION, SUSPENSION AND EXPULSION

The Evansville Community School District Board of Education expects each school to establish a safe and nurturing learning environment. In order to maintain a positive school environment for all, student detention, suspension or expulsion may be necessary.

Detention

Detention is defined as detaining a student for inappropriate behavior as outlined in the student handbook. Detention rules and regulations shall be established by the building principal and published in the student handbook. Student detentions shall occur either before or after school hours or on Saturday and shall be supervised by a person assigned to that duty by the building principal or the District Administrator. All students must provide their own transportation when serving detentions. Students who fail to serve assigned detentions may be suspended from school. **Failure to serve an attendance related detention may result in a referral to the Evansville Police Department**

Suspension

Suspension is defined as a disciplinary action that is issued by an Administrator or their designee as a consequence of a student's inappropriate behavior and requires that a student absent him/herself from the classroom, school activities, school grounds and/or school transportation services for a specified period of time.

An Administrator or designee may suspend a student for not more than five (5) school days (or, if a Notice of Expulsion Hearing has been sent to the student and the student's parent(s)/guardian(s), for not more than a total of fifteen (15) consecutive school days) for any of the following reasons:

1. Noncompliance with school rules or school board policies and guidelines.
2. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
3. Conduct by the student while at school or while under the supervision of a school authority that endangers the property, health or safety of others.
4. Conduct while not at school or while not under the supervision of a school authority that endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the District in which the student is enrolled.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student may be suspended if it is determined that the student is guilty of noncompliance with a school or District policy, or of the conduct charged, and that the student's suspension is reasonably justified. The Administration will provide the parent(s)/guardian(s) of a suspended minor student with prompt notice of the suspension and the reason for the suspension.

A suspended student shall not be denied the opportunity to take any quarterly, semester or grading period examinations or to complete course work missed during the suspension period, as provided in the attendance policy.

The Administration may offer suspended students an opportunity to participate in a particular support program or intervention activity related to their misconduct in addition to suspension. The Administration, in its sole discretion and consistent with applicable law, may offer these options at either District or family expense.

The District will follow applicable state and federal law regarding **due process**, student discipline, and suspensions.

Suspension Appeal

The suspended student or the student's parent(s)/guardian(s) may, within five (5) school days following the commencement of the suspension, have a conference with the District Administrator or designee who shall be someone other than a principal, administrator or teacher in the suspended student's school.

If the District Administrator or designee finds that the student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. The District Administrator or designee shall make a finding within fifteen (15) days of the conference.

Suspension Review Meeting

When deemed appropriate by an Administrator, a Suspension Review Meeting will be requested before recommending expulsion. The Administration will invite the student and the student's parent(s)/guardian(s) to the suspension review meeting, and the following administrators will attend: District Administrator and administrator(s) involved in the incident. During this meeting, the Administrator(s) involved will present the facts of the case and supporting documentation. The review panel (District Administrator and up to two administrator designees) may ask questions of the Administrator(s). This meeting will also provide the student and parent(s)/guardian(s) another opportunity to hear, refute and/or present any additional information pertaining to the offense. The review panel may ask questions of the student and parent(s)/guardian(s). This is not an expulsion hearing so witnesses will not be called.

The purpose of the meeting is an administrative review of the facts related to a student suspension. Possible outcomes include, but are not limited to, referral for expulsion.

Expulsion

Expulsion means an action taken by the Evansville Community School District Board of Education to prohibit a student from further enrollment in the District, presence on school grounds and presence at school-sponsored/school-related activities, and/or prohibited school transportation services for a period of time determined by the Board. Before expelling a student, the Board must hold an expulsion hearing.

Grounds for Expulsion

Students may be expelled from school or school transportation services if the Board determines that the continued safety of the school necessitates the student's expulsion. In making the decision to expel a student, the Board shall evaluate the case of student misconduct using the following list of grounds for expulsion:

1. Repeated refusal or neglect to obey the rules.
2. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
3. Conduct while at school, on school transportation services, or while under the supervision of a school authority which endangered the property, health or safety of others.
4. Conduct while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of others at school or under the supervision of a school authority or endangered the property, health or safety of any employee or school board member of the District in which the student is enrolled.

Note: Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

5. Students at least 16 years old who repeatedly engage in conduct while at school, on school transportation services, or while under the supervision of a school authority that disrupt the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority, that does not constitute grounds for expulsion under steps 1-4, above.

The District will follow applicable state and federal law regarding **due process**, student discipline, suspensions, and expulsions.

Notice of Expulsion Hearing

The District shall send written notice of the expulsion hearing to the student and, if the student is a minor, to the student's parent(s)/guardian(s) not less than five (5) days before the hearing. The notice shall state all of the following:

1. The specific statutory grounds for the expulsion and the particulars of the student's alleged conduct upon which the expulsion proceeding is based.
2. The time and place of the hearing.
3. That the hearing may result in the student's expulsion.
4. That, upon request of the student and, if the student is a minor, the student's parent(s)/guardian(s), the hearing shall be closed.
5. That the student and, if the student is a minor, the student's parent(s)/guardian(s) may be represented at the hearing by counsel.
6. That the Board shall keep written minutes of the hearing.
7. That if the Board orders the expulsion of the student the District clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent(s)/guardian(s).
8. That if the student is expelled by the Board the expelled student or, if the student is a minor, the student's parent(s)/guardian(s) may appeal the Board's decision to the Department of Public Instruction (the Department.)
9. That if the Board's decision is appealed to the Department, within 60 days after the date on which the Department receives the appeal, the Department shall review the decision and shall, upon review, approve, reverse or modify the decision.
10. That the decision of the Board shall be enforced while the Department reviews the school Board's decision.
11. That an appeal from the decision of the Department may be taken within 30 days to the circuit court for the county in which the school is located.
12. The state statutes related to student expulsion.

Legal Ref.: Sections 115.787(3) Wisconsin Statutes (Individualized Education Programs)
118.13 (Pupil Discrimination Prohibited)
118.127 (Law Enforcement Agency)
118.31 (Corporal Punishment)
118.16(4) (School Attendance Enforcement)
119.25 (Expulsion of Pupils)
120.13(1) (School Board Powers)
PI 9.03(1) of the Wisconsin Administrative Code
Federal Laws: 18 U.S.C. 921 (a)(3)
Individuals With Disabilities Education Act (IDEA)

Local Ref.: Policy #447.1 – Use of Seclusion and Physical Restraint by Staff

USE OF SECLUSION AND PHYSICAL RESTRAINT BY STAFF

The Evansville Community School District employees may use reasonable and necessary force in certain situations. Physical restraint/seclusion may be used only when non-violent crisis interventions have proved ineffective or the student's behavior poses an imminent threat of serious, physical harm to self, staff, students and/or others. Such restraint/seclusion shall only be used for the amount of time needed to remove or prevent injury and as a last resort. The use of mechanical or chemical restraint is not appropriate for use in schools.

Seclusion also called "seclusion timeout" or "isolated timeout" as defined by the Wisconsin Department of Public Instruction (DPI) means:

Removing a student from the general activity and isolating him/her in a separate supervised area/room for a set period of time or until the student has regained control. It does not include such things as:

1. In-school suspension.
2. Detention.
3. Student requested break.
4. The student is instructed to return to his/her desk and/or sit on the sidelines.

Physical restraint also called "manual restraint" as defined by the Wisconsin Department of Public Instruction (DPI) means:

Holding a student in order to restrain his/her movement; use of physical force, without the use of any device or materials, to restrict the free movement of all or a portion of a student's body.

It does not include:

1. Briefly holding a student in order to calm or comfort the student.
2. Holding a student's hand or arm to escort the student safely from one area to another when the student is complying with the request to move.
3. Intervening in a fight.
4. Using protective or stabilizing devices using a weighted glove or wide arm cuff to hold one of the student's arms, allowing him/her to refrain from stereotyping and work with the free arm/hand. Additionally, it does not include adaptive equipment prescribed by a health care professional.

Staff may have physical contact with students to gently guide or reinforce student behavior.

School personnel may use reasonable physical force or restraint under the following conditions:

1. To quell a disturbance or prevent an act that threatens physical injury to any person.
2. To obtain possession of a weapon or other dangerous object within a student's control.
3. For the purpose of self-defense or the defense of others.
4. For the protection of property in accordance with state statutes.
5. To remove a disruptive student from school premises, a motor vehicle, or school sponsored activities, when nonphysical interventions to de-escalate the situation have proven ineffective.
6. To prevent a student from inflicting harm on him/herself.
7. To protect the safety of others.

Decisions regarding the use of seclusion or physical restraint may be made on a case-by-case basis. The District shall not unlawfully discriminate in the use of seclusion or physical restraint between

disabled and nondisabled students. If the behavior of a student with a disability interferes with the learning of others, it shall be the responsibility of the student's Individualized Educational Program (IEP) team to determine the appropriate plan to address the behavior. Behavior interventions and other supports and strategies shall be included in the student's IEP and revised as necessary based upon the functional behavior assessment.

All new special educators, educational assistants and building principals who are not actively certified in non-violent crisis intervention techniques will receive training and demonstrate proficiency in the use of non-violent crisis intervention techniques, including the use of seclusion/physical restraint, within one (1) year of their hiring. All staff members expected to use seclusion and/or physical restraint will receive Crisis Prevention Institute (CPI) refreshers of non-violent crisis intervention techniques every year as well as formal CPI training every three years. All special educators, educational assistants and building principals will receive formal CPI training every three (3) years. A staff member may use physical restraint on a student at school only if he or she has received this training. In an emergency, and if a trained staff member is not immediately available, any staff member may use physical restraint on a student.

No official, employee or agent of the Evansville Community School District Board of Education may subject any student enrolled in the District to corporal punishment or unreasonable physical force. Corporal punishment means the intentional inflicting or causing to be inflicted physical pain for the sole purpose of punishment or as a disciplinary action. Corporal punishment includes, but is not limited to, paddling, slapping, or prolonged maintenance of physically painful positions when used as a means of discipline. Corporal punishment does not include actions consistent with an IEP or reasonable physical activities associated with athletic training or therapy provided by a licensed and certified therapy professional or under the direction of such person when trained.

All employees of the district shall be apprised of this policy annually and reminded that violation will be deemed cause for disciplinary action. A completed Evansville Community School District restraint/seclusion form must be submitted electronically to the building principal, director of student services, and the technology and data specialist whenever physical restraint or force is used against any student within one (1) business day and for the student's parent/guardian to review within three (3) business days. The restraint/seclusion form can be found on the District website.

Annually, by September 1st, the Director of Student Services shall submit to the Board a report containing the number of incidents of seclusion and physical restraint in the previous year, the total number of students involved in the incidents, and the total number of students with disabilities involved in the incidents. These reports are aligned with the mandatory reporting requirements of the Wisconsin Department of Public Instruction. This report will also disaggregate the data to report the number of seclusions, physical restraints and mechanical restraints to align with the mandatory reporting requirements from the Civil Rights Data Collection.

Guidelines for the use of physical restraint shall be developed and annually reviewed by the Director of Student Services and shared with staff annually.

Legal Ref.: Sections 115.787(2)(i) Wisconsin Statutes (Individualized Education Programs)
115.787(3)(b)1 (Individualized Education Programs)
118.13 (Pupil Discrimination Prohibited)
118.164 (Removal of Pupils From the Class)
118.305 (Use of Seclusion and Physical Restraint)
118.31 (Corporal Punishment)
939.48 (Self-Defense and Defense of Others)
2011 WI Act 125

Local Ref.: Policy #447 – Student Discipline: Detention, Suspension and Expulsion

Suggestion to Remove from Policy Manual and insert into the Employee Handbook under Part 1, All Employees, Section 9, Jury Duty Leave – with suggested changes

JURY DUTY LEAVE

Employees of the Evansville Community School District shall be granted time off with pay to report for jury duty upon presentation of satisfactory evidence relating to this duty. Compensation received for jury duty (exclusive of travel pay or pay for jury duty on non-school days) shall be **turned into the Payroll Department in the District Office.** ~~deducted from the employee's check.~~

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

~~Legal Ref.: Sections 756.02 Wisconsin Statutes (Exemptions and Excuses From Jury Service)
756.25 (Juror's Fees and Mileage)~~

EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM OCTOBER 3, COMMITTEE MEETING

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Action		Date
					YES	NO	
1	Jerry Roth	Part 3 - Support Staff	Pg. 61-62, Section 7, Vacation	Yes			
2	Kelly Mosher	Part 3 - Support Staff	Pg. 65, Section 9, Sick and Personal Leave Benefits	Yes			

Clerical Items -

To Delete from Handbook - Pg 65 - Section 9, Leave Benefits, 9.01 - A. Note: Food Service Employees hired before July 1, 2003, are eligible for 3-5 days of personal leave (refer to Collective Bargaining Agreement dated June 30, 2013).

10/5/16

October 3 proposed changes to committee

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Jerry Roth

Employee Handbook Part: Part 3, Support Staff

Employee Handbook Page/Section/Section #: Pg. 61-62, Section 7

Suggested Revision:

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

C. 1. - Current language: two (2) weeks after one (1) year; and one (1) day for each additional year of service
A. - Current language: Two (2) weeks paid vacation after one year of service;...

New Language for both: two (2) weeks paid vacation, starting with first year of service.
This makes it equitable with all other employee groups.

DISTRICT OFFICE USE ONLY

Form received: 9-7-16
KM

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

Cost Impact and Amount: None

Legal Impact: None

Part 3, Support Staff

Pg. 61-62, Section 7 – Paid Vacations

Current and Proposed (bold):

Educational Assistants, Clerks, Secretaries, and Technology Assistant:

- A. All employees who work 197-229 days (10 month employees) are allowed paid vacations under the following plan:
 - 1. two (2) days **when hired** ~~after one (1) year~~; and one (1) day for each additional year of service, and
 - 2. vacation shall not exceed five (5) days per year.
- B. All employees who work 230-259 days (11 month employees) are allowed paid vacations under the following plan:
 - 1. one (1) week **when hired** ~~after one (1) year~~; and one (1) day for each additional year of service, and
 - 2. vacation shall not exceed three (3) weeks per year.
- C. All employees who work 260 days (12 month employees) are allowed paid vacations under the following plan:
 - 1. two (2) weeks **when hired** ~~after one (1) year~~; and one (1) day for each additional year of service, and
 - 2. vacation shall not exceed four (4) weeks per year.
- D. Employees are encouraged to use their vacation in the year earned. Five (5) days of vacation may be carried over into the next school year upon request.
- E. Vacations will be arranged with the cooperation of the employee and the employee's immediate supervisor, or in the absence of the immediate supervisor, the District Administrator.

Administrative Assistants, Business Services Assistant/Receptionist, Payroll/Benefit Specialist, and Technology and Data Specialist:

- A. Two (2) weeks paid vacation **when hired** ~~after one year of service~~; and one day for each additional year of service not to exceed twenty (20) days.
- B. For Administrative Assistants and Technology and Data Specialist hired before July 1, 2003 - two (2) additional days of vacation during Spring Break.

Custodians:

Custodians hired before July 1, 2003, will earn vacation according to the following schedule, to a maximum of 25 total vacation days.

Custodians hired after July 1, 2003, will earn vacation according to the following schedule, to a maximum of 20 total vacation days.

No vacation will be granted during the week prior to the start of the school year except in extenuating circumstances (i.e. family emergencies requiring the employee's attention or participation). Each situation will be reviewed on a non-precedent setting, one-time basis. Exceptions must be submitted to the District Administrator for approval.

1 year, 2 weeks

2 years, 2 weeks, 1 day

3 years, 2 weeks, 2 days

4 years, 2 weeks, 3 days

5 years, 2 weeks, 4 days

6 years, 3 weeks

7 years, 3 weeks, 1 day

8 years, 3 weeks, 2 days

9 years, 3 weeks, 3 days

10 years, 3 weeks, 4 days

11 years, 4 weeks

12 years, 4 weeks, 1 day

13 years, 4 weeks, 2 days

14 years, 4 weeks, 3 days

15 years, 4 weeks, 4 days

16 years, 5 weeks

Food Service:

No Vacation.

EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change. Once the form is complete, please return to the District Administrator Administrative Assistant in the District Office, prior to each quarterly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups during each of the first three quarters of the school year, and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will approve suggested changes quarterly, with implementation July 1 of each year.

Employee/School Board Member Name: Kelly Mosher

Employee Handbook Part: Part 3, Support Staff

Employee Handbook Page/Section/Section #: Pg. 65, Section 9, Sick, Personal, Bereavement, Leave Benefits

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

Personal/Sick Days - To have the same number of days as the Certified Staff on page 50.

DISTRICT OFFICE USE ONLY

Form received: 9-7-16
kw

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

Cost Impact and Amount: None

Legal Impact: None

Current: Part 1, Certified Staff

Page 50, Section 7, 7.02 – Sick, Personal, Bereavement, and Leave Benefits

Refer to Policy 529.1 – Family & Medical Leave

A. Sick/Personal/Business:

1. Teachers will be granted a combination of 11 personal/sick days per year based upon years of service. During the first five (5) years of employment with the District, three (3) of these days may be used each year for personal leave. In years six-ten (6-10) of employment with the District, four (4) days may be used for personal leave. In years ten plus (10+) of employment in the District, five (5) days may be used for personal leave. Unless an emergency situation prevails, teachers must have prior administrator approval for the use of personal time and a Teachers On Call (T.O.C.) request for a personal time must be submitted by the teacher at least forty-eight (48) hours prior to using personal time. Personal time may not be used on the first day of school, during the last two (2) weeks of the school year, or to extend vacation or holidays except with prior approval of the District Administrator or designee.

Teachers who submit the use of four or five (4 or 5) consecutive days of personal time must have prior approval of the District Administrator or designee.

<u>Years of Service</u>	<u>Sick Days</u>	<u>Personal Days</u>
0-5	8	3
6-10	7	4
10+	6	5

2. In instances of emergency situations, when prior approval cannot be obtained, the teacher shall submit a statement to the District Administrator or designee who shall then determine whether a personal day may be used.

Current: Page 65, Support Staff

Section 9, 9.01 – Sick, Personal, Bereavement, Leave Benefits

Refer to Policy 529.1 – Family & Medical Leave

When employees are requesting to use benefit time, they will not be expected to find a substitute to cover the time off. Designated administrator or designated personnel may reassign staff to cover for absences.

- A. Personal: All employees will receive **personal three (3) days each year according to the schedule below** a year for personal or business leaves. If these days are not taken, they will accumulate each year as sick leave. Requests for personal time should be made at least 24 hours in advance unless it is an unforeseen emergency. **Personal time may not be used for more than three (3) consecutive days or to extend vacation or holidays unless prior approval of the District Administrator or designee is granted.**

Note: Food Service Employees hired before July 1, 2003, are eligible for 3-5 days of personal leave (refer to Collective Bargaining Agreement dated June 30, 2013).

Kelly
Hsxg:
change →
Remove →

B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

C. Sick Days: The full allowance for sick leave for the school year will be credited at the beginning of the school year **according to the schedule below**.

It is the employee's responsibility to inform his/her administrator or their designee of their need to use sick time. In the event an employee is going to be out for three (3) or more consecutive days, they need to contact the District Office regarding FMLA.

D. Allocations: If an employee fails to complete the full school year for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month based upon the percentage of student contact days completed. Sick and personal leave will be deducted based on actual time off in fifteen (15) minute intervals.

Number of Days Worked in a School Year	Sick Days Hired Prior to July 1, 2003	Sick Days Hired After July 1, 2003
180-196 (9 month)	6 Sick days	6 Sick days
197-229 (10 month)	7 Sick days	7 Sick days
230 -259 (11 month)	8 Sick days	8 Sick days
260 (12 month) (Custodian/Cleaner)	12 Sick days	9 Sick days
260 (12 month) (All Other)	10 Sick days	9 Sick days

Proposed:

Number of Days Worked in a School Year	Years of Service	Sick Days Hired Prior to July 1, 2003	Personal Days Hired Prior to July 1, 2003	Sick Days Hired After July 1, 2003	Personal Days Hired After July 1, 2003
180-196 (9 month)	0-5	6 Sick days	3	6 Sick days	3
	6-10	5	4	5	4
	10+	4	5	4	5
197-229 (10 month)	0-5	7 Sick days	3	7 Sick days	3
	6-10	6	4	6	4
	10+	5	5	5	5
230 -259 (11 month)	0-5	8 Sick days	3	8 Sick days	3
	6-10	7	4	7	4
	10+	6	5	6	5
260 (12 month) (Custodian/Cleaner)	0-5	12 Sick days	3	9 Sick days	3
	6-10	11	4	8	4
	10+	10	5	7	5
260 (12 month) (All Other)	0-5	10 Sick days	3	9 Sick days	3
	6-10	9	4	8	4
	10+	8	5	7	5

Approved: July 8, 1985

230

Revised: October 22, 2001

1st Reading: 10/12/16; 2nd Reading: 10/26/16; 3rd Reading: 11/9/16

SUGGESTION: TO REMOVE AS IS NOT REQUIRED

THE ADMINISTRATIVE TEAM

The Evansville Board of Education supports the concepts and application of team management in the administration of the school district. Team management in a school district demands that individuals who are members of the administrative team work together as managers and leaders. The administrators within the Evansville Community School District functioning as individuals within a team should manage the District in order that its purposes shall be carried out effectively and efficiently, by taking action to insure that both the organization and the personnel within the organization achieve success.

The district administrator shall lead and determine the structure for the administrative team. The team members are responsible to the district administrator, who, is responsible to the Board. The following goals shall serve as guidelines for administrators as they function in their leadership and managerial roles.

The administrative team will:

1. Develop, maintain, and evaluate a positive educational program designed to meet the needs of the students and community.
2. Seek to develop and maintain a high level of staff and student morale.
3. Prepare and regularly communicate short and long-range plans, which are based upon a continuous evaluation of school district programs.
4. Work cooperatively with the Board in drafting, supporting and implementing Board policy.
5. Encourage good community relations by working with the staff to achieve community understanding, acceptance, and active participation in the educational program.
6. Seek to develop, utilize and upgrade relations and managerial skills through participation in professional growth activities.
7. Be responsible for the supervision of all school personnel, pupils, buildings, grounds, and policies and to recommend policies on organization, finance, instruction, school facilities, and other functions of the school program.

Revised: January 14, 2002

323.1

Revised: October 11, 2004

Revised: September 24, 2012

1ST Reading: 10/12/16; 2nd Reading: 10/26/16; 3rd Reading: 11/9/16

SUGGESTION TO REMOVE – NOT REQUIRED

SPECIAL OBSERVANCE DAYS

The Evansville Community School District shall provide for proper observance of the following special observance days in accordance with law. When an observance day falls on a Saturday or Sunday, it should be observed on the preceding Friday or the following Monday. The day shall be observed by administration providing a synopsis to students and staff of the individual or events significant to our history.

September 16	Mildred Fish Harnack Day
September 17	U.S. Constitution Day
Third Friday in September	POW-MIA Recognition Day
Wednesday, 3 rd full week in September	Wisconsin Day
Wednesday, 4 th week In September	Bullying Awareness Day
September 28	Frances Willard Day
October 9	Leif Ericson Day
October 12	Christopher Columbus' Birthday
November 11	Veterans Day
January 15	Dr. Martin Luther King, Jr. Day
February 12	Abraham Lincoln's Birthday
February 15	Susan B. Anthony's Birthday
February 22	George Washington's Birthday
March 4	Casimir Pulaski Day
March 17	"The Great Hunger" in Ireland from 1845 to 1850
April 9	Prisoners of War Remembrance Day
April 13	American Creed Day
April 19	Patriots' Day
April 22	Environmental Awareness Day
The last Friday in April	Arbor Day
June 14	Robert La Follette Sr. Day/Flag Day

The last Friday in April shall be observed as Arbor Day, except that if the governor by proclamation sets apart one day to be designated as Arbor and Bird Day, that day shall be appropriately observed. Also, if school is held on June 14, the day shall be appropriately observed as Robert M. La Follette, Sr. Day. The Wednesday of the third week in September shall be observed as part of Wonderful Wisconsin Week.

Legal Ref.: Sections 118.02 Wisconsin Statutes (Special Observance Days)
118.025 (Arbor Day Observance)

Approved: May 11, 1987

323.2

Revised: May 14, 2001

Revised: November 12, 2001

Reviewed: October 13, 2003

1ST Reading: 10/12/16; 2nd Reading: 10/26/16; 3rd Reading: 11/9/16

SUGGESTION TO REMOVE – NOT REQUIRED

PATRIOTIC EXERCISES

The building principal shall be responsible for having the United States flag displayed from the flagstaff on school grounds during the hours of the school day.

The pledge of allegiance or the national anthem shall be offered in accordance with state law. No student shall be compelled against his/her objections or those of his/her parents or guardian, to recite the pledge of allegiance or to sing the anthem.

Legal Ref.: Section 118.06 Wisconsin Statutes

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, October 26, 2016, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Rasmussen, Hammann, Hennig, and Oberdorf arrived at 6:03 pm. Absent: Spanton Nelson.

APPROVE AGENDA

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the agenda as presented. Motion carried, 5-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Veteran's Day Ceremony, November 11, 9:00 am at the High School
- School Board incumbents running, forms in by December 23, 2016

INFORMATION & DISCUSSION

2014 Referendum update on curriculum, technology, and facilities presented by Director of Instruction, Ms. Murphy, Technology Manager, Mr. Martin, and Director of Buildings & Grounds Mr. Shulta. Discussion.

District Administrator, Mr. Roth, presented an update on the potential 2018 referendum.

BUDGET FINANCE

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

Mr. Braunschweig shared the third Friday attendance, open enrollment, home-schooled, JEDI, alternative education, and 4K student reports. Discussion.

Ms. Hammann shared that the last Evansville Education Foundation meeting had been cancelled.

Mr. Busse gave an update on the Administrators Compensation Committee. Discussion.

Mr. Swanson shared he is working on forming the Insurance Committee.

Budget Finance agenda for November 30, 2016, meeting discussed.

BUSINESS (Action Items)

Motion by Mr. Hennig, seconded by Mr. Rasmussen, moved to accept the resignation of Teacher, Nick Kuhn, effective December 22, 2016, and thank him for his eight year of service in the District. Motion carried, 6-0 (voice vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to not require the \$1,500 liquidated damages for Teacher, Nick Kuhn. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to approve the hiring of High School Forensics Coach, Karla Wickersham, for a salary of \$1,640. Motion carried, 6-0 (voice vote).

Motion by Ms. Hamman, seconded by Ms. Oberdorf, moved to approve the revised budgets as presented and the 2016-2017 tax levy amount of \$8,327,558. Motion carried, 6-0 (roll call vote).

CONSENT (Action Items)

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the consent agenda items: October 12, 2016, Regular Meeting Minutes; and Policies: #551-Staff Use of School Facilities; #731-Buildings and Grounds Access and Security; #731.1-Electronic Surveillance of Public Areas of School Buildings and District Property; #731.2-Presence in School Buildings/On Grounds; #731.3-Privacy in Locker Rooms; #933-Construction and Remodeling Projects; and #933 Rule-Performance Assurance Requirements and Waiver Procedures Applicable to Construction and Remodeling Contracts, as presented. Motion carried, 6-0 (roll call vote).

POLICIES

Ms. Hammann presented for a second reading, policies: #230-Administrative Team; #323.1-Special Observance Days; and #323.2-Patriotic Exercises.

EMPLOYEE HANDBOOK COMMITTEE SUGGESTED CHANGES, FIRST READING

Mr. Rasmussen, presented for a first reading, Employee Handbook suggested changes: #1-Part 3, Support Staff, Section 7, Vacation; #2-Part 3, Support Staff, Section 9, Sick and Personal Leave Benefits; and #3-Clerical items.

BOARD DEVELOPMENT

Mr. Braunschweig shared the upcoming meeting dates for the 2016-2017 Continuous System Improvement (CSI) Plan sub committees: Staff and Student Teaching and Learning, Communication and Community Engagement, Technology, Facilities and Operations, and Climate and Culture.

Mr. Braunschweig asked all to think about attending the Wisconsin Association of School Board January Convention.

Mr. Braunschweig led discussion of the upcoming Board meetings in December, January, March and May. Discussion. December Board meetings, 7 and 14; January meetings, 11 and 25; March 8 and 22; May 10, starting at 5:30 and May 31 starting at 6:00 pm.

Board Development agenda for November 30, 2016, meeting discussed.

FUTURE AGENDA

November 9, 2016, regular meeting agenda discussed.

ADJOURN

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 6:43 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved:
Mason Braunschweig, President

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, November 30, 2016

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
•
- IV. Information & Discussion:
A. 2018 Referendum Update.
B. Discuss Director of Instruction Position.
- V. Budget Finance – Chair, Hammann:
A. Discussion Items:
 1. 2015-2016 Audited Budget.
 2. Evansville Education Foundation Update.
 3. Administrators Compensation Committee Update.
 4. Certified Staff Compensation Committee Update.
 5. Insurance Committee Update.
B. Develop Budget Finance Agenda Items for January 25, 2017, Meeting.
- VI. Business (Action Items):
A. Approval of Staff Changes:
B. Approval of 2016-2017 Salary Increases for Support Staff, Food Service Workers, Custodians/Cleaners, and Director of Buildings and Grounds.
- VII. Consent (Action Items):
A. Approval of November 9, 2016, Regular Meeting Minutes.
B. Approval of Policies:
C. Approval of Employee Handbook Committee Suggested Changes:
 #1 – Part 3, Support Staff, Pg. 61-62, Section 7, Vacation.
 #2 – Part 3, Support Staff, Pg. 65, Section 9, Sick and Personal Leave Benefits.
 #3 – Clerical Items.
D. Approval of October Bills and Reconciliation.

VIII. Policies – Chair, Hammann:

A. First Reading:

1. #333 – Curriculum Development.
2. #330 Exhibit – Organization Chart.
3. #331 – Curriculum Documents.
4. #331.1 – K-12 Criteria for Curriculum Development.
5. #333 – Student Privacy.
6. #333.1 (333.2) – Student Surveys.
7. #334 – Curriculum/Instructional Program Evaluation.

B. Second Reading:

1. #251 - Organization for Administrative Purposes.
2. #251 Exhibit – Organization Chart.
3. #447 - Student Discipline: Detention, Suspension and Expulsion.
4. #447.1 – Use of Seclusion and Physical Restraint by Staff
5. #529.2 – Jury Duty Leave.

IX. Board Development – Chair, Braunschweig:

- A. 2016-2017 Continuous System Improvement (CSI) Plan.
- B. Wisconsin Association of School Board January Convention.
- C. Develop Board Development Agenda for November 30, 2016, Meeting.

X. Future Agenda – December 7, 2016, Special Meeting and December 14, 2016 Regular Meeting Agendas.

XI. Executive Session – to Discuss Administrators Performance.

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: