

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, December 14, 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:
- Wisconsin Association of School Board Convention (WASB) – January 17-20, 2017
 - Open Enrollment – February 6 – April 28, 2017
- IV. Public Presentations.
- V. Information & Discussion:
- A. High School Student Board Representatives Report.
- B. School Board Election Update.
- C. Open Enrollment Class Limits.
- D. First Reading of Policies:
1. #343.3 Rule – Online Learning/Virtual School Program-Administrative Rule.
 2. #751.5 – Use of District Owned or Private Vehicles to Transport Students or Non-Students For School Business.
 3. #751.5 Form – Alternative Vehicle Driver Information Request Form.
 4. #751.5 Form 1 – Driver Information.
 5. #751.5 Form 2 – Verification of Fitness to Drive.
 6. #751.5 Form 3 – Vehicle Inspection Form.
 7. #753 – Use of School Owned or Private Vehicles (Non Student Transportation).
- E. Second Reading of Policies:
1. #330 – 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.
- VI. Public Presentations.

- VII. Business (Action Items):
 - A. Approval of Staff Changes: Hiring of Director of Curriculum and Instruction; Director of Student Services 2017-2018 and 2018-2019 Rollover Contract; and 2017-2018 Contract Resignation of Director of Curriculum and Instruction.

- VIII. Consent (Action Items):
 - A. Approval 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.
 - 6. #751.5 – Use of District Owned or Private Vehicles to Transport Students or Non-Students For School Business.
 - 7. #751.5 Form – Alternative Vehicle Driver Information Request Form.
 - 8. #751.5 Form 1 – Driver Information.
 - 9. #751.5 Form 2 – Verification of Fitness to Drive.
 - 10. #751.5 Form 3 – Vehicle Inspection Form.
 - 11. #753 – Use of School Owned or Private Vehicles (Non Student Transportation).

 - B. Approval of November 30 Regular and December 7, 2016, Special Meeting Minutes.

 - C. Approval of November Bills.

- IX. Future Agenda – January 11, 2017, Regular Meeting Agenda.

- X. Interview Architectural Firms.
 - A. Eppstein Uhen Architects (EUA).
 - B. FEH Design.

- XI. Discuss Architectural Firm Interviews.

- 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.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs
Wednesday, December 14, 2016
6:00 p.m.
District Board and Training Center

Reminder – Bring your Architectural Firm folder.

- | | | | |
|---------------|--------------------|-----------------|----------------------------|
| 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:

- Wisconsin Association of School Board Convention (WASB) – January 17-20, 2017
- Open Enrollment – February 6 – April 28, 2017

IV. Public Presentations.

V. Information & Discussion:

- A. High School Student Board Representatives Report – HS Reps Ms. Roth and Ms. Parker have enclosed information.
- B. School Board Election Update – As of December 5, Sandi Spanton Nelson will not be running and John Rasmussen is planning on running again.
- C. Open Enrollment Class Limits – Enclosed is information to begin the discussion of open enrollment class limits before the Board makes a decision in January.
- D. First Reading of Policies: Enclosed are the November 16 minutes. The Administration is asking that the #751 and #753 policies below be put on the fast-track, so that we can implement right away, and therefore, are on for approval later in the meeting.
 1. #343.3 Rule – Online Learning/Virtual School Program-Administrative Rule.
 2. #751.5 – Use of District Owned or Private Vehicles to Transport Students or Non-Students For School Business.
 3. #751.5 Form – Alternative Vehicle Driver Information Request Form.
 4. #751.5 Form 1 – Driver Information.
 5. #751.5 Form 2 – Verification of Fitness to Drive.
 6. #751.5 Form 3 – Vehicle Inspection Form.
 7. #753 – Use of School Owned or Private Vehicles (Non Student Transportation).

E. Second Reading of Policies:

1. #330 – 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.

VI. **Public Presentations.**

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

A. Approval of Staff Changes:

- Hiring of:
 - Director of Curriculum and Instruction;
 - Director of Student Services 2017-2018 and 2018-2019 Rollover Contract; and
 - Resignation of:
 - 2017-2018 Contract Resignation of Director of Curriculum and Instruction.
1. *Hiring of Alice Murphy, Director of Curriculum and Instruction, for a one-year contract for the 2017-2018 school year, at a salary of \$99,500.*

Suggested Motion: I move we approve the hiring of Alice Murphy, Director of Curriculum and Instruction, at a salary of \$99,500.

2. *Director of Student Services 2017-2018 and 2018-2019 Rollover Contract for Janessa Katzenberger.*

Suggested Motion: I move we approve the Director of Student Services 2017-2018 and 2018-2019 Rollover Contract for Janessa Katzenberger.

3. *Resignation of Alice Murphy, Director of Curriculum and Instruction, effective June 30, 2018.*

Suggested Motion: I move we approve the resignation of Alice Murphy, 2017-2018 Contract as Director of Curriculum and Instruction, effective June 30, 2018.

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

A. Approval 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

6. #751.5 – Use of District Owned or Private Vehicles to Transport Students or Non-Students For School Business.
7. #751.5 Form – Alternative Vehicle Driver Information Request Form.
8. #751.5 Form 1 – Driver Information.
9. #751.5 Form 2 – Verification of Fitness to Drive.
10. #751.5 Form 3 – Vehicle Inspection Form.
11. #753 – Use of School Owned or Private Vehicles (Non Student Transportation).

B. Approval of November 30 Regular and December 7, 2016, Special Meeting Minutes.

C. Approval of November Bills.

Suggested Motion: I move we approve the consent agenda items: policies, #251-Organization for Administrative Purposes, #251 Exhibit-Organization Chart, #447-Student Discipline: Detention, Suspension and Expulsion, #447.1-Use of Seclusion and Physical Restraint by Staff, #529.2-Jury Duty, #751.5-Use of District Owned or Private Vehicles to Transport Students or Non-Students For School Business, #751.5 Form-Alternative Vehicle Driver Information Request Form, #751.5 Form 1-Driver Information, #751.5 Form 2-Verification of Fitness to Drive, #751.5 Form 3-Vehicle Inspection Form, and #753-Use of School Owned or Private Vehicles (Non Student Transportation); November 30 Regular and December 7, 2016, Special Meeting Minutes; and the November Bills as presented.

IX. **Future Agenda – January 11, 2017, Regular Meeting Agenda – *Enclosed is a draft of the agenda.***

X. **Interview Architectural Firms – *You had received their proposal previously. Please bring the materials.***

A. Eppstein Uhen Architects (EUA).

B. FEH Design.

XI. **Discuss Architectural Firm Interviews.**

XII. **Adjourn.**

Suggested Motion: I move we adjourn the meeting.

FOR YOUR INFORMATION:

1. **Upcoming Board Meetings:**

- January 11, 2017
- January 25, 2017
- February 8, 2017

2. **Insurance Committee Minutes of November 15, 2016.**

3. **Certified Staff Compensation Committee Minutes of November 21, 2016.**

School Board High School Events:

Previous Events:

November 11/12/13: EHS fall play

November 18th: Girls Varsity basketball game home / girls varsity Jv game @ albany

November 19th: 11th annual Big Band Bash @ Evansville High School

November 21st: Blood Drive

November 25th: Varsity + Jv boys basketball away @ wisconsin dells

December 1st: Wrestling JV and Varsity @ home, boys basketball away @ East troy

December 5th: Girls Varsity and Jv basketball @ home

Upcoming Events:

December 12th: Evansville High School Band concert @ 7pm

December 13th: Boys Basketball Varsity and Jv @home , Girls Basketball Varsity and Jv @ turner, Wrestling Meet Varsity and Jv @ home

December 13/14/15: Little Mermaid Cast auditions for spring musical

December 19th: Evansville High School Choir Concert

December 22nd: Last Day of School before Winter Break!

December 30th: Hockey Girls Varsity tournament @Rhineland, Wrestling Varsity Invitational, Boys basketball @ barneveld high school

Who is responsible for transporting? *Parents are responsible for transporting their children to and from school.*

If transportation is required in the individualized education program (IEP) for a child with a disability, it must be provided by the nonresident district.

School districts *may* provide transportation to open enrollment pupils if they wish. Usually, if transportation is provided, parents must transport the pupil to a location in the nonresident district.

Low-income parents may apply to the DPI for partial reimbursement of their transportation costs.

Can a parent select a specific school in the pupil's nonresident school district?

Yes. A parent may request a specific school or program in the nonresident district. However, assignment to the requested school or program *is not guaranteed* and your pupil may be assigned to a different school other than the one requested. It is up to each nonresident district to determine a pupil's school assignment.

Can an open enrolled pupil participate in sports and other extra-curricular activities in the nonresident school district?

Open enrolled pupils have the same rights and responsibilities as resident pupils.

Inter-scholastic athletics are governed by the Wisconsin Interscholastic Athletic Association (WIAA), which has rules concerning transfer pupils. Parents should check with the school district's athletic director about eligibility.

Important open enrollment dates

February 6 – April 28, 2017 – Parents must submit applications online or directly to the nonresident school district.

June 9, 2017 – Nonresident school districts must mail notices of approval or denial. If the application is approved, the school district must notify the parents of the specific school or program to which the pupil is assigned. If the application is denied, parents have 30 days to file an appeal.

June 16, 2017 – Resident districts must notify applicants if the application is denied. If the application is denied, parents have 30 days to file an appeal.

June 30, 2017 – Parents of accepted applicants must notify the nonresident district if the pupil will attend the nonresident district in the 2017-18 school year. If the parent fails to make this notification, the nonresident district may refuse to allow the pupil to attend the district.

For more information contact:

Public School Open Enrollment Program
Wisconsin Department of Public Instruction
P.O. Box 7841, Madison, WI 53707-7841
Toll-free: 888-245-2732

Email: openenrollment@dpi.wi.gov

Web site: <http://dpi.wi.gov/oe>



2017-18

The Wisconsin Department of Public Instruction does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.



2017-18 School Year

**Full-Time
Inter-District**

Open Enrollment

**In Wisconsin Public
Schools**

(Information for Parents)

Wisconsin Department of Public Instruction
Tony Evers, PhD, State Superintendent

You may apply for open enrollment from February 6-April 28, 2017

What is Public School Open Enrollment?

Wisconsin's inter-district public school open enrollment program allows parents to apply for their children to attend school districts other than the one in which they live. Applications may be submitted to up to three nonresident school districts.

Who may participate in open enrollment?

Pupils in 5-year-old kindergarten to grade 12 may apply to participate in open enrollment.

Open enrollment for prekindergarten, 4-year-old

kindergarten and early childhood education is limited.

Parents should call their resident school districts to find out if their preschool-aged children qualify for open enrollment.

How and when may parents apply?

The open enrollment application period for the 2017-18 school year is from February 6-April 28, 2017. The application period closes at 4:00 p.m. on April 28, 2017. *Late applications will not be accepted for any reason.*

Parents may apply online at <http://dpi.wi.gov/oe>.

Can I apply to a virtual charter school under open enrollment?

A pupil may only open enroll to an online/virtual school if: (1) the school has been created as a virtual charter school that meets the requirements of the charter school law [Wis. Stats. 118.40 (8)] or (2) the pupil is required to physically attend school in the nonresident school district every day that school is in session. Other important things to know about applying to virtual charter schools:

- A virtual charter school is not homeschooling. Pupils attending virtual charter schools are public school pupils.

- You must know the nonresident school district in which the virtual charter school is located. If you have any questions about this, call the virtual charter school.

- You must know your resident school district in order to apply.

- A list of 2016-17 virtual charter schools may be found at [this webpage](#).

Can an application be rejected?

Yes. Nonresident school districts may deny an application if regular or special education *space is not available* for the pupil; *special education or related services* are not available; or if the pupil has been *referred for a special education evaluation* but has not yet been evaluated. Nonresident school districts may also deny an application if the pupil has been *expelled* during the current or preceding two years for certain violent conduct or if the pupil was *habitually truant* from the nonresident school district during any semester in the current or previous school year.

If there are more applications than spaces, pupils must be selected randomly, after giving preference to pupils already attending school in the nonresident school district and siblings of currently-attending pupils.

Some school districts establish waiting lists to fill unused spaces, but others do not.

Can a resident district prevent a pupil from leaving?

Yes, in limited circumstances. A resident district can deny a pupil's application for an invalid application (early or late application or missing information), ineligibility due to age (too young or too old), or if the resident district does not offer the same type of prekindergarten, four-year-old

kindergarten, or early childhood program as the nonresident district or the pupil is not eligible for the program in the resident district. These are also reasons that a nonresident district can deny an application.

Can parents appeal if an application is denied?

Parents whose applications are denied may appeal to the DPI within 30 days of the denial. State law requires the DPI to uphold the school district's decision unless DPI finds that the decision was arbitrary or unreasonable. The DPI's decision may be appealed to circuit court.

Must pupils reapply every year?

Once a pupil is accepted into a nonresident school district, the pupil may continue to attend that district without reapplication except that:

- The nonresident district may require a pupil to reapply one time—at the beginning of middle school, junior high or high school.
- A pupil may be returned to the resident school district if the special education required in a new or revised IEP is not available in the nonresident district or there is no space.
- A pupil who has become habitually truant in the nonresident district may be returned to the resident district.

Is there a cost to parents for open enrollment?

There is no tuition cost to parents for participation in open enrollment. Parents of open enrolled pupils may be charged the same fees as resident pupils.

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

PROJECTED - Option 1

S/L ONLY	2008-09		2009-10		2010-11		2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		Average Class Size	Average Change in Class Size	Spaces Available
	Enrolled	12-Sep	Enrolled	18-Sep	Enrolled	10-Sep	Enrolled	16-Sep	Enrolled	21-Sep	Enrolled	20-Sep	Enrolled	19-Sep	Enrolled	18-Sep	Enrolled	8-Jan	Enrolled	16-Sep			
4	4	5	5	5	2	12	10	9	10	6	1	6.0	2	1	2.0	0	24 *						
ECH	13	12	15	15	14	17	17	122	122	105	6	17.5	108	6	18.0	0							
4K	146	148	124	124	145	131	106	87	88	122	7	17.4	105	6	17.5	-1	3						
K							36	33	31	33	2	16.5	0	0	#####	-2							
K-1							81	113	114	89	5	17.8	138	8	17.3	3	6						
1	130	154	126	126	122	148	145	145	145	118	8	17.0	105	6	17.5	-2	3						
2	139	130	143	143	122	144	118	99	103	136	8	22.3	458	20	22.9	-2	3						
	432	449	413	413	405	440	379	463	468	491	22												
3	156	141	142	142	152	138	121	144	147	107	6	17.8	136	8	17.0	2	8						
4	147	151	136	136	140	134	147	120	122	151	6	25.2	107	5	21.4	-1							
5	130	144	138	138	138	144	144	129	129	128	5	25.6	151	6	25.2	1							
	433	436	416	416	430	416	412	393	398	386	17	22.7	394	19	20.7	2							
6	146	126	143	143	139	144	138	143	145	129	6	21.5	128	6	21.3								
7	112	146	140	140	144	133	134	147	147	145	6	24.2	129	6	21.5								
8	135	107	136	136	141	146	142	139	138	152	6	25.3	145	6	24.2								
	393	379	423	419	424	423	414	420	430	426	18	23.7	402	18	22.3								
9	161	134	115	151	137	144	144	142	134	137			152										
10	134	154	126	105	144	126	130	141	147	132			137										
11	133	123	141	128	99	138	138	138	142	140			132										
12	145	131	127	143	118	100	100	133	134	142			140										
	573	542	509	527	498	512	512	554	557	551			561										
District	1,831	1,806	1,788	1,775	1,757	1,717	1,735	1,839	1,853	1,854			1,815										

* 1 am section of 4K enrolls 12 students only
12/9/2016 Prepared by Linda Gard

Board Criteria for Open Enrollment for the 2017-2018 Application Period

OPTION #1 - For regular education spaces (based on maximum class sizes):

We set the class size limits by grade to allow for resident students to move into the District.

