



#8, #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.

#10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline.

VI. Public Presentations.

VII. Business (Action Item):

A. Approval of Staff Changes: Approval of Job Share Agreement.

VIII. Consent (Action Items):

A. Approval of Policies:

1. #412 – School Census.

2. #412.1-Full-Time Students.

3. #443.4-Student Alcohol and/or Other Drug Use.

4. #522.1-Alcohol and Drug-Free Workplace.

5. #443.41/522.11-Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions.

B. Approval of January 27 Regular Meeting Minutes.

C. Approval of January Bills and Reconciliation.

IX. Future Agenda – February 24 Regular Meeting Agenda.

X. Five Minute Break.

XI. Executive Session – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiation strategy concerning the 2015-2016 contract with the Evansville Education Association covering teachers.

*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.

Upon reasonable notice, effort will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: 2/4/16

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda / Briefs**

**Wednesday, February 10, 2016**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

- I. **Roll Call:** Mason Braunschweig    Sandra Spanton Nelson    Jane Oberdorf  
Eric Busse                                    Melissa Hammann            HS Rep Sydney Michael  
John Rasmussen                            Derek Allen                    HS Rep Emmeline Roth

II. **Approve Agenda.**

**Suggested Motion: I move we approve the agenda as presented (OR add or remove items).**

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

- Open Enrollment – February 1 - April 29, 2016
- School Bus Drivers Week – Week of February 8-12
- Energy Fair – April 22, 2016
- Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm

IV. **Public Presentations.**

V. **Information & Discussion:**

- A. Writing Workshop Presentation by TRIS – *Staff and students from TRIS will present. This workshop is based on the idea that students learn to write best when they write frequently, for extended periods of time, on topics of their own choosing. Each Writing Workshop follows the same basic format which includes a mini-lesson focused on a single strategy, individual writing time where students write and the teacher conferences with individuals or small groups and ends with sharing where writers seek feedback from their audience.*
- B. High School Board Representatives Report of Events – *Enclosed is their report.*
- C. Second Friday January Attendance Report – *Enclosed are the reports.*
- D. District Bus Transportation – *Enclosed are: policies: #751-Student Transportation Services and #751.1-Procedures for Student Transportation Services (Alternative Pick-Up and Drop-Off Points), and State Statute, 121.54-Transportation by School Districts.*

E. First Reading of Policies:

1. #320 – General Organization Plan.
2. #343.3 – Online Learning/Virtual School Program.
3. #343.31 – Online Learning/Virtual School Program-Administrative Rule.
4. #343.3 Form – Virtual School Program Form.
5. #522.2 – Tobacco/Nicotine/Electronic Cigarette Use By Staff On School Premises.
6. #832 – Tobacco/Nicotine-Free School Property.
7. #832.1 – Use of Tobacco/Nicotine/Electronic Cigarette Products On School Premises.

*These policies come forward for a first reading. Enclosed are the minutes of January 5, 2016.*

F. Second Reading of Proposed Employee Handbook Changes:

- #1, #2, #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
- #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All.
- #8, #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
- #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline.

*Enclosed are the unapproved minutes of the January 7, 2016, Employee Handbook Committee meeting. The proposals come forward as groups, per last meeting request. #1, #2, and #3, are to be the same suggested proposals, as Dee Jay Redders amends his to read the same as #1 and #3. We will ask for you to take action on these four requests at the February 24 Board meeting.*

VI. **Public Presentations.**

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

- A. Approval of Staff Changes: Approval of Job Share Agreement – *Please approve the job share agreement between Nancy Greve-Shannon and Jo Ann Grovesteen, as presented.*

**Suggested Motion: I move we approve the Job Share Agreement for the 2016-2017 School Year between Nancy Greve-Shannon and Jo Ann Grovesteen, as presented.**

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

A. Approval of Policies:

1. #412 – School Census.
2. #412.1-Full-Time Students.
3. #443.4-Student Alcohol and/or Other Drug Use.
4. #522.1-Alcohol and Drug-Free Workplace.

5. #443.41/522.11-Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions.
- B. Approval of January 27 Regular Meeting Minutes.
- C. Approval of January Bills and Reconciliation.

**Suggested Motion: I move we approve the consent agenda items: Policies #412-School Census; #412.1-Full-Time Students; #443.4-Student Alcohol and/or Other Drug Use; #522.1-Alcohol and Drug-Free Workplace; #443.41/522.11-Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions; the January 27 Regular Meeting Minutes; and the January Bills and Reconciliation, as presented.**

**Roll Call Vote.**

- IX. **Future Agenda – February 24 Regular Meeting Agenda – *A draft of the agenda is enclosed.***
- X. **Five Minute Break.**
- XI. **Executive Session – Under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiation strategy concerning the 2015-2016 contract with the Evansville Education Association covering teachers.**

**Suggested Motion: I move we move into executive session, under Wisconsin State Statute 19.85(1)(c) and (e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and to deliberate and discuss strategy concerning collective bargaining negotiations; namely to discuss negotiation strategy concerning the 2015-2016 contract with the Evansville Education Association covering teachers.**

**Roll Call Vote.**

**FOR YOUR INFORMATION:**

1. Upcoming Board Meetings:
  - February 24, 2016 – Regular Meeting
  - March 9, 2016 – Regular Meeting
  - April 13, 2016 – Regular Meeting
  - April 27, 2016 – Reorganization and Regular Meeting

## HS Board Report

Sydney Michael

Emmeline Roth

### *Previous*

Date	1/25 and 1/26	Event	Musical Auditions
Date	1/25	Event	RVC Band
Date	1/28	Event	RVC Choir
Date	1/28	Event	Boy's Basketball Game vs Broadhead
Date	1/29	Event	Girl's Basketball Game vs Edgerton
Date	2/1	Event	Wrestling JV Invitational

### *Upcoming*

Date	2/11	Event	Boy's Basketball vs McFarland
Date	2/13	Event	Varsity Wrestling WIAA Regional
Date	2/25	Event	Boy's Basketball vs Jefferson
Date	3/3	Event	Girl's Varsity WIAA Sectional
Date	3/7	Event	Jazz Concert

EVANSVILLE SCHOOL DISTRICT ENROLLMENT HISTORY

	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2015-16</u>
	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>	<u>Enrolled</u>
	<u>12-Sep</u>	<u>18-Sep</u>	<u>10-Sep</u>	<u>16-Sep</u>	<u>21-Sep</u>	<u>20-Sep</u>	<u>19-Sep</u>	<u>9-Jan</u>	<u>18-Sep</u>	<u>8-Jan</u>
S/L Only	4	5		5	2			2		
ECH	13	12	17	15	14	12	10	12	9	10
4K									122	122
K	146	148	131	124	145	104	106	111	87	88
K-1							36	34	33	31
1	130	154	148	126	122	145	81	83	113	114
2	<u>139</u>	<u>130</u>	<u>144</u>	<u>143</u>	<u>122</u>	<u>118</u>	143	145	99	103
	<b>432</b>	<b>449</b>	<b>440</b>	<b>413</b>	<b>405</b>	<b>379</b>	<b>376</b>	<b>387</b>	<b>463</b>	<b>468</b>
3	156	141	138	142	152	121	126	124	144	147
4	147	151	134	136	140	147	127	127	120	122
5	<u>130</u>	<u>144</u>	<u>144</u>	<u>138</u>	<u>138</u>	<u>144</u>	139	141	129	129
	<b>433</b>	<b>436</b>	<b>416</b>	<b>416</b>	<b>430</b>	<b>412</b>	<b>392</b>	<b>392</b>	<b>393</b>	<b>398</b>
6	146	126	144	143	139	138	148	150	143	145
7	112	146	133	140	144	134	137	137	147	147
8	<u>135</u>	<u>107</u>	<u>146</u>	<u>136</u>	<u>141</u>	<u>142</u>	135	135	139	138
	<b>393</b>	<b>379</b>	<b>423</b>	<b>419</b>	<b>424</b>	<b>414</b>	<b>420</b>	<b>422</b>	<b>429</b>	<b>430</b>
9	161	134	115	151	137	144	147	141	142	134
10	134	154	126	105	144	130	133	136	141	147
11	133	123	141	128	99	138	128	127	138	142
12	<u>145</u>	<u>131</u>	<u>127</u>	<u>143</u>	<u>118</u>	<u>100</u>	139	141	133	134
	<b>573</b>	<b>542</b>	<b>509</b>	<b>527</b>	<b>498</b>	<b>512</b>	<b>547</b>	<b>545</b>	<b>554</b>	<b>557</b>
District	<u>1,831</u>	<u>1,806</u>	<u>1,788</u>	<u>1,775</u>	<u>1,757</u>	<u>1,717</u>	<u>1,735</u>	<u>1,746</u>	<u>1,839</u>	<u>1,853</u>

# EVANSVILLE COMMUNITY SCHOOL DISTRICT

As of 1/8/2016 count date

## Home-Schooled Students

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

## Open Enrollment Out

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

## Open Enrollment In

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





### Private Schools

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

### HomeSchool Athletes/Co-Curricular

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

### Open Enrollment In Wait List Information for 15-16

On 5/14/2015, 8 5K OEI applications were put on a wait list per 5/6/2015 recommendation. During summer of 2015, 2 of the 8 students became resident students; 1 5K OEI alternate application was submitted, added to wait list. On 8/24/2015, per Jerry Roth, 2 spots were approved for acceptance into 5K for remaining 7 applications. After personal phone calls to each applicant by Linda Gard, 5 indicated not interested, 2 enrolled.

Prepared by Linda Gard, District Registrar  
January 28, 2016

## STUDENT TRANSPORTATION SERVICES

### A. Ridership Eligibility

The Evansville Community School District shall provide transportation services to all students attending school within the District who reside two (2) or more miles from the school they are to attend. Transportation may also be provided for students who reside less than two (2) miles from the school they are to attend if in the Board's judgment the health and safety of the student is at issue. In addition, all students with disabilities who physically or otherwise are unable to walk to their school will be offered transportation regardless of distance. The District shall provide transportation for the students attending private schools in accordance with the directives of Wisconsin Statutes.

### B. Route and Schedules

The District Contracted Transportation Provider (Bus Contractor) shall conduct studies of bus routes to provide the safest, shortest routes which will get all eligible riders to school and back in the most economical way. Routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and loads to provide for the efficient utilization of buses. Parent(s)/guardian(s) who would like their children either picked-up or dropped off at a point other than their residence along the established bus route, must make a written request to the Bus Contractor. The Bus Contractor will either approve or deny the request. If denied, the parents/guardians may appeal the decision to the District Administrator. Requests will be automatically denied if a bus is filled to capacity or if the request would cause the bus to deviate from the established route.

The Bus Contractor shall organize bus routes in such a manner as to realize maximum utilization of each vehicle subject to the approval of the Board. All questions or complaints shall be made directly to the Bus Contractor first. If the party is not satisfied, they should submit their complaint in writing, to the District Administrator with their preferred solution. Only the most exceptional circumstances are to involve the Board.

Except as noted in paragraph one (1) above, transportation will not be provided to students living within the municipal limits and within two (2) miles of the school as measured door to door along the most direct route in which the school exists except for students with disabilities. Students outside the municipal limits will be transported if their residence is more than a half (.5) mile from school.

### C. Location of Bus Stops, Pick-Up and Discharge Points

If a safe turn-around exists and the student lives half (.5) of a mile or more from the main road, the bus will make a pick-up. If a safe turn-around or drive is not available, or the student lives less than half of a mile from the main road, the student shall be expected to walk to the main road or a safe, designated pick-up point. The Bus Contractors will judge the relative safety of a turn-around area.

1. Where students' homes are located in near proximity (one block), a central stop area will be designated for all students involved. Safety will be the prime factor in choosing the central pick-up spot. Stops should be at least .1 mile apart.
2. Student(s) living in concentrated population areas will be required to assemble at a bus-loading point(s) unless a safety factor is involved. The bus will not pick up at individual homes in concentrated population areas.
3. Dead end lanes and roads will not be entered by any bus unless the lane or road is 1/4 mile long for students in grades 4K-4 and half mile long for students in grades 5-12. Such pick-ups must be examined and approved individually by the Bus Contractor. A condition of pick-ups on dead-end lanes or roads shall include the availability of a safe and adequate turn around for the bus and complete and timely snow removal.
4. Parent(s)/guardian(s) wanting a change in drop-off or pick-up points must file a signed permanent transportation change form/request with the Bus Contractor. Changes must be approved by the Bus Contractor and meet the following criteria:
  - a. Changes must be permanent in nature and for the duration of the school year, if possible.
  - b. Room must be available on the bus if the requested change requires a change in buses.
  - c. Temporary bus changes will be approved on a short-term basis for emergency situations. Requests of a social nature will not be approved without 24 hour prior approval and space availability. (Example: slumber parties, scout meetings, overnight stays.)

All students are expected and encouraged to walk reasonable distances to bus stops or to school. Riders may be required to board the bus up to and including one (1) mile of roadway from the point of intersection of their home driveway and the public road.

Legal Ref.: Sections 115.787 Wisconsin Statutes (Individualized Education Programs)  
 118.51(14) (Full-Time Open Enrollment, Transportation)  
 120.13(27m) (School Board Powers)  
 121.51-121.56 (Transportation Aid)  
 TRANS 300, PI 7, Wisconsin Administrative Code  
 McKinney-Vento Homeless Assistance Act

Local Ref.: Policy #751.1 – Procedures for Student Transportation Services  
 Policy # 751.2 – School Bus Safety Program  
 Policy #751.3 – Use of Video Cameras on School Buses  
 Policy #751.4 – Co-and Extra-Curricular Transportation  
 Policy #751.4 Form – Contest Travel Release

PROCEDURES FOR STUDENT TRANSPORTATION SERVICES  
(Alternative Pick-Up and Drop-Off Points)

1. Only students assigned to a bus may ride that bus.
2. Students may only be picked up and dropped off at their residence or designated pick-up and drop-off point, except those students who have satisfied the District policy for transportation to a day care provider. Approval for transportation to a day care provider must meet the following criteria:
  - a. All requests must be made by the parent/guardian to the District Contracted Transportation Provider (Bus Contractor). All requests must include the name, address and phone number of the day care provider.
  - b. There shall be no additional cost to the District.
  - c. There shall be no modification or change in any route to accommodate the request.
  - d. A change of bus assignment will be allowed only if seating is available on the bus.
  - e. The request should identify one (1) bus stop. Alternate schedules for alternate days or weeks will be considered provided they follow a routine, are in writing and include contact information for each destination.
3. A parent/guardian may request that a student be picked up or dropped off at a location other than the student's residence or day care provider only in an emergency. Such request must follow this procedure:
  - a. The parent/guardian must make the request by phone or in writing to the building principal. The building principal will contact the Bus Contractor to determine that the request meets the District's requirements that a seat is available and that the location is on an existing bus route.
  - b. A bus pass signed by the principal giving permission for the change is issued to the student for presentation to the bus driver. The following information must be on the pass:
    - i. bus number approved to ride on;
    - ii. place to be picked up or dropped off;
    - iii. day and date this will take place; and
    - iv. principal's signature.

If alternate schedules are problematic for the school or Bus Contractor to administer, alternative schedules may be denied or revoked.

## **121.54 Transportation by school districts.**

### **(1) CITY OPTION.**

(a) Subsections (2) and (6) and s. 121.57 do not apply to pupils who reside in a school district that contains all or part of a city unless the school they attend is located outside the city but within the boundaries of the school district.

(b) If a school district elects under sub. (2) (c) to provide transportation for the pupils under par. (a), state aid shall be paid in accordance with s. 121.58, and there shall be reasonable uniformity in the transportation furnished to the pupils, whether they attend public or private schools.

(c) Paragraph (a) does not apply to pupils who reside in a school district that contains all or part of a 1st, 2nd or 3rd class city with a population exceeding 40,000 unless transportation for the pupils is available through a common carrier of passengers operating under s. 85.20 or ch. 194.

### **(2) GENERAL TRANSPORTATION.**

(a) Except as provided in sub. (1), every school board shall provide transportation to and from public school for all pupils who reside in the school district 2 miles or more from the nearest public school they are entitled to attend.

(am) In lieu of transporting a pupil who is eligible for transportation under par. (a) to and from his or her residence, a school district may transport the pupil to or from, or both, a before- and after-school child care program under s. 120.125, a child care program under s. 120.13 (14), or any other child care program, family child care home, or child care provider.

#### **(b)**

1. Except as provided in sub. (1) or otherwise provided in this subsection, the school board of each district operating high school grades shall provide transportation to and from the school a pupil attends for each pupil residing in the school district who attends any elementary grade, including kindergarten, or high school grade at a private school located 2 miles or more from the pupil's residence, if such private school is a school within whose attendance area the pupil resides and is situated within the school district or not more than 5 miles beyond the boundaries of the school district measured along the usually traveled route.

2. In lieu of transporting students under subd. 1. and paying for transportation under sub. (8) (b), an underlying elementary school district of a union high school district may elect, by resolution adopted at its annual or special meeting, to transport elementary school children who reside within the underlying district and qualify for transportation under subd. 1., in vehicles owned, operated or contracted for by the district. Once adopted, such a resolution may be repealed only upon one year's notice to the board of the union high school district of which the underlying district is a part. An elementary school district shall notify the union high school district of any action under this paragraph no later than June 15 preceding the school year in which the elementary school district's action takes effect.

3. Annually by April 1, each private school shall submit its proposed attendance area for the ensuing school year to the school board of each school district having territory within the proposed attendance area. If a proposal is not submitted by April 1, the existing attendance area shall remain in effect for the ensuing school year.

4. No later than May 15 in each year, each private school shall notify each school board of the names, grade levels and locations of all pupils, if any, eligible to have transportation provided by such

school board under this paragraph and planning to attend such private school during the forthcoming school term. The school board may extend the notification deadline.

**Cross-reference:** See also s. PI 35.06, Wis. adm. code.

(c) An annual or special meeting of a common or union high school district, or the school board of a unified school district, may elect to provide transportation for pupils who are not required to be transported under this section, including pupils attending public school under s. 118.145 (4) or 118.53. Transportation may be provided for all or some of the pupils who reside in the school district to and from the public school they are entitled to attend or the private school, within or outside the school district, within whose attendance area they reside. If transportation is provided for less than all such pupils there shall be reasonable uniformity in the minimum distance that pupils attending public and private schools will be transported. Except for elementary school districts electing to furnish transportation under par. (b) 2., this paragraph does not permit a school district operating only elementary grades to provide transportation for pupils attending private schools.

(d) A school board may provide transportation for teachers to and from public school, subject to the same controls and limitations as apply to the transportation of pupils.

(e) Notwithstanding par. (a), if a pupil is living outside the school district in which he or she is enrolled because the pupil's parents or guardians have joint legal custody, as defined in s. 767.001 (1s), of the pupil, upon the request of the pupil's parent or guardian the school district shall transport the pupil to and from an agreed-upon location within the school district.

(3) **TRANSPORTATION FOR CHILDREN WITH DISABILITIES.** Every school board shall provide transportation for children with disabilities, as defined in s. 115.76 (5), to any public or private elementary or high school, to the school operated by the Wisconsin Center for the Blind and Visually Impaired or the school operated by the Wisconsin Educational Services Program for the Deaf and Hard of Hearing or to any special education program for children with disabilities sponsored by a state tax-supported institution of higher education, including a technical college, regardless of distance, if the request for such transportation is approved by the state superintendent. Approval shall be based on whether or not the child can walk to school with safety and comfort. Section 121.53 shall apply to transportation provided under this subsection.

(4) **SUMMER CLASS TRANSPORTATION.** A school board may provide transportation for pupils residing in the school district and attending summer classes. If the school board provides transportation for less than all pupils, there shall be reasonable uniformity in the minimum and maximum distances pupils are transported.

(5) **TRANSPORTATION TO TECHNICAL COLLEGES.** The school board of a district operating high school grades may provide for the transportation or board and lodging of residents of the school district attending technical colleges outside the school district who are not high school graduates, are less than 20 years of age and attend such colleges full time. The school board of such a district may also provide transportation for residents of the district participating in vocational education programs organized cooperatively between school districts under s. 66.0301. The school district shall be paid state aid for such transportation or board and lodging in accordance with s. 121.58. This subsection does not apply if the distance between a pupil's home and the technical college along the usually traveled public highway is more than 15 miles, unless the pupil resides on an approved bus route or board and lodging are provided.

**(6) TRANSPORTATION IN SPECIAL CASES.** The school board of a district operating high school grades which, under s. 121.78 (2) (a), must permit a pupil to attend high school outside the school district shall provide transportation for such pupil if the pupil resides 2 or more miles from the high school that the pupil attends.

**(7) TRANSPORTATION FOR EXTRACURRICULAR ACTIVITIES.**

(a) A school board may provide transportation for pupils attending public or private schools, their parents or guardians, authorized chaperones, school officers, faculty and employees and school doctors, dentists and nurses in connection with any extracurricular activity of the public or private school, such as a school athletic contest, school game, after school practice, late activity, school outing or school field trip or any other similar trip when:

1. A school bus or motor bus or a motor vehicle under s. 121.555 (1) (a) is used and such transportation is under the immediate supervision of a competent adult.

2. A school operated by the school district or the private school has an actual interest in the safety and welfare of the children transported to the activity;

4. The school principal or other person with comparable authority authorizes such use.

**(b)**

1. If transportation is provided to pupils and other persons in connection with any extracurricular activity of a public school under par. (a), the school board may make a charge for such transportation, to be paid by the persons transported, sufficient to reimburse it for the cost of providing the transportation. If transportation is provided to pupils and other persons in connection with any extracurricular activity of a private school under par. (a), the school board shall make a charge for such transportation, to be paid by the private school or the persons transported, sufficient to reimburse it for the cost of providing the transportation.

2. The school board may contract under s. 121.52 (2) (b) for transportation authorized under par. (a) for pupils attending public schools. The school board may authorize a charge for the transportation, to be paid by the persons transported, sufficient to make reimbursement for the cost of providing the transportation.

**(8) PAYMENT OF TRANSPORTATION COSTS.**

(a) The cost of providing transportation for pupils under subs. (1) to (6) and s. 121.57 shall be paid by the school district in which they reside, and no part of such cost may be charged to the pupils or their parents or guardians.

(b) At the end of the school term, every union high school district shall submit to each of its underlying school districts operating only elementary grades a certified statement of the actual cost for the school year, less the amount to be paid for such pupils for that school year under s. 121.58 (2), of transporting the private school pupils residing in the underlying school district under sub. (2) (b). On or before June 30 in each year each underlying school district shall reimburse the union high school district for the net cost of transporting its resident private school pupils as so reported in the statement.

**(9) TRANSPORTATION IN AREAS OF UNUSUAL HAZARDS.**

(a) In school districts in which unusual hazards exist for pupils in walking to and from the school where they are enrolled, the school board shall develop a plan which shall show by map and explanation the nature of the unusual hazards to pupil travel and propose a plan of transportation if such transportation



is necessary, which will provide proper safeguards for the school attendance of such pupils. Copies of the plan shall be filed with the sheriff of the county in which the principal office of the school district is located. The sheriff shall review the plan and may make suggestions for revision deemed appropriate. The sheriff shall investigate the site and plan and make a determination as to whether unusual hazards exist which cannot be corrected by local government and shall report the findings in writing to the state superintendent and the school board concerned. Within 60, but not less than 30, days from the day on which the state superintendent receives the sheriff's report, the state superintendent shall determine whether unusual hazards to pupil travel exist and whether the plan provides proper safeguards for such pupils. If the state superintendent makes findings which support the plan and the determination that unusual hazards exist which seriously jeopardize the safety of the pupils in their travel to and from school, the school board shall put the plan into effect and state aid shall be paid under s. 121.58 (2) (c) for any transportation of pupils under this subsection. Any city, village or town may reimburse, in whole or in part, a school district for costs incurred in providing transportation under this subsection for pupils who reside in the city, village or town.

(am) Any person aggrieved by the failure of a school board to file a plan with the sheriff as provided in par. (a) may notify the school board in writing that an area of unusual hazard exists. The school board shall reply to the aggrieved person in writing within 30 days of receipt of the aggrieved person's notice. The school board shall send a copy of the board's reply to the sheriff of the county in which the principal office of the school district is located and to the state superintendent. Upon receipt of the school board's reply, the aggrieved person may request a hearing before the state superintendent for a determination as to whether an area of unusual hazard exists. If the state superintendent determines that an area of unusual hazard exists, the state superintendent shall direct the school board to proceed as provided in par. (a).

(b) Within 30 days after the sheriff's report is received by the state superintendent, any aggrieved person may request a hearing before the state superintendent on the determination by the sheriff and on the plan. After such hearing, the state superintendent shall proceed as provided in par. (a).

(c) The state superintendent and the department of transportation shall establish a definition of "unusual hazards" and "area of unusual hazards" for the implementation of this subsection. Such definition shall be promulgated, as a rule, by the state superintendent.

**Cross-reference:** See also ch. PI 7, Wis. adm. code.

**(10) ATTENDANCE IN NONRESIDENT SCHOOL DISTRICT.** Subject to s. 118.51 (14) (a) 2., a school board may elect to provide transportation, including transportation to and from summer classes, for nonresident pupils who are attending public school in the school district under s. 118.51 or 121.84 (4), or its resident pupils who are attending public school in another school district under s. 118.51 or 121.84 (4), or both, except that a school board may not provide transportation under this subsection for a nonresident pupil to or from a location within the boundaries of the school district in which the pupil resides unless the school board of that school district approves.

**History:** 1971 c. 162; 1973 c. 89, 107, 333; 1975 c. 60, 392, 421; 1977 c. 227, 252, 418; 1981 c. 20 s. 2202 (51) (e); 1983 a. 27, 175; 1985 a. 29 s. 3202 (43); 1985 a. 218, 225, 240; 1993 a. 399, 492; 1995 a. 27 s. 9145 (1); 1995 a. 439; 1997 a. 27, 113, 164; 1999 a. 9, 117; 1999 a. 150 s. 672; 2001 a. 57; 2005 a. 68, 224; 2009 a. 185; 2013 a. 20.

Sections 121.51 (4) [now 121.51 (1)] and 121.54 (2) (b) 1., as enacted in 1969, are constitutional. *Vanko v. Kahl*, 52 Wis. 2d 206, 188 N.W.2d 460 (1971).

Exceptions to the mandatory provision of transportation should be narrowly construed. The exception for children who "reside in cities" should be confined to its common and approved usage. *Morrisette v. DeZonia*, 63 Wis. 2d 429, 217 N.W.2d 377 (1974). Although a private school was only 127 feet beyond the 5-mile limit of sub. (2) (b) 1., statutory construction was not available to extend the limit. *Young v. Mukwonago Board of Education*, 74 Wis. 2d 144, 246 N.W.2d 230 (1976).

A public school board's refusal to transport parochial pupils during a public school vacation violated sub. (2) (b) 1. *Hahner v. Wisconsin Rapids Board of Education*, 89 Wis. 2d 180, 278 N.W.2d 474 (Ct. App. 1979).

Common carrier passenger service need not be available to all city pupils for school board to possess the option under sub. (1). The "reasonable uniformity" requirement was directed at the distance that pupils are transported, not at the means of transportation that is chosen. *St. John Vianney School v. Janesville Board of Education*, 114 Wis. 2d 140, 336 N.W.2d 387 (Ct. App. 1983).

Students within a private school's attendance area under s. 121.51 (1) were entitled to transportation under sub. (2) (b) 1. although the campus they attended was not within the public school's 5-mile transportation radius, but another campus to which they could be transported was. *Providence Catholic School v. Bristol School District No. 1*, 231 Wis. 2d 159, 605 N.W.2d 238 (Ct. App. 1999), 98-3390.

Reading sub. (2) (b) 2. with s. 121.55, elementary schools are not restricted to providing transportation vehicles owned, operated, or contracted for by the district, but they also have the alternatives available under s. 121.55. *Providence Catholic School v. Bristol School District No. 1*, 231 Wis. 2d 159, 605 N.W.2d 238 (Ct. App. 1999), 98-3390.

Transportation must be on a reasonably uniform basis to all children attending either public or private schools. 61 Atty. Gen. 240. Students may have bus riding privileges suspended without being suspended or expelled from school. However, both public and private school students must be afforded due process under s. 120.13 (1) before such a suspension can take place. 63 Atty. Gen. 526.

A public school district did not violate the equal protection clause of the U.S. constitution by refusing to bus the students of charter school created under s. 118.20 (2r) located within its geographical boundaries. *Racine Charter One, Inc. v. Racine Unified School District*, 424 F.3d 677 (2005).

City school busing policies adopted pursuant to subs. (1) and (2) (b) 1. were without rational basis and violated the equal protection rights of city resident private school students who resided more than 2 miles from the school but were denied transportation solely because the school was located 400 feet outside the city and school district boundaries. *Deutsch v. Teel*, 400 F. Supp. 598 (1975).

Sub. (2) (b) 1. does not deny equal protection to students attending parochial school beyond 5-mile limit. *O'Connell v. Kniskern*, 484 F. Supp. 896 (1980).

### **121.545 Additional transportation.**

(1) The parent or guardian of a pupil who attends a public or private school and who is not required to be transported under s. 121.54 may contract with the school board of the district for transportation under this subsection. The school board of the district may provide transportation under this subsection to a pupil not required to be transported under s. 121.54, if requested to do so by the parent or guardian of the pupil. The school board may charge a fee for the cost of providing transportation under this subsection and may waive the fee or any portion of the fee for any person who is unable to pay the fee. State aid shall not be provided for transportation under this subsection.

(2) A school board may provide transportation for children residing in the school district whom the school district is not required to transport under s. 121.54 to or from, or both, a before- and after-school child care program under s. 120.125, a prekindergarten class under s. 120.13 (13), a child care program under s. 120.13 (14), or any other child care program, family child care home, child care provider, or prekindergarten class. The school board may charge a fee for the cost of providing such transportation.

The school board may waive the fee or any portion of the fee for any person who is unable to pay the fee. State aid shall not be provided for transportation under this subsection.

Approved: May 11, 1987  
Revised: August 15, 2005  
1<sup>st</sup> Reading: 2/10/16

320

## **Recommendation – to remove, not required**

### GENERAL ORGANIZATION PLAN

The Board shall provide a K-12 educational program for all children in the School District of Evansville. Grouping of instructional levels in school facilities shall be as follows:

Pre-school through Grade 2	Elementary School
Grades 3 through 5	Intermediate School
Grades 6 through 8	Middle School
Grades 9 through 12	Senior High School

Approved: June 14, 2010

343.3

Revised: April 9, 2014

Revised:

1<sup>st</sup> Reading: 2/10/16

## ONLINE LEARNING/VIRTUAL SCHOOL PROGRAM

The Evansville Community School District **Board of Education** believes that learning takes place in a variety of situations, environments and locations. The emergence of ~~virtual education~~ **online learning** presents extraordinary opportunities for access to information and learning, both within and outside the walls of public schools. The Board of ~~Education~~ recognizes ~~virtual education~~ **online learning** as an appropriate instructional delivery system for students. ~~Virtual education~~ **Online learning** is a method for the District to enhance or expand course offerings and to provide an educational alternative better suited to the learning needs of a diverse population of students.

The District believes that to ensure **high quality online learning, the courses which are offered via virtual school** ~~education~~ courses must:

1. Be aligned with the vision of the District.
2. Be aligned to Wisconsin's Model Academic Standards, **Common Core State Standards, Next Generation Science Standards** and/or national and/or international standards and/or College Board's Advanced Placement (AP) Curriculum.
3. Have an identifiable curriculum that is consistent with District curriculum and local standards.
4. Be taught by a highly ~~trained and~~ qualified **DPI** licensed teacher who is certified to teach the content of the course.
5. Comply with the District graduation and/or advancement requirements.
6. Meet all applicable District policies.
7. Meet all applicable statutory requirements of the State.

In addition, ~~virtual~~ **online** courses offered by the District will be in compliance with Administrative Rule.

~~Virtual education~~ **Online** courses that meet District requirements will be awarded credit.

The Board will receive a report at least annually of the ~~virtual~~ **online** courses taken, **via virtual school** and number of students enrolled.

Legal Ref.: Sections 118.15(1)(d-f) Wisconsin Statutes (Compulsory School Attendance)

Local Ref.: Policy #343.31 – Administrative Rule

~~#343.3 Form – Virtual School Program Form~~

#345.1 – Grading System

#345.6 – Gradation Requirements

#363.2/554 – Acceptable Use and Internet Safety Policy for Students, Staff and Guests

**TO BE REPLACED WITH NEW LANGUAGE**

**VIRTUAL SCHOOL PROGRAM – ADMINISTRATIVE RULE**

I. JEDI Distance Education Consortium Singleton Option

A. Enrollment Procedures

The following procedures and guidelines apply to students enrolled full-time in the District and interested in enrolling in online course(s):

1. Discuss options with school counselor and school administrator.
2. Complete the JEDI Single Course Registration Form and submit it to the guidance office.
3. Application for enrollment in JEDI singleton courses should be made in conjunction with normal course scheduling.
4. Enrollment in virtual courses at other times of the year due to individual circumstances such as illness or expulsion will be decided on a case by case basis.

B. Course Enrollment Approval Guidelines

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

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

C. A decision denying a request for a virtual course may be appealed to the District Administrator.

II. JEDI Distance Education Consortium Full-Time Option: Students wishing to enroll full-time in the JEDI Distance Education program as an alternative to traditional programming may request a meeting with parents, guidance and a school administrator. A school official meeting will then be held to determine best placement.

- A. Full-time virtual students must complete the specific Evansville High School Graduation Requirements in order to receive a diploma from Evansville High School.
- B. Full-time virtual students must complete at least 28 credits in order to receive a diploma from Evansville High School.

III. Virtual Course Policies and Procedures:

- A. Wisconsin Statutes for attendance apply.
- B. Acceptable internet and technology use policies, and all other applicable District policies apply.
- C. Students will be held accountable to the policies and procedures outlined in the JEDI Student Handbook.
- D. Grades received for virtual course work will count the same as other course grade. All grades received from virtual courses will be recorded on the official student transcript.
- E. Students are required to participate in state-wide assessments.
- F. Students may participate in extra-curricular activities offered by the District contingent upon them meeting the conditions of participation.
- G. Singleton students are responsible for half the tuition associated with the course and must provide their half of the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.
- H. Full-time virtual students may request a laptop provided by the District for a fee of \$50.

**PROPOSED NEW LANGUAGE**

**ONLINE LEARNING/VIRTUAL SCHOOL PROGRAM – ADMINISTRATIVE RULE**

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

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

**I. JEDI Single Course Option:**

**A. Course Enrollment Approval:**

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

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

**B. Enrollment Procedures:**

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

1. Students and parents/guardians shall discuss JEDI single course options with a school counselor and the District JEDI coordinator. The District JEDI coordinator shall review a syllabus and expected course pacing for each class of interest to determine the best options for the student and report to the counselor and the family regarding their findings.
2. Students shall indicate their intention to enroll in JEDI single courses during the normal course scheduling process for the following academic year. The District JEDI coordinator shall provide registration materials to families indicating JEDI single course options with detailed instructions for when they are due.



3. Not less than two weeks prior to the beginning of the term for which the student wishes to enroll in the class, the student and parent shall complete the JEDI single course registration form and submit it to the counseling office with the tuition payment.
4. Students who have submitted applications and tuition payments in the designated timeline shall have access to the JEDI class platform by day one of the term enrolled.
5. Enrollment in virtual school online courses at other times of the year due to individual circumstances such as illness or expulsion will be decided on a cases by case basis.
6. Student may enroll in up to two online courses per year.

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

II. JEDI Virtual School Full-Time Option:

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

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

III. Virtual School and Online Course Policies and Procedures:

- A. Wisconsin Statutes for attendance apply.
- B. Acceptable internet and technology use policies, and all other applicable District policies apply.
- C. Students will be held accountable to the policies and procedures outlined in the JEDI Virtual School Student and Family Handbook.
- D. Grades received for virtual/online course work will count the same as other course grades. All grades received from virtual/online courses will be recorded on the official student transcript.
- E. Students are required to participate in state mandated assessments.
- F. Students may participate in extra-curricular activities offered by the District contingent upon them meeting the conditions of participation.
- G. Tuition Cost:
  1. Students enrolled in single courses are responsible for the tuition associated with the course and must provide the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.
  2. Single courses which are taken by student choice for the purpose of student interest, enrichment opportunity, or to enhance a current course grade (retake the course) when a comparable course is offered by the school, will be charged the cost of tuition, without reimbursement.
  3. Course time extensions to complete the course are set within allowable ranges by JEDI. Students who exceed the standard time extensions will be responsible for the additional cost incurred by JEDI.

Local Ref.: Policy #343.3 – Online Learning/Virtual School Program

Approved: June 14, 2010  
Revised: April 9, 2014  
1<sup>st</sup> Reading: 2/10/16

343.3 Form

**FOR REMOVAL**

**VIRTUAL SCHOOL PROGRAM FORM**

Student Name: \_\_\_\_\_  
(Please Print)

Grade Level: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_  
(Please Print)

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Applying for Part Time or Full Time: \_\_\_\_\_

Courses Desired: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand policies #343.3 – Virtual School Program and #343.31 – Virtual School Program Administrative Rule.

\_\_\_\_\_ Parent/Guardian Signature

I agree: The student is responsible for the tuition associated with the course and must provide the tuition fee prior to enrollment in the course. The District will reimburse the student the tuition fee paid upon successful completion of the course with a passing grade.

\_\_\_\_\_ Parent/Guardian Signature

Course(s) approved by school counselor and/or school administrator:

\_\_\_\_\_ (signature)

\_\_\_\_\_ (dated)

**AFTER COURSE COMPLETION:**

The District must receive the original receipt of tuition payment and an official copy of the transcript showing the course(s) and passing grades in order to process the tuition reimbursement request.

School counselor/administrator received: \_\_\_\_\_  
(signature) (dated)

Official copy of transcript: \_\_\_\_\_

Original receipt of tuition payment: \_\_\_\_\_

Tuition reimbursement request sent to District Office on \_\_\_\_\_ for student tuition reimbursement.

Approved: July 9, 2012  
Revised: April 9, 2014  
Revised:  
1<sup>st</sup> Reading: 2/10/16

522.2

## TOBACCO/NICOTINE/ELECTRONIC CIGARETTE USE BY STAFF ON SCHOOL PREMISES

The Evansville Community School District prohibits the use of all tobacco and/or nicotine products, **and electronic cigarettes**, at all times on school premises, whether during the school day or outside the school day, and at all school-sponsored activities off school premises in which students are a part. School premises includes all property owned by, rented by or under the control of the District including buildings, grounds and vehicles.

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.

Tobacco and/or nicotine cessation products are exempt from this policy.

**The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, ecigars, e-pipes, vaporizers, or under any other product name or descriptor.**

Legal Ref.: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)  
120.12(20) (School Board Duties to Prohibit Tobacco Use on School Premises)  
134.66(1)(f) (Definition of Nicotine Product)  
139.75(12) (Definition of Tobacco Products)  
Pro-Children Act of 2001 (Smoking Prohibited in Indoor Facilities Providing Education Services to Children)

Local Ref: Employee Handbook  
~~Custodian Master Agreement~~  
~~Food Service Master Agreement~~  
Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions  
Policy #832 – Tobacco/Nicotine – Free School Property  
Policy #832.1 - Use of Tobacco/Nicotine Products on School Premises

~~Approved: January 13, 1986~~  
~~Revised: December 9, 1991~~  
Revised: September 12, 2005  
Revised: April 9, 2014  
Revised:  
1<sup>st</sup> Reading: 2/10/16

832

## TOBACCO/NICOTINE-FREE SCHOOL PROPERTY

It is the intention of the Evansville Community School District to be "tobacco and nicotine free". To reach this goal, possession or the use of tobacco and/or nicotine products, **and electronic cigarettes**, is prohibited on school premises. School premises includes all property owned by, rented by or under the control of the District including buildings, grounds and vehicles.

Citizens who are observed using tobacco and/or nicotine products on school premises will be asked to refrain from doing so. Any individual who fails to comply with the request will be referred to the appropriate supervisory staff for possible removal from school premises. If said individual does not leave the premises, appropriate authorities will be called and violators may be subject to penalties in accordance with laws and local ordinances.

**The term "electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, ecigars, e-pipes, vaporizers, or under any other product name or descriptor.**

Legal Ref.: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)  
120.12(20) (School Board Duties to Prohibit Tobacco Use on School Premises)  
134.66(1)(f) (Definition of Nicotine Product)  
139.75(12) Definition of Tobacco Products  
Pro-Children Act of 2001 (Smoking Prohibited in Indoor Facilities Providing Education Services to Children)

Local Ref: Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions  
Policy #522.2 – Tobacco/Nicotine Use by Staff on School Premises  
Policy #832.1 - Use of Tobacco/Nicotine Products on School Premises

USE OF TOBACCO/NICOTINE/**ELECTRONIC CIGARETTE** PRODUCTS  
ON SCHOOL PREMISES

The Evansville Community School District prohibits the use of all tobacco and/or nicotine products, **and electronic cigarettes**, at all times on school premises, whether during the school day or outside the school day, and at all school-sponsored activities off school premises in which students are a part. School premises includes all property owned by, rented by or under the control of the District including buildings, grounds and vehicles.

The term “**electronic cigarette**” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, ecigars, e-pipes, vaporizers, or under any other product name or descriptor.

A. Students

Any violation of this policy by students shall be subject to disciplinary procedures as outlined in the student handbook.

B. Employees

Any violation of this policy by school employees shall be subject to the following disciplinary procedures:

1<sup>st</sup> Offense: Verbal warning with written documentation. A copy of printed policy will be sent to the employee.

2<sup>nd</sup> Offense: Conference with building principal and written reprimand placed in personnel file.

3<sup>rd</sup> & Subsequent Offenses: Meeting with district administrator and suspension for one or more days without pay. Suspension may be waived if the employee completes a district approved tobacco/nicotine use cessation program.

C. Chaperones

Parents or community members who volunteer to chaperone students at school sponsored events ~~shall refrain~~ **are prohibited** from using tobacco and/or nicotine products while performing this service. Violation may prohibit service as a chaperone in the future.

D. Citizens

Citizens who are observed using tobacco and/or nicotine products on school premises ~~will be asked to refrain~~ **are prohibited** from doing so. Any individual who fails to comply with the request, will be referred to the appropriate supervisory staff for possible removal from school premises. If said individual does not leave the premises, appropriate authorities will be called and violators may be subject to penalties in accordance with laws and local ordinances.

Legal Ref.: Sections 101.123 Wisconsin Statutes (Smoking Prohibited)  
120.12(20) (School Board Duties to Prohibit Tobacco Use on School Premises)  
134.66(1)(f) (Definition of Nicotine Product)  
139.75(12) Definition of Tobacco Products  
Pro-Children Act of 2001 (Smoking Prohibited in Indoor Facilities Providing Education  
Services to Children)

Local Ref: Employee Handbook  
Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug  
Prohibitions  
Policy #522.2 – Tobacco/Nicotine Use By Staff On School Premises  
Policy #832 – Tobacco/Nicotine – Free School Property

EVANSVILLE COMMUNITY SCHOOL DISTRICT

POLICY COMMITTEE MINUTES

The Policy Committee meeting was held Tuesday, January 5, 2016, in the District Board and Training Center.

**Committee Members Present:** Melissa Hammann and Jane Oberdorf. Others in attendance, Scott Everson, Brian Cashore, and Alice Murphy.

**Approve November 4, 2015, Minutes:** Motion by Ms. Hammann, seconded by Ms. Oberdorf, moved to approve the minutes as presented. Motion carried, 2-0 (voice vote).

**New Business:**

Policy #412 – School Census – Policy reviewed and discussed. Policy to go before the Board for a first reading with no changes.

Policy #412.1 – Full-Time Students (Full-Time and Part-Time Student Status) – Presented by Ms. Murphy. Discussion. Policy to go before the Board for a first reading as presented.

Policy #443.4 – Student Alcohol and/or Other Drug Use – Presented by Mr. Everson and Mr. Cashore. Discussion. Policy to go before the Board for a first reading with further revisions.

Policy #522.1 – Alcohol and Drug-Free Workplace – Presented by Mr. Everson and Mr. Cashore. Discussion. Policy to go before the Board for a first reading as presented.

Policy #443.41/#522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions – Presented by Mr. Everson and Mr. Cashore. Discussion. Policy to go before the Board for a first reading as presented.

Policy #522.2 – Tobacco/Nicotine/Electronic Cigarette Use by Staff on School Premises (Tobacco/Nicotine Use by Staff on School Premises) – Presented by Mr. Everson and Mr. Cashore. Discussion. Policy to go to Administrative Team for consideration of combining with policy #832 and #832.1.

Policy #832 – Tobacco/Nicotine-Free School Property – Presented by Mr. Everson and Mr. Cashore. Discussion. Policy to go to Administrative Team for consideration of combining with policy #522.2 and #832.1.

Policy #832.1 – Use of Tobacco/Nicotine/Electronic Cigarette Products on School Premises (Use of Tobacco/Nicotine Products on School Premises) – Presented by Mr. Everson and Mr. Cashore. Discussion. Policy to go to Administrative Team for consideration of combining with policy #522.2 and #832.

**Old Business:**

Policy #343.3 – Online Learning/Virtual School Program (Virtual School Program) – Presented by Ms. Murphy. Discussion. Policy to come back to Committee with #343.31 and #343.3 Form.

Policy #343.31 – Online Learning/Virtual School Program – Administrative Rule (Virtual School Program – Administrative Rule) – Presented by Ms. Murphy. Discussion. Policy to come back to Committee with further revisions.

Policy #343.31 Form – Online Virtual School Program Form (Virtual School Program Form) – Presented by Ms. Murphy. Discussion. Policy to come back to Committee with #343.3 and #343.31.

**Set Date of Next Meeting:** The next meeting will be Tuesday, February 2, 2016, at 6:00 pm in the District Board and Training Center.

**Set Next Agenda:** Policies to review, #522.2, #832, #832.1, #343.3, #343.31, #343.3 Form, #320, #347, #347 Exhibit, #347.1, #383, #458, #458.1, #458.2, and #458.3.

**Adjourn:** Motion by Ms. Hammann, seconded by Ms. Oberdorf, moved to adjourn the meeting. Motion carried, voice vote. Meeting adjourned at 7:10 pm.

Submitted by Melissa Hammann, Chair

Approved: 2/2/16



EVANSVILLE COMMUNITY SCHOOL DISTRICT

Employee Handbook Committee Minutes

The Employee Handbook Committee meeting was held Thursday, January 7, 2016, at 3:30 pm in the District Board and Training Center.

**Attendance**

Members in attendance: John Rasmussen, Derek Allen, Brian Benson, Melissa Hammann, Kim Katzenmeyer, Jeannie Nelson, Steve Scherber, and Jerry Roth. Absent: Jennifer Nelson.

**Appoint Someone to Take the Minutes**

Business Manager, Ms. Treuden, volunteered to take the minutes.

**Approve October 6, 2015, Minutes**

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

**Review – Policy #152, Employee Handbook**

Mr. Rasmussen presented policy #152, Employee Handbook.

**Review – Appendix A, Employee Handbook Proposed Change Form**

Mr. Rasmussen presented the Appendix A, Employee Handbook Proposed Change Form.

**Review Employee Handbook Clerical Items**

Mr. Rasmussen presented the Employee Handbook Clerical Items list. Discussion. Questions. Clarification that the last item listed was previously discussed.

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

A., B., C. - #1, #2, #3 - Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank – asking to increase number of days donating to the Sick Leave Bank, from two to five. Discussion. Consensus on proposed change.

D. - #4 - Part 2, Certified Staff, pg. 40, Section 1, 1.01, Normal Hours of Work - Change Work Hours – asking to change the teacher work day. Discussion. Removed by Mr. Feldt. A committee will be formed to address this issue.

E., F. - #5, #6 - Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All – asking to change the teacher prep time to at least 225 minutes. Discussion. Removed by Ms. Katzenmeyer, on behalf of Mr. Redders. Consensus to send to a newly formed committee to address this issue.

G. - #7 - Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All – asking to allocate sick and personal days according to years of service. Discussion. Consensus to not recommend the proposed change.

H., I. - #8, #9 - Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language – add accrued sick time for all certified staff. Discussion. Consensus to not recommend the proposed change.

J. - #10 - Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline – change deadline date. Discussion. Mr. Feldt requested change of date from February 1 to March 1. Consensus on proposed change.

K., L. - #11, #12 - Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment – asking for a change, not written well. Discussion. Tabled as will re-write and bring back in March.

M. – Clerical Items – ok to make suggested change.

**Next Meeting Date**

Thursday, March 3, at 3:30 pm.

**Adjourn**

Motion by Mr. Roth, seconded by Ms. Katzenmeyer, moved to adjourn. Motion carried, voice vote. Meeting adjourned at 5:07 pm.

Submitted by Doreen Treuden

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

**EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM JANUARY 7, COMMITTEE MEETING**

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Action		Date
					YES	NO	
1, 2, 3	Corine Schieldt Dee Jay Redders Christine Schullo	2 - Certified	Pg. 29, 8.05, Sick Leave Bank - add number of sick days to the bank	YES			
7	Cathy Kruckenber	2 - Certified	Pg. 50, Section 7, 7.02 - Sick/Personal Days - change all	NO			
8, 9	Dee Jay Redders Christine Schullo	2 - Certified	Pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - change language	NO			
10	Gary Feldt	2 - Certified	Pg. 53, 8.01 A, Retirement Notification - change deadline	YES			

2nd Reading

January 7 proposed changes to committee

1/28/16

**EMPLOYEE HANDBOOK (EHB) PROPOSED CHANGES FROM JANUARY 7, COMMITTEE MEETING**

#	Name on Form	EHB Part	EHB Page/Section/Section #	Employee HB Com Recommendation to Make Change	Board Action		Date
					YES	NO	
1	Corine Schieldt	2 - Certified	Pg. 29, 8.05, Sick Leave Bank - add number of sick days to the bank	YES			
2	Dee Jay Redders	2 - Certified	Pg. 29, 8.05, Sick Leave Bank - add number of sick days to the bank	YES			
3	Christine Schullo	2 - Certified	Pg. 29, 8.05, Sick Leave Bank - add number of sick days to the bank	YES			
4	Gary Feldt	2 - Certified	Pg. 40, Section 1, 1.01, Normal Hours of Work - change work hours	Removed by Gary Feldt 1/7/16			
5	Dee Jay Redders	2 - Certified	Pg. 46, 5.09, Teacher Preparation Periods - change all	Removed by Kim Katzenmeyer 1/7/16			
6	Christine Schullo	2 - Certified	Pg. 46, 5.09, Teacher Preparation Periods - change all	Removed by Kim Katzenmeyer 1/7/16			
7	Cathy Kruckenberg	2 - Certified	Pg. 50, Section 7, 7.02 - Sick/Personal Days - change all	NO			
8	Dee Jay Redders	2 - Certified	Pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - change language	NO			
9	Christine Schullo	2 - Certified	Pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - change language	NO			
10	Gary Feldt	2 - Certified	Pg. 53, 8.01 A, Retirement Notification - change deadline	YES			
11	Dee Jay Redders	2 - Certified	Pg. 53, 8.01, C. 3 (a)(b), Retiree HRA - change annual payment	Tabled - suggested re-write			
12	Christine Schullo	2 - Certified	Pg. 53, 8.01, C. 3 (a)(b), Retiree HRA - change annual payment	Tabled - suggested re-write			

**Clerical Items**

Linda Gard	3 - Support	Pg. 67, Section 11, 11.03, A, B, and C. - add title of Technology and Data Specialist - we had changed the titles in this section last school year but did not carry forward in the body language
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# EVANSVILLE COMMUNITY SCHOOL DISTRICT EMPLOYEE HANDBOOK PROPOSED CHANGE Effective Upon Board Approval July 1, Of Each Year

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

Employee/School Board Member Name: Corine Schieldt

Employee Handbook Part: Sick Leave Bank

Employee Handbook Page/Section/Section #: pg.29,8.05

**Suggested Revision:**

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

"Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal day to the Sick Leave Bank."  
CHANGE TO: "...to contribute up to five sick or personal days to the Sick Leave Bank. Also, employees may give back to the Sick Leave Bank any unused days received from the Sick Leave Bank.  
The revision furthers the Mission by allowing staff access to resources that allow them to focus on self so that they can be effective when they are in the classroom with students.

\*\*\*\*\*

**DISTRICT OFFICE USE ONLY**

Form received: 12-18-15 KR

Employee leave options — review all

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

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

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Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Sick Leave Bank

Employee Handbook Page/Section/Section #: p. 29, 8.05

**Suggested Revision:**

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

"Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal day to the Sick Leave Bank."  
CHANGE TO: "...to contribute up to five sick or personal days to the Sick Leave Bank."  
The revision furthers the Mission by allowing staff access to resources that allow them to focus on self so that they can be effective when they are in the classroom with students.

\*\*\*\*\*

**DISTRICT OFFICE USE ONLY**

Form received: 12-18-15 km

Review all employee leave options  
1/28/16 - to mirror #1 and #3 (language) per Dee Jay

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

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

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

Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Sick Leave Bank

Employee Handbook Page/Section/Section #: pg 29, 8.05

**Suggested Revision:**

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

"Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal day to the Sick Leave Bank."  
Change to "...to contribute up to five sick or personal days to the Sick Leave Bank. Also, employees may give back to the Sick Leave Bank any unused days received from the Sick Leave Bank"  
This revision furthers the Mission by allowing staff access to resources that allow them to focus on self-care when needed so that they can be effective when they are in the classroom with students.

\*\*\*\*\*

**DISTRICT OFFICE USE ONLY**

Form received: 12-18-15 KM

Review all employee leave options

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: not able to calculate

Legal Impact: not aware of any impact

Certified Staff  
Section 8 – Sick Leave

**8.05 Sick Leave Bank**

- A. Donation of Days: Employees shall indicate in writing annually on a form provided by the District with the first paycheck in May if they wish to contribute a sick or personal leave day to *the Sick Leave Bank*. *The donation form must be returned to the District business office no later than May 30.*
1. All donations of days are voluntary and permanent.
  2. Donated days will be credited to the Sick Leave Bank effective July 1.
  3. Days deposited by part-time employees shall be credited on a pro-rated basis of the employee's part-time assignment or contract.
  4. An annual accounting of the days available in the Sick Leave Bank will be given to the Employee Group by the District Office by August 1.
  5. The Sick Leave Bank shall have a maximum of two hundred fifty (250) days available at the beginning of any school year. Donations will be declined when the maximum is at two hundred fifty (250) days.



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

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Employee/School Board Member Name: Cathy Kruckenberg

Employee Handbook Part: Insurance and leave

Employee Handbook Page/Section/Section #: page 50, Section 7. #7.02

Suggested Revision:

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

See attached sheet.

\*\*\*\*\*

DISTRICT OFFICE USE ONLY

Form received: 12-14-15 km

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: Additional staff hours needed to track proposed change.

Legal Impact: See attached

Suggested handbook revision submitted by Cathy Kruckenberg

This revision will help improve the climate and moral of teachers in the Evansville School District by allowing teachers more time to attend personal, community and family events that occur during the school year. The increase in moral of teachers will result in a more positive learning environment for all students.

The revision would read as follows: Teachers may be absent for personal or illness/injury for up to 11 days per year based upon years of service.

Years of Service	Sick days	Personal days
0-4	8	3
5-9	7	4
10-14	6	5
15-19	5	6
20-24	4	7
25-29	3	8
30-34	2	9
35+	1	10

# IRS Scrutinizes Public Employer PTO Plans

By Andrew T. Phillips and Daniel S. Welytok, Attorneys, von Briesen & Roper, s.c.



Andrew T.  
Phillips



Daniel S.  
Welytok

Public employers in Wisconsin have traditionally provided employees with some sort of paid leave program whereby employees would receive salary continuation on days when an employee was ill, on vacation, or celebrating a holiday. In many cases, public employers would allow employees to “bank” unused leave time for future use. In some cases, employees would be granted the privilege of converting unused leave time to cash or contributing the financial value of the time to an extended health coverage benefit upon retirement.

In recent years, public employers have questioned the administrative and financial viability of the traditional leave plans, which separate leave entitlements into various categories – vacation, sick, holiday, personal, bereavement, etc. Many public employers began transitioning to a paid time off (PTO) plan whereby employees were allotted a specific number of days away from work without regard to the reason for the absence. But even with the transition to PTO, public employers typically continued to allow employees to contribute to a “bank” of unused hours that could be converted to cash or some other benefit upon separation of employment or retirement.

2011 Wisconsin Act 10 provided a significant opportunity for public employers to continue to evaluate changes to their traditional leave plans as changes to those plans are no longer a mandatory subject of collective bargaining. As a result, the past four (4) years have seen a proliferation of PTO plans implemented across the state as public employers attempt to create administrative and financial efficiency.

Many public employers are aware of the tax concept of “constructive receipt” of income for an employee. In simple terms, federal tax law requires an employer to treat payments made to an employee’s “bank” as income for tax purposes if the employer also provides the employee with an option to receive the contribution as cash.

For example, if an employer provides a retiring employee with a current option to apply her sick leave bank to health insurance premiums (pre-tax) or receive the value of the bank in cash, the employee is in “constructive receipt” of the money that is paid for health insurance premiums and the contribution is a taxable event – meaning it results in the employee being taxed on the value of the leave – even though the employee received no actual money.

The constructive receipt doctrine is taking on renewed significance as public employers have created new conversion options for “extended leave,” retirement accounts, health insurance continuation, and the like, some of which have at least a limited “cash out” option. But even in situations where the cash option is limited or capped, the IRS is clear that the “constructive receipt” rule will continue to apply.

The IRS is currently conducting an initiative focusing on benefits, and accordingly is increasing its scrutiny of public employer PTO and benefit plans. IRS agents are reviewing employer handbooks and policies made available on county, municipal, and school websites as one method of determining whether to initiate a formal audit into a public employer’s benefits practices. Therefore, we recommend that counties,

municipalities, schools, and other local governmental entities immediately review their leave or PTO plans to insure that constructive receipt is not an issue and to determine compliance with the Internal Revenue Code. As is true with most matters relating to IRS enforcement, interpretation and application of federal tax law to any specific circumstance can be tricky and counsel should be consulted to ensure that the public employer is placed in the best possible position if an audit is forthcoming. \*

If you have any questions about this article, contact Andrew at [aphillips@vonbriesen.com](mailto:aphillips@vonbriesen.com) or Daniel at [dwelytok@vonbriesen.com](mailto:dwelytok@vonbriesen.com).

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“ Say and do something positive that will help the situation; it doesn't take any brains to complain.

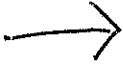
~ Robert A. Cook

Certified Staff  
Section 7 – Insurance and Leave

**7.02 Sick, Personal, Bereavement, and Leave Benefits**

*Refer to Policy 529.1 – Family & Medical Leave*

A. Sick/Personal/Business:

- 
1. Teachers may be absent for personal illness or injury up to eleven (11) days per year. Three (3) of these days may be used each year for personal or business leave. Unless an emergency situation prevails, a Teachers On Call (T.O.C.) request for a personal day(s) must be submitted at least forty-eight (48) hours prior to using personal time. Personal days may not be used on the first day of school, during the last two (2) weeks of the school year, or to extend vacation or holidays except with prior approval of the District Administrator or designee.
  2. In instances of emergency situations, when prior approval cannot be obtained, the teacher shall submit a statement to the District Administrator or designee who shall then determine whether a personal day may be used.
  3. If such days are not taken, they will accumulate each year as sick leave.
  4. The full allowance for sick leave for the school year will be credited at the beginning of the school term on the first day of school. Unused sick leave will be credited to each teacher's reserve, which may accumulate to one hundred ten (110) days at the end of the school year.
  5. If a teacher fails to complete the full term of the contract for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month of the time in service beginning with September.
  6. In the case where an employee qualifies for long-term disability, the District shall continue to pay teacher group health, hospitalization insurance provided the policy continues to have waiver of premium, for the duration of the annual contract after sick leave has been exhausted. The provisions stated in Part II, Section 7, number #13 of this handbook do not apply (they are exclusive to child-rearing/maternity leave). If the teacher fails to return to duty the following school year, a partial repayment of health and dental insurance premiums will be required. The amount due will be one-half (½) of the full cost of health and dental insurance premiums paid after FMLA provisions, if applicable, have been exhausted. The Board has the discretion to waive all or part of the repayment of premiums if, in the Board's judgment, the termination is beyond the teacher's control.
  7. Any employee covered by long term disability insurance shall not be eligible to claim sick leave pay at such time as the employee becomes eligible for LTD benefits.

8. For teachers hired before July 1<sup>st</sup>, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. Teachers with at least twenty (20) years of service in the District may accumulate and be paid for up to 968 hours payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.
9. Sick or personal or business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.
10. Sick or personal or business time of less than one hundred twenty (120) minutes will not be charged to sick or personal or business or funeral or bereavement leave if a substitute is not required.
11. The District agrees that no deduction for benefits will be required for up to two (2) days of non-paid leave in a contract year. Benefits will continue to be paid by the District.
12. If an employee takes more than two (2) non-paid leave days in a contract year, the District will deduct from the employee's payroll an amount per day determined by the following formula: Formula – divide the annual cost of the benefit by 260 days, multiply the resulting amount times the number of non-paid leave days in excess of two (2), and the result will be the total amount to be deducted for benefits. For example, if the health insurance annual premium is \$18,180 divided by 260 days the amount will be approximately \$70 per day for employees with the family health plan.
13. All requests for unpaid leave must be approved by the District Administrator or his/her designee.

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

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

Employee/School Board Member Name: Dee Jay Redders

Employee Handbook Part: Insurance & Leave

Employee Handbook Page/Section/Section #: p. 51, 7.02 par. 8

**Suggested Revision:**

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

"For teachers hired before July 1, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement."  
CHANGE TO:  
Accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement.  
This revision will provide incentive for staff to remain in the district until retirement.

\*\*\*\*\*

**DISTRICT OFFICE USE ONLY**

Form received: 12-18-15 km

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: OPEB liability increase - see attached

Legal Impact: not aware of any legal impact

8

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

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

Employee/School Board Member Name: Christine Schullo

Employee Handbook Part: Insurance and Leave

Employee Handbook Page/Section/Section #: pg 51, 7.02 par. 8

Suggested Revision:

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

"For teachers hired before July 1, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement."  
Change to: Accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. This revision will provide incentive to all staff to remain in the district until retirement.

\*\*\*\*\*

DISTRICT OFFICE USE ONLY

Form received: 12-18-15/KR

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: OPEB liability increase - see attached

Legal Impact: not aware of any legal impact

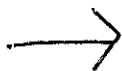
Certified Staff  
Section 7 – Insurance and Leave

**7.02 Sick, Personal, Bereavement, and Leave Benefits**

*Refer to Policy 529.1 – Family & Medical Leave*

**A. Sick/Personal/Business:**

1. Teachers may be absent for personal illness or injury up to eleven (11) days per year. Three (3) of these days may be used each year for personal or business leave. Unless an emergency situation prevails, a Teachers On Call (T.O.C.) request for a personal day(s) must be submitted at least forty-eight (48) hours prior to using personal time. Personal days may not be used on the first day of school, during the last two (2) weeks of the school year, or to extend vacation or holidays except with prior approval of the District Administrator or designee.
2. In instances of emergency situations, when prior approval cannot be obtained, the teacher shall submit a statement to the District Administrator or designee who shall then determine whether a personal day may be used.
3. If such days are not taken, they will accumulate each year as sick leave.
4. The full allowance for sick leave for the school year will be credited at the beginning of the school term on the first day of school. Unused sick leave will be credited to each teacher's reserve, which may accumulate to one hundred ten (110) days at the end of the school year.
5. If a teacher fails to complete the full term of the contract for reasons other than illness, such leave may be pro-rated on the basis of one (1) day per month of the time in service beginning with September.
6. In the case where an employee qualifies for long-term disability, the District shall continue to pay teacher group health, hospitalization insurance provided the policy continues to have waiver of premium, for the duration of the annual contract after sick leave has been exhausted. The provisions stated in Part II, Section 7, number #13 of this handbook do not apply (they are exclusive to child-rearing/maternity leave). If the teacher fails to return to duty the following school year, a partial repayment of health and dental insurance premiums will be required. The amount due will be one-half (½) of the full cost of health and dental insurance premiums paid after FMLA provisions, if applicable, have been exhausted. The Board has the discretion to waive all or part of the repayment of premiums if, in the Board's judgment, the termination is beyond the teacher's control.
7. Any employee covered by long term disability insurance shall not be eligible to claim sick leave pay at such time as the employee becomes eligible for LTD benefits.
8. For teachers hired before July 1<sup>st</sup>, 2013, accrued sick time up to a limit of 880 hours shall be paid out at \$12.50 per hour at the time of retirement. Teachers with at least twenty (20) years of service in the District may accumulate and be paid for up to 968 hours payable upon retirement. Payment will be made into a non-elective TSA according to the terms of the District 403b plan.
9. Sick or personal or business time as outlined in this section shall be administered on an hourly basis of an eight (8) hour day.





10. Sick or personal or business time of less than one hundred twenty (120) minutes will not be charged to sick or personal or business or funeral or bereavement leave if a substitute is not required.
11. The District agrees that no deduction for benefits will be required for up to two (2) days of non-paid leave in a contract year. Benefits will continue to be paid by the District.
12. If an employee takes more than two (2) non-paid leave days in a contract year, the District will deduct from the employee's payroll an amount per day determined by the following formula: Formula – divide the annual cost of the benefit by 260 days, multiply the resulting amount times the number of non-paid leave days in excess of two (2), and the result will be the total amount to be deducted for benefits. For example, if the health insurance annual premium is \$18,180 divided by 260 days the amount will be approximately \$70 per day for employees with the family health plan.
13. All requests for unpaid leave must be approved by the District Administrator or his/her designee.

OPEB Table C

**Evansville Community School District**  
 Determination of Normal Cost, Actuarial Accrued Liability (AAL) and Unfunded Actuarial Accrued Liability (UAAL) as of July 1, 2014

**Total Incurred OPEB Liabilities**

	Administration	Teachers	Support	Administrative Assistants	Custodian	Other Retiree	Total
1. Normal cost as of 7/1/2014	\$1,620	\$84,857	\$8,059	\$6,368	\$8,121	\$0	\$109,025
2. Actuarial accrued liability as of 7/1/2014							
a. Current Retiree AAL	137,452	520,075	43,768	88,542	75,363	73,479	938,679
b. Future Retiree AAL	7,756	1,240,950	92,526	105,501	116,063	0	1,562,796
c. Total AAL (#2a + #2b)	145,208	1,761,025	136,294	194,043	191,426	73,479	2,501,475
3. Actuarial value of assets	0	0	0	0	0	0	0
4. Unfunded actuarial accrued liability [#2c - #3]	\$145,208	\$1,761,025	\$136,294	\$194,043	\$191,426	\$73,479	\$2,501,475

*Support Staff added*

8-9

OPEB Table C

Evansville Community School District

Determination of Normal Cost, Actuarial Accrued Liability and Unfunded Actuarial Accrued Liability (UAAL) as of 7/1/2012

Total Incurred OPEB Liabilities

	Administrators	Teachers	Administrative Assistants	Custodians	Total
1. Normal cost as of 7/1/2012					
a. Future retiree (Current active) value of OPEB	\$15,405	\$35,444	\$27,793	\$12,876	\$91,518
b. Future retiree (Current active) paid portion of premiums	416	1,210	733	1,310	3,669
c. Total normal cost [#1a - #1b]	14,989	34,234	27,060	11,566	87,849
2. Actuarial accrued liability as of 7/1/2012					
a. Current retiree value of OPEB	148,253	1,008,386	0	82,734	1,239,373
b. Current retiree paid portion of premiums	3,295	189,904	0	13,165	206,364
c. Future retiree (Current active) value of OPEB	125,671	319,000	424,050	218,088	1,086,809
d. Future retiree (Current active) paid portion of premiums	3,572	10,886	11,692	27,081	53,231
e. Total actuarial accrued liability [(#2a - #2b)+(#2c - #2d)]	267,057	1,126,596	412,358	260,576	2,066,587
3. Actuarial value of assets	659	2,779	1,017	643	5,098
4. Unfunded actuarial accrued liability [#2e - #3]	\$266,398	\$1,123,817	\$411,341	\$259,933	\$2,061,489

*Admin Asst. Added*

8-9

OPEB Table C

Evansville Community School District

Determination of Normal Cost, Actuarial Accrued Liability  
and Unfunded Actuarial Accrued Liability as of 7/1/2008 ✓

**Total Incurred OPEB Liability**

	Non-Represented	Teachers	Custodians	Total Liability
1. Normal cost as of 7/1/2008				
a. Value of OPEB benefits	\$47,870	\$320,033	\$27,830	\$395,733
b. Future retiree paid portion of premiums	246	6,446	0	6,692
c. Total normal cost [#1a - #1b]	47,624	313,587	27,830	389,041
2. Accrued liability as of 7/1/2008				
a. Retiree value of OPEB benefits	0	1,096,102	23,776	1,119,878
b. Retiree paid portion of premiums	0	49,616	0	49,616
c. Future retiree value of OPEB benefits	473,380	3,579,428	308,438	4,361,246
d. Future retiree paid portion of premiums	3,158	84,687	0	87,845
e. Total accrued liability [(#2a - #2b) + (#2c - #2d)]	470,222	4,541,227	332,214	5,343,663
3. Actuarial value of assets	0	0	0	0
4. Unfunded actuarial accrued liability [#2e - #3]	\$470,222	\$4,541,227	\$332,214	\$5,343,663

1. Normal cost as of 7/1/2008
  - a. Value of OPEB benefits
  - b. Future retiree paid portion of premiums
  - c. Total normal cost [#1a - #1b]
2. Accrued liability as of 7/1/2008
  - a. Retiree value of OPEB benefits
  - b. Retiree paid portion of premiums
  - c. Future retiree value of OPEB benefits
  - d. Future retiree paid portion of premiums
  - e. Total accrued liability [(#2a - #2b) + (#2c - #2d)]
3. Actuarial value of assets
4. Unfunded actuarial accrued liability [#2e - #3]

8-9

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

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

Employee/School Board Member Name: Gary Feldt

Employee Handbook Part: Part 2 (certified staff)

Employee Handbook Page/Section/Section #: page 53/section 8/#8.01a

Suggested Revision:

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

Change deadline for retirement notification to be more in line with contract deadlines instead of February 1st and the late notification penalties more in line with the dates and amounts for late employee resignations. Retirement decisions require a lot of information gathering and planning and putting an early February deadline on that important decision is not possible to meet.

\*\*\*\*\*

### DISTRICT OFFICE USE ONLY

Form received: 12-18-15 kw

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_

Cost Impact and Amount: Staff retirements may affect other District positions that cannot be changed once teacher

Legal Impact: contracts are issued. Its impossible to determine cost impact of receiving retirement notices in June.

Certified Staff  
Section 8 – Retirement Benefits

**8.01 Wisconsin Retirement System (WRS) Contributions**

All qualified regularly employed full-time and part-time teaching personnel shall pay 100% of the employee's required contribution into the WRS as required by state statute.

A. Retirement Notification:

Retirement notification shall be submitted on or before February 1<sup>st</sup> for budget planning and staffing purposes. Employees who submit their notice after February 1<sup>st</sup> may be required to pay \$500.00.

## MEMORANDUM OF AGREEMENT FOR JOB SHARING

Between

Nancy Greve-Shannon and Jo Ann Grovesteen (Partner)  
2016-2017 School Year

The Evansville Community School District (hereinafter "District"), the Evansville Education Association (hereinafter "Association"), Nancy Greve-Shannon (hereinafter "Greve-Shannon") and Jo Ann Grovesteen (hereinafter "Partner") agree to the following:

1. Greve-Shannon and the District will enter into a part time (.8) teaching contract for the 2016-17 school year. Partner and the District will enter into a part time (.2) teaching contract for the 2016-17 school year only.  
  
During the 2016-17 school year, Greve-Shannon and Partner will Job-Share on a split week schedule. Greve-Shannon will work Monday, Tuesday, Wednesday and Thursday. Partner will work Friday. These days may be changed by mutual agreement between Greve-Shannon, Partner and the District.
2. All wages, hours and working conditions for the Teachers will be controlled by the District Employee Handbook except for the specific provisions of this Job Sharing Agreement.
3. The Teacher's work weeks will be more than 20%/80% of a regular work week, to the extent necessary to include work days, regular communication about students, staff meetings, staff development, parent-teacher conferences, committee and grade level responsibilities, and other events considered by the building principal to be essential for performing the job shared duties. Both parties will be required to attend all district staff development. Attendance at other building or district meetings will be determined by the building principal. Required attendance at staff development over 20%/80% will be compensated at the curriculum rate.
4. If a substitute is needed, the job-sharing Partner will be assigned to substitute and will be paid at the long-term substitute rate for the time that she is substituting. If circumstances prevent the job-sharing Partner from serving as a substitute, she will not be required to substitute.
5. If one job-sharing teacher resigns, becomes disabled, is granted a leave of absence during the term of the Job Sharing Agreement, or is unable to fulfill the entirety of the job-sharing arrangement, the remaining job-sharing teacher will assume the full teaching position for the remainder of the school year.
6. This job share is dependent on finding a suitable Partner for the position by August 1, 2016. The Partner, unless currently a full time district employee under a teaching contract will only accrue .2 year seniority. The Partner will have no rights to a full time position should the job share agreement end and would need to apply for any vacancies that might exist.

7. The Teachers further agree that this Agreement is limited to the specific Teachers named in this Agreement and that no provision of this Agreement constitutes a precedent for any other person, or any other school year, or any other circumstances. The Teachers may request that they be allowed to teach under the same agreement for the next school year. The District Administrator must receive such a request by January 15, 2017. All initial job shares must be approved by the Board of Education, with the District Administrator notifying the Teachers of the Board decision before March 15 of the first year of the job share. The Board's denial shall not be the subject of a grievance. The decision to continue the Agreement another year will be at the discretion of the District Administrator. If the District Administrator approves another year, the Teachers will sign a new Agreement. If the District Administrator disapproves another year, or if one of the Teachers wishes to discontinue the position, Nancy Greve-Shannon will be given a full-time teaching position. In such case, Partner will be non-renewed. Partner will have no rights under lay-off or recall rights.

\_\_\_\_\_  
District Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Date

\_\_\_\_\_  
Nancy Greve-Shannon

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Partner)

\_\_\_\_\_  
Date



Approved: January 11, 1988  
Revised: December 8, 2003  
Revised:

412

1<sup>st</sup> Reading: 1/13/16; 2<sup>nd</sup> Reading: 1/27/16; 3<sup>rd</sup> Reading: 2/10/16

## **For Removal – no need for this policy**

### SCHOOL CENSUS

Each person residing in the District under 21 years of age on September 1 during the year the census is taken will appear on the student school census that shall show the name, sex, and date of birth. It shall also show the name and address of the young person's parent, guardian, or other individual having charge of the young person, and such other data as the Board may require.

The Board shall appoint suitable persons to maintain and collect accurate census information.

Legal Ref.: Sections 43.70 Wisconsin Statutes  
120.18

Revised: April 9, 2001

412.1

Revised: March 8, 2004

1<sup>st</sup> Reading: 1/13/16; 2<sup>nd</sup> Reading: 1/27/16; 3<sup>rd</sup> Reading: 2/10/16

## TO REPLACE CURRENT LANGUAGE

### FULL-TIME STUDENTS

A student in the Evansville Community School District is considered to be a full-time student if he/she:

1. Is an elementary, middle or high school student scheduled in classes for the entire school day (high school students should carry the equivalent of three credit hours per semester, unless travel to and from the institution requires additional time. Prior approval is need for less than three credits;
2. Is scheduled into a partial day as prescribed by an Individualized Education Plan (IEP) or a 504 Plan;
3. Is participating in an alternative educational program with curriculum modifications approved by parent/guardian and School District officials;
4. Is involved in a work-based learning experience program or approved work-study assignment such as, but not limited to, youth apprenticeships, internships and cooperative vocational education programs;
5. Is a secondary level student who attends an institution of higher education for concurrent high school and college or vocational credit;
6. Is receiving Homebound Instruction as approved by parent/guardian, a licensed physician and School District officials;
7. Is a resident student attending public school in another school district under the full-time public school open enrollment law or a tuition-waiver;
8. Is an Early Childhood or 4 Year Old Kindergarten student.

Students of legal age (18 years) may be granted exemption from full-time attendance at the end of the quarter in which the student becomes 18 years of age provided a parent/guardian has given written approval and it is on file in the high school office. If this condition is met, a student must attend as many instructional blocks as is necessary to fulfill her/his graduation requirements. Students who are interested in participating in athletics must meet the full-time student status as required by WIAA.

Legal Ref.: Sections 115.385(4) Wisconsin Statutes (School and School District Accountability Report)

115.787 (Individualized Education Programs)

115.7915 (Special Needs Scholarship Program)

118.16(1)(a) (School Attendance Enforcement)  
118.50(6) (Whole Grade Sharing)  
118.51 (Full-Time Open Enrollment)  
118.57 (Notice of Educational Options; Accountability Report  
Performance Category; Pupil Assessments)  
120.13(1)(f)(h) (School Board Powers)  
121.54(3)(10) (Transportation by School Districts)  
121.545(1) (Additional Transportation)  
121.55 (Methods of Providing Transportation)  
PI 36 Wisconsin Administrative Code  
WIAA Policy

Revised: April 10, 2006

443.4

Revised: March 10, 2008

Revised:

1<sup>st</sup> Reading: 1/13/16; 2<sup>nd</sup> Reading: 1/27/16; 3<sup>rd</sup> Reading: 2/10/16

## STUDENT ALCOHOL AND/OR OTHER DRUG USE

The Evansville Community School District will participate in alcohol and drug abuse programs which focus on prevention, intervention and support for students and families. These programs and services may include: student support groups, alcohol and drug screening interviews, alcohol and other drug screens, family sessions, individual counseling, at-risk and administrative reviews.

Parents/guardians and students will be informed of the established standards of conduct and possible sanctions related to the use and abuse of alcohol and controlled substances.

The Evansville Community School District Board of Education prohibits any student from engaging in the manufacture, distribution, dispensation, sale, possession, consumption or use of a controlled substance, alcohol or drug-related paraphernalia in any school building or anywhere on school premises. Students are prohibited from possessing, distributing, or selling any medications, nutritional supplements or “look-alike” drugs as defined by WIAA (Wisconsin Interscholastic Athletic Association) in any school building or anywhere on school premises. Students are prohibited from being under the influence of any controlled substance, alcohol or other intoxicant in any school building or anywhere on school premises. Students are prohibited from distributing, dispensing, or selling any controlled substance, alcohol, or other intoxicant to another Evansville Community School District student at any time or in any location. The school premises include: vehicles parked anywhere on school property; any off-school property that is being used for any school sponsored activities, events or functions; school owned vehicles; and any other vehicle used to officially transport students to or from school or for any school activity.

The administration may conduct locker, vehicle, and other searches or enlist the use of law enforcement officials and drug detecting animals and/or technology in school or on school premises as a deterrent to drug and alcohol use or possession in schools.

Violation of this policy shall result in disciplinary action including, but not limited to: suspension, expulsion and referral to law enforcement for legal charges. Students under a physician’s order to take prescribed medication are exempted if they have complied with the school medication consent policy.

If a school official has suspicion that the student is under the influence of alcohol or other drugs, a student may be required to submit to an alcohol or drug screen to determine its presence. The cost of the initial screening is borne by the District. If a student does not voluntarily comply, the follow-up actions may include, but not be limited to parent/guardian contact, suspension/expulsion, referral to police, or referral to Student Assistance Program (SAP). If found to have consumed alcohol or other drugs, the student will be removed for at least the remainder of that day and disciplinary action will commence. School officials may involve law enforcement officials to screen for drug or alcohol use.

Parents/guardians or students who believe themselves wrongly accused may request an additional screen, with the cost to be borne by the student or parents/guardians. However, if the test results indicate the student to be free from alcohol or other drug use, then the School District may bear the cost of the drug test, if district approved guidelines have been followed. The parents/guardians of the student will be given a copy of the guidelines at the time they receive the results of the initial screen. Alcohol and other drug offenses require assessment to be completed or scheduled before the student may return to school.

School actions will include parental/guardian contact and referral to in-school Student Assistance Program resources or other approved programs to assist with support services, as appropriate. Successful completion of recommended services may reduce consequences imposed on the student as recommended by the building principal or assistant principal.

Legal Ref.: Sections 118.01(2)(d)2c Wisconsin Statutes (Educational Goals and Expectations)  
118.126 (Privileged Communications)  
118.24(2)(f) (School District Administrator)  
118.257 (Liability for Referral to Police)  
118.45 (Tests for Alcohol Use)  
120.13(1) (School Board Powers)  
125.09(2) (General Restrictions)  
939.22(15) (Words and Phrases Defined)  
Chapter 961 (Uniform Controlled Substances Act)

Local Ref.: Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions  
Policy #453.4 – Administering Medications to Students  
Policy #522.1 – Alcohol and Drug-Free Workplace  
Policy #522.2 – Tobacco/Nicotine/Electronic Cigarette Use by Staff on School Premises  
Policy #832 – Tobacco/Nicotine-Free School Property  
Policy #832.1 – Use of Tobacco/Nicotine Products on School Premises

Revised: May 9, 2005

522.1

Revised: July 9, 2012

Revised:

1<sup>st</sup> Reading: 1/13/16; 2<sup>nd</sup> Reading: 1/27/16; 3<sup>rd</sup> Reading: 2/10/16

## ALCOHOL AND DRUG-FREE WORKPLACE

In order to protect the health, welfare and safety of students and employees, no employee of the Evansville Community School District 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 where employees are performing official duties as an employee of the District:

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 medical professionals' 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 inferring 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 referred to the Employee Assistance Program.

Employees who violate 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.

Any employee engaged in the performance of a federal grant 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 will then notify the appropriate federal agency. 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.

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.

Actions by employees that are considered to be unlawful shall be reported to the appropriate law enforcement agency, which 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 District shall distribute drug-free awareness information to employees regarding the dangers of drug abuse in the workplace; the District's policy for 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 111.35 Wisconsin Statutes (Use or Nonuse of Lawful Products)  
120.13 (School Board Powers)  
121.02(1)(i) (Safe Facilities)  
125.09(2) Wisconsin Statutes (General Restrictions)  
Chapter 961  
Drug Free Workplace Act of 1988

Local Ref.: Employee Handbook  
Policy #443.4 – Student Alcohol and or Other Drug Use  
Policy #443.41/522.11 – Definitions Relating to Alcohol, Tobacco/Nicotine and  
Other Drug Prohibitions  
Policy #453.4 – Administering Medications to Students  
Policy #522.2 – Tobacco/Nicotine/Electronic Cigarette Use by Staff on School  
Premises  
Policy #832 – Tobacco/Nicotine-Free School Property  
Policy #832.1 – Use of Tobacco/Nicotine Products on School Premises

Revised: April 11, 2005

443.41

Revised: April 9, 2014

522.11

Revised:

1<sup>st</sup> Reading: 1/13/16; 2<sup>nd</sup> Reading: 1/27/16; 3<sup>rd</sup> Reading: 2/10/16

## DEFINITIONS RELATING TO ALCOHOL, TOBACCO/NICOTINE AND OTHER DRUG PROHIBITIONS

1. Alcohol, tobacco/nicotine or other drugs - A controlled substance as defined by state statutes including any form of intoxicant or mood altering substance not prescribed by a physician.
2. Drug-related paraphernalia - All products, materials, containers or equipment which are used or intended to be used for the producing, storing, concealing, inhaling, ingesting, injecting or otherwise introducing a prohibited substance into the body. The vagueness of this term and the difficulty of prohibiting the use of an otherwise innocent article because it is sometimes associated with prohibited drug use may make effective implementation of a ban on paraphernalia somewhat difficult. Administrator discretion is necessary in this area.
3. Possession or use - To have on one's person or under one's control, regardless of intent to use, or to be under the influence of any prohibited alcohol or drug, regardless of the amount ingested or the location where it was consumed.
4. Distributing - Providing for a consideration or offering to provide a prohibited substance. This definition applies regardless of whether or not a prohibited substance or consideration is actually exchanged. The giving away or sharing of a prohibited substance with another person is also included under this definition regardless of whether or not there is evidence of the intent to profit or otherwise gain from the act.
5. Screen – The testing for the presence of a prohibited substance.
6. Assessment - By a professional alcohol and drug counselor. A thorough assessment to assess the influence of chemicals/chemical use in an individual's life. Recommendations are made based on individual need.
7. Electronic Cigarette – The term “electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, vaporizers, or under any other product name or descriptor.



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 Wednesday, January 27, 2016, at 6:00 pm in the District Board and Training Center.

The meeting was called to order by President Mason Braunschweig. Roll call was taken. Members present: Braunschweig, Busse, Rasmussen, Spanton Nelson, Hammann, Allen, and Oberdorf.

**APPROVE AGENDA**

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

**PUBLIC ANNOUNCEMENTS/RECOGNITION/UPCOMING EVENTS**

- Open Enrollment – February 1 – April 29, 2016
- Energy Fair – April 22
- Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm

**INFORMATION & DISCUSSION**

District Administrator, Mr. Roth, presented three options for open enrollment class limits for general education. Discussion.

**BUDGET FINANCE**

Business Manager, Ms. Treuden, gave an update on the 2016-2017 budget.

Ms. Spanton Nelson gave an update on the Insurance Committee work.

Ms. Hammann presented information on the Evansville Education Foundation grants from 2012-2015.

Ms. Spanton Nelson gave an update on the Food Service and Custodians Compensation Committee work.

Budget Finance agenda for February 24, 2016, discussed.

**BUSINESS (Action Items)**

Motion by Ms. Hammann, seconded by Mr. Rasmussen, moved for the 2016-2017 open enrollment, that in 4K, 15 open enrollment applications will be accepted, moved that in Kindergarten, 14 open enrollment applications will be accepted, moved that we deny any open enrolled applications for grades 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup>, due to class size limits and space, moved that in grade 2, five open enrollment applications will be accepted, moved that in grade 3, three open enrollment applications will be accepted, and moved that in grades 6-12, we will not consider the availability of space (we will accept applications). Motion carried, 5-2 (Allen, Oberdorf)(voice vote).

**CONSENT (Action Items)**

Motion by Ms. Hammann, seconded by Mr. Busse, moved to approve the consent agenda items: January 13, Regular and January 16, 2016, Board/Finance Retreat Meeting Minutes; and the December Bills and Reconciliation, as presented. Motion carried, 7-0 (roll call vote).

**EMPLOYEE HANDBOOK COMMITTEE SUGGESTED CHANGES, FIRST READING**

Mr. Rasmussen presented for a first reading, #1 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank; #2 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank; #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank; #4 – Part 2, Certified Staff, pg. 40, Section 1, 1.01, Normal Hours of Work - Change Work Hours; #5 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All; #6 – Part 2, Certified Staff, pg. 46, 5.09, Teacher Preparation Periods - Change All; #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All; #8 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language; #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language; #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline; #11 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment; #12 – Part 2, Certified Staff, pg. 53, 8.01, C. 3 (a)(b), Retiree-HRA - Change Annual Payment; and Clerical Items. Discussion.

**POLICIES**

Ms. Hammann presented for a second reading, policies: #412-School Census; #412.1-Full-Time Students; #443.4-Student Alcohol and/or Other Drug Use; #522.1-Alcohol and Drug-Free Workplace; and #443.41/522.11-Definitions Relating to Alcohol, Tobacco/Nicotine and Other Drug Prohibitions.

**BOARD DEVELOPMENT**

Continuous System Improvement (CSI) Plan Sub-Committees gave an update of their work on: Teaching and Learning; Workforce Engagement and Development; Communication and Community Engagement; Technology; Facilities and Operations; and Climate and Culture.

Mr. Roth, Mr. Rasmussen, Mr. Busse, and Ms. Treuden, shared the sessions they attended at the Wisconsin Association of School Board January Convention.

Mr. Roth presented an update to the Board Presentations Timeline.

Board Development agenda for February 24, 2016, meeting discussed.

**FUTURE AGENDA**

February 10, 2016, Regular meeting agenda discussed.

**ADJOURN**

Motion by Ms. Oberdorf, seconded by Ms. Spanton Nelson, moved to adjourn the meeting. Motion carried, 7-0 (voice vote). Meeting adjourned at 6:55 pm.

Submitted by Kelly Mosher, Deputy Clerk

Approved: \_\_\_\_\_ Dated: \_\_\_\_\_ Approved:  
Mason Braunschweig, President

# Evansville

*Community School District*

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## MEMORANDUM

To: Evansville Board of Education  
From: Doreen Treuden, Business Manager  
Re: January 2016 Reconciliation  
Date: February 3, 2016

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

- Bank Reconciliation Statement for all Funds – nothing unusual to report
- Skyward Fund Balance Report to verify bank reconciliation statement
- Listing of all receipts – January                      \$4,193,560.46
- Check Register – January                                 \$ 835,187.28

EVANSVILLE COMMUNITY SCHOOL DISTRICT  
 BANK RECONCILIATION

FOR THE MONTH OF	Jan-16		
BALANCE PER BANK:			96,000.00
OUTSTANDING CHECKS			-395,899.58
LESS WRS POSTING			-124,111.76
MMA ACCOUNT			4,556,298.25
BALANCE PER BANK			4,132,286.91

BALANCE PER GENERAL LEDGER:	BEGINNING BAL.	ACTIVITY	ENDING BAL.	
FUND 10 General	1,581,421.27	-599,442.84	981978.43	
FUND 21 Donations	29,622.32	-1,736.23	27886.09	
FUND 27 Special Ed	-948,036.42	-237,613.36	-1185649.78	
FUND 38 Debt	1,100.15	0.00	1100.15	
FUND 39 Debt	-515,065.98	252,100.00	-262965.98	
FUND 50 Food Service	5,855.14	7,784.61	13639.75	
FUND 99 Voc Ed/ESL/Grants		0.00		
MMA ACCOUNT		-	4,556,298.25	
BALANCE PER GENERAL LEDGER				4,132,286.91
		-578,907.82		
	DIFFERENCE			0.00

Fd	T	Loc	Obj	Func	Prj	Func	Beginning Balance	January 2015-16 Monthly Activity	Ending Balance
10	A	000	000	711100	---	CASH ON DEPOSIT	-1,123,701.03	-599,442.84	981,978.43
10	-	---	---	---	---	GENERAL FUND	-1,123,701.03	-599,442.84	981,978.43
21	A	000	000	711100	---	CASH ON DEPOSIT	26,237.67	-1,736.23	27,886.09
21	-	---	---	---	---	GIFTS/DONATIONS	26,237.67	-1,736.23	27,886.09
27	A	000	000	711100	---	CASH ON DEPOSIT	13,232.79	-237,613.36	-1,185,649.78
27	-	---	---	---	---	SPECIAL EDUCATION FUND	13,232.79	-237,613.36	-1,185,649.78
38	A	000	000	711100	---	CASH ON DEPOSIT	18,040.79		1,100.15
38	-	---	---	---	---	NON-REFERENDUM DEBT	18,040.79		1,100.15
39	A	000	000	711100	---	CASH ON DEPOSIT	-168,092.23	252,100.00	-262,965.98
39	-	---	---	---	---	REFERENDUM APPROVED DEBT SERVI	-168,092.23	252,100.00	-262,965.98
50	A	000	000	711100	---	CASH ON DEPOSIT	14,594.20	7,784.61	13,639.75
50	-	---	---	---	---	FOOD SERVICE	14,594.20	7,784.61	13,639.75
Grand Asset Totals							-1,219,687.81	-578,907.82	-424,011.34

Number of Accounts: 6

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

Post Date	Func	Description	Amount
01/31/2016	SCHOOL BUILDING ADMINISTRATION	LEVI CREDIT CARD REIMBURSEMENT	375.00
01/31/2016	REGULAR CURRICULUM	CLASSROOM SNACKS	14.00
01/31/2016	INDUSTRIAL ARTS	B OLIN CAR REPAIR REIMBURSEMENT	20.00
01/31/2016	DISTRICT WIDE	MEDICAID PAYMENT	59.61
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JAN - S ERICKSON	193.84
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR JAN - R. COLE	193.84
01/31/2016	REGULAR CURRICULUM	J CREEK HESSLER -JURY DUTY PAYMENT	36.40
01/31/2016	SCHOOL BUILDING ADMINISTRATION	BASKETBALL PAYMENT FOR WATER FOUNTAIN	610.90
01/31/2016	FIELD TRIPS - CLASSROOM	TRIS FIELD TRIP REIMBURSEMENT	402.39
01/31/2016	SCHOOL BUILDING ADMINISTRATION	TRIS CREDIT CARD REIMBURSEMENT	495.86
01/31/2016	DISTRICT WIDE	FACILITY USE - COLT CADETS	2438.88
01/31/2016	SCHOOL BUILDING ADMINISTRATION	WORK PERMITS	40.00
01/31/2016	INDUSTRIAL ARTS	M STANO CAR REPAIR REIMBURSEMENT	119.00
01/31/2016	DISTRICT WIDE	FACILITY USE - KIDS KORNER FOR JAN FEB MAR	4017.00
01/31/2016	DISTRICT WIDE	KIDS KORNER MEALS JAN INV 1031	372.50
01/31/2016	SCHOOL BUILDING ADMINISTRATION	KIDS FIRST DONATION	500.00
01/31/2016	SCHOOL BUILDING ADMINISTRATION	KIDS FIRST DONATION	100.00
01/31/2016	DISTRICT WIDE	WRESTLING INVITE 12/30/15	600.00
01/31/2016	DISTRICT WIDE	FOOD SERVICE PAYMENT INVOICE 1039	50.00
01/31/2016	DISTRICT WIDE	BBB VS BURLINGTON 12/29/15	493.00
01/31/2016	DISTRICT WIDE	BBB VS BARNEVELD 12/22/15	1056.00
01/31/2016	DISTRICT ADMINISTRATION	DO COFFEE	24.00
01/31/2016	DISTRICT WIDE	STUDENT FEES	411.00
01/31/2016	DISTRICT WIDE	TAX LEVY RUTLAND	5473.87
01/31/2016	DISTRICT WIDE	TAX LEVY UNION	884458.87
01/31/2016	DISTRICT WIDE	FOOD SERVICE PAYMENT INVOICE 1038	657.50
01/31/2016	OTHER DEP LIFE INS PAYABLE	LIFE INS JAN - K LYLE	14.64
01/31/2016	INFORMATION SERVICES	OPEN RECORDS REQUEST- MARINES	10.00
01/31/2016	INDUSTRIAL ARTS	B HARTJE CAR REPAIR REIMBURSEMENT	271.72
01/31/2016	DISTRICT WIDE	TAX LEVY CENTER	349769.09
01/31/2016	WRESTLING	WRESTLING INVITE ENTRY FEE - JANESVILLE CRAIG	150.00
01/31/2016	SCHOOL BUILDING ADMINISTRATION	HS CREDIT CARD REIMBURSEMENT	3774.65
01/31/2016	REGULAR CURRICULUM	CLASSROOM SNACKS	14.00
01/31/2016	HOME ECONOMICS	CLASS FEES	20.00
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - K CROCKER - JAN	1384.60
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R FLAHERTY - JAN	1384.60
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - V ZHE - JAN	589.12
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - B BERG - JAN	1190.76
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - S ERICKSON - JAN	1190.76
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - L HAVLIK - JAN	1384.60
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - P HAESE - JAN	589.12
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - C BEEDLE - JAN	589.12
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - H BEEDLE - JAN	589.12
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	MIDAMERICA - R COLE - JAN	1190.76
01/31/2016	DISTRICT WIDE	WRESTLING VS WHITEWATER 1/7/16	344.00
01/31/2016	DISTRICT WIDE	BBB VS EAST TROY 1/8/16	1068.00
01/31/2016	FIELD TRIPS - CLASSROOM	TRIS FIELD TRIP REIMBURSEMENT	430.50
01/31/2016	DISTRICT ADMINISTRATION	BRYDEN MOTORS PLATE REFUND	75.00
01/31/2016	DISTRICT WIDE	TAX LEVY MAGNOLIA	184152.31
01/31/2016	DISTRICT WIDE	TAX LEVY JANESVILLE	189478.92
01/31/2016	SCHOOL BUILDING ADMINISTRATION	BOOKS ON THE BUS REIMBURSEMENT	10.00
01/31/2016	REGULAR CURRICULUM	CLASSROOM SNACKS	18.00
01/31/2016	INDUSTRIAL ARTS	B FLYNN CAR REPAIR REIMBURSEMENT	14.00

Post Date	Func	Description	Amount
01/31/2016	MUSIC	VOIGHT MUSIC REFUND	1812.96
01/31/2016	DISTRICT WIDE	STUDENT FEES	513.00
01/31/2016	WRESTLING	WRESTLING INVITE ENTRY FEE - CLINTON	125.00
01/31/2016	WRESTLING	WRESTLING INVITE ENTRY FEE - WATERLOO	150.00
01/31/2016	DISTRICT WIDE	TAX LEVY BROOKLYN	62348.82
01/31/2016	DISTRICT WIDE	TAX LEVY PORTER	205382.15
01/31/2016	SCHOOL BUILDING ADMINISTRATION	HS CREDIT CARD REIMBURSEMENT	1730.12
01/31/2016	OTHER DEP LIFE INS PAYABLE	LIFE INSURANCE PAYMENTS	174.08
01/31/2016	DISTRICT WIDE	FOOD SERVICE PAYMENT INVOICE 1032	3240.00
01/31/2016	DISTRICT WIDE	GBB VS JEFFERSON 1/15/16	1047.00
01/31/2016	DISTRICT WIDE	WR VS MILTON 1/19/16	653.00
01/31/2016	DISTRICT WIDE	GBB VS BIG FOOT 1/12/16	389.00
01/31/2016	DISTRICT WIDE	GBB VS BELLEVILLE 1/18/16	360.00
01/31/2016	DISTRICT WIDE	BBB VS PARKVIEW 1/14/16	627.00
01/31/2016	DISTRICT WIDE	STUDENT FEES	1197.00
01/31/2016	DISTRICT WIDE	TOWN OF UNION - MOBILE HOME FEES	2302.40
01/31/2016	OTHER RETIREMENT BENEFITS-OPEB	HEALTH INS. FOR FEB - R. COLE	193.84
01/31/2016	DISTRICT ADMINISTRATION	DO COFFEE	25.00
01/31/2016	DISTRICT ADMINISTRATION	DO SODA	21.50
01/31/2016	INDUSTRIAL ARTS	D BERGSMAN CAR REPAIR REIMBURSEMENT	10.53
01/31/2016	DISTRICT WIDE	MANUFACTURED HOME TAX-MAGNOLIA	562.03
01/31/2016	DISTRICT WIDE	RESTITUTION - GATH	150.00
01/31/2016	DISTRICT WIDE	FACILITY USE - INV 1601-0136	30.00
01/31/2016	SCHOOL BUILDING ADMINISTRATION	MS CREDIT CARD REIMBURSEMENT	2260.04
01/31/2016	FOREIGN LANGUAGE	MS CREDIT CARD REIMBURSEMENT -LARRY'S CC	119.37
01/31/2016	FIELD TRIPS - CLASSROOM	MS FIELD TRIP REIMBURSEMENT	1093.42
01/31/2016	SCHOOL BUILDING ADMINISTRATION	MS MUSIC STIPEND REIMBURSEMENT	160.00
01/31/2016	DISTRICT WIDE	GBB VS CLINTON 1/26/16	349.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1656.85
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1598.36
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1601.15
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1480.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	700.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1527.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	998.50
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1190.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1956.35
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	635.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1175.01
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1189.60
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1154.10
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	805.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1765.35
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1209.50
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	1380.20
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	944.00
01/31/2016	OTHER DEPOSITS PAYABLE	FOOD SERVICE DEPOSITS	960.00
01/31/2016	DISTRICT WIDE	VENDING	79.25
01/31/2016	DISTRICT WIDE	VENDING	89.70
01/31/2016	DISTRICT WIDE	VENDING	47.00
01/31/2016	DISTRICT WIDE	VENDING	69.00
01/31/2016	DISTRICT WIDE	INTEREST	1337.96
01/31/2016	DISTRICT WIDE	E-FUNDS STUDENT FEES	186.50

Post Date	Func	Description	Amount
01/31/2016	OTHER DEPOSITS PAYABLE	E-FUNDS MEAL PAYMENTS	14206.65
01/31/2016	DISTRICT WIDE	SPECIAL ED AIDS	116430.00
01/31/2016	DISTRICT WIDE	GENERAL TRANSPORTATION AID	29382.50
01/31/2016	DISTRICT WIDE	TAX LEVY EVANSVILLE	1822559.28
01/31/2016	DISTRICT WIDE	WIRE IN KEY BANK	252100.00
01/31/2016	TERMINATION OF BENEFITS	EBC - COBRA DENTAL - ANDREW	166.56
01/31/2016	TERMINATION OF BENEFITS	EBC - COBRA HTL - PFAFF CUFAUDE ANDREW	2562.98
01/31/2016	TERMINATION OF BENEFITS	EBC - COBRA HTL HRA - PFAFF CUFAUDE ANDREW	480.00
Total for Cash Receipts			4193560.46



CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
01/01/2016	79248	R	DEAN HEALTH PLANS	190,573.95
01/01/2016	79250	R	DELTA DENTAL OF WISCONSIN	28,771.40
01/01/2016	79251	R	DELTAVISION	685.53
01/01/2016	79252	R	SUN LIFE FINANCIAL	2,815.48
01/01/2016	79253	R	WEA INSURANCE TRUST	5,820.64
01/08/2016	79320	R	AMERIPRISE FINANCIAL SERVICES	370.00
01/08/2016	79321	R	FIDUCIARY TRUST INTERNATIONAL	1,249.00
01/08/2016	79322	R	KOHN LAW FIRM S.C.	189.63
01/08/2016	79323	R	METLIFE	75.00
01/08/2016	79324	R	MG TRUST COMPANY	750.00
01/08/2016	79325	R	SBG-VAA	30.00
01/13/2016	79326	R	RINGHAND BROTHERS INC	65,461.82
01/18/2016	79327	R	ADVANCED DISPOSAL	1,377.59
01/18/2016	79328	R	ALL 'N ONE	140.41
01/18/2016	79329	R	ARROWHEAD LIBRARY SYSTEM	841.25
01/18/2016	79330	R	AT & T	446.42
01/18/2016	79331	R	AUTER, LEE	20.00
01/18/2016	79332	R	BARMORE, JENNIFER	14.50
01/18/2016	79333	R	BATES, BRETT	48.00
01/18/2016	79334	R	BATTERIES PLUS	499.86
01/18/2016	79335	R	BAUDVILLE	277.71
01/18/2016	79336	R	BECKER BOILER CO INC	8,780.00
01/18/2016	79337	R	BIER, THOMAS	148.00
01/18/2016	79339	R	BOOKS 4 SCHOOL	731.53
01/18/2016	79340	R	BRIGHTSTAR CARE	1,775.00
01/18/2016	79341	R	BRODHEAD SCHOOL DISTRICT	340.48
01/18/2016	79342	R	BUTTCHEM, GERALD	40.00
01/18/2016	79343	R	C.A.P. INC	672.00
01/18/2016	79344	R	CHARTER COMMUNICATIONS	1,888.12
01/18/2016	79345	R	COLDEN, TIMOTHY	85.00
01/18/2016	79346	R	CROWLEY, ADAM	120.00
01/18/2016	79347	R	DAVE MOSHER & ASSOCIATES	20.00
01/18/2016	79348	R	E & D WATER WORKS INC	33.00
01/18/2016	79349	R	EVANSVILLE HIGH SCHOOL	111.90
01/18/2016	79350	R	EQUAL RIGHTS DIVISION	30.00
01/18/2016	79351	R	EVANSVILLE BLOOMS	47.50
01/18/2016	79352	R	EVANSVILLE VETERINARY SERVICE	13.40
01/18/2016	79353	R	FALKNER, KEN	60.00
01/18/2016	79354	R	FASICK, BOB	50.00
01/18/2016	79355	R	GARVOILLE, LARRY	50.00
01/18/2016	79356	R	GATES, TONY	96.00
01/18/2016	79357	R	GOLZ ELECTRIC	4,700.39
01/18/2016	79358	R	GOOD GRIEF PRINTING	27.43
01/18/2016	79359	R	GROVESTEN, RONALD	48.00
01/18/2016	79360	R	HALDIMAN, TIM	60.00
01/18/2016	79361	R	HJ PERTZBORN	1,853.38
01/18/2016	79362	R	J & D ENTERPRISES	500.00
01/18/2016	79363	R	J.W. PEPPER & SON INC	379.12
01/18/2016	79364	R	JUNIOR LIBRARY GUILD	4,590.60
01/18/2016	79365	R	KRENTZ, GEOFFREY	48.00
01/18/2016	79366	R	KRONING, SHELDON	96.00
01/18/2016	79367	R	LAKELAND CHEMICAL SPECIALTIES	1,358.50
01/18/2016	79368	R	LEUZINGER, RICHARD	60.00
01/18/2016	79369	R	MACGILL AND CO	823.71
01/18/2016	79370	R	MENARDS	1,034.96
01/18/2016	79371	R	MINDSET WORKS, INC	60.00

CHECK DATE	CHECK CHE NUMBER TYP	VENDOR	AMOUNT
01/18/2016	79372 R	MOVIE LICENSING USA	388.00
01/18/2016	79373 R	MYERS, TOM	71.70
01/18/2016	79374 R	NIELSEN, DAVE	165.00
01/18/2016	79375 R	OCCUPATIONAL HEALTH CENTERS	144.00
01/18/2016	79376 R	OFFICE DEPOT	273.11
01/18/2016	79377 R	PAOLI CLAY COMPANY	170.00
01/18/2016	79378 R	PEARSON, CLINICAL ASSESSMENT	74.10
01/18/2016	79379 R	PERSONS, JENNIFER	66.60
01/18/2016	79380 R	RAPP, BOB	50.00
01/18/2016	79381 R	RIVERSIDE PUBLISHING CO.	174.74
01/18/2016	79382 R	SAN A CARE INC	2,629.56
01/18/2016	79383 R	SCHAAF, TODD	165.00
01/18/2016	79384 R	SCHINDLER ELEVATOR CORP.	798.30
01/18/2016	79385 R	SCHNEIDER, BRADLEY	525.00
01/18/2016	79386 R	SCHWEDER, KEVIN	48.00
01/18/2016	79387 R	SHAW, ANGELA	356.25
01/18/2016	79388 R	SIMENSON, DANIEL	48.00
01/18/2016	79389 R	SMITH, DAVID	48.00
01/18/2016	79390 R	SUMMIT COMPANIES	145.00
01/18/2016	79391 R	TAHER	17,339.76
01/18/2016	79392 R	THE OMNI GROUP	84.00
01/18/2016	79393 R	THORNTON, RON	48.00
01/18/2016	79394 R	TEACHERS ON CALL	11,750.64
01/18/2016	79395 R	TRUGREEN	450.00
01/18/2016	79396 R	VANCE, MARK	96.00
01/18/2016	79397 R	VLACH, GEORGE	165.00
01/18/2016	79398 R	WARD'S SCIENCE	53.05
01/18/2016	79399 R	WISCONSIN LIFT TRUCK CORP.	439.88
01/18/2016	79400 R	WSRA	995.00
01/18/2016	79401 R	YOSS, DAVID	48.00
01/18/2016	79402 R	YOUTH FRONTIERS INC	750.00
01/25/2016	79403 R	AMERIPRISE FINANCIAL SERVICES	370.00
01/25/2016	79404 R	FIDUCIARY TRUST INTERNATIONAL	1,249.00
01/25/2016	79405 R	KOHN LAW FIRM S.C.	185.06
01/25/2016	79406 R	METLIFE	75.00
01/25/2016	79407 R	MG TRUST COMPANY	750.00
01/25/2016	79408 R	SBG-VAA	30.00
01/27/2016	79410 R	DEAN HEALTH PLANS	188,393.94
01/27/2016	79412 R	DELTA DENTAL OF WISCONSIN	28,567.18
01/27/2016	79413 R	DELTAVISION	661.55
01/27/2016	79414 R	SUN LIFE FINANCIAL	3,485.44
01/27/2016	79415 R	WEA INSURANCE TRUST	5,146.50
01/29/2016	79416 R	BECKER, DENNIS	48.00
01/29/2016	79417 R	BRASHI, DON	50.00
01/29/2016	79418 R	BROST, DAVE	50.00
01/29/2016	79419 R	COYLE, JOE	50.00
01/29/2016	79420 R	ELLINGSON, MYRON	60.00
01/29/2016	79421 R	EMPLOYEE BENEFITS CORPORATION	258.75
01/29/2016	79422 R	FENTON JR, THOMAS	48.00
01/29/2016	79423 R	GARVOILLE, LARRY	50.00
01/29/2016	79424 R	GATES, TONY	48.00
01/29/2016	79425 R	GOLLMAR, MICHAEL	50.00
01/29/2016	79426 R	HURTLEY, ANNA	500.00
01/29/2016	79427 R	JOST, PATRICK	48.00
01/29/2016	79428 R	KADERLY, JACOB	48.00
01/29/2016	79429 R	KIDS KORNER	45,220.00

CHECK DATE	CHECK NUMBER	CHE TYP	VENDOR	AMOUNT
01/29/2016	79430	R	KLOPPENSTEIN, JEFFREY	50.00
01/29/2016	79431	R	KUHL, ANDREW	60.00
01/29/2016	79432	R	PATHWAY PRESCHOOL	39,657.50
01/29/2016	79433	R	POUNDS, DENNIS	48.00
01/29/2016	79434	R	RHYME BUSINESS PRODUCTS	3,384.38
01/29/2016	79435	R	SCHAEFER, DEREK	50.00
01/29/2016	79436	R	TAUTGES, THOMAS	60.00
01/29/2016	79437	R	WATTS, JONATHAN	48.00
01/29/2016	79438	R	WEE ONES	39,657.50
01/29/2016	79439	R	YOSS, DAVID	100.00
01/29/2016	79440	R	ZASTOUPIL, JOHN	50.00
01/29/2016	2016011	M	EVANSVILLE WATER & LIGHT DEPT	36,620.09
01/29/2016	2016012	M	U.S. CELLULAR	283.66
01/18/2016	151600279	A	AIRWAY SALES INC	120.96
01/18/2016	151600280	A	BADGER SPORTING GOODS CO., INC	304.55
01/18/2016	151600281	A	BOARDMAN & CLARK LLP	3,726.00
01/18/2016	151600282	A	CARTER & GRUENEWALD CO., INC.	191.85
01/18/2016	151600283	A	CESA #2	675.00
01/18/2016	151600284	A	COUNES, RYA	64.38
01/18/2016	151600285	A	DEAVER, BRITTANY	14.08
01/18/2016	151600286	A	FERRELL, LESLIE	116.55
01/18/2016	151600287	A	FLINN SCIENTIFIC INC	945.61
01/18/2016	151600288	A	HALDIMAN, TRENT	60.00
01/18/2016	151600289	A	HEINEMANN	1,347.50
01/18/2016	151600290	A	HRICAY, STEVEN	48.00
01/18/2016	151600291	A	KOSTROUN, CHARITY	199.00
01/18/2016	151600292	A	KRUPKE, STEVEN	252.00
01/18/2016	151600293	A	LANDMARK SERVICES COOPERATIVE	3,515.23
01/18/2016	151600294	A	MCDANIEL, KATIE	7.52
01/18/2016	151600295	A	MILLER, KEITH	43.89
01/18/2016	151600297	A	NASCO	1,327.13
01/18/2016	151600298	A	NEIS, GERALD	48.00
01/18/2016	151600299	A	NELSON-YOUNG LUMBER COMPANY	561.73
01/18/2016	151600300	A	PAPENDIECK, SANDRA	58.08
01/18/2016	151600301	A	RHOADES, DEBRA	1,650.00
01/18/2016	151600302	A	RHYME BUSINESS PRODUCTS	2,842.56
01/18/2016	151600303	A	RUNKLE, JENNY	76.82
01/18/2016	151600304	A	SCHOOL SPECIALTY	1,045.06
01/18/2016	151600305	A	SEILS, ANDY	100.00
01/18/2016	151600306	A	SIGNARAMA	54.50
01/18/2016	151600307	A	STASKAL, MELISSA	85.47
01/18/2016	151600308	A	THOMAS, CHERYL	60.30
01/18/2016	151600309	A	WE ENERGIES	16,355.44
01/18/2016	151600310	A	WOLLINGER, KIMBERLY	54.62
01/29/2016	151600311	A	ANSAY & ASSOCIATES	19,704.00
01/29/2016	151600312	A	GARVOILLE, STEVE	50.00
01/29/2016	151600313	A	MAGIC MOMENTS	14,070.00
01/29/2016	151600314	A	NEIS, GERALD	50.00
01/29/2016	151600315	A	NICHOLSON, CHRIS	50.00
01/29/2016	151600316	A	SEILS, ANDY	50.00

Totals for checks 835,187.28

**EVANSVILLE COMMUNITY SCHOOL DISTRICT**

**Board of Education Regular Meeting Agenda**

**Wednesday, February 24, 2016**

**6:00 p.m.**

**District Board and Training Center**

**340 Fair Street (Door 36)**

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

- I. Roll Call: Mason Braunschweig          Sandra Spanton Nelson          Jane Oberdorf  
                 Eric Busse                                  Melissa Hammann  
                 John Rasmussen                              Derek Allen
- II. Approve Agenda.
- III. Public Announcements/Recognition/Upcoming Events:
  - Open Enrollment – February 1 – April 29, 2016
  - Energy Fair – April 22
  - Back To School Days – August 10, 10:00 am – 2:00 pm and August 16, 3:00 pm – 7:00 pm
- IV. Information & Discussion:
  - A.
- V. Budget Finance – Chair, Spanton Nelson:
  - A. Discussion Items:
    1. 2016-2017 Budget Update.
    2. Insurance Committee Update.
    3. Evansville Education Foundation Update.
    4. Food Service and Custodians Compensation Committee Update.
  - B. Develop Budget Finance Agenda Items for April 27, 2016, Meeting.
- VI. Business (Action Items):
  - A. Approval of Proposed Employee Handbook Changes:
    - #1, #2, #3 – Part 2, Certified Staff, pg. 29, 8.05, Sick Leave Bank - Add Number of Sick Days to the Bank.
    - #7 – Part 2, Certified Staff, pg. 50, Section 7, 7.02 - Sick/Personal Days - Change All.
    - #8, #9 – Part 2, Certified Staff, pg. 51, 7.02, Par. 8, Sick, Personnel, Bereavement, and Leave Benefits - Change Language.
    - #10 – Part 2, Certified Staff, pg. 53, 8.01 A, Retirement Notification - Change Deadline.
  - B. Approval of Staff Changes: Hiring of Co-and Extra-Curricular Coaches (Assistant Track and JV Volleyball).
  - C. Approval of February 10, 2016, Regular Meeting Minutes.

- D. Policies – Chair, Hammann:
  - A. First Reading of Policies:
    - 1. #458 – Evansville Community School District Wellness.
    - 2. #458.1 – District Nutrition Standards (Student Nutrition Procedures).
    - 3. #458.2 – District Nutrition Standards.
    - 4. #458.3 – Guidelines for Food and Beverages Offered to Students at School Functions.
    - 5. #383 – Animals in School.
    - 6. #834 – Domestic Pets on School Premises.
  - B. Second Reading of Policies:
    - 1. #320 – General Organization Plan.
    - 2. #343.3 – Online Learning/Virtual School Program.
    - 3. #343.31 – Online Learning/Virtual School Program-Administrative Rule.
    - 4. #343.3 Form – Virtual School Program Form.
    - 5. #522.2 – Tobacco/Nicotine/Electronic Cigarette Use By Staff On School Premises.
    - 6. #832 – Tobacco/Nicotine-Free School Property.
    - 7. #832.1 – Use of Tobacco/Nicotine/Electronic Cigarette Products On School Premises.
- E. Board Development – Chair, Braunschweig:
  - A. Continuous System Improvement (CSI) Plan Update.
  - B. Board Presentations Timeline.
  - C. Develop Board Development Agenda for April 27, 2016, Meeting.
- F. Future Agenda – March 9, 2016, Regular Meeting Agenda.
- G. Adjourn.

This notice may be supplemented with additions to the agenda that come to the attention of the Board prior to the meeting. A final agenda will be posted and provided to the media no later than 24 hours prior to the meeting or no later than 2 hours prior to the meeting in the event of an emergency.

Upon reasonable notice, effort will be made to accommodate the needs of people with disabilities through appropriate aids and services. For additional information or to request this service, contact the District Office at 340 Fair Street, 882-3387 or 882-3386. Persons needing more specific information about the agenda items should call 882-3387 or 882-3386 at least 24 hours prior to the meeting.

Posted: