

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Wednesday, November 30, 2016

6:00 pm

District Board and Training Center

340 Fair Street (Door 36)

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

- I. Roll Call: Mason Braunschweig Melissa Hammann Sandra Spanton Nelson
 Eric Busse Jane Oberdorf
 John Rasmussen Keith Hennig
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
- Wisconsin Association of School Board Convention (WASB) – January 17-20, 2017
- IV. Information & Discussion:
- A. Potential High School Schedule Change for 2017-2018.
 - B. 2018 Referendum Update.
- V. Budget Finance – Chair, Hammann:
- A. Discussion Items:
 - 1. Set January Board Budget Retreat.
 - 2. Evansville Education Foundation Update.
 - 3. Administrators Compensation Committee Update.
 - 4. Certified Staff Compensation Committee Update.
 - 5. Insurance Committee Update.
 - B. Develop Budget Finance Agenda Items for January 25, 2017, Meeting.
- VI. Business (Action Items):
- A. Approval of Staff Changes: Resignation of Food Service Worker and Approval of Building Head Custodians.
 - B. Approval of an Additional Middle School Track Coach.
 - C. Approval of 2016-2017 Salary Increases for Support Staff, Food Service Workers, Custodians/Cleaners, and Director of Buildings and Grounds.
- VII. Consent (Action Items):
- A. Approval of 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.
 - B. Approval of November 9, 2016, Regular Meeting Minutes.
 - C. Approval of October Bills and Reconciliation.

VIII. Policies – Chair, Hammann:

A. First Reading:

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. Second Reading:

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

C. Discussion on Market Forces Policy.

IX. Board Development – Chair, Braunschweig:

- A. 2016-2017 Continuous System Improvement (CSI) Plan.
- B. Wisconsin Association of School Board January Convention.
- C. Develop Board Development Agenda for January 25, 2017, Meeting.

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

XI. 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.

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, November 30, 2016
6:00 pm
District Board and Training Center
340 Fair Street (Door 36)

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

II. **Approve Agenda.**

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

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

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

IV. **Information & Discussion:**

- A. Potential High School Schedule Change for 2017-2018 – *The EHS Leadership Team has been researching the idea of moving to an alternating day A/B Block Schedule for the 2017-2018 school year. Various members of the leadership team have visited with McFarland HS and Pewaukee HS staff and students as part of this process. The leadership team would like to present some findings and outline some pros and cons of the potential schedule change.*
- B. 2018 Referendum Update – *District Administrator, Mr. Roth, will report on how many Architectural Firms have submitted a Request for Proposal (RFPs). Interviews of these firms will take place on December 7 and 14.*

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

A. Discussion Items:

1. Set January Board Budget Retreat – *Please look at your calendars so that we may set a retreat on the budget. Does Saturday, January 28 work?*
2. Evansville Education Foundation Update – *Ms. Hammann will give an update.*
3. Administrators Compensation Committee Update – *The Committee met on November 14. Their next meeting is scheduled for December 12. Enclosed are minutes.*
4. Certified Staff Compensation Committee Update – *The Committee met on November 21. Their next meeting is scheduled for December 12. Enclosed are minutes.*

5. Insurance Committee Update – *The Committee met on November 15. Upcoming meetings are scheduled for December 5 and January 23.*

B. Develop Budget Finance Agenda Items for January 25, 2017, Meeting.

VI. Business (Action Items):

A. Approval of Staff Changes: Resignation of Food Service Worker and Approval of Building Head Custodians – *Please approve:*

1. *Resignation of Food Service Worker, Ellen Punzel, effective November 18, 2016.*

Suggested Motion: I move we approve the resignation of Ellen Punzel, Food Service Worker, effective November 18, 2016.

Approval of Building Head Custodian staff:

1. *LaVerne Farnum, Levi Leonard, at a rate of \$21.64/hour.*

2. *Greg Wallisch, TRIS, at a rate of \$23.87/hour.*

3. *Steven Maloney, JC McKenna, at a rate of \$22.50/hour.*

4. *Kevin Wells, High School, at a rate of \$22.50/hour.*

Suggested Motion: I move we 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.

B. Approval of an Additional Middle School Track Coach – *This position was discussed at the November 9 Board meeting.*

Suggested Motion: I move we approve adding one Middle School Track Coach.

C. Approval of 2016-2017 Salary Increases for Support Staff, Food Service Workers, Custodians/Cleaners, and Director of Buildings and Grounds – *This was discussed at the November 9 Board meeting.*

Suggested Motion: I move we approve the 2016-2017 1.5% salary increase for support staff, food service workers, custodians/cleaners, and Director of Buildings and Grounds.

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

A. Approval of Employee Handbook Committee Suggested Changes:

#1 – Part 3, Support Staff, Pg. 61-62, Section 7, Vacation.

#2 – Part 3, Support Staff, Pg. 65, Section 9, Sick and Personal Leave Benefits.

#3 – Clerical Items.

B. Approval of November 9, 2016, Regular Meeting Minutes.

C. Approval of October Bills and Reconciliation.

Suggested Motion: I move we 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.

VIII. Policies – Chair, Hammann:

A. First Reading:

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.
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B. Second Reading:

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

C. Discussion on Market Forces Policy.

IX. Board Development – Chair, Braunschweig:

A. 2016-2017 Continuous System Improvement (CSI) Plan – Upcoming meeting dates:

- *Staff and Student Teaching and Learning – December 6*
- *Communication and Community Engagement – January 16*
- *Technology – December 13*
- *Facilities and Operations - _____*
- *Climate and Culture – December 20*

B. Wisconsin Association of School Board January Convention.

C. Develop Board Development Agenda for January 25, 2017, Meeting.

X. Future Agenda's – December 7, 2016, Special Meeting and December 14, 2016, Regular Meeting Agendas – Enclosed are drafts of the agenda's.

XI. 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.

Suggested Motion: I move we 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.

FOR YOUR INFORMATION:

1. Upcoming Board Meeting Dates:
 - December 7, 6:00 pm, Special Meeting
 - December 14, 6:00 pm, Regular Meeting
 - January 11, 6:00 pm, Regular Meeting
 - January 25, 6:00 pm, Regular Meeting

minutes

Administrative Compensation Committee		
11.14.2016	1:30- 2:30	DO Board Room
Meeting called by	John Rasmussen	
Note taker	Janessa Katzenberger	
Attendees	John Rasmussen, Melissa Hammann, Barb Dorn, Steve Swanson, Jerry Roth, Jason Knott, Joanie Dobbs, Janessa Katzenberger, Scott Everson, Alice Murphy	
Approve Minutes		
Motion by Mr. Roth, seconded by Ms. Hammann, moved to approve the October 17, 2016, minutes as presented. Motion carried, 10-0 (voice vote).		
Finalize Goals		
Discussion	Do admins also have "providing support" - similar to what teachers have in their goals?	
Our evaluation system is our support system. Collaboration and conversation working with Superintendent		
Action Items	Person Responsible	Deadline
Combine #3 and #5	Kelly	11/23/2016
Review/Revise Job Descriptions		
Principals	What do the yellow highlights represent?	
Standardized format was appreciated		
Easier to start from scratch with each		
Action Items	Person Responsible	Deadline
"G" = Intermediate Principal	Kelly	11/23/2016
Change "middle school" to specific building title in first paragraph		
C8 - strike for each principal's job description		
D5 - replace with "carry out employee handbook as it related to personnel"		
C1 - "Director of Curriculum Instruction" to keep titles consistent		
Prior to E I - and "The 4k - 2 Elementary Principal will:"		
Capitalize all headings i.e. "Will"		
Review/Revise Job Description		
Director of C&I	Added Teacher Collaboration Teams	
Described EE		
Evaluation		
District Assessment Coordinator Role		
Action Items	Person Responsible	Deadline
Change title to, "Director of Curriculum and Instruction" throughout	Alice	11/23/2016
Change to "English Language" throughout		
C4/D4 Change Gifted and Talented to "Advanced Learners"		
E2 - Change title of committee to "Staff and Student Teaching and Learning Committee"		
E1 - curriculum and instruction services		
D4 - "Curriculum" and instruction admin assistant		
General Functions - "evaluation of curriculum and instructional programs"		
F- Director of "Curriculum" and Instruction		
End - "Perform all other duties as assignment from the district administrator"		

minutes

Review/Revise Job Descriptions

Director of Student Services		
Updated and included new items (in yellow)		
Action Items	Person Responsible	Deadline
Keep Qualifications the same as Principals job descriptions	Janessa	11/23/2016
Include periods at the end of each number		
Remove "24 - 27"		
Break into categories - Leadership, Human Relations, Curriculum and Instruction, Personnel,		

Review/Revise Job Descriptions

Business Manager		
Action Items	Person Responsible	Deadline
Include "Reports to District Administrator"	Steve	11/23/2016
Include qualifications - same as all others		
"General Functions" then "Essential Functions" - include info		
"General Management" = A, Accounting = B etc. Change all to reflect letter outline		
End - "Perform all other duties as assignment from the district administrator"		
Include staff responsible for (listed at end) in newly created General Functions		

Review Job Description

Human Resources		
Jerry brought a copy of an applicable human resources job description indicating which person is responsible for each duty - Steve, Jerry and/or Nicole		
Action Items		
Jerry to indicate how job duties are accounted for now in revised job description		

Rock Valley Administrator Salary Comp Study

Salaries as compared to other Districts		
Steve provided a cross comparison of admin salaries in the Rock Valley area		
Action Items	Person Responsible	Deadline
Steve to change # of days to reflect accurate days principals work	Steve	12/12/2016
Steve to change per diems		
Add % of average i.e. Janessa is at 84% - 85% of average		

Future Agenda Items

Approve Job Descriptions		
Discuss other benefits (other than money)		
Further discussion on Rock Valley comp salaries		
Scott and Brian to bring Job Descriptions		
Job description for Athletic Director?		
Next meeting: December 12 at 1:30		

minutes

Administration Compensation Committee		
10.17.2016	1:30pm	D0 Board Room
Facilitator	Eric Busse	
Note taker	Janessa Katzenberger	
Attendees	Eric Busse, John Rasmussen, Melissa Hammann, Jerry Roth, Janessa Katzenberger, Joanie Dobbs, Jason Knott	
Missions, Goals, and Process		
Discussion		
Jerry read goals aloud. Administrators agreed that Teacher Compensation System Goals pertained to Administration goals. Team agreed to add the term, "competitive" to #6		
Conclusions		
Team adopted goals with the one revision.		
Job Descriptions		
	All Principals	
Discussion		
E8 Add, "in coordination with the Building and Grounds Supervisor in the areas of safety and security at the building level. "		
E6 - add, "review of use of facilities outside of school hours (Administrative assistants are responsible for this)		
A5 - Provide "opportunities"		
E2/E7 - add ... "in coordination with other building principals" to both		
Add "Essential Functions" from JC McKenna (1-8, 9 = HS) job descriptions to elementary job descriptions		
Is the hiring process covered? Yes, a broad overview is covered. We want to stay away from the detailed descriptions of day to day expectations		
Conclusions		
Revisions are appropriate to all Principal job description		
Action Items	Person Responsible	Deadline
Add dates to each job description		
TRIS		
	TRIS Job Description	
Discussion		
E - add a #4 and remove duplicate #7		
B1 - take out parents/guardians, community		
JC McKenna		
	JC McKenna Job Description	
Discussion		
Remove references to communication with associative principal - A9		
G5 - develop "and maintain"		
Copy and paste B1 from LLE/TRIS to G in Middle School		

minutes

LLE		
	LLE Job Description	
Discussion		
F1 - "develop and maintain"		
B1 - take out parents/guardians, community		
C&I/Business Manager		
	C&I Job Description / Business Manager	
Discussion		
Ask Alice/Steve to provide revisions where needed		
Director of Student Services		
[Time allotted]	Director of Student Services Job Description	
Discussion		
	Add #11 "In coordination with Building Principals, evaluate..." Revise #10	
[Agenda Topic]		
Associate Principals Job Description		
Associate Principal, not "Assistant Principal" - reword throughout document B1 - "In coordination with Principals and advisors..." Keep order the same as other job descriptions H2 - add "administrator" at end Strike F4		
Action Items	Person Responsible	Deadline
Team to determine where HR roles are necessary in job description	Jerry/Steve/Nicole	Next admin mtg
Principals to look at JC McKenna job description to determine what appropriateness/revisions - standardize language	Jason/Joanie	Next admin mtg
DO Administrators to revise own job descriptions and provide input before next meeting	Janessa/Steve/Alice/Jerry	Next admin mtg
Update on salaries	Steve	Next meeting
Next Meeting Date =	November 14 @ 1:30	
Future Agenda - finalize goals, 2 nd look at job descriptions		
Add dates to all job descriptions		

Approved: 11/14/16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
CERTIFIED STAFF COMPENSATION COMMITTEE MINUTES

The Certified Staff Compensation Committee meeting was held on Monday, November 7, 2016, at 5:32 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

Note Taker: Mindy Larson

Attendance

Absent: Eric Busse, Julie Creek-Hessler and JoAnn Mumm.

Review Goals.

Priorities Reviewed.

-Discussion was held on longevity.

- Priority #1 - it was decided that this always an ongoing priority.
- Priority # 2 - delete.
- Priority # 3 - discussion was held on the word "longevity". Changed priority to: Cell advancement based on satisfactory performance.
- Priority #4 - group reviewed different cell increases. Deleted priority #4.
- Priority #5 – decided to keep this priority.

Group agreed that those are proprieties to maintain.