Grade Level	Class Size Limit	X the Number of Sections	= Capacity	ECSD Projected	Class Size	Spaces Available
4K	20	6.5	132	108	18.00	24 spaces
KG	18	6	108	105	17.50	3 spaces
1	18	8	144	138	17.30	6 spaces
2	18	6	108	105	17.50	3 spaces
3	18	8	144	136	17.00	8 spaces
4	24	5	120	107	21.40	13 spaces
5	24	6	144	151	25.20	No spaces

Making these motions does not mean we will not accept open enrollment students. These motions give the Board the ability to deny an application because of space that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space concerns, we would lose the appeal. The result of this motion is that students applying through open enrollment would be put on a wait list per grade level. The students would be able to move off the list at any time if space is available, up to the third Friday count.

Saving one space per section for each grade level for resident transfer students, the following motions are suggested:

Suggested Motion: I move that in grade 4K, 23 open enrollment applications will be accepted.

Suggested Motion: I move that in grade KG, two open enrollment applications will be accepted.

Suggested Motion: I move that in grade 1, five open enrollment applications will be accepted.

Suggested Motion: I move that in grade 2, two open enrollment applications will be accepted.

Suggested Motion: I move that in grade 3, seven open enrollment applications will be accepted.

Suggested Motion: I move that in grade 4, 12 open enrollment applications will be accepted.

Suggested Motion: I move that in grade 5, we deny any open enrollment applications due to class size limits and space.

Suggested Motion: I move that in grades 6-12 we will not consider the availability of space (we will accept applications).

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

PROJECTED - Option 2

S/L ONLY ECH 4K K-1	2008-09		2009-10		2010-11		2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		Average Class Size	Average Class Size	Change in Sections	Spaces Available
	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled				
1	4	5	5	2	10	12	10	9	10	6	1	6.0	2	1	2.0	0	24 *							
2	13	12	15	14	122	105	122	87	88	122	7	17.5	108	6	18.0	0	19							
3	146	148	124	145	106	104	106	33	31	33	2	17.4	89	6	14.8	-1								
4	130	154	126	122	81	145	81	113	114	89	5	16.5	32	2	16.0	0								
5	139	130	143	122	143	118	143	99	103	136	8	17.8	122	7	17.4	2								
6	432	449	413	405	376	379	376	463	468	491	22	17.0	105	6	17.5	-2								
7	156	141	142	152	126	121	126	144	147	107	6	22.3	458	21	21.8	-1								
8	147	151	136	140	127	147	127	120	122	151	6	17.8	136	8	17.0	2								
9	130	144	138	138	139	144	139	129	129	128	5	25.2	107	4	26.8	-2								
10	433	436	416	430	392	412	392	393	398	386	17	25.6	151	6	25.2	1								
11	146	126	143	139	148	138	148	143	145	129	6	22.7	394	18	21.9	1								
12	112	146	140	144	137	134	137	147	147	145	6	21.5	128	6	21.3	0								
	135	107	136	141	135	142	135	139	138	152	6	24.2	129	6	21.5	0								
	393	379	419	424	420	414	420	429	430	426	18	25.3	145	6	24.2	0								
	161	134	151	137	147	144	147	142	134	137		23.7	402	18	22.3	0								
	134	154	105	144	133	130	133	141	147	132		152												
	133	123	128	99	128	138	128	138	142	140		137												
	145	131	127	118	139	100	139	133	134	142		132												
	573	542	527	498	547	512	547	554	557	551		140												
District	1,831	1,806	1,775	1,757	1,717	1,717	1,735	1,839	1,853	1,854		561												
												1,815												

* 1 am section of 4K enrolls 12 students only
12/09/2016 Prepared by Linda Gard

OPTION #2 - For regular education spaces (based on maximum class sizes):

We set the class size limits by grade to allow for resident students to move into the District.

Grade Level	Class Size Limit	X the Number of Sections	= Capacity	ECSD Projected	Class Size	Spaces Available
4K	20	6.5	132	108	18.00	24 spaces
KG	18	7	126	105	15.00	21 spaces
1	18	8	144	138	17.25	6 spaces
2	18	6	108	105	17.50	3 spaces
3	18	8	144	136	17.00	8 spaces
4	24	4	96	107	26.80	No spaces
5	24	6	144	151	25.20	No spaces

Making these motions does not mean we will not accept open enrollment students. These motions give the Board the ability to deny an application because of space that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space concerns, we would lose the appeal. The result of this motion is that students applying through open enrollment would be put on a wait list per grade level. The students would be able to move off the list at any time if space is available, up to the third Friday count.

Saving one space per section for each grade level for resident transfer students, the following motions are suggested:

Suggested Motion: I move that in grade 4K, 23 open enrollment applications will be accepted.

Suggested Motion: I move that in grade KG, 20 open enrollment applications will be accepted.

Suggested Motion: I move that in grade 1, five open enrollment applications will be accepted.

Suggested Motion: I move that in grade 2, two open enrollment applications will be accepted.

Suggested Motion: I move that in grade 3, seven open enrollment applications will be accepted.

Suggested Motion: I move that in grade 4 and 5, we deny any open enrollment applications due to class size limits and space.

Suggested Motion: I move that in grades 6-12 we will not consider the availability of space (we will accept applications).

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

PROJECTED - Option 3

	2008-09		2009-10		2010-11		2011-12		2012-13		2013-14		2014-15		2015-16		2016-17		2017-18		Average Class Size	Average Change in Class Size	Spaces Available
	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled	Enrolled			
S/L ONLY	4	5	5	2	2	10	10	9	10	6	1	6.0	2	1	2.0	0	24 *						
ECH	13	12	15	14	122	122	105	6	17.5	108	6	17.4	89	6	14.8	-1	19						
4K	146	148	124	145	106	36	33	2	16.5	32	2	16.0	0	0	0	0							
K	130	154	126	122	81	113	89	5	17.8	122	7	17.4	2	2	17.4	2	4						
K-1	139	130	143	122	143	118	136	8	17.0	105	6	17.5	-2	-2	-2	3							
2	432	449	413	405	376	491	22	22.3	458	21	21.8	-1	-1	-1	-1	8							
3	156	141	142	152	126	144	107	6	17.8	136	8	17.0	2	2	17.0	2							
4	147	151	136	140	127	120	151	6	25.2	107	5	21.4	-1	-1	-1	8							
5	130	144	138	138	139	129	128	5	25.6	151	6	25.2	1	1	25.2	1							
	433	436	416	430	392	398	386	17	22.7	394	19	20.7	2	2	20.7	2							
6	146	126	143	139	148	143	129	6	21.5	128	6	21.3	6	6	21.3	2							
7	112	146	140	144	137	147	145	6	24.2	129	6	21.5	6	6	21.5	2							
8	135	107	136	141	135	139	152	6	25.3	145	6	24.2	6	6	24.2	2							
	393	379	419	424	420	429	426	18	23.7	402	18	22.3	18	18	22.3	2							
9	161	134	151	137	147	142	137			152													
10	134	154	105	144	133	141	132			137													
11	133	123	128	99	128	138	140			132													
12	145	131	127	118	139	133	142			140													
	573	542	527	498	547	554	551			561													
District	1,831	1,806	1,775	1,757	1,735	1,839	1,853	1,854		1,815													

* 1 am section of 4K enrolls 12 students only
12/09/2016 Prepared by Linda Gard

OPTION #3 - For regular education spaces (based on maximum class sizes):

We set the class size limits by grade to allow for resident students to move into the District.

Grade Level	Class Size Limit	X the Number of Sections	= Capacity	ECSD Projected	Class Size	Spaces Available
4K	20	6.5	132	108	18.00	24 spaces
KG	18	7	126	105	15.00	21 spaces
1	18	8	144	138	17.25	6 spaces
2	18	6	108	105	17.50	3 spaces
3	18	8	144	136	17.00	8 spaces
4	24	5	120	107	21.40	13 spaces
5	24	6	144	151	25.20	No spaces

Making these motions does not mean we will not accept open enrollment students. These motions give the Board the ability to deny an application because of space that cannot be won on an appeal. If we don't have this criteria and motions on record, and we deny an application because of space concerns, we would lose the appeal. The result of this motion is that students applying through open enrollment would be put on a wait list per grade level. The students would be able to move off the list at any time if space is available, up to the third Friday count.

Saving one space per section for each grade level for resident transfer students, the following motions are suggested:

Suggested Motion: I move that in grade 4K, 23 open enrollment applications will be accepted.

Suggested Motion: I move that in grade KG, twenty open enrollment applications will be accepted.

Suggested Motion: I move that in grade 1, five open enrollment applications will be accepted.

Suggested Motion: I move that in grade 2, two open enrollment applications will be accepted.

Suggested Motion: I move that in grade 3, seven open enrollment applications will be accepted.

Suggested Motion: I move that in grade 4, 12 open enrollment applications will be accepted.

Suggested Motion: I move that in grade 5, we deny any open enrollment applications due to class size limits and space.

Suggested Motion: I move that in grades 6-12 we will not consider the availability of space (we will accept applications).

EVANSVILLE COMMUNITY SCHOOL DISTRICT
POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Wednesday, November 16, 2016, at 6:00 pm in the District Office Conference Room.

Committee Members Present: Melissa Hammann and Jane Oberdorf. Others: Director of Instruction, Alice Murphy, and District Administrator, Jerry Roth.

Approve October 19, 2016, Minutes: Motion by Ms. Oberdorf, seconded by Ms. Hammann, moved to approve the October 19, 2016, minutes as presented. Motion carried, 2-0 (voice vote).

New Business – Policies to Review:

Policy #342 – Programs for Students With Disabilities – Suggested revisions by Administration. Discussion. Discussion. Policy to go to Board for a first reading.

Policy #342.1 – Local Agency Special Education Program – Suggested by Administration to remove as incorporated into policy #342. Discussion. Policy to go to Board for a first reading for removal.

Policy #342.11 – IDEA (Individuals With Disabilities Education Act) Team Process Summary – Suggested by Administration to remove. Discussion. Policy to go to Board for a first reading for removal.

Policy #342.5 – Title 1 Programs – Suggested by Administration to bring back once WASB has sample policies; at this time they do not due to the change in the law. Discussion. Policy to come back to Committee once samples are provided.

Policy #343.3 Rule – Online Learning/Virtual School Program-Administrative Rule – Suggested revisions by Administration. Discussion. Policy to go to Board for a first reading.

Policy - #751.5 – Use of District Owned or Private Vehicles To Transport Students or Non-Students For School Business – Suggested revisions by Administration. Discussion. Policy to go to Board for a first reading.

Policy #753 – Use of School Owned or Private Vehicles (Non-Student Transportation) – Suggested by Administration to remove as is incorporated into policy #751.5. Discussion. Policy to go to Board for a first reading.

Policy #751.5/753 Form – Alternate Vehicle Driver Information Request Form – Suggested by Administration to keep with only change in numbering. Discussion. Policy to go to Board for a first reading with changes only to numbering.

Policy #751.5/753 Form 1 – Driver Information - Suggested by Administration to keep with only change in numbering. Discussion. Policy to go to Board for a first reading with changes only to numbering.

Policy #751.5/753 Form 2 – Verification of Fitness to Drive – Suggested revisions by Administration. Discussion. Policy to go to Board for a first reading.

Policy #751.5/753 Form 3 – Vehicle Inspection Form – Suggested revisions by Administration. Discussion. Policy to go to Board for a first reading.

Hard to Fill Position: Ms. Hammann presented document on hard to fill positions. Discussion. Revised document to go before the School Board for discussion.

Set Next Meeting Date: Next meeting is Tuesday, December 13, 2016, at 6:00 pm in the District Office Conference Room.

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

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved:
Melissa Hammann, Chair

Unapproved Minutes

ONLINE LEARNING/VIRTUAL SCHOOL PROGRAM – ADMINISTRATIVE RULE

The Evansville Community School District participates as a member of the JEDI Virtual School consortium. JEDI is a public charter school that provides educational services to families whose students are seeking an educational option in the form of online coursework.

Online course options through JEDI include single course offerings or full-time enrollment in the virtual school.

I. JEDI Single Course Option:

A. Course Enrollment Approval:

The following criteria may be used to determine if students are permitted to enroll in virtual school online courses:

1. The course is not offered face-to-face by the District.
2. In rare cases, although the course is offered by the District, the student is unable to take the course due to an unavoidable scheduling conflict or special circumstance.
3. The course is needed to meet an individual education plan, a differentiated education plan, a 504 plan, or a plan to remediate credits for graduation.
4. The student is considered a qualified candidate according to the following criteria:
 - a) Course availability.
 - b) Seats open in available courses.
 - c) Course prerequisites are met.
 - d) Past successful academic record in online courses.
 - e) Past academic record in traditional courses.
 - f) Teacher recommendation.
 - g) Parent recommendation.
 - h) Student interview.
 - i) Other valid indicators deemed necessary by the District.
5. Approval by the principal.

B. Enrollment Procedures:

The following procedures and guidelines apply to students enrolled full-time in the District:

1. Students and parents/guardians shall discuss JEDI single course options with a school counselor and the District JEDI coordinator. The District JEDI coordinator shall review a syllabus and expected course pacing for each class of interest to determine the best options for the student and report to the counselor and the family regarding their findings.
2. Students shall indicate their intention to enroll in JEDI single courses during the normal course scheduling process for the following academic year. The District JEDI coordinator shall provide registration materials to families indicating JEDI single course options with detailed instructions for when they are due.
3. Not less than two weeks prior to the beginning of the term for which the student wishes to enroll in the class, the student and parent shall complete the JEDI single

course registration form and submit it to the counseling office with the tuition payment.

4. Students who have submitted applications and tuition payments in the designated timeline shall have access to the JEDI class platform by day one of the term enrolled.
5. Enrollment in virtual school online courses at other times of the year due to individual circumstances such as illness or expulsion will be decided on a **cases-by case** basis.
6. Student may enroll in up to two online courses per year.

C. A decision denying a request for a virtual school full-time or single course enrollment may be appealed to the District Administrator.

II. JEDI Virtual School Full-Time Option:

Students wishing to enroll full-time in the JEDI virtual school program as an alternative to traditional programming may request a meeting with parents, counselor, and a JEDI District Coordinator. School officials will then meet to determine the best placement of the student.

- A. Full-time virtual school students must complete all Evansville High School Graduation Requirements in order to receive a diploma from Evansville High School.
- B. Full-time virtual school students may request to rent a laptop provided by the District for a fee of \$50 annually

III. Virtual School and Online Course Policies and Procedures:

- A. Wisconsin Statutes for attendance apply.
- B. Acceptable internet and technology use policies, and all other applicable District policies apply.
- C. Students will be held accountable to the policies and procedures outlined in the JEDI Virtual School Student and Family Handbook.
- D. Grades received for virtual/online course work will count the same as other course grades. All grades received from virtual/online courses will be recorded on the official student transcript.
- E. Students are required to participate in state mandated assessments.
- F. Students may participate in extra-curricular activities offered by the District contingent upon them meeting the conditions of participation.
- G. Tuition Cost:
 1. Students enrolled in single courses are **not** responsible for the tuition associated with the course. ~~and must provide the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.~~
 2. Single courses which are taken by student choice for the purpose of student interest, enrichment opportunity, or to enhance a current course grade (retake the course) when a comparable course is offered by the school, will be charged the cost of tuition, ~~without reimbursement.~~
 3. Course time extensions to complete the course are set within allowable ranges by JEDI. Students who exceed the standard time extensions will be responsible for the additional cost incurred by JEDI.

Approved: July 11, 2005
Revised: September 13, 2010
Revised: November 13, 2013
Revised:
1st Reading: 12/14/16

751.5

USE OF DISTRICT OWNED OR PRIVATE VEHICLES
TO TRANSPORT STUDENTS **OR NON-STUDENTS FOR SCHOOL BUSINESS**

The Evansville Community School District Board of Education recognizes the need for some school employees, or other persons serving in an official capacity, to transport students to or from school or school-related activities in a District owned or private motor vehicle. To safeguard the District, employees and students in matters of liability, particularly as it relates to the transporting of students, the following policy guidelines will be observed:

1. The vehicle driver must have a valid Wisconsin driver's license or a valid driver's license issued by another jurisdiction, as defined by state law.
2. The driver must submit to a criminal background check on an annual basis.
3. The driver must submit to a Motor Vehicle Record (MVR) check on an annual basis.
4. The driver may not have been convicted of any offenses or crimes listed under School Bus and Alternative Vehicle Driver Disqualifications.
5. The driver must be at least 18 years of age and have at least (2) two years of driving experience.
- ~~6. The vehicle driver must have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The Board may waive this requirement if the driver has sufficient use of one hand to safely operate the vehicle which the Board proposes the driver use, as substantiated by a special driving examination conducted by the Wisconsin Department of Transportation (DOT).~~
- ~~7. Every three (3) years the driver must submit a medical opinion on the Verification of Fitness to Drive form stating that he/she is not suffering from any mental or physical disability or disease such as to prevent the driver from exercising reasonable control over a motor vehicle.~~
8. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the driver. The driver and all passengers must wear seatbelts at all times. Use of vans with a passenger capacity of eleven (11) persons or more including the driver is prohibited by law.
9. Any student under the age of eight (8) must be restrained in compliance with Wisconsin Statutes in a safety restraint system that is appropriate to the child's age and size (i.e. car seat, booster seat) that meets the standards established by the DOT.

10. Drivers must refrain from the use of alcoholic beverages or controlled substances (any drug or medicine which may impair the ability of the driver to perform safely) for a period of not less than 24 hours prior to the transportation of pupils.
11. Any individual who has been approved on a yearly basis to operate a motor vehicle must report to the Business Manager in writing within ten (10) days of the occurrence of any accident in which the individual was involved as the driver of any motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or any suspension or revocation of the individual's operating privileges.
12. There shall be no personal use of District owned vehicles.
13. Drivers shall not operate any electronic device while the vehicle they are driving is in motion. The ONLY time these devices may be operated is when the vehicle is parked.
14. All traffic violations incurred while conducting school business are the sole responsibility of the driver.
15. Drivers who will be operating the District lift van to transport students must first be trained to operate the lift and to secure a wheelchair for transport.
16. Use of private motor vehicle for school business.
 - a. Transportation by private vehicle shall be strongly discouraged and shall be used only when no other transportation is available.
 - b. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for transporting students. Permission may only be granted if the person providing transportation has satisfactorily met all District and state laws requirements.
 - c. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
 - d. Private vehicles used for school business must be inspected **by the owner or their designee** prior to use ~~by the District Buildings and Grounds Director~~.
 - i. In consideration for this inspection, the vehicle owner does agree to release, waive, discharge and will not sue Evansville Community School District or its assigns for anything directly or indirectly related to said inspection.
 - e. For private vehicle use, the owner must show proof of the following minimum insurance coverage before the vehicle's use is authorized and provide updated proof upon expiration of coverage:
 - i. Property damage coverage - \$100,000.00

- ii. Bodily injury liability coverage - \$100,000 per person
- iii. Subject to the limit for each person: total bodily injury liability limits of not less than \$300,000 per accident.

Legal Ref: Sections 121.555 Wisconsin Statutes (Alternative Methods of Providing Transportation), s. 343.12 (7) or Chapter Trans. 112.15 Wisconsin Administrative Code

Local Ref: ~~751.5/753~~ Form – Alternative Vehicle Driver Information Request Form
~~751.5/753~~ Form 1 – Driver Information
~~751.5/753~~ Form 2 – Verification of Fitness to Drive
~~751.5/753~~ Form 3 – Vehicle Inspection Form
~~753~~ — Use of School Owned or Private Vehicles (Non Student Transportation)

Approved: November 13, 2013
Reviewed:
1st Reading: 12/14/16

751.5/753 Form

**ALTERNATIVE VEHICLE DRIVER
INFORMATION REQUEST FORM**
Wisconsin Department of Public Instruction

Please print

Applicant Name – First	Middle Initial	Last	Birth Date (Month/Day/Year)
Driver License Number or Social Security Number – For Verification Purposes			

YES NO

- Have you ever been convicted of a crime or other offense listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code within the time frame listed on the attached list of crimes?
- Are you currently listed on any sex offender registry?
- Are you currently listed on any nurse abuse registry?

Explain "YES" answers

YES NO

- Have you been a resident in another state within the previous 2 years?

If you checked "YES", list all other state(s) in which you have been a resident during the previous 2 years:

Applicant Statements

As an alternative vehicle driver, I agree to report in writing to my employer, within 10 days:

1. Any accident in which I was involved as the operator of any motor vehicle regardless of who was at fault or if citations were issued;
2. Any conviction or operating privilege withdrawal listed under s.343.12(7) Wis. Stats., or Ch. Trans. 112.15 WI Admin. Code that makes the operator ineligible to operate a motor vehicle to transport pupils;
3. If I hold a school bus endorsement, any incidents that would disqualify me for holding that endorsement;
4. Any suspension or revocation of my operating privilege;
5. Any cancellation of my school bus endorsement of this state or another jurisdiction.

I understand that I may not falsify or provide incomplete information in respect to any material fact on this or any other background information form.

I also understand that it is my responsibility to report any new medical condition or a medical condition that has significantly changed since my last report.

(Applicant Signature)

(Date)

For Employer Use Only – Please check one

- | | |
|---|--|
| <input type="checkbox"/> Original Application | <input type="checkbox"/> Interim CIB Check |
| <input type="checkbox"/> Renewal | <input type="checkbox"/> CCAP Check |

School Bus and Alternative Vehicle Driver Disqualifications

As adopted from Wisconsin Department of Transportation Form MV3740 12/2004

Effective November 4, 2004, any driver who wishes to apply for, renew or transfer a school bus endorsement or be an alternative vehicle driver must self-certify and submit to a criminal background check to ensure they have not been convicted of any of the felonies listed in the following chart. Any of these convictions can result in from two years to a lifetime disqualification from driving a school bus or alternative vehicle.

Offenses or Crimes under s.121.555, s.343.12(7) Wisconsin Statutes, or Chapter Trans. 112.15 Wisconsin Administrative Code

Felony	Length of Disqualification	Felony	Length of Disqualification
Abandonment of a child	Lifetime	Criminal damage to railroads	2 years
Abduction of another's child; constructive custody	Lifetime	Criminal gang member solicitation and contact	Lifetime
Abuse of vulnerable adults	Lifetime	Destruction of documents subject to subpoena	5 years
Abuse and neglect of patients and residents	Lifetime	Drug related crimes – Any of the following drug-related crimes: **Distribution or delivery or intent to deliver or distribute are Lifetime, all others are 5 year disqualifiers	**See note at left
Acquire or obtain possession of controlled substance by fraud or forgery – counterfeit substance or packaging	5 years	<input checked="" type="checkbox"/> Manufacture, distribution or delivery	See above
Administering dangerous or stupefying drug	Lifetime	<input checked="" type="checkbox"/> Possession with intent to manufacture, distribute or deliver	See above
Arson of buildings; damage of property by explosives	5 years	<input checked="" type="checkbox"/> Possession of piperidine	See above
Arson of property other than buildings	5 years	<input checked="" type="checkbox"/> Possession – gamma-hydroxybutyric acid, gamma-butyrolactone, ketamine or flunitrazepam	See above
Arson with intent to defraud	5 years	<input checked="" type="checkbox"/> Distribute or deliver or attempt to deliver or distribute an imitation controlled substance	See above
Assaults by prisoners	5 years	<input checked="" type="checkbox"/> Conspiracy	See above
Assisting or permitting escape	5 years	<input checked="" type="checkbox"/> Counterfeit substance	See above
Assisting suicide	5 years	<input checked="" type="checkbox"/> Possession	See above
Attempt to elude officer	5 years	Distribution of controlled substances to persons under age 18	Lifetime
Battery; substantial battery; aggravated battery	Lifetime	Disarming a peace officer	5 years
Battery to a pregnant woman or unborn child	Lifetime	Endangering safety by use of a dangerous weapon	2 years
Bomb scares	5 years	Exposing genitals or pubic area to child	Lifetime
Burglary	5 years	Exposing a child to harmful material or harmful descriptions or narrations	Lifetime
Careless driving (out of state)	2 years	Engaging in repeated acts of sexual assault of the same child	Lifetime
Causing a child to view or listen to sexual activity	Lifetime	Falsified application	2 years
Causing mental harm to a child	Lifetime	Failure to comply with officer's attempt to take person into custody	5 years
Child enticement	Lifetime	Failure to stop after accident	5 years
Child sex offender working with children	Lifetime	Felony murder	Lifetime
Commercial alcohol	5 years	Firearm silencers	5 years
Commercial alcohol causing death	5 years	First-degree intentional homicide	Lifetime
Commercial alcohol causing great bodily harm	5 years	First-degree reckless homicide	Lifetime
Commercial alcohol causing injury	5 years	Forgery	5 years
Commercial OWI causing great bodily harm	5 years	Great bodily harm	5 years
Commercial careless driving (out of state)	2 years	Harboring or aiding felons	5 years
Commercial controlled substance felony	5 years	Hazardous commercial alcohol causing death	5 years
Commercial OWI – controlled substance	5 years	Hazardous commercial alcohol causing great bodily harm	5 years
Commercial failure to stop after accident – attended vehicle	5 years	Hazardous commercial OWI causing great bodily harm	5 years
Commercial negligent homicide intoxicated	5 years	Hazardous commercial alcohol	5 years
Commercial Implied Consent and not a drop	5 years	Hazardous commercial controlled substance felony	2 years
Commercial OWI causing injury	5 years	Hazardous commercial OWI – controlled substance	5 years
Commercial failure to stop at accident-unattended vehicle	5 years		
Commercial 0.0 not a drop	5 years		
Commercial possession of intoxicating beverage	5 years		
Commercial reckless driving	2 years		
Commercial vehicle used in commission of felony	5 years		
Commercial Operating While Intoxicated (OWI)	5 years		
Concealing death of a child (at birth)	Lifetime		
Contributing to the delinquency of a minor	Lifetime		

Felony	Length of Disqualification	Felony	Length of Disqualification
Hazardous commercial failure to stop after accident-attended vehicle or unattended	5 years	Physical abuse of a child	Lifetime
Hazardous commercial negligent homicide intoxicated	5 years	Placing foreign objects in edibles	5 years
Hazardous commercial implied consent and implied consent not a drop	2 years	Possession of child pornography	Lifetime
Hazardous commercial OWI causing Injury	5 years	Possession and disposal of waste from manufacture of methamphetamine	5 years
Hazardous commercial vehicle used in commission of felony	5 years	Possession of electric weapon	5 years
Hazardous commercial Operating While Intoxicated (OWI)	5 years	Possession of explosives	5 years
Treason	Lifetime	Possession of a firearm (by felon)	5 years
Threats to Injure or accuse of crime	5 years	Possession of firearm in school zone	Lifetime
Homicide by intoxicated use of vehicle or firearm	Lifetime	Possession of short-barreled shotgun or rifle	5 years
Homicide by negligent operation of a vehicle	Lifetime	Prohibited alcohol concentration	5 years
Implied consent	2 years	Prostitution	Lifetime
Implied consent underage	2 years	Public fornication	Lifetime
Incest	Lifetime	Reckless driving	2 years
Incest with a child	Lifetime	Recklessly endangering safety	5 years
Injury by intoxicated use of a vehicle	5 years	Reckless injury	Lifetime
Keep or maintain any place for drug use, manufacture, keeping or delivering	Lifetime	Robbery	Lifetime
Keeping a place of prostitution	Lifetime	Sabotage	Lifetime
Kidnapping	Lifetime	Second-degree intentional homicide	Lifetime
Kidnapping or missing persons – false information	5 years	Second-degree reckless homicide	Lifetime
Leaving or storing a loaded firearm within the reach or easy access of a child	Lifetime	Sedition	Lifetime
Lewd and lascivious behavior	Lifetime	Serious Violation with Occupational Holder	2 years
Loan sharking prohibited (Extortionate means-use or threat of violence for non-payment)	5 years	Sending obscene or sexually explicit electronic messages	Lifetime
Machine guns and other weapons	5 years	Sexual assault	Lifetime
Mayhem	Lifetime	Sexual assault of a child	Lifetime
Making lewd, obscene or indecent drawings	Lifetime	Sexual assault of a student age 16 or older by a school instructional staff person	Lifetime
Molotov cocktails	5 years	Sexual exploitation by a therapist	5 years
Neglecting a child	Lifetime	Sexual intercourse with a child age 16 or older	Lifetime
Negligent homicide	5 years	Sexual exploitation of a child	Lifetime
Negligent homicide intoxicated	5 years	Sexual gratification	Lifetime
Negligent operation of a motor vehicle	2 years	Soliciting a child for prostitution	Lifetime
Obscene material or performance	Lifetime	Solicitation of a child to commit a felony	Lifetime
Obstructing emergency or rescue personnel	2 years	Soliciting prostitutes	Lifetime
Obstructing justice	5 years	Taking hostages	Lifetime
Operating after revocation	2 years	Tampering with household products	5 years
Operating while intoxicated causing injury	5 years	Unauthorized use of an individual's personal identifying information or documents	5 years
Operating under the influence of intoxicant or controlled substance	5 years	Underage alcohol operation	5 years
Operating while disqualified	2 years	Unsafe burning of building	5 years
Operating while suspended	2 years	Use or possession of a handgun and an armor-piercing bullet during crime	5 years
Pandering	Lifetime	Using a child for illegal drug distribution or manufacturing	Lifetime
Patronizing prostitutes	Lifetime	Use of a computer to facilitate a child sex crime	Lifetime
Perjury	2 years	Violation of Occupational License	2 years
		Vehicle used in commission of felony (Operating without owner's consent)	5 years

Reviewed: 1st Reading: 12/14/16

DRIVER INFORMATION

I agree to use my personal vehicle for work purposes and/or I agree to transport Evansville Community School District students to and from a school sponsored activity at which time they are subject to all school rules. In case of an accident, I understand that my insurance policy is the primary coverage and that the District will provide secondary coverage.

DRIVER INFORMATION (Please Print)

Name _____

Address _____
Street City State Zip Code

Driver's License Number _____ / _____ Date of Birth _____ / _____ / _____
Number State Month Day Year

Driver's License Expiration Date _____

VEHICLE INFORMATION (Please Print)

Make _____ Model _____

Year _____ Vehicle License Number _____

Registered Owner _____ Phone Number () _____

Address _____
Street City State Zip Code

INSURANCE INFORMATION (Please Print)

Insurance Carrier _____

Insurance Agent _____ Phone Number () _____

Address _____
Street City State Zip Code

Policy Number _____

Date Issued _____ Expiration Date _____

***Limits of Liability - Please attach a copy of the page of your insurance policy showing the limits.**

*The minimum acceptable limits of liability (including uninsured/underinsured motorist coverage) on the vehicle should be \$100,000/\$300,000

Driver's Signature _____ Date _____

Vehicle Owner's Signature _____ Date _____

Business Manager _____ Date _____

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

Evansville

Community School District

VERIFICATION OF FITNESS TO DRIVE

NAME _____ BIRTHDATE _____

STAFF MEMBER _____ NON-STAFF MEMBER _____

ADDRESS _____

TELEPHONE NUMBER _____

Persons driving school-owned vehicles or private vehicles to transport Students must submit at least once every three years to the Business Manager a medical opinion stating that he/she is not afflicted with or suffering from any mental or physical disability or disease such as to prevent reasonable control of a motor vehicle.

ATTEST:

This is to certify that I ~~am find the above-named individual~~ am not afflicted with or suffering from any mental or physical disability or disease such as to prevent reasonable control of a school-owned vehicle or a private vehicle transporting students.

APPLICANT PHYSICIAN: _____ DATE: _____
(Signature)

NAME: _____
(Please print name)

NOTE: This verification must be renewed every three (3) years and filed with the Business Office of Evansville Community School District.

VEHICLE INSPECTION FORM

Vehicle Identification:

Make _____

Year _____ License Plate Number _____

Owner _____

Your signature below certifies that you have inspected the vehicle and that all required safety equipment items below, except those marked "NOT OK" are in legal operating condition. Only vehicles meeting all of these safety requirements may be used for transporting students.

NOT OK	OK			NOT OK	OK	
		Head lamps				Parking lamps
		Directional lamps				Flashing warning lamps
		Sidemarkers lamps & reflectors				Tail lamps
		Back up lamps				Brake lamps
		Steering system				Suspension system
		Bumpers and fenders				Hood & trunk latches
		Door latches and locks				Tires
		Exhaust system				Fuel system
		Windshield				Windows: Vent, side, rear
		Windshield wipers & washers				Windshield defroster/defogger
		Horn				Mirrors
		Speed indicator				Odometer
		*Restraining devices & seats				Brakes
		Parking brake				Floor and trunk pans

* Use of vans with a passenger capacity of eleven (11) persons or more including the driver is prohibited by law.

Yes _____ No _____ Are all seats permanently mounted and facing forward?

I have personally inspected the vehicle described above as indicated by the preceding check list and in my opinion it presently complies with the safety laws of the state and is in such mechanical condition that its operation on public streets and highways should not jeopardize the safety of motorists or pedestrians. This inspection is valid for one year **from date of receipt by ECSD.**

This vehicle is authorized for use to transport students effective _____, 20__ through _____, 20__

Vehicles Owner Signature _____ Date _____
 Director of Buildings and Grounds

Remove as is combined in 751.5

USE OF SCHOOL OWNED OR PRIVATE VEHICLES (NON STUDENT TRANSPORTATION)

The Evansville Community School District Board of Education recognizes the need for some school employees to operate District owned vehicles in the process of their job function. To safeguard the District and employees in matters of liability, the following policy guidelines must be observed:

1. The vehicle driver must have a valid Wisconsin driver's license or a valid driver's license issued by another jurisdiction, as defined by state law.
2. The driver must submit to a criminal background check on an annual basis.
3. The driver must submit to a Motor Vehicle Record (MVR) check on an annual basis.
4. The employee may not have been convicted of any offenses or crimes listed under School Bus and Alternative Vehicle Driver Disqualifications.
5. The employee must be at least 18 years of age and have (2) two years of licensed driving experience.
6. The vehicle driver must have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The Board may waive this requirement if the driver has sufficient use of one hand to safely operate the vehicle which the Board proposes the driver use, as substantiated by a special driving examination conducted by the Wisconsin Department of Transportation (DOT).
7. Every three (3) years the driver must submit a medical opinion on the Verification of Fitness to Drive form stating that he/she is not suffering from any mental or physical disability or disease such as to prevent the driver from exercising reasonable control over a motor vehicle.
8. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the driver. The driver and all passengers must wear seatbelts at all times.
9. Any individual who has been approved on a yearly basis to operate a motor vehicle must report to the Business Manager in writing within ten (10) days of the occurrence of any accident in which the individual was involved as the driver of any motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or any suspension or revocation of the individual's operating privileges.

10. There shall be no personal use of District owned vehicles.
11. Drivers shall not operate any electronic device while the vehicle they are driving is in motion. The ONLY time these devices may be operated is when the vehicle is parked.
12. All traffic violations incurred while conducting school business are the sole responsibility of the driver.
13. Use of private motor vehicle for school business.
 - a. Use of private vehicles for school business shall be strongly discouraged and shall be used only when District owned vehicles are not available.
 - b. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for school purposes. Permission may only be granted if the person providing transportation has satisfactorily met all District and state laws requirements.
 - c. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
 - d. Private vehicles used for school business must be inspected prior to use by the District Buildings and Grounds Director.
 - e. For private vehicle use, the owner must show proof of the following minimum insurance coverage before the vehicle's use is authorized and provide updated proof upon expiration of coverage:
 - i. Property damage coverage - \$100,000.00
 - ii. Bodily injury liability coverage - \$100,000 per person
 - iii. Subject to the limit for each person: total bodily injury liability limits of not less than \$300,000 per accident.

Legal Ref.: Sections 121.55 Wisconsin Statutes (Methods of Providing Transportation)
121.555 (Alternative Methods of Providing Transportation)
s. 343.12(7) or Chapter Trans. 112.15 Wisconsin Administrative Code

Local Ref: 751.5/753 Form – Alternative Vehicle Driver Information Request Form
751.5/753 Form 1 – Driver Information
751.5/753 Form 2 – Verification of Fitness to Drive
751.5/753 Form 2 – Vehicle Inspection Form
751.5 – Use of District Owned or Private Vehicles to Transport Students

Law, rule or expert recommendation to have policy

CURRICULUM DEVELOPMENT

The curriculum of the Evansville Community School District is based on academic standards which serve as rigorous targets for teaching and learning. The District aligns curriculum at all grade levels and content areas to the Wisconsin Model Academic Standards (WMAS), which include Common Core State Standards for English Language Arts, Mathematics, Literacy in all subjects and Reading. The District aligns Science instruction to the Next Generation Science Standards. In addition to these standards, WMAS in Foreign Language, Art, Music, Physical Education, Health, Agriculture, Career and Technical Education, Business Education, Family and Consumer Education, are approved by the Board annually. All professional staff will teach the curriculum approved by the Board for each subject area. This curriculum shall be designed to engage students in active learning, to provide opportunities for students to meet challenging content and performance standards, and to meet diverse learner needs.

Teachers and other professional staff shall be responsible for proposing and developing curriculum changes and additions. Curriculum changes shall be made in accordance with State and National Standards as well as, frameworks and procedures established by the administrators in consultation with faculty and staff. Deletions or additions to the curriculum that add or drop courses or units of instruction or require new textbook resources or equipment adoptions of over \$10,000 shall be reviewed by the Teacher Collaboration Team for the respective grade level or content area. Board approval is required for these major adoptions before they are initiated into the program of instruction.

It is the responsibility of the District Administrator to ensure that all aspects of the curriculum are taught, assessed, and revised using procedures set by the District.

District curriculum for all grade level and content areas is evaluated/reviewed according to the five-year Curriculum Renewal Cycle. Every component of curriculum is active within one of the stages of implementation throughout the term of the cycle. The evaluation/review process will include reports to the Board. Instructional budgets are developed to correspond with the renewal process to ensure that appropriate and viable instructional resources are provided along with the necessary professional development.

Curriculum documents will be in place for all areas of instruction. These documents will include the instructional framework which specifies the academic standards and the sequential units of study. Evansville curriculum will be made available to the Board and the public.

Legal Ref.: Sections 118.01 Wisconsin Statutes (Educational Goals and Expectations)

118.015 (Reading Instruction)

118.019 (Human Growth and Development Instruction)

118.30 (1g)(a)1 (Pupil Assessment)

120.12(14) (School Board Duties)

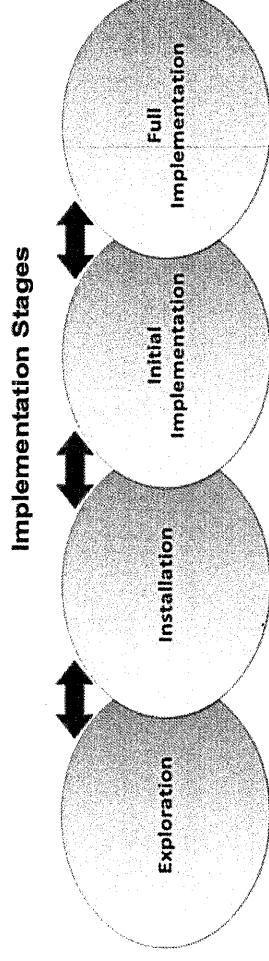
120.13 (School Board Powers)

121.02 (School District Standards)

PI 8 and PI 8.01(2)(k) Wisconsin Administrative Code

Local Ref.: Policy #330 Exhibit – Curriculum Renewal Cycle

CURRICULUM RENEWAL CYCLE



Exploration Stage

- Assessing the needs of students
- Identifying possible programs and practices to meet those needs
- Assessing the fit and feasibility of implementing and sustaining the identified programs

Installation Stage

- Developing communication pathways
- Ensuring financial and human resources are in place
- Finding physical space
- Purchasing equipment and technology
- Developing practitioner competency

Initial Implementation Stage

- Special attention to coaching
- Attention to continuous improvement and rapid cycle problem solving
- Using decision support data systems

Full Implementation Stage

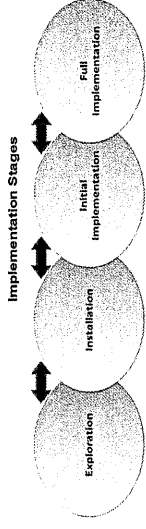
- Teachers skillfully employing new practices
- An infrastructure to support teachers
- Integrating new learning at all levels in classrooms, schools, and district

Sustained Growth

- Ensuring that funding streams are maintained and sustained
- Ensuring that the infrastructure is maintained and sustained:
 - Timely and effective professional development
 - Coaching and fidelity measures
 - Continuous improvement based upon performance data
 - Policy and procedures supports teaching and learning



Curriculum Renewal Cycle



	Exploration	Installation	Initial Implementation	Full Implementation	Sustained Growth
2014-15	6-12 Math K-12 Literacy 7-12 Spanish			K-5 Math	
2015-16	6-12 Science K-12 Health K-12 Physical Education	6-12 Math K-12 Literacy 7-12 Spanish			K-5 Math
2016-17	K-5 Science K-12 Art K-12 Social Studies	6-12 Science K-12 Health K-12 Physical Education	6-12 Math K-12 Literacy 7-12 Spanish		
2017-18	K-12 Music Career and Tech Ed	K-5 Science K-12 Art K-12 Social Studies	6-12 Science K-12 Health K-12 Physical Education	6-12 Math K-12 Literacy 7-12 Spanish	
2018-19	K-5 Math	K-12 Music Career and Tech Ed	K-5 Science K-12 Art K-12 Social Studies	6-12 Science K-12 Health K-12 Physical Education	6-12 Math K-12 Literacy 7-12 Spanish
2019-20	6-12 Math K-12 Literacy 7-12 Spanish	K-5 Math	K-12 Music Career and Tech Ed	K-5 Science K-12 Art K-12 Social Studies	6-12 Science K-12 Health K-12 Physical Education
2020-21	6-12 Science K-12 Health K-12 Physical Education	6-12 Math K-12 Literacy 7-12 Spanish	K-5 Math	K-12 Music Career and Tech Ed	K-5 Science K-12 Art K-12 Social Studies
2021-22	K-5 Science K-12 Art K-12 Social Studies	6-12 Science K-12 Health K-12 Physical Education	6-12 Math K-12 Literacy 7-12 Spanish	K-5 Math	K-12 Music Career and Tech Ed

Approved: May 11, 1987
Revised: March 11, 2002
Revised: October 9, 2006
1st Reading: 11/30/16; 2nd Reading: 12/14/16

331

SUGGESTION TO REMOVE – NOT REQUIRED

CURRICULUM DOCUMENTS

District curriculum is represented in a series of documents that come before the Evansville Board of Education. Curriculum documents shall describe content and performance standards and shall be prepared by professional staff for all courses and grade level subjects. Curriculum documents:

1. Provide information to staff, students, and parents concerning grade and course level expectations.
2. Provide a clear set of performance standards, aligned to the State's standards and Frameworks, which serve as a guide for the expected achievement of students.
3. Serve as a source of information for the Board and community, promoting a greater awareness of and participation in the learning mission of the school.

The format and criteria for curriculum documents will be determined by the Curriculum Coordinating Council. The director of instruction, under the supervision of the district administrator, shall have general coordinating authority and supervision over the formation of all courses of study.

Legal Ref.: Sections 118.01 Wisconsin Statutes

118.015

118.30(1)(g)

120.12(14)

121.02(1)(k)

PI 8.01(2)(k) Wisconsin Administrative Code

SUGGESTION TO REMOVE – NOT REQUIRED

K-12 CRITERIA FOR CURRICULUM DEVELOPMENT

A high quality curriculum allows students to achieve or exceed the Evansville Community School District's performance standards. Proficiency in standards is best achieved when the curriculum is appropriate, equitable, feasible, research-based, rigorous and worthwhile.

- Items preceded by this box represent minimal requirements and must be addressed in all curriculum documents presented for approval.

Rigorous Curriculum:

- Develops large concepts, essential knowledge, skills and attitudes
- Is driven by Wisconsin's Model Academic Standards as referenced by the Evansville School District's content, performance and assessment standards
- Builds connections within and across content areas and between levels
- Provides breadth and depth of content
- Challenges all students to excel

Appropriate Curriculum:

- Includes a repertoire of instruction and assessment strategies
- Differentiates for students' needs, abilities, strengths and interests
- Accommodates a variety of learning styles
- Provides for age and developmental stages of learning

Research-Based Curriculum:

- Reflects current research on content knowledge and how children learn
- Utilizes students' background knowledge and addresses suppositions and misconceptions
- Integrates current technology

Worthwhile Curriculum:

- Allows students to create meaning and make relevant connections to other knowledge and experience
- Actively engages and motivates students and teachers
- Facilitates learning that has long-term significance

Equitable Curriculum:

- Respects culture, gender, ethnic and race uniqueness, similarities and interdependence
- Supports an infusion of multiple perspectives, not isolation
- Includes a variety of resources that accurately represent different perspectives
- Structures opportunities for all students to succeed

Feasible Curriculum:

- Is supported by ongoing staff development at the district and site levels
- Has staff commitment
- Has community support
- Attends to time, space and resource needs

Revised:

1st Reading: 11/30/16; 2nd Reading: 12/14/16**Mandated Policy**

STUDENT PRIVACY

It is the intent of the Evansville Community School District to guarantee the personal and family privacy of all students in the District. Within this statement, it is not intended to eliminate the voluntary collection of data from students when such surveys are approved by the administration and completed in accordance with other board policies on research.

These protections apply to all school levels.

I. Privacy Protections for Students and Families

In order to protect the privacy of students within the classroom or group settings and still provide quality educational activities, the following guidelines will be adhered to:

- A. Teachers, counselors, support staff, and volunteers approved to present in the District classrooms will not directly ask or require a student to divulge private information in a classroom setting.
 1. "Private information" shall be defined as any information generally considered private for a student and/or the family. This includes information about a child's family's personal: habits, traits, relatives, family preferences, family income or business affairs, religious beliefs, political opinions, physical or mental health status, or patterns of inter-relationships.
 2. At the discretion of the student, personal opinions, feelings, and ideas may be expressed as they relate to the goals of the lesson.
- B. Lessons are to be constructed so that private information is not requested or prompted. Educators are to redirect any divulging of private information back to the original topic.
- C. Any material that is inappropriately biased or derogatory of a certain religion, creed, lifestyle, family/marital status, or ethnic community will not be taught. For further information, see Board guidelines on "Pupil Non-Discrimination". Materials and examples should be representative of different types/configurations of families, family structures, and family socio-economic status.
- D. Principals, teachers, and other employees shall inform volunteers of this policy in written form when using volunteers to handle confidential student information. Arrangements shall be made to protect student privacy in the event of the administration or distribution of a survey to a student that would reveal information on one or more of the following:
 - Political affiliations or beliefs of the student or the student's parents/family.
 - Mental health status of the students or the student's family.
 - Sexual activity.
 - Self-incriminating behavior.
 - Critical appraisals of other individuals with whom students have close family relationships.
 - Legally recognized privileged or analogous relationship.
 - Religious practices, affiliations or beliefs of the student or the student's parents.
 - Income, other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

II. Materials Selection

The materials and activities used in school programs will be selected in accordance with Board policy and the following principals:

- A. Materials should be age appropriate. Any materials in doubt should be checked with the appropriate Principal or the District Administrator.
- B. Subject area content for the materials selected will be in accordance with the program/discipline goals and the scope and sequences. "Scope" means the inclusionary factors of a given curriculum, and "sequence" means the order in which something is introduced, applied, or reinforced. In summary, "scope" is what is taught and "sequence" is when it is taught.
- C. Materials shall be available for parental review.

III. Surveys

The provisions of this policy do not apply to written surveys or questionnaires approved by the Principal and the District Administrator in which the student respondent is not identified with the responses and where the purposes are ethical, constructive, and contain privacy protections outlined in Section I above.

IV. Parental Consent

If private information is to be requested of students at any level, written, informed consent shall be based on complete information provided to the parent regarding the process, techniques, and use of the information and the training of the teacher regarding such activities.

A separate consent statement shall be on file prior to initiation of any activity, exercise or study. Where it is probable that specific course assignments might lead toward discussion of topics that might invade privacy, parental awareness will be fostered through meetings, communications, or publications. Parents concerned about any potential violation of this policy should be directed to the Principal of the particular school or may file a complaint under the policies listed below.

Principals shall annually inform District staff and newly hired staff of this policy. Principals shall also notify any volunteers/speakers of this policy prior to presenting in the classroom.

Legal Ref.: Section 118.01(2)(d) Wisconsin Statutes (Educational Goals and Expectations)
118.019 (Human Growth and Development Instruction)
118.15(1)(d)-(f) (Compulsory School Attendance)
PI41, WI Administration Code

Local Ref.: Policy #333.1 – Student Surveys

Approved: July 12, 2004

333.1 333.2

Revised:

1st Reading: 11/30/16; 2nd Reading: 12/14/16

Mandated Policy

STUDENT SURVEYS

The Evansville Community School District respects the privacy rights of parents and their children. No student shall be required to participate in any survey associated with a school program or the District's curriculum, or which is administered by a third party in the schools, if the survey includes one or more of the following items:

- Political affiliations or beliefs of the student or the student's parent.
- Mental and psychological status of the students or the student's family.
- Sexual activity.
- Self-incriminating behavior.
- Critical appraisals of others with whom students have close family relationships.
- Legally recognized privileged or similar relationships.
- Religious practices, affiliations, or beliefs of the student or student's parents.
- Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.

The building principals shall notify parents/guardians at the beginning of each school year of the specific or approximate dates during the school year when such known survey activities are scheduled involving their children, or at least 30 days prior to administering such a survey if it is unknown at the beginning of the school year. Parents/guardians shall be given opportunity to request that their child not participate in a survey or any surveys containing the above information.

If a survey containing any of the above information is funded in whole or in part by a program administered by the U.S. Department of Education, written consent must be obtained from the student or, in the case of a minor student, the student's parent/guardian before the student participates in the survey.

Parents/guardians may, upon request, inspect a survey containing any of the above information and any survey created by a third party before the survey is administered or distributed to a student. They may also request to inspect any instructional material used in connection with the survey. Requests to inspect a survey or instructional material should be made prior to the date in which the survey is scheduled to be administered to students. The principal or designee shall respond to such requests without delay.

Legal Ref.: Section 118.125 Wisconsin Statutes (Pupil Records)

Local Ref.: Policy #333 – Student Privacy

SUGGESTION TO REMOVE – NOT REQUIRED

CURRICULUM / INSTRUCTIONAL PROGRAM EVALUATION

The Board believes that curriculum evaluation is one of multiple means of learning whether the student performance standards adopted by the Board are being achieved. Evaluation of the instructional program shall be a continuous activity in which the members of the district-wide curriculum council, in collaboration with building administration, school improvement teams, community members, professional staff, and the Board may participate. Special sessions may be included as part of the regular Board meetings to assess and evaluate curriculum.

The Board shall delegate to the professional staff the specific evaluation of the instructional processes.

The purpose of curriculum evaluation are as follows:

1. To ensure curriculum alignment with state standards and assessments.
2. To indicate curriculum strengths and weaknesses, based on qualitative and quantitative results.
3. To provide information needed for strategic planning.
4. To provide data for public information.
5. To show the relationship between achievement, district and building goals, and research based practice.
6. To check on the suitability of the program in terms of community requirements.

The District may participate in the services offered by outside evaluators when reviewing and updating the curriculum. Participation shall be in accordance with established guidelines and approved by the Board.

Legal Ref.: Section 121.02(1)(k) Wisconsin Statutes
PI 8.01(2)(k), Wisconsin Administrative Code

Evansville Community School District
Administrative Contract

IT IS HEREBY AGREED by and between the Board of Education of the Evansville Community School District (hereinafter designated as the "Board") and Alice Murphy (hereinafter designated as the "Administrator"), that the Board does hereby employ the Administrator in the position of Director of Curriculum and Instruction.

The Board hereby reserves the right to reassign or transfer the Administrator during the term of this contract to another administrative position for which the Administrator is certified or certifiable if the Board, in its sole discretion, determines that it is in the District's best interest to do so. The Administrator shall perform all services, duties, and obligations incident to the position to which the Administrator is reassigned. The Administrator's title shall also be changed to that of the position to which the Administrator is reassigned. Salary and other benefits of the Administrator shall not, however, be reduced during the term of this contract. The Administrator shall be given fifteen (15) days' notice regarding any reassignment or transfer pursuant to this provision.

TERM

This contract shall cover the period beginning on July 1, 2017, and ending on June 30, 2018.

RESIGNATION

It is agreed that the Administrator hereby unconditionally voluntarily resigns from employment by the Board effective June 30, 2018, and that the Board hereby accepts said resignation. It is expressly mutually understood that said resignation is intended to terminate District employment on the effective date of the resignation and is in lieu of the Board proceeding with the nonrenewal of this contract pursuant to Wis. Stat. § 118.24.

SALARY

In consideration for the services rendered, the Board will pay the Administrator a salary of Ninety-Nine Thousand, Five Hundred Dollars (\$99,500.00). The salary shall be paid in equal installments bi-monthly, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

VACATION DAYS

The Administrator is entitled to twenty (20) vacation days.

CONTRACT PROVISIONS

This contract also incorporates additional Administrative Contract Provisions, attached hereto, and incorporated herein by reference.

Administrator

Date

Board of Education

Date

Clerk, Board of Education

Date

Action by the School Board in adopting this contract is recorded in the Board minutes of

_____, 20____.

Administrative Contract Provisions

RESPONSIBILITIES

The Administrator agrees to perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which are now existing or which may be hereinafter enacted by the Board, and such other duties and obligations as may be assigned by the Board from time to time. The Board agrees to furnish the Administrator with a written copy of all applicable rules, regulations and policies now in effect or becoming effective during the term of this contract.

In case of direct conflict between any rules, regulations or policy of the Board and any specific provision of this contract, the contract shall control.

The Administrator agrees to devote full time to the duties and responsibilities normally expected of the Administrator's position during the term of this contract, and shall not engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

The Administrator agrees to participate in professional meetings for the purpose of improving and stimulating the Administrator's professional growth. Participation shall be in accordance with Board rules, policies and statutory requirements. Necessary expenses will be paid for meetings as provided by Board policy.

The Board shall provide the Administrator with a written job description of the Administrator's services, duties and obligations.

INDIRECT COMPENSATION

- a) The Administrator shall earn one (1) sick day per month. Up to three (3) sick leave days may be used as a personal day. If this contract is terminated for any reason prior to June 30, 2018, sick days for that year shall be prorated, and the Administrator's sick leave balance adjusted accordingly. The Administrator shall reimburse the District for any sick days used but not earned.
- b) The Board shall pay 86 percent toward the premium for a policy of single or dependent coverage for dental insurance selected by the Board. The amount will be adjusted annually to reflect the amount paid toward the premium on behalf of a teacher.
- c) The Board shall provide the long-term disability income policy in effect, and the Administrator acknowledges receipt of a copy of the terms of the policy. The long term disability policy will provide coverage at 90% of the administrator's salary after 60 calendar days of disability.
- d) In the event this contract is terminated for any reason prior to June 30, 2018, the number of vacation days shall be prorated based upon the percentage of the term of the contract worked. The Administrator shall reimburse the District for any vacation days used in

excess of the prorated days. The District shall compensate the Administrator for earned but unused vacation days.

- e) The Administrator shall be entitled to the following twelve (12) paid holidays: the working day before New Year's Eve, New Year's Eve day, New Year's Day, Memorial Day, Fourth of July, the day after the Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and the working day after Christmas Day. If New Year's Day, or Christmas Day fall on a weekend, the Administrator shall be entitled to time off on the following Monday.
- f) Authorized use of the Administrator's personal car in the conduct of business for the school district will be reimbursed at the current State rate.
- g) The Administrator is currently receiving a benefit from the Wisconsin Retirement System and has elected to continue to receive that benefit throughout her employment with the District, and therefore will not be eligible for contributions into the WRS system on any wages earned in this position.
- h) The Board shall allow up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above. Employees who have exhausted their funeral/bereavement leave may request in writing from the District Administrator use of up to five (5) of their sick days as needed for funeral/bereavement leave.
- i) In the event school is not held due to weather conditions, the Administrator will make every effort to get to the school and shall perform all needed duties.

LIQUIDATED DAMAGES

In the event the Administrator breaches this contract by termination of services during the term hereof, the Board may choose to recover liquidated damages from the Administrator in the sum of Two Thousand Dollars (\$2,000.00). The above amount is determined to be the reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand to recover from the Administrator such amount of liquidated damages; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the school district expected from such a breach is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy which the Board may elect. Therefore, if the Board elects to accept the liquidated damages amount of Two Thousand Dollars (\$2,000.00), the Board shall be precluded from seeking and recovering the actual amount of damages resulting from such a breach by the Administrator. Further, the Board may, in its sole discretion, reduce or waive the amount of liquidated damages.

TERMINATION BY MUTUAL CONSENT

Upon mutual written agreement of the Board and the Administrator, this contract and the employment of the Administrator may be terminated without penalty or prejudice against either the Board or the Administrator. In this event, the Board shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination.

CONTRACT TERMINATION

Notwithstanding any other provision in this contract, the Board may terminate this contract and discharge the Administrator from employment for cause provided that the Administrator has received prior notice in writing from the Board of its intent and the alleged reason or reasons for such discharge. Upon written request, a hearing shall be conducted with full regard for due process.

INVALID PROVISIONS

If any article or part of this contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the contract shall not be affected thereby.

Evansville Community School District
Administrative Contract

IT IS HEREBY AGREED by and between the Board of Education of the Evansville Community School District (hereinafter designated as the "Board") and Janessa Katzenberger (hereinafter designated as the "Administrator"), that the Board does hereby employ the Administrator in the position of Director of Student Services. The Board hereby reserves the right to reassign or transfer the Administrator during the term of this contract to another administrative position for which the Administrator is certified or certifiable if the Board, in its sole discretion, determines that it is in the District's best interest to do so. The Administrator shall perform all services, duties, and obligations incident to the position to which the Administrator is reassigned. The Administrator's title shall also be changed to that of the position to which the Administrator is reassigned. Salary and other benefits of the Administrator shall not, however, be reduced during the term of this contract. The Administrator shall be given thirty (30) days' notice regarding any reassignment or transfer pursuant to this provision.

TERM

This contract shall cover a two year period to begin on July 1, 2017 and end on June 30, 2019.

SALARY

In consideration for the services rendered, the Board will pay the Administrator a salary of Eighty-Six Thousand, Two Hundred and Seventy-Four Dollars (\$86,274) in year one. The salary shall be paid in equal installments bi-monthly, less deductions required by federal and state law, or deductions authorized by the Administrator and permitted by Board policy.

VACATION DAYS

This Administrator is entitled to 20 vacation days.

CONTRACT PROVISIONS

This contract also incorporates additional Evansville Community School District Administrative Contract Provisions, attached hereto, and incorporated herein by reference.

SPECIAL PROVISIONS

The Administrator and the Board agree that within 30 days of the issuance of a letter by the Board's legal counsel, advising the Board and the Administrator that one or more provisions in this Administrative Contract may subject the Board and/or the Evansville Community School District (District) to liability for penalties, fees, or excise tax payments, or the potential for same, under any provisions of the Patient Protection and Affordable Care Act ("PPACA") or the Health Care and Reconciliation Act ("Reconciliation Act"), or any regulations formulated pursuant to either such Act or otherwise, the parties will reopen this Administrative Contract for the purpose of renegotiating the contract to eliminate the potential liability for the Board and/or the District. If the Board and the Administrator are unable to reach agreement on new contract provisions

within 90 days of the issuance of the letter by the Board's legal counsel, the parties agree that the Board may unilaterally modify the contract to address the potential liability. At that time, the Administrator may accept the modified contract or be released from the contract without penalty at the Administrator's option, without being subject to the liquidated damages penalty provided herein. The Administrator shall accept and sign the modified contract or notify the Board of the decision to exercise the option to be released from the contract within fifteen days of the date the Board provides the Administrator with a written copy of the modified contract. The modified contract shall become effective on the date signed by the Administrator.

Dated this _____ day of _____, 20__.

Board of Education

Administrator

Clerk, Board of Education

Action by the School Board in adopting this contract is recorded in the Board minutes of _____, 20__.

Evansville Community School District Administrative Contract Provisions

RESPONSIBILITIES

The Administrator agrees to perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin and the rules, regulations and policies of the Board which are now existing or which may be hereinafter enacted by the Board, and such other duties and obligations as may be assigned by the Board from time to time. The Board agrees to furnish the Administrator with a written copy of all applicable rules, regulations and policies now in effect or becoming effective during the term of this contract.

In case of direct conflict between any rules, regulations or policy of the Board and any specific provision of this contract, the contract shall control.

The Administrator agrees to devote full time to the duties and responsibilities normally expected of the Administrator's position during the term of this contract, and shall not engage in any pursuit which interferes with the proper discharge of such duties and responsibilities.

The Administrator agrees to participate in professional meetings and college level courses for the purpose of improving and stimulating the Administrator's professional growth. Participation shall be in accordance with Board rules, policies and statutory requirements. Necessary expenses will be paid for meetings as provided by Board policy.

The Board shall provide the Administrator with a written job description of the Administrator's services, duties and obligations.

INDIRECT COMPENSATION

- a) The Administrator shall earn one (1) sick day per month, cumulative to a total of one hundred ten (110) days. However, additional days will continue to accrue for Early Retirement benefit calculation purposes only. Up to three (3) sick leave days may be used as personal days in each year of the contract. Each July 1, the twelve (12) sick days to be earned in the upcoming year will be credited to the Administrator's sick leave account. If this contract is terminated for any reason prior to June 30 of any year, sick days for that year shall be prorated, and the Administrator's sick leave balance adjusted accordingly. The Administrator shall reimburse the District for any sick days used but not earned.

- b) The Board shall continue the short-term and long-term disability income policy in effect, and the Administrator acknowledges receipt of a copy of the terms of the policy. The long term disability policy will provide coverage at 90% of the administrator's salary after 60 calendar days of disability. The short term disability plan will, contingent on approval of the underwriter, provide a weekly benefit of \$224 beginning on the first day for injury or the fourth day for illness. These amounts are subject to change based on changes from the provider.

- c) Full time Administrators shall be entitled to twenty (20) days of vacation. Administrators with less than a 260 day contract will earn one day of vacation for every 10 days contracted over 190 days plus 1 additional day for each year of administrative service in the district beginning with service in the 2003-04 school year. Vacation time shall not be cumulative unless otherwise noted in the Special Provisions section of this contract. The Administrator may carry over a maximum of five (5) vacation days, which are not cumulative from year to year, if the Administrator is unable to utilize all earned vacation during the contract year. The carryover shall be done only with the written approval of the District Administrator, who may approve up to ten (10) days of vacation carryover in special circumstances. The Administrator should attempt to utilize all vacation time during the contract year. The scheduling of the vacation time shall be in accordance with policies of the Board.
- d) In the event the Administrator resigns effective at the conclusion of the contract year and the full allotment of vacation days has not been used, the Administrator shall receive full reimbursement for unused days at the same salary rate as for the contract year in which they were earned. In the event this contract is terminated for any reason, the number of vacation days shall be prorated based upon the percentage of the year the contract is in effect. The Administrator shall reimburse the District for any vacation days used in excess of the prorated share, and the District shall compensate the Administrator for earned but unused vacation days. Such reimbursement by the Administrator, if any, shall be in addition to any Liquidated Damages due for breach of this contract.
- e) Full time Administrators shall be entitled to the following twelve (12) holidays: the working day before New Year's Eve Day, New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Day after Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and the working day after Christmas Day. If New Year's Day, or Christmas Day fall on a weekend, the Administrator shall be entitled to time off on the following Monday. Administrators with less than a 260 day contract shall be entitled to Labor Day, Memorial Day, Good Friday, Thanksgiving and one additional day for every 10 days over 190 that fall within the Administrator's working schedule.
- f) Authorized use of the Administrator's personal car in the conduct of business for the school district will be reimbursed at the current State rate.
- g) The Board shall pay 86 percent toward the premium for a policy of single or dependent coverage for health insurance selected by the Board. The amount will be adjusted annually to reflect the amount paid toward the premium on behalf of a teacher. The Administrator may choose cash in lieu of insurance equivalent to the amount provided to certified staff. However, if two employees who both work for the District are eligible to be covered by one family insurance plan, one will be eligible for family insurance or each eligible for single coverage, but neither will be eligible for cash in lieu of insurance.
- h) The Board shall pay 86 percent toward the premium for a policy of single or dependent coverage for dental insurance selected by the Board. The amount will be adjusted annually to reflect the amount paid toward the premium on behalf of a teacher.
- i) The Board shall pay the full Employer's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board. Administrator shall pay the full

Employee's contribution to the Wisconsin Retirement System, as approved by the Employee Trust Fund Board.

- j) The Board shall pay 100 percent toward the premium for a policy of term life, accidental death and dismemberment insurance selected by the Board. The benefit shall be equal to four times annual salary, contingent on approval of the underwriter.
- k) The Board shall allow up to five (5) days leave per year with pay (not accumulative and not deducted from sick leave) in case(s) of death involving a member of the immediate family. The term "immediate family" shall be construed to mean spouse, children, parents, grandparents, grandchildren, brothers and sisters, in-laws and members of household. Up to two (2) days of the above leave per year shall be allowed for individuals not listed above. Employees who have exhausted their funeral/bereavement leave may request in writing from the District Administrator use of up to five (5) of their sick days as needed for funeral/bereavement leave.
- l) The Board may provide release time necessary for attendance of two administrators at an annual national convention on a rotating schedule. Attendees will be expected to share pertinent information with appropriate staff and the District Administrator. Approved convention housing, transportation to and from the convention and registration expenses for such meetings will be reimbursed by the Board up to \$1000. Meals will be reimbursed in accordance with current district policy. The District Administrator will approve requests for attendance at professional meetings of administrators. \$525 of the amount will come from the building or program budget. The remainder will be paid by district level funds.
- m) The Board shall pay 100 percent toward the professional dues for a state or national association.
- n) The Board shall pay legitimate expenses incurred and release time necessary for attendance at a professional state meeting, which shall be approved by the District Administrator.
- o) The Board will provide tuition reimbursement equivalent to the state university graduate tuition rate up to a maximum of 12 credits every six years. Approval must be obtained before classes begin. At the District Administrator's sole discretion, additional credits may be approved for Administrators in dissertational status. Approval will be given for coursework relevant to the Administrator's current assignment or otherwise determined to be in the best interests of the District and shall be specified under special provisions. The Board may limit approval of the total number of credits reimbursed to all Administrators in any given year.
- p) In recognition of additional time spent throughout the school year in fulfillment of the Administrator's duties such as attendance of meetings and other duties assigned by the Board or the District Administrator, the Administrator may work a flexible summer hour schedule equivalent to a six hour day. The specific schedule should be mutually agreed upon by the District Administrator and the Administrator.
- q) In the event school is not held due to weather conditions, the Administrator will make every effort to get to the school and shall perform all needed duties.

RETIREMENT BENEFITS

1. Administrator may elect to retire at the conclusion of a school year provided that Administrator has reached age fifty-five (55) no later than September 1st of the next school year. Administrator must give notice of Administrator's intent to retire no later than January 31 of the school year following which Administrator intends to retire. Board may elect to waive or extend the date for the notice of retirement required by this paragraph.
2. Subject to the conditions of paragraph 1 above, the Board will make payments into a Health Reimbursement Arrangement (HRA) account on behalf of Administrator as follows:
 - a. As of July 1, 2010, Administrator had earned less than three (3) years of full-time equivalent administrative service in the District. Board shall make annual payments of \$3000 into an HRA until the year of retirement, including payments for years of administrative service in the District prior to July 1, 2010. After five years of full-time equivalent administrative service in the District, Administrator will receive credit for one year of full-time equivalent administrative service for each year of contracted full-time equivalent administrative service in another district, not to exceed five (5) years, and will receive a onetime additional payment into the HRA account of \$1000 for each year of contracted full-time equivalent administrative service in another district, not to exceed Five Thousand Dollars (\$5,000.00). After five years of full-time equivalent administrative service in the District, all funds in the HRA account will vest.
 - b. If at the time of retirement Administrator has a total of at least 15 years of contracted full-time equivalent administrative service, he/she will be entitled to additional payments into his/her HRA, sufficient to allow for the purchase of up to four years of health insurance based on the coverage he/she is eligible for (single or family), or to allow for the purchase of such health insurance until Administrator becomes eligible for Medicare, whichever comes first. The payments necessary to make up the difference between the District's total contributions into the HRA up to the date of retirement and the value of the insurance premiums Administrator is entitled to under this Retirement Benefit will be paid in into Administrator's HRA account annually, beginning on August 20 of the first year of Administrator's retirement.
 - c. If Administrator has less than 15 years of contracted administrative experience at the time of retirement, but at least 10 years, he/she will be entitled to additional payments into his/her HRA to be used toward the purchase of up to three years of health insurance based on the coverage he/she is eligible for (single or family), or until Administrator becomes eligible for Medicare, whichever comes first. The total amount of the additional payments into the HRA will be determined by multiplying the number of months of insurance Administrator is entitled to under this Retirement Benefit by the amount of the district's monthly contribution toward the insurance on August 20 of the first year of Administrator's retirement, and subtracting this product from the total amount of the District's contributions into the HRA as of the date of Administrator's retirement. The resulting difference will be divided into annual payments based on the number of years and partial years of insurance Administrator is entitled to, and such payments will be

made into Administrator's HRA account, beginning on August 20 of the first year of Administrator's retirement.

- d. Upon retirement, Administrator may use proceeds from the HRA to buy into the District's insurance plan if Administrator requests and if allowed by the insurance carrier.
 - e. The District shall be responsible for payment of any HRA administrative fees for those retiring until they reach Medicare eligibility.
3. If Administrator dies prior to exhausting the HRA benefit, the payments established by the terms of paragraph 2 above shall continue to be made into the HRA account, and the spouse and/or dependent(s) eligible for Administrator's health insurance benefit shall receive the remainder of the benefit per the terms of the HRA plan. If there is no surviving spouse or dependents eligible for the health insurance benefit, no payment will be made to an estate from the HRA account.
 4. Subject to the conditions of paragraph 1 above, upon retirement, accrued sick time up to a limit of one hundred ten (110) days shall be paid out at the beginning substitute teacher rate in effect at the time of retirement. Administrator shall also be reimbursed at 0.5% of the teacher salary schedule base pay rate for each day over one hundred ten (110) accumulated sick days. These amounts will be paid into a non-elective tax sheltered annuity as a lump sum in the first year of retirement.

TERMINATION BY MUTUAL CONSENT

Upon mutual written agreement of the Board and the Administrator, this contract and the employment of the Administrator may be terminated without penalty or prejudice against either the Board or the Administrator. In this event, the Board shall pay the Administrator all remuneration and benefits accrued but unpaid during the period of employment immediately prior to such termination.

LIQUIDATED DAMAGES

IT IS FURTHER AGREED by the parties hereto that, in the event Administrator breaches this contract by termination of services during the term hereof, the Board may choose to recover liquidated damages from the Administrator in the sum of One Thousand Five Hundred Dollars (\$1,500). If notice is provided prior to June 1 and the last day of employment is not during the school year, the Board may choose to reduce the amount. The above amounts are determined to be the reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand to recover from the Administrator such amount of liquidated damages; provided, however, that this expressed intent to liquidate the uncertain damages and harm to the school district expected from such a breach is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the Administrator.

EVALUATIONS

The District Administrator shall provide the Administrator with a written evaluation at least once a year.

CONTRACT TERMINATION

The Board may terminate this contract and discharge the Administrator from employment for just cause provided that the Administrator has received prior notice in writing from the Board of its intent and the alleged reason or reasons for such discharge. Upon written request, a hearing shall be conducted with full regard for due process.

CONTRACT RENEWAL-NONRENEWAL

The contract shall be automatically extended by one additional contract year, effective July 1 of each contract year, unless the Board gives written notice to the District Administrator to prevent the automatic extension of the contract. The written notice must be provided on or before January 31 of the calendar year prior to such July 1 date. Any such extended contract shall be pursuant to the same terms and conditions, subject to any salary or benefit adjustments, if any.

The Board, in its sole discretion, and with or without cause, and with or without hearing, may decline to extend this contract for an additional year. Further, if requested by the District Administrator, this contract shall not be extended. In either event, this contract shall continue only for the term applicable (that is, the remaining portion of the current year and, as appropriate, the remaining year of the term).

The District Administrator is obligated to advise the Board of this contract extension provision during the preceding month of December. If the District Administrator fails to advise the Board of this provision relating to automatic contract extension during the preceding month of December, the contract shall not be extended automatically for that year.

Renewal and nonrenewal of this contract shall be governed by Wis. Stat., Sec. 118.24.

INVALID PROVISIONS

If any article or part of this contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the contract shall not be affected thereby.

PRIOR CONTRACTS SUPERCEDED

This contract supersedes any prior contract between these parties. To the extent that any provisions of this contract differ from any prior contract between the parties, the provisions of this contract shall prevail.

Approved: July 8, 1985

251

Revised: September 11, 2006

Reviewed: April 23, 2012

Revised:

1st Reading: 11/9/16; 2nd Reading: 11/30/16; 3rd Reading: 12/14/16

ORGANIZATION FOR ADMINISTRATIVE PURPOSES

The Evansville Community School District 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

Revised: October 8, 2014

Revised: October 28, 2015

Revised:

1st Reading: 11/9/16; 2nd Reading: 11/30/16; 3rd Reading: 12/14/16

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

Revised: October 12, 2009

Revised: October 29, 2014

Revised: October 28, 2015

Reviewed:

1st Reading: 11/9/16; 2nd Reading: 11/30/16; 3rd Reading: 12/14/16

447.1

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 stereotypy 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

Approved: July 30, 2012

529.2

1st Reading: 11/9/16; 2nd Reading: 11/30/16; 3rd Reading: 12/14/16

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)~~

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, November 30, 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 Spanton Nelson. Absent: Oberdorf.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Wisconsin Association of School Board Convention (WASB) – January 17-20, 2017

INFORMATION & DISCUSSION

High School Principal, Mr. Everson, and staff, Mr. Zblewski and Ms. Swartwout, presented a potential high school schedule change for 2017-2018. Discussion.

District Administrator, Mr. Roth, presented for a potential 2018 referendum, four Architectural Firms Request for Proposals (RFPs) and interview materials, in preparation for the interviews on December 7 and 14. Discussion.

BUDGET FINANCE

Ms. Hammann led discussion for a January Board budget retreat date. Discussion. Budget retreat to be on January 28, 2017, from 8:00 am – noon.

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

Ms. Hammann shared meeting dates of Administrators Compensation Committee. Discussion.

Ms. Hammann shared meeting dates of Certified Staff Compensation Committee. Discussion.

Ms. Hammann shared meeting dates of Insurance Committee.

Budget Finance agenda for January 25, 2017, meeting discussed.

BUSINESS (Action Items)

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve the resignation of Ellen Punzel, Food Service Worker, effective November 18, 2016. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to approve the building head custodians: LaVerne Farnum, Levi Leonard, at a rate of \$21.64/hour; Greg Wallisch, TRIS, at a

rate of \$23.87/hour; Steven Maloney, at a rate of \$22.50/hour; and Kevin Wells, High School, at a rate of \$22.50/hour. Motion carried, 6-0 (voice vote).

Motion by Ms. Spanton Nelson, seconded by Mr. Busse, moved to approve adding one Middle School Track Coach. Discussion. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Mr. Hennig, moved to approve the 2016-2017 1.5% salary increase for support staff, food service workers, custodians/cleaners, and Director of Buildings and Grounds. Discussion. Motion carried, 6-0 (voice vote).

CONSENT (Action Items)

Ms. Hammann requested to receive bills/receipts when receive board packet.

Motion by Mr. Rasmussen, seconded by Mr. Hennig, moved to approve the consent agenda items: 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; November 9, 2016, Regular Meeting Minutes; and the October Bills and Reconciliation, as presented. Motion carried, 6-0 (roll call vote).

POLICIES

Ms. Hammann presented for a first reading, policies: #330-Curriculum Development; #330 Exhibit-Organization Chart; #331-Curriculum Documents; #331.1-K-12 Criteria for Curriculum Development; #333-Student Privacy; #333.1 (333.2)-Student Surveys; and #334-Curriculum/Instructional Program Evaluation.

Ms. Hammann presented for a second reading, policies: #251-Organization for Administrative Purposes; #251 Exhibit-Organization Chart; #447-Student Discipline: Detention, Suspension and Expulsion; #447.1-Use of Seclusion and Physical Restraint by Staff; and #529.2-Jury Duty Leave. Discussion.

Ms. Hammann led discussion on a market forces policy (hard to fill positions). Discussion.

BOARD DEVELOPMENT

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

Mr. Braunschweig shared that Mr. Busse and Mr. Rasmussen will be attending the Wisconsin Association of School Board January convention.

Board Development agenda for January 25, 2017, meeting discussed.

FUTURE AGENDA'S

December 7, 2016, special meeting agenda and December 14, 2016, regular meeting agenda discussed.

EXECUTIVE SESSION

Motion by Mr. Rasmussen, seconded by Ms. Hammann, 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 Administrators' Performances and Director of Instruction Position. Motion carried, 6-0 (voice vote).

ADJOURN

Meeting adjourned from executive session at 7:15 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 12/14/16
Mason Braunschweig, President

UNAPPROVED MINUTES

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The special meeting of the Board of Education of the Evansville Community School District was held Wednesday, December 7, 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, Hammann, Hennig, and Spanton Nelson. Absent: Rasmussen and Oberdorf.

INTERVIEW ARCHITECTURAL FIRMS

Mr. Wolfert, Mr. Kuhnen, and Mr. Sands of Bray Associates Architects, Inc. presented their architectural firms request for proposal (RFP). Discussion.

Mr. Kent, Mr. Kramer, and Mr. Kack of Plunkett Raysich Architects, LLP presented their architectural firms request for proposal (RFP). Discussion.

DISCUSS ARCHITECTURAL FIRM INTERVIEWS

Mr. Braunschweig preferred to have discussion at next Board meeting.

ADJOURN

Motion by Mr. Hennig, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 5-0 (voice vote). Meeting adjourned at 8:12 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 12/14/16
Mason Braunschweig, President

CHECK	CHECK CHE				AMOUNT
DATE	NUMBER	TYP	VENDOR		
11/02/2016	161700239	A	ACP DIRECT		2,660.00
11/02/2016	80687	R	ADVANCED DISPOSAL		1,382.59
11/02/2016	161700240	A	AIRWAY SALES INC		30.20
11/02/2016	161700241	A	BACKES, JESSICA		117.49
11/02/2016	80688	R	BADGER POPCORN & CON		244.50
11/02/2016	161700242	A	BADGER SPORTING GOOD		1,131.56
11/02/2016	161700243	A	BADGER WATER LLC		257.70
11/02/2016	80689	R	BARBA, ANTHONY		150.00
11/02/2016	80690	R	BEEDLE, CINDY		88.63
11/02/2016	80691	R	BLACKHAWK TECHNICAL		167.37
11/02/2016	80692	R	BLUE DEVIL BOWL		100.00
11/02/2016	80693	R	BRIGHTSTAR CARE		1,662.50
11/02/2016	161700244	A	C&M PRINTING		365.00
11/02/2016	161700245	A	CARTER & GRUENEWALD		68.00
11/02/2016	80694	R	CATAPULTK12		1,185.00
11/02/2016	161700246	A	CESA #2		270.00
11/02/2016	161700247	A	CRM		9,649.25
11/02/2016	161700248	A	D & J SCALE SERVICE		225.00
11/02/2016	161700249	A	DEMCO		270.52
11/02/2016	80695	R	EVANSVILLE FORD		1,221.50
11/02/2016	80696	R	FERRIS, BEN		150.00
11/02/2016	80697	R	FOLLETT SCHOOL SOLUT		1,190.06
11/02/2016	80698	R	FOOTVILLE ROCK & LIM		302.38
11/02/2016	161700250	A	FORSTER, NICOLE		34.43
11/02/2016	80699	R	GOOD GRIEF PRINTING		434.00
11/02/2016	161700251	A	GREATER DANE COUNTY		445.00
11/02/2016	80700	R	HEID MUSIC CO		307.08
11/02/2016	161700252	A	HONEYWELL INC.		2,960.77
11/02/2016	80701	R	HUMAN RELATIONS MEDI		1,445.55
11/02/2016	161700253	A	INTERSTATE BOOKS 4 S		2,142.85
11/02/2016	80702	R	J.W. PEPPER & SON IN		598.99
11/02/2016	161700254	A	KATZENBERGER, JANESS		123.98
11/02/2016	80703	R	KEMBER, JAMIE		150.00
11/02/2016	80704	R	LIBRARIANS' BOOK EXP		1,677.21
11/02/2016	80705	R	LIFETOUCH NATIONAL S		3,529.05
11/02/2016	80706	R	LUND, ROSE		155.52
11/02/2016	80707	R	MASON, CRAIG		150.00
11/02/2016	80708	R	MADISON AREA TECHNIC		1,512.60
11/02/2016	80709	R	MENARDS		564.81
11/02/2016	80710	R	MERCY HEALTH SYSTEM,		850.00
11/02/2016	80711	R	MIDAMERICA BOOKS		175.65
11/02/2016	161700255	A	MJ CARE, INC.		5,885.00
11/02/2016	161700256	A	MOSHER, KELLY		98.82
11/02/2016	161700257	A	NASCO		660.29
11/02/2016	80712	R	NATIONAL GEOGRAPHIC		594.00
11/02/2016	80713	R	NATIONAL THEATER FOR		690.00
11/02/2016	80714	R	OCCUPATIONAL HEALTH		489.00
11/02/2016	80715	R	OFFICE DEPOT		63.07
11/02/2016	161700259	A	OFFICE PRO		796.25
11/02/2016	80716	R	OZ'S ENTERPRISES		54.00
11/02/2016	80717	R	PAOLI CLAY COMPANY		800.00
11/02/2016	80718	R	PEARSON EDUCATION		24.04
11/02/2016	80719	R	PERSONS, JENNIFER		150.12
11/02/2016	80720	R	PIGGLY WIGGLY		468.08
11/02/2016	161700260	A	POMPLUN, LOUIS		14.30
11/02/2016	80721	R	PSAT/NMSQT		840.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
11/02/2016	80723	R	RINGHAND BROTHERS IN	69,364.91
11/02/2016	80724	R	SAN A CARE INC	2,241.50
11/02/2016	80725	R	SCHINDLER ELEVATOR C	267.72
11/02/2016	161700262	A	SCHOLASTIC INC	2,420.27
11/02/2016	80726	R	SCHOOL SPECIALTY	6,370.08
11/02/2016	80727	R	SCHULZ, DALE	840.00
11/02/2016	80728	R	SEW MANY THREADS, LL	1,363.00
11/02/2016	161700263	A	SWANSON, STEVEN	342.99
11/02/2016	80729	R	TEN EYCK ORCHARD	248.00
11/02/2016	80730	R	THE OMNI GROUP	84.00
11/02/2016	161700264	A	TIERNEY BROTHERS INC	26,502.01
11/02/2016	80731	R	TEACHERS ON CALL	7,641.59
11/02/2016	80732	R	TRUGREEN	875.00
11/02/2016	80733	R	US SCHOOL SUPPLY	102.25
11/02/2016	161700266	A	VOIGT MUSIC CENTER	441.32
11/02/2016	80734	R	WARD-BRODT MUSIC MAL	23.85
11/02/2016	161700267	A	WAUNAKEE COMM SCHOOL	295.00
11/02/2016	161700268	A	WE ENERGIES	1,634.96
11/02/2016	80735	R	WFCA	75.00
11/02/2016	161700269	A	WIAA	905.70
11/10/2016	80736	R	FIDUCIARY TRUST INTE	1,274.00
11/10/2016	80737	R	METLIFE	75.00
11/10/2016	80738	R	MG TRUST COMPANY	750.00
11/17/2016	80739	R	ADVANCED DISPOSAL	1,382.59
11/17/2016	80741	R	ALL 'N ONE	402.41
11/17/2016	80742	R	ASHA	450.00
11/17/2016	80743	R	AT & T	258.82
11/17/2016	161700270	A	BACKES, JESSICA	90.01
11/17/2016	161700271	A	BADGER SPORTING GOOD	107.78
11/17/2016	80744	R	BELOIT COLLEGE	5,232.00
11/17/2016	80745	R	BIO-RAD LABORATORIES	271.00
11/17/2016	80746	R	BJ ELECTRIC SUPPLY I	91.25
11/17/2016	80747	R	BLACKHAWK TECHNICAL	195.00
11/17/2016	80748	R	BLOCK IRON & SUPPLY	188.00
11/17/2016	161700272	A	BOARDMAN & CLARK LLP	5,754.20
11/17/2016	80749	R	BRIGHTSTAR CARE	2,900.00
11/17/2016	80750	R	BUTZEN, JODY	90.00
11/17/2016	161700273	A	CAROLINA BIOLOGICAL	251.59
11/17/2016	80751	R	CASH	108.05
11/17/2016	161700274	A	CESA #2	7,640.00
11/17/2016	80752	R	CHARTER COMMUNICATIO	1,887.96
11/17/2016	80753	R	COUNTRY DOOR SYSTEMS	920.00
11/17/2016	161700275	A	DOBBS, JOANIE	45.36
11/17/2016	80754	R	DPI BUSINESS OFFICE	200.00
11/17/2016	80755	R	E & D WATER WORKS IN	66.00
11/17/2016	80756	R	EVANSVILLE HIGH SCHO	155.00
11/17/2016	161700276	A	ENVIRONMENTAL MANAGE	3,450.00
11/17/2016	80757	R	EQUAL RIGHTS DIVISIO	37.50
11/17/2016	80758	R	EVANSVILLE COMMUNITY	500.00
11/17/2016	80759	R	EVANSVILLE REVIEW	1,998.90
11/17/2016	80760	R	FOOTVILLE ROCK & LIM	215.72
11/17/2016	80761	R	FURRER, ERNIE	50.00
11/17/2016	80762	R	GOLZ ELECTRIC	837.12
11/17/2016	80763	R	GOOD GRIEF PRINTING	855.00
11/17/2016	80764	R	GOPHER SPORT	4,563.56
11/17/2016	80765	R	GOURMET'S DELIGHT	17,282.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
11/17/2016	80766	R	GRAINGER PARTS	47.05
11/17/2016	161700277	A	GRANSEE, KELLEY	32.81
11/17/2016	161700278	A	GREIBER, BENJAMIN	60.00
11/17/2016	161700279	A	GRIBBLE, AMY	50.80
11/17/2016	80767	R	HAAN CRAFTS LLC	1,577.32
11/17/2016	80768	R	HEID MUSIC CO	787.69
11/17/2016	161700280	A	HEINEMANN	20,166.92
11/17/2016	161700281	A	HELLENBRAND INC	410.70
11/17/2016	161700282	A	HONEYWELL INC.	37,995.50
11/17/2016	80769	R	HOUGHTON MIFFLIN HAR	125.00
11/17/2016	80770	R	J.C. MCKENNA MIDDLE	391.95
11/17/2016	80771	R	JEFFERSON SCHOOL DIS	195.00
11/17/2016	161700283	A	KANGAS, ADRIENNE	175.30
11/17/2016	80772	R	KLUTZKE, MATTHEW	60.00
11/17/2016	161700284	A	KOPF, DAVID	12.99
11/17/2016	161700286	A	LANDMARK SERVICES CO	5,902.60
11/17/2016	80773	R	LOGO PROMOTIONS	150.00
11/17/2016	80774	R	LUND, ROSE	285.12
11/17/2016	80775	R	LYCON INC	720.00
11/17/2016	161700287	A	MARTIN, LAURA	59.05
11/17/2016	80776	R	MIDAMERICA BOOKS	175.65
11/17/2016	80777	R	MONROE PUBLISHING	278.56
11/17/2016	80778	R	MONROE TRUCK EQUIPME	164.70
11/17/2016	161700288	A	NORTH AMERICAN MECHA	675.00
11/17/2016	161700289	A	NASCO	475.59
11/17/2016	80779	R	NATIONAL GEOGRAPHIC	540.00
11/17/2016	80780	R	OCCUPATIONAL HEALTH	174.00
11/17/2016	80781	R	OFFICE DEPOT	385.65
11/17/2016	161700291	A	OFFICE PRO	397.62
11/17/2016	80782	R	OLSEN, JELAINE LISA	1,050.00
11/17/2016	80783	R	PIGGLY WIGGLY	28.10
11/17/2016	80784	R	REALLY GOOD STUFF	490.98
11/17/2016	161700292	A	REINDERS INC	29.77
11/17/2016	80785	R	RHYME BUSINESS PRODU	3,076.71
11/17/2016	80786	R	RIDDELL INC	2,500.00
11/17/2016	80787	R	ROBERTS, JAMES	48.00
11/17/2016	80788	R	ROCK COUNTY DEPARTME	188.97
11/17/2016	80789	R	SAN A CARE INC	2,627.51
11/17/2016	80790	R	SAVE THE RAINFOREST	8,000.00
11/17/2016	161700293	A	SCHOLASTIC INC	3,022.06
11/17/2016	80791	R	SCIENCE OLYMPIAD	227.86
11/17/2016	80792	R	THE SCOPE SHOPPE, IN	388.00
11/17/2016	161700294	A	SEILS, ANDY	50.00
11/17/2016	80793	R	SEW MANY THREADS, LL	286.00
11/17/2016	161700295	A	SIGNARAMA	109.00
11/17/2016	80794	R	SIMON, SHANNON	48.00
11/17/2016	161700296	A	STALDER, ELIZABETH	30.00
11/17/2016	80795	R	TAHER	38,502.26
11/17/2016	80796	R	TEACHER DIRECT	69.44
11/17/2016	161700297	A	TECHNOLOGY RESOURCE	2,660.00
11/17/2016	80797	R	TEN EYCK ORCHARD	248.00
11/17/2016	80798	R	TEACHERS ON CALL	14,793.60
11/17/2016	161700298	A	TREETOP PUBLISHING	488.40
11/17/2016	80799	R	TRUGREEN	896.75
11/17/2016	80800	R	UNIVERSITY OF MINNES	1,723.87
11/17/2016	80801	R	UPS	3.90

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
11/17/2016	80802	R	WALSWORTH	15,573.90
11/17/2016	161700299	A	WALTERS, NICOLE	19.44
11/17/2016	80803	R	WELDERS SUPPLY COMPA	175.00
11/17/2016	161700300	A	WILS	199.00
11/17/2016	161700301	A	WISCONSIN FUTURE PRO	200.00
11/17/2016	80804	R	WISCONSIN HISTORICAL	750.00
11/17/2016	161700302	A	YOERGER, QUENTIN	162.50
11/29/2016	80807	R	ASHA	225.00
11/29/2016	80808	R	BIER, THOMAS	50.00
11/29/2016	80816	R	FIDUCIARY TRUST INTE	1,274.00
11/29/2016	161700303	A	GREIBER, BENJAMIN	60.00
11/29/2016	161700304	A	HEGGE, JON	60.00
11/29/2016	161700305	A	KATZENBERGER, JANESS	108.97
11/29/2016	80809	R	MAKIT	279.60
11/29/2016	80817	R	METLIFE	75.00
11/29/2016	80818	R	MG TRUST COMPANY	750.00
11/29/2016	161700306	A	NELSON-YOUNG LUMBER	29.25
11/29/2016	161700307	A	PFEIL, MICHAEL	60.00
11/29/2016	80810	R	PORDES, CURT	90.00
11/29/2016	80811	R	PROCHASKA, DEREK	60.00
11/29/2016	161700308	A	RHYME BUSINESS PRODU	4,144.29
11/29/2016	161700309	A	SEILS, ANDY	100.00
11/29/2016	80812	R	SEW MANY THREADS, LL	374.00
11/29/2016	80813	R	TEACHERS ON CALL	16,119.49
11/29/2016	80814	R	VOLKER, FRED	60.00
11/29/2016	80815	R	YOSS, DAVID	150.00
11/30/2016	80823	R	DEAN HEALTH PLANS	193,012.31
11/30/2016	80825	R	DELTA DENTAL OF WISC	28,045.76
11/30/2016	80826	R	DELTAVISION	854.09
11/30/2016	80819	R	FIDUCIARY TRUST INTE	1,274.00
11/30/2016	80827	R	MADISON NATIONAL LIF	5,235.76
11/30/2016	80820	R	METLIFE	75.00
11/30/2016	80821	R	MG TRUST COMPANY	750.00
11/30/2016	80828	R	SUN LIFE FINANCIAL	2,983.95
11/15/2016	80651	V	MCFARLAND HIGH SCHOO	-275.00
11/15/2016	80712	V	NATIONAL GEOGRAPHIC	-594.00
11/29/2016	161700239	V	ACP DIRECT	-2,660.00
11/29/2016	161700278	V	GREIBER, BENJAMIN	-60.00
11/29/2016	80793	V	SEW MANY THREADS, LL	-286.00
11/30/2016	16170007	M	EVANSVILLE WATER & L	30,556.47
11/30/2016	80816	V	FIDUCIARY TRUST INTE	-1,274.00
11/30/2016	80817	V	METLIFE	-75.00
11/30/2016	80818	V	MG TRUST COMPANY	-750.00
11/30/2016	16170008	M	U.S. CELLULAR	500.60

Totals for checks 686,911.81

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, January 11, 2017

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.
- III. Public Announcements/Recognition/Upcoming Events:
- Wisconsin Association of School Board Convention (WASB) – January 17-20, 2017
 - Open Enrollment – February 6 – April 28, 2017
 - Crossing Guard Week - January 16 – January 20, 2017
- IV. Public Presentations.
- V. Information & Discussion:
- A. High School Student Board Representatives Report.
 - B. 2018 Referendum Update.
 - C. School Board Election Update.
 - D. Wisconsin Association of School Boards Convention Resolutions.
 - E. Open Enrollment Class Limits.
 - F. First Reading of Policies:
 - 1. #342-Programs for Students With Disabilities.
 - 2. #342.1-Local Agency Special Education Program.
 - 3. #342.11-IDEA (Individuals With Disabilities Education Act) Team Process Summary.
 - G. Second Reading of Policies:
 - 1. #343.3 Rule – Online Learning/Virtual School Program-Administrative Rule.
- VI. Public Presentations.
- VII. Business (Action Items):
- A. Approval of Staff Changes:
 - B. Approval of Open Enrollment Class Limits.
 - C. Approval of Architectural Firm.
- VIII. Consent (Action Items):
- A. Approval of Policies:
 - 1. #330 – 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. #Approval of December 7, Special Meeting and December 14, 2016, Regular Meeting Minutes.
 - C. Approval of December Bills.
- IX. Future Agenda – January 25, 2017, Regular Meeting Agenda.
- X. Adjourn.

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Insurance Committee Meeting Minutes

Opening: A regular monthly meeting of the Insurance Committee was called to order at 5:37 p.m. on Tuesday, November 15, 2016, in the District Board and Training Center by Superintendent Jerry Roth.

Present: Jerry Roth, Steve Swanson, Greg Kuelz, Darlene Gallman, and Deb Fritz (recorder).

Absent: Mason Braunschweig, Sandi Spanton-Nelson, Nicole Fischer, and Rin Kundert

Appoint Note taker: Deb Fritz volunteered to take notes.

Introductions: Members took turns introducing themselves to Steve Swanson.

Approve April 11, 2016, Minutes: Mr. Roth made a motion to approve the minutes, and Mr. Swanson seconded the motion. Motion carried 5-0 (voice vote).

Purpose of Committee: Mr. Kuelz explained that the purpose of the Insurance Committee is to be an advisory group to the ECSD School Board and that the Board will either accept or reject the committee's recommendation. In the past, the committee's recommendation has usually been accepted. Mr. Swanson has access to Doreen Treuden's spreadsheet from last year, so that will help the committee move forward with its work. Mr. Kuelz told the group that there was a mass movement to HSA's in other school districts this past school year. Since there is an issue with HSA's and social security benefits, Ms. Fritz asked Mr. Kuelz to share some information about this with the group at the next meeting. We will begin looking at HSA's from where the committee left off last year. We will also look at what other school districts are doing, and Mr. Kuelz will share what Whitewater is doing that is an alternative to an HSA. The members discussed the need for more teacher representation on the Insurance Committee. Ms. Gallman pointed out that at the present time, all of the teacher representation on the committee is from Levi Leonard Elementary School. Ms. Fritz also mentioned that she had heard on the news that Mercy is offering some deep discounts right now, but it was pointed out that the District would have to have a minimum of 25% enrollment to even consider Mercy.

Next Meeting and Agenda: The next Insurance Committee meeting will be Monday, December 5, at 5:30 p.m. The first meeting after the New Year will be Monday, January 23, 2017, at 5:30 p.m. The agendas for both meetings will be available on the District website prior to the meetings.

Adjourn: Mr. Roth made a motion to adjourn the meeting, and Mr. Swanson seconded the motion. Motion carried 5-0 (voice vote). The meeting adjourned at 6:40 p.m.

Submitted by Deb Fritz, K-2 Reading Specialist

Approved: _____

EVANSVILLE COMMUNITY SCHOOL DISTRICT
CERTIFIED STAFF COMPENSATION COMMITTEE MINUTES

The Certified Staff Compensation Committee meeting was held on Monday, November 21, 2016, at 5:31 pm in the District Board and Training Center.

Committee Members:

Mason Braunschweig	Melissa Hammann	Dave Kopf	Christina Ross
Eric Busse	Katie Horgen	Rob Kostroun	Jerry Roth
Julie Creek-Hessler	Chrissy Humberg	Kyle McDonald	Mark Schwartz
Rich Fanning	Kim Katzenmeyer	JoAnn Mumm	Elizabeth Stalder
		Dee Jay Redders	Steve Swanson

Absent: Julie Creek-Hessler

Discuss Compensation Model

Mr. Swanson presented an “Important Numbers to Remember” document. This document included information on tax levy, mill rates, student membership, deficit to Fund 10 and open enrollment revenue. He also presented a revised compensation model.

Ms. Hammann commented that the Committee had also talked about reducing the number of cells.

Mr. Swanson commented that it will be awfully hard to build a salary matrix each year and it would depend on the amount of money available each year.

Ms. Katzenmeyer said the only drawback is it doesn’t take into account that it added money to every cell, but there is not a teacher in every cell. Mr. Swanson commented that the math only took place in the cells where there were teachers.

Discussion was held about migration years and stipends for catch up in some of the cells.

Mr. Braunschweig commented with less steps in equalized stepping that you would not be able to do that with the money available.

Ms. Katzenmeyer commented that the old model was very predictable.

Ms. Katzenmeyer asked, what would it have cost to just move people within the existing compensation model?

Mr. Kostrun wanted to clarify Ms. Hammann’s question about how mix permanent money into an ongoing matrix?

Mr. Kostrun asked about if we got rid of the big jumps, replaced those people and took off about five steps off the bottom and see what it looks like?

Ms. Katzenmeyer asked to see the following on the model.

How much would it cost if we left the model the way it was and move people down?

Mr. Swanson will send out a revised model.

Mr. Roth reviewed that was he was hearing was to take model that was created, cost it out just by moving people forward.

Ms. Stalder questioned if we are making the attempt to move masters forward?

Mr. Kopf questioned the FFA advisor stipend. Mr. Roth clarified that this is the first year of an annual stipend that he will receive if continues to perform those duties.

Roth suggested to table discussion until next meeting and until Mr. Swanson can reconfigure the model.

Ms. Katzenmeyer will recreate a couple of models.

Ms. Katzenmeyer suggested that we make sure model is competitive around the area and to meet all the goals. It might take making six different versions of that model and see where it fits.

Set Next Agenda

Revised compensation models.

Set Next Meeting Date

December 12, 2016, at 5:30 pm. Potentially that meeting might be a longer meeting.

Ms. Katzenmeyer, Mr. Redders, Mr. Kostroun, Mr. Roth, and Mr. Swanson will meet before to work on models.

Approve Minutes

Minutes were reviewed. Motion by Mr. Roth to approve the minutes, seconded by Ms. Katzenmeyer. Approved, 17/0 (voice vote).

Approved to Adjourn

Motion by Mr. Busse, seconded by Ms. Katzenmeyer. Approved, 17/0 (voice vote). Meeting adjourned at 6:39 pm.

Note Taker: Mindy Larson

Approved: 11/21/16