

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, May 14, 2012

6:30 p.m.

District Board and Training Center

340 Fair Street

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, M&I Bank, Union Bank & Trust and Eager Free Public Library

6:00 Two Board members are available to listen to the public on a drop in basis.

- I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen
 Tina Rossmiller Sharon Skinner Nancy Hurley Board Rep. Hertina Kan
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
 - Retirement Open House for District Administrator, Heidi Carvin, May 29, 4:00-6:30 pm at Creekside Place
 - High School Graduation – June 10, 2:00 pm
 - Rock County Farm Bureau's Focus on Ag Event, June 27, at Larson Acres
 - Back to School Days - August 15 and 16, 2012
- IV. District Administrator Report – Kindergarten Enrollment, Staff Changes, Posting Positions, and Handbook Meetings.
- V. High School Board Representative Report – High School Events.
- VI. Information & Discussion:
 - A. Presentation of Project Lead the Way.
 - B. Update of 2012-13 Budget Draft.
 - C. Report on Expenditure/Revenues/2011-2012 Co-Curriculars.
 - D. Set the 2012 Annual Meeting Date.
 - E. First Reading of Policies: #511-Equal Opportunity Employment; #512-Employee Harassment; #513-Personnel/Payroll Management; #522-Staff Conduct; #522.1-Alcohol and Drug-Free Workplace; #522.2-Tobacco Use by Staff on School Premises; #522.4-Staff Ethics/Conflict of Interest; #522.5-Staff Involvement in Political Activities; #522.8-Staff Dress; #523-Staff Health and Safety; #523.1-Staff Physical Examinations; #523.11-Employee Alcohol and Drug Testing; #523.3-Employee Assistance Program; #524-Staff Gifts and Gratuities; #525-Staff Solicitations; #526-Personnel Records; #527.2-Staff Complaints; #528-Staff-Student Relations; and #533.1-Criminal Background Checks.
 - F. Second Reading of Policy: #251 Exhibit-Organization Chart.

- VII. Business (Action Items):
- A. Approval of Anonymous Donation to the Music Department.
 - B. Approval of Additional Section of Kindergarten.
 - C. Approval of Staff Changes: Staff Retirements and Rescind Lay-Offs.
 - D. Approval of Support Staff Motions.
 - E. Approval of 2012-2013 Open Enrollment Applications.
 - F. Approval of IEQ (Indoor Environmental Quality Management Plan) Plan.
 - G. Approval of CESA #2 2012-2013 Contract.
- VIII. Consent (Action Items):
- A. Approval of Middle and High School Student Handbooks.
 - B. Approval of Policies: #322-Student School Day, #411.4-Student Bullying, and #722.1-Staff Accident Reports.
 - C. Approval of April 9 Regular and April 16 Special Meeting Minutes.
 - D. Approval of March Reconciliation Reports and Bills.
- IX. Set May 22, 2012, Regular Meeting Agenda.
- X. Adjourn.

Mission Statement:

The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.

Vision Statement:

Creating a culture of excellence in:

- *Academic achievement*
- *Character development*
- *Pursuit of arts, athletics, and other activities*
- *Community engagement*
- *Highly effective staff*

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.

Persons needing special accommodations or more specific information about the agenda items should call 882-5224, Ext. 3387, at least 24 hours prior to the meeting.

Posted: 5/10/12

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda/Briefs

Monday, May 14, 2012

6:30 p.m.

District Board and Training Center

340 Fair Street

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6:00 Board members, Nancy Hurley and Kathi Swanson, are available to listen to the public on a drop in basis.

I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen
 Tina Rossmiller Sharon Skinner Nancy Hurley Board Rep. Hertina Kan

II. Approve Agenda.

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

III. Public Announcements/Recognition/Upcoming Events:

- Retirement Open House for District Administrator, Heidi Carvin, May 29, 4:00-6:30 pm at Creekside Place
- High School Graduation – June 10, 2:00 pm
- Rock County Farm Bureau’s Focus on Ag Event, June 27 at Larson Acres
- Back to School Days - August 15 and 16, 2012

IV. District Administrator Report – Kindergarten Enrollment, Staff Changes, Posting Positions, and Handbook Meetings.

V. High School Board Representative Report – High School Events.

VI. Information & Discussion:

A. Presentation of Project Lead the Way – We have a two year middle school grant for Project Lead the Way. This came about as part of our membership in the Stateline Career and Technical Education Academy (SCTEA). We are trying to standardize curriculum and opportunities across Rock County that, based on projected workforce needs, will lead to high demand family supporting jobs. We hope to apply for another grant next year that will expand the program into high school and include a biotechnology component as well as pre-engineering. David Kopf will share the successes from this first year.

- B. Update of 2012-13 Budget Draft – Ms. Treuden has revised the Baird budget model to reflect all known retirements. It appears we are very close to closing the budget gap.
- C. Report on Expenditure/Revenues/2011-2012 Co-Curriculars – Ms. Treuden has pulled together costs related to all co-curriculars for discussion.
- D. Set the 2012 Annual Meeting Date – According to our policy #171-Board Meetings, we are to set the annual meeting between May 15 and September 30, no later than the May board meeting. Ms. Treuden suggests having this meeting on Monday, September 24, 2012. We are looking for consensus of this date.
- E. First Reading of Policies – #511-Equal Opportunity Employment; #512-Employee Harassment; #513-Personnel/Payroll Management; #522-Staff Conduct; #522.1-Alcohol and Drug-Free Workplace; #522.2-Tobacco Use by Staff on School Premises; #522.4-Staff Ethics/Conflict of Interest; #522.5-Staff Involvement in Political Activities; #522.8-Staff Dress; #523-Staff Health and Safety; #523.1-Staff Physical Examinations; #523.11-Employee Alcohol and Drug Testing; #523.3-Employee Assistance Program; #524-Staff Gifts and Gratuities; #525-Staff Solicitations; #526-Personnel Records; #527.2-Staff Complaints; #528-Staff-Student Relations; and #533.1-Criminal Background Checks - These policies were reviewed by the Administrative Team and come forward with suggested changes. These are related to revisions needed with the changes in collective bargaining.
- F. Second Reading of Policy: #251 Exhibit-Organization Chart – This policy comes forward with no changes since the last meeting.

VII. Business (Action Items):

- A. Approval of Anonymous Donation to the Music Department – The District has received a \$40,000 anonymous donation to the Music department, to put towards the new band uniforms.

Suggested Motion: I move the Board gratefully accept this donation with thanks.

- B. Approval of Additional Section of Kindergarten - We are confident our kindergarten numbers will be significantly above the 126 projected. Anything above 126 requires us to add a section to meet SAGE guidelines. We have screened 138 students. Looking at open enrollment requests, home schooled students and early entrants, the range is 135-151. Anything above 144 would actually require we add yet another section. However, we believe 140 is where we will end up. Approval of this section would leave Mackenzie Wade at Levi Leonard and create an 8th grade English position to fill. The budget includes this position.

Suggested Motion: I move we add a section of kindergarten for 2012-13 to meet SAGE guidelines.

- C. Approval of Staff Changes: Staff Retirements and Rescind Lay-Offs – Please approve the staff retirements of Richard (Rick) Cole and Christopher (Chris) Wagner. Please approve rescinding the lay-offs for: Abby Houfe - was .3, with retirement of Rick Cole this lay-off is not necessary; Lynda Oleinik - was .5 is certified to take the 6th grade position open due to Pam Haese retirement (GT is still on the cut list and will be posted if it remains on the cut list. If it is

restored, Lynda would remain in the GT position and 6th grade would be posted); and Mackenzie Wade (with addition of kindergarten we will need Mackenzie as she is kindergarten certified).

Suggested Motion: I move we approve the retirements of Rick Cole and Chris Wagner with thanks for their years of service to the District and our students.

Suggested Motion: I move we rescind the .3 lay-off of Abby Houfe, the .5 lay-off of Lynda Oleinik, and the full lay-off of Mackenzie Wade.

D. Approval of Support Staff Motions – *Attached is a sheet of motions with supporting cost impact as requested. Approval of these motions will initiate changes in support staff benefits effective July 1, 2012. Drafts of the proposal have previously been shared with the Board. Also attached are updated salary and sick leave comparables, as well as a revised proposal list. These changes are based on the following philosophy which you may want to discuss and come to consensus on first: *We want our salaries and benefits to be attractive for staff to work here, but not overly generous based on local and similar district comparables; *The collective bargaining process with multiple unions has created a confusing net of benefits that we can now standardize in a more equitable manner; *In tough budget times, we need to find ways to save programs, provide at least adequate services and maintain lower class sizes. These changes will help provide some longer term stability for the District to do so.*

Suggested Motions: You may move them as a whole, in groups, or individually. Ms. Treuden will help you with the process as needed. The changes that align support staff with teachers are the first ones and may be the easiest to come to consensus on.

To move them all: I recommend we make the changes to support staff benefits as presented

To move them in groups: See below

Group 1

These items align with the teacher contract: I recommend we make the changes as presented to the support staff benefits to align them more closely with the teacher master agreement.

- Reduce paid holidays for school year support staff from 5 to 3 beginning July 1, 2012. (Labor Day, Memorial Day, Thanksgiving)
- Reduce paid holidays for 10 month support staff from 6 to 4 beginning July 1, 2012. (Labor Day, Memorial Day, Thanksgiving, New Year's Day)
- Set paid holidays for all 11+ month support staff at 9 beginning July 1, 2012. (Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, 4th of July or Good Friday) (reduces 12 month employees from 12 to 9 paid holidays. 11 month are already at 9)
- Health and dental contributions for support staff will be 8% beginning July 1, 2012
- Cash in lieu for support staff be reduced by 14%
- Sick and personal days for support staff are set at 3 personal days per year, 6 sick for school year, 7 sick for 10 month and 8 sick for 11+ month.

Group 2

These items get us closer in line with comparables: I recommend we make the changes as presented to the support staff benefits to align them more closely with comparables.

- Support staff sick leave pay out be reduced to 50% of salary beginning July 1, 2012 for those with less than 10 years in the district, and by 10% per year until it reaches 50% for those with 10 or more years.
- We increase hours for health insurance eligibility from 20 hours a week for school year employees to 1100 hours a year which is about 30 hours a week for those who only work during the school year.
- Step increases for new employees be limited to 5 and 10 year anniversary years. Any staff above 10 years will have their salaries frozen until the 10 year rate equals their current rate.

E. Approval of 2012-2013 Open Enrollment Applications – *According to the law, 118.51-Full-Time Open Enrollment, the Board needs to approve all applications. At the January 9, 2012, regular board meeting, the Board motion reads: Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved to not set limits on open enrollment applications into the District. Discussion. Motion carried, 7-0 (voice vote).*

Enclosed is a listing of Open Enrolls IN and OUT applications for the 2012-2013 school year with the suggested Board action. Also enclosed is a suggested survey to send to parents who have applied for their child(ren) to leave our district.

Suggested Motion: I move we approve the open enrollment applications as presented, with the Director of Student Services making decisions on the special education applications, pending final evaluation of cost estimates.

F. Approval of IEQ (Indoor Environmental Quality Management Plan) Plan – *Enclosed is the State mandated IEQ (indoor Environmental Quality Management Plan). Mr. Francis will be at the meeting to explain this mandate.*

Suggested Motion: I move we approve the Indoor Environmental Quality management plan as presented.

G. Approval of CESA #2 Contract – *Enclosed is our CESA 2 contract for the 2012-2013 school year with adjustments per Administration.*

Suggested Motion: I move we approve the 2012-2013 CESA 2 contract as presented.

VIII. Consent (Action Items):

- A. Approval of Middle and High School Student Handbooks - *Enclosed are the changes since the last meeting of these two handbooks.*
- B. Approval of Policies: #322-Student School Day, #411.4-Student Bullying, and #722.1-Staff Accident Reports – *These policies come forward with no changes since the last meeting.*
- C. Approval of April 9 Regular and April 16 Special Meeting Minutes – *Enclosed are the April 9 regular and April 16 special meeting minutes.*
- D. Approval of March Reconciliation Reports and Bills – *Ms. Treuden has enclosed.*

Suggested Motion: I move we approve the middle and high school student handbooks; policies: #322-Student School Day, #411.4-Student Bullying, #722.1-Staff Accident Reports;

April 9 Regular and April 16 Special meeting minutes; and the March reconciliation report and bills as presented.

ROLL CALL VOTE –

IX. Set May 22, 2012, Regular Meeting Agenda – Enclosed is a draft of the May 22 regular board meeting agenda.

X. Adjourn.

Suggested Motion: I move to adjourn.

FOR YOUR INFORMATION:

1. Student Activity Account Balances.
2. Copy of the WIAA Approval of Winter 2012-13 and 2013-14 Cooperative Team Agreement.

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Posted: 5/10/12

May 2012 Superintendent's Report

Need to Add a Section of Kindergarten: We have been keeping an eye on our kindergarten census for several months. In October when we began budget planning, it looked like it would be about where it is this year (124) and 7 sections would be needed. As we approached kindergarten registration, the number had climbed over 135. Anything over 126 requires us to add a section to meet the SAGE guidelines. If we don't follow the guidelines, we lose over \$2000 in aid for each kindergartner that qualifies for free and reduced lunch. Lou Havlik, Linda Gard and I met on Tuesday to review the numbers. We looked at likely home schoolers, open enrollment in and out requests, early childhood students moving on to kindergarten, and early entrant requests. There is no current scenario where kindergarten would drop below 135 let alone the 127 threshold. It will greatly increase our ability to finalize some staff assignments and post vacancies if this addition can be approved at this May meeting. With Pam Haese's retirement, we would rescind Mackenzie's Wade's lay-off and place Mackenzie in that 6th grade position, but this would still leave Lynda Oleinik on lay-off. Lynda is certified for both 6th grade and as a reading specialist. If we add the section now, we can rescind both Mackenzie Wade and Lynda Oleinik's lay-offs. This provides Lynda the security of a full time position and increases the likelihood we can retain her.

Staff Changes: Attached is a chart which summarizes where we are with filling positions for the 2012-13 school year. The good news is that we should be able to rescind 2 partial and one full time lay-off notice. However, we have one position that would need to be filled by an involuntary transfer. Involuntary transfers are seldom in student or staff best interest. The chart summarizes the impact of retirements, the addition of a kindergarten section, lay-offs and transfers as of May 9.

Because of budget cuts, retirements, and lay-offs we are in a major state of flux determining certified staff assignments for next year. The situation changes daily and there are likely to be other changes. We have at least three Intermediate/Middle school teachers that are interviewing for administrative positions in other districts. Should any one of them be hired, it will eliminate the need for an involuntary transfer of a K-2 teacher to 8th grade. It will allow a voluntary transfer of an intermediate teacher to the middle school and a voluntary transfer of a K-2 teacher to the intermediate school.

Posting Positions:

Physics: We are already several weeks behind in the typical hiring process cycle. With approval of rescinding Abby Houfe's lay-off due to Rick Cole's retirement we can seek a .67 certified Physics teacher. Physics teachers can be challenging to find.

Middle School Vocal Music: In meeting with the K-12 Music teachers, we determined we still need to find a .3 Vocal Music certified replacement for Brenda Berg. Our K-5 staff does not have Vocal music certification so the partial lay-off cannot be rescinded. With the additional section of kindergarten, this travel to between Grove Campus and McKenna would no longer work anyway.

High School English: Chris Wagner's retirement will create the need to find an English teacher and a basketball coach (not probably the same person).

If we get other resignations for positions that need to be filled prior to future Board meetings, we will begin our hiring process pending Board approval. This allows us to take care of possible internal transfers, get department/grade level input on the qualities needed to improve the team, have the deepest candidate pool possible, and screen applicants. It is unlikely we would hold interviews prior to the board approving a resignation, but these steps alone usually take at least 3 weeks since candidates need time to respond to the vacancy.

Handbook Meetings: About thirty people from both EEAA and EEA (Support staff and teachers) attended the first meeting on Monday to share where we are with the policy changes and handbook development with the changes in collective bargaining. The purpose of this meeting was to explain where we are in the process, how we will be getting staff input, answer questions, and explain future agendas. I sent an email to all staff and the Board on Tuesday with the materials distributed at that meeting and the notes from the meeting. Copies are included in your packet because I know some of you are having compatibility issues making it hard to open attachments. I will repeat this process after each meeting. The administrative team has read through and recommended changes in the 510 and 520 section of the policy manual which includes policies related to all employees. Those in attendance were told these would be made public with the board packet so they can provide their input at the second handbook meeting on May 22.

Support staff are particularly anxious about benefit changes. These would generally not be in policy, but are usually in the form of an information piece from District Office at the time of hire, or annually to reflect changes. If we had a handbook, they would be listed there as well. There are several motions on the May 14 agenda that will help us move forward. Once we know what benefit changes are approved, employees will have the information they need to consider what works best for them. If there are retirements, they will help us move forward with other needed budget adjustments.

Retirement/

Section	Position	Replace?	Lay-off Impact	Rescind	Hire	Note
Hartje	HS English	Yes- Tyson	Saves 1 elementary lay-off	NA		Transfer Jeremiason to Tyson's 8th grade English
Wagner	HS English	Yes	NA	NA		POST
Cole	HS Science	Yes	Saves 1/3	Houfe	0.7	POST K-5 music do not have vocal certification so can't rescind
Berg	MS Chorus	Partial	None Saves		.3	.3 Kellen. POST .3 vocal music
Beedle	MS Social Studies	Yes	McKittrick	NA		Wait to see if budget or other staff changes will allow us to keep Lynda in
Haese	MS 6th Language Arts	Yes	Saves .5	Oleinik		GT. Mackenzie is the least senior person kindergarten certified to take this position.
Kindergarten			Saves last elementary lay-off	Wade		

Lay-Offs

Issued	Subject	Lay-off	Rescind	Notes as of May 8
Bates	MS Art	full	Adjust in June	Transfer to HS .3 Not needed based on Case
Bisch	EEN	Full	N	load
Firgins	MS Business	Full	N	Budget based cut
Houfe	HS Science	0.3	14-May	Cole retirement May be needed for MS- Will depend on budget and schedule
Hurda	HS Business	0.3	N	
Kellen	K-5 Music	0.3	Adjust in June	Reduce for extra K section

Kohler	HS Art	0.6	Adjust in June	Reduce for extra K section and Bates to HS
Oleink	GT	0.5	14-May	6th gr
Pederson	Tech Ed	Full	N	Enrollment based
Schwark	HS Spanish	0.3	N	Budget based cut
Wade	K-5	Full	14-May	New K Section

Transfers	Current Position	New Position	Hire	Note
Jeremiason	Grade 2	8th grade English		Involuntary-last hired and certified 1-8 no K cert so can't move into new K section
Bugstad or Mohns	Grade	5th grade		Have volunteered to move if needed. Open due to Kyle Schultz 1 year contract
Process Check				
Internal transfers made		Creates 8th and 5th vacancy		Bugstad and Mohns have volunteered to move to 5th grade. At this time, only 1 is needed.
Need to transfer 2 from LL	2 Volunteers	1 to 5th		
Jeremiason	Gr 2	8th English		Involuntary transfer

Howard Bellman- "Looking for Love in all the Wrong Places" April 2012:

Americans believe in joining together to get what they want. Unions are a manifestation of that.

Mediation has flourished in Family, Environmental and Civil dispute resolution. Since 1935 Unions have focused on arbitration. It is likely that the arbitration system has not benefitted either side. Going forward, mediation skills and processes may lead to greater improvement in the public sector.

Unions shifted the conversation from local solidarity to data collection and lobbying at the capitol with the legislature. This reduced the need to work with the local members.

When the dominant party takes more from the other side just because it can, we are brought to live or die, polarized politics. That is not good for the people.

People doing the work have something to say.

Once we are freed from the need to characterize and fight over whether a matter is a mandatory subject of bargaining or subject to unilateral employer control, employers and labor organizations can focus on their mutual interests in the effective delivery of public service."

Martin Malin- IIT Chicago Prof Kent College of Law

Policy Section	Section Title	Applies to:
510	Personnel Policies Goals	All
520	General Personnel Policies	All
530	Professional staff policies	Certified
540	Support Staff Policies	Non-certified

500 Policies: Personnel

<u>Our Current Policy</u>	<u>Our Name</u> (All of our current policies are on-line under the Board section)	<u>Last Revised</u>	<u>WASB Proposed</u>	<u>WASB Name*</u>	<u>A Team</u>	<u>Board Review</u>
510	Personnel Policies Goals	1/10/2005				
510	Personnel Policy Goals	1/10/2005	510	Personnel Policies Goals		5/14/2012
511	Equal Opportunity Employment	2/11/2002	511	Equal Opportunity Employment	5/1/2012	
511.1	Employee Discrimination Complaint Procedures	3/11/2002	511.1	Employee Discrimination Complaint Procedures	No Revision	
512	Employee Nondiscrimination/Harassment	1/10/2011	512	Employee Harassment	5/8/2012	5/14/2012
512.1/Form	Complaint Procedures	3/22/1999				
513	Human Resource and Payroll Management	12/8/2003	513	Personnel/ Payroll Management <i>Includes direct deposit language</i>	5/8/2012	5/14/2012
520	General Personnel Policies					
521	Involvement in Decision-Making	11/8/2004	520	General Personnel Policies		
521.1	Board-Staff Communications	11/8/2004	521	Staff involvement in Decisionmaking	No Revision	
522	Staff Ethics (Some to 522.4)	1/12/2004	521.1	Board-Staff Communications	No Revision	
522.1	Drug-Free Workplace	5/9/2005	522	Staff Conduct	Listed as our 522.2	
522.11	Definitions Relating to Alcohol and Other Drug Prohibitions	4/11/2005	522.1	Alcohol and Drug-Free Workplace	5/1/2012	5/14/2012
522.2	Standards of Professional Conduct (B some to 522 and some to 522.4)	7/12/2004	522.11	Definitions Relating to Alcohol and Other Drug Prohibitions	Not same policy - 5-1-2012	5/14/2012
			522.2	Tobacco Use by Staff on School Premises		
			522.3	Staff Misconduct Reporting		
			522.4	Staff Ethics/Conflicts of Interest	5/8/2012	5/14/2012
			522.5	Staff Involvement in Political Activities	5/1/2012	5/14/2012
			522.6	Staff Involvement in Community Activities		
			522.7	Staff Use of Information Technology and Communication Resources		
			522.71	Staff Use of Social Media		
			522.8	Staff Dress	5/8/2012	5/14/2012
			523	Staff Health and Safety	5/8/2012	5/14/2012
			523.1	Staff Physical Examinations	5/8/2012	5/14/2012
523.1	Physical Examination	1/10/2005	523.11	Employee Alcohol and Drug Testing	5/8/2012	5/14/2012
			523.2	Staff Communicable Diseases		
			523.3	Employee Assistance Program	5/8/2012	5/14/2012
523.3	Employee Assistance Program Procedures	8/15/2005				
523.4	Abusive Behavior – (See policy #861 delete here)	4/9/2007	523.4	Staff Protection	Not same policy	
			523.5	Employee Wellness		
524	Employee and Board Gifts and Solicitations	5/10/2004	524	Staff Gifts and Gratuities	5/8/2012	5/14/2012
			525	Staff Solicitations	5/8/2012	5/14/2012

500 Policies: Personnel

526	Personnel Records	4/11/2005	526	Personnel Records	5/8/2012	5/14/2012
527	Staff Complaints	10/10/2011	527	Staff Complaints and Grievances (Change our numbers to 527 a,b,c complaints to 527.3)		Oct-11
			527.1	Whistleblower		
528	Employee Grievances (Discipline, Termination and Workplace Safety) (Change to 527a)	10/10/2011	528	Staff-Student Relations		
528.1	Employee Grievance Procedures (Discipline, Termination and Workplace Safety) (Change to 527b)	10/10/2011				
528.2	Impartial Hearing Officer Selection Procedures (Change to 527c)	10/10/2011				
528 Form	Grievance Form	10/10/2011	529	Staff Discipline		
	Policies to this point should be ready for first reading at May 14 board meeting. They generally follow statutes and current procedures					
530	Professional staff policies			Revise Fall of 2012		
			530	Professional Staff Policies		
			531	Professional Staff Positions		
531.1	Evansville Teacher Job Description	1/12/2004	532	Professional Staff Contracts		
532	Faculty Contracts and Compensation Plans	3/14/2005	532.1	Staff Negotiations		Listed as our 532.2
532.1	Use of Sick Days	12/14/2009	532.2	Professional Staff Salaries		
532.2	Faculty Negotiations	3/14/2005	532.3	Professional Staff Fringe Benefits		
			532.4	Professional Staff Leaves and Absences		
			532.41	Family and Medical Leave		
			532.42	Uniformed Services Leaves		
			532.43	Sick Leave		
			532.44	Jury Duty Leave		
			532.45	Bereavement Leave		
			532.46	Personal Leave		
			532.47	Unpaid Leaves		
			533	Professional Staff Recruiting/Hiring		
533	Staff Recruitment and Hiring	12/14/2009				
533.1	Pre-Employment, Current Employment, and Volunteer Criminal Background Checks (Possibly into 523 section)	12/17/2007	533.1	Criminal Background Checks		Same policy?
	Possibly into 523 section		533.2	Nepotism		
534	Substitute Teacher Employment	6/9/2008	534	Substitute Teachers		
535	Assignments and Transfers	5/10/2004	535	Professional Staff Assignments and Transfers		
			535.1	Professional Staff Work Schedules		
			535.11	Professional Staff Meetings		
			535.2	Extracurricular Staff Assignments		

500 Policies: Personnel

				535.21	Volunteer Coaches/Advisors		
				535.3	Job Sharing		
536	Reduction in Work Force		5/10/2004	536	Professional Staff Separation from Employment		Same policy?
				536.1	Resignation of Professional Staff		Not same policy
				536.2	Retirement of Professional Staff		
				536.3	Termination of Professional Staff		
				536.4	Nonrenewal of Professional Staff		our 538.2???
				536.5	Reduction in Professional Staff Workforce		Listed as our 536
537	Professional Development Opportunities		8/14/2006	537	Professional Staff Development Opportunities		
538	Evaluation of Faculty and Staff		8/14/2006	538	Professional Staff Evaluation		
				538.1	Evaluation of Extra-Curricular Assignments		
538.2	Teacher Remediation Procedure		11/14/2005				
				539	Miscellaneous Professional Staff Policies		
				539.1	Outside Employment of Professional Staff		
				539.2	Tutoring		
				539.3	Teacher Exchange Programs		
				539.4	Professional Staff Work Stoppages		
				539.5	Professional Staff Furloughs		
540	Support Staff Policies		Create and revise by July-Sept 2012				
				540	Support Staff Policies		
				541	Support Staff Positions		
				542	Support Staff Employment		
				542.1	Support Staff Negotiations		
				542.2	Support Staff Salaries		
				542.2.1	Overtime and Compensatory Time		
				542.3	Support Staff Fringe Benefits		
				542.4	Support Staff Leaves and Absences		
				542.4.1	Family and Medical Leave		
				542.4.2	Uniformed Services Leaves		
				542.4.3	Sick Leave		
				542.4.4	Jury Duty Leave		
				542.4.5	Bereavement Leave		
				542.4.6	Personal Leave		
				542.4.7	Unpaid Leaves		
				542.5	Support Staff Holidays		
				542.6	Support Staff Vacations		
				543	Support Staff Recruiting/Hiring		
	WASB policies where they could apply to all employees will be renumbered into the 520 section most likely starting at 523.6						

500 Policies: Personnel

	Possibly into 523 section			543.1	Criminal Background Checks		
	Possibly into 523 section			543.2	Nepotism		
				544	Substitute Support Staff Employment		
				545	Support Staff Assignments and Transfers		
				545.1	Support Staff Work Schedule		
				545.1.1	Support Staff Meetings		
				546	Support Staff Separation from Employment		
				546.1	Resignation of Support Staff		
				546.2	Retirement of Support Staff		
				546.3	Termination of Support Staff		
				546.4	Reduction in Support Staff Workforce		
				547	Support Staff Development Opportunities		
				548	Support Staff Evaluation		
				549	Miscellaneous Support Staff Policies		
				549.1	Non-School Employment by Support Staff		
				549.2	Support Staff Work Stoppage		
				549.3	Support Staff Furloughs		
551	Use of School Facilities		10/10/2005				
553	Media Equipment Loan		1/9/2012				
363.2 / 554	Acceptable Use and Internet Safety Policy For Students, Staff and Guests		6/13/2011				

Possible Changes for Reduction in Force

With the passage of Act 10, many districts have eliminated seniority as the first filter for determining whose position is eliminated when a reduction in force is needed for budgetary or declining enrollment reasons. In the 2011 district strategic planning process Priority #4 was: **High expectations for the hiring, retaining, and professional growth of all staff.** In establishing this priority that evolved from staff and community focus groups, the Board agreed that the actual performance of the employee, not their years of experience or credits should carry the greatest weight.

Future processes will likely consider a combination of factors in their totality rather than a descending order:

Staff maybe identified for reduction based on:

Level of training: Support staff who have not participated in training or lack needed skills are more likely to be identified for reduction. Teachers will most likely need certification and actual experience having taught under that certification in the district.

Need for position/transfer: If a support staff position is being eliminated, it is less likely the person in the position being eliminated will be placed in another position unless they meet the training needed for the position they would like to "Bump" into (i.e. Moving from a clerk position to an EEN aide position with a medically fragile student). If a teacher has multiple certifications, but has never taught in a position that is open, they might need to interview in order to be considered for the position.

Most recent evaluation

Previous Evaluations

Attendance

Disciplinary record

Willingness to go above and beyond for students

Send to L & Clark Quest w This
to all staff

Standards for Discipline and Termination of Employment

With Act 10, many school districts are making changes in their employment practices related to the standard for discipline and termination. Unions have generally had specific "just cause" language in their collective bargaining agreements. There have been concerns about arbitration decisions that have placed too high a burden thus making it difficult for districts to terminate employment. Districts have been hesitant to take a decision to arbitration because of the perception that arbitration leads to a negative outcome for the district and therefore the District hesitates to incur the expense.

Just cause means the employer cannot exercise the power to discipline and fire for capricious, arbitrary or discriminatory reasons. Specifically, just cause requires the following: **NOTICE**. Management must give the employee warning or notice that the employee is violating a rule or policy, and must tell the employee what the rule or policy is. (Essential part of Due Process).

REASONABLE. The rule or policy must be reasonable and related to the orderly, efficient and safe operation of the university.

INVESTIGATION. The employer must make an investigation to determine whether the employee did in fact violate the rule or policy cited.

FAIR INVESTIGATION. The investigation must be conducted fairly and objectively.

EVIDENCE. The employer must have solid evidence of the violation of the rule or policy. The employee is entitled to receive copies of this evidence.

EQUAL TREATMENT. The rules or policies must be applied equally. They cannot be applied in a disparate, discriminatory or arbitrary manner.

APPROPRIATE. The discipline must be appropriate and reasonably related to (a) the seriousness of the employee's proven offense and (b) the record of the employee.

In Wisconsin, a two part test has been used. The employer must establish:

- That the employee engaged in conduct in which the employer has a disciplinary interest
- That the discipline imposed reasonably reflects the disciplinary interest.

Good and Sufficient Reason: The next lower level is defined as "those reasons which are not wholly frivolous and inconsequential" by the Wisconsin Supreme Court.

Arbitrary and Capricious: This standard allows an employer to discipline an employee so long as that discipline is not arbitrary or capricious. "Capricious" is defined as an action which is either so unreasonable as to be without rational basis or the result of unconsidered, willful or irrational choice. A decision based on a factual investigation and the discretionary application of personnel rules and policies by appropriate employer officials who are authorized to make personnel decisions will not be arbitrary or capricious. In comparison to a "Just Cause" standard, the arbitrary and capricious standard may offer an employer more flexibility in disciplining or terminating employees for misconduct: at the same time, it may provide less protection in response to claims of discrimination. The costs to a district of fighting a discrimination claim in federal court are likely to be higher than an arbitration process related to Just Cause. So there continue to be checks and balances with an arbitrary and capricious standard.

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: Co-Curricular Report Discussion
Date: May 14th, 2012

Attached is a draft report showing expenditures and revenues for the high school athletic programs. The report also provides the number of student participants per sport and a summary with the net total cost impact per sport and per student.

The report is not final because the spring athletic seasons have not concluded and there will be additional revenues and expenditures that need to be included. You will also notice that the expense column for "workers" is not divided by sport. We do not have the ability to assign the worker expenditures to a specific activity at this time and therefore I have provided only the year-to-date total on the report (\$21,331.56). Changes to the current process used for paying workers will be necessary to include worker expense detail on this report.

I am providing this report at this time for board input. Does the report have enough detail or too much detail? Would the board like to see this report annually over the summer? I can provide the same type of report for middle school sports and non-athletic co-curricular activities. I would appreciate receiving all comments and suggestions.

When reviewing the report, please keep in mind that co-curricular expenditures are a "shared expense" meaning that the district receives state aid on the expenditures not off-set by revenues. For example, if the totals on this report were final, the net expense to the district would be the revenues minus the expenditures or \$120,604.17. And the district would receive state aid at 68% for a total of \$82,010.84. This reduces the final cost impact for the high school sports program to \$38,593.33 or approximately \$76 per student.

Also attached are current board policies (111, 657, 657.1 and 371) that are related to the co-curricular programs offered by the district. I am including the policies for your reference only.

EVANSVILLE HIGH SCHOOL ATHLETICS
(for representation purposes only - data is incomplete)

Sport	EXPENSES								Total Exp.	
	Students	Coaches	**Workers	Officials	Supplies/Services	Transportation	Fees	Custodial		Other
*BASEBALL	24	\$ 6,388.86		\$ 2,652.00	\$ 950.00	\$ 1,341.06			\$ 160.00	\$ 11,491.92
BASKETBALL BOYS	39	\$ 13,466.66		\$ 3,120.00	\$ 562.80	\$ 2,956.57	\$ 125.00	\$ 33.92	\$ 284.00	\$ 20,548.95
BASKETBALL GIRLS	36	\$ 10,009.30		\$ 3,826.80	\$ 339.90	\$ 1,832.28		\$ 67.86	\$ 100.00	\$ 16,176.14
CHEERLEADING	14	\$ 3,459.87			-	\$ 239.37				\$ 3,699.24
***CROSS COUNTRY	39	\$ 5,578.42		\$ 80.00		\$ 2,166.75	\$ 776.00			\$ 8,601.17
FOOTBALL	71	\$ 19,001.27		\$ 2,544.00	\$ 4,936.00	\$ 4,203.32		\$ 568.30	\$ 515.00	\$ 31,767.89
GOLF	12					\$ 1,665.80	3805			\$ 5,470.80
POM PON	65	\$ 5,536.80			\$ 150.00	\$ 2,097.27				\$ 7,784.07
SOCCER BOYS	35	\$ 6,245.47			\$ 410.00	\$ 1,742.66	225	\$ 320.00		\$ 8,943.13
*SOCCER GIRLS	40	\$ 5,695.52		\$ 2,125.00	\$ 268.00	\$ 1,742.66	\$ 100.00			\$ 10,011.18
*SOFTBALL	15	\$ 5,769.66		\$ 1,140.00	\$ 865.95	\$ 651.01				\$ 8,426.62
*TRACK	53	\$ 8,160.74		\$ 360.00	\$ 319.48	\$ 1,265.12	\$ 800.00			\$ 10,905.34
VOLLEYBALL	33	\$ 7,706.66		\$ 930.00	\$ 312.85	\$ 2,644.30	\$ 835.00			\$ 12,428.81
WRESTLING	32	\$ 8,214.42		\$ 1,376.00	\$ 398.46	\$ 3,435.52	\$ 985.00		\$ 186.61	\$ 14,596.01
	508	\$ 105,233.65	\$ 21,331.56	\$ 18,153.80	\$ 9,513.44	\$ 27,983.69	\$ 7,651.00	\$ 670.08	\$ 1,645.61	\$ 170,851.27

Sport	REVENUE				Total Rev.
	Students	Gate	Tournament	Part. Fees	
BASEBALL	24			\$ 1,519.00	\$ 1,519.00
BASKETBALL BOYS	39	\$ 6,682.00		\$ 2,247.50	\$ 8,929.50
BASKETBALL GIRLS	36	\$ 5,407.00		\$ 2,077.00	\$ 7,484.00
CHEERLEADING	14			\$ 837.00	\$ 837.00
CROSS COUNTRY	39			\$ 1,543.00	\$ 1,543.00
FOOTBALL	71	\$ 7,489.50		\$ 3,844.00	\$ 11,333.50
GOLF	12				
POM PON	65			\$ 2,495.50	\$ 2,495.50
SOCCER BOYS	35	\$ 570.00		\$ 1,922.00	\$ 2,492.00
SOCCER GIRLS	40	\$ 570.00		\$ 1,007.50	\$ 1,577.50
SOFTBALL	15			\$ 759.50	\$ 759.50
TRACK	53			\$ 2,922.00	\$ 2,922.00
VOLLEYBALL	33	\$ 1,102.10		\$ 1,581.00	\$ 2,683.10
WRESTLING	32	\$ 1,185.00	\$ 2,890.00	\$ 1,596.50	\$ 5,671.50
	508	\$ 23,005.60	\$ 2,890.00	\$ 24,351.50	\$ 50,247.10

	SUMMARY	
	Rev. - Exp.	Per Student
BASEBALL	\$ (9,972.92)	\$ (415.54)
BASKETBALL BOYS	\$ (11,619.45)	\$ (297.93)
BASKETBALL GIRLS	\$ (8,692.14)	\$ (241.45)
CHEERLEADING	\$ (2,862.24)	\$ (204.45)
CROSS COUNTRY	\$ (7,058.17)	\$ (180.98)
FOOTBALL	\$ (20,434.39)	\$ (287.81)
GOLF	\$ (5,470.80)	\$ (455.90)
POM PON	\$ (5,288.57)	\$ (81.36)
SOCCER BOYS	\$ (6,451.13)	\$ (184.32)
SOCCER GIRLS	\$ (8,433.68)	\$ (210.84)
SOFTBALL	\$ (7,667.12)	\$ (511.14)
TRACK	\$ (7,983.34)	\$ (150.63)
VOLLEYBALL	\$ (9,745.71)	\$ (295.32)
WRESTLING	\$ (8,924.51)	\$ (278.89)

* Incomplete information because sport season has not concluded.
 ** We do not have the ability to determine worker expenses by sport at this time. The \$21,331.56 total represents worker fees paid for both high school and middle school events.
 *** Includes Middle School

DISTRICT GOAL STATEMENTS

1. To learn skills in reading, writing, speaking and listening.
2. To develop good work habits, honesty, respect for others, responsibility and life-long learning, and the ability to get along with people with whom we work and live.
3. To think objectively and analytically, and to use these skills in making decisions and solving problems.
4. To help students discover their potential and develop a healthy self-image.
5. To learn skills in mathematics and science.
6. To gain knowledge about the world of today and yesterday, and develop respect for and understanding of other races, religions, nations and cultures.
7. To develop academic skills needed by all students at graduation, whether continuing their education or entering the work force.
8. To develop the ability to think creatively.
9. To develop skills in computer science and other technology.
10. To promote physical development and well being through a variety of experiences and opportunities.
11. To develop an appreciation of the fine arts such as music, art, drama and literature, and promote participation in the creative and performing arts.
12. To understand our political and economic systems, and promote participation in the political process.
- * 13. To promote self-confidence, mutual support and positive social interaction through a variety of co-curricular activities.
14. To deal with adult responsibilities and problems, i.e., sex, marriage, parenting, personal finances, use of alcohol and drugs, and worthy use of leisure time.
15. To develop career awareness and experience a wide variety of vocational areas.

Revised: April 13, 1998
Revised: June 13, 2005
Revised: July 16, 2007
Revised: March 9, 2009

657

STUDENT FEES, FINES AND CHARGES

The Evansville Board of Education wishes to provide a complete and effective educational program for all students. During the process of schooling, certain activities, courses and services may require additional funding. Therefore, the Board will charge those students who choose to participate according to an approved schedule of fees.

The fees charged shall be reviewed annually and adjustments shall be published in the official school newspaper and/or distributed prior to the beginning of the school year. A schedule of Student Fees will include payment for general instructional materials, school meals, additional cost for special classes or programs, athletic participation and extra or co-curricular activities. Fees will not be pro-rated for any student regardless of instructional hours or setting, and/or enrollment starting/ending dates.

Student materials fees may not exceed the cost of consumable materials used in classes by the vast majority of students as determined by the operating budgets of each building.

Music instrument rental, and parking fees are set aside into separate accounts for repair, replacement or purchases.

Individual fines and other appropriate charges will be assessed when students intentionally, or through neglect, abuse and destroy school property. Fines will be in direct relation to the damage, taking into consideration the normal life of the property.

Economic hardship may qualify families for free or reduced school meals. If qualified, other district fees will also be reduced. To determine if a family qualifies, they must complete an application for free or reduced meals.

Legal Ref.: Sections 118.001 Wisconsin Statutes
118.03(2)
118.04(4)
120.12(11)(22)
120.13(5)
121.54(7)(b)(2)

Local Ref.: Policy #657.1-Student Fee Schedule
Policy #760.1-Breakfast/Lunch Fee Schedule

Revised: August 11, 2008
 Revised: July 12, 2010
 Revised: June 27, 2011

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 2011-2012 STUDENT FEE SCHEDULE

The Materials Fee helps defray the cost of textbooks, workbooks, periodicals, etc., as follows:

		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
High School	\$52.00	\$16.00	\$ 5.00
Middle School	\$37.00	\$11.00	\$ 4.00
Intermediate School	\$27.00	\$ 8.00	\$ 3.00
Elementary School	\$27.00	\$ 8.00	\$ 3.00

** Athletic Fees	<u>Per Sport / Per Season</u>	<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School	\$34.00	\$17.00	\$8.50
High School	\$62.00	\$31.00	\$15.50

** Extra or Co-Curricular Activities Fees		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
Middle School Forensics	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Jazz Band	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Swing Choir	\$ 7.00	\$ 3.50	\$ 1.75
Middle School Quiz Bowl	\$ 7.00	\$ 3.50	\$ 1.75
High School Forensics	\$24.00	\$12.00	\$ 6.00
High School Jazz Band	\$24.00	\$12.00	\$ 6.00
High School Vocal Jazz	\$24.00	\$12.00	\$ 6.00
High School Three Act Play	\$24.00	\$12.00	\$ 6.00
High School Musical Cast/Major Crew	\$24.00	\$12.00	\$ 6.00

** After the first four days of a team practice or meetings of an extra or co-curricular activity, students are not eligible for a refund, unless cut from a team.

Musical Instrument Rental (Excludes percussion)		<u>Qualifies for Reduced Meals</u>	<u>Qualifies for Free Meals</u>
	\$100.00/annually, \$50.00/semester	\$50.00/annually, \$25.00/semester	\$25.00/annually, \$12.50/semester

Parking Fees	
Parking Permit – will only be issued after all other fees have been paid	\$80.00/annually, \$40.00/semester, or \$20.00/term--no refunds.

- Donation for activities fees scholarships may be given and are very appreciated.
- All fees, including food service, must be paid for students to participate in end of year celebratory field trips, prom, or graduation.

CO- AND EXTRA- CURRICULAR PARTICIPATION

The Board of Education extends the privilege of participating in the district's co-and extra-curricular programs to all students provided they are full-time students who are willing to assume the following responsibilities:

1. Display high standards of social behavior.
2. Display good sportsmanship.
3. Display proper respect for those in authority, including teachers, coaches, and officials.
4. Display a real spirit of cooperation.
5. Use language which is socially acceptable.
6. Choose dress which is neat, clean and appropriate for school activities.
7. Adhere to standards of the Evansville Schools Co-and Extra-Curricular Code.

Part-time resident students and part-time nonresident public school open enrollment students are not eligible to participate in co- and extra-curricular activities except for those activities that are extensions of courses in which they are enrolled.

In order to represent Evansville in any interscholastic competition, a student must meet all scholastic and other eligibility requirements of the W.I.A.A., the Evansville Schools, and any other applicable state organizations.

Scholastic requirements and other eligibility rules shall be published in the student handbooks and the co-curricular code of conduct handbooks annually.

Students participating in certain co- and extra-curricular activities may be susceptible to accidents. Although the School District is not legally responsible for such injuries except in cases of negligence, the Board is concerned about the health and welfare of each student. The District will provide a brochure for parents/guardians to obtain insurance coverage for their children if such insurance protection is desired. Parents must sign a waiver if they do not want to purchase the insurance offered in the brochure.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
120.12(2)(23) (School Board Duties)
120.13(1) (School Board Powers)
120.44(2) (School Board Powers and Duties)
121.54(7) (Transportation by School Districts)
PI 9.03(1) of the Wisconsin Administrative Code

Local Ref.: Policy #370-The Co- And Extra- Curricular Activities Program
Policy #443.1-Student Conduct and Dress
Policy #451-Student Insurance Program
Student Handbooks

EQUAL OPPORTUNITY EMPLOYMENT

The Evansville Community School District is **committed to equal employment opportunity in its personnel practices. Both in hiring and the administration of policies shall not be conducted so as not to discriminate** against employee or applicant on the basis of race, religion, political or religious affiliation, disability, sex or sexual orientation, age, national origin, citizenship, handicap, marital status, ancestry, color, **creed, pregnancy**, arrest or conviction record, ~~membership in the national guard, state defense force or any other reserve component of the military service forces of the United States or Wisconsin~~, use or nonuse of a lawful product off school premises during nonworking hours, **declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information**, or any other reason prohibited by **applicable state or federal law**. Exceptions to this policy may only be made in accordance with state and federal law.

~~Application forms, hiring practices and personnel administration shall be evaluated on a regular basis relative to equal opportunity employment.~~

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

Complaints regarding the interpretation or application of this policy shall be referred to the administrative staff and processed in accordance with established procedures. **The Board encourages the informal resolution of complaints.**

~~Notice of this policy shall be periodically published in local and school newspapers, incorporated into district application forms and published elsewhere as is necessary to give continuing notice. A notice shall also be posted~~ **given** in accordance with state and federal laws and regulations.

Legal Ref.: Sections 111.31 – 111.395 Wisconsin Statutes (Fair Employment)
118.195 (Discrimination Against Handicapped Teachers Prohibited)
118.20 (Teacher Discrimination Prohibited)
Titles VI and VII of the Civil Rights Acts of 1964, as
~~amended by the Equal Employment Opportunity Act of 1972~~
Title IX Regulation Implementation Education Amendments of 1972
~~Amendments of 1972~~
Section 504, Rehabilitation Act of 1973
Age Discrimination Act of 1975
Immigration Reform and Control Act of 1986
Americans with Disabilities Act of 1990 (as amended)
Civil Rights Act of 1991

EMPLOYEE NONDISCRIMINATION/HARASSMENT

The Evansville Community School District is committed to maintaining and ensuring a learning and working environment that is free of harassment or intimidation toward students and employees. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders. The Evansville School District will not tolerate harassment **or bullying** of any employee in the Evansville Schools or at any school-sponsored event or program.

Harassment **or bullying** based upon a protected group status is particularly prohibited in the District. In that regard, no person shall be subject to harassment **or bullying** based on age, sex, race, color, religion, national origin, ancestry, creed, sexual orientation, pregnancy, marital status, disability/handicap or any other basis protected by state or federal law.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person that disrupts or interferes with a person's work/school performance, or which creates an intimidating, hostile or offensive work or learning environment, **or adversely affects a person's employment opportunities**. It may occur student to student, student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male.

Harassment may include, but is not limited to, the following:

- Verbal harassment, including epithets, kidding, derogatory comments, slurs or ethnic jokes.
- Physical interference with movement, activities or work.
- Visual harassment, including derogatory cartoons, drawings or posters.
- Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's academic or work performance. Sexual harassment can take the form of any unwanted sexual attention, ranging from leering, pinching, patting, verbal comments, display of graphic or written sexual material and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, the possibilities of harassment escalation, unsatisfactory academic/work evaluations, difference in academic/work treatment, sarcasm, or unwarranted comments to or by peers.
- Any form of harassment using electronic devices, commonly known as "cyber bullying" by students, staff or third parties is prohibited and will not be tolerated in the District. "Cyber bullying" is the use of any electronic communication device to convey a message in any form (text, image, audio or video) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile

and unwanted manner under a person's true or false identity. In addition, any communication of this form which disrupts or prevents a safe and positive educational or working environment may also be considered cyber bullying.

- The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

It is further the policy of the District that a sexual relationship between staff and students is not permissible in any form or under any circumstances, in or out of the school/workplace, in that it interferes with the educational process and involves elements of coercion by reason of the relative status of a staff member to a student.

Any individual who believes he/she has been subjected to harassment **or bullying** by any other person should present their concerns to the perceived harasser and request that the behavior cease. The employee may initiate inhouse complaint procedures if the employee is unable or unwilling to confront the identified offender, or if the harassment, **bullying**, discrimination, or intimidation persists.

INHOUSE PROCEDURES

- Step 1** The employee should file a written complaint using form 512.1/Form with the ~~Director of Human Resources~~ **District Administrator** to present the facts of the perceived discrimination, harassment or intimidation and discuss other alternatives that could resolve the issue.
- Step 2** ~~Human Resources~~ The **District Administrator or designee** will meet with all persons involved to discuss the complaint and ascertain the facts of the case.
- Step 3** ~~Director of Human Resources~~ **The District Administrator or designee** will reach a determination of whether the situation meets the legal definition of harassment, intimidation or discrimination and advise all parties of that determination. If it is verified that the behavior meets the legal definition, disciplinary actions up to and including dismissal will be taken.
- Step 4** If the problem persists, but does not meet the legal definition of harassment, intimidation or discrimination, the situation may be mediated through the ~~superintendent~~ **District Administrator** or school board as necessary, with appropriate involvement and consent of both parties.

An employee always has the option to bypass the inhouse complaint options and initiate a legal complaint.

Because of the sensitive nature of harassment charges, and the need to protect the privacy of the parties, the confidentiality of the persons involved will be observed provided it does not interfere with the school district's ability to investigate or take corrective action.

Third party witnesses are strongly encouraged to report observed incidents of harassment to the administration.

Any employee who has reasonable cause to suspect that a child has been harassed **or bullied** by an adult, or another student, shall immediately report such suspicion to the building principal. Any employee who observes student to student harassment of any form shall take reasonable action to stop the harassment **or bullying** and shall report the incident to the building principal.

The District forbids retaliation against anyone who has reported or cooperates in a harassment investigation. However, the District requests that all complaints will be made in good faith and based on a reasonable belief that harassment has occurred.

This policy will be made available to all District employees on an annual basis.

Legal Ref.: Sections 111.31 Wisconsin Statutes (Declaration of Policy)

111.32(13) (Definitions)

111.321 (Prohibited Bases of Discrimination)

111.322 (Discriminatory Actions Prohibited)

111.36 (Sex, Sexual Orientation: Exceptions and Special Cases)

118.20 (Teacher Discrimination Prohibited)

120.13(1) (School Board Powers)

947.0125 (Unlawful Use of Computerized Communication Systems)

947.013 (Harassment)

Title VII of the Civil Rights Act of 1964

Regulations Implementing Title VII of the Civil Rights Act (29 C.F.R.-Part 1604.11)

Regulations Implementing Title IX of the Education Amendments of 1972 (34 C.F.R.-Part 106.51)

Local Reference: Policy #411.1 – Student Nondiscrimination/Harassment

#512.1 Form – Complaint Procedures

Approved: November 11, 1985
Revised: December 8, 2003
1st Reading: 5-14-12

513

~~PERSONNEL/ HUMAN RESOURCE AND PAYROLL MANAGEMENT~~

The human resources of the District are its most important asset. Therefore great care shall be taken in its management.

Human Resource Management

~~1) The Human Resource Office will research and make recommendations on effective human resource management and practices as requested by the District Administrator, Business Manager, or designee. It also shall routinely research benefits and other employee programs.~~

~~The Human Resource Office~~ **District Administrator shall appoint a designee who will** maintain all employee records, including evaluations, in compliance with the law.

Human resource software and other technologies shall be used to increase accuracy, consistency, and efficiency in the operation of the District.

Payroll Management

Payroll system efficiencies, including direct deposit, shall be utilized in the most cost effective manner.

Employees of the Evansville Community School District shall be paid by direct deposit on a bi-weekly basis and/or in compliance with all negotiated agreements and established procedures.

Local Ref.: ~~Listed on the index under 671~~

Standards of Professional Conduct- STAFF CONDUCT

~~These standards are written and published in support and clarification of the Board of Education's Staff Ethics policy #522, and the Teacher Job Description policy #531.1. These standards are not intended to limit the rights of employees, but rather to define those rights so that our schools can focus on student learning and success. By working with these standards in mind, staff will prevent possible conflicts of interest, improve the standards of public education, and strengthen the faith and confidence of the Evansville community in the process of public education. While the term "teacher" is used throughout, these standards will be applied where appropriate to all district staff.~~

~~Failure to follow these standards may lead to disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness of the offense and/or the number of infractions. The Board considers corrective action necessary to maintain the integrity of the District and uphold the public trust.~~

~~Ethical Behavior~~

- ~~1. Teachers shall display moral and ethical behaviors which model good citizenship, set a positive example for our students, and enlist the respect and appreciation of the Evansville community.~~
- ~~2. Teachers shall serve as positive role models to youth in appearance, mature behavior, cooperation, correct written and oral expression, civility, compassion, and positive mental attitude.~~
- ~~3. Teachers must refrain from intimidation, harassment or discrimination or otherwise creating a hostile or abusive environment that limits a person's ability to participate and benefit from the programs of the District.~~
- ~~4. Teachers shall intervene when they observe students or staff engaging in discrimination or harassment. Procedures as outlined in policy #410-Non-Discrimination, Harassment, or Bullying of Students, shall be followed.~~
- ~~5. Teachers shall not engage in intimate or sexual relationships with students whether consensual or otherwise.~~
- ~~6. Teachers shall not use students to promote personal gain or benefit.~~
- ~~7. Teachers shall maintain proper classroom discipline and order to promote a positive climate for learning. They shall monitor student progress to assure that learning occurs in a manner appropriate to the student's ability.~~
- ~~8. Teachers must observe that all school sponsored events are smoke, alcohol, and drug free and that all school district properties are smoke, alcohol, and drug free zones.~~
- ~~9. Teachers shall devote no portion of their student contact time to agents or advertisers, or vendors of any kind, unless approved by the District. They shall give their undivided attention to the instructional program of the school.~~
- ~~10. No teacher shall sell, or attempt a sale of, any merchandise to any student(s) unless authorized by the District.~~
- ~~11. Teachers should use good judgment in accepting gifts from students or parents, so that at no time will students feel they are expected to give gifts to staff. Only gifts of nominal value may be accepted for personal use.~~
- ~~12. Employees may not use equipment or property of the school district for personal use or gain without permission from the appropriate administrator. Compensation to the district may be required.~~

13. ~~Personal use of mail and email systems are permitted on a limited basis in accordance with the use policies of the District. Use of the email or mail system for personal gain is prohibited.~~

~~Instruction~~

1. ~~Teachers shall be available as needed to students, parents/guardians, and colleagues in order to improve student achievement and growth.~~
2. ~~Teachers shall collaborate with appropriate teams to develop and provide an effective process for evaluating student achievement, sharing information with students and parents, and assessing the overall effectiveness of their instruction.~~
3. ~~Teachers shall fully participate in professional development programs, curriculum planning processes, and program evaluation.~~
4. ~~Teachers shall plan and prepare lessons based on the district's curriculum standards and the needs of their students. Administrators may require copies of plans to help assure that high, attainable expectations are set for all students, that the approved materials and textbooks are being used, and that the District curriculum is being taught.~~

~~Communication~~

1. ~~Confidential information includes information not meant to be released to the general public. This may be due to statute, a formal decision process, or general rules of professional ethics that prohibit it. Teachers must not disclose confidential information that is gained through their position, for any reason, except as authorized or required by law, and must not use such information for their personal gain or benefit.~~
2. ~~Teachers shall communicate in a professional manner at all times and confine complaints and criticism to appropriate settings. They shall refrain from participating in, or contributing to harmful or malicious gossip and rumors. They shall not encourage students to violate school or community rules or local laws. Complaints and concerns should be addressed to those who have the most direct responsibility.~~
3. ~~Teachers shall keep all required educational, attendance and behavioral records in the prescribed manner. Reports must be submitted in a timely manner as specified. Concerns about student absences or failure should be addressed proactively.~~

~~Work Rules~~

1. ~~Teachers shall, under the direction of the District Administrator and the Building Principal or other appropriate administrator, observe and enforce all policies and rules of the Board, and faithfully perform the duties to which they have been assigned. Policies are available on the District website and in Policy Manuals located in each building.~~
2. ~~Teachers shall endorse and enforce the rules of student conduct as prescribed by the District. Classrooms and spaces under their supervision shall be characterized by a physically, emotionally and socially safe environment for students and staff.~~
3. ~~Teachers are responsible for the discipline, health and safety of students during the school day. Any accidents or illnesses affecting students in their charge should be promptly reported to the school office.~~
4. ~~Teachers shall report to work at the established contract time, be at assigned locations on time, contribute positively to the overall conduct of the building and complete assigned tasks according to established rules.~~
5. ~~Teachers shall not promote a trip outside the continental United States until permission to plan has been approved by the Board (policy #363, School Sponsored Excursions).~~

~~Violation of these prohibitions will lead to the discipline of employees up to and including dismissal.~~

The District expects its employees to do quality work, maintain confidentiality, work efficiently, and exhibit a professional, courteous and respectful attitude toward other employees, parents, and students.

The District also expects employees to:

- 1. Comply with all applicable work rules, job descriptions, terms of the *Employee Handbook* and legal obligations; and**
- 2. Comply with the standards of conduct set out in Board policies, the *Employee Handbook*, and with any other policies, regulations and guidelines that impose duties, requirements or standards attendant to their status as District employees.**

Violation of any policies, rules, regulations and guidelines may result in disciplinary action, up to and including discharge. Disciplinary actions shall be carried out in accordance with established District procedures.

Some infractions have implications beyond the employment relationship between the District and an individual employee, and the District may inform local, state, and federal officials of such conduct. Included among the behaviors covered by this policy are violations of applicable law, “immoral conduct” that could result in revocation of an individual’s licensure through the Wisconsin Department of Public Instruction, and any other actions that the District deems pertinent.

Legal Ref.: Sections -118.12-Wisconsin Statutes

19.41-.59 (Code of Ethics for Public Officials and Employees)

101.123 (Smoking Prohibited)

115.31 (License or Permit Revocation; Reports; Investigation)

125.09 (General Restriction)

943.70 (Computer Crimes)

946.10 (Bribery of Public Officers and Employees)

946.12 (Misconduct in Public Office)

946.13 (Private Interest in Public Contract Prohibited)

947.0125 (Unlawful Use of Computerized Communication Systems)

Chapter 961 (Uniform Controlled Substances Act)

Federal Statutes: Drug-Free Workplace Act of 1988

Pro-Children Act of 2001

Children's Internet Protection Act

Federal Copyright Law [17 U.S.C.]

Local Ref.: Policy #512-Harassment and Bullying

Approved: March 8, 1993

522.1

Revised: May 9, 2005

Revised:

1st Reading: 5-14-12

ALCOHOL AND DRUG-FREE WORKPLACE

In order to protect the health, welfare and safety of students and employees, ~~all employees of the Evansville Community School District are prohibited from:~~ **no employee shall engage in any of the following conduct in any school building or on school premises, in any school-owned vehicle, or off premises at any school-approved activity, event or function where students are under the jurisdiction of the District and they are performing official duties as an employee of the District.**

- ~~1. Using, possessing, selling, distributing or being under the influence of alcohol at any time while on school premises or at any other place while performing their duties as school district employees; and~~
- ~~2. Using, possessing, manufacturing, selling, distributing or being under the influence of other controlled substances at any time and in any location. This policy does not apply when prescription medications are used by the individual for whom they were prescribed, and in the manner and amount prescribed.~~

Possess, manufacture, distribute, dispense, use, or be under the influence of alcohol, inhalants, any controlled substance, or substances represented as such. The sole exception to these prohibitions involves prescription medication prescribed to an employee and used by the employee in accordance with his/her doctor's instructions. In addition, the District does not condone the involvement of any employee with illegal controlled substances, even when the employee is not on District premises.

If the immediate supervisor has reasonable suspicion concerning an employee's use of alcohol or controlled substances while on the job or if the immediate supervisor has reasonable suspicion that the employee's job performance is impaired due to the recent use of alcohol or any controlled substance, the employee may be asked to submit to alcohol and drug assessment testing, which will be done with procedures that ensure the confidentiality and privacy interests of the employee. Refusal to submit to the test shall be considered insubordination, and will result in disciplinary action up to and including termination. In addition, refusal to take the test shall be the basis for an inference that the employee is under the influence of drugs or alcohol, in violation of the policy. Employees suspected of being in violation of this policy may also request an alcohol or drug screen to be administered immediately following suspected violation. The first testing cost shall be reimbursed by the District. Any re-testing costs will be the responsibility of the employee.

After required procedures have been administered, or after an employee refuses to be tested, the immediate supervisor should safely send the employee home. If needed, a plan for improvement will be developed. The employee will also be reminded of access to the Employee Assistance Program.

Employees who are found to have violated this policy will be subject to the following discipline: immediate dismissal, suspension without pay, or suspension with pay, at the discretion of the District Administrator. ~~Discipline under this policy shall be subject to any applicable collective bargaining provisions.~~

Witnessed “standard fitness for duty criteria” such as: smelling of alcohol, red eyes, slurred speech, lack of coordination, serious mood swings, erratic behavior, over use of sick leave or other absences shall constitute reasonable suspicion of being under the influence of alcohol or other drugs. In addition, **Any** employees engaged in the performance of a **federal** grant received directly from the federal government shall notify the District Administrator of any criminal drug statute conviction occurring in the work place within five days of such conviction. **and** the District Administrator shall **will then** notify the appropriate federal agency. ~~of the conviction within ten days of receiving notice of the conviction.~~ **After receiving notice from an employee, the District shall either (1) take appropriate personnel action against the employee, up to and including termination of employment, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency, law enforcement agency, or other appropriate agency.**

~~All employees shall comply with this policy. At no time may this policy be used to harass employees. All fitness for duty criteria is to be documented and brought to the attention of the employee.~~

~~In the case of an employee suspected of alcohol or drug use, supervisors may require an alcohol or drug screen to be administered immediately following suspected violation. The immediate supervisor shall arrange for appropriate transportation of the employee to the testing site. Refusal to submit to the test shall be considered insubordination, and will result in disciplinary action up to and including termination. In addition, refusal to take the test shall be the basis for an inference that the employee is under the influence of drugs or alcohol, in violation of the policy. Employees suspected of being in violation of this policy may also request an alcohol or drug screen to be administered immediately following suspected violation. The first testing cost shall be reimbursed by the District. Any re-testing costs will be the responsibility of the employee.~~

Actions by employees which are considered to be unlawful shall be reported to the appropriate law enforcement agency who will conduct an investigation. The District will also meet with the employee to gather additional information and determine employment consequences. Information obtained from this conference will not be turned over to law enforcement unless by order of the court. No part of this policy or its implementing procedures shall be limited by any legal action taken by other authorities.

~~The following shall be communicated to employees:~~

- ~~1. A copy of this policy, and the requirement to report workplace convictions.~~
- ~~2. Information about drug and alcohol counseling and rehabilitation and available re-entry programs.~~
- ~~3. The dangers of drug and alcohol abuse in the work place.~~
- ~~4. The penalties that may be imposed upon employees for drug and alcohol abuse violations occurring in the work place.~~

The District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace, the District’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and (if applicable) employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Legal Ref.: Sections **120.13 Wisconsin Statutes (School Board Powers)**

121.02(1)(i) (Safe Facilities)

125.09(2) Wisconsin Statutes (General Restrictions)

Chapter 961

Drug Free Workplace Act of 1988

~~34 CFR Part 85, Subpart F (Regulations Implementing Drug Free Workplace Act)~~

Local Ref.: Evansville Education Association (EEA) Master Agreement

~~Evansville Education Association Auxiliary (EEAA) Master Agreement~~

Custodian Master Agreement

Food Service Master Agreement

Approved:
1st Reading: 5-14-12

522.2

TOBACCO USE BY STAFF ON SCHOOL PREMISES

In order to protect the health, welfare and safety of students and employees, all employees of the Evansville Community School District are prohibited from the use of tobacco products on District premises, in District vehicles, or in the presence of students at school or school-related activities.

Building principals shall be responsible for disseminating information regarding this policy prohibition, including posting appropriate signs on school premises.

Employees violating this policy will be subject to disciplinary action, up to and including discharge, and referral to law enforcement authorities.

Legal Ref: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)
120.12(20) (School Board Duties to Prohibit Tobacco use on School Premises)
Pro-Children Act of 2001

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

Approved: December 8, 1986

522 522.4

Revised: October 9, 1995

Revised: January 12, 2004

1st Reading: 5-14-12

STAFF ETHICS/ CONFLICT OF INTEREST

Every effective educational program requires the services of men and women of integrity, high ideals, and human understanding. To maintain and promote these essentials, all employees of the Evansville School District are expected to maintain high standards in their school relationships and conduct. These standards include the following:

To place the welfare of children as the first concern of the School District. Staff members shall not engage in activities that hamper efforts to educate the youth of the District.

To display moral and ethical behaviors which model good citizenship, set a positive example for our students, and enlist the respect and appreciation of the Evansville community.

To serve as positive role models to youth in appearance, mature behavior, cooperation, correct written and oral expression, civility, compassion, and positive mental attitude.

To maintain just and courteous professional relationships with students, parents, staff members and others.

To present issues in a fair, unbiased, and accurate manner and make limited references to personal convictions.

To assume responsibility of their own professional growth by pursuing and applying current knowledge and best practices in their field.

To transact all official business with the properly designated authorities of the District.

To establish and actively promote friendly and intelligent cooperation between the community and the District.

To refrain from pressuring school officials for appointment, privilege or promotion for self or immediate family.

To refrain from using school contracts and privileges to promote partisan politics, sectarian religious views, or self interest in any way.

To address concerns about other District employees, students, parents, and community members, or policies through appropriate district channels (see Policy #214). The most effective and professional way of resolution is to bring the concern to the attention of the administrator who has the responsibility for improving the situation. If this approach appears to be unsuccessful, the staff member is reminded and encouraged to use the chain of command, including the Board of Education.

To properly use and protect all school properties, equipment, and materials.

To refrain from disclosing any confidential information that is gained through their position, for any reason, except as authorized or required by law, and must not use such information for their personal gain or benefit.

To adhere to the Wisconsin code of ethics for local government officials, employees, and candidates. To conduct themselves in a manner consistent with local, state or federal laws.

To be aware that dealings with fund raising vendors or school suppliers can be sensitive, with issues of both law and ethics involved; therefore staff members shall not use their position for financial gain or to obtain anything of substantial benefit, direct or indirect, for themselves, their immediate family, or an organization to which they belong.

District staff shall abide by any laws and regulations and Board policies pertaining to personal and/or financial affairs that would conflict with their positions as District employees. Failure to abide by this policy may result in (1) disciplinary action, up to and including discharge; and (2) referral to law enforcement authorities.

Legal Ref.: Sections 19.41-19.59 Wisconsin Statutes (Code of Ethics for Public Officials and Employees)

946.10 (Bribery of Public Officers and Employees)

946.12 (Misconduct in Public Office)

946.13 (Private Interest in Public Contract Prohibited)

STAFF INVOLVEMENT IN POLITICAL ACTIVITIES

The Board recognizes that employees of the District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for and/or supporting those seeking an elective public office as well as holding an elective or appointive public office.

No school employee shall, (1) in the presence of any student, and (2) during hours for which pay is received or while the employee is otherwise acting within the scope of their employment, engage in any activity for the solicitation, promotion, election, or defeat of any referendum, candidate for public office, legislation, or political action. When not engaged in the performance of their duties (e.g., during designated lunch periods) and when no students are present, employees who are at a work location may engage in private conversations with non-students or in other personal activities that address, for example, political topics.

With regard to campaigning, no employee shall use school system facilities, equipment, or supplies including e-mail and staff mailboxes; nor shall the employee use any time during the working day for campaigning purposes for himself or herself or persons he or she is supporting.

This policy does not apply to the provision of information by school employees in connection with any election, referendum or legislation where authorized by the School Board or District Administrator and where consistent with legal limitations on the use of public funds and school district resources.

- Legal Ref.: Sections 6.76 Wisconsin Statutes (Time off for Voting)
- 11.36 (Political Solicitations Involving Public Officials and Employees Restricted)
 - 12.07 (Election Restrictions on Employers)
 - 19.59 (Code of Ethics for Local Government Officials, Employees and Candidates)

Approved:
1st Reading: 5-14-12

522.8

STAFF DRESS

District employees are judged not only by their service but also by their appearance. It is the District's expectation that every employee's appearance is consistent with the high standards we set for ourselves as a District. Employees are expected to present a well-groomed, professional appearance and to practice good personal hygiene.

The District expects all employees to be neat and clean and to wear appropriate dress for work that is in good taste and suitable for the job at hand. The District will not tolerate dress or attire from school employees that the principal or supervisor considers disruptive, inappropriate, or which adversely affects the educational atmosphere.

The administration shall be empowered under this policy to specify further requirements for staff dress (e.g., more detailed information on what constitutes appropriate clothing for different positions).

Legal Ref.: Section 120.13 Wisconsin Statute (School Board Powers)

STAFF HEALTH AND SAFETY ABUSIVE BEHAVIOR

The Evansville Community School District is committed to providing its staff with a safe environment in which to work and will strive to protect all persons from physical and/or psychological abuse. **Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District-sponsored events. The District will not tolerate such conduct from its employees, former employees, contractors, students, or visitors.**

~~A person who is threatened with physical and/or psychological abuse~~ **An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence toward anyone else** is to notify the building principal or supervisor immediately, and steps are to be taken at once to protect the safety of that person. ~~The Board will not tolerate threats to or by students.~~ These rules shall be written to assure the protection of all students and staff and authorize appropriate disciplinary measures. For students, detailed rules are contained in student handbooks in the Code of Conduct. ~~Staff rules are in Staff Handbooks. For others, this policy establishes the framework.~~

Courteous behavior is expected of all students, all school personnel, and any other person visiting the schools. Neither students nor staff shall be subjected to aggressive, intimidating, or abusive behavior by other students, other staff, or other school patrons, including parents.

Physical abuse, threatening behavior and/or aggression are serious matters and may result in immediate contact with law enforcement.

Verbal abuse of teachers or other school personnel, insubordination to school personnel, profanity, vulgarity, and defiance of rules will not be permitted.

The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

Any instance of physical abuse, threatening behavior or aggression substantiated by the building principal or designee will result in disciplinary action. Consequences for physical and/or psychological abuse may include a conference with those involved, removal from the school, contact with law enforcement or another response selected to match the severity of the offense.

When investigating staff complaints about a student, **with** special education needs, ~~must be taken into account.~~ **A** plan will be developed which may include adjustments to the student's Individual Education Plan (IEP) and strategies to minimize physical harm to others.

Approved: December 8, 1986
Revised: January 10, 2005
1st Reading: 5-14-12

523.1

STAFF PHYSICAL EXAMINATIONS

~~All new employees must pass a physical examination including chest x ray and/or tuberculin skin test showing the employee free of communicable tuberculosis or submit proof of examination within the past 90 days.~~

Upon initial employment and at intervals deemed appropriate by the School Board, District employees shall have a physical examination, including a standard tuberculin test or chest x-ray, as required by state law. Evidence that employees are of sound health, sufficient to perform the essential functions of their assignment, is necessary to make binding the offer of employment or the initial contract, as applicable with the District. The District will arrange for an initial employment examination, through a medical provider determined by the District, the cost of which will be billed to the District. The designated provider must complete the necessary forms certifying that the individual is physically suitable for employment.

Physical examinations, including tuberculin tests, shall not be required of any employee who files with the Board an affidavit setting forth that he/she depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in sound health and that the employee claims exemption from the physical examination on these grounds. No employee may be discriminated against by reason of filing such affidavit.

The District may also require a physical and/or mental examination at the expense of the District where reasonable doubt arises in the minds of the District concerning the current health of the employee, or the ability to sufficiently perform the essential functions of their assignment and consistent with the limitations imposed by applicable state and federal law. Failure to comply with this request or failure to provide a doctor's certification of sufficiently sound health to perform duties assigned may result in discipline up to and including discharge/termination.

Legal Ref.: Sections 103.15 Wisconsin Statutes (Restrictions on Use of HIV Test)

111.321 (Prohibited Bases of Discrimination)

111.322 (Discriminatory Actions Prohibited)

118.195 (Discrimination Against Handicapped Teachers Prohibited)

118.25 (Health Examinations)

146.81-146.83 (Health Care Records; Definitions; Confidentiality of Patient Health Care Records; Access to Patient Health Care Records)

Americans with Disabilities Act of 1990

Americans with Disabilities Amendments Act of 2008

EMPLOYEE ALCOHOL AND DRUG TESTING

All employees shall be required to undergo alcohol and drug testing at any time the District has reasonable suspicion to believe that the employee has violated the District's policy concerning alcohol or drugs. Such alcohol or drug testing may be conducted when there is reasonable suspicion to believe that the employee has used or is using drugs or alcohol prior to reporting for duty, or while on duty, or prior to or while attending any District function on or off District property. The District's determination that reasonable cause exists must be based on specific, contemporaneous, accurate observations concerning the appearance, behavior, speech or body odors of the employee.

Reasonable suspicion shall not include an employee's lawful use of lawful products, where such use has no reasonable connection or nexus to the employee's work-related responsibilities or obligations under District policy.

Employees who violate the District's policies or rules regarding alcohol, or drug use and employees who refuse to consent to testing shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

- No employee who drives or operates a district vehicle shall consume an intoxicating beverage, regardless of alcoholic content, or be under the influence of an intoxicating beverage, within four hours before going on duty or operating or having physical control of a school vehicle, or performing any safety-sensitive function.**
- No employee who drives or operates a district vehicle shall consume an illegal drug, be under the influence of an illegal drug, or have any detected presence of an illegal drug, while on duty, or operating or in physical control of a school vehicle, or while performing any safety-sensitive function.**
- No employee who drives or operates a district vehicle shall consume an intoxicating beverage, regardless of alcoholic content, be under the influence of an intoxicating beverage, or have any measured alcohol concentration or any detected presence of alcohol, while on duty, or operating or in physical control of a school vehicle, or while performing any safety-sensitive function.**
- No employee who drives or operates a district vehicle shall be on duty, or operate or be in physical control of a school vehicle, or perform any safety-sensitive function while in possession of an intoxicating beverage (including medications which contain alcohol) regardless of its alcoholic content.**

This policy is not intended to prohibit the use of medication legally prescribed by a licensed physician, who is familiar with the driver's medical history and specific safety-sensitive duties, and who has advised the driver that the medication will not adversely affect his/her ability to operate a motor vehicle. Medications prescribed for someone other than the driver, however, will not be considered lawfully used when taken by the driver under any circumstances.

Accordingly, all such employees are subject to, reasonable suspicion, random, post-accident, return-to-duty and follow-up testing. Any employee who violates the District's policies or rules regarding alcohol or drug use and employees who refuse to consent to testing shall be subject to disciplinary sanctions. Such sanctions may include referral to drug and alcohol counseling or rehabilitation programs or employee assistance programs, discipline or discharge from employment with the District, and referral to appropriate law enforcement officials for prosecution.

**Legal Ref.: Section 111.35 Wisconsin Statutes (Use or Nonuse of Lawful Products)
Drug-Free Workplace Act of 1988. 41 U.S.C. Ch. 10**

Approved: March 8, 1993
Revised: April 11, 2005
Revised: August 15, 2005
1st Reading: 5-14-12

523.3

EMPLOYEE ASSISTANCE PROGRAM PROCEDURES

Implementation of the Employee Assistance Program (EAP) policy reflects the concern of the Board of Education for its employees who may be having trouble, whether it be alcohol, drugs, financial, legal, marital, family, physical, emotional or other. ~~The success of the EAP can only be measured by the cooperative efforts of labor and management to resolve these concerns in a fair and equitable manner. A plan of improvement based on help needed may be developed at any time a concern about an employee's performance exists.~~

~~The procedure for implementing Board policy is as follows:~~

- ~~1. Employees will be notified annually of the contact information to access the EAP. An individual employee may initiate the referral by contacting the referral agency directly, the employee's supervisor, or other administrative staff members.~~ **The District shall provide an employee assistance program (EAP), which is a confidential, voluntary work-site program to assist employees affected by behavioral, medical or productivity concerns or problems.** Up to three contacts per category or issue with an EAP assessor/representative are to be provided to all staff and their family members with no direct cost to the employee. **The EAP helps in the prevention, identification and resolution of these problems and concerns.**
2. Referrals, whether self or supervisor suggested, shall be handled in a confidential manner. Employees seeking assistance through the EAP must be assured that their employment status will not be jeopardized by the fact of their seeking such assistance. In instances where it is necessary, accrued sick leave, vacation time or leave of absence will be granted for treatment or rehabilitative counseling or other services as may be necessary, on the same basis as is granted for ordinary health. ~~problems in accordance with provisions of the current employee agreements.~~
3. When an employee's performance or attendance is unsatisfactory, it will be called to his/her attention by the supervisor. ~~4. If unsatisfactory performance or attendance problems continue, the supervisor will discuss the problem privately with the employee.~~ ~~5. If it appears that the employee cannot or will not improve his/her performance or attendance, the employee may~~ **shall be referred, to a designated resource person the EAP where a referral to someone who is professionally trained to diagnose problems and secure help and assist in the resolution of issues will be made.**
- ~~6. When alcohol or drug abuse impairs an employee's job performance or attendance, the designated resource person will refer the employee to an appropriate community resource capable of helping the employee. It is to be stressed, however, that an employee found under the influence of an intoxicating substance while operating a vehicle will be treated as prescribed by state laws and regulations.~~
- ~~7. If alcohol or prohibited drugs are not involved, the employee will be referred by the designated resource person to whatever available assistance is appropriate to enable the~~

~~employee to resolve the concerns.~~

~~8. If the job performance or attendance problems improve to a satisfactory level, no further action will be taken.~~

9. If the employee refuses the offer of help and job performance or attendance problems continue, the employee may be subject to suspension or dismissal. ~~or nonrenewal.~~

Participation in the EAP does not relieve the employee's responsibility to perform the essential functions of his/her position at a reasonable level of competence.

Legal Ref.: Sections 120.13(2)(e), Wisconsin Statutes (School Board Powers)
146.81-146.83 (Health Care Records: Definitions; Confidentiality of
Patient Health Care Records; Access to Patient Health Care Records)
Americans With Disabilities Act of 1990
American with Disabilities Amendments Act of 2008

Approved: December 8, 1986
Revised: May 10, 2004
1st Reading: 5-14-12

524

~~EMPLOYEE AND BOARD GIFTS AND SOLICITATIONS~~
STAFF GIFTS AND GRATUITIES

Members of the Board,

~~No member of the Board, nor any employee of the District, shall accept gifts from any person, group or entity doing, or desiring to do, business with the School District. Except for widely distributed items of nominal value, all business related gratuities are specifically prohibited.~~
or a member of the employee's immediate family, may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the District that a reasonable person would understand was intended to influence official action or judgment of the employee in executing decision-making authority affecting the District, its employees, or students. It shall not be considered a violation of this policy for an employee to receive incidental entertainment, food, refreshments, meals, or similar amenities, that are provided in connection with a conference or similar work-related activity where the employee's supervisor has reviewed the agenda for the conference or other activity and concluded that such incidentals primarily facilitate the employee's attendance at and participation in the activity, and, therefore, primarily benefit the District rather than serving primarily as a personal benefit. Exceptions to this policy are acceptance of minor items, which are generally distributed by companies through public relations programs. Employees should accept only gifts of token value from students.

It is the Board's policy for employees to decline gifts, gratuities or favors from any outside organization or individual doing business or seeking to do business with the District. Gifts that are intended for the benefit of the District should be referred to the District Administrator or his/her designee for proper processing in accordance with state law and the District's public gifts policy. Gifts of nominal or of insubstantial value and services offered for a reason unrelated to the employees' position and which could not reasonably be expected to influence a decision could be accepted. Larger gifts to an employee as an individual and gifts of more than nominal or insignificant value should be graciously declined.

Employees shall not use school time, school facilities, or school equipment in connection with any personal business or for financial gain.

~~The district administrator or designee must approve solicitations of employees for contributions or membership drives during work hours, before solicitations can be made in the schools.~~

Legal Ref.: Sections 19.59 Wisconsin Statutes (Codes of Ethics for Local Government
Officials, Employees and Candidates)

118.12 (Sale of Goods and Services at Schools)
118.27 (Gifts and Grants)

Approved:
1st Reading: 5-14-12

525

STAFF SOLICITATIONS

Employees may not promote the sale of or act as an agent for the sale of goods or services to any student while on District property or at any District activity.

The district administrator or designee must approve solicitations of employees for contributions during work hours, before solicitations can be made in the schools.

Legal Ref.: Section 118.2 Wisconsin Statutes (Sale of Goods and Services at Schools)

PERSONNEL RECORDS

Individual personnel records are considered confidential documents and shall be subject to examination and review only as provided by the established rules protecting their confidentiality.

A personnel folder shall be maintained for each employee in the school district and shall contain such information as application, college credentials, transcripts, documentation of appropriate certification, references, evaluations, disciplinary records, and other pertinent information concerning the employee's work. Personnel files shall be housed in the administrative district office.

To the extent required by applicable law, employee medical records, including genetic information regarding an employee, shall be maintained separately from an employee's other personnel records

All employees have the right to ~~inspect their own personnel record upon written request to the Human Resources Coordinator~~ **upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the District Administrator or his/her designee.** ~~in accordance with state and federal laws and established procedures.~~ Other persons may review or collect information from the employee's personnel file as authorized by the District Administrator as legal custodian or state law. The District Administrator will arrange a conference time with the requestor and either him/herself or the ~~designee Human Resources Coordinator~~ during regular working hours.

An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. An employee shall not have the right to review the contents of or receive copies of the following items:

- **Records relating to the investigation of possible criminal offenses committed by that employee.**
- **Confidential letters of reference for that employee.**
- **Reference Check notes.**
- **Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.**
- **Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.**

~~Employee health records, including physical examinations and tuberculin test records, shall be maintained in separate files from other personnel records as confidential medical records.~~

I-9 (employee eligibility verification) forms will be kept in separate files from other personnel records.

The District Administrator is designated as the legal custodian of records for the Evansville Community School District. The legal custodian shall have full legal power to render decisions and carry out duties related to those public records maintained by any School District authority. The legal custodian may deny access to records only in accordance with Federal and State laws. For personnel records, the District Administrator may designate the Human Resources Coordinator as the custodian.

Personnel records shall be released to third parties only in accordance with relevant law.

Legal Ref.: Section 103.13(6) Wisconsin Statutes **(Records Open to Employee)**
146.81-146.83 **(Health Care Records; Definitions; Confidentiality of Patient Health Care Records; Access to Patient Health Care Records)**
252.15 (Restrictions on use of an HIV Test)
Chapter 19, Subchapters II and IV (Public Records and Property; Definitions)
Americans with Disabilities Act of 1990
2003 Wisconsin Act 47
Health Insurance Portability and Accountability

Local Ref.: Policy #823-Open Records Policy and Procedures

Approved: December 8, 1986
Revised: November 14, 2005
Revised: October 10, 2011
1st Reading: 5-14-12

527.2

STAFF COMPLAINTS

The Board recognizes the need to provide for the orderly resolution of concerns due to a purported violation, interpretation, or inappropriate application of school district policies or administrative rules and regulations. Any school employee shall have the right of access to the complaint procedure adopted by this district. A more formal grievance procedure is also available but limited to concerns related to employee discipline, termination or workplace safety issues that directly impact the employee.

Employee concerns that are not related to a collective bargaining agreement and are unresolved, persistent and serious in nature should be handled in the following manner:

1. Employees should discuss the concern with their immediate supervisor as soon as the concern arises. If not resolved, then;
2. Employees should present the concern, in writing, to the District Administrator or designee. Suggestions as to how they believe the concern can be resolved are encouraged. A response will be given in writing, within ten (10) working days. If this is not satisfactory, then;
3. An employee has the right to request an appearance before the Board. A written request to be placed on the agenda must be submitted to the District Administrator twelve working days prior to the Board meeting.

Every reasonable effort should be made to assure that there shall be no reprisals against any employee, or other party, utilizing the complaint procedure.

A determined effort shall be made to settle any grievance at the lowest possible level in the grievance procedure.

Additional grievance procedures are written in the current EEA, ~~EEAA~~ and Teamsters agreements and printed copies of the procedures are made available to all appropriate employees of the Evansville School District. Those procedures will remain in place for the duration of the contract. Should no successor agreement be in effect, this policy and our Employee Grievance policy will be used to resolve disputes.

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

Policy #528-Employee Grievances (Discipline, Terminations and Workplace Safety)
#528.1-Employee Grievance Procedures (Discipline, Termination and Workplace Safety)
#528.2-Impartial Hearing Officer Selection Procedures

STAFF-STUDENT RELATIONS

All District personnel shall recognize and respect the rights of students, as established by local, state, federal law, and by Board policies. As such, employees must, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students.

Employees must not use profane or obscene language or gestures in the workplace, whether or not students are present.

Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old

Furthermore, employees shall refrain from engaging in any verbal or physical conduct of a sexual nature directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually-explicit language or conversation.

Approved: December 8, 2003
Revised: December 17, 2007
1st Reading: 5-14-12

533.1

PRE-EMPLOYMENT, CURRENT EMPLOYMENT, AND VOLUNTEER CRIMINAL BACKGROUND CHECKS

The District shall routinely conduct criminal background checks on district employees, job candidates, and those who have regular contact with students or access to district facilities. The conviction record of such persons (administrators, teachers, other employees, bus drivers, advisors or coaches, regular volunteers, student mentors, and other community volunteers) must be obtained and reviewed by the administration prior to a final decision to employ, begin volunteering, or have access to facilities.

Current Employees

~~The conviction record of a current employee will not be considered unless the circumstances of the conviction or charge substantially relate to circumstances of the position held by the employee. Use or disclosure of conviction records will be subject to collective bargaining agreements and open records law. Current employees are required to self report if they are charged with a felony or misdemeanor, or subject to a restraining order.~~

Scope of Conviction Report

~~The conviction report will include convictions or pending violations of the law, other than minor traffic (i.e., speeding and parking tickets) violations. Conviction means the final judgement on a verdict or a finding of guilty, a plea of guilty or a plea of no contest, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether the appeal is pending or could be taken. Conviction does not include a final judgement which has been expunged by pardon, reversed, set aside or otherwise rendered invalid. In accordance with state law, pending charges or convictions will not be used or considered unless they are substantially related to the circumstances of the particular job of a job applicant, volunteer, or current employee.~~

Application Disclosure Statement

~~The application form shall require individuals to disclose all convictions or pending violations of the law other than minor traffic violations. If the person refuses to cooperate in fully completing the disclosure form, or is found to have provided false, inaccurate or incomplete information on the disclosure form, the person will be disqualified from consideration for a volunteer position or employment, or may be considered for dismissal. If the conviction report confirms a conviction or pending charges which the candidate acknowledged on the application form, legal counsel shall be consulted and a determination shall be made whether or not to reject the application based upon:~~

- ~~1. Consideration of the circumstances and nature of the conviction or pending charge; and~~
- ~~2. Whether the circumstances of the conviction or pending charge substantially relate to the nature of the particular position for which the candidate has applied.~~

Conviction Record Check

The Department of Justice will provide the information necessary to complete a conviction record check for each applicant or employee. The District will reimburse the Department of Justice for this service.

Employee and Volunteer Rights

Current employees, persons recommended for employment, or volunteers will be provided a copy of the conviction report upon request. They have the right to attach any statement or explanation to the conviction report. The disclosure statement and conviction report will be maintained in files separate from the employee personnel and volunteer files for as long as the persons are employed or active with the District and as prescribed by the records retention schedule adopted by the District.

All individuals applying for a position are required to file in writing, in advance of employment on forms provided by the District, a statement identifying whether the applicant:

- Has been convicted of a misdemeanor or felony in this state or any other state or country;
- Whether there are any pending misdemeanor or felony charges against them in Wisconsin or any other state or country; and
- Has been dismissed or non-renewed, or has resigned from employment in-lieu-of a potential dismissal or non-renewal, for any of the following causes: failure to meet the District's performance expectations, incompetence, inefficiency, neglect of duty, unprofessional conduct or insubordination

• Additionally, all persons applying for any position shall be required to:

- Agree to the release of all investigative records to the District Administrator for examination for the purpose of verifying the accuracy of criminal violation information; and
- Submit to criminal history records checks.

Employment will be offered pending the return and disposition of such background checks. All offers of employment are contingent upon the results of such checks.

Knowingly falsifying any of the preceding information shall be sufficient grounds for discharge.

If a job applicant has committed a crime that substantially relates to the circumstances of the particular position for which he/she is applying, the District may take that offense into consideration when deciding whether to employ the individual. The District may refuse to employ an individual who has been convicted of a felony and who has not been pardoned for that felony.

All Employees

All District employees shall notify their immediate supervisor or administrator as soon as possible, but no more than three calendar days after any arrest, indictment, conviction, no

contest or guilty plea, or other adjudication of the employee for any felony, any offense involving moral turpitude, and any of the other offenses as indicated below:

- A. crimes involving school property or funds;**
- B. crimes involving attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit that would entitle any person to hold or obtain a position as an educator;**
- C. crimes that occur wholly or in part on school property or at a school-sponsored activity;**
- D. a misdemeanor which involves moral turpitude [e.g. an act or behavior that gravely violates moral sentiments or accepted moral standards of the community]; or**
- E. a misdemeanor which violates the public trust.**

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses. Failure to report under this policy may result in disciplinary action, up to and including termination. Such report shall be made as soon as possible, but in no circumstance more than three calendar days after the event giving rise to the duty to report. The District may conduct criminal history and background checks on its employees. An arrest, indictment or conviction of a crime shall not be an automatic basis for an adverse employment action. The District shall consider the following factors in determining what action, if any, should be taken against an employee who is convicted of a crime during employment with the District:

- A. the nature of the offense;**
- B. the date of the offense;**
- C. the relationship between the offense and the position to which the employee is assigned.**

Nothing in this policy shall prohibit the District from placing an employee on administrative leave or from suspending an employee based upon an arrest, indictment or conviction, or from terminating an employee who has been convicted of a felony and who has not been pardoned for that felony.

Employees Who Drive, Etc. for District

All employees who drive a District vehicle or operate mobile equipment must notify their immediate supervisors immediately of any driving citation or conviction of a traffic violation. Supervisors receiving such notice will immediately notify the District Administrator or his/her designee. Payment for any citations received while driving a

District vehicle is the responsibility of the driver. The reporting provision applies to citations or convictions as a result of operating either a District vehicle or personal vehicle.

Consequences

Failure to provide truthful and timely information may result in withdrawal of the candidate from consideration, or in disciplinary action for an employee.

Legal Ref.: Sections 111.31 Wisconsin Statutes (Declaration of Policy)

———~~118.19~~

111.321 (Prohibited Bases of Discrimination)

111.335 (Arrest or Conviction Record: Exceptions and Special Cases)

Equal Opportunity Employment

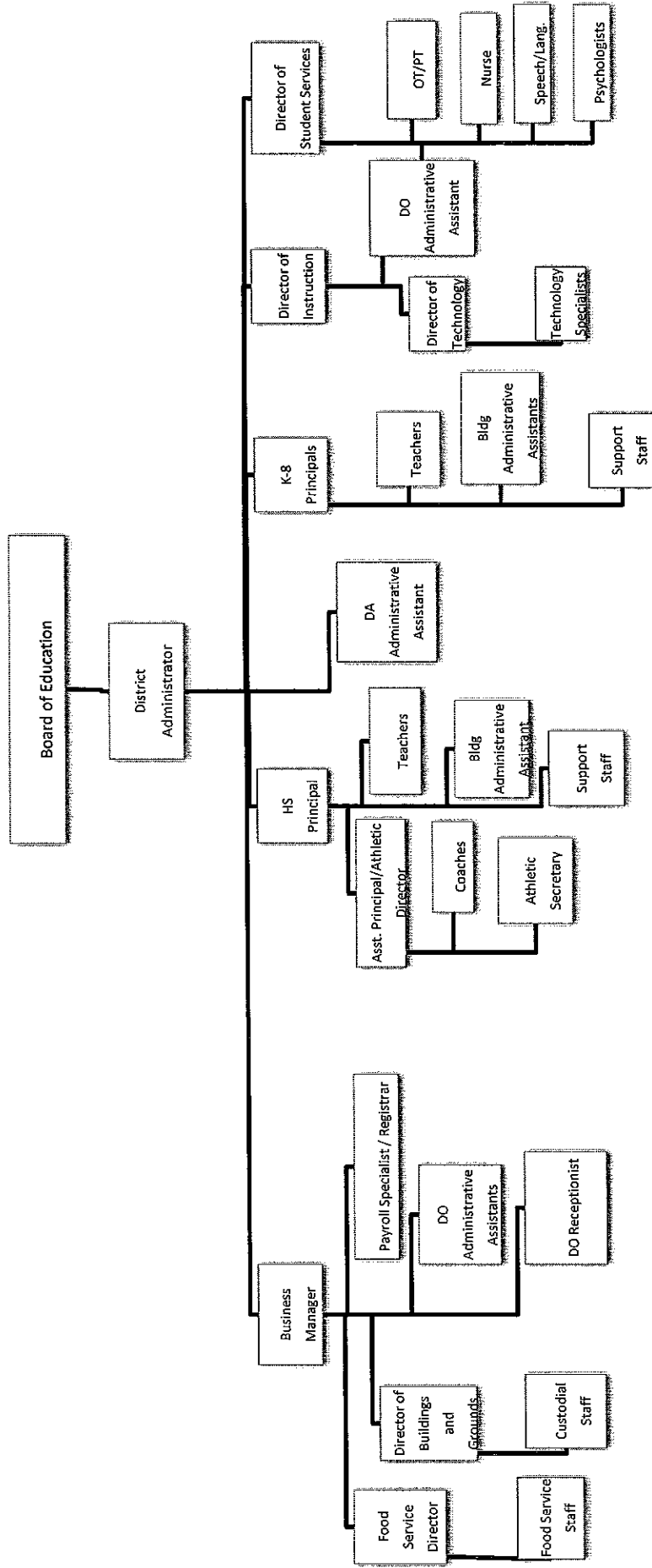
Local Policies: #353.1 - School Volunteers

#353.1 Form - Volunteer Agreement

#353.1 Form 1 - Background Check Information Form

Revised: September 11, 2006
 Revised: November 9 2009
 1st Reading: 4-23-12; 2nd Reading: 5-14-12

EVANSVILLE COMMUNITY SCHOOL DISTRICT
 ORGANIZATIONAL CHART



Richard K. Cole

Evansville High School
640 S Fifth St.
Evansville, WI 53536

Phone: 608 882 3546
E-mail:
coler@evansville.k12.wi.us

District Administrator and School Board Members
Evansville Community School District
340 Fair Street
Evansville, WI 53536

26 April 2012

Dear School Board Members and Mrs. H. Carvin,

It is with mixed emotions that I wish to inform you all of my intention to retire this summer.

The decision has not been made without considerable debate and consideration. As many of you know, I recently renewed my NBPTS Certification and my WI Master Teacher's License (a ten-year license) with the intention to continue to the end of that license. Since that time, Scott Walker and Company have imposed draconian cuts to Public Education and educators in particular.

As I watch co-workers around me struggling with lay-off notices and searching for employment, I see course offerings and sections being cut while class-sizes balloon and staff benefits and salaries are reduced, and reduced again. I worry about being able to provide the level of care and instruction that our students deserve. I worry that my class-load will dramatically increase while my salary continues to head south. I'm not in the educational profession for financial gain. Many of you are aware that I gave up a much better paying profession when I turned to teaching. Like most employees, I like to feel appreciated for the work I do. The current political/economic environment does exactly the opposite.

I applaud you all for the many efforts you have made to hold back the tide, to work with and for the staff and to provide the students and families of Evansville Community School District with the outstanding quality of education and care that originally drew the Coles to Evansville. If, through my retirement, I can help save one or two other positions, then I feel it is time I step aside and continue my support of quality public education through a different avenue.

Sincerely,



Richard K. Cole
228 Joshua Drive
Evansville, WI 53536
608 882 5617

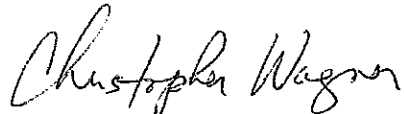
Cc: Mr. S. Everson, Mr. B. Benson

May 8, 2012

To whom this may concern:

I am writing this letter to inform you of my resignation effective June 6, 2012. I want to take the time to thank you for the opportunity to teach these past 25 years at Evansville High School.

Sincerely,



Christopher Wagner

Recommended Motion: I move that	Rationale	Cost Impact	Priority
Reduce paid holidays for school year support staff from 5 to 3 beginning July 1, 2012. (Labor Day, Memorial Day, Thanksgiving)	This puts school year employees in line with each other. Teachers only get 3 paid holidays.	\$7,753.13	1
Reduce paid holidays for 10 month support staff from 6 to 4 beginning July 1, 2012. (Labor Day, Memorial Day, Thanksgiving, New Year's Day)	Currently they get 6 which is one more day than school year employees. This keeps the balance of one additional holiday for the 10-15 additional days they work.	\$152.81	1
Set paid holidays for all 11+ month support staff at 9 beginning July 1, 2012. (Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Memorial Day, 4th of July or Good Friday) (reduces 12 month employees from 12 to 9 paid holidays. 11 month are already at 9)	Currently some get 12 (Administrative assistants) and EEAA members get 9. 9 would be 3 more than 10 month employees. This keeps this balance of 3 more paid holidays for the additional up to 60 days they work. This will include all 12 month support staff including administrative assistants.	\$3,279	1
Health and dental contributions for support staff will be 8% beginning July 1, 2012	Our intent is for all employees to pay the same health and dental contribution when their contracts expire. The teachers only agreed to the 8% health for next year.	\$13,329	1
Cash in lieu for support staff be reduced by 14%	This is the same concession teachers gave. Cash in lieu for teachers has decreased from \$5380 down to \$5000. A similar change for support staff would take it from \$5016 to \$4314	\$7,935	1
Sick and personal days for support staff are set at 3 personal days per year, 6 sick for school year, 7 sick for 10 month and 8 sick for 11+ month.	Except for administrative assistants who get 9 sick days, this benefit is unchanged.	\$0	1

Recommended Motion: I move that	Rationale	Cost Impact	Priority
<p>Support staff sick leave pay out be reduced to 50% of salary beginning July 1, 2012 for those with less than 10 years in the district, and by 10% per year until it reaches 50% for those with 10 or more years.</p>	<p>The 85% current benefit is significantly more than any other group. Other groups are getting closer to 50%. Part of the purpose is to provide an incentive for staff not to use up sick days and place subs in front of students. Even the 50% benefit is higher than many of our comparables. Support staff are vested after 10 years. The gradual reduction for those who are vested, honors their reliance on the benefit and gives them more time to plan their retirement if needed.</p>	<p>2013 \$2500 2014 \$3532 2015 \$2295 2016 \$18,402</p>	<p>1</p>
<p>Increase hours for health insurance eligibility from 20 hours a week for school year employees to 1100 hours a year which is about 30 hours a week for those who only work during the school year.</p>	<p>Teachers work 1429 hours for their health insurance. So 1429 hours would be considered the number of hours for full health insurance. People working 30 hours or more would have their portion prorated. (See next worksheet)</p>	<p>\$16,728.47 for each full time family retiree replaced with a less than 1100 hour employee</p>	<p>2</p>
<p>Step increases for new employees be limited to 5 and 10 year anniversary years. Any staff above 10 years will have their salaries frozen until the 10 year rate equals their current rate.</p>	<p>Base wage increases and retirements will phase this change in. I would encourage a committee develop criteria for merit and duties that require additional training/expertise that would provide for annual additional stipends as determined beginning July 2013.</p>	<p>Will depend on base wage increase</p>	<p>3</p>
<p>Base wages</p>	<p>Base wages need to be negotiated so no motion is proposed at this time. 1% is in the budget. Once the above changes are implemented or rejected, we can let you know if any change is recommended to that figure.</p>		

Figuring health		Full cost	District/yr	Employee/yr	Employee/yr	Employee/yr	Note
Annual Hours	Benefit level	Single	Single	Single	Single	Family	
1420	100%	\$7,737.48	\$7,118.48	\$16,728.47	\$619.00	\$1,454.65	Equal to about 190 contract days at 7.5 hour days. 8% employee contribution. In the private sector 2080 hours is considered full time (260 days times 8 hours)
1400	98.59%		\$7,018.22	\$16,492.86	\$719.26	\$1,690.26	
1350	95.07%		\$6,767.57	\$15,903.83	\$969.91	\$2,279.29	
1300	91.55%		\$6,516.92	\$15,314.80	\$1,220.56	\$2,868.32	
1250	88.03%		\$6,266.27	\$14,725.77	\$1,471.21	\$3,457.35	
1200	84.51%		\$6,015.62	\$14,136.74	\$1,721.86	\$4,046.38	
1150	80.99%		\$5,764.97	\$13,547.70	\$1,972.51	\$4,635.42	
1100	77.46%		\$5,514.32	\$12,958.67	\$2,223.16	\$5,224.45	

Equal to about 183 contract days at 6 hour days

District/ Employer	# Aides/ secretaries / clerks	2012-13 Hours need to work to qualify for health insurance	2012-13 \$ Contribution for health insurance	Monthly Cash in Lieu of insurance \$ or NA if not available	# Paid sick /personal days a school year	Separation pay out for sick days?	If Yes, how many years until vested?	Value of Sick leave pay out
Albany	8 aides 4 sec	Only 12 mo get insurance, no aides	10% for school year Current year period: 900-1214 35%/mo. 1215-1349-25% 1350-1699-20%; 1700-10% will be re- visiting	\$125 single, \$250 family paid into TSA personal	12 mo- 10 days, 5 can be personal: 9 mo.- 6 days, 2 can be personal	No Aides payout	12 mo, \$10 a day when quit, \$50 a day when retire up to 100 max	NA
Brodhead	57	Proposing 1200 or 1260 annual		NA	Work 1260 hrs and 10 sick days only	No	NA	NA
Edgerton	45	20 or more hrs.per wk.	6% of premium	\$175/mo	FT- 10 X # of hrs worked for sick days 3	yes	10 + years age 55	\$12.00/ hr. up to 600 total hours
Ev Manor	80	20 per week	30% single 50% family	NA	personal days after 1 year of service	Yes	NA	Only full time employees receive sick leave. Pay out at 50%
Evansville	42	Asking for 30 or more hrs per wk	8%	\$359	6 sick 3 personal	Yes	10 + Years	Currently 85% of salary up to 825 hours. Looking to reduce to 50% for new and non vested

Janesville	350 only	7 hrs./day no aides eligible 54 clerks etc	Dean; single-\$3.19 per 20 pays, family \$53.33 per 20 pays Mercy: single-\$22.59 per 20 pays family-\$51.10 per 20 pays	NA	1 sick day for each month worked, 2 personal	Yes	Convert to 2 years of health insurance	NA
Kids Korner	28 N		NA	NA	7 first year, 10 second year, 15 later	No	NA	NA
Oregon	111 EA 28 Sec	20 hrs	10%	NA	9 general leave + 2 personal	Yes	age 55 and 15+ yrs	15+ yrs=1 day for every 4 accrued: 20+ yrs+ 1 day for every 3 days accrued
Parkview	39	35 hrs per wk	5%	\$500	8 sick 2 personal	Yes	Age 59 and 90 days retirement notice	\$2.50 an hour
Stoughton	17 sec 54 EA	1104 hr per yr	10%	NA	1 sick day for each month worked, 2 personal	Yes	age 55 and 10 + Years	Max of 100 days (700 hrs for EA's) at beginning rate of pay.

2/20/2012											
<u>11-12 WAGES</u>											
	*	*	*	*	*	2010-11	*	*	*	*	*
	<u>BELOIT TURNER</u>	<u>BROD HEAD</u>	<u>CLINTON</u>	<u>EAST TROY</u>	<u>EDGERTON</u>	<u>EVANSVILLE</u>	<u>PALMYRA EAGLE</u>	<u>PARKVIEW</u>	<u>WHITEWATER</u>	<u>LOW AVERAGE</u>	<u>Dif Ev</u>
STARTING	\$11.70	\$10.00	\$11.66-\$12.63	\$10.54-\$14.01	\$14.50	\$11.60	\$10.03	\$9.57	\$12.42-\$12.96	\$11.24	\$0.36
5 YEARS	\$12.50	varies	\$11.94-\$12.90	\$12.04-\$15.70	\$15.48	\$13.09	\$10.65	\$11.11	\$13.97-\$14.63	\$12.08	\$1.01
10 YEARS	\$13.50	varies	\$12.21-13.23	after 5 yers they get	\$15.48	\$14.10	\$11.43	\$11.55	\$13.97-\$14.63	\$12.92	\$1.18
15 YEARS			\$12.86/\$13.77	whatever							
MAXIMUM	\$13.70	\$14.61	>20 years \$13.03-\$14.16	the inc. is	\$15.48 4 steps	\$16.88	\$11.43	\$11.77	\$13.97-\$14.63	\$13.55	\$3.33
					then 1.5%			Next year \$9.57			
					increase			NO Steps			
EMPLOYEE CONTRIBUTIONS TOWARD INSURANCE											
Parkview - 10 years ago assistants were grandfathered in and they pay nothing. However, any new assistant working less than 7 hours do not get any insurance but those working 7 or more hours do not have to pay any portion. But, all new assistants work less than 7 hours.											
Brodhead - 1700+ hours - 10%; 1350-1699 hours - 20%; 1215-1349 hours - 25%; 900-1214 hours - 35%. Note our educational assistants work approx. 1316 hours/year. Minimum of 900 hours right now (and grandfathered in after the 7/1/12 change), minimum of 1260 hours after 7/1/12.											
Edgerton- Must work 20 hrs. If FT (7HR) pay 6% for family, 0% for single											
Clinton- Aides hired before the early 90s received medical and dental insurance. Somewhere in the early 90s, new-hired aides no longer received health insurance, but they did dental. Employees hired after 9/1/2005 do not get any insurance. To compensate those without health and/or any insurance, the higher pay rate was established. % insurance share for 12-13 = 6% for all support staff insurance.											
Beloit Turner 8.50%											
East Troy Most of assistants do not qualify because they don't work enough hours. 1900+ hours-94% of single only; 1520-1899 hours-75% of single only; 1200-1519 hours-50% of single.											
Whitewater Employees working 30 or more hours/week qualify for insurance. However, they have to pay 12.6% for health and 0% for dental. Cash in lieu \$6,600											
Palmyra-Eagle Hired prior to 7/1/05 & working 7 hours/day-15% for health and 0% for dental. Hired after 7/1/05 district pays based on hours worked divided by 2080 - 7 hr/day pay approx. 40% for health & dental. Effective 1/1/08 all staff must work 30 hrs/week to be eligible for insurance.											
Evansville Pay 8% for Health and 5% for dental Cash in lieu \$418./mo.											

Proposed Schedule of Benefits for Support/Non-represented Staff 2012-13
Revised May 2012

School Year Employees:-175-196 days (All educational assistants and clerks)
Benefits prorated for those working fewer days/hours

Benefit	New Hires	Existing Staff < or equal to 10 years as of June 30, 2012	Existing Staff more than 10 years as of June 30, 2012
Health Insurance	8% contribution Not eligible if less than or equal to 30 hours a week (must work more than 6 hours a day, or about 1100 hours a year). Teachers work 1429 hours for same benefit.	Follow certified staff contribution and plan. Prorate for hours between 20 and 35 per week (8% employee contribution for 2012-13)	Follow certified staff contribution and plan. Prorate for hours between 20 and 35 per week (8% employee contribution for 2012-13)
Dental Insurance	8% contribution	8% contribution	8% contribution
Cash in lieu	Same percentage reduction as teachers (14%)	Same percentage reduction as teachers (14%)	Same percentage reduction as teachers (14%)
Sick & Personal days including sick leave pay out	6 sick and 3 personal days per year Vested after their 10 th year in the district. Maximum accumulation 825 hours at 50% of salary paid	6 sick and 3 personal days per year Vested after their 10 th year in the district. Maximum accumulation 825 hours 50% of salary	6 sick and 3 personal days per year Maximum accumulation 825 hours 85% of Salary times hours of unused sick time. After July 1, 2012- decreasing by 10% until benefit reaches 50% of salary
Paid Holidays	3	3 reduced from 5 same as teachers	3 reduced from 5 same as teachers
Salary	Current starting rate increased by annual amount as approved by district. Step increases at 5 and 10 years, but no others	Frozen at current step unless moving to year 5 or 10.	Frozen at current step.

10 Month Employees: 197-229 days (Athletic secretary)

Benefit	New Hires	Existing Staff < or equal to 10 years as of June 30, 2012	Existing Staff more than 10 years as of June 30, 2012
Health Insurance	Not eligible if less than or equal to 30 hours a week (must work more than 6 hours a day, or about 1100 hours a year).	Follow certified staff contribution and plan. Prorate for hours between 20 and 35 per week (8% employee contribution for 2012-13)	Follow certified staff contribution and plan. Prorate for hours between 20 and 35 per week (8% employee contribution for 2012-13)
Dental Insurance	8% contribution	8% contribution	8% contribution
Cash in lieu	Same percentage reduction as teachers	Same percentage reduction as teachers (14%)	Same percentage reduction as teachers (14%)

	(14%)		
Sick & Personal days including sick leave pay out	6 sick and 3 personal days per year Vested after their 10 th year in the district. Maximum accumulation 825 hours at 50% of salary paid	6 sick and 3 personal days per year Vested after their 10 th year in the district. Maximum accumulation 825 hours 50% of salary	6 sick and 3 personal days per year Maximum accumulation 825 hours 85% of Salary times hours of unused sick time. After July 1, 2012- decreasing by 10% until benefit reaches 50% of salary
Paid Holidays	4	4	4
Salary	Current starting rate increased by annual amount as approved by district. Step increases at 5 and 10 years, but no others	Frozen at current step unless moving to year 5 or 10.	Frozen at current step.
Vacation	2 days after 1 year, 5 days after 5 years	2 days after 1 year, 5 days after 5 years	2 days after 1 year, 5 days after 5 years

11+ Month Employees: 230+ days (Technology, Guidance Secretary, administrative assistants)

Benefit	New Hires	Existing Staff < or equal to 10 years as of June 30, 2012	Existing Staff more than 10 years as of June 30, 2012
Health Insurance	Not eligible if less than or equal to 30 hours a week (must work more than 6 hours a day, or about 1100 hours a year).	Follow certified staff contribution and plan. Prorate for hours between 20 and 35 per week	Follow certified staff contribution and plan
Dental Insurance	8% contribution	8% contribution	8% contribution
Cash in lieu	Same percentage reduction as teachers (14%)	Same percentage reduction as teachers (14%)	Same percentage reduction as teachers (14%)
Sick & Personal days including sick leave pay out	6 sick and 3 personal days per year Vested after their 10 th year in the district. Maximum accumulation 825 hours at 50% of salary paid	6 sick and 3 personal days per year Vested after their 10 th year in the district. Maximum accumulation 825 hours 50% of salary Administrative assistants are currently paid a teacher sub rate and maximum hours	6 sick and 3 personal days per year Maximum accumulation 825 hours 85% of Salary times hours of unused sick time. After July 1, 2012- decreasing by 10% until benefit reaches 50% of salary Administrative assistants are paid a teacher sub rate and maximum hours
Paid Holidays	9	9	9 from 12 for administrative assistants. No other 12 month in group.
Salary	Current starting rate increased by annual amount as approved by	Frozen at current step unless moving to year 5 or 10.	Frozen at current step.

	district. Step increases at 5 and 10 years, but no others		
Vacation	1 week after 1 year, 2 weeks after 5 years, 3 weeks after 15 years.	1 week after 1 year, 2 weeks after 5 years, 3 weeks after 15 years. At end of service, unused days will be paid at hourly rate. Administrative assistant with 10 years has 18 days and will be frozen at that level.	1 week after 1 year, 2 weeks after 5 years, 3 weeks after 15 years. Administrative assistants with more than 10 years have 22 days.
Health Insurance retirement benefit	None	None-only 2 technology in this category and they have less than 5 years	Current benefit preserved for district office and administrative assistants. Guidance secretary has not been included in this benefit

2012-2013 OPEN ENROLLED INS

GRADE	RESIDENT DISTRICT NAME	CURRENTLY ATTENDING	SIBLINGS ATTENDING	SPEC ED	EXPULSION	SUGGESTED ACTION BY BOARD
1	Brodhead	Parkview	N	N	N	Approve
2	Albany	Albany	N	N	N	Approve
3	Parkview	Parkview	N	N	N	Approve
4	Brodhead	Parkview	N	N	N	Approve
5	Parkview	Parkview	N	N	N	Approve
6	Viroqua Area	Viroqua Area	N	N	N	Approve
7	Brodhead	Evansville	N	N	N	Approve
8	Albany	Albany	N	N	N	Approve
9	Parkview		N	N	N	Approve
10	Monroe	Parkview	N	N	N	Approve
11	Janesville	Evansville	Y	N	N	Approve
12	Albany		N	Y	N	
13	Edgerton	Evansville	Y	N	N	Approve
14	Parkview		N	N	N	Approve
15	Parkview	Parkview	N	N	N	Approve
16	Monroe	Parkview	N	N	N	Approve
17	Parkview	Parkview	N	N	N	Approve
18	Parkview	Parkview	N	N	N	Approve
19	Monroe	Parkview	N	N	N	Approve
20	Parkview		N	N	Y	Deny
21	Parkview		Y	N	N	Approve
22	Albany		N	N	N	Approve
23	Parkview		Y	N	N	Approve
24	Albany	Albany	N	N	N	Approve
25	Janesville		N	N	N	Approve

Number of students entering by grade			
KG -5	4th - 2	8th - 3	12th - 0
1st - 3	5th - 2	9th - 0	
2nd - 0	6th - 2	10th - 2	
3rd - 2	7th - 3	11th - 1	
25 Total Applications			

	GRADE	NONRESIDENT DISTRICT	CURRENTLY ATTENDING	SIBLINGS ATTENDING	SIBLINGS APPLYING	SPEC ED	HAS PENDING SPED	EXPULSION	APPLYING FOR VCS	ALREADY ATTENDING VCS	HAVE SIBLINGS IN VCS	SUGGESTED ACTION BY BOARD
1	1	McFarland		N	Y	N	N	N	Y	N	N	Approve
2	1	McFarland		N	Y	N	N	N	Y	N	N	Approve
3	1	Middleton-Cross Plains		N	Y	N	N	N	Y	N	N	Approve
4	1	Merrill Area		N	Y	N	N	N	Y	N	N	Approve
5	1	Oregon	Oregon	Y	Y	N	N	N	N	N	N	Approve
6	1	McFarland	Evansville	N	N	N	Y	N	Y	N	N	
7	1	Oregon		N	N	N	N	N	N	N	N	Approve
8	1	McFarland	Oregon	N	N	N	N	N	N	N	N	Approve
9	1	New Glarus	Oregon	N	N	N	N	N	N	N	N	Approve
10	1	Oregon	Oregon	N	N	N	N	N	N	N	N	Approve
11	2	Stoughton Area	Evansville	N	Y	N	N	N	N	N	N	Approve
12	2	Appleton Area	Evansville	N	Y	N	N	N	Y	N	N	Approve
13	2	Middleton-Cross Plains	Evansville	N	Y	N	N	N	Y	N	N	Approve
14	2	Oregon	Oregon	Y	Y	N	N	N	N	N	N	Approve
15	3	Oregon	Evansville	N	N	N	N	N	N	N	N	Approve
16	3	Oregon	Oregon	Y	Y	Y	Y	N	N	N	N	
17	3	Appleton Area		N	N	N	N	N	Y	N	N	Approve
18	3	Stoughton Area		N	Y	N	N	N	N	N	N	Approve
19	4	McFarland		N	Y	N	N	N	Y	N	N	Approve
20	4	Oregon	Oregon	Y	Y	N	N	N	N	N	N	Approve
21	5	Appleton Area		N	Y	N	N	N	Y	N	Y	Approve
22	5	McFarland		Y	Y	N	N	N	Y	N	Y	Approve
23	6	McFarland		N	Y	N	N	N	Y	N	N	Approve
24	6	Greendale	Janesville	N	N	Y	N	N	N	N	N	
25	6	Verona Area	Janesville	N	N	Y	N	N	N	N	N	
26	6	Stoughton Area	Evansville	N	Y	Y	N	N	N	N	N	
27	6	Appleton Area		N	Y	N	N	N	Y	N	Y	Approve
28	6	McFarland		Y	Y	N	N	N	Y	N	Y	Approve
29	6	Appleton Area		N	Y	N	N	N	Y	N	Y	Approve
30	6	McFarland		Y	Y	N	N	N	Y	N	Y	Approve
31	7	Appleton Area	Evansville	N	Y	N	N	N	Y	N	N	Approve
32	7	Middleton-Cross Plains	Evansville	N	Y	N	N	N	Y	N	N	Approve
33	7	Stoughton Area	Evansville	N	Y	N	N	N	N	N	N	Approve
34	8	Appleton Area	Middleton-Cross Plains	N	Y	N	N	N	Y	Y	Y	Approve
35	8	Grantsburg	Middleton-Cross Plains	N	Y	N	N	N	Y	Y	Y	Approve
36	8	Waukesha	Middleton-Cross Plains	N	N	N	N	N	Y	Y	Y	Approve
37	9	Stoughton Area	Oregon	N	N	N	N	N	N	N	N	Approve
38	10	Oregon	Evansville	N	N	N	N	N	N	N	N	Approve
39	10	Oregon	Oregon	N	N	N	N	N	Y	N	N	Approve
40	10	Albany		N	N	N	N	N	N	N	N	Approve
41	10	Appleton Area	McFarland	N	Y	N	N	N	Y	Y	N	Approve
42	11	Edgerton	Evansville	N	N	N	N	N	N	N	N	Approve
43	11	Milton	Evansville	N	N	N	N	N	N	N	N	Approve
44	11	San Prairie	San Prairie	Y	N	Y	N	N	N	N	N	
45	11	Janesville	Evansville	Y	N	N	N	N	N	N	N	Approve
46	11	Milton	Evansville	N	N	N	N	N	N	N	N	Approve
47	11	Oregon	Evansville	N	N	N	N	N	N	N	N	Approve
48	11	Monroe	Evansville	N	N	N	N	N	Y	N	N	Approve
49	11	Oregon	Evansville	N	N	N	N	N	N	N	N	Approve
50	12	Appleton Area	Middleton-Cross Plains	N	Y	N	N	N	Y	Y	Y	Approve
51	12	Grantsburg	Middleton-Cross Plains	N	Y	N	N	N	Y	Y	Y	Approve
52	12	Janesville	Middleton-Cross Plains	N	Y	N	N	N	Y	Y	Y	Approve
53	12	Appleton Area		N	Y	N	N	N	Y	N	Y	Approve
54	12	Grantsburg		N	Y	N	N	N	Y	N	Y	Approve
55	12	Janesville		N	Y	N	N	N	Y	N	Y	Approve
56	12	Oregon	Oregon	N	N	Y	N	N	N	N	N	
57	KG	Stoughton Area		N	Y	N	N	N	N	N	N	Approve
58	KG	Madison Metropolitan		Y	N	N	N	N	N	N	N	Approve
59	KG	Oregon		Y	N	N	N	N	N	N	N	Approve
60	KG	McFarland		N	N	N	N	N	N	N	N	Approve
61	KG	Oregon		N	N	N	N	N	N	N	N	Approve
62	KG	Janesville		N	N	N	N	N	N	N	N	Approve
63	KG	Middleton-Cross Plains		N	Y	N	N	N	Y	N	N	Approve
64	KG	Merrill Area		N	Y	N	N	N	Y	N	N	Approve
65	KG	McFarland		N	N	N	N	N	Y	N	N	Approve
66	KG	Oregon		N	N	N	N	N	N	N	N	Approve
67	KG	Edgerton	Evansville	N	N	Y	Y	N	N	N	N	
68	KG	Janesville		Y	N	N	N	N	N	N	N	Approve
69	KG	Oregon		Y	N	N	N	N	N	N	N	Approve
70	KG	Oregon		Y	N	N	N	N	N	N	N	Approve
71	PK	Janesville		N	N	N	N	N	N	N	N	Deny
72	PK	Janesville		N	N	N	N	N	N	N	N	Deny
73	PK	Bromfield		N	N	N	N	N	N	N	N	Deny
74	PK	Janesville		N	N	N	N	N	N	N	N	Deny
75	XX	Monroe		N	N	N	N	N	Y	N	N	Approve

Number of Students Leaving By Grade Level:		
PK - 4	4th - 2	9th - 1
KG - 12	5th - 1	10th - 4
1st - 8	6th - 5	11th - 4
2nd - 3	7th - 2	12th - 3
3rd - 4	8th - 1	HS - 1
55 Total Applications		

- 5-9-12
1. # of Students Currently Home Schooled and Applied to Go Out: 13
 2. # of Students Applied to More Than One District: 15
 3. # of Applications Applying to a Virtual School: 33
 4. # of Applications for Students Never Attending Evansville: 45
 5. # of Students Currently Attending (2011-2012 school year) Evansville: 10

Those in Yellow - Special Ed Director will make determination of approve or deny
 Those in Gold - Deny (we do not have a similar program)
 Approve #39 - Approve (even though expelled from another district)

Open Enrollment Survey to Parents 2012

Parents, we would appreciate your feedback on why you choose to do open enrollment. Please take the time to fill out this short survey. Thank you!

1. What grade level does your child/ren participate in open enrollment?

K-2 _____ 3-5 _____ 6-8 _____ 9-12 _____

2. Your reason to pursue open enrollment:

- a. Moved and want to keep children in current school system;
- b. Interested in flexibility with virtual schools;
- c. More convenient with work/child care arrangements;
- d. Unhappy with current school;
- e. Other: _____

3. What would bring your child/ren back to Evansville and keep you in Evansville schools?

Again, thank you. We value your input. If you have any questions about this survey, please contact _____ at _____.

Evansville Community School District

Evansville School District

Indoor Environmental Quality Management Plan

Date Adopted May 1, 2012

This model management plan for indoor environmental quality (IEQ) in schools was prepared by the Department of Public Instruction (as directed by 2009 Wisconsin Act 96). The document is set up as a template that districts/schools may choose to use or adapt as their own. The section headings in the template reflect the recommendations of the IEQ Task Force and should be included in each plan. Each section provides options that the district/school may choose to use to describe how each IEQ topic will be addressed. Districts may use the template to create a very basic plan, a more descriptive plan using recommendations of the task force and including language from the EPA Tools for Schools materials, or to describe in more detail programs, processes, policies or activities that are already in place or are being developed to prevent or resolve concerns over indoor environmental quality.

The law does not require use of any particular template or format for an IEQ Management Plan. Districts and schools are free to develop their own plans, or to use existing plans, procedure handbooks, or policy documents to demonstrate compliance with the planning and implementation requirement. But again, the plan must address the following areas: mission statement, role of the IEQ coordinator, communication, reporting, addressing IEQ findings, IEQ policies, procedures for maintenance and facility operations, construction and renovation, staff responsibilities for maintaining good IEQ, and prevention of IEQ problems.

Instructions to utilize the model management plan:

- Fill in your district or school name throughout the document.
- Choose one or more of the bracketed options under each heading or describe your own practices.
- Delete bracketed options that do not apply to your district.
- Re-format each section to be single spaced to remove gaps where options had been provided.
- Provide additional detail and information where appropriate.

1. Mission Statement

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the **Evansville School District's** designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the **Evansville School District** will maintain indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

2. Role of the IEQ Coordinator

The **Evansville School District** has identified the following persons as the IEQ Coordinators for specific buildings within the district.

Joe Francis	Levi Leonard Elementary School
Joe Francis	Theodore Robinson Intermediate School
Joe Francis	JC McKenna Middle School
Joe Francis	Evansville High School
Joe Francis	Administrative Building

The IEQ Coordinator's responsibilities will include:

- A. Serving as the primary contact person for issues related to IEQ within a specific school building. The Coordinator will be responsible for:
 1. collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s);
 2. communicating with the administration and the school board about IEQ concerns that have been reported;
 3. determining if an investigation is necessary and assigning an appropriate individual to investigate the concern;
 4. communicating an anticipated timeline for completion of the investigation;
 5. sharing results of the investigation with the concerned person, administration and school board;
 6. ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter;
 7. maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
 8. advising the school board if updates and/or changes are necessary to the district's IEQ management plan;
 9. communicating with staff, parents, and other parties regarding IEQ; and

10. Leading an IEQ team if the district determines that a team is necessary to assist the IEQ Coordinator(s) with policy revisions, review of building concerns, communications, or other tasks as necessary.

3. Communication

The **Evansville School District's** communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status includes the following:

- A. annual publication of a notice to students, staff, and the community that the district has an IEQ management plan in place, using the website, student handbook, the local newspaper, or other appropriate means;
- B. designation of contact persons for IEQ concerns and definition of responsibilities;
- C. development of policies related to IEQ of the district's buildings that will be reviewed periodically along with other district policies;
- D. use of the district's current procedures to provide information to the media regarding non-emergency situations; and
- E. Accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. One or more contact persons will be identified to work with the media and update the community during a crisis.

4. Reporting

The **Evansville School District** encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors and avoid unnecessary costs related to the neglect of IEQ issues.

The **Evansville School District** procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator identified in Section 2 of this plan. A form is provided for staff, students, parents or members of the public to report IEQ concerns in writing (See Appendix A).]

Staff is to use the IEQ tab on the Skyward webpage. Same way as doing a work order.

5. Addressing IEQ Findings

The IEQ Coordinator will use a variety of tools, such as the *Tools for Schools Problem Solving Wheel*, *Problem Solving Checklist*, and Sections 4-6 of the *Tools for Schools Indoor Air Quality (IAQ) Reference Guide* to help identify IEQ problems and provide for appropriate resolution.

When formal IEQ concern investigations result in the identification of specific IEQ issues, the issues will be

As described in Section 2 of this plan, the IEQ Coordinator will ensure that results from the official IEQ concern investigation are recorded, actions taken are documented, a response is coordinated, and communication is made with all relevant parties. Copies of all documents will be kept by the building's IEQ Coordinator. The IEQ Coordinator will develop and recommend specific policy changes for non-urgent issues that can be addressed by district policies and

present the recommendations to the school board for review and adoption. New or revised policies will be added to this IEQ Management Plan.

6. IEQ Policies

The **Evansville School District** has adopted the following as its IEQ Policies:

- A. Non-Smoking Policy
Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities.
- B. Animals in the Classroom Policy
- C. Food in the Classroom Policy
- D. Painting Policy
- E. Hazardous Materials Policy
- F. Asbestos Hazard Emergency Response Act (AHERA) Management Plan
- G. Integrated Pest Management Program
- H. Lead Policy
- I. Radon Gas Policy
- J. Anti-Idling Policy

7. Procedures for Maintenance and Facility Operations

- A. Cleaning and Chemicals
Regular and thorough cleaning is an important means for the removal of air pollutant sources. The **Evansville School District** will address cleaning and chemical handling issues as appropriate.
- B. Flooring
Regular and effective cleaning and maintenance of all floor coverings used in district buildings is essential to keep floors dry and clean. The **Evansville School District** has developed, or will develop, written floor cleaning procedures.
- C. Preventive Maintenance and Operations
Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently to maintain comfortable temperatures and humidity in occupied spaces. The **Evansville School District** will address preventive maintenance by providing operations manuals and maintenance records in close proximity to each major piece of equipment or system to ensure routine maintenance.
- D. Microbial Management
Microbials such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort for building occupants. Moisture control is the most effective way to control microbial growth. The **Evansville School District** will manage microbials by promptly investigating signs of water intrusion and/or microbial growth. Materials contaminated with microbials will be promptly cleaned or replaced. Mold growth will be

removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by district staff will be contracted to appropriate professionals. Specific control and protection measures will be used as needed for large-scale remediation projects.

8. Construction and Renovation

The **Evansville School District** will adhere to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects, including the Wisconsin State Building Codes that can be found at <http://dsps.wi.gov/sb/SB-DivCodesListing.html>.

The **Evansville School District** will consider IEQ when planning construction and renovation projects. The findings from walkthrough inspections and building systems evaluations will be considered when planning renovations.

9. Staff Responsibilities for Maintaining Good IEQ

All **Evansville School District** staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees will be provided with information and training about IEQ through online tools and materials identified in the recommendations of the IEQ task force.]

Information and training for all staff will be provided using free or low cost online tools, materials, or webinars to the extent possible, with more specialized training secured for maintenance and/or buildings and grounds staff as funding permits.

- A. Teachers will help to maintain adequate airflow from ventilators by refraining from stacking books or other items on ventilators, or covering vents with posters, or turning off fans due to noise, and by removing clutter in their classrooms, properly disposing of hazardous waste, and enforcing the school's various IEQ policies in their classrooms.
- B. Administrators will communicate the school's activities to the school board, staff, students, and community and ensure that the school is implementing IEQ policies appropriately.
- C. Facility Operators will ensure that HVAC systems are operating properly and that buildings are maintained adequately and cleaned regularly.
- D. Custodians will follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They also look for signs of pest problems and inform the appropriate people of any issues.
- E. Health Officers/School Nurses will track illnesses, such as asthma, that may provide an early warning of IEQ problems.
- F. The School Board will approve and support the IEQ Management Plan.

10. Prevention of IEQ Problems

The **Evansville School District** is committed to preventing IEQ problems. To reach this goal, the district will:

- A. keep equipment and operating systems in good working condition and make every effort to best accommodate the needs and comfort of students, staff, and other users of the school building;
- B. evaluate building systems and conduct walkthroughs of the various district buildings, schedule regular review and maintenance for those systems that require continual attention, and handle IEQ concerns identified during the walkthroughs in accordance with #5 in this plan; and
- C. Comply with all applicable codes and operate current systems based on how they were designed to be used to ensure high quality facilities for all district functions.

Appendix A

Indoor Environmental Quality (IEQ) Concern Record

Date Mo./Day/Yr.

GENERAL INFORMATION

Name First, Last	Email Address	Phone Area Code/No.	
Street Address	City	State	ZIP

Status in Filing Concern *Check One*

- Staff
 Student
 Parent
 Member of Public

ENVIRONMENTAL QUALITY CONCERN

District Building of Concern

Describe IEQ Concern *Limit response to space provided.*

IEQ COORDINATOR'S USE ONLY

Attach all other pertinent documentation.

Date Recorded <i>Mo./Day/Yr.</i>	Date Investigation Began <i>Mo./Day/Yr.</i>	Date Investigation Complete <i>Mo./Day/Yr.</i>	Person Assigned to Investigate
-------------------------------------	--	---	--------------------------------

Result of Investigation

Clean-up, Remediation, or Other Work Necessary

- Yes
 No

Person Assigned First & Last Name

Date Work Began *Mo./Day/Yr.*

Date Work Complete *Mo./Day/Yr.*

Follow-Up Contact Made

- No
 Yes, *Date of follow-up*

CESA #2 2012-2013 Contract

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

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

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

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

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

LEA agrees to pay for services rendered as follows:

*for services costing \$18,000. or less annually, in one payment to be made in July.

*for services costing more than \$18,000. annually, in tri-annual payments to be made in July, November and March.

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

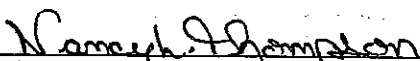
Transportation of children, if any, will be furnished by each school district.

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

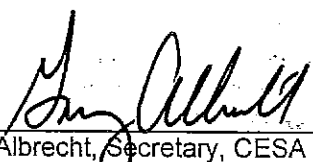
In witness whereof, the parties have set their hands this day and year written below.

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

March 20, 2012



Nancy Thompson, Chairperson, CESA #2 Board of Control



Gary L. Albrecht, Secretary, CESA #2 Board of Control

School of District _____

_____, 2012

President, Board of Education

Clerk, Board of Education

Middle School Handbook Changes for the 12-11 School Year.

Additional changes after April board meeting.

Note: Board Policies will be updated in early June to reflect the most recent changes in policy.

Page 22

Technology Misuse.

Remove Section on Consequences

First Offense: No computer use for one week unless under direct supervision of a teacher.

Second Offense: No computer use for one month.

Third Offense: No computer use for a semester.

Replace with:

Parent/guardian notified.

First Offense: Detention or Suspension

Second Offense: Suspension or loss of computer privileges for a quarter.

Third offense: Suspension or referral to the superintendent for expulsion.

2012-13 High School Student Handbook
Changes indicated in Red

1. Page 49 = SAP
2. Page 61 = SAP

would cause a second penalty offense for the second training rules violation, even if it is not alcohol-related. Group B training rule violations are cumulative **within themselves only**. For example, an obscenity violation during competition would only result in a second offense penalty if a student-athlete had a different obscenity violation earlier in his/her career.

When a second violation occurs prior to a first violation penalty being served, the two penalties must be served cumulatively -- they are not to be served concurrently.

Note

A training rule violation is not fully cleared until the student completes the entire season where the ineligibility period ended in good standing.

Training Rule Penalties for Group A Violations:

First Violation -- Suspension from participation in 25% of the contests for the regular season with carry over into the next season if necessary. If the student has violated the code in the area of alcohol or drugs, the student may reduce the suspension to one contest provided the student has self-referred or been referred by his/her parent/guardian and has successfully completing a SAP (Student Assistance Program) at his or her expense of \$50. If the student has violated the code in the area of tobacco and has self-referred or been referred by his/her parent/guardian, he/she may reduce the suspension from athletics to one contest by agreeing to complete the Evansville School District's SAP tobacco education program at his or her expense of \$25. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period and the student must complete the season in good standing.

The Student Assistance Program (SAP) is a service provided to our extra and co-curricular students. The program is based upon teaching prevention curricula, Prime for Life and Delta 9, which educate youth about alcohol and drugs. Both programs focus on prevention, education and self-assessment. Students complete a ten hour training program with a licensed trainer/educator. Recommendations can be made after the student completes the program. Ongoing support may be given by school staff, if necessary, and referrals to outside agencies may occur.

Second Violation -- Suspension from participation in 50% of the contests for the regular season with carry over into the next season if necessary. **If the student has violated the code in the area of alcohol or drugs, he/she will be required to complete a formal assessment, by a non-school agency and successfully complete a**

4. **Conduct**

A student participating in non-athletic extra/co-curricular activities will be subject to disciplinary action for the following violations:

1. Drug abuse, including sale, possession or illegal use.
Drug paraphernalia, possession or use.
2. Use, possession or purchase of alcoholic beverages.
3. Use or possession of tobacco in any form.
4. A criminal offense or a violation of a municipal or county ordinance having a statutory counterpart.
5. Acts of vandalism.
6. Presence in a bar or tavern without the student's parents/guardians.
7. Habitual truancy.

Conduct Violation Penalties -- Minimum Guidelines

Important

The listed penalties for violations of the non-athletic extra/co-curricular code **generally** serve as minimum guidelines. The administration reserves the right to adjust **any** penalties as deemed appropriate.

First Violation – 20 hours of community service as determined by Administration and Advisor. Community service must be completed in a timely manner with at least 5 hours completed a week and must be completed in consecutive weeks. Once a contract outlining how the student will meet the above requirements has been signed by the student and his/her parent/guardian, the student may resume participation in non-athletic activities. If the student has violated the code in the area of alcohol or drugs, the student may reduce the suspension to 10 hours of community service provided the student has self-referred or been referred by his/her parent/guardian and has successfully completing a SAP (Student Assistance Program) at his or her expense of \$50. If the student has violated the code in the area of tobacco and has self-referred or been referred by his/her parent/guardian, he/she may reduce the suspension to 10 hours of community service by agreeing to complete the Evansville School District's SAP tobacco education program at his or her expense of \$25.

The Student Assistance Program (SAP) is a service provided to our extra and co-curricular students. The program is based upon teaching prevention curricula, Prime for Life and Delta 9, which educate youth about alcohol and drugs. Both programs focus on prevention,

education and self-assessment. Students complete a ten hour training program with a licensed trainer/educator. Recommendations can be made after the student completes the program. Ongoing support may be given by school staff, if necessary, and referrals to outside agencies may occur.

Second Violation -- Suspension from 50% of all activities' seasons/performances or their equivalents. However, if the student has violated the code in the area of alcohol or drugs, then he/she **will be required to complete a formal assessment**, by a non-school agency, provide a release of information to the District, successfully complete a Student Assistance Program (SAP) at his or her expense of \$50, and follow through on all recommendations. The Student Assistance Program offered through the Evansville School District will be available to a student one time only, unless the local facilitators determine that repeating the program would be beneficial to the student. Without the formal AODA assessment, the student will be suspended from non-athletic extra/co-curricular participation for one calendar year (twelve months from the date of the offense). If the student violated the code in the area of tobacco, he/she must agree to complete the SAP tobacco education program at his or her expense of \$25.

(Student Assistance Program). The Student Assistance Program offered through the Evansville School District will be available to a student one time only, unless the local facilitators determine that repeating the program would be beneficial to the student. Without the formal AODA assessment, the student will be suspended from extra/co-curricular participation for one calendar year (twelve months from the date of the offense). If the student violated the code in the area of tobacco, he/she must agree to complete the SAP tobacco education program. Unless suspended from or suspended in school, attendance at all practices is required during the ineligibility period and the student must end the season in good standing.

Third Violation -- Suspension for one full calendar year (twelve months from the date of the offense) from all extra/co-curricular activities. Any subsequent violations beyond the third will be cause for an additional calendar year suspension for each violation.

Exceptions For Some Music Performing Groups
Chamber Choir, Symphonic Band, Wind Ensemble, Concert Choir.

These music performing groups in Evansville Schools are unique in that they are curricular (taken for credit) and also non-athletic

Revised: May 12, 2008

322

Revised: September 12, 2011

1st Reading: 4-9-12; 2nd Reading: 4-23-12; 3rd Reading: 5-14-12

STUDENT SCHOOL DAY

Wisconsin law requires the Board to reserve to itself the right to establish rules which schedule the hours of the normal school day. In establishing such rules, the Board will consider comments from parents, staff, and district residents.

Once established, the schedule of hours of a normal school day will be posted in school buildings, on the web site, and distributed to the local media.

The schedule of hours for a normal school day for respective grade levels shall be as follows:

½ Day Kindergarten	Morning class	8:05 a.m.-	11:20-a.m. (if a.m. only)
	Afternoon class	12:00 p.m. -	3:05 p.m.
Full Day Kindergarten		8:05 a.m.	3:05 p.m.
Grades 1 – 2		8:05 a.m. -	3:05 p.m.
Grades 3 – 5		8:05a.m. -	3:05 p.m.
Grades 6 – 8		7:50 a.m. -	3:00 p.m.
Grades 9 – 12		8:00 a.m. -	3:09 p.m.

Legal Ref.: Sections 115.01(10) Wisconsin Statutes (Classifications)

120.12(15) (School Board Duties)

121.02(1)(f)2 (School District Standards)

PI 8.01(2)(f)2 Wisconsin Administrative Code

STUDENT BULLYING

Introduction

The Evansville Community School District strives to provide a safe, secure and respectful learning environment for all students in school buildings and on school grounds, on school buses and at school-sponsored activities. Bullying has harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause or resulting in fear, humiliation, intimidation or harm.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft).
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks).
3. Social (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying).
4. Between students and students, students and adults, or adults and adults.
5. Motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district or through district resources such as the computer network. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

It is the responsibility of all school staff members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or the building principal as designated by the Board of Education to be a recipient of such reports. Acts of bullying reported on our website will be reviewed by the appropriate building administrator. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

An investigation to determine the facts will take place in a timely manner (1-2 days) to verify the validity and the seriousness of the report. Affected parents and/or guardians will be notified that

a report has been made. The district shall keep the complaint confidential to the extent required by law for both the accused and the accuser.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliation against anyone due to reporting of bullying behavior in violation of the policy, the principal may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the bullying policy may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior, are considered to be in violation of the prohibition expressed by this policy. They may be subject to disciplinary action consistent with the collective bargaining agreement or disciplinary action established by policy or practice.

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained by the Building Principal on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board no later than August of each year, included with the annual report on building goals, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Legal Ref.: Sections 118.13 Wisconsin Statutes (Pupil Discrimination Prohibited)
118.46(2) (Policy on Bullying)
120.13(1) (School Board Powers)
120.44 (School Board Powers and Duties)
895.77(2) (Injury Caused by Criminal Gang Activity)
947.0125 (Unlawful Use of Computerized Communication Systems)
947.013 (Harassment)
948.51(2) (Hazing)
PI 9, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VII, Civil Rights Act of 1964
Equal Employment Opportunities Commission Guidelines (29 C.F.R.-Part 1604.11)

Local Ref.: Policy #411.1-Student Nondiscrimination/Harassment

Approved: January 11, 1988
Revised: June 10, 2002
Revised: January 12, 2009
1st Reading: 4-9-12; 2nd Reading: 4-23-12; 3rd Reading: 5-14-12

722.1

STAFF ACCIDENT REPORTS

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the building administrator or designated supervisor. The building administrator or designated supervisor will immediately put the staff member in touch with Acuity to process the report.

The procedure is as follows:

Instructions for reporting non-life threatening work related injuries:

1. Employee notifies principal/supervisor immediately following injury;
2. The principal/supervisor will initiate a call to Medcor on behalf of the injured employee and then give the employee privacy to complete the call to Medcor (1-800-775-5866);
3. The injured employee will detail any medical symptoms or complaints which will be evaluated by a Registered Nurse (RN) specially trained to perform telephonic triage;
4. The RN will recommend first aid self-treatment or refer the injured employee for an off-site medical evaluation by a DeanCare medical provider;
5. The RN will fax after-care instruction sheets in English or Spanish to a designated location at the workplace for the injured employee at the conclusion of the call, which will summarize any recommended self-treatment protocol;
6. For all injuries that are called to the service, standardized reports will be generated at the conclusion of the call that capture the most important information relative to the potential work related injury that was reported.

Timely reporting is an essential practice for all potential work related injuries to ensure the best possible outcomes.

For life-threatening injuries, call 911 immediately and disregard information above.

Should you have any questions about the process outlined above, please contact Doreen Treuden, Business Manager, Ext. 3383.

Legal Ref.: Section 121.02(1)(g)(i) Wisconsin Statutes (School District Standards)
146.81-146.84 (Miscellaneous Health Provisions)
PI 8.01(2)(g)(i), Wisconsin Administrative Code (School District Standards)

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

MINUTES OF REGULAR MEETING

The regular meeting of the Board of Education of the Evansville Community School District was held Monday, April 9, 2012, at 6:30 pm in the District Board and Training Center room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Hatfield, Swanson, Busse, Rasmussen, Rossmiller, and Hurley. Absent: Skinner and High School Rep. Kan.

APPROVE AGENDA

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

EXECUTIVE SESSION

Motion by Mr. Busse, seconded by Ms. Hurley, moved to move into executive session, under Wisconsin Statute 19.85(1)(c) to discuss lay-offs. Motion carried, 6-0 (roll call vote).

Reconvened from executive session at 8:33 pm.

Motion by Mr. Hatfield, seconded by Ms. Rossmiller, moved to move item IX, Business, to act on now. Motion carried, 6-0 (voice vote).

BUSINESS (Action Items)

Motion by Mr. Rasmussen, seconded by Mr. Busse, moved we approve, with regret, the lay-offs as presented. Discussion. Motion carried, 5-1 (Hatfield)(voice vote).

Motion by Ms. Rossmiller, seconded by Mr. Hatfield, moved we approve the resignation of middle school music teacher, Brenda Berg, and thank her for her many years of service to the District and the exceptional amount of service she has given to each student. Motion carried, 6-0 (voice vote).

Motion by Ms. Hurley, seconded by Mr. Busse, moved we approve the job share request of Nancy Greve-Shannon as presented. Motion carried, 6-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved we approve Wegner, CPAs, as the District's auditing firm for the next three years. Discussion. Motion carried, 6-0 (voice vote).

PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS

- Energy Fair – April 20
- Week of the Young Child – April 23
- Open Enrollment Application Period -- February 6 – April 30
- Teacher and Staff Appreciation Week – May 7-11
- Employee Recognition – May 9
- Back to School Days - August 15 and 16, 2012

- Congratulations 8th grade math 24 team at the Regional tournament in Mt. Horeb on March 12. Alex Viet placed 1st, Alex Diebold placed 2nd, and Jacob Kennedy placed 6th. The team earned three of the six trophies.
- Congratulations to Butch Beedle and Mike Czerwonka who were both recognized as People Who Matter by the Janesville Gazette.
- Birthday announcements: Heidi Carvin, Nancy Hurley, Eric Busse, and Tina Rossmiller.
- Mr. Rasmussen presented an autographed book, Down Johns Road, to the High School for their library from Evansville graduate, John Olsen.
- Sharon Skinner has been in the hospital and is home recovering.

Mr. Hatfield left the meeting at 8:47 pm.

DISTRICT ADMINISTRATOR REPORT

Ms. Carvin's submitted report was on budget, transition planning, and district news.

HIGH SCHOOL BOARD REPRESENTATIVE REPORT

No report submitted. High School Principal, Mr. Everson, shared student council happenings.

INFORMATION & DISCUSSION

Business Manager, Ms. Treuden, presented updates to the 2012-2013 budget on health/dental insurance and teacher step/lane movement. Discussion.

Director of Student Services, Ms. Ashby, presented on advancing our students and District into the future, including the special education least restrictive environment. Discussion.

Ms. Swanson shared the unofficial school board election results and thanked all for running. Discussion.

Mr. Everson presented the high school low enrollment/class size courses. Discussion. Ms. Carvin discussed class size recommendations. Discussion.

Mr. Everson presented the proposed 2012-13 high school handbook. Discussion. Mr. Flaherty presented the proposed 2012-13 middle school handbook. Discussion.

Ms. Treuden presented the District Office staffing plan. Discussion.

Selection of an audit firm not discussed as was approved earlier.

Ms. Swanson asked for discussion of upcoming board meetings. Discussion.

Ms. Swanson presented for a first reading, policies: #322-Student School Day, #411.4-Student Bullying, and #722.1-Staff Accident Reports. Discussion.

CONSENT (Action Items)

Motion by Ms. Rossmiller, seconded by Mr. Busse, moved to approve the consent agenda items: policies #453.1-Emergency Nursing Services, #841-Bequests and Gifts, March 12 regular and March 14 special meeting minutes and the February reconciliation report and bills as presented. Motion carried, 5-0 (roll call vote).

FUTURE AGENDA

April 23, 2012, regular meeting agenda discussed.

ADJOURN

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to adjourn the meeting. Motion carried, 5-0 (voice vote).

Meeting adjourned at 10:51 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved: 5-14-12
Kathi Swanson, President

Unapproved Minutes

EVANSVILLE COMMUNITY SCHOOL DISTRICT
Evansville, Wisconsin

A special meeting of the Board of Education of the Evansville Community School District was held Monday, April 16, 2012, at 6:30 pm in the District Office Conference Room.

The meeting was called to order by President Kathi Swanson. Roll call was taken of those present. Members present: Hatfield, Swanson, Busse, Rasmussen, and Hurley. Absent: Rossmiller and Skinner.

Ms. Swanson moved meeting to the District Board and Training Center room.

DISCUSSION OF EMPLOYEE HANDBOOK AND SUPPORT STAFF BENEFITS

Ms. Swanson shared purpose of meeting on the employee handbook and support staff benefits. District Administrator, Ms. Carvin, presented information on the handbook and benefits. Discussion.

ADJOURN

Motion by Mr. Hatfield, seconded by Mr. Busse, moved to adjourn the meeting. Motion carried, 5-0 (voice vote). Meeting adjourned at 8:46 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: _____ Dated: _____ Approved:
Kathi Swanson, President

Evansville

Community School District

MEMORANDUM

To: Evansville Board of Education
From: Doreen Treuden, Business Manager
Re: March, 2012 Reconciliation
Date: May 14th, 2012

Attached you will find the following documents for the March reconciliation:

Bank Reconciliation Statement for all Funds – nothing unusual to report

Skyward Balance Sheet Report to verify bank reconciliation statement

Listing of all receipts - March

Check Register – March

Notes for check register:

Check total -	\$593,773.87
ACH total -	\$ 2,956.61
Manual check total -	\$ 36,467.09
Payroll	<u>\$</u>
Total	\$633,197.57

Void checks - none

Payroll checks - #72315 and #72383

EVANSVILLE COMMUNITY SCHOOL DISTRICT
BANK RECONCILIATION

FOR THE MONTH OF

March, 2012

BALANCE PER BANK:	62,000.00
LESS OUTSTANDING CHECKS	-89,666.92
LESS WRS POSTING	-107,184.26

MMA ACCOUNT	3,336,610.65	
BALANCE PER BANK		3,201,759.47

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.
FUND 10 General	1,124,709.69	-587,340.31	537,369.38
FUND 21 Donations	20,811.80	0.00	20,811.80
FUND 27 Special Ed	-1,530,031.20	-61,513.18	-1,591,544.38
FUND 38 Debt	-0.11	52,000.00	51,999.89
FUND 39 Debt	-2,273.46	781,479.00	779,205.54
FUND 49 Capital Projects	500.00	0.00	500.00
FUND 50 Food Service	59,173.21	-11,327.78	47,845.43
FUND 99 Voc Ed/ESL/Grants	18,961.16	0.00	18,961.16

MMA ACCOUNT		3,336,610.65	
BALANCE PER GENERAL LEDGER			3,201,759.47
		173,297.73	

DIFFERENCE	0.00
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Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	March 2011-12 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	1,058,890.15	-587,340.31	537,369.38
10	-	---	---	-----	---	GENERAL FUND	1,058,890.15	-587,340.31	537,369.38
21	A	000	000	711100	---	CASH ON DEPOSIT	17,845.43		20,811.80
21	-	---	---	-----	---	GIFTS/DONATIONS	17,845.43		20,811.80
27	A	000	000	711100	---	CASH ON DEPOSIT	-2,062,982.52	-61,513.18	-1,591,544.38
27	-	---	---	-----	---	SPECIAL EDUCATION FUND	-2,062,982.52	-61,513.18	-1,591,544.38
38	A	000	000	711100	---	CASH ON DEPOSIT	23,049.89	52,000.00	51,999.89
38	-	---	---	-----	---	NON-REFERENDUM DEBT	23,049.89	52,000.00	51,999.89
39	A	000	000	711100	---	CASH ON DEPOSIT	519,537.81	781,479.00	779,205.54
39	-	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	519,537.81	781,479.00	779,205.54
49	A	000	000	711100	----	CASH ON DEPOSIT			500.00
49	-	---	---	-----	---				500.00
50	A	000	000	711100	----	CASH ON DEPOSIT	75,038.25	-11,327.78	47,845.43
50	-	---	---	-----	---	FOOD SERVICE	75,038.25	-11,327.78	47,845.43
99	A	000	000	711100	---	CASH ON DEPOSIT			18,961.16
99	-	---	---	-----	---	COOP. PROGRAM FUNDS-66:03			18,961.16
Grand Asset Totals							-368,620.99	173,297.73	-134,851.18

Number of Accounts: 8

***** End of report *****

Post Date	Func	Description	Amount
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2273.05
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	170.00
03/31/2012	REGULAR CURRICULUM	AFTER SCHOOL FEES	60.00
03/31/2012	DISTRICT WIDE	KIDS CONNECTION FACILITY USE FEE	247.94
03/31/2012	MATH	HS REIMB OF OLD BOOK SAMPLES SOLD	927.88
03/31/2012	DISTRICT WIDE	DEPT OF CORRECTIONS RESTITUTION	44.96
03/31/2012	DENTAL INSURANCE	REIMB OF DENTAL FROM V. LECY-LUEBKE	881.82
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1216.60
03/31/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FOR WORK PAYMENTS	20.00
03/31/2012	REGULAR CURRICULUM	AFTER SCHOOL FEES	170.00
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2132.25
03/31/2012	DISTRICT WIDE	GATE RECEIPTS - GBB VS WHITEWATER	567.00
03/31/2012	DISTRICT WIDE	REIMB FOR COPIES	26.00
03/31/2012	OTHER SUPPORT SERVICES	HEALTH INS. FOR K. MADISON	269.36
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1906.90
03/31/2012	DISTRICT WIDE	STUDENT FEES	276.50
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2422.00
03/31/2012	DISTRICT WIDE	GATE - GBB VS BIG FOOT	865.00
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1513.00
03/31/2012	DISTRICT WIDE	STUDENT FEES	255.00
03/31/2012	FIELD TRIPS - CLASSROOM	ELEM FIELD TRIP	720.92
03/31/2012	DISTRICT WIDE	FACILITY USE - W. YOERGER FOR 4H	15.00
03/31/2012	INFORMATION SERVICES	REIMB FOR UPS	14.78
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1901.75
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1558.00
03/31/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR AMERICAN SCHOOL CLASS	110.00
03/31/2012	GIFTED AND TALENTED	HS REIMB FOR AP EXAM	808.00
03/31/2012	FIELD TRIPS - CLASSROOM	HS REIMB FOR FFA FIELD TRIP	283.84
03/31/2012	DISTRICT WIDE	FACILITY USE FOR HS AM BASKETBALL	140.00
03/31/2012	DISTRICT ADMINISTRATION	DO COFFEE REIMB	8.00
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2075.00
03/31/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FOR CHARGE CARD	170.13
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1496.40
03/31/2012	SCHOOL BUILDING ADMINISTRATION	HS REIMB FOR CHARGE CARD	1513.31
03/31/2012	DISTRICT WIDE	STUDENT FEES	2287.50
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1589.45
03/31/2012	SCHOOL BUILDING ADMINISTRATION	MS REIMB FOR CHARGE CARD	6128.00
03/31/2012	SCIENCE	MS REIMB FROM WARDS NATURAL SCIENCE	149.95
03/31/2012	FIELD TRIPS - CLASSROOM	MS REIMB FOR FIELD TRIPS	1207.14
03/31/2012	DISTRICT WIDE	STUDENT FEES - J. WELTER	1.75
03/31/2012	SCHOOL BUILDING ADMINISTRATION	TRIS REIMB FOR CHARGE CARD	220.32
03/31/2012	BUILDING REPAIRS	REIMB FROM HD SUPPLY	173.71
03/31/2012	DISTRICT WIDE	MAGNOLIA MOBILE HOME FEES	430.21
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	2556.85
03/31/2012	REGULAR CURRICULUM	AFTER SCHOOL FEES	92.50
03/31/2012	OTHER SUPPORT SERVICES	MID AMERICA - P. KELLEY	626.88
03/31/2012	OTHER SUPPORT SERVICES	MID AMERICA - M. KELLEY	626.88
03/31/2012	MUSIC	MS REIMB FOR SOLO AND ENSEMBLE FELLOWS & HAAK	22.50
03/31/2012	MUSIC	MS REIMB FOR BAND - STUDENT PURCHASES	42.00
03/31/2012	OTHER SUPPORT SERVICES	RETIREE HEALTH FOR APRIL - R. GROVESTEN	88.15
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1829.00
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	162.00
03/31/2012	DISTRICT ADMINISTRATION	OPEN RECORDS REQUEST - C. BREIBY MODEL UNO PH	8.50

Post Date	Func	Description	Amount
03/31/2012	DISTRICT WIDE	FACILITY USE - EVANSVILLE SOCCER CLUB	15.00
03/31/2012	LIBRARY	REFUND FROM 2011 FOR FOLLETT LIBRARY RESOURCE	1281.26
03/31/2012	DISTRICT ADMINISTRATION	OPEN RECORDS REQUEST - M&I BANK	8.50
03/31/2012	GIFTED AND TALENTED	HS REIMB FOR AP EXAMS	4959.00
03/31/2012	OTHER SUPPORT SERVICES	EBC DENTAL INS. - HAVLIK	56.87
03/31/2012	DISTRICT WIDE	STUDENT FEES	1369.50
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1782.00
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1690.00
03/31/2012	BUSINESS EDUCATION	HS REIMB FOR FIELD TRIPS	140.00
03/31/2012	ENGLISH	HS REIMB STUDENT PURCHASED BOOK	3.00
03/31/2012	DISTRICT ADMINISTRATION	OPEN RECORDS REQUEST - MARINES	8.50
03/31/2012	DISTRICT ADMINISTRATION	DO REIMB FOR COFFEE	6.50
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1211.70
03/31/2012	DISTRICT WIDE	STUDENT FEES	1592.00
03/31/2012	SCHOOL BUILDING ADMINISTRATION	REIMB FOR HS CREDIT CARD FROM SPORTS BOOSTERS	589.34
03/31/2012	DISTRICT WIDE	STUDENT FEE MONEY FOUND IN SAFE	87.55
03/31/2012	PETTY CASH	HS ATHLETIC CASH BOX	800.00
03/31/2012	GIFTED AND TALENTED	HS REIMB FOR AP EXAM REVIEW	25.00
03/31/2012	GIFTED AND TALENTED	HS REIMB FOR AP EXAMS	609.00
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	546.25
03/31/2012	DISTRICT WIDE	FACILITY USE - HEALTH CLUB WINTER BASKETBALL	610.00
03/31/2012	OTHER SUPPORT SERVICES	MID AMERICA - V. LACY-LUEBKE	11785.36
03/31/2012	DISTRICT WIDE	VENDING - 3-14-2012	117.55
03/31/2012	DEPOSITS PAYABLE	LUNCH PAYMENTS	1951.24
03/31/2012	DISTRICT WIDE	VENDING 3-21-2012	96.55
03/31/2012	DISTRICT WIDE	VENDING 3-8-2012	139.40
03/31/2012	DISTRICT WIDE	SPEC ED. AID	120259.00
03/31/2012	DISTRICT WIDE	NSL AID FROM STATE	7150.93
03/31/2012	DISTRICT WIDE	NSB AID FROM STATE	1842.87
03/31/2012	DISTRICT WIDE	MORNING MILK AID FROM STATE	2652.70
03/31/2012	DISTRICT WIDE	EQUALIZATION AID	2880956.30
03/31/2012	DISTRICT WIDE	FEDERAL FLOW THROUGH AID	106748.50
03/31/2012	DISTRICT WIDE	FEDERAL TITLE II	8080.95
03/31/2012	DISTRICT WIDE	FEDERAL TITLE I	48298.08
03/31/2012	DISTRICT WIDE	FEDERAL TITLE I	620.00
03/31/2012	DISTRICT WIDE	INTEREST FOR MARCH	1989.29
03/31/2012	DEPOSITS PAYABLE	FIX LUNCH DEPOSIT CHECK	-0.08
Total for Cash Receipts			3255383.29

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
03/01/2012	72249	R	03/01/2012	ASCL	268.45
03/01/2012	72250	R	03/01/2012	AUDIO ENGINEERING COMPANY	257.00
03/01/2012	72251	R	03/01/2012	BASEMAN BROS INC	797.00
03/01/2012	72252	R	03/01/2012	BFG SUPPLY CO	565.24
03/01/2012	72253	R	03/01/2012	BROAD REACH BOOKS	306.99
03/01/2012	72254	R	03/01/2012	CESA #2	75.00
03/01/2012	72255	R	03/01/2012	DAN CORY	48.00
03/01/2012	72256	R	03/01/2012	DANIEL SIMENSON	48.00
03/01/2012	72257	R	03/01/2012	DECKER INC	76.00
03/01/2012	72258	R	03/01/2012	DEININGER, GARY	40.00
03/01/2012	72259	R	03/01/2012	DEPT OF HEALTH SERVICES	98.46
03/01/2012	72260	R	03/01/2012	DONALD HOAGLIN	48.00
03/01/2012	72261	R	03/01/2012	E-RATE EXCHANGE, LLC	725.00
03/01/2012	72262	R	03/01/2012	J.C. MCKENNA MIDDLE SCHOOL	1,800.00
03/01/2012	72263	R	03/01/2012	EVANSVILLE REVIEW	20.00
03/01/2012	72264	R	03/01/2012	FORREST PIANO SERVICE	90.25
03/01/2012	72265	R	03/01/2012	GUENTHER, COURTNEY	45.18
03/01/2012	72266	R	03/01/2012	J.W. PEPPER & SON INC	7.99
03/01/2012	72267	R	03/01/2012	JACK ALBRECHTSON	60.00
03/01/2012	72268	R	03/01/2012	JAMES MADISON MEMORIAL FORENSI	80.00
03/01/2012	72269	R	03/01/2012	JIM ESSELMAN	60.00
03/01/2012	72270	R	03/01/2012	JONATHAN VIAU	100.00
03/01/2012	72271	R	03/01/2012	JOSH SIEDSCHLAG	100.00
03/01/2012	72272	R	03/01/2012	JOSTENS	479.17
03/01/2012	72273	R	03/01/2012	KIDWIND PROJECT INC	455.74
03/01/2012	72274	R	03/01/2012	MONONA GROVE SCHOOL DISTRICT	20.00
03/01/2012	72275	R	03/01/2012	NASCO	94.76
03/01/2012	72276	R	03/01/2012	NCS PEARSON INC	72.50
03/01/2012	72277	R	03/01/2012	NELCO	226.30
03/01/2012	72278	R	03/01/2012	NELSON-YOUNG LUMBER COMPANY	10,272.42
03/01/2012	72279	R	03/01/2012	NORTH AMERICAN MECHANICAL INC	5,450.00
03/01/2012	72280	R	03/01/2012	THE PENWORTHY COMPANY	288.00
03/01/2012	72281	R	03/01/2012	PETTERSON PLUMBING	201.75
03/01/2012	72282	R	03/01/2012	PRO-ED	40.70
03/01/2012	72283	R	03/01/2012	R & D AQUA FARMS INC	201.55
03/01/2012	72284	R	03/01/2012	REESE, DENNIS	40.00
03/01/2012	72285	R	03/01/2012	THORNTON, RON	73.00
03/01/2012	72286	R	03/01/2012	SENDELBACH, MICHAEL	70.00
03/01/2012	72287	R	03/01/2012	SIMPLEXGRINNELL LP	278.00
03/01/2012	72288	R	03/01/2012	SMART APPLE MEDIA	188.76
03/01/2012	72289	R	03/01/2012	STANLEY SECURITY SOLUTIONS INC	189.98
03/01/2012	72290	R	03/01/2012	SUPERIOR CHEMICAL CORPORATION	1,409.50
03/01/2012	72291	R	03/01/2012	SYMDON CHEVROLET INC	60.21
03/01/2012	72292	R	03/01/2012	TRIUMPH LEARNING LLC	287.79
03/01/2012	72293	R	03/01/2012	UW MADISON	250.00
03/01/2012	72294	R	03/01/2012	UWC-ROCK COUNTY	2,020.40
03/01/2012	72295	R	03/01/2012	V.A.L.U.E. IN LOCAL GOVERNMENT	25.00
03/01/2012	72296	R	03/01/2012	WE ENERGIES	59,579.76
03/01/2012	72297	R	03/01/2012	WIL-KIL PEST CONTROL	131.00
03/01/2012	72298	R	03/01/2012	WSCA	80.00
03/06/2012	72299	R	03/06/2012	BUTTCHEN, KENDALL	96.00
03/06/2012	72300	R	03/06/2012	DANIEL SIMENSON	48.00
03/06/2012	72301	R	03/06/2012	DAVID YOSS	96.00
03/06/2012	72302	R	03/06/2012	DEREK SCHAEFER	75.80
03/06/2012	72303	R	03/06/2012	EVANSVILLE COMMUNITY FIRE DIS	530.33
03/06/2012	72304	R	03/06/2012	HAGERTY, MARK	60.00

POST	CHECK	CHE	CHECK		
DATE	NUMBER	TYP	DATE	VENDOR	AMOUNT
03/06/2012	72305	R	03/06/2012	LARRY GARVOILLE	55.00
03/06/2012	72306	R	03/06/2012	MYRON ELLINGSON	60.00
03/06/2012	72307	R	03/06/2012	REESE, DENNIS	80.00
03/06/2012	72308	R	03/06/2012	RICHARD LEUZINGER	60.00
03/06/2012	72309	R	03/06/2012	RINGHAND BROTHERS INC	58,462.90
03/06/2012	72310	R	03/06/2012	ROGER HOMB	48.00
03/06/2012	72311	R	03/06/2012	THORNTON, RON	48.00
03/06/2012	72312	R	03/06/2012	SCOTT NIMZ	48.00
03/06/2012	72313	R	03/06/2012	CAMPBELL, TODD	50.00
03/06/2012	72314	R	03/06/2012	TOM TAUTGES	60.00
03/09/2012	72316	R	03/09/2012	AMERIPRISE FINANCIAL SERVICES	770.00
03/09/2012	72317	R	03/09/2012	FRANKLIN TEMPLETON BANK & TRUST	2,035.00
03/09/2012	72318	R	03/09/2012	HORACE MANN LIFE INSURANCE	125.00
03/09/2012	72319	R	03/09/2012	METLIFE	225.00
03/09/2012	72320	R	03/09/2012	MG TRUST COMPANY	420.00
03/09/2012	72321	R	03/09/2012	SBG-VAA	780.00
03/14/2012	72322	R	03/14/2012	DAVE'S ACE HARDWARE	190.30
03/14/2012	72323	R	03/14/2012	AT & T	110.26
03/14/2012	72324	R	03/14/2012	AT&T LONG DISTANCE	422.52
03/14/2012	72325	R	03/14/2012	AT&T	745.00
03/14/2012	72326	R	03/14/2012	BADGER SPORTING GOODS CO., INC	339.79
03/14/2012	72327	R	03/14/2012	BADGER WATER LLC	247.40
03/14/2012	72328	R	03/14/2012	BATTERIES PLUS	193.00
03/14/2012	72329	R	03/14/2012	BFG SUPPLY CO	249.94
03/14/2012	72330	R	03/14/2012	BOARDMAN & CLARK LLP	1,227.50
03/14/2012	72331	R	03/14/2012	BRODHEAD MIDDLE SCHOOL	180.00
03/14/2012	72332	R	03/14/2012	DEININGER, GARY	250.00
03/14/2012	72333	R	03/14/2012	DIVERSIFIED BENEFIT SERVICES	370.50
03/14/2012	72334	R	03/14/2012	DWD-UNEMPLOYMENT INSURANCE	864.34
03/14/2012	72335	R	03/14/2012	EVANSVILLE HIGH SCHOOL	243.00
03/14/2012	72336	R	03/14/2012	EQUAL RIGHTS DIVISION	15.00
03/14/2012	72337	R	03/14/2012	EVANSVILLE REVIEW	417.00
03/14/2012	72338	R	03/14/2012	FIDELITEC LLC	48.00
03/14/2012	72339	R	03/14/2012	FIRST SUPPLY LLC - MADISON	133.47
03/14/2012	72340	R	03/14/2012	FOLLETT LIBRARY BOOK COMPANY	1,124.50
03/14/2012	72341	R	03/14/2012	FOLLETT LIBRARY RESOURCES	1,043.38
03/14/2012	72342	R	03/14/2012	HAZEL CYBART-FUSON	100.00
03/14/2012	72343	R	03/14/2012	HONEYWELL INC.	1,593.07
03/14/2012	72344	R	03/14/2012	IDEAL PRINTING WI LLC	71.99
03/14/2012	72345	R	03/14/2012	J.W. PEPPER & SON INC	446.45
03/14/2012	72346	R	03/14/2012	JONATHAN VIAU	80.00
03/14/2012	72347	R	03/14/2012	JOSH SIEDSCHLAG	80.00
03/14/2012	72348	R	03/14/2012	KLEENMARK	275.60
03/14/2012	72349	R	03/14/2012	LANDMARK SERVICES COOPERATIVE	10,470.29
03/14/2012	72350	R	03/14/2012	LEROY, TED	20.00
03/14/2012	72351	R	03/14/2012	LODI HIGH SCHOOL	56.00
03/14/2012	72352	R	03/14/2012	MACNEIL ENVIRONMENTAL	901.25
03/14/2012	72353	R	03/14/2012	MADISON RECHARGING SERVICE INC	1,037.65
03/14/2012	72354	R	03/14/2012	MENARDS	90.94
03/14/2012	72355	R	03/14/2012	MIKE HAURI	39.00
03/14/2012	72356	R	03/14/2012	MJ CARE, INC.	759.00
03/14/2012	72357	R	03/14/2012	MORNING FRESH LAUNDRY	464.00
03/14/2012	72358	R	03/14/2012	NASCO	491.79
03/14/2012	72359	R	03/14/2012	NELSON-YOUNG LUMBER COMPANY	136.48
03/14/2012	72360	R	03/14/2012	NOODLETOOLS, INC.	80.00
03/14/2012	72361	R	03/14/2012	OCCUPATIONAL HEALTH CENTERS	216.00

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
03/14/2012	72362	R	03/14/2012	THE PENWORTHY COMPANY	721.58
03/14/2012	72363	R	03/14/2012	PERMABOUND	1,770.81
03/14/2012	72364	R	03/14/2012	PIGGLY WIGGLY	84.04
03/14/2012	72365	R	03/14/2012	PRINTING & BUSINESS SOLUTIONS	21.83
03/14/2012	72366	R	03/14/2012	PRIME QUARTER STEAK HOUSE	239.80
03/14/2012	72367	R	03/14/2012	REAL COFFEE	14.00
03/14/2012	72368	R	03/14/2012	REESE, DENNIS	25.00
03/14/2012	72369	R	03/14/2012	REINDERS INC	196.84
03/14/2012	72370	R	03/14/2012	RHYME BUSINESS PRODUCTS	220.56
03/14/2012	72371	R	03/14/2012	RHYME BUSINESS PRODUCTS LLC	2,819.86
03/14/2012	72372	R	03/14/2012	RIFTON EQUIPMENT	382.50
03/14/2012	72373	R	03/14/2012	SCHINDLER ELEVATOR CORP.	3,062.05
03/14/2012	72374	R	03/14/2012	SNA	125.25
03/14/2012	72375	R	03/14/2012	STATE OF WISCONSIN	650.00
03/14/2012	72376	R	03/14/2012	SU CONSULTING	4,646.25
03/14/2012	72377	R	03/14/2012	SYMDON CHEVROLET INC	27.00
03/14/2012	72378	R	03/14/2012	TAHER	42,426.42
03/14/2012	72379	R	03/14/2012	CAMPBELL, TODD	25.00
03/14/2012	72380	R	03/14/2012	TOWN OF PORTER	179.31
03/14/2012	72381	R	03/14/2012	VOIGT MUSIC CENTER	117.60
03/14/2012	72382	R	03/14/2012	WE ENERGIES	118.80
03/23/2012	72384	R	03/23/2012	AMERIPRISE FINANCIAL SERVICES	770.00
03/23/2012	72385	R	03/23/2012	DEAN HEALTH PLANS	229,408.83
03/23/2012	72386	R	03/23/2012	DELTA DENTAL OF WISCONSIN	29,502.61
03/23/2012	72387	R	03/23/2012	EVANSVILLE EDUCATION ASSOC AUX	1,838.00
03/23/2012	72388	R	03/23/2012	EVANSVILLE EDUCATION ASSOC.	14,151.88
03/23/2012	72389	R	03/23/2012	FRANKLIN TEMPLETON BANK & TRUST	2,035.00
03/23/2012	72390	R	03/23/2012	GREAT LAKES HIGHER EDUCATION G	484.00
03/23/2012	72391	R	03/23/2012	HORACE MANN LIFE INSURANCE	125.00
03/23/2012	72392	R	03/23/2012	METLIFE	225.00
03/23/2012	72393	R	03/23/2012	MG TRUST COMPANY	420.00
03/23/2012	72394	R	03/23/2012	SBG-VAA	780.00
03/23/2012	72395	R	03/23/2012	SUN LIFE FINANCIAL	2,977.20
03/23/2012	72396	R	03/23/2012	TEAMSTERS LOCAL UNION 695	884.00
03/23/2012	72397	R	03/23/2012	WEA INSURANCE TRUST	5,059.48
03/27/2012	72398	R	03/30/2012	DAVE'S ACE HARDWARE	85.03
03/27/2012	72399	R	03/30/2012	ALL 'N ONE	541.32
03/27/2012	72400	R	03/30/2012	AMERICAN IND STEEL & SUPPLY	76.80
03/27/2012	72401	R	03/30/2012	BIG FOOT HIGH SCHOOL	100.00
03/27/2012	72402	R	03/30/2012	BOBCAT OF MADISON	703.14
03/27/2012	72403	R	03/30/2012	CAMBRIDGE HIGH SCHOOL	150.00
03/27/2012	72404	R	03/30/2012	CESA #2	681.86
03/27/2012	72405	R	03/30/2012	CLINTON HIGH SCHOOL	150.00
03/27/2012	72406	R	03/30/2012	DIVERSIFIED BENEFIT SERVICES	300.30
03/27/2012	72407	R	03/30/2012	EDGERTON HIGH SCHOOL	200.00
03/27/2012	72408	R	03/30/2012	EVANSVILLE REVIEW	174.00
03/27/2012	72409	R	03/30/2012	GARRETT BOOK COMPANY	872.40
03/27/2012	72410	R	03/30/2012	BARTELT CUSTOM CARPENTRY LLC	1,360.00
03/27/2012	72411	R	03/30/2012	HEARTLAND BUSINESS SYSTEMS	6,900.00
03/27/2012	72412	R	03/30/2012	HONEYWELL INC.	1,045.03
03/27/2012	72413	R	03/30/2012	LIBRARIANS' BOOK EXPRESS	232.85
03/27/2012	72414	R	03/30/2012	MASTERGRAPHICS INC	7,053.57
03/27/2012	72415	R	03/30/2012	MCMASTERS, PETER	586.25
03/27/2012	72416	R	03/30/2012	MONONA GROVE SCHOOL DISTRICT	165.00
03/27/2012	72417	R	03/30/2012	NCS PEARSON INC	92.50
03/27/2012	72418	R	03/30/2012	PIGGLY WIGGLY	80.33

POST DATE	CHECK NUMBER	CHE TYP	CHECK DATE	VENDOR	AMOUNT
03/27/2012	72419	R	03/30/2012	PIONEER MANUFACTURING COMPANY	68.90
03/27/2012	72420	R	03/30/2012	REINDERS INC	16.39
03/27/2012	72421	R	03/30/2012	SCF EDUCATIONAL CONSULTANTS	10,825.00
03/27/2012	72422	R	03/30/2012	SCHOOL DISTRICT OF JANESVILLE	95.00
03/27/2012	72423	R	03/30/2012	SOFTWARE & SERVICE USER GROUP	145.00
03/27/2012	72424	R	03/30/2012	STEVE CULBERTSON	39.99
03/27/2012	72425	R	03/30/2012	STOUGHTON HIGH SCHOOL	60.00
03/27/2012	72426	R	03/30/2012	SU CONSULTING	2,529.25
03/27/2012	72427	R	03/30/2012	SYMDON CHEVROLET INC	436.86
03/27/2012	72428	R	03/30/2012	TIERNEY BROTHERS INC	10,353.00
03/27/2012	72429	R	03/30/2012	US LAMP INC	96.88
03/27/2012	72430	R	03/30/2012	UW WHITEWATER	300.00
03/27/2012	72431	R	03/30/2012	WE ENERGIES	21,920.63
03/27/2012	72432	R	03/30/2012	WIAA	409.80
03/27/2012	72433	R	03/30/2012	WIL-KIL PEST CONTROL	131.00
03/22/2012	2012014	M	03/22/2012	AT & T	1,670.90
03/22/2012	2012015	M	03/22/2012	EVANSVILLE WATER & LIGHT DEPT	34,535.72
03/22/2012	2012016	M	03/22/2012	U.S. CELLULAR	260.47
03/01/2012	111200096	A	03/01/2012	ARNOLD, DEBRA	216.55
03/01/2012	111200097	A	03/01/2012	DOBBS, JOANIE	110.24
03/01/2012	111200098	A	03/01/2012	KVALHEIM, JAMES	117.98
03/01/2012	111200099	A	03/01/2012	MARTIN, LARRY JR	199.60
03/01/2012	111200100	A	03/01/2012	PAPENDIECK, SANDRA	200.17
03/01/2012	111200101	A	03/01/2012	PECK, VALERIE	55.92
03/01/2012	111200102	A	03/01/2012	TREUDEN, DOREEN	112.67
03/14/2012	111200103	A	03/14/2012	FRANCIS, JOSEPH	88.80
03/14/2012	111200104	A	03/14/2012	HANSEN, MARISSA	163.30
03/14/2012	111200105	A	03/14/2012	KATZENMEYER, KIMBERLY	43.29
03/14/2012	111200106	A	03/14/2012	KETTLE, MARY	25.53
03/14/2012	111200107	A	03/14/2012	KOSTROUN, CHARITY	116.80
03/14/2012	111200108	A	03/14/2012	LEHMAN, ANDREW	105.45
03/14/2012	111200109	A	03/14/2012	PICKERING, DEANNA	117.25
03/14/2012	111200110	A	03/14/2012	RASMUSSEN, JOHN	109.00
03/14/2012	111200111	A	03/14/2012	SLABACK, JACOB	21.44
03/27/2012	111200112	A	03/30/2012	ASHBY, VAUNCE	96.57
03/27/2012	111200113	A	03/30/2012	FEENEY, SALLY	123.03
03/27/2012	111200114	A	03/30/2012	FRITZ, DEBRA	713.18
03/27/2012	111200115	A	03/30/2012	HAVLIK, LOUISA	54.90
03/27/2012	111200116	A	03/30/2012	KETTLE, MARY	19.43
03/27/2012	111200117	A	03/30/2012	MARTY, RODNEY JR	145.51

Totals for checks 633,197.57

EVANSVILLE COMMUNITY SCHOOL DISTRICT

Board of Education Regular Meeting Agenda

Monday, May 21, 2012

6:30 p.m.

District Board and Training Center
340 Fair Street

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: www.evansville.k12.wi.us, and by forwarding the agenda to the Evansville Review, M&I Bank, Union Bank & Trust and Eager Free Public Library.

- I. Roll Call: Dennis Hatfield Kathi Swanson Eric Busse John Rasmussen
 Tina Rossmiller Sharon Skinner Nancy Hurley
- II. Approve Agenda.
- III. Approve April 23 Minutes.
- IV. Budget Finance – Chair, Tina Rossmiller -
 - A. Discussion Items:
 - 1) 2011-2012 Budget Update.
 - 2) 2012-2013 Budget Process Update.
 - 3) Policy #657.1-Student Fee Schedule.
 - 4) Update on Evansville Education Foundation.
 - 5) Insurance Committee.
 - 6) Class Size Recommendations.
 - B. Develop Budget Finance Draft Agenda for Next Meeting.
- V. Policy – Chair, Nancy Hurley
 - A. First Reading of Policies:
 - 1) #428-Public School Open Enrollment.
 - 2) #453.4-Administering Medications to Students.
 - 3) Continue 500 Policies.
 - B. Second Reading of Policies:
 - 1) #511-Equal Opportunity Employment
 - 2) #512-Employee Harassment
 - 3) #513-Personnel/Payroll Management
 - 4) #522-Staff Conduct
 - 5) #522.1-Alcohol and Drug-Free Workplace
 - 6) #522.2-Tobacco Use by Staff on School Premises
 - 7) #522.4-Staff Ethics/Conflict of Interest
 - 8) #522.5-Staff Involvement in Political Activities
 - 9) #522.8-Staff Dress
 - 10) #523-Staff Health and Safety
 - 11) #523.1-Staff Physical Examinations
 - 12) #523.11-Employee Alcohol and Drug Testing
 - 13) #523.3-Employee Assistance Program
 - 14) #524-Staff Gifts and Gratuities
 - 15) #525-Staff Solicitations
 - 16) #526-Personnel Records

- 17) #527.2-Staff Complaints
- 18) #528-Staff-Student Relations
- 19) #533.1-Criminal Background Checks
- VI. Board Development – Chair, Kathi Swanson -
 - A. Board Presidents’ Meeting Report.
 - B. Develop Board Development Draft Agenda for July 23 Meeting.
- VII. Future Agenda – Chair, Kathi Swanson -
 - A. Develop June11 Regular Board Meeting Agenda.
- VIII. Adjourn.

Mission Statement: *The Evansville Community School District, in active partnership with families and the community, will provide a positive learning environment that challenges all students to achieve personal excellence and become contributing citizens of the world community.*

Vision Statement:

Creating a culture of excellence in:

- *Academic achievement*
- *Character development*
- *Pursuit of arts, athletics, and other activities*
- *Community engagement*
- *Highly effective staff*

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.

Persons needing special accommodations or more specific information about agenda items should call 882-5224, ext. 3387 at least 24 hours prior to the meeting.

Posted:

LEVI LEONARD ELEMENTARY
General Ledger Report
Financial Report
Levi Leonard Elementary School

From Date:	3/1/2012
To Date:	3/31/2012

From Acct:	1
To Account:	999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000100	General	\$4,553.29	\$0.00	(\$645.00)	\$0.00	\$3,908.29	\$0.00	\$3,908.29
000115	At Risk Fund	\$408.46	\$0.00	\$0.00	\$0.00	\$408.46	\$0.00	\$408.46
000125	Artist Activities	\$578.74	\$0.00	(\$176.21)	\$0.00	\$402.53	\$0.00	\$402.53
000130	Book Sales IMC	(\$162.91)	\$11.00	\$0.00	\$0.00	(\$151.91)	\$0.00	(\$151.91)
000135	Crossing Guard	\$21.00	\$0.00	\$0.00	\$0.00	\$21.00	\$0.00	\$21.00
000140	Physical Education	\$577.34	\$473.00	(\$107.55)	\$0.00	\$942.79	\$0.00	\$942.79
000145	Staff Water Fund	\$113.01	\$146.00	(\$192.50)	\$0.00	\$66.51	\$0.00	\$66.51
000150	Wind Prairie	\$139.48	\$0.00	\$0.00	\$0.00	\$139.48	\$0.00	\$139.48
000155	Music	\$1,608.63	\$388.35	\$0.00	\$0.00	\$1,996.98	\$0.00	\$1,996.98
000165	Popcorn	\$166.16	\$368.64	\$0.00	\$0.00	\$534.80	\$0.00	\$534.80
000185	Yearbook	\$1,622.89	\$0.00	\$0.00	\$0.00	\$1,622.89	\$0.00	\$1,622.89
000190	School Garden	\$78.11	\$0.00	\$0.00	\$0.00	\$78.11	\$0.00	\$78.11
000195	Kindergarten Field Trip	\$577.44	\$1,340.00	(\$389.48)	\$0.00	\$1,527.96	\$0.00	\$1,527.96
000200	First Field Trip	\$1,381.41	\$0.00	(\$22.69)	\$0.00	\$1,338.72	\$0.00	\$1,338.72
000205	Second Field Trip	(\$98.42)	\$1,315.00	(\$308.75)	\$0.00	\$907.83	\$0.00	\$907.83
000210	ECH Field Trip	\$0.04	\$0.00	\$0.00	\$0.00	\$0.04	\$0.00	\$0.04
Group Total		\$11,544.67	\$4,041.99	(\$1,842.18)	\$0.00	\$13,744.48	\$0.00	\$13,744.48
Activity Accounts Grand Total		\$11,544.67	\$4,041.99	(\$1,842.18)	\$0.00	\$13,744.48	\$0.00	\$13,744.48

OK
RM

General Ledger Report

Financial Report

Theodore Robinson Intermediate School

From Date: 3/1/2012
To Date: 3/31/2012

From Acct: 1
To Account: 999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000050	TRIS Art Club	\$2,882.89	\$0.00	(\$102.83)	\$0.00	\$2,780.06	\$0.00	\$2,780.06
000060	Music Program	\$1,484.87	\$59.00	\$0.00	\$0.00	\$1,543.87	\$0.00	\$1,543.87
000070	3rd Grade Fieldtrip	\$547.91	\$0.00	\$0.00	\$0.00	\$547.91	\$0.00	\$547.91
000080	4th Grade Fieldtrip	\$321.85	\$0.00	\$0.00	\$0.00	\$321.85	\$0.00	\$321.85
000090	5th Grade Fieldtrip	\$275.82	\$0.00	\$0.00	\$0.00	\$275.82	\$0.00	\$275.82
000100	General	\$18,907.36	\$0.00	\$0.00	\$0.00	\$18,907.36	\$0.00	\$18,907.36
000105	History Hunters	\$929.66	\$22.00	\$0.00	\$0.00	\$951.66	\$0.00	\$951.66
000110	School Store	\$2,583.18	\$297.00	(\$109.24)	\$0.00	\$2,770.94	\$0.00	\$2,770.94
000115	At Risk	\$566.59	\$0.00	\$0.00	\$0.00	\$566.59	\$0.00	\$566.59
000125		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000130	Forensics	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$6.00
000135	Science Club	\$732.26	\$0.00	\$0.00	\$0.00	\$732.26	\$0.00	\$732.26
000140	Book Sales - IMC	\$43.16	\$0.00	(\$8.25)	\$0.00	\$34.91	\$0.00	\$34.91
000145	Yearbook Sales	\$2,469.40	\$0.00	\$0.00	\$0.00	\$2,469.40	\$0.00	\$2,469.40
000155	Popcorn Account	\$1,404.45	\$99.05	(\$40.44)	\$0.00	\$1,463.06	\$0.00	\$1,463.06
Group Total		\$33,155.40	\$477.05	(\$260.76)	\$0.00	\$33,371.69	\$0.00	\$33,371.69
Activity Accounts Grand Total		\$33,155.40	\$477.05	(\$260.76)	\$0.00	\$33,371.69	\$0.00	\$33,371.69

Raquel Michael 4-10-12
Joan W. 4-10-12

General Ledger Report

Financial Report

Theodore Robinson Intermediate School

From Date: 4/1/2012
To Date: 4/30/2012

From Acct: 1
To Account: 999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD	
							Payable	Work Bal.
000050	TRIS Art Club	\$2,780.06	\$0.00	\$0.00	\$0.00	\$2,780.06	\$0.00	\$2,780.06
000060	Music Program	\$1,543.87	\$0.00	(\$155.64)	\$0.00	\$1,388.23	\$0.00	\$1,388.23
000070	3rd Grade Fieldtrip	\$547.91	\$0.00	\$0.00	\$0.00	\$547.91	\$0.00	\$547.91
000080	4th Grade Fieldtrip	\$321.85	\$0.00	\$0.00	\$0.00	\$321.85	\$0.00	\$321.85
000090	5th Grade Fieldtrip	\$275.82	\$0.00	\$0.00	\$0.00	\$275.82	\$0.00	\$275.82
000100	General	\$18,907.36	\$1,250.00	(\$3,979.39)	\$0.00	\$16,177.97	\$0.00	\$16,177.97
000105	History Hunters	\$951.66	\$0.00	(\$70.00)	\$0.00	\$881.66	\$0.00	\$881.66
000110	School Store	\$2,770.94	\$222.02	(\$227.00)	\$0.00	\$2,765.96	\$0.00	\$2,765.96
000115	At Risk	\$566.59	\$0.00	\$0.00	\$0.00	\$566.59	\$0.00	\$566.59
000125		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
000130	Forensics	\$6.00	\$0.00	\$0.00	\$0.00	\$6.00	\$0.00	\$6.00
000135	Science Club	\$732.26	\$0.00	\$0.00	\$0.00	\$732.26	\$0.00	\$732.26
000140	Book Sales - IMC	\$34.91	\$0.00	\$0.00	\$0.00	\$34.91	\$0.00	\$34.91
000145	Yearbook Sales	\$2,469.40	\$30.00	\$0.00	\$0.00	\$2,499.40	\$0.00	\$2,499.40
000155	Popcorn Account	\$1,463.06	\$111.70	\$0.00	\$0.00	\$1,574.76	\$0.00	\$1,574.76
Group Total		\$33,371.69	\$1,613.72	(\$4,432.03)	\$0.00	\$30,553.38	\$0.00	\$30,553.38
Activity Accounts Grand Total		\$33,371.69	\$1,613.72	(\$4,432.03)	\$0.00	\$30,553.38	\$0.00	\$30,553.38

Justin 5/4/12
Requiem 5-4-12



Wisconsin Interscholastic Athletic Association

5516 Vern Holmes Drive – Stevens Point, WI 54482-8833

Phone (715) 344-8580 – FAX (715) 344-4241

email address dhauser@wiaawi.org

TO: District Administrator
FROM: Debra Hauser, Associate Director
DATE: April 26, 2012
SUBJECT: Approval of Winter 2012-13 and 2013-14 Cooperative Team
ENCLOSURE: Signed Copy of Agreement Form

The Board of Control, at their meeting on April 24, approved your request for a winter sport cooperative team for the 2012-2013 and 2013-2014 school years. A signed copy of the agreement(s) is enclosed. Please share a copy of the contract with your athletic director as he/she will not receive it from us directly -- this is the only notice of approval provided to your district.

It is our hope that your cooperative programs will be successful from the standpoint of providing increased opportunities for students in your schools.

As you know, you must request approval again if you wish to continue these cooperative efforts after the 2013-2014 school year.

As the contact school for this program, we are providing you with a signed copy of the agreement form. If you have any additional questions, please feel free to contact me.

Wisconsin Interscholastic Athletic Association
5516 Vern Holmes Drive
Stevens Point, WI 54482-8833
Phone (715) 344-8580 Fax (715) 344-4241

APPLICATION FOR COOPERATIVE TEAM SPONSORSHIP

Section 11 of Article VI - The Board of Control has authority to approve cooperative team sponsorship (one team in a given sport involving two or more member schools) under the following conditions:

1. The schools involved must be in the same geographical area.
2. The agreement for a cooperative team must specify two school years, but that agreement may be terminated by the Board of Control for documented extenuating circumstances.
3. Applications for initial approval, or renewal of approval of a cooperative team, must include a completed and signed cooperative team request form, reflecting:
 - a. Approval of involved schools.
 - b. Approval of involved board(s) of education or governing body.
 - c. Approval of conference in which the cooperative team will participate
4. Total enrollment of schools involved in cooperative team will determine classification of competition in WIAA tournament series.
5. Requests, for approval or dissolution, must meet the following deadline dates to be considered for the subsequent school year:

FALL SPORTS - February 1, 2012

WINTER SPORTS - April 2, 2012

SPRING/SUMMER SPORTS - June 1, 2012

1. We are applying for cooperative sponsorship in Wrestling for the school years of 2012-2013 and 2013-2014.
(sport)
_____ boys _____ girls X boys & girls (check one)

Please check one: NEW CO-OP AGREEMENT _____ RENEWAL OF EXISTING CO-OP X

2. Contact School (WIAA contact, where materials are sent, etc.) Evansville High School

LIST SCHOOLS INVOLVED IN CO-OP

Evansville High School
Albany High School

3. By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We guarantee a no-cut policy, where any interested students will have an opportunity to participate in the requested co-op. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

List Schools in Co-op

Evansville

Albany

Signature of
Board of Education or Governing Body President

Kathi Swanson

Ray Elmer

Signature of
District Administrator

Heidi Carson

Steve Pitt

Name of Conference

Rock Valley

Signature of Authorized Person
Indicating Conference Approval

Michael

Conference Position

Commissioner

4. Our request for cooperative sponsorship is based on the following reasons:

Currently, Albany offers 9-12 wrestling through our cooperative sponsorship.
Albany will continue to have 1-3 students participating in our wrestling program.
Albany is striving to offer more programs to their students to make their district more attractive and reduce enrollment reductions as a result of open enrollment.

5. The number of students participating at each school involved in this sport has been and is projected as follows:

SCHOOLS IN CO-OP	2-YEARS AGO 2009-2010	LAST YEAR 2010-2011	THIS YEAR 2011-2012	NEXT YEAR 2012-2013
<u>Evansville</u>	<u>25</u>	<u>24</u>	<u>33</u>	<u>30</u>
<u>Albany</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>3</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

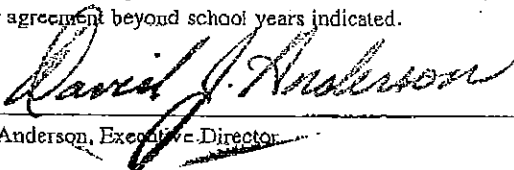
6. We have reviewed and considered the following items: (indicate yes or no)

SCHOOL <u>Evansville</u>	SCHOOL <u>Albany</u>
<u>NO</u> Development of lead-up programs	<u>YES</u> Development of lead-up programs
<u>NO</u> Attempt to create interest in our own program	<u>YES</u> Attempt to create interest in our own program
<u>NO</u> Attempt to solve existing problems in our own program	<u>YES</u> Attempt to solve existing problems in our own program
<u>YES</u> We have agreed to application of academic code in the co-op	<u>YES</u> We have agreed to application of academic code in the co-op
<u>YES</u> We have agreed to application of athletic code in the co-op	<u>YES</u> We have agreed to application of athletic code in the co-op
<u>YES</u> Realization that incoming athletes may displace some of our school's youngsters from starting positions	<u>YES</u> Realization that incoming athletes may displace some of our school's youngsters from starting positions
<u>YES</u> Liability insurance coverage	<u>YES</u> Liability insurance coverage
<u>YES</u> Coaching salaries	<u>YES</u> Coaching salaries
<u>YES</u> Contest expenses	<u>YES</u> Contest expenses
<u>YES</u> Uniform expenses	<u>YES</u> Uniform expenses
<u>YES</u> Transportation expenses	<u>YES</u> Transportation expenses
<u>YES</u> Emergency medical treatment	<u>YES</u> Emergency medical treatment

7. The school districts involved in this cooperative program are sharing costs as follows: Costs will be prorated by individual participants. Prorated costs to Albany will include transportation costs to events, workers, officials, dues and fees, equipment, supplies and uniforms.

OFFICIAL ACTION OF WIAA BOARD OF CONTROL

The above request for cooperative team sponsorship is hereby granted. The request covers the school years of 2012-13 and 2013-14. The cooperative team sponsorship herein indicated must continue both years. Application must be made again in the event any or all schools are interested in continuing agreement beyond school years indicated.



David Anderson, Executive Director