Discuss Compensation Model

- Ms. Katzenmeyer suggested to keep all cell increases the same.
- Mr. Roth wondered how the younger teachers would catch up to the teachers that have been in the District longer.
- Ms. Katzenmeyer commented that the same expectations are the same for all teachers in the District.
- Ms. Humberg wanted to clarify where the new hires will be starting.
- Mr. Kostroun reminded group that the goal is to attract and retain teachers in this District.
- Discussion was held on the 20-year scale model and redistributing cells.
- Committee's goal is create a model that is fair and equitable.
- Group directed Mr. Swanson to take this model and get rid of big jumps and redistribute. Group wants to look at a more even distribution.

Group has asked Mr. Swanson to look at redistribution of dollars and length of cells.

Ms. Katzenmeyer suggested that the group philosophy is not to go backwards on the scale when moving from BA to MA.

Set Next Agenda

Continue to discuss compensation model.

Set New Meeting Date

Next meeting is Monday, November 21 at 5:30 pm.

Discussion was held about making meeting longer if progress is not being made.

Approve Minutes

Minutes were reviewed. Mr. Swanson will forward wording of priorities to be included in minutes.

Compensation Model Funding Priorities Going Forward

Priority - BA to MA movement - Move to MA step that provides not less than \$1,500 increase

Priority - Cell advancement based on satisfactory performance

Priority - Stipend to senior lane

Priority - Increase the senior lane cells to absorb senior staff lane

Approved by Compensation Committee on November 7, 2016

Adjourn

Motion by Mr. Roth to adjourn meeting, seconded by Ms. Katzenmeyer.

Meeting adjourned 6:36 pm.

Submitted by Mindy Larson, Note Taker

Approved: 11-7-16

EVANSVILLE COMMUNITY SCHOOL DISTRICT
CERTIFIED STAFF COMPENSATION COMMITTEE MINUTES

The Certified Staff Compensation Committee meeting was held on Wednesday, October 19, 2016, at 5:35 pm in the District Board and Training Center.

Committee Members Present:

List the members:

Committee Members:

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

Welcome and Purpose

Mr. Braunschweig opened the meeting and turned it over to Mr. Swanson. Welcome by Mr. Swanson. Introductions were held.

Review Past Goals and Priorities

All had received a copy of the Teachers Compensation System Mission Statement and System Goals prior to the meeting. These were reviewed. Discussion:

Ms. Katzenmeyer reviewed previous goals

Ms. Katzenmeyer also reviewed previous priorities

1. BA and MA movement
2. Professional Development steps
3. Moving to next level
4. Stipend to senior lane
5. Make another step to longevity

Discussion was held about goals #4 and #5. Goals were clarified

-Ms. Hamman suggested updating goals # 6 to read: Develop a **competitive** compensation system based on annual revenue.

-Discussion was held regarding 20 hours of Professional Development.

-Mr. Kostroun reiterated to ask questions and to be honest with the people that we represent.

-Compensation model needs to be more than just a dollar amount

-Mr. Roth asked about combining goals #4 and #5?

Are you going to compensation people to be on this committee?

-Mr. Kopf question how much money are we working with?

Mr. Roth commented it is 1.5% out of last year's revenue budget for each employee group

Ms. Hamman said that at the next committee meeting there will be an exact dollar amount

-Mr. Redders questioned the some of the administrators getting additional funds last year?

Did those additional dollar amounts come out of the 1.5% funds?

-Ms. Katzenmeyer are there additional monies available to put in the teacher compensation model to keep the hard to fill positions?

-Mr. Roth employee group committee has been looking at the groups being at least conference average.

#1 Goal #1 reviewed – approved 16-0

#2 Goal #2 reviewed – approved 16-0

#3 Discussion was held on using the words “support or compensation”

Mr. Schwartz developed a new goal #3.

“Develop a competitive compensation system based on annual revenue which provides support as they strive for excellence” - approved 16/0

Ms. Hamman left meeting

Removal of goal # 4 – approved 15/0

Removal of goal #5 approved 13/2

Goal #6 was incorporated to goal #3

Mr. Roth suggested starting with priorities at next meeting and also discuss compensation model

Mr. Swanson will supply electronic version of compensation model

Date of next meeting: Monday, November 7 at 5:30

Ms. Larson read minutes to committee.

Approve Minutes of October 19, 2016, Meeting

Motion by Mr. Roth seconded by Mr. Braunschweig moved to approve the October 19, 2016, minutes as presented. Approved 15/0

Ms. Katzenmeyer made motion to adjourn

Seconded by Ms. Creek Hessler

Meeting adjourned 6:47 pm.

Approved 15/0

Submitted by Mindy Larson, Note Taker

Approved: 10/19/16

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

Compiled: Spring 2016

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

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

10/5/16

October 3 proposed changes to committee

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

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

Employee/School Board Member Name: Jerry Roth

Employee Handbook Part: Part 3, Support Staff

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

Suggested Revision:

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

C. 1. - Current language: two (2) weeks after one (1) year; and one (1) day for each additional year of service
A. - Current language: Two (2) weeks paid vacation after one year of service;...
New Language for both: two (2) weeks paid vacation, starting with first year of service.
This makes it equitable with all other employee groups.

DISTRICT OFFICE USE ONLY

Form received: 9-7-16
KW

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

Cost Impact and Amount: None

Legal Impact: None

Current and Proposed (bold):

Educational Assistants, Clerks, Secretaries, and Technology Assistant:

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

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

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

Custodians:

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

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

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

1 year, 2 weeks

2 years, 2 weeks, 1 day

3 years, 2 weeks, 2 days

4 years, 2 weeks, 3 days

5 years, 2 weeks, 4 days

6 years, 3 weeks

7 years, 3 weeks, 1 day

8 years, 3 weeks, 2 days

9 years, 3 weeks, 3 days

10 years, 3 weeks, 4 days

11 years, 4 weeks

12 years, 4 weeks, 1 day

13 years, 4 weeks, 2 days

14 years, 4 weeks, 3 days

15 years, 4 weeks, 4 days

16 years, 5 weeks

Food Service:

No Vacation.

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

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Employee/School Board Member Name: Kelly Mosher

Employee Handbook Part: Part 3, Support Staff

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

Suggested Revision:

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

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

DISTRICT OFFICE USE ONLY

Form received: 9-7-16
kn

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

Cost Impact and Amount: None

Legal Impact: None

Current: Part 1, Certified Staff

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

Refer to Policy 529.1 – Family & Medical Leave

A. Sick/Personal/Business:

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

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

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

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

Current: Page 65, Support Staff

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

Refer to Policy 529.1 – Family & Medical Leave

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

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

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

Kelly
 Hsxg:
 change →
 Remove →

B. Funeral/Bereavement:

See All Employees, Section 10 – Bereavement Leave.

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

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

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

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

Proposed:

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

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

The regular meeting of the Board of Education of the Evansville Community School District was held Wednesday, November 9, 2016, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Rasmussen, Hammann, Oberdorf, Hennig, Spanton Nelson, and HS Rep. Roth. Absent: HS Rep. Parker.

APPROVE AGENDA

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

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- American Education Week – November 13-19, 2016

PUBLIC PRESENTATIONS

None.

INFORMATION & DISCUSSION

High School Representative, Ms. Roth, presented high school events. Discussion.

Mr. Braunschweig shared that District Administrator, Mr. Roth had sent out Requests for Proposal (RFPs) for Architectural Firms.

Mr. Braunschweig presented the 2016-2017 Building Goals. Discussion.

Mr. Braunschweig announced that the District would not be hosting an Energy Fair in 2017. Discussion.

Athletic Director, Mr. Cashore, presented information on adding an additional Middle School Track Coach. Discussion.

Mr. Braunschweig presented the school board election timeline.

Mr. Braunschweig asked who were planning on attending the Wisconsin Association of School Boards (WASB) Convention in January. Discussion. At this time Mr. Busse and Mr. Rasmussen will be attending.

Mr. Braunschweig led discussion of selecting a Delegate and Alternate to the WASB Convention in January. Discussion. Mr. Busse to be Delegate and Mr. Rasmussen to be Alternate.

Mr. Braunschweig presented the 2016-2017 1.5% salary increases for support staff, food service workers, custodians/cleaners, and Director of Buildings and Grounds, a 1.5% increase. Discussion.

Ms. Hammann presented for a first 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.

Mr. Rasmussen presented for a second reading, 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; and #3-Clerical Items.

PUBLIC PRESENTATIONS

None.

BUSINESS (Action Item)

Motion by Mr. Hennig, seconded by Mr. Busse, moved to approve Jennifer Johnson, as the 7th Grade Middle School Girls' Basketball Coach, for a stipend of \$1,476. Motion carried, 7-0 (voice vote).

CONSENT (Action Items)

Motion by Ms. Spanton Nelson, seconded by Mr. Rasmussen, moved to approve the consent agenda items: policies, #230-Administrative Team; #323.1-Special Observance Days; and #323.2-Patriotic Exercises; and the October 26, 2016, Regular Meeting Minutes, as presented. Motion carried, 7-0 (roll call vote).

FUTURE AGENDA

November 30, 2016, regular meeting agenda discussed.

ADJOURN

Motion by Mr. Hennig, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 6:32 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 11/30/16
Mason Braunschweig, President

Approved: May 11, 1987
Revised: February 11, 2002
Revised: October 9, 2006
Revised:
1st Reading: 11/30/16

330

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. areas. The District aligns Science instruction to the Next Generation Science Standards.** ~~The Board of Education adopted Wisconsin's Model Academic Standards for English Language Arts, Mathematics, Science and Social Studies on June 8, 1998. In addition to these standards, WMAS Standards in Foreign Language, Art, Music, Physical Education, Health, Agriculture, Vocational Career and Technical Education, Business Education, Family and Consumer Education, are approved by the Board annually. adapted from the State's standards, were approved by the Board on December 13, 1999. District faculty will continue to review and update performance standards for each grade level and course that are aligned to the standards adopted by the Board and state frameworks in reading, math and science. 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 and 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/materials resources or equipment adoptions of over \$10,000 shall be reviewed by the Teacher Collaboration Team for the respective grade level or content area. Curriculum Coordinating Council.** Board approval is required for **these** major ~~textbook~~ adoptions before they are initiated into the program of instruction ~~for adding or dropping courses.~~

It is the responsibility of the District Administrator to see **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)

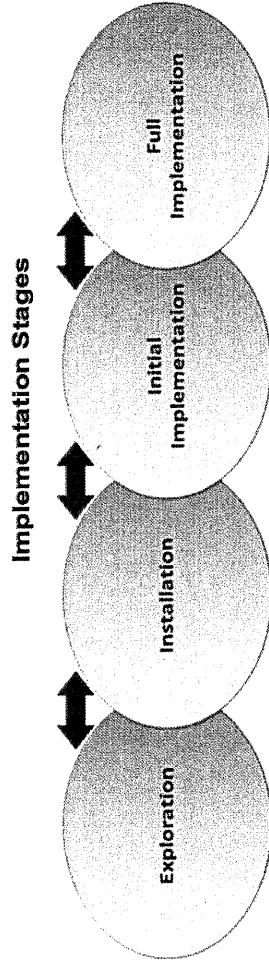
120.13 (School Board Powers)

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

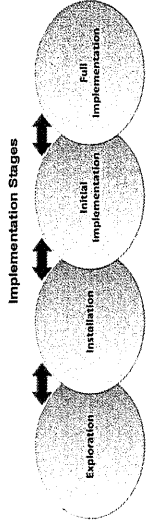
- Teachers skillfully employing new practices
- An infrastructure to support teachers
- Integrating new learning at all levels in classrooms, schools, and district

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

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**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 problems~~, 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. ~~Teachers, counselors, speakers, and volunteers~~ **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 selected should portray parents and families in a positive way (i.e., not always seriously troubled or engaging in behaviors which make them appear incompetent in their parenting role). This is not to say that a given lesson cannot deal with real concerns facing families, individuals, or society in the world today. However, the use of examples should be balanced as to~~ **Materials and examples should be representative of** different types/configurations of families, family structures, and family **socio-economic status** economies.
- 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 and psychological problems~~ **Mental health status** of the students or the student's family.
 - ~~Sex behavior or attitudes.~~ **Sexual activity.**

- ~~Illegal, anti-social, Self-incriminating~~ ~~demeaning~~ behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationship ~~such as those of lawyers, physicians, and ministers.~~
- 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

Revised:

1st Reading: 11/30/16**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 ~~problems~~ **status** of the students or the student's family;
- Sexual **activity** ~~behavior or attitudes~~;
- ~~Illegal, anti-social, Self-incriminating or demeaning~~ behavior;
- Critical appraisals of others with whom students have close family relationships;
- Legally recognized privileged or similar relationships ~~such as those of lawyers, doctors, or ministers~~;
- Religious practices, affiliations, or beliefs of the student or student's parents; or
- 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.

~~This policy shall be published annually in student and staff handbooks, which are distributed to students, parents/guardians and employees in the District.~~

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

Approved: July 8, 1985
Revised: September 11, 2006
Reviewed: April 23, 2012
Revised:
1st Reading: 11/9/16; 2nd Reading: 11/30/16

251

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.

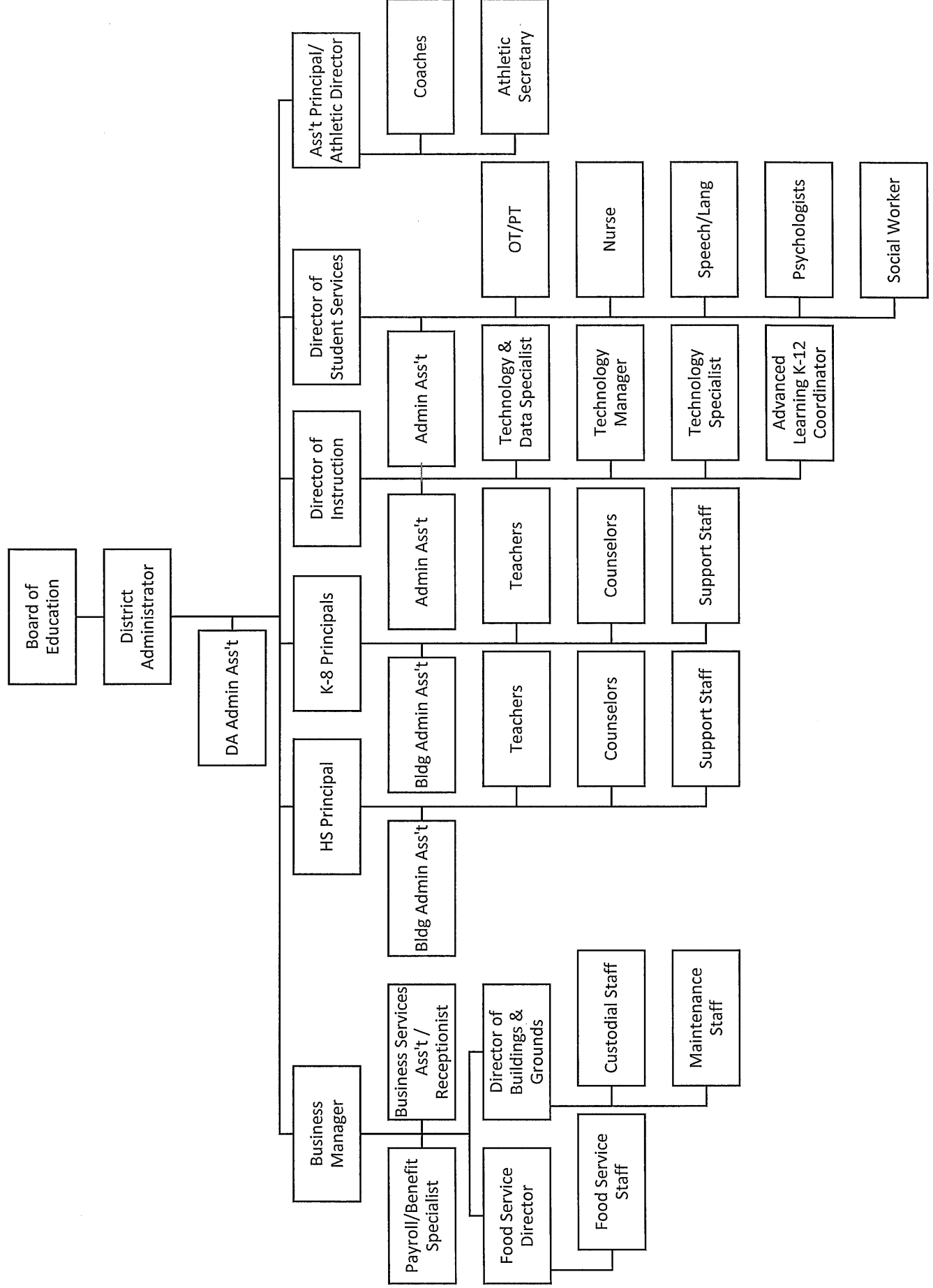
Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel are expected to keep the person to whom they 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

EVANSVILLE COMMUNITY SCHOOL DISTRICT ORGANIZATION CHART



STUDENT DISCIPLINE: DETENTION, SUSPENSION AND EXPULSION

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

Detention

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

Suspension

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

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

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

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

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

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

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

Suspension Appeal

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

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

Suspension Review Meeting

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

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

Expulsion

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

Grounds for Expulsion

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

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

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

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

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

Notice of Expulsion Hearing

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

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

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

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

Revised: October 12, 2009

Revised: October 29, 2014

Revised: October 28, 2015

Reviewed:

1st Reading: 11/9/16; 2nd Reading: 11/30/16

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

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)~~

The Evansville Community School District Board of Education values all staff and their contributions creating a positive learning environment. The Board also acknowledges the challenges brought by Labor Market Forces in the attraction and retention of high quality staff in shortage areas. Addressing the issues piecemeal can lead to unexpected expenditures and may increase staff anxiety regarding pay equity. Therefore, the board recommends the following policy to create continuity in the area of hard-to-fill positions.

Stolen from WASB policy July 2016

The Board, in its sole discretion shall grant a salary adjustment to any teacher in a shortage area. Shortage areas are defined by the Board annually and shall be based on a combination of the DPI emergency license applications for the most recent year and the Administrative Team's experience in hiring for these positions.

The granting of the additional salary adjustment is only applicable during individual contract year(s) in which the staff member is certified and teaching in particular teaching assignment and certification area that was provided additional salary adjustment. If the staff member transfers or is reassigned outside of the area where additional salary adjustment was provided to an area where the above certification(s) or degree(s) are not required, or they no longer possess such required industry certification(s) or degree(s), they shall forfeit the salary adjustment. If such transfer or reassignment occurs during the course of an individual contract year, the employee's salary adjustment shall be pro-rated for the portion of the contract year where they possessed the certification(s)/industry degree(s) and were teaching in the area that received the additional salary adjustment.

The offer of the above additional salary adjustment is at the sole discretion of the District. The district may modify, amend or delete this additional salary adjustment without violating the non-renewal provisions set forth section 118.22, Wisconsin Statutes. Such modification, amendment or deletion shall not affect the other terms and conditions of the teacher's individual contract. Such modification, amendment or deletion of the salary adjustment is not subject to the District grievance procedure.

Process:

1. **The Board shall annually prioritize shortage areas using emergency DPI license data and district experience.**
2. Successful candidate for shortage area is offered a base salary commensurate with the compensation schedule.
3. Additional salary shall be offered depending on **Board priority list**. ~~the annual review of emergency license applications and actual experience filling shortage positions in the district.~~
4. Such supplemental salary is linked to the position and not the candidate/employee.
5. ~~The district shall identify all each employees in shortage areas. and supplement their salary in like-fashion.~~
6. The plan shall be phased in over multiple ~~three~~ years, with the hardest to fill positions **beginning** in year 1, **and descending in priority order in the following years.** ~~next highest in year 2 and remaining positions in year 3.~~
7. The district shall create a budget line item for this purpose.

8. Shortage areas may fluctuate over time and must be reviewed annually to remain market sensitive.
9. **Supplemental salary offer shall be contingent on market forces, including but not limited to market averages for that position and the number and quality of applicants.**

Data for first priority listing 2016-17

Administrative Team Priority List created 5/31/16 1 is hardest to fill

District Wide	% Emergency Licenses Granted 2015-16
1 Business Mgr	0.16%
1 Data Specialist	NA
1 School Psychologist	0.41%
2 Director of Buildings and Grounds	NA
2 Payroll	NA
2 Technology Director	NA
3 OT/PT/SPL	NA
EHS	
1 Agri-Science	0.65%
1 FACS	1.71%
1 Spanish	2.0%
1 Tech Ed	1.3%
2 Business Ed	2.4%
2 Math	2.59%
2 Science	6.31%
3 LMS	3.71%
3 Special Ed	27.12%
JCMMS	
1 FACS	1.71%
1 Tech Ed	1.3%
2 Business Ed	2.4%
3 LMS	3.7%
3 Special Ed	27.12%
TRIS and LLE Both	% Emergency Licenses Granted 2015-16
3 LMS	3.7%
3 Special Education	27.12%

Emergency Licenses Granted in 2015-16 in descending order

Area	% Emergency Licenses Granted (N=1695)
Special Ed	27.12%
Bilingual Ed	16.63%
Reading	7.08%
Science	6.31%
Early Childhood	5.72%
Administrators	5.66%
Instructional LMS	3.71%
Regular Ed	3.60%
Foreign Language	3.07%
Counseling	2.83%
Math	2.59%
Business	2.59%
Arts	2.42%
Alt Ed	1.95%
FACS	1.71%
Tech Ed	1.30%
Vocational Ed	1.18%
English	1.06%
Social Studies	0.94%
Driver's Ed	0.83%
Ag	0.65%
Health	0.59%
Phys Ed	0.41%

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. 2018 Referendum Update.
 - C. School Board Election Update.
 - D. Open Enrollment Class Limits.
 - E. Selection of Delegate and Alternate to WASB Convention in January.
 - F. Administrators' Rollover Contracts.
 - G. First Reading of Policies:
 - H. 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:
- 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.
 - 2. #447.1 – Use of Seclusion and Physical Restraint by Staff
 - 3. #529.2 – Jury Duty Leave
 - B. Approval of November 30, 2016, Regular Meeting Minutes.
- IX. Future Agenda – January 11, 2017, Regular Meeting Agenda.
- X. Interview Architectural Firms.
- XI. Discuss Architectural Firm Interviews.
- XII. Adjourn.