

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, October 26, 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:

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IV. Information & Discussion:

A. 2014 Referendum Update on: Curriculum, Technology, and Facilities.

B. 2018 Referendum Update.

V. Budget Finance – Chair, Hammann:

A. Discussion Items:

1. 2016-2017 Final Budget.

2. Third Friday Attendance/Open Enrollment/Home-Schooled/JEDI/Alternative Education, and 4K Student Reports.

3. Evansville Education Foundation Update.

4. Administrators Compensation Committee Update.

5. Insurance Committee Update.

B. Develop Budget Finance Agenda Items for November 30, 2016, Meeting.

VI. Business (Action Items):

A. Approval of Staff Changes: Resignation of Teacher and Hiring of Co-Extra Curricular Activity, High School Forensics Coach.

B. Approval of 2016-2017 Tax Levy Amount and Final Budgets.

VII. Consent (Action Items):

A. Approval of October 12, 2016, Regular Meeting Minutes.

B. Approval of Policies:

1. #551 – Staff Use of School Facilities.

2. #731 – Buildings and Grounds Access and Security.

3. #731.1 – Electronic Surveillance of Public Areas of School Buildings and District Property.

4. #731.2 – Presence in School Buildings/On Grounds.

5. #731.3 – Privacy in Locker Rooms.
6. #933 – Construction and Remodeling Projects (Waiver of Performance Bonds).
7. #933 Rule – Performance Assurance Requirements and Waiver Procedures Applicable to Construction and Remodeling Contracts.

VIII. Policies – Chair, Hammann:

- A. Second Reading:
 1. #230 – Administrative Team.
 2. #323.1 – Special Observance Days.
 3. #323.2 – Patriotic Exercises.

IX. Employee Handbook Committee Suggested Changes, First Reading – Chair, Rasmussen:

- A. #1 – Part 3, Support Staff, Pg. 61-62, Section 7, Vacation.
- B. #2 – Part 3, Support Staff, Pg. 65, Section 9, Sick and Personal Leave Benefits.
- C. #3 – Clerical Items.

X. Board Development – Chair, Braunschweig:

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

XI. Future Agenda – November 9, 2016, Regular Meeting Agenda.

XII. 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: 10/19/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, October 26, 2016
6:00 pm
District Board and Training Center
340 Fair Street (Door 36)

- I. **Roll Call:** Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
Eric Busse Jane Oberdorf
John Rasmussen Keith Hennig

II. **Approve Agenda.**

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

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

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IV. **Information & Discussion:**

- A. 2014 Referendum Update on: Curriculum, Technology, and Facilities – *Updates included.*
- B. 2018 Referendum Update – *District Administrator, Mr. Roth, will be sending out Architectural Firm Requests for Proposals November 1, 2016.*

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

A. Discussion Items:

1. 2016-2017 Final Budget – *Business Manager, Mr. Swanson, will present the final budget. You will approve later in the meeting.*
2. Third Friday Attendance/Open Enrollment/Home-Schooled/JEDI/Alternative Education, and 4K Student Reports – *Enclosed are attendance reports.*
3. Evansville Education Foundation Update – *Ms. Hammann will give an update.*
4. Administrators Compensation Committee Update – *The Committee met on October 17 to begin their work. Their next meeting is scheduled for November 14 at 1:30 pm.*
5. Insurance Committee Update – *Business Manager, Mr. Swanson, is working on putting the Committee together again this school year.*

- B. Develop Budget Finance Agenda Items for November 30, 2016, Meeting.

VI. Business (Action Items):

A. Approval of Staff Changes: Resignation of Teacher and Hiring of Co-Extra Curricular Activity, High School Forensics Coach – Please approve:

1. *Resignation of Special Education Teacher, Nick Kuhn, effective December 22, 2016. He is also asking that you waive the \$1,500 liquidated damages.*

Suggested Motion: I move we accept the resignation of Teacher, Nick Kuhn, effective December 22, 2016, and thank him for his eight years in the District.

Suggested Motion: I move we do not require the \$1,500 liquidated damages for Teacher, Nick Kuhn.

2. *Hiring of Karla Wickersham, High School Forensics Coach. Karla will be returning to the Forensics Advisor role that she held three years ago. This role was vacated when Melissa Whitmore resigned prior to the start of the school year. Karla will be paid a stipend of \$1,640.*

Suggested Motion: I move we approve the hiring of High School Forensics Coach, Karla Wickersham, for a salary of \$1,640.

B. Approval of 2016-2017 Tax Levy Amount and Final Budgets –

Suggested Motion: I move we approve the revised budgets as presented and the 2016-2017 tax levy amount of \$_____.

Roll Call Vote.

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

A. Approval of October 12, 2016, Regular Meeting Minutes.

B. Approval of Policies:

1. #551 – Staff Use of School Facilities.
2. #731 – Buildings and Grounds Access and Security.
3. #731.1 – Electronic Surveillance of Public Areas of School Buildings and District Property.
4. #731.2 – Presence in School Buildings/On Grounds.
5. #731.3 – Privacy in Locker Rooms.
6. #933 – Construction and Remodeling Projects (Waiver of Performance Bonds).
7. #933 Rule – Performance Assurance Requirements and Waiver Procedures Applicable to Construction and Remodeling Contracts.

Suggested Motion: I move we 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.

Roll Call Vote.

VIII. Policies – Chair, Hammann:

- A. Second Reading:
1. #230 – Administrative Team.
 2. #323.1 – Special Observance Days.
 3. #323.2 – Patriotic Exercises.

IX. Employee Handbook Committee Suggested Changes, First Reading – Chair, Rasmussen:

- A. #1 – Part 3, Support Staff, Pg. 61-62, Section 7, Vacation.
- B. #2 – Part 3, Support Staff, Pg. 65, Section 9, Sick and Personal Leave Benefits.
- C. #3 - Clerical Items.

X. Board Development – Chair, Braunschweig:

- A. 2016-2017 Continuous System Improvement (CSI) Plan – Upcoming Meeting Dates:
- *Staff and Student Teaching and Learning – November 8*
 - *Communication and Community Engagement – November 14*
 - *Technology – November 22*
 - *Facilities and Operations - _____*
 - *Climate and Culture – November 15*
- B. Wisconsin Association of School Board January Convention – Please think about the January 18-20, 2017, convention, and who will be attending. Ms. Mosher needs to make hotel reservations.
- C. Discussion of December, January, March and May Board Meetings – We need to set the December, January, March, and May Board meetings. Enclosed is a calendar. December – do you want only one meeting, December 14? January – normal schedule would be January 11 and January 25; the WASB Convention is the week of January 16. March – normal schedule would be March 8 and 29 (this is spring break week). May – Do you want to start the meetings at 5:00 pm?
- D. Develop Board Development Agenda for November 30, 2016, Meeting.

XI. Future Agenda – November 9, 2016, Regular Meeting Agenda – Enclosed is a draft agenda.

XII. Adjourn.

Suggested Motion: I move we adjourn the meeting.

For Your Information:

1. Upcoming Board Meeting Dates:
 - November 9, 6:00 pm
 - November 30, 6:00 pm
 - December ?
2. Donations – *Ms. Bridget Rolek donated some therapy equipment. The District and Student Services sent thank you's.*

MEMORANDUM

To: ECSD Board of Education
 From: Alice Murphy, Director of Instruction
 Re: **Curriculum Referendum - Update**
 Date: October 26, 2016

2016-17	Purchases	Balance	Budget
K-12 English Language Arts Books for School Book Rooms and Classroom Libraries <ul style="list-style-type: none"> • Levi Leonard Elementary School • Theodore Robinson Intermediate School • JC McKenna Middle School • Evansville High School • Talented and Gifted 	\$25,087.90 \$26,581.83 \$3,069.23 \$1,669.03 \$1,751.51	\$16,840.50	\$75,000
6-12 Spanish <ul style="list-style-type: none"> • Chromebooks and Computer Carts for Middle and High School 	\$51,881.46	\$23,118.54	\$75,000
7-12 Math <ul style="list-style-type: none"> • BIG IDEAS Math Program, Grades 7 - 12 	\$71,328.32	\$3,671.68	\$75,000
TOTAL	\$181,369.28	\$43,630.72	\$225,000

2017-18	Budget
K-5 Science	\$125,000
6-12 Science	\$100,000
K-12 Health	\$75,000
TOTAL	\$300,000

2018-19	Budget
K-12 Social Studies	\$150,000
K-12 Art	\$45,000
K-12 Music	\$45,000
6-12 Career and Technical Education	\$135,000
TOTAL	\$375,000

2014-19	Budget
Referendum TOTAL	\$900,000

MEMORANDUM

To: ECSD Board of Education

From: Larry Martin, Technology Manager

Re: **Technology Referendum - Update**

Date: October 26, 2016

TECHNOLOGY PROJECTS and BUDGET

Project	Cost	Scheduled	Total
Upgrade server infrastructure	\$ 200,000.00	2014-2015	\$ 340,000.00
Create a district training lab	\$ 45,000.00		
Install room mounted projectors - 78 classrooms	\$ 95,000.00		
Upgrade wired infrastructure	\$ 220,000.00	2015-2016	\$ 445,000.00
Upgrade wireless infrastructure	\$ 225,000.00		
Upgrade wireless infrastructure	\$ 37,000.00	2016-2017	\$ 255,000.00
Install room mounted projectors - 78 classrooms	\$ 125,000.00		
Install projector in PAC	\$ 25,000.00		
Additional Labs - 210 devices per year @ \$600 each	\$ 68,000.00		
Additional Labs - 210 devices per year @ \$600 each	\$ 190,000.00	2017-2018	\$ 190,000.00
Additional Labs - 210 devices per year @ \$600 each	\$ 121,200.00	2018-2019	\$ 121,200.00
		TOTAL	\$ 1,351,200.00

Year 1 - 2014-2015

Project	Cost	Scheduled	Total
Upgrade server infrastructure	\$ 200,000.00	2014-2015	\$ 340,000.00
Create a district training lab	\$ 45,000.00		
Install room mounted projectors - 78 classrooms	\$ 95,000.00		
		TOTAL	\$ 340,000.00

The server infrastructure upgrade includes converting all of our existing servers to virtual servers. We installed a new Cisco USC to accommodate the new virtual servers. The servers are all backed up using new software that is designed specifically for fully virtual environments.

Our District training lab consists of 30 HP laptops and 15 HP Chromebooks and a new Epson interactive projector with a VIA wireless presenter. We were also able to install a recording system in the board room.

The classroom projector project was phase 1. During this phase we installed 33 classroom projectors. The rest of the classroom projectors will be installed prior to the start of the 2016-2017 school year.

All projects were completed prior to June 30th 2015.

Year 2 - 2015-2016

Project	Cost	Scheduled	Total
Upgrade wired infrastructure	\$ 220,000.00	2015-2016	\$ 445,000.00
Upgrade wireless infrastructure	\$ 225,000.00		
		TOTAL	\$ 445,000.00

When upgrading the wired network, we installed 34 Cisco 2960x POE+ switches throughout the district. We installed 6 Cisco 4500x series core switches, 2 in each building. With this new network we now have 1Gb connections to the desktop computers, 10Gb connections from closet to closet, 20Gb connection to the servers and all closets now have redundant connections to the core.

The District's wireless was drastically improved with the new wireless infrastructure upgrade. We installed 155 Cisco 3702's with CleanAir. We have a centrally located Cisco 5508 wireless controller for management of the AP's. The new wireless system allows us to have a Guest network that we are able to leave disabled and enable for events or during special functions.

All projects were completed prior to the start of the 2015-2016 school year.

Year 3 - 2016-2017

Project	Cost	Scheduled	Total
Upgrade wireless infrastructure	\$ 37,000.00	2016-2017	\$ 255,000.00
Install room mounted projectors - 78 classrooms	\$ 125,000.00		
Install projector in PAC	\$ 25,000.00		
Additional Labs - 210 devices per year @ \$600 each	\$ 68,000.00		
		TOTAL	\$ 255,000.00

We completed a post wireless survey of our new wireless network. We knew of a few locations that needed to be addressed and the survey was able to identify them and give suggestions on how to cover them efficiently.

We are getting bids for the suggested upgrades to the wireless system. The upgrades will include covering the HS Gym, HS Alt ed. and bosting a couple other areas throughout the district. We will also do some minor upgrades to the wireless configuration. One change will enable the Guest wireless network during the evenings.

We completed installing all of the classroom projectors. This wave we installed 39 Epson projectors. There were 24 Epson BrightLink 575Wi interactive projectors, 13 Epson PowerLite99WH and 2 Epson PowerLite 535W Projectors. The first wave was all Epson BrightLink 575Wi projectors this time we had a mix because of the rooms. We knew going into this wave that some rooms could not get the interactive projectors and some spaces did not need them, we saved these spaces for the second wave intentionally.

We installed a Epson PowerLite Pro Z9870UNL projector with a Middle throw lens in the PAC. We were able to utilize the same wireless technology that was installed in the District office to project to the new projector. The projector can be powered on and can have the source changed from both the stage and the light booth. Both locations also have jacks for HDMI, VGA, and composite inputs. The projector is wired directly into the PAC's audio and is controlled with the existing sound system.

We purchased 24 iPad mini's for Kindergarten and 39 HP 14 G4 Chromebooks for 1-2. Grades 3-5 received 30 HP 14 G4 Chromebooks and Grades 6-7 also received 30 HP 14 G4 Chromebooks. We purchased Spectrum carts to accommodate the new devices for each building. The new carts allow for all of the devices to be load balanced over on outlet. This allows the carts to be plugged in and the devices to be charged in any classroom.

Year 4 - 2017-2018

Project	Cost	Scheduled	Total
Additional Labs - 210 devices per year @ \$600 each	\$ 190,000.00	2017-2018	\$ 190,000.00
		TOTAL	\$ 190,000.00

Year 5 - 2018-2019

Project	Cost	Scheduled	Total
Additional Labs - 210 devices per year @ \$600 each	\$ 121,200.00	2018-2019	\$ 121,200.00
		TOTAL	\$ 121,200.00

EVANSVILLE COMMUNITY SCHOOL DISTRICT

As of 9/16/2016 count date

Home-Schooled Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	37	9	46/1855
2015-2016	37/33	10/8	47/1839; 41/1853
2014-2015	19/40	8/12	27/1735; 52/1746
2013-2014	46/45	13/12	59/1717; 57/1696
2012-2013	46	17	63 / 1,757
2011-2012	45	19	64 / 1,788
2010-2011	39	12	51 / 1,788
2009-2010	36	16	52 / 1,803
2008-2009	31	13	44 / 1,831

Open Enrollment Out

School Year	Pre K-8			High School			Total	Never Attended Evansville	Previous Home Schooled
	Virtual	Janesville	Other	Virtual	Janesville	Other			
2016-17	12	17	53	3	11	21	117	97	13
2015-16	10/10	17/17	57/56	1/1	11/10	22/21	118/115	93/93	12/12
2014-15	14/12	14/14	39/38	5/5	13/13	16/17	101/99	78/79	11
2013-14	8/8	11/11	54/53	3/3	9/9	14/14	99/98	76	7
2012-13	10	12	37	5	11	10	85	69	4
2011-12	1	11	24	6	13	7	62	49	1
2010-11	2	13	20	5	6	5	51	7	2
2009-10	1	13	23	9	5	9	60	46	2
2008-09	1	13	19	11	7	7	58	47	1

Open Enrollment In

School Year	Pre K-8		High School		Total	Previously Attended Evansville
	Janesville	Other	Janesville	Other		
2016-17	8	46	2	22	78	59
2015-16	0/0	42/42	6/6	20/20	68/68	47/47
2014-15	1/1	33/33	5/5	20/20	59/59	44
2013-14	2/2	30/28	6/4	12/12	50/46	41/37
2012-13	2	25	4	11	42	34
2011-12	4	18	4	12	38	38
2010-11	6	20	4	11	41	38
2009-10	8	19	0	16	43	29
2008-09	8	21	0	18	47	19

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

Total 117

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

Total 78

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

Total 43

JEDI Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	2	2	4/1855
2015-2016	0	4/5	4/1839; 5/1853
2014-2015	2/2	3/6	5/1735; 8/1746
2013-2014	4	0	4/1696

Alternative Education – GEDO 2

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017		16	16/1855
2015-2016		14/14	14/1839; 14/1853
2014-2015	0/0	12/13	12/1735; 13/1746
2013-2014	0	2	2/1696

Part-Time Home-Schooled Students

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	2	0	2/1855
2015-2016	3/3	0	3/1839; 3/1853
2014-2015	2/2	0/0	2/1735; 2/1746

Private Schools

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	16	5	21/1855
2015-2016	16/16	3/3	19/1839; 19/1853

HomeSchool Athletes/Co-Curricular

School Year	PreK-8	High School	Total / Total Students Enrolled in District
2016-2017	1	1	2/1855
2015-2016	1/2	1/1	2/1839; 3/1853

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2015-16</u>	<u>2016-17</u>
	<u>12-Sep</u>	<u>18-Sep</u>	<u>10-Sep</u>	<u>16-Sep</u>	<u>21-Sep</u>	<u>20-Sep</u>	<u>19-Sep</u>	<u>9-Jan</u>	<u>18-Sep</u>	<u>8-Jan</u>	<u>16-Sep</u>
	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled
S/L Only	4	5		5	2			2			
ECH	13	12	17	15	14	12	10	12	9	10	6
4K									122	122	105
K	146	148	131	124	145	104	106	111	87	88	122
K-1									33	31	33
1	130	154	148	126	122	145	81	83	113	114	89
2	<u>139</u>	<u>130</u>	<u>144</u>	<u>143</u>	<u>122</u>	<u>118</u>	<u>143</u>	<u>145</u>	<u>99</u>	<u>103</u>	<u>136</u>
	432	449	440	413	405	379	376	387	463	468	491
3	156	141	138	142	152	121	126	124	144	147	107
4	147	151	134	136	140	147	127	127	120	122	151
5	<u>130</u>	<u>144</u>	<u>144</u>	<u>138</u>	<u>138</u>	<u>144</u>	<u>139</u>	<u>141</u>	<u>129</u>	<u>129</u>	<u>128</u>
	433	436	416	416	430	412	392	392	393	398	386
6	146	126	144	143	139	138	148	150	143	145	129
7	112	146	133	140	144	134	137	137	147	147	145
8	<u>135</u>	<u>107</u>	<u>146</u>	<u>136</u>	<u>141</u>	<u>142</u>	<u>135</u>	<u>135</u>	<u>139</u>	<u>138</u>	<u>152</u>
	393	379	423	419	424	414	420	422	429	430	426
9	161	134	115	151	137	144	147	141	142	134	137
10	134	154	126	105	144	130	133	136	141	147	133
11	133	123	141	128	99	138	128	127	138	142	140
12	<u>145</u>	<u>131</u>	<u>127</u>	<u>143</u>	<u>118</u>	<u>100</u>	<u>139</u>	<u>141</u>	<u>133</u>	<u>134</u>	<u>142</u>
	573	542	509	527	498	512	547	545	554	557	552
District	<u>1,831</u>	<u>1,806</u>	<u>1,788</u>	<u>1,775</u>	<u>1,757</u>	<u>1,717</u>	<u>1,735</u>	<u>1,746</u>	<u>1,839</u>	<u>1,853</u>	<u>1,855</u>

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, October 12, 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, Oberdorf, Hennig, Spanton Nelson, HS Rep. Roth, and HS Rep. Parker.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Introduction of New Staff, K-5 and District Office
- National School Lunch Week, October 10-14, 2016
- Gifted Education Week, October 16-22, 2016

PUBLIC PRESENTATIONS

None.

INFORMATION & DISCUSSION

High School Student Board Representatives, Ms. Roth and Ms. Parker, presented high school events.

Levi Leonard Elementary Teacher, Ms. Schmoldt, presented on learning occurring with K-2 advanced learner students. Discussion.

S.A.D.D. (Students Against Destructive Decisions) Advisor, Ms. Miller, and student, Miranda Lutzke, presented on hosting an upcoming post prom event. Discussion.

Director of Instruction, Ms. Murphy, presented a summary of the 2016 summer school program. Discussion.

District Administrator, Mr. Roth, presented an update on a potential 2018 referendum, Requests for Proposals for Architectural Firms and Construction Manager. Discussion. The Board will interview Architectural Firms December 7 and 14, 2016.

Members of the CSI (Continuous System Improvement) sub-committees (Staff and Student Teaching and Learning, Communication and Community Engagement, Technology, Facilities and Operations, and Climate and Culture) presented their 2016-2017 goals. Discussion.

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

Ms. Hammann presented for a second reading, 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 (Waiver of Performance Bonds); and #933 Rule–Performance Assurance Requirements and Waiver Procedures Applicable to Construction and Remodeling Contracts.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to approve the 2016-2017 Teachers Contract as presented. Discussion. Motion carried, 7-0 (roll call vote).

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the 2017-2018 School Year Calendar, as presented. Discussion. Motion carried, 7-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Hennig, moved to hire Dana Dowden, Special Education Educational Assistant, at a rate of \$12.50/hour. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve the consent agenda items: Policies: #512–Employee Harassment; #512 Rule–Employee Harassment Complaint Procedure; #512 Form–Employee Harassment Report Form; September 28, 2016, Regular Meeting Minutes; and the September Bills and Reconciliation, as presented. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

October 26, 2016, regular meeting agenda discussed. Business Manager, Mr. Swanson, presented third Friday enrollment numbers.

FIVE MINUTE BREAK

Mr. Braunschweig asked for a five-minute break.

EXECUTIVE SESSION

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

ADJOURN

Meeting adjourned from executive session at 7:36 pm.

Submitted by Kelly Mosher, Deputy Clerk

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

Approved: June 13, 1988
Revised: October 10, 2005
Revised:

551

1st Reading: 9/28/16; 2nd Reading: 10/12/16; 3rd Reading: 10/26/16

STAFF USE OF SCHOOL FACILITIES

Use of school facilities by Evansville Community School District staff members for personal or family activities or any other unauthorized function shall be subject to policy. School personnel with special access capabilities shall not permit other persons to use school buildings or facilities.

The Board of Education permits the use of District facilities by school personnel when such use does not interfere with the District educational programs. User fees, if applicable, must be paid in advance to cover actual costs, depreciation and insurance, in accordance with policy. Users are responsible for reimbursing the District for damaged property. The Board reserves the right to deny use of facilities for non-school use.

Legal Ref.: Sections 120.12(1) and (9) Wisconsin Statutes (School Board Duties)
120.13(17), (19), (21) (School Board Powers)
121.02(1)(I) (School District Standards)
895.523 (Recreational Activities in a School Building or on Schools
Grounds: Limitations of Liability)
895.525 (Participation in Recreational Activities: Restrictions on Civil
Liability, Assumption of Risk)
Equal Access Act
Boys Scouts of America Equal Access Act of 2001

Local Ref.: #830 - Use of School Facilities
#860 - Visitors During the School Day
#860 Form – Visitors Request Form

Revised: February 13, 1995

731

Revised: October 8, 2007

Revised:

1st Reading: 9/28/16; 2nd Reading: 10/12/16; 3rd Reading: 10/26/16

BUILDINGS AND GROUNDS ACCESS AND SECURITY

The Buildings & Grounds Director is responsible for facility accessibility and security in all schools of the District.

When school is in session and during school sponsored activities and events, the principal or designee shall supervise the security of his/her building and grounds. All use of school facilities must be reported to the building principal. Custodians reporting for duty shall open buildings and make them ready for the school day. At the end of daily school activities, custodians have the responsibility to close and lock all exit doors. Instructional personnel or any authorized building user who conducts activities after school hours have the responsibility for turning off lights, locking doors, and leaving the building.

Key/fob distribution and management shall be the responsibility of the building principal. Teachers shall be provided with their own classroom and building swipe fobs. When it is necessary to be admitted to additional areas of the building, teachers may secure a key from the building principal. When a key/fob is lost the building principal should be notified immediately.

Facility access is limited to:

1. Coaches, advisors and supervisors of school sponsored activities.
2. Non-employees who are renting school facilities consistent with the District's school facility use policy.
3. Non-employees who are key/fob holders and using school facilities consistent with the District's school facility use policy.
4. Permanent employees who are key/fob holders.

Keys/fobs will only be issued to those individuals or groups on an as needed basis. Non-employee key/fob holders are expected to complete a key and fob checkout form. Fobs have a \$20 refundable deposit and keys will be assessed up to a \$50 charge for replacement due to being lost or stolen. Furthermore, the costs of rekeying locks will be charged to the key holder if it is proven that he/she inappropriately loaned or duplicated keys. Employees who inappropriately loan out or make duplicated keys will be disciplined up to and including dismissal. Those employees who receive non authorized duplicated keys may be disciplined up to and including dismissal.

School custodians are responsible for facility security when they are assigned to accommodate renters and sanctioned users.

Key/fob holders shall assume responsibility for facility security when they use school facilities at times when the facility is not otherwise open and no custodian has been assigned. Key/fob holder responsibility for facility security includes:

1. Monitoring the entrance door when it is open.
2. Locking the entrance door when a monitor is not available.
3. Inspecting all accessible portions of the building after the group's usage.
4. Reporting any damage to the building to the principal, district administrator or the police department.
5. Reporting the presence of any strangers or intruders in the building to the principal, district administrator or police department.

District scheduler and high school administrative assistant maintains a monthly calendar of building use that records all school and community activities at the building site. All events on school property must be scheduled with the District scheduler (for any K-8 space) or high school administrative assistant (for any high school space).

Any exceptions to the above guidelines must be approved by the district administrator or designee.

Legal Reference: Sections 120.13(35) Wisconsin Statutes (School Board Powers)
121.02(1)(i) School District Standards
PI 8.01(2)(i) – Wisconsin Administrative Code

Local Reference: Policy #830 – Use of School Facilities
Policy #860 – Visitors During the School Day

Approved: October 10, 2005

731.1

Reviewed: By Policy Committee 7/26/07

Revised:

1st Reading: 9/28/16; 2nd Reading: 10/12/16; 3rd Reading: 10/26/16

ELECTRONIC SURVEILLANCE OF PUBLIC AREAS OF SCHOOL BUILDINGS AND DISTRICT PROPERTY

The Evansville Community School District Board of Education has authorized installation of a video camera system in Evansville Schools. This system will be used exclusively for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism and for enforcing school policies and rules.

The video camera system installed in Evansville schools shall be used according to the following guidelines:

1. The cameras will not be continuously monitored except when specifically authorized by the district administrator in an emergency situation and only in compliance with state or federal law.
2. Only individuals authorized by the district administrator or principal may view recordings.
3. The video camera system is to be used as a resource only for investigations. Should a video recording become part of a student disciplinary action, the recording will become part of the student's behavioral record consistent with the District's records policy and procedures. The District reserves the right to provide copies of recordings to law enforcement agencies as deemed appropriate by the district administrator and in compliance with appropriate federal and state laws.
4. Except as provided in item (3), video recordings will be kept no longer than 30 days.
5. Cameras are authorized for use in the following areas where the public, students and staff have no reasonable expectation of privacy: entrances, hallways, commons, gymnasiums, parking lots, athletic fields and the exterior of buildings. Under no circumstances will video cameras be used in any area where the public, students or staff have a reasonable expectation of privacy, including restrooms, locker rooms, changing areas, and health rooms.
6. No "dummy" cameras will be permitted, and all cameras will be consistently operational.
7. The District will post signs at all main entrances to the buildings stating that video surveillance cameras are in use but not continuously monitored.

Other public areas of District buildings and grounds may be subject to limited term surveillance with the written authorization of the district administrator. Such approval will be granted only in situations where the district administrator has reason to believe that a safe and orderly educational environment is at risk or to monitor areas where theft and vandalism are believed to be occurring. Video surveillance will be used in accordance with guidelines (1) through (6) listed above.

This policy shall be distributed through student and employee handbooks, district newsletters, on facility use request forms and by other reasonable means.

Legal Ref.: Sections Subchapter II of Ch. 19 Wisconsin Statutes (Public Records and Property)

118.125 (Pupil Records)
175.22 (Policy on Privacy in Locker Rooms)
942.08 (Invasion of Privacy)
995.50 (Right of Privacy)

Federal Laws: FERPA Regulations

Local Ref.: Policy #492 – Imaging or Recording of Students
Policy #731.1 – Buildings and Grounds Access Security
Policy #830 – Use of School Facilities

PRESENCE IN SCHOOL BUILDINGS/ON GROUNDS

The Evansville Community School District Board of Education recognizes that school buildings and grounds should be accessible for public use and that a variety of persons may want to use school facilities for a variety of reasons. At the same time, the Board recognizes that it has a responsibility to protect the safety of students, staff and others while they are using school buildings and grounds and to make sure the educational process is not disrupted.

Therefore, only the following individuals will be authorized to be present in a school building or on school grounds:

- school district employees and school board members when performing school district related responsibilities;
- students who are enrolled in the school when participating in school-related activities;
- parents/guardians of students enrolled in the school when observing or participating in activities related to their child's educational program or when requested by school officials;
- individuals specifically authorized by Board policy to be in the school building;
- individuals attending or participating in events or activities open to the public;
- other individuals with permission of the building principal or district administrator;
- members of the community using school playground equipment or athletic facilities or equipment for individual, family or small group play or recreation; and
- all visitors need to utilize visitor management protocol in offices.

Such authorization is in effect as long as the individuals are using district buildings and grounds for the reasons specified and their conduct is in line with appropriate behavior standards.

State law specifically prohibits registered sex offenders from being on public school premises unless they have provided the required prior notification to school officials or fall under one of the exceptions provided by law. It is the responsibility of a registered sex offender to provide the required school notification in writing. After receiving the required prior notification, the building principal shall determine whether the registered sex offender will be allowed to be present on school premises for the proposed purpose or event and determine any conditions that may be placed on such permission for the safety of other persons present in the school environment.

121.02(1)(i) (School District Standards)
301.475 (Sex Offenders to Notify Schools)

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

Approved: August 11, 2008

731.3

Revised:

1st Reading: 9/28/16; 2nd Reading: 10/12/16; 3rd Reading: 10/26/16

PRIVACY IN LOCKER ROOMS

The Evansville Community School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

Legal Ref.: Sections 120.13 Wisconsin Statutes (School Board Powers)
175.22 (Policy on Privacy in Locker Rooms)
942.08(2) (Invasion of Privacy)
942.09 (Representations Depicting Nudity)
995.50 (Right of Privacy)

Local Ref.: Policy #731.2 – Presence in School Buildings

Revised:

1st Reading: 9/28/16; 2nd Reading: 10/12/16; 3rd Reading: 10/26/16

~~WAIVER OF PERFORMANCE BONDS~~

CONSTRUCTION AND REMODELING PROJECTS
(Performance Bond and Assurance Requirements)

All Evansville Community School District contracts for the performance of labor or furnishing of materials for District construction and remodeling projects shall meet the payment and performance assurance requirements outlined in state law and District procedures. The purpose of the requirements is to provide reasonable assurance to subcontractors of a prime contractor that the subcontractors will be paid for their labor and materials provided in connection with the project.

The level and type of assurances required are dependent on the amount of the contract entered into with a prime contractor, other than a contract with the State of Wisconsin. The requirements do not apply to a contract for the direct purchase of materials by the District.

The District may waive the requirements for payment and performance assurances and/or may accept alternative forms of assurances when such action is deemed to be in the interest of the District. Written standards for waiving payment of performance bonds and accepting alternative forms of assurance shall be established and utilized in the District. The District shall retain full discretion and authority to determine whether or not to waive performance or payment assurances or to accept alternative forms of assurances. Nothing in this policy, or the procedures implementing this policy, shall obligate the District to grant any waiver, to accept any alternative form of assurance, or to take any action whatsoever.

Legal Ref.: Section 779.14 Wisconsin Statutes (Public Works, Form of Contract, Bond, Remedy)

Local Ref.: Policy #672 - Purchasing

Policy #933 Rule – Performance Assurance Requirements and Waiver Procedures
Applicable to Construction and Remodeling Contracts

PERFORMANCE ASSURANCE REQUIREMENTS AND WAIVER PROCEDURES
APPLICABLE TO CONSTRUCTION AND REMODELING CONTRACTS

The performance and payment assurance requirements and waiver standards set forth below apply to contracts with the Evansville Community School District for the performance of labor or furnishing of materials for public improvement or public work (construction and remodeling) projects. They shall be administered in accordance with state law. The Business Manager, in consultation with the District Administrator, has the authority to waive payment and performance bonds in applicable situations. The Board of Education will be notified in a timely manner when this occurs.

In the event of any conflict between the requirements and standards set forth below and state law, state law provisions shall control.

A. Performance and Payment Assurance Requirements

The following dollar limitations on contract thresholds became effective February 1, 2011. Adjustments to these dollar limitations are promulgated from time to time by the Wisconsin Department of Workforce Development (WDW). When such adjustments are made by the WDW, the District shall strive to comply with the adjusted dollar limitations on contract thresholds.

1. For a contract price of \$16,000 or less, the prime contractor shall not be required to provide any performance or payment assurances unless the District specifies otherwise.
2. For a contract price in excess of \$16,000, but not exceeding \$74,000, the contract with the prime contractor shall:
 - a. Allow the District to make direct payments to subcontractors or to pay the prime contractor with checks that are payable to the prime contractor and to one or more subcontractors, subject to the exceptions for contracts with other municipalities set forth in state law (e.g., for construction, extension, repair, replacement or removal of a bikeway or parking lot); and
 - b. Require that the prime contractor provide to the District payment and performance assurances, such as payment and performance bonds, an irrevocable letter or credit, a bond, or an escrow account, unless such assurances are waived by the District in accordance with the standards outlined below.
3. For a contract price exceeding \$74,000, but not exceeding \$148,000, the contract with the prime contractor shall:
 - a. Allow the District to make direct payments to subcontractors or pay the prime contractor with checks that are payable to the prime contractor and to one or more subcontractors, subject to the exceptions for contracts with other municipalities set forth in state law; and
 - b. Require that the prime contractor provide to the District payment and performance bonds, except as otherwise provided. The District may allow the prime contractor to

provide different form of payment assurance, such as an irrevocable letter of credit, a bond, or an escrow account, in accordance with the standards outlined below for accepting alternative forms of assurance. In such instances, the alternative form of payment and performance assurance(s) must be for an amount at least equal to the contract price.

4. For a contract price exceeding \$148,000, the contract with the prime contractor shall require payment and performance bonds that satisfy state law requirements, as amended from time to time.

B. Standards for Waiving Payment of Performance Bonds and Accepting Alternative Forms of Assurance

In the circumstances identified above, the District may waive the requirement for payment and performance assurances and/or may accept alternative forms of assurances when such action is deemed to be in the interest of the District. In making such determinations, some or all of the following factors will be considered, in addition to any other relevant factors as determined by the Board in its discretion:

1. Whether the prime contractor has a bonding capacity of at least three times the amount of the proposed contract;
2. Whether the prime contractor has at least five years experience as a prime contractor in the construction industry;
3. Whether any meritorious claims for nonpayment for labor performed or materials furnished have been asserted or liens filed against the prime contractor within the prior three years with respect to any contract;
4. Whether any meritorious claims have been asserted against any performance bond or payment bond furnished by the prime contractor in the last three years with respect to any contract;
5. Whether the prime contractor is a party to any litigation or administrative proceeding, or so far as is known to the prime contractor, has been threatened with any litigation or administrative proceeding, which would, if adversely determined, cause any material adverse change in its assets, financial condition, or the conduct of its business;
6. Whether the prime contractor is a party to or is bound by any agreement, instrument, or undertaking, or subject to any other restriction which would materially adversely affect or may in the future so affect the assets, financial condition, or business operations of the prime contractor;
7. Whether the prime contractor is presently and has been authorized to do business in the State of Wisconsin for at least the prior three years, and if the prime contractor is a corporation of similar entity, whether the prime contractor is in good standing under the laws of the State of Wisconsin and has complied with all certifications, filings, and other requirements necessary to continue doing construction work with the District and in Wisconsin; and

8. Whether the prime contractor is financially able to meet the terms of the contract, as verified by the current financial statement of the contractor submitted to the District, and has evidence of available credit limits from a lender acceptable to the District.

The District may require the prime contractor to provide contract warranties; written representations, current financial statements, evidence of the prime contractor's available credit from a lender and/or other relevant information in connection with any or all of the considerations set forth above.

As noted in Board policy, the District shall retain its full discretion and authority to determine whether or not to waive performance or payment assurances or to accept alternative forms of assurances. Nothing contained in Board policy or these procedures shall obligate the District to grant any waiver, to accept any alternative form of assurance, or to take any action whatsoever.

Local Ref.: Policy #933 – Construction and Remodeling Projects

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

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

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

Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held, Monday, October 3, 2016, at 4:30 pm in the District Board and Training Center.

Attendance

Members in attendance: John Rasmussen, Brian Benson, Melissa Hammann, Jerry Roth, Steve Scherber, Mark Schwartz, and Keith Hennig arrived at 4:37 pm. Absent: Michelle Klopp and Catherine Schuett. Others in attendance: Kelly Mosher.

Appoint Someone to Take the Minutes

Mr. Benson volunteered to take the minutes.

Approve March 3, 2016, Minutes

Motion by Mr. Scherber, seconded by Mr. Roth, moved to approve the March 3, 2016, minutes, as presented. Motion carried, voice vote.

Review

Policy #152 – Employee Handbook, reviewed. Discussion: support staff and custodians are underrepresented.

Appendix A, Employee Handbook Proposed Change Form, reviewed.

Employee Handbook Clerical Items guide sheet, reviewed.

Review Suggested Employee Handbook Changes From Each Employee Group Representative, District Office, and Policy Committee

#1 – Part 3, Support Staff, pg. 61-62, Section 7, Vacation – Mr. Roth presented suggested language changes to align with what we practice. Discussion: puts all employee groups on a level playing field. Thumbs up to recommend to the Board for approval.

#2 – Part 2, Support Staff, pg. 65, Section 9, Sick and Personal Leave Benefits – Ms. Mosher presented suggested language changes to this employee group, to align with the Certified Staff language that was approved last school year. Discussion: this change would align with the employee groups. Thumbs up to recommend to the Board for approval.

Discussion on pg. 65, Support Staff, Section 9, 9.01-Sick, Personal, Bereavement Leave Benefits, paragraph 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), to eliminate this language, as no one in food service was employed before July 1, 2003, as a Clerical Item.

Clerical Items

No clerical items brought forward.

Next Meeting Dates

The next meeting dates: Monday, January 9, 4:30 pm and Monday, March 13, 4:30 pm.

Adjourn

Motion by Mr. Roth, seconded by Mr. Scherber, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 4:47 pm.

Submitted by Brian Benson, Member

Approved: _____

Unapproved minutes

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
kn

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
Hicks
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

Evansville School District 2016-2017 School Year

August 2016							September 2016							October 2016																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Key	Contract Days
Professional Development (9) - No Students	175 Student Contact Days
No School	2 (4 - 1/2 Student Days/1/2 Grading Days)
Quarter End (4 - 1/2) - No Students PM	9 Professional Development Days
Holiday (3) - No School	1.5 Work Days
Teacher Workday (1.5) - No Students	3 Paid Holidays
	190.5 TOTAL

Contract Days	Partial / Full Instructional Days Per Quarter
175 Student Contact Days	1st 44.5
2 (4 - 1/2 Student Days/1/2 Grading Days)	2nd 43.5
9 Professional Development Days	3rd 41.5
1.5 Work Days	4th 45.5
3 Paid Holidays	TOTAL 175

Aug 10/Aug 16	Back To School Days
Aug 24-25	New Teacher Orientation
Aug 26	Teacher Work Day - No School
Aug 29, 30, 31	Professional Development Day - No School
Sept 1	First Day of School
Sept 5	Labor Day - No School
Oct 10	Professional Development Day - No School
Nov 4	End of 1st Quarter; 1/2 Day K-8 Grading
Nov 23	No School
Nov 24	Thanksgiving - No School
Nov 25	Conference Comp - No School
Dec 5	Professional Development Day - No School
Dec 23 - 30	Winter Break - No School
Jan 2	Students Return
Jan 16	Professional Development Day - No School
Jan 20	End of 2nd Quarter; 1/2 Day K-8 Grading
Feb 13	Professional Development Day - No School
Feb 24	Conference Comp - No School
March 13	Professional Development Day - No School
March 24	End of 3rd Quarter; 1/2 Day K-8 Grading
March 27 - 31	Spring Break - No School
April 3	Students Return
April 16	Easter
April 17	Professional Development Day - No School
May 26	High School Commencement
May 29	Memorial Day - No School
June 7	End of 4th Quarter; 1/2 Day K-8 Students
June 8	1/2 Workday for Staff

Month	Contract Days	Instructional Days
August	4	0
September	22	21
October	21	20
November	20	18.5
December	16	15
January	22	20.5
February	19	18
March	18	16.5
April	20	19
May	23	22
June	5.5	4.5
Total	190.5	175

- 4 Snow Days Built In
- Board Approved 12/9/15
- Board Approved 8/10/16 (HS Graduation Date)
- Calendar #1 - 10/20/15

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. Levi Leonard Elementary School Achievement Gap Reduction (AGR).
 - D. 2016-2017 Building Goals.
 - E. School Board Election Timeline.
 - F. Attendance at WASB Convention in January.
 - G. Selection of Delegate and Alternate to WASB Convention in January.
 - H. 2016-2017 Salary Increases for Support Staff, Food Service Workers, and Custodians/Cleaners.
 - I. 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.
 - J. 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

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: