



- C. Approval of August 15 Regular and August 30 Special Meeting Minutes.
- D. Approval of August Bills.

IX. Set September 26, 2011, Regular Meeting Agenda.

X. Executive Session – Under Wisconsin Statute 19.85(1)(c) To Discuss Non Represented Contracts and Salaries.

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: 9/8/11



## VI. Information & Discussion:

- A. 2010-11 Audit in Process - Ms. Treuden will review where we are with the audit and what still needs to be done over the next few months.
- B. 2011-12 Budget Draft – Ms. Treuden has enclosed a draft of the 2011-12 budget. From here on we will be doing reports from Skyward that provide more detail and compare to prior years. She will also give an overview of the accounting codes used in school finance.
- C. First Reading of Policies: #527-Staff Complaints (And Grievances); #528- Employee Grievances; #528.1-Employee Grievance Procedures; and #528.2- Impartial Hearing Officer Selection Procedures – Enclosed is our current policy #527 with suggested revisions and proposed new policies according to ACT 10. The Administrative Team and Union Representatives reviewed these this past week. After the Board reviews it, the staff committee may look at it one more time.
- D. New Employee Handbook – This will be a multi-year undertaking involving several people in the District. My recommendation is to lead this effort and delegate responsibility for different sections to the appropriate member of a district-wide committee. I suggest the work start in January or February. By that time we should have several models to look at for comparison purposes. Although the model we are subscribing to that will help with this process is 280 pages, districts generally plan for something more user friendly. Kettle Moraine has their first version down to about 80 pages.

## VII. Business (Action Items):

- A. Approval of Donation – Knights of Columbus – The Knights of Columbus will be presenting to our Special Education Department a check for over \$3,000 on Thursday, September 8 at 7:30 pm. Enclosed is our policy #841-Bequests and Gifts.

**Suggested Motion: I move we accept this generous donation from Knights of Columbus on behalf of the district.**

- B. Consider Full or Partial Rescission of Lay-Off of Elementary Guidance Counselor - After considering the budget presentation, I believe we can restore at least in part, the 50% lay-off of Marilyn Brink. Her full salary is in the budget presented to you. My recommendation is to restore her to 80% which would be 4 days a week. Our K-5 guidance staff are listed on the state report as 90% guidance, 10% at-risk. There is no state requirement to provide at-risk services at the elementary level. The Board has asked me to identify areas where we are doing more than we are required. This is one such area. This is more of a technicality because dealing with students who are struggling is essential to the role of guidance counselor. Ms. Brink's duties of District Assessment and MAP coordinator are being assumed by Ms. Landers and Ms. Wick. Therefore, I think a 30% recall will protect this position for 2011-12 and still meet the needs of the building. The 20% lay-off results in a savings of \$14,000 in salary and benefits.

**Suggested Motion: I move we restore Marilyn Brink from a 50% to an 80% elementary guidance position leaving her on a 20% lay-off.**

- C. Approval of a Staff Resignation – Please approve the resignation of Deborah Ehlinger, 4<sup>th</sup> grade teacher.

**Suggested Motion: I move we approve the resignation of Ms. Deb Ehlinger with thanks for her years of service to the District.**

D. Approval of a One Year Teacher Contract – *Please approve the one year teacher contract for Kyle Schulz, in the amount of \$33,343.00.*

**Suggested Motion: I move we approve the one year teacher contract to Kyle Schulz in the amount of \$33,343.00.**

**VIII. Consent (Action Items):**

- A. Approval of 2011-2012 FFA Overnight Field Trips – *Was presented last month.*
- B. Approval of Policy #322-Student School Day – *Comes forward with no new changes from last month.*
- C. Approval of August 15 Regular and August 30 Special Meeting Minutes – *Are enclosed.*
- D. Approval of August Bills – *Listing will be available prior to the meeting. We will send them to you and make copies.*

**Suggested Motion: I move we approve the consent agenda items:**

- **Approval of 2011-2012 FFA Overnight Field Trips**
- **Approval of Policy #322-Student School Day**
- **Approval of August 15 Regular and August 30 Special Meeting Minutes**
- **And approval of August bills as presented.**

ROLL CALL VOTE!

**IX. Set September 26, 2011, Regular Meeting Agenda - Enclosed is a draft of the September 26 board meeting agenda.**

**X. Executive Session – Under Wisconsin Statute 19.85(1)(c) To Discuss Non Represented Contracts and Salaries.**

**Suggested Motion: I move we go into executive session to discuss non-represented contracts and salaries.**

**You will adjourn the meeting from executive session.**

**Suggested Motion: I move we adjourn the meeting.**

**FOR YOUR INFORMATION**

1. **Attending the WASB 2011 Personnel and Employment Law Seminar – Heidi Carvin, Kathi Swanson and John Rasmussen.**
2. **Any board members interested in attending the 2011 WASB Fall Regional Meeting, October 18?**
3. **Enclosed are enrollment numbers for ECH – 5<sup>th</sup> grade.**

# District Administrator Report

## September 12, 2011

### DISTRICT NEWS

#### Opening of the School Year

Despite the turmoil at the state level, we had a very smooth beginning to the school year. The highlight was probably introducing and involving all staff in the next stage of our strategic planning process. Our new administrators: Doreen Treuden-Business Manager, Vaunce Ashby-Student Services Director, and Joan Wick-Theodore Robinson Intermediate School Principal are all off to a great start!

#### First Days of Classes

Our enrollment appears to be very near our projection. Enclosed are the reports from K-5 by class. The middle and high school are still working through a few students, waiting for transfer information. The middle school will probably be at 420 (421 was the projection). You will have the 3<sup>rd</sup> Friday count in your October board report.

#### End of Year Progress on 2010-12 Goals

**Note:** *Goals were intended to cover a 2 year period while Strategic Planning takes place. Building learning goals may be adjusted for 2011-12 if needed.*

#### Learning

**Goal 1: Advance Student Achievement through: Academics, co and extracurricular involvement, character education, and non-traditional means.**

**Objective 1.1: Levi Leonard-** 80% of K-2 students will attain 90% or more of Math standards based on Wisconsin State Standards, and as measured by common assessments at each grade level. At the 2nd grade level, the number of students who meet their target growth goal as measured by the Measures of Academic Progress (MAP) administered in April/May 2011 will increase by 5% over last year.

**Goal Met: 94.5% first grade, 92.1% second grade in math**

**Objective 2.1: Theodore Robinson Intermediate:** 90% of our students will score 70% or higher on the math benchmarks test by the end of May 2011.

**Goal met in grades 3 & 4. Not implemented in 5<sup>th</sup> because benchmarks not yet aligned.**

**Objective 2.2: Theodore Robinson Intermediate:** At least 65% of students will meet their target growth goals as measured by 2011 Spring MAP test scores. Particular attention will be given to math and reading.

**Goal Met: grade 3 Reading and Grade 5 math. Goal not met: 64.2% 3<sup>rd</sup> grade Math. 55% reading, 48.8% math Grade 4. 54.3% Grade 5 reading. All are projected to exceed the WKCE Reading and Math Benchmarks.**

**Objective 3.1: JC McKenna Middle School-** 60% of all students (including those with disabilities) will reach their MAP goals in all areas.

**Goal met: in grades 7 & 8. Not met: in 6. Reading Gr 6 -46.2%, Gr 7- 63.6%, Gr 8- 59.3%. Math- Gr 6- 44%, Gr 7- 68.8%, Gr 8- 63%. Again, the school is projected to meet fall 2011 WKCE proficiency targets.**

**Objective 3.2: JC McKenna Middle School:** Over the next two years, we will improve WKCE Reading and Math in 8<sup>th</sup> grade by five percent.

**Reading showed 2.6% gain in the first year of the goal and math 1.9% so JCM appears to be on track to achieve by the end of the 2011-12 school year.**

**Objective 3.3 JC McKenna Middle School:** Over the next two years, we will close the achievement gaps in math, social studies, and reading (as represented on WKCE and Map Scores) by five percent between EEN and Regular Ed.

**Goal met in reading within first year. .6% progress in math, but since 2007 EEN has improved from 30.6% proficient or advance to 63.2 % in 2010.**

**Objective 4.1: Evansville High School-** We will further reduce student failures by 10 percent based on failure data from the 08-09 and 09-10 school years evidenced through quarterly data analysis throughout the 10-11 school year.

**Goal not met: Failures continue to be reduced, but reduction was less than 10%**

**Objective 5.1 District Curriculum:** Implement Curriculum mapping to improve student opportunities to learn. **Goal: On track.**

**Goal 2 : Vision and Strategic Planning- Develop and implement a comprehensive vision and plan to meet the long range needs of the district. Increase engagement between staff and the community.**

**Objective 1:** Finalize Vision Draft: **Completed**

**Objective 2.** Create a Strategic Plan for the district. **On track**

**Goal 3 : Finance and Resource Management- Maintain financial stability while focusing the allocations of financial resources upon district and administrative goals, responding effectively to changing financial circumstances, and obtaining additional revenues and resources to support the operation of the district.**

**Objective 1:** Develop a budget for the following school year that puts the needs of students first while considering the appropriate level of Fund Balance.

**Goal Met:** Fund Balance exceeded target. Despite the challenges of the state budget cuts we appear to be holding our own. Class sizes may rise slightly in K-2 and grade 5. Action to be taken to rescind in full or part of elementary guidance position at 9/12 board meeting.

**Objective 2:** Aggressively seek additional resources through an Excellence in Education Foundation, grants and donations to preserve and expand opportunities for our students.

**Goal in progress:** The Education Fund is up and running. Bylaws created, 501 (c) 3 status in works. Fundraiser held, major donations received from memorials to Deb Olsen.

**Goal 4: Facilities**- Develop and implement a comprehensive plan to maintain and improve the physical facilities.

**Objective 1:** Update the capital projects plan to meet current needs and a five year horizon for projected needs. **Goal met and is updated annually.**

**Objective 2:** Consider needs and options for land purchase. *A new Enrollment Projection was completed. Remaining activities should evolve from Strategic Plan.*

**Goal 5 : Safety and Security**- Create and maintain an environment that develops student character, models respect, and protects students, staff, visitors and facilities

**Objective 1 Intermediate School:** Create positive building climates that develop strong relationships between staff, students, parents and the community TRIS: 100% of our students will report they feel safe in our school. **Progress on goal:94% reported feeling safe.**

**Objective 2: Middle School:** Improve school climate by developing a vision, improve communication and create team-building activities between grade levels. **Goal: Completed**

**Objective 3:** Update/develop a comprehensive security plan that considers options for student transportation, building security, and response to emergency situations **Goal: Complete by end of 2011-2 school year. Initial plan updated annually, but new comprehensive plan has not been started.**

**Goal 6: Communication**- Improve communication with the community regarding key issues facing our schools

**Objective 1:** Analyze our current communication vehicles and methods and complete a communication plan for regular communication with staff, families and the community to keep them involved in the day to day news, events, and needs of the district. **Goal in progress for 2011-12. Analysis done, website improvements made, Alert Now being used for building and district wide announcements and reminders.**

**Objective 2:** Develop a 5 year communication plan anticipating key issues that need community education, input and information: **Develop goal as part of Strategic Planning process.**




# Evansville

*Community School District*

---

## MEMO

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager   
Re: 2011-2012 Draft Budget  
Date: September 7, 2011

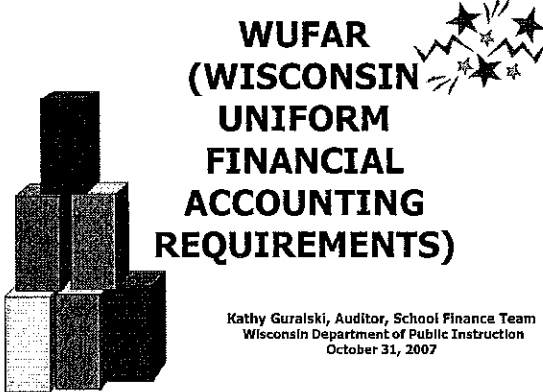
Attached you will find two versions of the preliminary 2011-2012 budget for several account funds. I am also including a document that explains the account codes on each report. I'm hoping to accomplish two things by providing this information.

First, I'm looking for your feedback regarding the budget reports. Both reports are generated directly from Skyward (financial accounting program). Both reports show current budget information as well as budget and final information from previous years. There are many different ways to run reports from Skyward. It is my desire to find a report format that you find helpful and informative so that I can continue to provide you with consistent financial information.

Secondly, the budget documents represent the most up-to-date information. I would like to take some time at the meeting to discuss the 2011-12 budget information and hopefully I can answer your questions.

Below are highlights of the 2011-12 draft budget:

- General budget revenues = \$18,372,492.90
- General budget expenses = \$18,987,822.61
- Budget shortfall is \$615,329.71
- The unaudited ending General Fund Balance as of June 30<sup>th</sup>, 2011 is \$2,320,093.95 or 12%
- The projected ending General Fund Balance as of June 30, 2012 would be \$1,704,764.24 or 9%.
- The estimated mil rate at this time is \$11.60 (\$.14 increase or 1.2%). However, there are several key numbers that still need to be finalized before the mil rate is determined (3<sup>rd</sup> Friday student count, equalized property values).



**WUFAR  
(WISCONSIN  
UNIFORM  
FINANCIAL  
ACCOUNTING  
REQUIREMENTS)**

Kathy Guralski, Auditor, School Finance Team  
Wisconsin Department of Public Instruction  
October 31, 2007

### WUFAR Account Format

Fund	Location	Object/ Source	Function	Program/ Project
XX	XXX	XXX	XXXXXX	XXX

Most of the commercial software used in districts will display account codes in this order. In DPI reporting you will see the function number preceding the object or source. DPI reporting does not require location detail.

### Wisconsin Uniform Financial Accounting Requirements - cont.

Code numbers are arranged in hierarchical order. A zero (0) in any position of a code represents a total of more detailed account codes.

The following is an example of a hierarchy in the source dimension:

Fund	Function	Description
10R	000000	210 Taxes
10R	000000	240 Payment for Services
10R	000000	260 Non-Capital Sales
10R	000000	270 School Activity Income
10R	000000	280 Earnings on Invest
10R	000000	290 Other Local Sources
10R	000000	200 Total Local Revenue

### Wisconsin Uniform Financial Accounting Requirements – cont


Code numbers are arranged in hierarchical order. A zero (0) in any position of a code represents a total of more detailed account codes.

The following is an example of a hierarchy in the expenditure dimension:

Fund	Function	Description
10E	120000	100 Salaries
10E	120000	200 Employee Benefits
10E	120000	300 Purchased Services
10E	120000	400 Non-Capital Objects
10E	120000	500 Capital Objects
10E	120000	900 Other Objects
10E	120000	000 Total Regular Curriculum

## GENERAL FUND

### FUND 10



**FINANCIAL TRANSACTIONS  
RELATING TO CURRENT  
OPERATIONS NOT REQUIRED TO  
BE ACCOUNTED FOR IN OTHER  
FUNDS**

## SPECIAL PROJECTS FUNDS

**FUND 21**  
GIFTS AND DONATIONS RECEIVED FROM PRIVATE PARTIES THAT CAN BE USED FOR DISTRICT OPERATIONS

**FUND 23**  
ANY REMAINING TEACH FUND BALANCE BEING USED TO MAKE PAYMENTS ON A TEACH LOAN

**FUND 27**  
SPECIAL EDUCATION AND RELATED SERVICES FUNDED WHOLLY OR IN PART WITH STATE OR FEDERAL SPECIAL EDUCATION AID

**FUND 29**  
SPECIAL REVENUE K-12 INSTRUCTIONAL PROGRAMS NOT REQUIRED TO BE REPORTED IN OTHER SPECIAL REVENUE FUNDS

## DEBT SERVICE FUNDS

### FUND 38

Repayment of debt issues that were either; not authorized by school board resolution before August 12, 1993, or incurred without referendum approval after that date.

### FUND 39

Repayment of debt issues that were either; authorized by school board resolution before August 12, 1993, or approved by referendum.

## REVENUE CODING

### SOURCE CODES

- LOCAL (SOURCE 200)
- A WI DISTRICT (SOURCE 300)
- DISTRICT OUTSIDE WI (SOURCE 400)
- INTERMEDIATE EDUCATIONAL AGENCY (SOURCE 500)
- STATE AGENCY (SOURCE 600)
- FEDERAL AGENCY (SOURCE 700)
- OTHER FINANCING (SOURCE 800)
- OTHER REVENUES (SOURCE 900)

## OBJECT CODING

### MOST-USED OBJECT CODES

- Salaries (100 Objects)
- Fringe Benefits (200 Objects)
- Purchased Services (300 Objects)
- Non-Capital Objects (400 Objects)
- Capital Objects (500 Objects)
- Debt Retirement (600 Objects)

### Defined Purposes: (AKA: FUNCTIONS)

- Instructional (100000) limited to activities between students and teaching staff
- Support Services (200000) administrative, technical & logistical support to both instructional and non-instructional programs
- Community Services (300000)
- Non-Program Trans. (400000) purchased instructional services, interfund transfers, open enrollment tuition are included here
- District-Wide (500000) used only with revenue sources

## PROGRAM/PROJECT CLASSIFICATION

- *Project codes 100-599 are determined by DPI*
  - [http://www.dpi.state.wi.us/sfs/online\\_ar.html](http://www.dpi.state.wi.us/sfs/online_ar.html)
- *Project codes 600-999 are for internal use*
- *DPI collects ONLY fund 27 program/project codes*

## COMMON PROJECT CODES

- 141 – identifies expenditures reimbursed by ESEA Title I-A
- 341 – identifies expenditures reimbursed by IDEA flow-through grant
- 547 – identifies expenditures reimbursed by food service aid – lunch

By Function

Fd T Loc Obj Func Prj Obj	Original Budget	FY Activity	Original Budget	FYTD Activity	FYTD Budget	FYTD Activity	FYTD \$
10 R --- 500 --- --- DISTRICT WIDE	19,257,270.00	19,278,134.55	18,372,492.90				
10 R --- --- --- Revenue	19,257,270.00	19,278,134.55	18,372,492.90				
10 E --- 110 --- --- UNDIFFERENTIATED CURRICULUM	102,825.00	105,107.80	148,452.00				
10 E --- 120 --- --- REGULAR CURRICULUM	8,328,648.00	8,183,187.17	8,046,989.64	5,284.88		0.07	
10 E --- 121 --- --- ART	12,020.00	11,078.87	11,200.00				
10 E --- 122 --- --- ENGLISH	31,501.00	29,128.12	29,991.00				
10 E --- 123 --- --- FOREIGN LANGUAGE	3,746.00	2,877.65	3,126.00				
10 E --- 124 --- --- MATH	23,380.00	20,281.55	20,400.00				
10 E --- 125 --- --- MUSIC	19,405.00	19,014.85	18,405.00				
10 E --- 126 --- --- SCIENCE	19,894.00	17,851.14	13,774.00				
10 E --- 127 --- --- SOCIAL STUDIES	6,490.00	2,261.80	5,500.00				
10 E --- 129 --- --- OTHER CURRICULUM	11,382.00	7,087.63	10,665.00				
10 E --- 130 --- --- VOCATIONAL CURRICULUM	764,284.00	775,655.98	782,014.00				60.88
10 E --- 131 --- --- AGRICULTURE	3,540.00	5,513.43	3,000.00				0.70
10 E --- 132 --- --- BUSINESS EDUCATION	248,144.00	194,473.86	18,591.00	10,359.57		55.72	
10 E --- 135 --- --- HOME ECONOMICS	8,580.00	8,588.25	8,580.00				
10 E --- 136 --- --- INDUSTRIAL ARTS	16,436.00	9,853.70	26,584.00				
10 E --- 139 --- --- ---		5,292.46					
10 E --- 140 --- --- PHYSICAL CURRICULUM	701,660.00	707,882.96	607,349.00				
10 E --- 141 --- --- HEALTH	4,001.00	4,231.99	2,400.00				
10 E --- 143 --- --- PHYSICAL EDUCATION	10,542.00	10,365.58	8,900.00				
10 E --- 160 --- --- COACHING	202,749.00	199,453.10	198,076.00	1,374.95		0.69	
10 E --- 164 --- --- CO-CURRICULAR-NON-ATHLETICS	58,872.00	55,503.77	57,628.00	308.58		0.54	
10 E --- 171 --- --- ENGLISH AS SECOND LANGUAGE	1,800.00	1,839.36					
10 E --- 172 --- --- GIFTED AND TALENTED	216,633.00	249,779.08	231,438.00				
10 E --- 212 --- --- SOCIAL WORKER	17,186.00	18,174.56	33,202.00	119.63		0.36	
10 E --- 213 --- --- GUIDANCE	350,014.00	332,694.23	338,029.00				
10 E --- 214 --- --- NURSE HEALTH ROOM	45,854.00	49,923.13	76,613.00	224.99		0.29	
10 E --- 215 --- --- PSYCHOLOGICAL SERVICES	29,039.00	28,224.30	28,295.00				
10 E --- 219 --- --- OTHER PUPIL SERVICES	287.00	671.94	287.00				
10 E --- 221 --- --- IMPROVEMENT OF INSTRUCTION	238,353.00	239,827.58	227,588.70	18,743.42		8.24	
10 E --- 222 --- --- EDUCATIONAL MEDIA	442,841.00	446,393.86	490,168.00				
10 E --- 223 --- --- SUPERVISION & COORDINATION	85,839.00	84,756.35	85,394.00	8,990.74		10.53	
10 E --- 231 --- --- BOARD OF EDUCATION	10,148.00	9,473.20	12,648.00				
10 E --- 232 --- --- DISTRICT ADMINISTRATION	392,374.00	396,103.88	390,798.00	35,307.51		9.03	
10 E --- 240 --- --- SCHOOL BUILDING ADMINISTRATION	977,698.00	985,356.56	950,445.00	70,323.06		7.40	
10 E --- 252 --- --- FISCAL SUPPORT SERVICES	224,279.00	248,686.16	208,272.00	32,552.28		15.63	
10 E --- 253 --- --- OPERATION OF PLANT	1,631,749.00	1,685,400.89	1,585,367.00	45,462.68		2.87	
10 E --- 254 --- --- MAINTENANCE	307,576.00	287,761.99	305,791.00	11,911.48		3.90	

Fd	T	Loc	Obj	Func	Prj	Obj	2010-11		2011-12		FYTD	FYTD %
							Original Budget	FY Activity	Original Budget	FYTD Activity		
10	E	---	---	255	---	---	89,512.00	66,143.58	89,512.00			
10	E	---	---	256	---	---	523,420.00	524,069.30	534,919.00			
10	E	---	---	260	---	---	15,000.00	15,000.00	15,000.00			
10	E	---	---	263	---	---	34,042.00	31,340.53	34,367.00			
10	E	---	---	264	---	---	4,100.00	1,108.64	2,000.00			
10	E	---	---	266	---	---			232,714.00			
10	E	---	---	270	---	---	109,783.00	99,337.91	141,719.00	97,702.00		68.94
10	E	---	---	280	---	---	114,899.00	114,861.36	62,000.00			
10	E	---	---	283	---	---	3,853.00	3,852.42				
10	E	---	---	290	---	---	292,972.00	289,869.75	306,248.00			
10	E	---	---	410	---	---	2,246,416.00	2,254,849.76	2,270,638.27			
10	E	---	---	430	---	---	11,500.00	5,670.62	11,500.00			
10	E	---	---	431	---	---	4,206.00	4,206.00	4,207.00			
10	E	---	---	435	---	---	312,616.00	297,038.00	297,038.00			
10	E	---	---	---	---	---	19,297,088.00	19,147,086.60	18,987,822.61	350,597.24		1.85
1	-	---	---	---	---	---	-39,818.00	131,047.95	-615,329.71	-350,597.24		56.98
27	R	---	---	500	---	---	3,776,469.00	3,637,470.11	3,758,654.97			
27	R	---	---	---	---	---	3,776,469.00	3,637,470.11	3,758,654.97			
27	E	---	---	120	---	---	25,500.00	24,146.59	25,500.00			
27	E	---	---	138	---	---	6,550.00	2,470.63	21,525.00			
27	E	---	---	152	---	---	113,278.00	110,108.19	110,102.00			
27	E	---	---	156	---	---	311,314.00	303,035.95	306,313.02			
27	E	---	---	158	---	---	1,278,015.00	1,277,318.58	1,377,549.69	21,858.00		1.59
27	E	---	---	159	---	---	962,011.00	988,955.76	995,715.27	2,249.90		0.23
27	E	---	---	212	---	---	88,731.00	66,263.51	47,776.00	172.13		0.36
27	E	---	---	213	---	---	39,011.00	35,773.66	36,939.00			
27	E	---	---	214	---	---			17,464.00			
27	E	---	---	215	---	---	158,559.00	154,029.12	154,123.00			
27	E	---	---	218	---	---	281,221.00	273,262.15	269,080.61			
27	E	---	---	219	---	---	1,501.00		5,720.38			
27	E	---	---	221	---	---	94,753.00	49,377.15	19,500.00			
27	E	---	---	222	---	---	6,300.00	6,300.00	6,300.00			
27	E	---	---	223	---	---	150,271.00	152,541.39	139,612.00	6,329.02		4.53
27	E	---	---	252	---	---	4,500.00	5,322.00	4,500.00			
27	E	---	---	255	---	---	12,000.00	4,085.00				

Fd	T	Loc	Obj	Func	Prj	Obj	2010-11		2010-11		2011-12		2011-12	
							Original Budget	FY Activity	Original Budget	FY Activity	Original Budget	FYTD Activity	Original Budget	FYTD Activity
27	E	---	---	256	---	---	134,458.00	103,195.46	149,717.00	6,500.00	6,500.00	---	---	
27	E	---	---	260	---	---	6,500.00	2,859.00	6,500.00	5,000.00	5,000.00	---	---	
27	E	---	---	270	---	---	5,000.00	987.57	5,000.00	21,525.00	21,525.00	---	---	
27	E	---	---	290	---	---	22,194.00	22,194.00	21,525.00	38,193.00	38,193.00	---	---	
27	E	---	---	436	---	---	40,822.00	28,584.40	38,193.00	3,758,654.97	3,758,654.97	---	---	
27	E	---	---	437	---	---	33,980.00	26,660.00	30,609.05	0.81	0.81	---	---	
27	E	---	---	---	---	---	3,776,469.00	3,637,470.11	3,758,654.97	30,609.05	30,609.05	---	---	
2-	-	---	---	---	---	---								

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

-----  
 -30,609.05  
 =====

Fd T	Loc	Obj	Func	Prj	Obj	2007-08	2008-09	2009-10	2010-11	2011-12
						FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
10 R	---	211	---	---	LOCAL PROPERTY TAX	4,241,525.00	4,795,761.00	4,752,792.00	5,154,995.00	5,345,518.00
10 R	---	212	---	---	LOCAL PROPERTY TAX STATE PAID	3,364.00	1,970.00	2,368.00	3,524.00	
10 R	---	213	---	---	MOBILE HOME TAX	22,679.14	23,099.52	24,431.30	21,421.72	24,400.00
10 R	---	264	---	---	NON-CAPITAL SALES	1,500.00				
10 R	---	271	---	---	ADMISSIONS & DUES	30,245.16	25,788.92	22,384.85	26,038.24	25,000.00
10 R	---	280	---	---	INTEREST ON INVESTMENTS	261,805.00	142,907.27	28,032.21	8,381.17	7,000.00
10 R	---	292	---	---	STUDENT FEES	110,731.46	106,591.59	105,388.70	109,170.40	120,000.00
10 R	---	293	---	---	RENTALS	23,893.16	16,125.57	17,299.02	17,329.93	24,450.00
10 R	---	295	---	---	SUMMER SCHOOL FEES	5,862.00				
10 R	---	310	---	---	TRANSIT OF AIDS WITHIN WIS			6,948.70	4,331.45	6,174.00
10 R	---	317	---	---	FEDERAL AIDS TRANSIT FROM WI D				2,082.00	
10 R	---	345	---	---	OPEN ENROLLMENT	277,784.00	242,775.00	217,755.20	233,275.00	233,275.00
10 R	---	517	---	---	TRANSIT OF FEDERAL AIDS		9,872.14	1,542.10	1,363.00	1,363.00
10 R	---	590	---	---	OTHER PAYMENTS FROM CESAS				6,761.77	
10 R	---	612	---	---	STATE TRANSPORTATION AID	38,157.50	38,662.50	36,807.50	36,002.50	36,003.00
10 R	---	613	---	---	STATE LIBRARY AID	71,919.00	69,468.00	64,306.00	67,762.00	64,186.00
10 R	---	621	---	---	EQUALIZATION AID	12,068,498.00	10,995,315.00	12,224,402.00	12,936,975.00	11,741,454.00
10 R	---	630	---	---	SPECIAL PROJECT GRANT	2,625.00	2,625.00	4,875.00	5,539.20	2,700.00
10 R	---	650	---	---	TAX EXEMPT COMPUTER AID	175,500.00	264,142.03	292,621.14	291,823.00	270,100.00
10 R	---	691	---	---	OTHER STATE REVENUE	7,946.00	8,347.00	6,188.00	8,283.00	8,385.00
10 R	---	699	---	---	FEDERAL EQUIL STIMULUS AID		1,413,689.00	683,251.00	4,257.92	10,733.00
10 R	---	718	---	---	SPECIAL PROJECT GRANTS	39,342.00	38,377.89	44,280.52	29,915.42	48,000.70
10 R	---	751	---	---	OTHER FEDERAL AID CHAPTER 1	40,569.57	49,256.00	154,426.24	156,344.29	119,700.00
10 R	---	752	---	---	OTHER FEDERAL AID CHAPTER 2	1,198.00				
10 R	---	770	---	---	FED AID RECEIVED FROM MUNICIPA	709.52	913.50	715.92		
10 R	---	780	---	---	SBS PAYMENTS				102,206.80	202,410.20
10 R	---	890	---	---	MISCELLANEOUS INCOME	300.00				
10 R	---	964	---	---	INSURANCE ADJUSTMENTS			50,000.00		32,599.00
10 R	---	968	---	---	PREMIUM & ACCRUED INTEREST	43,811.50	55,160.00	36,115.00	25,857.00	24,742.00
10 R	---	971	---	---	AIDABLE REFEND OF DISBURSEMENT	3,640.56	2,119.55		15,851.50	15,800.00
10 R	---	981	---	---	MEDICAID SCHOOL BASED SERVICES	121,516.96				
10 R	---	990	---	---	MISCELLANEOUS REVENUE				1,521.60	8,500.00
10 R	---	999	---	---	Revenue	3,562.48	4,818.03	12,992.11	7,121.64	
10 R	---	---	---	---		17,598,685.01	18,307,784.51	18,789,922.51	19,278,134.55	18,372,492.90
10 E	---	100	---	---	SALARIES	8,276,356.98	8,725,990.72	8,985,901.66	9,119,211.47	9,272,292.61
10 E	---	101	---	---	CASH COMPENSATION LIEU OF INS	261,278.10	274,005.89	274,081.85	307,625.80	284,563.00
10 E	---	140	---	---	SUBSTITUTES	172,583.03	216,245.54	211,505.95	256,155.61	236,500.00
10 E	---	211	---	---	RETIREMENT EMPLOYEES SHARE	482,124.57	514,924.18	540,185.54	568,951.37	200.00

Fd T	Loc	Obj	Func	Prj	Obj	2007-08	2008-09	2009-10	2010-11	2011-12
						FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
10 E	---	212	-----	---	RETIREMENT EMPLOYER SHARE	374,608.32	387,390.05	410,946.61	449,661.81	563,407.03
10 E	---	220	-----	---	F.I.C.A. TAX	532,104.41	561,435.64	579,899.61	592,962.80	603,390.00
10 E	---	229	-----	---	MEDICARE	124,677.25	130,732.69	135,789.45	141,935.01	136,548.00
10 E	---	230	-----	---	LIFE INSURANCE	24,039.83	27,536.38	13,256.34	19,558.23	19,536.00
10 E	---	241	-----	---	HEALTH INSURANCE	1,533,740.05	1,665,762.96	1,720,303.81	1,867,327.01	1,877,971.00
10 E	---	243	-----	---	DENTAL INSURANCE	198,118.51	203,248.01	237,092.14	233,235.47	275,099.00
10 E	---	249	-----	---	DISABILITY INSURANCE	30,648.88	30,921.82	34,125.81	39,344.33	39,938.00
10 E	---	290	-----	---	OTHER EMPLOYEE BENEFITS	1,995.00			15,000.00	15,000.00
10 E	---	299	-----	---	MISCELLANEOUS BENEFITS	241,340.69	260,216.05	288,200.29	299,098.48	316,248.00
10 E	---	310	-----	---	PERSONAL SERVICES	290,819.16	425,762.41	360,797.84	403,671.95	410,059.70
10 E	---	311	-----	---						9,566.00
10 E	---	312	-----	---	EQUIPMENT REPAIR	4,822.50	5,658.08	5,711.00	3,456.00	6,000.00
10 E	---	320	-----	---	EQUIPMENT REPAIR		4,437.95			
10 E	---	323	-----	---	OPERATIONAL SERVICES	82,161.67	53,375.86	37,964.75	93,228.84	49,000.00
10 E	---	324	-----	---	EQUIPMENT REPAIR	37,263.77	57,755.90	49,315.14	44,070.30	42,600.00
10 E	---	331	-----	---	GAS FOR HEAT	243,879.00	227,780.27	172,403.18	177,157.52	183,450.00
10 E	---	335	-----	---	GAS OTHER THAN HEAT	69,814.86	49,678.94	51,439.45	59,131.90	72,499.00
10 E	---	336	-----	---	ELECTRICITY NON HEAT	315,962.25	330,818.21	353,719.79	376,593.81	385,000.00
10 E	---	337	-----	---	WATER	18,156.70	16,665.93	17,153.54	16,890.86	17,500.00
10 E	---	338	-----	---	SEWERAGE	11,711.03	10,536.08	13,717.34	18,746.00	19,000.00
10 E	---	339	-----	---	OTHER UTILITIES		6,413.14	9,308.00	9,348.00	9,500.00
10 E	---	341	-----	---	STUDENT TRANSPORTATION LOW INC	443,222.50	465,601.19	459,065.04	460,682.04	462,420.00
10 E	---	342	-----	---	EMPLOYEE TRAVEL	6,834.43	8,666.73	6,596.26	5,915.71	9,614.00
10 E	---	348	-----	---				3,867.74	5,226.47	5,000.00
10 E	---	349	-----	---	OTHER TRAVEL	774.90	1,009.63	1,491.74	1,394.09	1,500.00
10 E	---	350	-----	---	COMMUNICATIONS	107,601.67	93,069.05	72,069.31	72,172.01	79,200.00
10 E	---	351	-----	---	ADVERTISING	3,629.01	5,438.00	7,550.56	8,140.80	7,600.00
10 E	---	353	-----	---	POSTAGE AND CARTAGE	13,302.40	13,177.77	15,139.17	7,268.88	10,793.00
10 E	---	354	-----	---	PRINTING & BINDING	-1,700.65				
10 E	---	355	-----	---	TELEPHONE AND TELEGRAPH	20,252.19	19,860.89	21,640.60	24,071.65	36,724.00
10 E	---	370	-----	---	EDUCATIONAL SERVICES NONGOVERN	5,741.82	8,022.04	11,459.84	5,670.62	11,500.00
10 E	---	382	-----	---	INTERDISTRICT TRANSFER IN WIS	283,026.00	307,360.78	331,145.30	297,038.00	297,038.00
10 E	---	386	-----	---	TRANSFERS TO CESA	8,067.00	7,417.00	5,113.00	4,206.00	4,207.00
10 E	---	387	-----	---		6,257.00				
10 E	---	411	-----	---	SUPPLIES	399,596.84	512,692.34	533,454.36	455,056.25	490,767.00
10 E	---	412	-----	---	WORKBOOKS	22,781.74	19,867.26	18,910.26	20,122.41	14,250.00
10 E	---	416	-----	---	MEDICAL SUPPLIES	2,713.99	1,448.29	1,055.19	1,884.54	1,500.00
10 E	---	417	-----	---	PAPER	6,428.44	4,083.90	4,003.45		
10 E	---	418	-----	---	MILEAGE	6,165.09	4,983.64	932.76		
10 E	---	431	-----	---	AUDIO VISUAL MEDIA	4,552.78	6,085.03	3,576.17	3,144.72	3,794.00



Fd T	Loc	Obj	Func	Pri	Obj	2007-08	2008-09	2009-10	2010-11	2011-12
						FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
10 E	---	432	---	---	LIBRARY BOOKS	35,921.16	44,504.00	37,337.34	43,829.93	37,493.00
10 E	---	433	---	---	NEWSPAPERS	4,664.00	3,597.22	519.18	125.80	600.00
10 E	---	434	---	---	PERIODICALS	1,183.82	3,536.18	2,284.77	4,599.33	3,475.00
10 E	---	435	---	---	COMPUTER PROGRAMS	14,646.57	28,027.63	29,244.78	20,120.20	57,597.00
10 E	---	436	---	---	RENTAL OF MEDIA					10,148.00
10 E	---	439	---	---	PROFESSIONAL REFERENCE BOOKS	2,579.95	1,618.07		429.52	
10 E	---	440	---	---	SMALL EQUIPMENT	20,842.98	10,265.97	5,687.27	6,322.35	3,474.00
10 E	---	470	---	---	TEXTBOOKS	62,626.84	48,881.52	46,943.09	20,474.92	5,073.00
10 E	---	480	---	---	NON-INSTR COMPUTER SOFTWARE	22,159.40	23,201.50	29,196.82	28,595.49	29,259.00
10 E	---	551	---	---	EQUIPMENT PURCHASE ADDITION	38,061.66	54,658.02	14,711.51	27,308.90	61,296.00
10 E	---	561	---	---	EQUIPMENT PURCHASE REPLACEMENT	2,011.92			15,303.42	1,000.00
10 E	---	678	---	---	CAPITAL LEASE PRINCIPAL PAY.	81,490.89	38,641.33	50,883.54	54,589.48	
10 E	---	682	---	---	INTEREST ON SHORT TERM LOANS	224,748.61	155,604.17	86,741.67	53,804.03	55,000.00
10 E	---	688	---	---	CAPITAL LEASE INTEREST PAY.	17,556.12	19,502.12	7,259.91	3,553.97	
10 E	---	690	---	---	DEBT SERVICE PROCESSING/BONDS	22,410.95	21,350.27	13,170.82	6,766.30	7,000.00
10 E	---	711	---	---	DISTRICT LIABILITY INSURANCE	10,979.00	17,357.00	17,983.00	19,316.90	16,805.00
10 E	---	712	---	---	DISTRICT PROPERTY INSURANCE	27,105.00	28,651.00	27,079.00	7,318.00	26,493.00
10 E	---	713	---	---	WORKERS COMPENSATION	58,215.20	81,925.01	62,920.00	69,883.00	80,897.00
10 E	---	730	---	---	UNEMPLOYMENT COMPENSATION		1,713.71	1,171.34	1,173.50	15,774.00
10 E	---	827	---	---		1,944,617.54	1,986,726.54	2,108,542.87	2,201,697.15	2,270,638.27
10 E	---	890	---	---	PACKAGE/COOPERATIVE TRANSFERS	44,365.23	47,507.25	49,233.54	53,152.61	
10 E	---	940	---	---	DUES AND FEES		-256.96			
10 E	---	941	---	---	DUES AND FEES DISTRICT	16,123.87	6,455.36	7,721.10	8,844.81	8,860.00
10 E	---	942	---	---	DUES AND FEES EMPLOYEE	7,588.78	8,531.83	5,172.18	7,546.98	12,480.00
10 E	---	943	---	---	DUES AND FEES PUPIL	7,649.00	9,572.00	10,026.86	7,973.25	3,686.00
10 E	---	972	---	---	NON-AIDABLE REFUND	1,969.64	2,368.02	3,524.41		
10 E	---		---	---	Expense	17,336,965.84	18,305,597.05	18,621,682.79	19,147,086.60	18,987,822.61
10	---		---	---	GENERAL FUND	261,719.17	2,187.46	168,239.72	131,047.95	-615,329.71

Fd	T	Loc	Obj	Func	Proj	Obj	2007-08	2008-09	2009-10	2010-11	2011-12
							FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
27	R	---	100	---	---	INTERFUND TRANSFERS	1,944,617.54	1,986,726.54	2,108,542.87	2,201,697.15	2,270,638.27
27	R	---	347	---	---	SPECIAL ED OPEN ENROLLMENT	60,070.00	49,800.00	40,649.00	33,325.00	41,688.00
27	R	---	516	---	---	TRANSIT OF STATE AIDES	9,513.50	11,412.00	374.14	17,929.00	17,000.00
27	R	---	611	---	---	STATE HANDICAPPED AID	708,294.00	790,628.00	822,777.00	873,191.00	855,281.00
27	R	---	625	---	---		37,726.00	50,282.00	31,077.00	38,643.00	38,000.00
27	R	---	711	---	---	HIGH COST EEN AID	20,685.00	27,732.00	14,178.00	3,816.00	4,000.00
27	R	---	730	---	---	SPECIAL PROJECT GRANTS	292,616.78	317,974.14	494,141.97	434,390.68	432,047.70
27	R	---	780	---	---	SBS PAYMENTS		88,384.36	134,442.63	34,228.28	100,000.00
27	R	---	999	---	---					250.00	
27	R	---	---	---	---	Revenue	3,073,522.82	3,322,939.04	3,646,182.61	3,637,470.11	3,758,654.97
27	E	---	100	---	---	SALARIES	1,805,219.62	1,933,757.07	2,090,603.14	2,075,325.90	2,221,615.02
27	E	---	101	---	---	CASH COMPENSATION LIEU OF INS	94,250.63	91,416.12	99,528.08	113,583.78	116,261.00
27	E	---	140	---	---	SUBSTITUTES	41,171.21	81,197.29	76,874.68	69,015.76	38,289.00
27	E	---	211	---	---	RETIREMENT EMPLOYEES SHARE	107,346.04	113,181.74	124,721.95	131,561.15	879.00
27	E	---	212	---	---	RETIREMENT EMPLOYER SHARE	81,875.75	86,543.25	94,917.77	104,465.66	137,030.00
27	E	---	220	---	---	F.I.C.A. TAX	117,584.55	127,301.94	137,302.16	135,999.58	146,430.88
27	E	---	229	---	---	MEDICARE	27,508.67	29,579.33	31,882.99	31,879.87	34,241.00
27	E	---	230	---	---	LIFE INSURANCE	2,948.54	3,872.20	1,102.39	3,145.41	3,018.00
27	E	---	241	---	---	HEALTH INSURANCE	392,634.51	474,686.97	458,419.59	517,973.56	568,109.00
27	E	---	243	---	---	DENTAL INSURANCE	55,332.56	64,207.57	74,295.80	78,872.00	92,212.00
27	E	---	249	---	---	DISABILITY INSURANCE	7,054.49	6,920.18	7,089.51	13,570.56	9,240.00
27	E	---	299	---	---	MISCELLANEOUS BENEFITS	11,127.20	3,386.32	11,710.00	22,694.00	22,525.00
27	E	---	310	---	---	PERSONAL SERVICES	32,179.80	48,587.93	59,509.66	74,584.09	51,322.00
27	E	---	320	---	---	EQUIPMENT REPAIR				558.95	2,500.00
27	E	---	335	---	---	GAS OTHER THAN HEAT					17,159.00
27	E	---	341	---	---	STUDENT TRANSPORTATION LOW INC	116,084.13	99,570.46	122,840.85	93,964.90	118,458.00
27	E	---	342	---	---	EMPLOYEE TRAVEL	188.28	986.50	11.16		
27	E	---	348	---	---				3,522.69	1,487.33	2,500.00
27	E	---	382	---	---	INTERDISTRICT TRANSFER IN WIS	103,128.12	77,468.27	97,777.19	29,261.90	
27	E	---	386	---	---	TRANSFERS TO CESA	25,525.00	26,080.83	31,666.17	32,282.50	42,671.00
27	E	---	411	---	---	SUPPLIES	34,637.49	46,358.58	39,515.37	77,781.60	112,895.07
27	E	---	418	---	---	MILEAGE	3,280.44	1,869.51		153.07	
27	E	---	480	---	---	NON-INSTR COMPUTER SOFTWARE	2,556.00	2,653.00		2,859.00	6,500.00
27	E	---	551	---	---	EQUIPMENT PURCHASE ADDITION	2,880.00	3,313.98	80,571.69	25,461.97	9,800.00
27	E	---	730	---	---	UNEMPLOYMENT COMPENSATION	4,168.93		2,319.77	987.57	5,000.00
27	E	---	940	---	---	DUES AND FEES	4,840.86				
27	E	---	---	---	---	Expense	3,073,522.82	3,322,939.04	3,646,182.61	3,637,470.11	3,758,654.97
27	-	---	---	---	---	SPECIAL EDUCATION FUND					



Fd T	Loc	Obj	Func	Prj	Obj	2007-08	2008-09	2009-10	2010-11	2011-12
						FY Activity	FY Activity	FY Activity	FY Activity	Original Budget
39 R	---	211	-----	---	LOCAL PROPERTY TAX	2,059,470.00	2,178,433.00	2,301,690.00	2,434,891.00	2,341,479.00
39 R	---	280	-----	---	INTEREST ON INVESTMENTS	24,386.16	8,426.92	2,318.85	768.46	750.00
39 R	---	---	-----	---	Revenue	2,083,856.16	2,186,859.92	2,304,008.85	2,435,659.46	2,342,229.00
39 E	---	675	-----	---	PRINCIPAL LONG TERM BONDS	870,000.00	1,030,000.00	1,185,000.00	1,365,000.00	1,560,000.00
39 E	---	685	-----	---	INTEREST ON LONG TERM BONDS	1,234,710.63	1,191,295.00	1,149,570.00	1,100,810.00	1,043,622.50
39 E	---	---	-----	---	Expense	2,104,710.63	2,221,295.00	2,334,570.00	2,465,810.00	2,603,622.50
39 -	---	---	-----	---	REFERENDUM APPROVED DEBT SERVI	-20,854.47	-34,435.08	-30,561.15	-30,150.54	-261,393.50

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

## STAFF COMPLAINTS AND GRIEVANCES

The Board recognizes the need to provide for the orderly resolution of **concerns due to any grievance arising out of** 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.** ~~grievance procedures adopted by this district.~~

Employee concerns that are not related to ~~the~~ 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 discuss the concern with the building principal or appropriate supervisor, if applicable, and/or through the Employee Assistance Program (EAP). If not resolved then;~~
3. Employees should present the concern, in writing, to the District Administrator or designee **along with suggestions as to how they believe the concern can be resolved**. A response will be given in writing, within ten working days. If this is not satisfactory, then;
4. 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** ~~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**

EMPLOYEE GRIEVANCES  
*(Discipline, Termination and Workplace Safety)*

Pursuant to state law, the School Board shall provide a grievance procedure for the orderly resolution of employee grievances related to employee discipline, employee terminations, and workplace safety. Any employee of the District has the right to access the grievance procedure provided the grievance is filed in writing within the applicable timelines, and provided that the issue presented by the grievance properly concerns a grievable complaint. However, nothing within this policy or within the written rules and procedures implementing this policy shall be construed:

1. To prevent an employee and the District from voluntarily resolving, or attempting to resolve, an employee's grievance, complaint, concern or other dispute using informal methods separate from the formal grievance process, such as a mediated resolution or other similar outcome;
2. To interfere or conflict with the District's obligations, or an employee's or labor organization's rights, under any collective bargaining agreement. To the extent any collective bargaining agreement includes a contractual grievance procedure for the resolution of any grievance that is also within the jurisdiction of the District's statutorily-required grievance procedure, the District shall fully honor the contractual grievance procedure, including binding arbitration to the extent applicable;
3. To grant or confer to any employee any substantive rights or employment protections that would not exist in the absence of this policy and its implementing rules, except for those primarily procedural rights inherent and minimally necessary to an employee's ability to access and use the grievance procedure in the manner defined by state law and by the Board.

No employee is required to pursue a formal grievance using the procedures established pursuant to this policy, and supervisors and administrators are expected to fulfill their supervisory role(s) with respect to managing employee complaints and concerns even where an employee is unable to or elects not to pursue a grievance under the formal procedures established by the Board.

The grievance procedure shall provide for grievances to be handled in a timely manner. The procedure shall also include an opportunity for a grievant to present his/her grievance before an impartial hearing officer, as well as an appeals process in which the highest level of appeal is the Board.

No employee or District official shall, or attempt to, restrain, interfere with, coerce, discriminate against and/or retaliate against any employee who files or processes a grievance in good faith. The same protections apply to any person who otherwise participates in the presentation, processing or resolution of a grievance (e.g., a witness), regardless of whether the allegations presented by the grievance are ultimately sustained. Actions taken in bad faith, such as engaging in abuse of the process, providing false information, or engaging in libel or slander in connection with a grievance, are not protected. Violations of this paragraph may lead to disciplinary action, up to and including termination.

In the event a grievance proceeds to a hearing before an impartial hearing officer, the District Administrator or designee shall identify an impartial hearing officer consistent with minimum

requirements set forth by the Board. The role of the hearing officer shall include adherence to the following:

1. A hearing officer must agree to comply with all relevant laws and with all applicable Board policies and District procedures to the extent not inconsistent with the law, including laws and policies covering public records, personnel records, and student records.
2. An impartial hearing officer shall neither add to, delete from, nor modify any Board policies or administrative rules or regulations, although it shall be within the purview of a hearing officer to reach a conclusion that a given policy, rule or regulation violates applicable law (subject to an appeal of such a conclusion to the Board).
3. In reaching conclusions based upon his/her factual findings, an impartial hearing officer is not to substitute his/her independent judgment for the judgment of the District provided that the hearing officer determines that the District's conclusions and any action taken by the District were lawful and reasonable under all of the facts, circumstances, and applicable standards. However, a hearing officer may state in his/her decision that he/she believes an alternative conclusion would have been more reasonable and explain the basis for making such a determination. An employee may appeal such a decision to the Board and request that the Board consider adopting the hearing officer's alternate conclusion(s) or resolution.

Local Ref.: Policy #528.1-Employee Grievance Procedures

Policy #528.2-Impartial Hearing Officer Selection Procedures

EMPLOYEE GRIEVANCE PROCEDURES  
(*Discipline, Termination and Workplace Safety*)

The purpose of this rule is to provide for an internal grievance procedure that is consistent with the requirements of state law and Board policy for resolving grievances concerning employee discipline, employee termination and workplace safety. This rule is intended to serve as the written document, required by statute, that sets forth the process for the grievant and the District to use to process a grievance.

Definitions

1. Grievance: A “grievance” is defined as a timely written complaint, submitted according to the procedures identified herein, that concerns employee discipline, employee termination, or workplace safety.
2. Grievant: A “grievant” may be any employee or a group of employees.
3. Days: Unless expressly identified as “calendar days,” the terms “days” or “workdays” as used in within this grievance procedure shall exclude only Saturdays, Sundays, and such holidays and other days on which the main district administrative office is not open for public business.
4. Receipt of Written Communication: A grievant is deemed to be in receipt of a written communication from the District regarding a grievance, including a denial of the grievance at any stage of the process, as of the date the communication is either personally delivered to the grievant, sent to the employee’s school district email address, or sent by mail to or left at the employee’s mailing address of record with proof of such delivery.
5. Grievable Event:
  - a. A “grievable event” as to employee discipline is the employee’s receipt of verbal or written notice of the imposition of specific discipline by the District; or, if no express notice of discipline is received, the occurrence of the event alleged by the employee to constitute disciplinary action. The initiation and conduct of an investigation into a potentially disciplinary matter is not a grievable event.
  - b. A “grievable event” as to employee termination means the employee’s receipt of any written or verbal notice of termination of an individual’s employment with the District. The effective date of the employee’s termination is not a separate or new grievable event.
  - c. A “grievable event” as to a workplace safety issue is the presence of a hazardous condition in the workplace, whether ongoing or reasonably likely to reoccur, that an employee alleges (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee; and that has not previously been grieved under this grievance procedure and addressed by a decision of a hearing officer or the Board.



6. Termination, Discipline, and Workplace Safety: The terms “termination,” “discipline” and “workplace safety” are intended to have only the limited meaning given to them under the state statutes that require the Board to create a grievance system addressing those issues. For purposes of clarity and as examples of issues that either are, or are not, grievable under this grievance procedure (unless the applicable statutes are so interpreted by a court or tribunal, or amended at a later time), the following shall apply:
- a. The term “discipline” shall not be interpreted to include a supervisor’s performance evaluation of an employee; a performance improvement plan; any verbal or written notice of performance expectations; any verbal reprimand; or the placing of an employee on administrative leave with pay pending an investigation.
  - b. The term “termination” does not encompass all events that lead to a separation from employment. However, it shall be construed to include instances where the District initiates an involuntary, complete and permanent severance of the employment relationship as a result of some type of affirmative misconduct (e.g., infractions of the rules or policies of the school district), job abandonment, or incompetence. Where separation from employment results from the District’s use of specific statutory procedures for the nonrenewal of a fixed-term employment contract, such separation via nonrenewal is not grievable as a “termination.”
  - c. The term “workplace safety” means a hazardous condition in the workplace, whether ongoing or reasonably likely to reoccur, that an employee alleges (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee. Further, a grievance over an alleged workplace safety issue under this grievance procedure is appropriate only if:
    - (1) The safety of at least one employee is involved (as opposed to exclusively the safety of students or visitors);
    - (2) The issue concerns the safety of a person (e.g., not the “safety” of one’s vehicle or other personal possessions);
    - (3) The grievance is filed by an employee who is presently affected by the issue, or who might reasonably in the future be affected by the issue (i.e., an employee otherwise lacking any interest in the issue may not file a grievance on behalf of another employee); and
    - (4) The issue presented by the grievance must be under the reasonable control of the school district.

Although a given issue, complaint or concern may not properly qualify as a grievance over a “termination,” “discipline,” or “workplace safety,” employees may still pursue and seek a resolution to such issues, complaints or concerns by raising the matter with their immediate supervisor or by pursuing other internal procedures that may be available.

#### Time Limits

The time limits set forth in this rule shall be considered as substantive, and the failure of the grievant to file and process a grievance within the time limits set forth in this rule shall be deemed a

waiver of the grievance and a waiver of the grievant's right to access and use this grievance procedure as to the issues that were raised, or that could have been raised, in the grievance.

As described in Step Two of the process, below, the failure of the administration to provide a written response to the grievance by the established deadline for such a response operates as, and shall be treated the same as, a written denial of the grievance.

The time limits specified in this rule may, however, be extended by the mutual consent of the District Administrator and the grievant, or as otherwise expressly provided within this rule.

#### Grievance Processing Procedures

Grievances shall be processed in accordance with the following procedures:

##### *Step One – Filing of the Grievance in Writing*

To initiate a grievance, a grievant shall be required to file a written grievance with the Director of Human Resources that is signed and dated by the grievant. A grievance must be filed in writing within thirty (30) calendar days of the occurrence of the grievable event in order for the grievant to have the right to invoke this grievance procedure.

(NOTE TO EMPLOYEES: Although a condition giving rise to a “workplace safety” grievance may be an ongoing condition that could be the basis for a grievance so long as the alleged condition persists, employees should report dangerous conditions of which they have knowledge to a supervisor as soon as reasonably practical, even if they do not wish to pursue a formal grievance.)

If the grievant files a grievance using any written format other than any District-approved grievance form that may be created, the filing shall, at a minimum, be signed and dated; prominently identify the document by using the word “GRIEVANCE;” and specify (1) the date the grievable event occurred; (2) whether the grievance concerns a termination, disciplinary action, or a workplace safety issue; (3) the basic nature of the complaint/allegations and the issue(s) to be resolved; (4) the alleged responsible supervisor(s); (5) any known witnesses to key events; and (6) the relief or remedy that is requested.

##### *Step Two – The District's Administrative Response*

The District Administrator or designee shall determine the administrator or supervisor who will provide the initial response to grievance, which response shall be in writing and shall be issued within twenty (20) days of the filing of the grievance. If the Administration determines that factual investigation is needed or is ongoing and should be completed in order to properly respond to the grievance, the District Administrator may extend the time limit for issuing an initial response as reasonable and necessary by giving written notice of such extension to the grievant, generally not to exceed twenty (20) additional days.

If the grievance has not been resolved and has been denied by a written response from the District Administrator, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step Three, below.

If the grievance has not been resolved and either (1) has been denied in the form of a written response from a supervisor or administrator other than the District Administrator; or (2) no initial administrative response has been provided by the District by the applicable deadline for an initial administrative response, then the grievant may drop the grievance or, to continue the grievance, the grievant must file a request for reconsideration by the District Administrator.

A request for administrative reconsideration by the District Administrator shall be filed in writing with the District Administrator within ten (10) days of the date the employee received the initial administrative denial of the grievance, or, if no initial response was provided, within ten (10) days of the deadline for providing a written response.

The District Administrator shall provide a final administrative response to the grievant in writing within twenty (20) days of the District's receipt of the request for reconsideration. If the grievance has not been resolved and either (1) has been denied in the form of a final administrative response from the District Administrator; or (2) no final administrative response has been provided by the District Administrator by the applicable deadline for such a response, the grievant may continue to pursue the grievance by filing a request for a hearing as provided under Step Three, below.

### *Step Three - Appeal to Impartial Hearing Officer and Hearing*

If the grievance has not been resolved at Step Two and the grievant wishes to further pursue the grievance, the grievant must notify the District Administrator in writing that the grievant is requesting a hearing before an impartial hearing officer. A request for a hearing before an impartial hearing officer must be filed by the grievant within ten (10) days after receipt of the District Administrator's response, or, in the event the District Administrator issued no administrative response, within ten (10) days of the deadline for providing a written response. Upon receipt of the request for a hearing, the Administration shall select and assign a qualified impartial hearing officer to the grievance, per the requirements of Board policy.

The hearing officer shall schedule and meet with the parties at a mutually-agreeable date to review the evidence and hear testimony relating to the grievance.

The hearing officer shall have discretion to establish specific procedures for the conduct of the hearing, provided that such procedures are consistent with any applicable statutory and general due process requirements. The hearing officer shall not be required to abide by the rules of evidence that would apply in civil or criminal court cases. For instance, he/she may choose to admit hearsay evidence and accord it such weight as it may be due. The hearing officer is responsible for ensuring that he/she is creating and preserving a record of the proceedings that will enable Board review.

Hearing officers are encouraged to use appropriate means of narrowing the issues in dispute, including seeking and documenting such stipulations as to which the parties may be able to agree.

The hearing officer shall decide disputed facts based upon a "preponderance of the evidence" standard.

In a case involving a challenge to discipline or termination, unless a different standard applies due to the application of substantive rights or employment protections arising from a source other than this grievance procedure, the District shall have the initial burden of production to demonstrate a plausible factual basis for the challenged action, which shall be subject to rebuttal by the grievant. The District shall have the ultimate burden of proving that its action was not arbitrary or capricious.

In a grievance over a workplace safety issue, the grievant shall have the burden of proving by a preponderance of the evidence the existence of a condition in the workplace, whether ongoing or reasonably likely to reoccur, that (1) constitutes a violation of a workplace health or safety code, regulation, or standard; or (2) poses a recognized hazard likely to cause death or serious physical harm to the employee; and for which condition there is an appropriate remedy that is within the reasonable control of the District.

Upon completion of the hearing and a review of the evidence, the hearing officer shall render a written decision to the administration, the grievant, and (if applicable and appropriate) the grievant's representative. A decision of the hearing officer shall be limited to the subject matter of the grievance and shall be consistent with the role of the hearing officer as established in Board policy. The hearing officer may deny the grievance or conclude that the grievance should be sustained in whole or in part and recommend a remedy, if any. The decision of the hearing examiner and any recommendations contained therein are subject to review by the Board via appeal, as described below.

As a general guideline that may vary, the administration should appoint a hearing officer who indicates that he/she would be available to hear and issue a decision on the grievance within sixty (60) calendar days of the date the District receives the grievant's timely notice of request for a hearing. The hearing officer shall make reasonable efforts to fulfill his/her role within this general guideline, and shall notify the parties in the event that meeting the guideline becomes impractical.

#### Step Four - Appeal to the School Board

If the grievance is not resolved to the satisfaction of the grievant or the administration at Step Three, the grievance may be appealed to the School Board within ten (10) days after receipt of the decision at the prior step. Either the Administration or the grievant may appeal an impartial hearing officer's decision to the Board by filing a written notice of appeal, addressed to the Board and delivered to the office of the District Administrator (with a copy provided to the other party). The notice of appeal must clearly identify the issues being raised for a decision by the Board.

Generally, the Board's review of the grievance and the hearing officer's decision will be based upon the record created through the Step Three hearing and the presentation of argument to the Board via letter briefs and/or in person at any meeting that may be scheduled for that purpose. The Board President shall have authority to establish any briefing schedule and coordinate the scheduling of any meeting that may involve the attendance of the parties. If either party wishes to present an exhibit or other evidence to the Board that was not presented at a prior step of the grievance process, the party must provide advance notice of such intent to the other party, and the party must also seek the leave of the Board to accept such additional evidence via a motion presented to the Board.

On appeal from Step Three, the hearing officer's factual findings and conclusions of law shall have distinct standards of review. The Board shall accord some deference to the hearing officer's findings of fact but may (1) modify any such findings if, after reviewing the record and consulting with the hearing officer to the extent the Board deems necessary, the Board concludes that the most reasonable view of the record calls for modification of one or more of the findings; or (2) remand the case to the hearing officer for further factual development and (if necessary) revised conclusions of law; or (3) call for additional hearing before the Board. In terms of conclusions of law, mixed questions of law and fact, and decisions as to appropriate remedies (if any), the Board shall apply a de novo standard of review, meaning that the decision(s) being appealed shall be accorded no particular deference.

The Board shall render a written decision that affirms, reverses, or modifies the decision of the hearing officer (or, if applicable, of the District Administrator). Such decision shall be rendered in a timely manner, usually within thirty (30) calendar days of the Board meeting at which a decision is made, and a copy of the decision shall be provided to the administration, the grievant, and (if applicable and appropriate) the grievant's representative. The Board's decision is final and is not subject to further appeal via this grievance procedure.

All Board actions throughout this process shall comply with requirements of Wisconsin's Open Meetings Law.

In the event that the District Administrator elects not to appeal an adverse decision of a hearing officer to the Board, the District Administrator shall provide the Board with notice of the hearing officer's decision and the reason(s) that the District Administrator decided against pursuing an appeal.

#### Disputes as to Timeliness or Grievability

No grievant has the right to pursue an untimely grievance or a grievance that falls outside the definition of a grievance (e.g., because the complaint does not deal with termination, discipline, or workplace safety). If there is a dispute over the timeliness or the grievability of a grievance that the parties are unable to resolve, the administration shall have the discretion to request, and the hearing officer shall allow, bifurcation of the merits of the grievance and any issue(s) regarding grievability. In the event of bifurcation of the issues, any decision as to a grievability issue shall be appealable to the Board prior to any remand to a lower step of the grievance procedure for decisions and/or a hearing on the merits.

#### Grievant's Right to Elect Representation

Any grievant may choose to be represented at all stages of the grievance procedure by a representative(s) of his/her own choosing. Student records shall not be disclosed to an employee's representative except in compliance with applicable law and Board policy.

#### Consolidation of Grievances

Grievances over the same or closely related issues, or arising from the same factual circumstances, may be consolidated at any point where such consolidation is deemed practical by the administration or Board.

#### Group Grievances

Group grievances are those that involve more than one employee and any of the following:

- A. More than one work site;

- B. More than one supervisor; or
- C. An administrator other than the immediate supervisor.

At Step Two of the grievance process, all group grievances will initially be decided directly by the District Administrator.

#### Grievances Filed by the District Administrator

In the event a grievance is filed by the District Administrator, it shall be initially filed with the Board President and Board Clerk according to the deadlines established within Step One of this grievance procedure, above, and the Board shall have the role and responsibilities of the District Administrator in Step Two and elsewhere in the process. All other notices provided by the District Administrator acting as a grievant shall similarly be filed with the Board President and Board Clerk.

#### Voluntary Modifications to and Waiver of Procedures

In the interest of achieving the most timely and satisfactory resolution of employee complaints and grievances, a grievant may voluntarily reach an agreement with the District Administrator to modify the process established within this grievance procedure, provided that no such modification eliminates the role of the Board as the final level of appeal that is available in any grievance. For example, a grievant may voluntarily waive specific procedural steps within this process, including the right to waive any hearing before an impartial hearing officer. However, any such voluntarily modification or waiver of any portion of this grievance procedure shall be documented in writing, signed by the District Administrator and the grievant, and added to the record of the grievance.

#### Settlement of Grievances

The District Administrator and the grievant may reach a voluntarily settlement of the grievance at any time under which the grievant agrees to withdraw and drop the grievance. The District Administrator shall notify the Board of all such settlements. The District Administrator shall make any such settlement that results in the payment of financial compensation to the grievant contingent upon Board approval of the settlement, unless separate settlement authority involving financial compensation is provided to the District Administrator in advance of executing the settlement agreement.

Local Ref.: Policy #528-Employee Grievances

Policy #528.2- Impartial Hearing Officer Selection Procedures

## IMPARTIAL HEARING OFFICER SELECTION PROCEDURES

In the event an employee grievance related to employee discipline, termination or workplace safety proceeds to a hearing before an impartial hearing officer, the District Administrator or designee shall identify an impartial hearing officer consistent with the following minimum requirements:

- The hearing officer shall be (1) an attorney who is licensed to practice in the State of Wisconsin; (2) a current or former school administrator who remains licensed by the Department of Public Instruction as either a district administrator or principal, provided the person demonstrates to the satisfaction of the District Administrator sufficient familiarity with the procedures for conducting a fair and impartial hearing; or (3) such other individuals deemed qualified by the School Board provided that the Board, upon recommendation by the District Administrator, affirmatively approves such individual's alternative qualifications prior to the person serving as a hearing officer.
- If the hearing officer is an attorney, that individual may not be an attorney who (or whose firm) represents the District in some other capacity.
- The hearing officer shall not be an employee of the District.
- Due to their background and experience, hearing officers may be identified based on their suitability to hear grievances over particular issues. (e.g., an individual may be deemed well-qualified to hear a grievance over a "workplace safety" issue, or perhaps well-suited for grievances other than a grievance over a "workplace safety" issue.)
- The hearing officer assigned to any pending grievance must be available to hear the case and render a decision in a timely manner. To the extent that the District has compiled a list of two or more potential impartial hearing officers who the District deems qualified to serve as a hearing officer with respect to any pending grievance, the District Administrator or designee may use a rotational system, random drawing, or similar system to identify the hearing officer who will be contacted first and asked about his/her availability. However, the failure to use such a system shall not be deemed error unless the individual selected as the hearing officer fails to satisfy the statutory requirement of impartiality.

Local Ref.: Policy #528 – Employee Grievance  
Policy #528.1 – Employee Grievance Procedures

Approved: January 13, 1988  
Revised: September 13, 2004  
Revised: July 16, 2007

841

## BEQUESTS AND GIFTS

The Board may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with district goals. Any gift presented to the District over \$2,500.00 in value should be accompanied by a letter from the donor, or donor's designee, for official action and recognition by the Board. If accepted, a letter of appreciation signed by the Board President or the district administrator will be sent to the donor, or donor's designee. Gifts of lesser amounts may be made directly to schools or programs and deposited into the appropriate district account through the business manager.

To be accepted, a gift shall:

- have a purpose consistent with those of the school
- be offered by a donor acceptable to the Board
- place no restrictions on the school program
- not be inappropriate or harmful to the best education of students
- not imply endorsement of any business or product
- not be in conflict with any provisions of policy, school code or public law

All gifts, grants and bequests will become school property to be used at the discretion of the school unless otherwise specified in the bequest.

Legal Ref.: Section 118.13 Wisconsin Statutes  
118.27  
PI 9.03(1) Wisconsin Administrative Code



September 8, 2011

Heidi Carvin, District Administrator  
Evansville Community School District  
340 Fair Street  
Evansville, WI 53536

Dear Heidi,

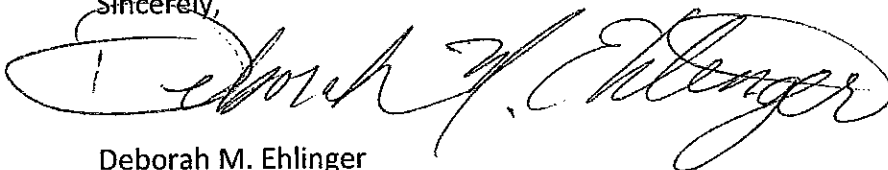
I have had the pleasure of teaching within the Evansville Community School District since my oldest daughters (who recently both graduated from high school) were in kindergarten. As you indicated in your letter of September 2, 2011, my health issues have put me on medical leave since October 2010. Unfortunately, my recovery has not progressed as I would have liked. Thus, it is with a heavy heart that I wish to ask for an early retirement because of my health and resign my teaching position within the school system.

It has always been my hope to return to teaching but circumstances are not allowing it at this time. Your letter of September 2<sup>nd</sup> indicated that you are going to request that the School Board waive the repayment of both dental and life insurance premiums. I am extremely grateful that you have indicated your willingness to request this on my behalf and hope that the School Board will follow your recommendation.

My schedule at this time will not permit me to attend the School Board meeting scheduled for Monday, September 12<sup>th</sup>. If my schedule does change that I may attend, I would be attending to thank them and yourself for the wonderful memories I have had over the years working within the school system. I do not intend to request under Wisconsin Statute §19.85(1)(b) that my resignation be held under open session.

I am also hopeful that you and the School Board will allow me at year end to attend the retirement banquet along with any other individuals who have decided to retire at year end.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah M. Ehlinger". The signature is written in a cursive style with a large, looping initial "D".

Deborah M. Ehlinger

## New Teacher

Kyle Schulz is a first year teacher who graduated from UW-La Crosse with a Bachelor of Science in Regular Education and Ages 6-13 in Mathematics. Kyle has worked with Evansville youth since 2007 in the Power of Positive Athletes Program. In his personal statement Kyle stated, "As an educator, it is my goal and my passion to see that all students are given the means and the guidance to become successful in their lives." Kyle is an Evansville resident and graduate of EHS. His cooperating teacher stated "Kyle's enthusiasm for being a teacher was evident every day. He created a positive learning environment where all kids felt included." Kyle is being given a one year contract at the salary amount of \$33,343.00 to fill the vacancy created by the resignation of Deb Ehlinger.

Revised: October 13, 2003

Revised: March 12, 2007

Revised: May 12, 2008

Revised:

1<sup>st</sup> Reading: 6-27-11; 2<sup>nd</sup> Reading:8-15-11; 3<sup>rd</sup> Reading: 9-12-11

## 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. -	3:00 p.m.
Full Day Kindergarten		8:05 a.m.	3:00 p.m.
Grades 1 – 2		8:05 a.m. -	3:00 p.m.
Grades 3 – 5		8:05a.m. -	3:00 p.m.
Grades 6 – 8		7:50 a.m. -	2:55 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

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

MINUTES OF MEETING

A regular meeting of the Board of Education of the Evansville Community School District was held Monday, August 15, 2011, at 6:30 pm in the District Board and Training Center.

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

**APPROVE AGENDA**

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

**EXECUTIVE SESSION**

Motion by Ms. Rossmiller, seconded by Mr. Rasmussen, moved to move into executive session, under Wisconsin Statute 19.85(1)(c) to discuss non representative personnel. Motion carried, 5-0 (roll call vote).

Reconvened in open session at 7:33 pm.

**PUBLIC ANNOUNCEMENTS/UPCOMING EVENTS**

- Web Site Updated – Thanks to Larry Martin, Craig Seeman and Jake Slaback
- Back to School Days – August 17 & 18, 1:00 – 7:00 pm in High School
- WASB Special Summer Seminars – Contending with the 2011-13 State Budget – August 22, 2011, 1:00 – 4:00 pm – Swanson, Busse, Rasmussen, and Hurley will be attending
- First Day of School – September 1
- Election for WASB Board of Directors From Region 12
- Community Comments – beginning in September, two board members will be available half an hour prior to the start of the first meeting of the month to meet with public. The public section on the agenda has not satisfied all parties.

**PUBLIC PRESENTATIONS**

J.C. McKenna Middle School Principal, Mr. Flaherty, presented Project Lead the Way in his building, with the outcome of a new shed. Discussion.

**DISTRICT ADMINISTRATOR REPORT**

Ms. Carvin's submitted report was the 2010-12 Board Goals and Action plans end of year update.

**INFORMATION & DISCUSSION**

High School Agri-Science Teacher, Mr. Kvalheim, presented the 2011-2012 FFA Overnight Field Trips. Discussion.

Mr. Flaherty presented an overview of the WKCE data from grades 6-8 and a data wall. Ms. Landers had submitted her end of year goals update.

High School Principal, Mr. Everson, shared additional handout on the Senior Graduation Project Pilot and discussed. Discussion.

Ms. Swanson presented policy #322-Student School Day for a second reading.

**BUSINESS (Action Items)**

Motion by Mr. Busse, seconded by Mr. Rasmussen, moved we approve the senior graduation project as a requirement effective for the graduating class of 2015 (this year's freshmen). The final criteria must be clear and approved by the Board no later than January of 2014. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Rasmussen, seconded by Ms. Rossmiller, moved we approve the 2010-2012 contract with Ringhand Bus as presented. Discussion. Motion carried, 5-0 (voice vote).

Motion by Mr. Busse, seconded by Ms. Skinner, moved we approve the co-curricular contracts for Nicki Guth, Freshman Girls' Volleyball, \$1,637; Kyle Schulz, 50% Ass't. Football Coach, \$1,146; and Garth Coats, 50% Ass't Football Coach, \$1,146, as presented. Motion carried, 5-0 (voice vote).

**CONSENT AGENDA ITEMS (Action Items)**

Motion by Mr. Busse, seconded by Ms. Rossmiller, moved we approve the July 14, July 18, July 20, July 26, and August 1 meeting minutes and the bills as presented. Motion carried, 5-0 (roll call vote).

**FUTURE AGENDA**

August 22 regular meeting agenda shared. Discussion.

**ADJOURN**

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

Meeting adjourned at 9:01 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_  
Kathi Swanson, President

Dated: \_\_\_\_\_ Approved:

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
Evansville, Wisconsin

MINUTES OF MEETING

A special meeting of the Board of Education of the Evansville Community School District was held Tuesday, August 30, 2011, at 7:42 am in the Evansville High School Office Conference Room.

The meeting was called to order by President Kathi Swanson. Roll call was taken. Members present: Swanson, Skinner, Busse, Hurley, and Rasmussen. Rossmiller arrived at 7:44 am. Absent, Hatfield.

**BUSINESS (ACTION ITEMS)**

Motion by Mr. Busse, seconded by Ms. Hurley, moved to approve a 50% child rearing leave for Ms. Hansen for the 2011-12 school year. Discussion. Motion carried, 6-0 (voice vote).

Motion by Ms. Hurley, seconded by Mr. Busse, moved to approve the co-curricular contract for Tony Wiemiller, as the middle school football coach for a stipend of \$1,474. Discussion. Motion carried, 6-0 (voice vote).

**ADJOURN**

Motion by Mr. Rasmussen, seconded by Ms. Skinner, moved to adjourn the meeting. Motion carried, 6-0 (voice vote). Meeting adjourned at 7:49 am.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_  
Kathi Swanson, President

Dated: \_\_\_\_\_

Approved:

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

## Board of Education Regular Meeting Agenda

Monday, September 26, 2011  
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](http://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 August 22 Minutes.
- IV. Budget Finance – Chair, Eric Busse -
- A. Discussion Item:
- 1) Budget Update.
  - 2) Process of Annual Meeting.
  - 3) Buildings & Grounds Capital Project Update.
  - 4) Update on Evansville Education Fund.
  - 5) ACT 10 Compliance/Procedure.
  - 6) New Employee Handbook.
- B. Develop Budget Finance Draft Agenda for October 24 Meeting.
- V. Policy – Chair, Nancy Hurley
- A. Action Item: Approval of Policies
- 1) Policy #527 – Staff Complaints (And Grievances).
  - 2) Policy #528 – Employee Grievances (Discipline, Termination, and Workplace Safety).
  - 3) Policy #528.1 – Employee Grievances Procedures (Discipline, Termination, and Workplace Safety).
  - 4) Policy #528.2 – Impartial Hearing Officer Selection Procedures.
- B. Develop Policy Agenda Draft Agenda for October 24 Meeting.
- VI. Board Development
- A. Strategic Planning Update.
  - B. Board Training Needs.
  - C. Board/Administrative Team Retreat – October 17.
  - D. Board Self Evaluation.
  - E. Develop Board Development Draft Agenda for October 24 Meeting.
- VII. Future Agendas – Chair, Kathi Swanson
- A. Develop October 10 Regular Board Meeting Agenda.
- VIII. Adjourn.

# Levi Leonard Elementary School

13 - Early Childhood

126 - Kindergarten

127 - First Grade

144 - Second Grade

---

**410 Total Student Enrollment**

## Early Childhood- 13

### Kindergarten

Andrew -18

Creek- 11

Gallman -18

Gribble -18

Marty -18

McClellan -17

Runkle -18

Thomas -8

### 1<sup>st</sup> Grade

Brummond -17

Creek -7

Humberg -16

Knudson -16

McDaniel -16

Schmoldt- 16

Thomas -8

Viken -17

Vogel - 14

### 2<sup>nd</sup> Grade

Beedle -17

Bjugstad -15

Jeremiason - 16

Marty -16

Mohns -17

Oakeson -16

Ross - 16

Sendelbach -16

Wade - 15



# Theodore Robinson Intermediate

## 09/01/2011

142	-	Third Grade
138	-	Fourth Grade
137	-	Fifth Grade
<hr/>		
<b>417</b>		<b>Total Student Enrollment</b>

### 3<sup>rd</sup> Grade

Erickson - 18

Feldt - 18

Gransee - 18

Greve-Shannon - 18

Hammond - 18

Horgen - 18

Papendieck - 18

Savaske - 16

### 4<sup>th</sup> Grade

Elinger/Schulz - 23

Forster - 23

Miller - 23

Pickering - 23

Schultz - 23

Sperandeo-Wehner - 23

### 5<sup>th</sup> Grade

Feeney - 28

Johnson - 27

Ojeda - 28

Smith - 27

Wollinger - 27

**Total as of 09/01/2011**  
**417 Students**